

From: [Ham, Carolyn \(DHS\)](#)
To: [Heeschen, Doug \(ADM\)](#)
Subject: 22nd Century Tech Engagement Addendum
Date: Monday, June 1, 2020 2:35:00 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[DHS 22nd Century Healthcare_draft_Engagement Addendum.docx](#)

I added in the FEMA requirements and cost sheet. Take a look.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

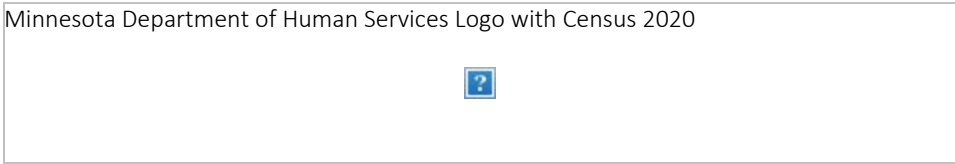
P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs



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From: [Leopold, Josh \(MHFA\)](#)
To: [Salzer, Joel \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Decision point examples for Isolation Space Work Group
Date: Tuesday, June 9, 2020 6:10:08 PM

Hello,

Here are some examples of decisions we might need to elevate, feel free to add more:

- Can our funds be used to cover ongoing costs for existing isolation spaces, or only for establishing new isolation spaces?
- Can our funds be used for isolation for people who are not experiencing homelessness?
- How much weight should we give to maximizing FEMA reimbursement? For example, if we identify services, like behavioral health, that we think are critical to a successful site that may not qualify for reimbursement, should we still pay for them? Should we give preference to selecting a hotel that will minimize our expenses for unoccupied hotel rooms?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Ham, Carolyn \(DHS\)](#)
To: [tenBroeke, Cathy \(MHFA\)](#); [Pollock, Daniel L \(DHS\)](#)
Cc: [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Decision points for Isolation Spaces Team
Date: Wednesday, June 10, 2020 12:19:00 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image002.jpg](#)

- Determining Eligibility for Funding Decisions
 - Can our funds be used to cover ongoing costs for existing isolation spaces, or only for establishing new isolation spaces?
 - Can our funds be used for isolation for people who are not experiencing homelessness?
 - How do we determine the minimum contributions a given county must contribute before they become eligible to receive support from the state?
- Operational Aspects of Isolation Spaces
 - Location of sites
 - Level of Medical Care offered at sites
 - How much weight should we give to maximizing FEMA reimbursement? For example, if we identify services, like behavioral health, that we think are critical to a successful site that may not qualify for reimbursement, should we still pay for them? Should we give preference to selecting a hotel that will minimize our expenses for unoccupied hotel rooms?
- Ultimate responsibility for operating isolation spaces
 - Should the state or county take overall responsibility and liability for the management and operation of the isolation sites? (DHS is signing the contracts and handling the funds. I see this as ultimately a DHS decision, and the strongest reason to keep this team under Dan.)
 - How do we manage the state-county relationship, not only in Hennepin, but other counties as we expand our efforts?
- Isolation Spaces within the context of overall homelessness response
 - How do the isolation sites fit into and integrate within the overall and ever evolving homeless and at-risk population response? (Best example, is the decision to support isolations spaces within existing shelters in addition to stand alone sites. Also, a lot of decisions and work goes back to Blair, and Blair is working with the At-Risk Work Group)
 - How best to coordinate and share costs of resources that can benefit both isolation, prevention, homeless, etc. sites?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

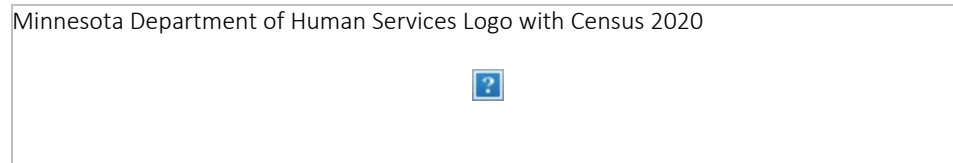
Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974
St. Paul, MN 55164-0974
O: 651-431-3766
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From: [Patterson, John \(MHFA\)](#)
To: [David Hewitt](#); [Stephanie K Abel](#)
Cc: [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Grumdahl, Eric \(MHFA\)](#); [Travis, Gary M \(DHS\)](#)
Subject: Details on Partnership
Date: Monday, June 8, 2020 1:40:28 PM
Attachments: [Concept Details for Catholic Charities Approach- 060820.docx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Outreach Team draft v1.04 06.08.20.docx](#)
[image006.jpg](#)

David:

At your request, I have outlined some more of the details. It would be great if we could nail down a formal agree in the next couple of days.

I have also attached a draft of how we envision the wraparound services being provided.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: [Patterson, John \(MHFA\)](#)
To: [Stephanie K Abel](#); [David Hewitt](#)
Cc: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Draft Concept for a MOU
Date: Saturday, May 30, 2020 6:41:24 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[DRAFT MOU Components - 053020.docx](#)
[image006.jpg](#)

Stephanie and David:

Attached is a draft outline that our Isolation Work Group would like to create between the State and County. This concept has not yet been completely vetted by within the State, but we'd like to use it as a conversation starter. Take a look and let us know what you think. It would be good to schedule a meeting early this week to work through the details.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: [Heeschen, Doug \(ADM\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Thao, PaZong \(ADM\)](#)
Subject: Draft contract between DHS and Catholic Charities for Isolation Space project
Date: Thursday, May 21, 2020 5:45:06 PM
Attachments: [DHS CatholicCharities_IsolationSpace_draft_5-21-2020.docx](#)
[Exhibit_B_5-21-2020.docx](#)
[image001.jpg](#)

Carolyn,

Attached please find a draft of the contract between DHS and Catholic Charities, as well as the attachment that brings in the FEMA-required terms. There are several areas marked with blanks____ and **yellow highlighting** that need to be filled in by DHS staff, especially payment terms.

I prepared this draft using this process:

1. Used DHS template for Professional/Technical Contracts
2. Carried over terms from the contract you sent from Catholic Charities
3. Incorporated Exhibit B as the last term of the contract
4. Highlighted areas that still need attention, such as the payment terms

Next, please work with Catholic Charities to gain their tentative approval of these terms. There are a lot of state-specific and DHS-specific terms that were not in contract examples you sent from, Catholic Charities. I am available to discuss/negotiate any concerns they may raise.

