

HENNEPIN COUNTY

MINNESOTA

FINAL COMMITTEE AGENDA

BOARD OF HENNEPIN COUNTY COMMISSIONERS

HEALTH AND HUMAN SERVICES COMMITTEE

TUESDAY, FEBRUARY 12, 2019

1:30 PM

Chair: Angela Conley, District 4

Vice-Chair: Debbie Goettel, District 5

Members: Mike Opat, District 1

Irene Fernando, District 2

Marion Greene, District 3

Jan Callison, District 6

Jeff Johnson, District 7

1. Public Hearing

- A. Public comment on proposed revisions to Ordinance 3: Food Protection

2. Minutes From Previous Meeting

- A. 1/29/19 Meeting Minutes

3. New Business

Routine Items

A. 19-0053

Human Services & Public Health resolution, including contracts and amendments to contracts with providers – Report 1902

B. 19-0054

Authorization to receive funds from MN Dept of Human Services for a portion of the county's SNAP E&T admin expenses, pass through reimbursement to community partners, 10/01/18-09/01/19, est recv of \$1,084,961; supplemental appropriation of \$584,961 to 2019 HSPH budget

Section I: Purpose

1.1 Purpose

This Ordinance is enacted to establish standards for the regulation of food establishments to protect the health, safety, and general welfare of the people of Hennepin County pursuant to powers granted under [the Local Public Health Act](#), Minnesota Statutes, Sections 145A.01 through 145A.11, [Minnesota Statutes 28A.075, 28A.0752](#) and 375.51 through 375.55, ~~Minnesota Rules, Chapter 4626, and subsequent recodifications and/or amendments and other applicable legislation, as may be adopted from time to time.~~ For the purpose of prescribing regulations governing food establishments Hennepin County hereby incorporates the following rules and statutes and subsequent recodifications and/or amendments and other applicable legislation, as may be adopted from time to time.

- (a) ~~M.S.~~ Minnesota Statutes, Chapters 157, Minnesota Statutes, Sections 17.04, 29.21, 29.23, 29.235, 29.236, 29.237, 29.24, 29.25, 29.26, 29.27, and 30.49, applicable sections of Minnesota Statutes, Chapters 28A, 31, and 34A,;
- (b) Minnesota Rules, Chapter 4626, except Minnesota Rules, Part 4626.0033, subparts G through O.
- (c) Applicable sections of Minnesota Rules, ~~P~~parts 1520, 1545, 1550, and 1556.

1.2 Objectives

The principal objectives of this Ordinance are as follows:

- A. To prevent foodborne illness.
- B. To correct and prevent conditions that may adversely affect persons utilizing food establishments.
- C. To provide standards for the design, construction, operation, and maintenance of food establishments.
- D. To meet consumer expectations of the safety of food establishments.

Section II: General provisions

2.1 Scope

This Ordinance shall be applicable to all food establishments except that where Hennepin County licenses, inspects or otherwise regulates an establishment pursuant to a delegation agreement with the Minnesota Department of Agriculture, the terms of that delegation agreement shall control if inconsistent with this [Ordinance](#).

2.2 Exclusions

~~This Ordinance shall not include food service operations conducted in and for a house of worship when the food service is limited to preparation, service, or consumption by the members of the house of worship and not advertised to the public.~~

2.2 Licensing jurisdiction

Section 4.2 of this Ordinance shall not apply to a food establishment located in a statutory or home rule charter city that maintains a delegation of authority agreement with the Minnesota Department of Health or the Minnesota Department of Agriculture to regulate food establishments pursuant to Minnesota Statutes, Section 145A.07, [28A.0752](#) or 28A.075.

Section III: Definitions

Definitions of words, phrases, and terms used in this Ordinance shall be those set forth in Minnesota Rules, Chapter 4626, Hennepin County Administrative Ordinance No. 1, and this section.

