

# HENNEPIN COUNTY

## MINNESOTA

### FINAL COMMITTEE AGENDA

#### BOARD OF HENNEPIN COUNTY COMMISSIONERS HUMAN SERVICES COMMITTEE

TUESDAY, AUGUST 28, 2018  
1:30 PM

Chair: Debbie Goettel, District 5

Vice-Chair: Mike Opat, District 1

Members: Linda Higgins, District 2  
Marion Greene, District 3  
Peter McLaughlin, District 4  
Jan Callison, District 6  
Jeff Johnson, District 7

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#### 1. Minutes From Previous Meeting

- A. 08/14/2018 Human Services Meeting Minutes

#### 2. New Business

##### Routine Items

- A. **18-0348**  
Human Services & Public Health resolution, including contracts and amendments to contracts with HUMAN SERVICE providers – Report 1814
- B. **18-0349**  
Neg Amd 3 to Agmt A020523 with East Side Neighborhood Services, Inc. for rental space utilized by HSPHD at 1700 Second Street Northeast, Mpls, extending the contract period to 11/30/23 and decreasing the rental space size (\$92,446 first year rent/operating expenses)
- C. **18-0350**  
Amd 4 to Agmt A153232 with the MN Dept of Human Services to accept addtl grant funding for the MFIP Innovations Teen Parent Project, ext agmt through 12/31/18, incr recv by \$33,329 for new total recv of \$233,330
- D. **18-0351**  
Acceptance of the 2017 Human Services and Public Health Department Special Gift Fund annual report

# HENNEPIN COUNTY

## MINNESOTA

### COMMITTEE MINUTES

#### BOARD OF HENNEPIN COUNTY COMMISSIONERS HUMAN SERVICES COMMITTEE

TUESDAY, AUGUST 14, 2018  
1:30 PM

Chair: Debbie Goettel, District 5  
Vice-Chair: Mike Opat, District 1

Members: Linda Higgins, District 2  
Marion Greene, District 3  
Peter McLaughlin, District 4  
Jan Callison, District 6  
Jeff Johnson, District 7

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Commissioner Debbie Goettel, Chair, called the meeting of the Human Services Committee for Tuesday, August 14, 2018 at 2:03 PM. All Commissioners were present.

#### 1. Minutes From Previous Meeting

- A. 07/31/2018 Human Services Meeting Minutes

#### APPROVED

Commissioner Jeff Johnson moved to approve the Minutes from the Previous Meeting, seconded by Commissioner Mike Opat and approved - 7 Yeas

#### 2. New Business Routine Items

- A. 18-0329

Human Services & Public Health resolution, including contracts and amendments to contracts with HUMAN SERVICE providers – Report 1813

#### CONSENT

Commissioner Debbie Goettel moved to approve, seconded by Commissioner Marion Greene and approved - 7 Yeas

#### Addendum

- B. 18-0342

Authorize pass through of 50% reimbursement of eligible SNAP E&T expenses to 4 community partners; 01/01/18-09/30/19, no NTE

#### CONSENT

Commissioner Marion Greene moved to approve, seconded by Commissioner Linda Higgins and approved - 7 Yeas

#### 3. Adjourn

There being no further business, the meeting of the Human Services Committee for Tuesday, August 14, 2018 was declared adjourned at 2:06 PM.

Yolanda C Clark  
Deputy Clerk to the Board

# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0348

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#### Item Description:

Human Services & Public Health resolution, including contracts and amendments to contracts with HUMAN SERVICE providers – Report 1814

#### Resolution:

BE IT RESOLVED, that the contracts, contract amendments and administrative actions of the Human Services and Public Health Department and Department of Community Corrections and Rehabilitation made pursuant to Chapters 256E and 393 of Minnesota Statutes, as detailed in Human Services and Public Health Contract Report 1814 be approved; that the report be filed in the Contract Administration Office; that the Chair of the Board be authorized to sign the contracts, contract amendments and administrative actions on behalf of the County; and that the Controller be authorized to disburse funds as directed. Such contracts are subject to ministerial adjustment, when such adjustments are done within the constraints of the approved Hennepin County Budget and when signed by the County Department Director or Designee.

#### Background:

The contracted dollar amounts are based on estimates of program costs and/or utilization during prior periods. Funding for each contract is provided for within service categories in the Human Services and Public Health Department and Department of Community Corrections and Rehabilitation approved annual budgets. Occasionally new services are implemented which are not in the budget but which are fully funded under state or federal grants or other new funding.