Note: the insurance terms were carried over from the Hennepin County contract and might not match the DHS standard terms. DHS leadership will need to determine whether it is acceptable to use the version of insurance language that is different from its standard terms. To my eyes, the terms look pretty similar. Because of the urgent need to move quickly, I propose using the Catholic Charities version as a courtesy to them, to make it easier for them to complete their approval process.

Meanwhile, I am circulating this to a colleague in my agency's professional/technical contracting team to get a preview in case I missed any important terms from their standpoint.

Let's plan to discuss this sometime before lunch on Friday.



Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2422

doug.heeschen@state.mn.us

From: [Patterson, John \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: FW: [External] Draft Concept for a MOU
Date: Monday, June 1, 2020 6:23:40 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[DRAFT MOU Components - 053020_SA questions.docx](#)
[image007.jpg](#)

Here is my propose response to Stephanie:

We believe that the County should retain ultimate responsibility for the sites by either: (1) contracting with aa shelter or other provider or (2) using its own staff to provide site management. We can work together to figure out if the County or State holds the contract/lease for:

- *The hotel/site*
- *Staffing firm*
- *Other contracted services*

We would like to schedule a meeting to work through those details. Like you, we would then have to bring an MOU with these details worked out for final approval within the State. The outline that we provided is meant to be a conversation starter.

Separate from our response to Stephanie, here are my thoughts: For tracking expenses for FEMA reimbursement, it would probably be easiest for us to hold the contracts. Also, if we use the same process for other counties, it may be easier for us to manage the contracts, rather than keeping track of individual county contracts. On the flip side, having the State hold the leases for the hotels would make the State liable for damages (alternatively, if the county is liable, they'd seek reimbursement from us anyway). Also, if we hold the contract with the staffing firm, we 'd need to figure out a process for the site manager(s) to schedule hours with staffing firm and track and report hours.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Stephanie K Abel [mailto:Stephanie.Abel@hennepin.us]

Sent: Monday, June 01, 2020 5:41 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

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Hi- Thank you for laying this out. I have questions before I sent this on for incident command input. Basically, it seems to read that the state is responsible for staffing yet I understood the state wanted the county to hold those contracts. Please clarify. I included my questions in the attachment for more specific citing. – thank you!

Stephanie Abel

Area Manager- Public Health Clinical Services
Hennepin County Public Health
525 Portland Ave. MC963 Minneapolis 55415
Phone: 612-348-8824

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Saturday, May 30, 2020 6:41 PM

To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: [External] Draft Concept for a MOU

Stephanie and David:

Attached is a draft outline that our Isolation Work Group would like to create between the State and County. This concept has not yet been completely vetted by within the State, but we'd like to use it as a conversation starter. Take a look and let us know what you think. It would be good to schedule a meeting early this week to work through the details.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: [Ham, Carolyn \(DHS\)](#)
To: [Waldrop, Mary \(ADM\)](#)
Subject: FW: [External] Re: Questions
Date: Friday, May 29, 2020 7:52:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Sample Hotel Shelter agreement 5-30-20.docx](#)

I haven't reviewed but it might be worth looking at what Hennepin county included in its agreements.

Carolyn Ham
651-431-3766

From: Dale E Johnson <Dale.Johnson@hennepin.us>
Sent: Friday, May 29, 2020 6:38 PM
To: Margo Geffen <Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi all, attached is a draft generic mockup of a shelter agreement with language we've been utilizing (including FEMA provisions). Each agreement we have is somewhat unique in what's captured for roles and responsibilities (Exhibit A). Specifically when it comes to expectations of housekeeping and under what circumstances hotel staff – or contracted cleaning crew - would clean specific rooms (COVID+ rooms or non-COVID).....and when.

Also, hotels may have multiple ownership LLCs so it's important to be clear which ownership LLC you're setting up this agreement with.

I hope this helps but certainly let us know if questions/comments. Thanks everyone.

Dale E. Johnson
CMS Supervisor – Contract Management
Hennepin County Health & Human Services
A-16 Government Center MC 165
Office (612) 348-9331 Fax (612) 348-5173

From: Margo Geffen <Margo.Geffen@hennepin.us>
Sent: Friday, May 29, 2020 4:12 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dale E Johnson <Dale.Johnson@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi Josh – we can't share site specific agreements, but via this email, I am asking Dale to share a blank version with you.

Our security for a covid positive site is \$45/hr.

Thanks,
Margo

[Margo Geffen](#)



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, May 29, 2020 11:52 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: [External] Re: Questions

Hi Tom and Margo,

We are currently in negotiations with the Radisson in Brooklyn Center for isolation spaces. Hoping to have the terms agreed upon by COB today. Could you share Hennepin's agreement with the University Inn isolation space with us just so we can make sure we're covering everything?

Also, do you know about the availability and cost of the staff you use for security? The Radisson is saying they can provide security, but it's pretty expensive (\$25-\$35 per hour).

thanks,

Josh

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 2:28 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi Josh,

In addition to the Radisson Hotel in Brooklyn Center below are the names of a few other suburban hotels that I spoke to who were willing to rent their entire hotels to us for quarantined individuals. Feel free to tell them you and I spoke. Please note that you asked me about Aimbridge Hospitality which is who Natalie Hart below is with. When you and I spoke I mistook Aimbridge with a hotel group called Ashford out of Dallas who represents the Sheraton in Minnetonka below. Sorry for any confusion.

- Marriott Northwest
7025 Northland Dr. N.
Brooklyn Park
230 rooms
Contact: **NATALIE E. HART**
SVP SALES AND MARKETING
M 210-287-5199 | AimbridgeHospitality.com
- Hampton Inn
9470 West Broadway

Brooklyn Park
100 rooms (traditional rooms)
Contact: **Brian Leyh**
[Area Director of Sales](#)
Phone: 763-567-7993
Cell: 509-720-4667
Email: bleyh@Midashospitality.com

- Super 8
6445 James Circle,
Brooklyn Center
100 rooms (traditional rooms)
Contact: Muhammad Shahzad / Owner
cell: 612-817-7794
- Sheraton Minneapolis West Minnetonka
12201 Ridgedale Dr.
Minnetonka
220 room (tradition rooms)

Contact: **Sunny Brewer**, CRME/CDHM

Sr. Director, Revenue Optimization

Ashford
[14185 Dallas Parkway, Suite 1100](#)
[Dallas, TX 75254](#)
Cell: [214-907-1444](tel:214-907-1444)
Direct Line: [972-778-9283](tel:972-778-9283)
Fax Line: [972-490-9243](tel:972-490-9243)
Email Address: sbrewer@ashfordinc.com

Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger

Sent: Wednesday, May 27, 2020 1:55 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; J. Michael Noonan <J.Michael.Noonan@hennepin.us>

Subject: RE: [External] Re: Questions

Hi Josh,

Per our conversation I would like to introduce you to my manager Michael Noonan who has led our search for hotels in downtown Minneapolis and is cc'd on this email. Below is Michael's contact information. - Thanks

J. Michael Noonan, MA, MBA

Senior Department Administrator,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN.
55415-1843
(612) 348-8537 (office)
(651) 354-7729 (cell)
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger
Sent: Wednesday, May 27, 2020 11:52 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions
Great. I'll call you at 12:45.
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 11:50 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: [External] Re: Questions
Sounds good. I have something at 1 but can talk any time before then.
thanks,

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 11:45 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh,

I am on a conference call until about 12:30. Are you available if I call you at 12:45?