3.1 "Food establishment"

Is defined in Minnesota Rules, ~~Chapter-Part~~ 4626.0020, Subpart 35. Food establishments include, but are not limited to, restaurants, boarding houses, drive-ins, bars, taverns, brew pubs, cafeterias, delicatessens, snack bars, grocery stores, retail bakeries, micromarkets, convenience stores, caterers, cafes, charter boats, satellite or catered feeding locations, mobile food units, catering food vehicles, food delivery services, food delivery vehicles, carts, clubs, lodges, commissaries, youth camps, itinerant and other short term food operations, lodging facilities, resorts, public and private schools, public buildings, group child care centers, vending machines, and similar businesses and establishments.

3.2 "Health authority"

Means the Hennepin County ~~Human Services~~ Public Health Department and its designated employees, agents, or contractors, as the Hennepin County Board may designate.

3.3 "Itinerant food establishment"

A food establishment operating as a seasonal permanent food stand, seasonal temporary food stand, or special event food stand as those terms are defined in Minnesota Statutes, Section 157.15, ~~Subdivisions 12-a~~, 13, and 14.

Section IV: Administration and Licensing

4.1 Administrative ordinance

Except where otherwise specified, this Ordinance is subject to all provisions of Hennepin County Administrative Ordinance No. 1.

4.2 License required

No person shall operate a food establishment within Hennepin County or engage in any enterprises described in Section 2, unless a license has been obtained. Each license shall be obtained from the Health Authority as established by County Board resolution from time to time pursuant to this Ordinance and Hennepin County Administrative Ordinance 1.

4.3 General licensing

The application for such licenses shall be made on forms furnished by the Health Authority and shall describe the general nature of the business, the location, and any other information deemed necessary by the Health Authority.

4.4 License expiration

Licenses issued pursuant to this Ordinance shall commence and expire on the dates indicated on the license certificate. With the exception of itinerant food establishment licenses, all food establishment licenses shall be issued for the applicable license year. Itinerant food establishment licenses shall be issued for the specific days the itinerant food establishment is in operation.

4.5 Transfer and display of license

Only a person who complies with the requirements of this Ordinance shall be entitled to hold a license. A license shall not be transferable as to person or place. A valid license shall be located onsite and posted so that it is clearly visible to the public.

Section V: Administrative Hearing

5.14-6 Right of appeal

Where a license application or renewal is denied or a licensee receives a suspension, summary suspension, or revocation notice, the applicant or licensee may appeal the action to the Health Authority by requesting an administrative hearing within ten County working days of the date of the notice. The notice of the action shall state the right to an administrative hearing.

5.24-7 Administrative hearing

If any applicant or licensee makes a written request for an administrative hearing, such hearing shall be held before the Health Authority Division Manager or his/her designee.

5.34-8 Schedule

The [administrative](#) hearing shall be held no later than 45 calendar days after the date of service of the request for a hearing was received unless the appellant requests an extension of time. If an extension is requested, the hearing shall be held no later than 90 calendar days after the date of service of the request for a hearing.

5.44-9 Notice

The Health Authority shall mail notice of the [administrative](#) hearing to the appellant at least ten calendar days prior to the hearing. Such notice shall include:

- A. A statement of time, place, and nature of the hearing; and
- B. A reference to leave the particular section, of this Ordinance or the adopted statutes or rules that have been violated.

5.54-10 Witnesses and evidence

All parties shall have full opportunity to respond to and present evidence and witnesses.

5.64-11 Standard of proof

The appellant shall have the burden of proving its position by clear and convincing evidence. All findings of fact, conclusions of law, and decisions by the Health Authority Division Manager shall be based on evidence presented and matters officially noticed.

5.74-12 Rules of evidence

The Rules of Evidence, as applied in the District Court, shall not apply to the hearing, but irrelevant, immaterial, and unduly repetitious evidence shall be excluded. The hearing shall be confined to matters raised in the Health Authority's written notice of suspension, summary suspension, or revocation or in the appellant's written request for a hearing.

5.84.13 Record of hearing

The hearing shall be taped or videotaped and minutes shall be kept.