Contracted dollar estimates are based upon prior year usage and are subject to fluctuation in placement patterns, service need, and cost shifts. Therefore, it may be necessary to process ministerial adjustments to contracts to increase or decrease contract amounts or to make minor service changes consistent with the department budget and strategic plan. Placement agreements are also processed administratively.

Contracts include services in the following areas: adult mental health; developmental disabilities; chemical health; adult housing; early intervention and family intervention services, day treatment services; emergency shelter; day care; training and employment services, interpreter services, health services, welfare advocacy, and various other human services. Expectations for ongoing outcome measurement are included in all new, renewal, or extended contracts. Outcome measures are developed by the county and contracted providers. Typically they include measures of client service recipients condition or functioning level. Outcome information is used to modify or improve programs as well as to evaluate effectiveness of different types of intervention and providers. A detailed listing of the specific actions requested by this BAR and an explanation of all unusual items is reflected in the summary of the report.

#### ATTACHMENTS:

Description	Upload Date	Type
Rpt 1814	8/23/2018	Backup Material

## Human Services and Public Health Department - Human Services Contract Report #1814

Date: 8-23-18

To: Clerk of the County Board

From: Human Services and Public Health Department

Subject: BAR Number 18-0348

Board Action Date: 9-6-18

[Electronic Provider File \(EPF\)](#)

[HSPH Board Reports page](#)

### Summary of Contract Actions

<a href="#">New Contracts</a>			<a href="#">Renewed Contracts</a>			<a href="#">Amended Contracts: Increase; (Decrease);Service Changes</a>		
Service Area	Number	Amount	Service Area	Number	Amount	Service Area	Number	Amount
ABH	1	\$45,192	None			ABH	1	\$4,800
CS	2	\$70,000				LTSSAP	1	\$0
Human Services Total	3	\$115,192	Human Services Total	0	\$0	Human Services Total	2	\$4,800
DOCCR Total	0	\$0	DOCCR Total	0	\$0	DOCCR Total	0	\$0

<a href="#">Administrative Actions Description</a>	Contract #	Service Area List and Key
None		<b>ABH</b> = Adult Behavioral Health <b>CS</b> = Children's Services <b>LTSSAP</b> = Long Term Services and Supports and Adult Protection

Vendor	Contract #	Service/Description	Service Area	Term	Previous Annual NTE	New Annual NTE	Funding Source	Notes
<b>New Contracts</b>								
Regents of the University of Minnesota on behalf of its Community-University Health Care Center (CUHCC)	<a href="#">HS00000161</a>	Targeted Case Management for adults with serious and persistent mental illness.	ABH	7/31/18 - 12/31/20	NA	\$45,192	County/State/Federal	NTE for period 7/31/18-12/31/18.
Regents of the University of Minnesota on behalf of its Community-University Health Care Center (CUHCC)	<a href="#">HS00000158</a>	Outpatient Children's Mental Health Services.	CS	7/31/18 - 12/31/19	NA	\$18,000	County	
Robbinsdale ISD 281	<a href="#">HS00000160</a>	Transportation to and from school for foster care children under the Every Student Succeeds Act.	CS	7/1/18 - 6/30/19	NA	\$52,000	County	
<b>Renewed Contracts</b>								
None								
<b>Amended Contracts</b>								
Amherst H. Wilder Foundation	<a href="#">A165164</a>	Interviews with Hennepin County Drug Court participants referred to specialty services and Substance Abuse and Mental Health Services Administration (SAMHSA) data entry.	ABH	4/1/16 - 9/30/18	\$19,118	\$23,918	Federal	SAMHSA Grant. Adds \$4,800 to 10/1/17 - 9/30/18 budget period. Effective 9/1/18.
AMAS Incorporated	<a href="#">A141064</a>	Semi-Independent Living Skills services for adults with developmental disabilities and related conditions.	LTSSAP	10/1/14 - 6/30/19	\$0	\$0	County/State	Extend the contract through 6/30/19.
<b>Administrative Actions</b>								
None								

# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0349

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#### Item Description:

Neg Amd 3 to Agmt A020523 with East Side Neighborhood Services, Inc. for rental space utilized by HSPHD at 1700 Second Street Northeast, Mpls, extending the contract period to 11/30/23 and decreasing the rental space size (\$92,446 first year rent/operating expenses)

#### Resolution:

BE IT RESOLVED, that the County Administrator be authorized to negotiate Amendment 3 to Lease Agreement A020523 with East Side Neighborhood Services, Inc. for rental space utilized by the Human Services and Public Health Department in the East Side Neighborhood Services building, located at 1700 Second Street Northeast, Minneapolis, decreasing the rental space from 4,649 square feet to 3,949 square feet effective July 1, 2018, extending the contract period through November 30, 2023, in the amount of \$92,446 for first year gross rent and operating expenses; that following review and approval by the County Attorney's Office, the Chair of the Board be authorized to sign the Amendment on behalf of the County; and that the Controller be authorized to disburse funds as directed.