Thank you,

Tom

Tom Terwilliger

Real Estate Supervisor,

Land Management Division

Facility Services Department

701 Fourth Avenue South, Suite 400

Minneapolis, MN 55415-1843

Direct: 612-348-2152 Cell: 612-790-1859

thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Wednesday, May 27, 2020 11:43 AM

To: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Subject: Re: [External] Re: Questions

Thanks Margo! Tom, any information you can share in terms of contacts and conversations you've had about potential hotels for Covid+ guests would be extremely helpful. We're hoping to get a site identified as soon as possible. If it's easier to discuss on the phone you can call me at 978-505-7481.

thanks,

Josh

From: Margo Geffen <Margo.Geffen@hennepin.us>

Sent: Wednesday, May 27, 2020 11:03 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Subject: RE: [External] Re: Questions

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Hi Josh – I believe we worked with the Radisson. I am copying Tom Terwilliger, who was the contact. He may have worked with Embassy Suites too.

Tom, could you please send Josh a summary of your conversations with one/each? The state is looking at opening up a covid+ location.

Thanks,

Margo

[Margo Geffen](#)



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 9:41 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>
Subject: [External] Re: Questions

Hi Margo,

I found two hotels that advertise as having Covid19 responder rooms in Brooklyn Center: a Radisson and an Embassy Suites. Have you had any conversations with either of them? Any recommendations of who to reach out to for either hotel?

thanks,

Josh

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Wednesday, May 27, 2020 8:15 AM
To: Margo Geffen <Margo.Geffen@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Questions

Margo:

We keep missing each other. It would be great to connect on the phone to get more detailed insights, but if we could get the following today, it would be great:

- A list of the hotels/sites that Hennepin County has considered for isolations spaces and any assessment or ranking you have done. Which do you consider the most promising?
- Did you consider the Millennium Hotel in downtown Minneapolis (on Nicolet)?
- For the \$1K per room damage budget, how many months of use did you expect that to cover? For this budget purpose, are you leasing or expecting to lease the hotels for 3 months, 6 months, something else?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: [Leopold, Josh \(MHFA\)](#)
To: [Waldrop, Mary \(ADM\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: Fw: [External] Re: Questions
Date: Friday, May 29, 2020 8:27:26 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Sample Hotel Shelter agreement 5-30-20.docx](#)

Hi Mary,

Sharing this in case it's helpful.

From: Dale E Johnson <Dale.Johnson@hennepin.us>
Sent: Friday, May 29, 2020 6:38 PM
To: Margo Geffen <Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi all, attached is a draft generic mockup of a shelter agreement with language we've been utilizing (including FEMA provisions). Each agreement we have is somewhat unique in what's captured for roles and responsibilities (Exhibit A). Specifically when it comes to expectations of housekeeping and under what circumstances hotel staff – or contracted cleaning crew - would clean specific rooms (COVID+ rooms or non-COVID).....and when.

Also, hotels may have multiple ownership LLCs so it's important to be clear which ownership LLC you're setting up this agreement with.

I hope this helps but certainly let us know if questions/comments. Thanks everyone.

Dale E. Johnson

CMS Supervisor – Contract Management

Hennepin County Health & Human Services

A-16 Government Center MC 165

Office (612) 348-9331 Fax (612) 348-5173

From: Margo Geffen <Margo.Geffen@hennepin.us>
Sent: Friday, May 29, 2020 4:12 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dale E Johnson <Dale.Johnson@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi Josh – we can't share site specific agreements, but via this email, I am asking Dale to share a blank version with you.

Our security for a covid positive site is \$45/hr.

Thanks,

Margo

Margo Geffen

Director – Facility Services

Office: 612-543-1965 | Cell: 612-385-5575



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 11:52 AM

To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: Re: [External] Re: Questions

Hi Tom and Margo,

We are currently in negotiations with the Radisson in Brooklyn Center for isolation spaces. Hoping to have the terms agreed upon by COB today. Could you share Hennepin's agreement with the University Inn isolation space with us just so we can make sure we're covering everything?

Also, do you know about the availability and cost of the staff you use for security? The Radisson is saying they can provide security, but it's pretty expensive (\$25-\$35 per hour).

thanks,

Josh

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Sent: Wednesday, May 27, 2020 2:28 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh,

In addition to the Radisson Hotel in Brooklyn Center below are the names of a few other suburban hotels that I spoke to who were willing to rent their entire hotels to us for quarantined individuals. Feel free to tell them you and I spoke. Please note that you asked me about Aimbridge Hospitality which is who Natalie Hart below is with. When you and I spoke I mistook Aimbridge with a hotel group called Ashford out of Dallas who represents the Sheraton in Minnetonka below. Sorry for any confusion.