5.94.14 Notice of decision

The determination of the Health Authority Division Manager and a copy of the minutes of the administrative hearing shall be forwarded to the appellant within ten County working days of the conclusion of the administrative hearing. The determination will be effective on the sixth County working day following the date the notice is sent.

5.104.15 Request for reconsideration of hearing decision

The written notice must state the effective date of the adverse action. The notice must state that the appellant has the right to request a reconsideration of the hearing decision within five County working days of receipt of the notice. The reconsideration shall consist of a review of the record by the Health Authority. The review shall be conducted within five County working days of the receipt for the request for reconsideration. A written notice of determination will be forwarded to the appellant within five County working days of the reconsideration decision. The determination will become effective after three working days after the notice of decision is mailed.

Section VI: Inspections and plan review

56.1 Inspection required

The Health Authority shall inspect each food establishment prior to issuing a license for an establishment and as deemed necessary by the Health Authority. The Health Authority shall not issue a license until the food establishment complies with the standards of this Ordinance as demonstrated by a satisfactory inspection.

56.2 Plan submission

The license applicant or licensee shall submit properly prepared plans to the Health Authority under the provisions of Minnesota Rules, ~~Chapter~~ Part 4626.1720. The plans, specifications, application, and plan review fee shall be submitted to the Health Authority at least 30 business days before beginning construction or remodeling.

56.3 Approval required

The food establishment shall be constructed in conformance with plans approved by the Health Authority. A statutory or home rule charter city shall not issue a building permit for a food establishment or remodeling or alteration permit for such establishment until the Health Authority has approved such plans.

56.4 Construction inspections

The Health Authority shall inspect the food establishment as frequently as necessary during construction to ensure that construction occurs in conformance with this Ordinance. The licensee shall not begin operations until the Health Authority has conducted a final inspection and approved issuance of the food license.

56.5 Access to premises and records

The person in charge of the food establishment shall, upon request of the Health Authority and after proper Hennepin County identification, permit access to all parts of the establishment at any

reasonable time for the purpose of inspection as often as deemed necessary by the Health Authority. The person in charge shall make available and allow copying of any and all records necessary to ascertain sources of food and compliance with this Ordinance.

56.6 Interference with health authority

No person shall interfere with or hinder the Health Authority in the performance of its duties, or refuse to permit the Health Authority to make inspections of a food establishment.

56.7 Removal and correction of violations

The licensee, owner, or operator of a food establishment, upon receipt of a report giving notification of one or more violations of this Ordinance, shall correct or remove each violation in the length of time determined by the Health Authority. The length of time for the correction or removal of each such violation shall be noted on the inspection report. Failure to remove or correct each violation within the specified time period shall constitute a separate violation of this Ordinance. The Health Authority may issue orders to halt construction or remodeling, or to take corrective measures to ensure compliance with this Ordinance.

Section VII: Grounds for emergency closure

67.1 Single violations

If any of the following conditions exist, the operator may be ordered to discontinue all operations of the food establishment until such time as the Health Authority confirms the correction of the violation:

- A. Failure to possess a license required by this Ordinance;
- B. Evidence of a sewage backup in a food preparation, food storage, or utensil washing area;
- C. Lack of potable, plumbed, hot or cold water to the extent that hand washing, utensil washing, food preparation, or toilet facilities are not operational;
- D. Lack of electricity or gas service to the extent that hand washing, utensil washing, food preparation, lighting, or toilet facilities are not operational;
- E. Evidence of an ongoing illness associated with the operation of the establishment;
- F. Significant damage to the food establishment due to tornado, fire, flood, or other disaster;
- G. Evidence of an infestation of rodents or other vermin;
- H. Evidence of cross contamination, filthy conditions, untrained staff, or poor personal hygiene;
- I. Lack of an effective means of sanitizing dishes or utensils;
- ~~I. Misuse of poisonous or toxic materials;~~ or
- J. k. Anytime a public health nuisance, as defined in Minnesota Statutes, Section 145A.02 subdivision 17, exists.