#### Background:

**History:** Under Lease Agreement A020523, the Human Services and Public Health Department (HSPHD) leased 4,649 square feet (sq. ft.) of space on the second floor of the East Side Neighborhood Services building, located at 1700 Second Street Northeast in Minneapolis. The lease to rent 2,204 sq. ft. began on December 1, 2003 (Resolution 08-0373). In 2018, the lease was amended to extend the term by five years to November 30, 2013 (Resolution 13-0398).

Amendment 2, executed in 2014, increased the size of the rental space by 2,445 sq. ft. to the current size of 4,649 sq. ft. (Resolution 14-0298). Amendment 3 will extend the lease five years and decrease the rental space by 700 sq. ft. to 3,949 sq. ft. effective July 1, 2018. This decrease in space will save the county \$16,387 annually in rent expense. Gross rent is currently \$23.41 per sq. ft. and will remain at this same rate for the entire five-year extension. Both the county and the landlord will retain the current right to cancel the lease at any time for any reason at no cost with 30 days' written notice.

HSPHD currently has 84 staff assigned to this space from Child Protection, Long Term Social Services and Support, and Adult Protection. This space also serves as the site for Child Protection Screening, which operates 24 hours per day and seven days per week.

**Current Request:** Authorization to negotiate Amendment 3 to Lease Agreement A020523 with East Side Neighborhood Services, Inc. to decrease the rental space used by HSPHD by 700 sq. ft. in the East Side Neighborhood Services building. This request also includes extending the contract period to November 30, 2023 in the amount of \$92,446 for first year rent and operating expenses.

**Impact/Outcomes:** Approval of Amendment 3 to Lease Agreement A020523 will allow HSPHD to continue providing services to residents in Northeast Minneapolis and surrounding neighborhoods.

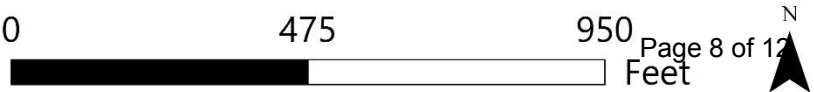
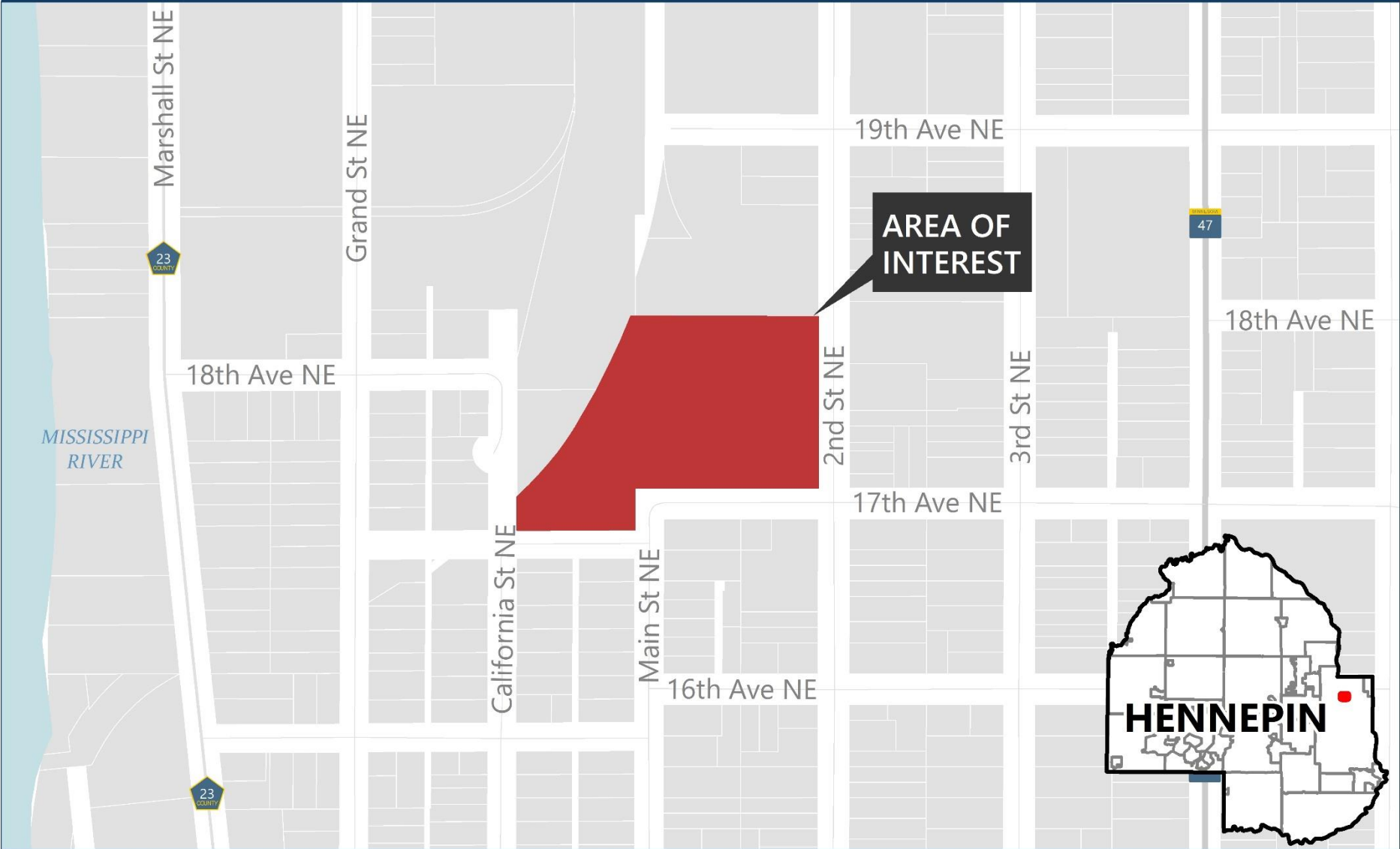
#### ATTACHMENTS:

Description

Upload Date    Type



Lease Agmt No. A020523 – Human Services at East Side Neighborhood Services  
1700 2nd St. NE., Minneapolis 55413





# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0350

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#### Item Description:

Amd 4 to Agmt A153232 with the MN Dept of Human Services to accept addtl grant funding for the MFIP Innovations Teen Parent Project, ext agmt through 12/31/18, incr recv by \$33,329 for new total recv of \$233,330

#### Resolution:

BE IT RESOLVED, that Amendment 4 to Agreement A153232 with the Minnesota Department of Human Services accepting grant funding for the Minnesota Family Investment Program Innovations Teen Parent Project, extending the end date to December 31, 2018, and increasing the receivable by \$33,329 for a new total receivable amount of \$233,330 be approved; that the Chair of the Board be authorized to sign the Amendment on behalf of the County; and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED, that sponsorship and acceptance of grant funding for this program by the Hennepin County Board of Commissioners does not imply a continued commitment by Hennepin County for this program when funds are no longer available.

#### Background:

Amendment 4 to Agreement A153232 with the Minnesota Department of Human Services, Economic Assistance and Employment Supports Division, accepts additional grant funding of \$33,329 and extends the Agreement through December 31, 2018. Fund are used via an expenditure contract with Hennepin HealthCare System, Inc., (formerly MVNA) Shared Services Agreement #HCMC16-A64, called the Teen Hope program. Previous board action requests (15-0150, 15-0507, 17-0070 and 18-0097) accepted \$200,001 in funding during the period April 1, 2015 through June 30, 2018.

For 2015 and 2016, \$100,000 in grant funds covered a full-time social worker position for the Teen Hope program. In 2017 a \$66,667 grant allowed additional client transportation (bus cards and tokens) and client support (state ID's, birth certificates, application fees, testing costs). At the beginning of 2018, DHS granted \$33,334 of the 2017 amount and is now adding an additional \$33,329 for the period July 1, 2018 through December 31, 2018.

This funding is a supplemental amount allocated to the Hennepin County Minnesota Family Investment Program (MFIP)-Innovations Teen Parent Home Visiting block grant for an expansion of the Teen Parent Project through Hennepin HealthCare System, Inc. The Teen Parent Project provides a single point of contact for Hennepin County MFIP-eligible minor teen parents who are required to attend school and 18-19 year old MFIP participants who choose the education option. A Public Health Nurse (or social worker for those teens already in a nurse home-visiting program) provides case coordination and other evidence based practices to help teen parents complete their educational goals, deliver healthy babies, delay subsequent pregnancies, develop responsive parenting skills and achieve self-sufficiency.