- Marriott Northwest
7025 Northland Dr. N.
Brooklyn Park
230 rooms
Contact: **NATALIE E. HART**
SVP SALES AND MARKETING
M 210-287-5199 | AimbridgeHospitality.com

- Hampton Inn
9470 West Broadway
Brooklyn Park
100 rooms (traditional rooms)
Contact: **Brian Leyh**
[Area Director of Sales](#)
Phone: 763-567-7993
Cell: 509-720-4667
Email: bleyh@Midashospitality.com
- Super 8
6445 James Circle,
Brooklyn Center
100 rooms (traditional rooms)
Contact: Muhammad Shahzad / Owner
cell: 612-817-7794
- Sheraton Minneapolis West Minnetonka
12201 Ridgedale Dr.
Minnetonka
220 room (tradition rooms)
Contact: Sunny Brewer, CRME/CDHM
Sr. Director, Revenue Optimization
Ashford
[14185 Dallas Parkway, Suite 1100](#)
[Dallas, TX 75254](#)
Cell: [214-907-1444](tel:214-907-1444)
Direct Line: [972-778-9283](tel:972-778-9283)
Fax Line: [972-490-9243](tel:972-490-9243)
Email Address: sbrewer@ashfordinc.com

Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger

Sent: Wednesday, May 27, 2020 1:55 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; J. Michael Noonan <J.Michael.Noonan@hennepin.us>

Subject: RE: [External] Re: Questions

Hi Josh,

Per our conversation I would like to introduce you to my manager Michael Noonan who has led our search for hotels in downtown Minneapolis and is cc'd on this email. Below is Michael's contact information. - Thanks

J. Michael Noonan, MA, MBA

Senior Department Administrator,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN.
55415-1843
(612) 348-8537 (office)
(651) 354-7729 (cell)
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger
Sent: Wednesday, May 27, 2020 11:52 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions
Great. I'll call you at 12:45.
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 11:50 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: [External] Re: Questions
Sounds good. I have something at 1 but can talk any time before then.
thanks,

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 11:45 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh,

I am on a conference call until about 12:30. Are you available if I call you at 12:45?

Thank you,

Tom

Tom Terwilliger

Real Estate Supervisor,

Land Management Division

Facility Services Department

701 Fourth Avenue South, Suite 400

Minneapolis, MN 55415-1843

Direct: 612-348-2152 Cell: 612-790-1859

thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Wednesday, May 27, 2020 11:43 AM

To: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Subject: Re: [External] Re: Questions

Thanks Margo! Tom, any information you can share in terms of contacts and conversations you've had about potential hotels for Covid+ guests would be extremely helpful. We're hoping to get a site identified as soon as possible. If it's easier to discuss on the phone you can call me at 978-505-7481.

thanks,

Josh

From: Margo Geffen <Margo.Geffen@hennepin.us>

Sent: Wednesday, May 27, 2020 11:03 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>

Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Subject: RE: [External] Re: Questions

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Hi Josh – I believe we worked with the Radisson. I am copying Tom Terwilliger, who was the contact. He may have worked with Embassy Suites too.

Tom, could you please send Josh a summary of your conversations with one/each? The state is looking at opening up a covid+ location.

Thanks,

Margo

[Margo Geffen](mailto:Margo.Geffen@hennepin.us)



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 9:41 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>
Subject: [External] Re: Questions

Hi Margo,

I found two hotels that advertise as having Covid19 responder rooms in Brooklyn Center: a Radisson and an Embassy Suites. Have you had any conversations with either of them? Any recommendations of who to reach out to for either hotel?

thanks,

Josh

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Wednesday, May 27, 2020 8:15 AM
To: Margo Geffen <Margo.Geffen@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Questions

Margo:

We keep missing each other. It would be great to connect on the phone to get more detailed insights, but if we could get the following today, it would be great:

- A list of the hotels/sites that Hennepin County has considered for isolations spaces and any assessment or ranking you have done. Which do you consider the most promising?
- Did you consider the Millennium Hotel in downtown Minneapolis (on Nicolet)?
- For the \$1K per room damage budget, how many months of use did you expect that to cover? For this budget purpose, are you leasing or expecting to lease the hotels for 3 months, 6 months, something else?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: [Huntley, Sharon W \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Mack, Elizabeth J \(DHS\)](#)
Subject: FW: 103080 New Isolation Spaces Coordinator Position
Date: Friday, May 22, 2020 3:28:07 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[PD_HSPCons_IsolationSpaces_.doc](#)
[image010.jpg](#)
[image011.jpg](#)

Carolyn,

I have created the PCN for your new Isolation Spaces Coordinator. I have determined the appropriate classification for this position is Human Services Program Consultant (003322-17L). I have routed the 1768 to Liz Mack for recruitment.

I added the required Personal Responsibility Statement and the PCN to the Position Description and have attached it to the 1768 and this email for your convenience. Once the new employee starts, please make sure you and the employee sign a copy of this PD and email it to HR scanning ([Central Office](#)).

Please let me know if you have any questions.

Sharon Huntley

Classification Analyst | Human Resources Division

Minnesota Department of Human Services

O: 651-431-2823

F: 651-431-7444

mn.gov/dhs

Minnesota Department of Human Services Logo



From: Ham, Carolyn (DHS)

Sent: Friday, May 22, 2020 2:42 PM

To: Huntley, Sharon W (DHS) <sharon.huntley@state.mn.us>

Subject: RE: 103080 New Isolation Spaces Coordinator Position

If you can expedite this it would be much appreciated. Much of the work necessary will be in June so I really need it to get moving.

Carolyn Ham

651-431-3766

From: Huntley, Sharon W (DHS) <sharon.huntley@state.mn.us>

Sent: Friday, May 22, 2020 2:32 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: 103080 New Isolation Spaces Coordinator Position

Carolyn,

Your 1768 request to Establish a New Position, 103080, was received in HR today. Our standard timeline for completing an audit to determine the appropriate classification for new positions is typically within 2 weeks of receiving the 1768, provided we have all of the information we need. I may contact you with questions or if I need clarification on items, otherwise I will notify you once I've completed the audit and made a classification determination.

Please note that I will proceed with the understanding that the information submitted with your request is accurate, complete, and up-to-date. If circumstances surrounding your request change, or if there is additional information that you feel will be helpful in making a classification decision for this role, please contact me immediately.

After the classification has been determined and the position created, I will forward the 1768 to your Recruiter, [name], for the vacancy posting and filling.

You may refer to <https://workplace/functions/HR/MgrSupv/Pages/How-do-I-establish-a-new-position.aspx> for information and instructions on the posting and selection processes.

If you have any questions, please let me know.

Sharon Huntley

Classification Analyst | Human Resources Division

Minnesota Department of Human Services

O: 651-431-2823

F: 651-431-7444

mn.gov/dhs



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From: [Patterson, John \(MHFA\)](#)
To: [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Leopold, Josh \(MHFA\)](#)
Subject: FW: Budget assumptions
Date: Tuesday, May 19, 2020 3:44:54 PM
Attachments: [Proposed State investment in homeless protection and isolation spaces 20200420_FINAL2.pdf](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Grumdahl, Eric (MHFA)
Sent: Tuesday, May 19, 2020 3:20 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Budget assumptions
See page 5 for budget assumptions for \$7.2 million.
Eric I. Grumdahl, Deputy Director
Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: [Ham, Carolyn \(DHS\)](#)
To: [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: FW: COVID-19 Minnesota Fund – Notice of Action #15
Date: Friday, May 22, 2020 9:44:00 AM
Attachments: [COVID MN Fund Isolation Space \(004\).pdf](#)
[Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft. editsa.docx](#)

FYI--Original documents filed with the LAC.