Section VIII: Standards for health, safety and nuisance prevention

78.1 Standards adopted

This Ordinance incorporates by reference the provisions of Minnesota Rules, ~~Chapters~~ [Parts](#) 4626.0010 through 4626.2025 ~~1855~~, excluding [Parts](#) 4626.1715, ~~Subpart B~~, [Part](#) 4626.1720, ~~Subpart B~~, and [Parts](#) 4626.1755 through 4626.4780 ~~1777~~, and all subsequent recodifications and amendments, and specifically adopts the following additional standards pursuant to Minnesota Statute, Section 145A.05, ~~Subdivision~~ 1:

~~A.~~

~~Minnesota Rules, Chapter 4626.0030 DEMONSTRATION. Based on the risks of foodborne illness inherent to the food operation, during inspections and upon request by the regulatory authority, the person in charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, application of the hazard analysis critical control point (HACCP) principles when a HACCP plan is required under part 4626.1730, and the requirements of the Food Code by passing an approved exam for Food Manager Certification or other means acceptable to the Health Authority.~~

~~BA.~~

Minnesota Rules, Chapter [Part](#) 4626.0225, [Subpart D](#) PREVENTING CONTAMINATION FROM HANDS. [The food establishment must submit written notification to the Health Authority of its intention to use written procedures as contemplated under Subpart D of Part 4626.0225 and receive approval from the Health Authority prior to implementing any such written procedures.](#)

1. ~~Food employees shall wash their hands as specified in part 4626.0070.~~
2. ~~Food employees shall not contact exposed ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single use gloves, or dispensing equipment except~~
 - a. ~~When washing fruits and vegetables as specified in part 4626.0255, or~~
 - b. ~~When otherwise approved by the Health Authority. The Health Authority shall not approve alternatives in those establishments serving highly susceptible populations.~~
3. ~~Food employees shall minimize bare hand and arm contact with food that is not in a ready-to-eat form.~~

~~C.~~

~~Minnesota Rules, Chapter 4626.0410 TIME AS PUBLIC HEALTH CONTROL, Subpart 2. Notification. The food establishment licensee must submit written notification to the Health Authority of his/her intention to use the procedures provided under this part and receive approval from the Health Authority prior to implementing the provisions of this part.~~

~~D.~~

~~Minnesota Rules, Chapter 4626.0925 MECHANICAL WASHING.~~

1. ~~Except as specified in item 2, linens shall be mechanically washed.~~
2. ~~In food establishments in which only wiping cloths are laundered as specified in part 4626.0695, item B, the wiping cloths may be laundered in a mechanical clothes washer, a sink designated only for laundering wiping cloths, or a ware washing sink that is cleaned as specified in part 4626.0750. Laundering in food preparation sinks is prohibited.~~

~~EB.~~

Minnesota Rules, ~~Chapter Part~~ 4626.1050. Subpart A HANDWASHING SINKS: NUMBERS AND CAPACITY, A is amended to read as follows: A hand-washing ~~lavatory sink~~ shall ~~must~~ be equipped to provide water to the user through a mixing valve or combination faucet for at least 15 seconds, at a temperature of at least 43 degrees C (110 degrees F), but not more than 54 degrees C (130 degrees F) in a food establishment and not more than 48 degrees C (120 degrees F), in a sink that is used by children such as a school, day care, or preschool.

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Minnesota Rules, Chapter 4626.1325, A is amended to read: Except as specified in item 2, materials for indoor floor, wall, and ceiling surfaces under conditions of normal use shall be:

1. ~~Smooth, durable and easily cleanable for areas where food establishment operations are conducted;~~
2. ~~Closely woven and easily cleanable carpet where carpeting is permitted; and~~
3. ~~Non-absorbent and resistant to the wear and abuse to which they are subjected. Materials such as, but not limited to, quarry tile, ceramic tile, or terrazzo are approved for food preparation areas, toilet rooms, hand-washing areas, wait stations, kitchens, bars, walk-in refrigeration, ware washing areas, janitorial areas, laundry rooms, areas subject to flushing or spray cleaning methods, and other areas subject to moisture.~~

~~G.C.~~

Minnesota Rules, ~~Chapter Part~~ 4626.1465 TOILET TISSUE, AVAILABILITY. A supply of toilet tissue in a mounted dispenser shall be available at each toilet.