#### ATTACHMENTS:

Description	Upload Date	Type
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# HENNEPIN COUNTY

## MINNESOTA

### Board Action Request 18-0351

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**Item Description:**

Acceptance of the 2017 Human Services and Public Health Department Special Gift Fund annual report

**Resolution:**

BE IT RESOLVED, that the Hennepin County Board of Commissioners accept the Human Services and Public Health Department's Special Gift Fund 2017 Annual Report; and that pursuant to Minnesota Statute 465.03, donations made to the Hennepin County Human Services and Public Health Department Special Gift Fund in 2017 be accepted.

**Background:**

The Hennepin County Special Gift Fund was established in 1970 to provide financial assistance to Human Services and Public Health Department clients who are faced with a crisis or have special needs when no other resources are available. The client's case manager makes the request for funds on behalf of the client. Individual requests are generally limited to \$200 per client and supply such needs as clothing, housing, food and treatment options.

Minnesota Statute 465.03 requires that gifts to counties be accepted by resolution of the governing body and adopted by a two-thirds majority. An annual report containing a summary of 2017 donations and expenditures is attached.

**ATTACHMENTS:**

Description	Upload Date	Type
2017 Special Gift Fund Annual Report	8/14/2018	Backup Material

**HUMAN SERVICES AND PUBLIC HEALTH DEPARTMENT  
VOLUNTEER AND COMMUNITY PARTNERSHIPS PROGRAM  
SPECIAL GIFT FUND – 2017 ANNUAL REPORT**

**BACKGROUND:** The Hennepin County Special Gift Fund was established in 1970 to provide financial assistance to Human Services and Public Health clients who are faced with a crisis or have special needs where all other financial resources to meet those needs have been exhausted. Access to the funds on behalf of a client is made by the client's case manager or social worker. Individual requests are generally limited to \$200.00 except in compelling cases. All funds in the Special Gift Fund are donated – no tax dollars are used.

**2017 FINANCIAL SUMMARY**

1/1/17 Balance	\$29,608.58
2017 Cash/Check Donations	\$50,843.58
2017 Disbursements	<u>\$19,484.38</u>
12/31/17 Balance	\$60,967.78

The Special Gift Fund received a one-time donation of \$26,718.44 from the estate of a former recipient of county services. The Fund also received \$6,980 in Target, Cub, Walmart, and miscellaneous gift card donations; \$1,680 of the gift cards were used for the Backpack and Holiday Programs, and to meet client needs, leaving a gift card balance of \$5,300.

**SUMMARY OF 2017 DONATIONS**

The Special Gift Fund (SGF, or the Fund) is 100% funded by donations. In 2017 the Fund received almost 200 individual, corporate, and employee donations ranging from \$5.00 to \$5,000.00. (That is just under the number of donations received in 2016, and, not counting the one-time donation of \$26,719, \$7,774 more than was donated in 2016). Employees are able to contribute to the Fund via the County's Charitable Contribution Campaign, by participating in annual Bake Sale, and of course individually.

The Fund is also used to manage donations to and purchases for the annual Backpack Challenge and the Holiday Giving Partners programs. In 2017 almost \$9,500 in donations were received for the Backpack Challenge, while the Holiday Program received \$2,025 in direct donations. The Hennepin County Retiree/Alumni group donated \$2,649, while employee contributions totaled \$3,161. More energy was focused on the annual Bake Sale fundraising event, resulting in donations of \$5,190.

In addition, donations of backpack supplies totaled over \$81,000 in 2017. Volunteers and donors contributed enough to distribute 1,316 backpacks, a significant increase over 2016.

Volunteer and Community Partnership Program's Holiday Giving Program had another successful year bringing in over \$133,000 in corporate, employee, community, and individual donated gifts that provided holiday gifts, winter clothes, and necessities to almost 1200 clients and families.

The Knitters and Stitchers program brought in over \$7,000 in donated yarn that volunteers turned into blankets, hats, mittens, and scarves that were distributed at homeless shelters and to kids in foster care.

Finally, county staff who play in a band held a concert at a local establishment and donated the entrance fee to the show to the Special Gift Fund. That money, along with “passing the hat”, brought \$377 to the Fund.

#### **SUMMARY OF 2017 EXPENDITURES**

111 HHS clients received a grant from the Special Gift Fund in 2017 – that is just under the number of requests received in 2016. The vast majority of grants went to support health, housing, mental health, and to provide clothing. Grants ranged from \$40 to \$200, and totaled \$19,484 for the year, a slight increase over 2016 expenditures.

The Fund also distributed \$2,010 for the Backpack Challenge, \$985 to support transportation needs, and \$205 to get reading glasses for people using the Healthcare for the Homeless clinics.