Carolyn Ham
651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Friday, May 22, 2020 9:40 AM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>; Cammack, Martin L (DHS) <marty.cammack@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: COVID-19 Minnesota Fund – Notice of Action #15

Hi Ahna, Dave, Marty and Jackie,

We have a quick question. When we set up the funding for the \$7.2 million, the decision at that point was that the counties would be handling the process so all of the money except for a small amount of admin funding was pointed to grants. Hennepin told the Isolation work group that they do not have the capacity to handle this right now... Carolyn has been working with Catholic Charities to set up some isolation units within their own buildings which works as a grant contract (at least I believe so).

However, the other question we have is whether we need to change the funding structure for staffing. There is a potential contractor who would work with the State to set up a staffing contract for staff at these isolation spaces. The staff would not be county staff... Could we still use the staffing contract as a grant contract or do we need to resubmit a request to the LAC to move some of the funding to administrative funding? (We are not asking for more funding...).

Thanks for your help on this.

Carolyn- Please add if you have any other info.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Sunday, May 10, 2020 11:01 AM
To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>
Cc: Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>
Subject: Fwd: COVID-19 Minnesota Fund – Notice of Action #15

Hi all,

Our request for funding for isolation space has been approved. The next step is to get the account established in SWIFT.

Have you thought about how you would like to establish accounts (Budget Activity, FinDept, etc)? Copying Jackie Miller from FOD who will be helping get this loaded into the accounting system.

Sent from my iPhone

Begin forwarded message:

From: "Frans, Myron (MMB)" <myron.frans@state.mn.us>
Date: May 10, 2020 at 10:48:27 AM CDT
To: "Melissa Hortman (rep.melissa.hortman@house.mn)" <rep.melissa.hortman@house.mn>, "Sen. Jeremy Miller" <Sen.Jeremy.Miller@senate.mn>, "Paul Gazelka (sen.paul.gazelka@senate.mn)" <sen.paul.gazelka@senate.mn>, Ryan Winkler <Rep.Ryan.Winkler@house.mn>, "Kurt Daudt (rep.kurt.daudt@house.mn)" <rep.kurt.daudt@house.mn>, "Susan Kent (sen.susan.kent@senate.mn)" <sen.susan.kent@senate.mn>, "Lyndon Carlson Sr. (rep.lyndon.carlson@house.mn)" <rep.lyndon.carlson@house.mn>, "sen.julie.rosen@senate.mn" <sen.julie.rosen@senate.mn>, "Pat Garofalo (rep.pat.garofalo@house.mn)" <rep.pat.garofalo@house.mn>, "Richard Cohen - Senate (senrichardcohen64@gmail.com)" <senrichardcohen64@gmail.com>
Cc: Sean Rahn <Sean.Rahn@house.mn>, "craig.sondag@senate.mn" <craig.sondag@senate.mn>, "Susan.Closmore@house.mn" <Susan.Closmore@house.mn>, John Pollard <john.pollard@senate.mn>, "Eric Nauman (eric.nauman@senate.mn)" <eric.nauman@senate.mn>, "Bill Marx (Bill.Marx@house.mn)" <Bill.Marx@house.mn>, "nancy.conley@house.mn" <nancy.conley@house.mn>, Jessica Young <jessica.young@senate.mn>, "meagan.rice@house.mn" <meagan.rice@house.mn>, "laura.sparkman@house.mn" <laura.sparkman@house.mn>, "nicole.kaplan@senate.mn" <nicole.kaplan@senate.mn>, "ruth.gredvig@senate.mn" <ruth.gredvig@senate.mn>, "paul.cumings@house.mn" <paul.cumings@house.mn>, Kalyn Schroeder <kalyn.schroeder@senate.mn>, "Rachel.bakke@senate.mn" <Rachel.bakke@senate.mn>, "Malcolm, Jan (MDH)" <jan.malcolm@state.mn.us>, "Schmitter, Chris L (GOV)" <Chris.Schmitter@state.mn.us>, "Nguyen, Hue (GOV)" <Hue.Nguyen@state.mn.us>, "Hormann, Madeline L (GOV)" <Madeline.Hormann@state.mn.us>, "Reitan, Britta (MMB)" <britta.reitan@state.mn.us>, "Vogt, Angela (MMB)" <angela.vogt@state.mn.us>, "Conboy, Marianne (MMB)" <marianne.conboy@state.mn.us>, "Washington, Dominick (MMB)" <Dominick.Washington@state.mn.us>, "Riesen, Joshua (MMB)" <Joshua.Riesen@state.mn.us>, "Minge, Ahna B (DHS)" <Ahna.B.Minge@state.mn.us>, "tenBroeke, Cathy (MHFA)" <cathy.tenbroeke@state.mn.us>, "Harpstead, Jodi L (DHS)" <Jodi.Harpstead@state.mn.us>
Subject: COVID-19 Minnesota Fund – Notice of Action #15

Please see the attached.

Myron Frans

Commissioner | MMB
651-201-8011 (office)

Minnesota Management and Budget

658 Cedar Street, Saint Paul, MN 55155
mn.gov/mmb

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From: [Ham, Carolyn \(DHS\)](#)
To: [#DHS @CC ALL STAFF](#)
Subject: FW: Draft Posting - #103080 - HSP Consultant - Isolation Spaces Coordinator
Date: Monday, June 1, 2020 1:50:54 PM
Attachments: [#103080 - HSP Consultant - Isolation Spaces Coordinator.docx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image002.jpg](#)

Looking to more directly support the state's response to COVID-19? We need someone to coordinate our set up of isolation spaces for people to isolate after testing positive for COVID-19 but have no place to do so. This is a temporary unclassified position.

Please share with your contacts.

Carolyn Ham
651-431-3766

From: Shobe, Tonika S (DHS) <Tonika.Shobe@state.mn.us>
Sent: Tuesday, May 26, 2020 2:18 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Draft Posting - #103080 - HSP Consultant - Isolation Spaces Coordinator

Hi Carolyn,

Thank you for taking the time to chat with me today! Attached is the draft posting to fill your vacancy for 1768 #103080, this position is classified as a HSP Consultant, 17L. Please review the attached and let me know if you have any additional recommendations or changes.