~~H.D.~~

Minnesota Rules, Chapter ~~Part~~ 4626.1470 LIGHTING INTENSITY. The light intensity shall be:

1. At least ~~215~~330-lux (~~20~~30-foot candles) at a distance of 30 inches (75 cm) above the floor:
 - a. ~~At a surface where food is provided for consumer self-service, including buffets and salad bars, or where fresh produce or packaged foods are sold or offered for consumption;~~
 - b. ~~Inside equipment including reach in and under counter refrigerators;~~
 - c. ~~At a distance of 75 cm (30 inches) above the floor in areas used for equipment and utensil storage and in toilet rooms; and~~
 - d. ~~For work areas behind a bar, such as ice bins, blender stations, and warewashing sinks; and~~

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~~a.~~ a. In walk-in refrigeration units, dry food storage areas and in other areas during periods of cleaning.

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2. ~~At least 770 lux (70 foot candles) at a surface where a food employee is working with food or working with utensils or equipment; including knives, slicers, grinders, or saws; where employee safety is a factor and in areas used for ware washing, except behind a bar.~~

~~I.~~

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Minnesota Rules, Chapter 4626.1615 POISONOUS OR TOXIC MATERIAL CONTAINERS. A container previously used to store or dispense poisonous or toxic materials shall not be used to store, transport, or dispense food.

J.

Minnesota Rules, Chapter 4626.1725 CONTENTS OF PLANS AND SPECIFICATIONS.

The plans and specifications for a food establishment shall include:

1. The intended menu;
2. The anticipated volume of food to be stored, prepared, and sold or served;
3. The proposed layout to scale, mechanical schematics, construction materials, and finish schedules;
4. The proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capabilities, and installation specifications;
5. A complete set of elevations and drawings for all custom fabricated equipment;
6. A functional flow plan indicating how food will be handled; and
7. Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion, or modification.

KE.

Minnesota Rules, Chapter ~~Part 4626.2010~~ 4626.0033, Subpart B (4) CERTIFIED FOOD MANAGER REQUIREMENTS FOR FOOD ESTABLISHMENTS. ~~Subpart 4.~~ Exemptions. These exempted food establishments are not required to have a certified food manager, but the person in charge required by 4626.0025 in these food establishments must be trained in basic food sanitation as determined by the Health Authority.

Section VIII: Industry self-survey and training responsibility

8.1 Self-inspection program

Every licensee of a food establishment shall arrange for and maintain a program of sanitation self-inspection conducted by the owner, operator, or certified food manager and approved by the Health Authority. The self-inspection program shall include written policies, appropriate forms for logging self-inspections, and evidence that routine self-inspection of all aspects of the food establishment takes place. A description of the food establishment operation, including the menu, shall be available for review.

Section IX: Fees

9.1 License fees

Fees for licenses and service fees as shown in the fee schedule, issued hereunder shall be those established by resolution of the Hennepin County Board of Commissioners. An additional fee shall be charged for each additional service or operation that is separate, distinct or unique from the primary or main food establishment, as determined by the Health Authority.

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Commented [A2]: New MN Food code is the same as old ordinance

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Commented [A3]: 4626.1725 CONTENTS OF PLANS AND SPECIFICATIONS. 8-201.12

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9.2 Failure to submit plan

If work has commenced prior to approval of construction or remodeling plans, late fees may be assessed in accordance with the fee schedule.

9.3 License late fees

If a food establishment does not return the license application and required fee by the date required on the invoice, an additional late fee may be assessed in accordance with the fee schedule.

