

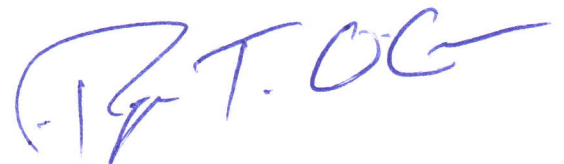
Ramsey County Compliance and Oversight Team Update

**Submitted for Approval:
4/18/20**

**County Manager Approved Period:
4/20/20 – 4/27/20**

**Next Submission Date:
4/25/20**

Thank you. Looking
forward to the
work getting started.

T. OC

County Manager Comments

Overall Weekly Progress Report

- Please work with Lidiya Girma in planning to move the weekly report document into a formatted template that is consistent with the Service Delivery design documentation
- This is an excellent week one summary. Thank you for taking on this important work of compliance and oversight for our organization and community. Ramsey County will ultimately be judged not only by its response but by how well it monitored spending, hiring and programmatic effectiveness during the COVID-19 emergency period.
- Please continue to highlight where issues of clarity require immediate attention – with the preference being to address as many topics as possible on a weekly basis through this documentation and comment process.
- Please share any issues in working with departments on specific compliance or oversight projects so that we can address questions or concerns in real-time.
- You have assembled an excellent team to perform this work. Please continue to share updates on staff time demands and ability to balance this work alongside other projects staff members are being asked to participate in within their departments or the Incident Management Team.
- Please join the 1:00 pm Incident Management Team meeting every Monday to update on tasks and partnerships that involve the Incident Management structure.
- Please be prepared to join the 3:00 pm Senior Management Team meeting every Friday to update on tasks and partnerships that involve departments across Ramsey County.

Hiring

- No specific comments this week. Approved as written.

Spending

- No specific comments this week. Approved as written.

Program Evaluation

- No specific comments this week. Approved as written.

**Compliance and Oversight Team
Weekly Report
Submitted 4/17/20**

*- Work with
planning on
doc. template*

Overall Weekly Progress Report

Introduction:

The first week provided an opportunity to build a process, structure, workplan and team to support Ramsey County's compliance and oversight efforts throughout the COVID-19 emergency period. The following report and workplan is based on the information provided to the County Board in a memo from the County Manager dated April 13, 2020.

This document provides the weekly reporting template that will be used to show the work of the team and the progress and challenges of doing this work across the organization. This process will allow the entire organization and community to see how Ramsey County is transparently addressing compliance and oversight throughout the COVID-19 emergency period.

Team Structure and Membership:

The Compliance and Oversight Team will be comprised of a core team of six individuals. The core team is proposed to include the following but may need to be adjusted based on availability and final approval of supervisors. The roster will be finalized next week.

- Deanna Pesik (lead; Chief Compliance and Ethics Officer)
- Ann Feaman (Human Resources)
- Larry Timmerman (Health and Wellness Evaluation)
- Mee Cheng (Policy and Planning)
- Trish Skophammer (County Attorneys' Office)
- Alex Kotze (Finance)
- To be identified (Public Health)

- seven with PH

Current Deliverables:

During the first week the Chief Compliance and Ethics Officer began to put in place a foundation for the work of the Compliance and Oversight Team:

- Developed a workplan template and regular reporting mechanisms
- Identified the core team membership and structure
- Reviewed action planning and priority issues with the County Manager

Next Steps:

The second week of work will transition from initial planning into action across focused areas where progress and results are urgently needed, particularly hiring, spending, and program effectiveness. Regular communications with the community will be developed during week two to ensure that there are opportunities to learn from and report out on important information and developments. The core team roster will be finalized, and the team will begin integrating the compliance and oversight work into the efforts of the Incident Management Team and across the rest of Ramsey County. This integration will be a significant opportunity for Ramsey County, requiring role clarity, partnership, trust, and shared leadership.

The team will support an efficient decision-making process by providing real-time compliance and oversight so the organization can learn and adjust on the fly. By brining early review and transparency to the process, the team will facilitate decisions that will be more easily supported and implemented across the organization and community. The team will also provide retrospective evaluations of effectiveness of programs. As concepts transform into action the work of the Compliance and Oversight Team will continue to evolve, shift, and expand its influence.

COVID-19 Emergency Period Hiring

Achievements from Previous Week

- Identified emergency period hiring as an issue requiring compliance and oversight regular reporting and focus

Workplan for Upcoming Week

- Develop a regular tracking document that shows weekly and aggregate hiring figures during the COVID-19 emergency
 - o This task should occur in partnership with the Human Resources Department

Lead Staff for Upcoming Week's Work

- Suggestion: Deanna Pesik and Ann Feaman, with additional team support as necessary

COVID-19 Emergency Period Spending

Achievements from Previous Week

- Identified emergency period spending as an issue requiring compliance and oversight regular reporting and focus

Workplan for Upcoming Week

- Develop a regular tracking document that shows weekly and aggregate spending figures for the COVID-19 emergency
 - o This task should occur in partnership with the Finance Section of the Incident Management Team (IMT)
- Develop a regular tracking document of potential state, federal and philanthropic funding sources that the County is pursuing
 - o This task should occur in partnership with the Finance Section of the IMT

Lead Staff for Upcoming Week's Work

- Suggestion: Deanna Pesik and Alex Kotze, with additional team support as necessary

COVID-19 Emergency Period Program Evaluation

Achievements from Previous Week

- Developed the team that will be well equipped to manage one or more program evaluations each week.
- Identified homelessness as an area in need of attention during week two

Workplan for Upcoming Week

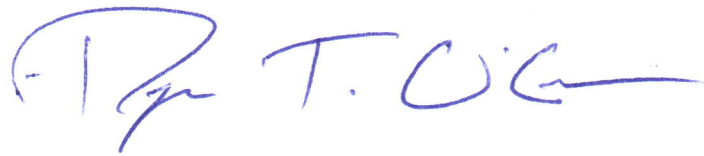
- Research homelessness work to understand the County's response to date and planned responses in addressing homelessness throughout the COVID-19 emergency.
 - o This information will come from the Planning Section within the IMT
 - o Begin to collect information on workplans, budgets, planned outcomes, funding sources, hiring, and other relevant materials
 - o Develop an ongoing approach to monitoring implementation and spending in alignment with programmatic plans
- Develop an initial list of other topics of interest that are most in need of ongoing monitoring as significant amounts of funding are allocated and program implementation occurs
- Propose an approach to contract compliance that ensures that monitoring and regular check-ins on new contracts associated with the COVID-19 emergency period are being appropriately monitored

Lead Staff for Upcoming Week's Work

- Suggestion: Deanna Pesik, Mee Cheng, Larry Timmerman, Trish Skophammer and Public Health representative

County Manager Comments on Weekly Report and Workplan

See attached memo. Thank you for getting this work started.

 T. O'Connell