For the minimum qualifications we need to make sure we can determine whether a candidate meets these or not based on what is in their resume. For example, if we put excellent communication skills, that's not justifiable in a resume, you really need to meet or speak with candidates to know this. Please feel free to edit the types of experience required and edit the list of specific degrees they can use to substitute experience with.

For preferred qualifications we would like to use as few as possible to really narrow down what we're looking for. We also need to leave them broad enough so that preferred qualifications could apply to internal or external candidates.

Once I receive your approval on the job posting, the position will be [posted internally](#) for 7 days to allow for bidders per the agreement/contract and on the [MN careers website](#). Also to post it externally 14-21 days. This will allow more people to apply such as current DHS employees not meeting the criteria for bidding, other State employees, and the general public.

Lastly, please visit the HR Manger & supervisors SharePoint site to view out [Vacancy Filling Guide and Checklist for your reference](#). It provides information and instructions on the posting and selection processes. If you have any questions along the way, please let me know.

Once we finalize a posting draft we can get it posted. I look forward to working with you 😊

Thank you,

Toni Shobe

Strategic Talent Acquisition Team | Human Resources Division

Minnesota Department of Human Services

O: 651-431-3013

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020





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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Gordon, Sarah \(MDH\)](#)
Subject: Fw: ESP Survey Review June 5-12
Date: Tuesday, June 16, 2020 2:43:49 PM
Attachments: [ICH-MDH Spreadsheet for Review.xlsx](#)

St. Louis County is requesting ESP money for its isolation hotel in Duluth (the Radisson). At our meeting today to review the applications, we decided that, since we told Hennepin that it couldn't use ESP money to pay for isolation hotels, we should probably give the same answer to St. Louis. I told Andrea that, before going back to St. Louis on this, we should wait on the outcome of the 1:30 meeting.

It seems like, from the standpoint of maxing out federal funds before using state funds, either our current work group funding or CRF funds would be better than using ESP, which is not set up for FEMA reimbursement. Let me know if you agree. We can also put this on the agenda for the 4pm call.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Tuesday, June 16, 2020 10:20 AM

To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; Hiler, Hattie (MHFA) <hattie.hiler@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>

Cc: Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>; Chou, Dinamarie C (DHS) <dina.chou@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>; Hassen, Rabya N (DHS) <Rabya.N.Hassen@state.mn.us>

Subject: ESP Survey Review June 5-12

Hello everyone,

Sorry for getting this to you late.

Attached is the ESP review spreadsheet with the newest ESP funding requests. There were 17 surveys to review.

- Zero surveys coded as **red** (don't fund from our perspective)
- Five surveys coded as **yellow** (questionable)
- Twelve coded as **green** (good to fund from our perspective)

Looking forward to the conversation.

Thanks,
Andrea


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forward the message, (3) do not print the message and (4) erase the message from your system.

From: [Ham, Carolyn \(DHS\)](#)
To: [tenBroeke, Cathy \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: FW: Introduction - Radisson Hotel
Date: Thursday, May 28, 2020 10:22:00 AM
Attachments: [image001.jpg](#)
[Notes from call with Laural Kenney at the Radisson.docx](#)

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 8:45 AM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: Re: Introduction - Radisson Hotel

Great. Here are my notes from my call with Laural yesterday. Also saved here:  [Site Selection](#)

After the call, I confirmed with her that the Radisson's accounting department has experience with the FEMA reimbursement process and that the hotel can also provide meeting spaces for staff at no additional cost.

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Thursday, May 28, 2020 8:24 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: RE: Introduction - Radisson Hotel

Hi Josh. I have reviewed and have my questions ready for our call this afternoon. We need to determine if the State of MN is going to enter into these agreements and if so via what Agency.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 4:41 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: Fw: Introduction - Radisson Hotel

Hello,

This is the estimate that the Radisson in Brooklyn Center prepared for Hennepin County. I talked to Laural this afternoon and she said that she would send us a more recent estimate that may be lower because their food costs have been lower than they originally anticipated. The agreement includes food, frontdesk, facilities, and housekeeping. It says 90 days, but I told Laural we were interested in rooms up through the end of November and she was fine

with that.

Mary, can you review this quote and then we can set up a time to talk to Laural about it tomorrow?

Carolyn and Joel, when you talk to Stephanie tomorrow could you gauge the county's interest/need for an initial block of 16-20 rooms with the potential to add more as needed and as staff are available?

Margaret, do you have a sense, or could you ask people who would know, whether this would be an attractive option for people in shelters or encampments or if we should keep looking for something closer to downtown? The hotel does take pets.

Let me know if you have questions.

thanks,

Josh

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Wednesday, May 27, 2020 3:48 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Re: Introduction - Radisson Hotel

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204

laural.kenney@radisson.com | radisson.com/brooklyncenter

2200 Freeway Boulevard, Minneapolis, MN
55430



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Wednesday, May 27, 2020 2:41 PM

To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>

Subject: Re: Introduction - Radisson Hotel

Thanks Laural! I look forward to hearing from you. You can reach me at 978-505-7481. I'm free after 3:30 today

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Wednesday, May 27, 2020 2:40 PM

To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Re: Introduction - Radisson Hotel

This message may be from an external email source.

Thank you Tom, I hope this email finds you healthy.

I would be happy to assist, I will reach out to Josh and if there is every anything that I can assist you, please reach out to me, as I would enjoy working with you again!

Tom, were you able to reach out to Mark Sherwin at Sonesta?

Again, please reach out if you need anything Tom, take care and stay healthy!

**Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center**

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204

laural.kenney@radisson.com | radisson.com/brooklyncenter

2200 Freeway Boulevard, Minneapolis, MN
55430



From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Sent: Wednesday, May 27, 2020 1:45 PM

To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen

<Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Introduction - Radisson Hotel

CAUTION: This email originated from outside the organization. Do not click on a link or open an attachment unless you recognize the sender and know the content is safe.

Hi Laural,

Hope all is well. Since we last spoke a few weeks ago there have been no new updates from Hennepin County regarding our need for hotel space. However, this afternoon I spoke with Josh Leopold from the State of Minnesota who is currently searching for hotel space for individuals who need to be quarantined. Through this email I would like to introduce the two of you. Tim will contact you regarding your Radisson Hotel in Brooklyn Center. Below is the contact information for each of you.

**Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center**

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204

laural.kenney@radisson.com | radisson.com/brooklyncenter

2200 Freeway Boulevard, Minneapolis, MN
55430

Josh Leopold

State of MN

Josh.leopold@statemmn.us

978-505-7481

Thank you,

Tom
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
tom.terwilliger@hennepin.us

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From: [Pollock, Daniel L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: FW: Isolation Space: Contracting with a Single Vendor
Date: Tuesday, May 26, 2020 9:25:12 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Here's what a quick google search on Aptim turned up...

<https://stthomassource.com/content/2019/04/08/vihfa-tightens-regulations-for-new-contractors-old-ones-still-suffer/>

With more than \$200 million in FEMA funds funneled through the Virgin Islands Territorial Emergency Management Agency, VIHFA hired two prime contractors, AECOM and APTIM, which in turn engaged subcontractors that hired more subcontractors under them.

AECOM and APTIM defended the multi-tiered contracting method [in Senate hearings](#), telling lawmakers their own companies also spent millions of dollars in out-of-pocket expenses. The two prime contractors also blamed the cash flow problems to the slow disbursement of funds from FEMA, which requires multiple levels of reviews and inspections before releasing obligated funding. And because the Virgin Islands lacks the upfront cash on hand to pay its contractors, it relies heavily on the painstaking reimbursement process.

From: Patterson, John (MHFA)
Sent: Tuesday, May 26, 2020 12:31 PM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Subject: Isolation Space: Contracting with a Single Vendor

After some digging I have found the right contact with a national firm called Aptim, which has existing contracts with FEMA and also provides support to states and cities. Other than the physical space, they provide one-stop shopping for everything needed to stand up an isolation space or ala carte services to supplement what we or counties could provide/arrange. Because they specialize in working with FEMA they have an established process for getting reimbursement. They have been very coy about providing costs, but we have been told that they are expensive. After preliminary emails and calls, I am scheduling a call tomorrow to go over options and costs. Who would like to be on this call? It would be great if Eric, Margaret, and Blair participated. Ahna, you or

someone from your staff may be interested in how they track costs for FEMA reimbursement. If we can get an acceptable rate, this could be our magic bullet. It would also eliminate a lot of headaches, logistics and spinning of wheels. Even if we don't use them, the call could be very informative. Their contact was telling me about what they have done in Florida and what they are doing for an "outdoor" isolation space in Oakland. I am also trying to find a good contact at another firm called Jacobs, which also provides this service, but they have not been responsive.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: [Ham, Carolyn \(DHS\)](#)
To: [Waldrop, Mary \(ADM\)](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: FW: Lease agreement
Date: Friday, May 29, 2020 4:42:00 PM
Attachments: [Minnesota Department of Health Contract - May 29, 2020.docx.pdf](#)

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 4:41 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Lease agreement

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Ham, Carolyn \(DHS\)](#)
To: [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: FW: Noncongregate spaces
Date: Monday, June 8, 2020 4:15:00 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image001.jpg](#)

Carolyn Ham
651-431-3766

From: Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Sent: Monday, June 8, 2020 4:01 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Noncongregate spaces

Carolyn,

FEMA does not use the terms isolation space or protective space. They use the terms congregate and non-congregate when they are talking about sheltering.

The way I understand it is that HUD is the federal agency responsible for sheltering except in a time of federally declared emergencies. Then FEMA will reimburse states, tribes and territories for eligible congregate sheltering expenses.

For this response, we (Mn) had to request approval for FEMA reimbursement for non-congregate sheltering. Think of it as requesting an exception to policy. That approval is good for 30-days at a time, at the end of which we request another 30-day extension. We sent our request for a 2d 30-day extension this morning.

At some point FEMA will no longer grant the 30 day extension. At that point, sheltering assistance reverts back to normal HUD operations. The challenge has been to understand when and how that 'end date' happens. I just want to know when that is going to happen so we can let people know.

I am still trying to get confirmation and timeline from FEMA Region V.

Sorry for the lengthy explanation, but I wanted to make sure you were tracking on the whole thing.

Thanks,

Brian

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, June 8, 2020 3:42 PM
To: Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: Noncongregate spaces

You talked about FEMA assistance ending once HUD takes over. Is that true of the isolation spaces or only protective spaces?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Patterson, John \(MHFA\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: FW: Response from APTIM re: Isolation Housing
Date: Monday, May 25, 2020 7:03:42 AM
Attachments: [APTIM Isolation Details.pdf](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

I got this from Aptim on Friday evening. I had asked for pricing, which they didn't provide. I think they want to negotiate.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Mitchell, John [mailto:John.Mitchell@aptim.com]
Sent: Friday, May 22, 2020 4:01 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>
Cc: Courville, Amy <amy.courville@aptim.com>
Subject: Response from APTIM re: Isolation Housing

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Mr. Patterson,

As requested, attached is additional information about APTIM's experience and suggested Indemnification language. We did a bit of research on the Minnesota specific codes and provide language in the text for your consumption.

We look forward to further discussions once more specifics are available.

John H. Mitchell, CHMM

Director

Tel: +617-589-1265

Cell: 617-212-8279

John.Mitchell@aptim.com

APTIM | Disaster Response and Recovery

150 Royall Street, Suite 101

Canton, MA 02021

USA

From: [Ham, Carolyn \(DHS\)](#)
To: [Heeschen, Doug \(ADM\)](#)
Subject: FW: Response from APTIM re: Isolation Housing
Date: Tuesday, May 26, 2020 9:56:00 AM
Attachments: [APTIM Isolation Details.pdf](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

What do you think about APTIM's request for indemnity? Is there a way to negotiate this?

Carolyn Ham
651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Monday, May 25, 2020 7:03 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: FW: Response from APTIM re: Isolation Housing

I got this from Aptim on Friday evening. I had asked for pricing, which they didn't provide. I think they want to negotiate.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Mitchell, John [<mailto:John.Mitchell@aptim.com>]

Sent: Friday, May 22, 2020 4:01 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>

Cc: Courville, Amy <amy.courville@aptim.com>

Subject: Response from APTIM re: Isolation Housing

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Mr. Patterson,

As requested, attached is additional information about APTIM's experience and suggested Indemnification language. We did a bit of research on the Minnesota specific codes and provide language in the text for your consumption.

We look forward to further discussions once more specifics are available.