9.4 Operating without a license

A food establishment found operating without a valid license may be assessed a fee of double the applicable license fee, or as determined by the fee schedule.

9.5 Prorating

If a food establishment begins operation in the last quarter of a licensing year, the license fee due shall be prorated to one half of the annual license fee for that year.

Section X: Variances

10.1 Determination

When a licensee or applicant requests a variance under Minnesota Rules, [Chapter-Part 4626.1690](#), on the form provided by the Health Authority, from a provision of this Ordinance or Minnesota Rules, Chapter 4626, the Health Authority will issue a written determination regarding that variance request.

Commented [A4]: 4626.1690 VARIANCE REQUEST; PROCEDURES. 8-103.11
A person may ask the regulatory authority to grant a variance from the provisions of this Code according to parts 4626.1690 to 4626.1715.

10.2 Variance reconsideration

A licensee or applicant may request reconsideration of the denial, revocation, or failure to renew a variance request by the Health Authority. When such a request is received, the Health Authority will conduct an administrative review.

10.3 Variance appeal request

The request for an administrative review shall be in writing specifically stating the grounds for appeal. The request must be received by the Health Authority no later than the close of business on the tenth County working day following the service of notice of the Health Authority action.

10.4 Review process

The reconsideration shall consist of a review of the variance request file. The Health Authority shall review the file within ten County working days of the receipt of the review request.

10.5 Notice of determination

A written notice of the determination resulting from the administrative review will be issued to the licensee or applicant within ten County working days of the completion of the review.

Section XI: Separability

If any provision or application of any provision of this Ordinance is held invalid, that invalidity shall not affect other provisions or applications of this Ordinance.

Section XII: Penalty

12.1 Misdemeanor

Any person who violates this Ordinance, or who permits a violation to exist on the premises under his/her control, or fails to take action to abate the existence of the violation(s) within a specified time period, when ordered or notified to do so by the Health Authority, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished as provided by law. Each day of violation constitutes a separate offense.

12.2 Adverse license action

Violation of any provision of this Ordinance by a licensee or other person in charge shall be adequate grounds for denial, refusal to renew, revocation, or suspension of a license to operate a food establishment as determined by the Health Authority.

12.3 Civil remedies

In the event of a violation or a threat of violation of this Ordinance, the City Attorney or County Attorney may take appropriate action to enforce this Ordinance, including application for injunctive relief, action to compel performance, or other appropriate action in court, if necessary, to prevent, restrain, correct, or abate such violations or threatened violations. The City Attorney or County Attorney enforcing provisions of this Ordinance may seek costs and disbursement, including attorneys' fees.

12.4 Citations

Whenever the Health Authority discovers a violation of this Ordinance, a citation may be issued to the person alleged to have committed the violation. The citation shall be issued to the person charged with the violation, or in the case of a corporation or municipality, to any officer or agent expressly or impliedly authorized to accept such issuance.

Section XIII: Captions

The captions printed in boldfaced type before sections of this Ordinance are mere catch words to indicate the content of the section.

Section XIV: Effective date

After passage by the Hennepin County Board of Commissioners, this Ordinance shall be effective on February 1, 2005 ~~<Date of signing.>~~

HENNEPIN COUNTY

MINNESOTA

COMMITTEE MINUTES

BOARD OF HENNEPIN COUNTY COMMISSIONERS
HEALTH AND HUMAN SERVICES COMMITTEE
TUESDAY, JANUARY 29, 2019
1:30 PM

Chair: Angela Conley, District 4
Vice-Chair: Debbie Goettel, District 5

Members: Mike Opat, District 1
Irene Fernando, District 2
Marion Greene, District 3
Jan Callison, District 6
Jeff Johnson, District 7

Commissioner Conley, Chair, called the meeting of the Health and Human Services Committee for Tuesday, January 29, 2019 to order at 2:17 PM. All Commissioners were present with the exception of Commissioner Jeff Johnson, who was absent

1. Minutes From Previous Meeting

A. Minutes 1-15-2019

APPROVED

Commissioner Marion Greene moved to approve the Minutes from the Previous Meeting, seconded by Commissioner Debbie Goettel and approved - 6 Yeas 1 Absent: Johnson

2. New Business

Routine Items

A. **19-0033**

Human Services & Public Health resolution, including contracts and amendments to contracts with providers – Report 1901

CONSENT

Commissioner Marion Greene moved to Consent, seconded by Commissioner Mike Opat and approved - 6 Yeas 1 Absent: Johnson

3. Adjourn

There being no further business, the meeting of the Health and Human Services Committee for Tuesday January 29, 2019 was declared adjourned at 2:18 PM.

Karen Keller
Deputy Clerk to the County Board

HENNEPIN COUNTY

MINNESOTA

Board Action Request 19-0053

Item Description:

Human Services & Public Health resolution, including contracts and amendments to contracts with providers – Report 1902

Resolution:

BE IT RESOLVED, that the contracts, contract amendments and administrative actions of the Human Services & 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 & Public Health Contract Report 1902 be approved; that the report be filed in Contract Management Services; 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 & 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, which are developed by the county and contracted providers, assess the effectiveness of a service and its impact on an eligible recipient's 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 1902	2/7/2019	Backup Material

Human Services and Public Health Department Contract Report #1902

Date: 2/7/19

To: Clerk of the County Board

From: Human Services and Public Health Department

Subject: BAR Number 19-0053

Board Action Date: 2/21/19

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

[HSPH Board Reports page](#)

Summary of Contract Actions

New Contracts			Renewed Contracts			Amended Contracts: Increase; (Decrease);Service Changes		
Service Area	Number	Amount	Service Area	Number	Amount	Service Area	Number	Amount
ABH	1	\$17,472	None			CS	1	\$20,000
CS	1	\$100,000				HS	2	\$294,272
EWS	1	\$100,000				LTSSAP	1	\$0
PHPP	1	\$7,346				PHPP	1	\$0
HSPH Total	4	\$224,818	HSPH Total	0	\$0	HSPH Total	5	\$314,272
DOCCR Total	0	\$0	DOCCR Total	0	\$0	DOCCR Total	0	\$0

Administrative Actions Description	Contract #	Service Area List and Key
Cancellation	A154187	ABH = Adult Behavioral Health CS = Children's Services EWS = Eligibility and Work Services HS = Housing Stability LTSSAP = Long Term Services and Support and Adult Protection PHPP = Public Health Protection and Promotion

Vendor	Contract #	Service/Description	Service Area	Term	Previous Contract NTE	New Contract NTE	Funding Source	Notes
New Contracts								
Minnesota State Operated Community Services (MSOCS)	HS00000222	Employment Exploration Services that help adults with multiple discharge barriers transition from AMRTC and MHS-St. Peter into the community.	ABH	2/21/19 - 11/30/19	NA	\$17,472	State	Transition to Community Initiative Grant.
Gerard Treatment Programs, LLC	PR00000860	Collaborative Intensive Bridging Services (CIBS) beds at Gerard Academy in Mower County.	CS	2/1/19 - 12/31/20	NA	\$100,000	County	
Blue Earth County	PR00000217	Establish a pilot program based on Hennepin County's Career Connections Pathways framework for unemployed Blue Earth County residents.	EWS	1/1/19 - 6/30/19	NA	\$100,000	State Grant	DEED - Hennepin County Pilot Program.
City of Brooklyn Center	PR00000883	Provide coordination and training to plan culturally appropriate physical activity events for residents of Brooklyn Center.	PHPP	3/1/19 - 10/31/19	NA	\$7,346	State Grant	Statewide Health Improvement Program (SHIP)
Renewed Contracts								
None								
Amended Contracts								
Amherst H. Wilder Foundation	PR00000477	Provide data and analysis to guide decision making related to children's mental health continuum of services.	CS	8/1/18 - 6/30/19	\$25,000	\$45,000	County	Extend the contract to 6/30/19. Add \$20,000 to the total NTE.
Connections to Independence	HS00000064	Independent Living Skills services to assist youth ages 14-21 in achieving self-sufficiency when they age out of foster care.	HS	3/1/18 - 6/30/19	\$450,000	\$600,000	County	Extend the contract to 6/30/19. Add \$150,000 to the total NTE.
Young Men's Christian Association of the Greater Twin Cities	HS00000066	Independent Living Skills services to assist youth ages 14-21 in achieving self-sufficiency when they age out of foster care.	HS	3/1/18 - 6/30/19	\$432,816	\$577,088	County	Extend the contract to 6/30/19. Add \$144,272 to the total NTE.
Life by Design, Inc.	A153078	Semi-Independent Living services for people with developmental disabilities or related condition(s).	LTSSAP	4/1/15 - 6/30/19	\$0	\$0	County/State	Extend the contract to 6/30/19.

Cribs for Kids, Inc.	A165407	Porta-cribs to be used for families residing in Hennepin County Homeless shelters or for identified families receiving child protection services.	PHPP	6/1/16 - 5/31/20	\$150,000	\$150,000	Federal	TANF Grant. Increase unit prices. No increase to contract NTE.
Administrative Actions								
Cancel contract A154187 with Children's Hospital of Los Angeles, for Teen Pregnancy Prevention training and curriculum, effective 2/28/19. The contract is being cancelled due to the service area no longer implementing the curriculum.								

HENNEPIN COUNTY

MINNESOTA

Board Action Request 19-0054

Item Description:

Authorization to receive funds from MN Dept of Human Services for a portion of the county's SNAP E&T admin expenses, pass through reimbursement to community partners, 10/01/18-09/01/19, est recv of \$1,084,961; supplemental appropriation of \$584,961 to 2019 HSPH budget

Resolution:

BE IT RESOLVED, that the Hennepin County Board of Commissioners authorizes acceptance of funds from the Minnesota Department of Human Services for a portion of the county's Supplemental Nutrition Assistance Program-Employment and Training administrative expenses; and to pass through funds to community partners for 50% reimbursement of eligible employment related expenses for the period October 1, 2018 through September 30, 2019, an estimated receivable amount of \$1,084,962 and that the Controller be authorized to accept and disburse funds as directed; and

BE IT FURTHER RESOLVED, that that a supplemental appropriation of \$584,961 be made to the 2019 Hennepin County Health and Human Services budget.

Background:

Supplemental Nutrition Assistance Program-Employment & Training (SNAP E&T) is a program of the USDA Food and Nutrition Service (FNS) (7CFR 271 and 273). FNS reimburses State agencies for 50 percent of approved administrative costs for community partners beyond the E&T grant and for 50 percent of allowable participant expenses (DHS reimburses 15 percent of the county's administrative costs).

In partnership with the Minnesota Department of Human Services (DHS), the Department of Employment and Economic Development, multiple metro counties, and community based organizations, Hennepin County has been expanding and improving Minnesota's SNAP E&T program.

In 2015, Hennepin and Ramsey counties identified \$10 million in local spending that could be leveraged to draw down federal SNAP E&T 50 percent funding. Since then, Hennepin County has been working to take advantage of this opportunity by engaging providers and modifying processes such as using a "reverse referral" model to facilitate participation in this program. Community partners screen for SNAP eligibility, facilitate enrollment in SNAP E&T, provide employment assessments, develop employment plans, and provide a wide array of employment and training programs and supports. Eligible expenses paid for with non federal funding are invoiced to Hennepin County to submit to DHS for reimbursement. DHS reimburses 50 percent of these expenses, pursuant to SNAP E&T guidelines.

Current Request: This item seeks approval to accept SNAP E&T 50 percent reimbursement from the Minnesota Department of Human Services on behalf of Hennepin County's third-party partners and authorization for a supplemental appropriation of \$584,961 to the 2019 Health and Human Services budget.

ATTACHMENTS:

Description	Upload Date	Type
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