John H. Mitchell, CHMM

Director

Tel: +617-589-1265

Cell: 617-212-8279

John.Mitchell@aptim.com

APTIM | Disaster Response and Recovery

150 Royall Street, Suite 101

Canton, MA 02021

USA

From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Laura Birnbaum](#)
Subject: FW: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Wednesday, June 24, 2020 3:01:21 PM
Attachments: [St. Louis County Draft Grant Contract with County Isolation Hotel.docx](#)
[St. Louis County Project Plan 2020.docx](#)
[IsoSpace Tracking.xlsx](#)

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Carolyn

I am going to start filling out the contract but just want to clarify that only the dates would change right? Once I have our information in the documents I will need to have our County Attorney look at it so want to make sure before I pass it along to him? Thanks

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Leopold, Josh (MHFA) [mailto:Josh.Leopold@state.mn.us]

Sent: Wednesday, June 24, 2020 11:15 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

- Introductions
- Background on the Isolation Space work group
- Requirements for FEMA reimbursement
- Review draft grant agreement and project plan
- Radisson funding for June
- Radisson funding for July and beyond

thanks,
Josh

From: Leopold, Josh (MHFA)
Sent: Friday, June 19, 2020 8:34 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>;
Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS)
<Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John
(MHFA) <john.patterson@state.mn.us>
Subject: St Louis County Isolation Hotel Funding
When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.
Where: [https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09](https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;);
Meeting ID: 716 0875 4628

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From: [Ham, Carolyn \(DHS\)](#)
To: [Pollock, Daniel L \(DHS\)](#)
Subject: FW: UPDATED VERSION Hennepin County request
Date: Friday, June 12, 2020 3:58:00 PM

Here are the isolation space costs Hennepin quoted in its ESP application:

They had asked for \$236,325 to cover the rooms at the LumInn from 4/24-6/30 and \$296,900 for the rooms at the University Inn from 3/17 to 7/31. The request also included \$1.46 million for staffing, but that includes both the isolation and protection spaces.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Tuesday, June 9, 2020 3:46 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: UPDATED VERSION Hennepin County request

I think that's an Eric Waage question. We shouldn't bring this up on the 4pm call because nothing's been communicated to David and Stephanie yet.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 9, 2020 3:45 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: UPDATED VERSION Hennepin County request

Why wouldn't they submit a request for FEMA Reimbursement for costs already incurred?

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Tuesday, June 9, 2020 3:39 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Fw: UPDATED VERSION Hennepin County request

FYI... Andrea's going to deny Hennepin's request for ESP funding for the family and single isolation hotels, but approve some of their other funding requests. We should have a response prepared ASAP on whether they can transfer these costs to our work group. They had asked for \$236,325 to cover the rooms at the LumInn from 4/24-6/30 and \$296,900 for the rooms at the University Inn from 3/17 to 7/31. The request also included \$1.46 million for staffing, but that includes both the isolation and protection spaces.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Tuesday, June 9, 2020 3:03 PM

To: Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>; Hassen, Rabya N (DHS) <Rabya.N.Hassen@state.mn.us>; Chou, Dinamarie C (DHS) <dina.chou@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Hiler, Hattie (MHFA)

<hattie.hiler@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: UPDATED VERSION Hennepin County request

Draft language below is updated based on info from Josh on isolation space (first version I sent had LumInn and Holiday Inn Bloomington as isolation spaces, but it is actually LumInn and University Inn that are the isolation spaces).

From: Simonett, Andrea L (DHS)

Sent: Tuesday, June 9, 2020 2:29 PM

To: Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>; Hassen, Rabya N (DHS) <Rabya.N.Hassen@state.mn.us>; Chou, Dinamarie C (DHS) <dina.chou@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Hiler, Hattie (MHFA) <hattie.hiler@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: Hennepin County request

Hello everyone,

Thanks again for the really great conversation in our ESP survey meeting today.

Based on that conversation, below is a summary on the preliminary decisions about the Hennepin County request and what we would be communicating with them. Take a look to see if this captures our thoughts.

Funding award: \$2,209,701 (request was for \$6,266,859)

Several of the expenses identified in the survey request were not eligible, including the following:

1. Shelter Capacity Request:

- a. University Inn expenses for March (Funds were not available until April 1 when legislation passed)
- b. University Inn expenses for April (Hennepin County had previously applied and been awarded ESP-CV funding for expenses for April)
- c. University Inn is an isolation space that will be receiving FEMA reimbursement not eligible)
- d. University Inn expenses for July (Requests can only for 30 days forward)
- e. Holiday Inn Express for March (Funds were not available until April 1)
- f. Holiday Inn Express for April (Hennepin County had previously applied and been awarded ESP-CV funding for expenses for April)
- g. Holiday Inn Express for July (Requests can only be for 30 days going forward)
- h. LumInn (Isolation space that will be receiving FEMA reimbursement not eligible)
- i. Holiday Inn Bloomington expenses for March (Funds were not available until April 1)
- j. Holiday Inn Bloomington expenses for April (Hennepin County had previously applied and been awarded ESP-CV funding for expenses in April)
- k. Holiday Inn Bloomington expenses for July (Requests can only be for 30 days forward)

2. Staffing Request:

- a. It was unclear if the Staffing Request was eligible as the survey mentions 101 staff, but there is no specific information on where the staff are located, or the duties. We do

not need a list of each individual staff, but would need the number of FTE by location and by role to determine if the staff are eligible to be paid for with the funding.

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From: [Ham, Carolyn \(DHS\)](#)
To: [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Gordon, Sarah \(MDH\)](#); [Harrison, Blair \(MDH\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: Hennepin County financial news
Date: Friday, June 12, 2020 3:12:00 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image001.jpg](#)

Just got off a telephone call with Betsy David, Director Financial Administration, Human Services Public Health, Hennepin County. I had previously scheduled this meeting to talk about the logistics of FEMA reimbursement.

She disclosed that they got \$220 Million directly from the Feds as part of the CARES Act funding and that they are having difficulty spending it by December. Therefore, they don't intend to seek reimbursement from FEMA for the isolation spaces, because they can just use the CARES \$\$.

So I think this news fundamentally changes our proposal. Does the state want to spend money including the 25% share when Hennepin County can already pay for it?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

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Minnesota Department of Human Services Logo with Census 2020



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From: [Reisenauer, Ashley \(DHS\)](#)
To: [Grumdahl, Eric \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [tenBroeke, Cathy \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#); [Greeman, Dave X \(DHS\)](#); [Minge, Ahna B \(DHS\)](#); [Stirratt, Daniel A \(DHS\)](#); [Solmeyer, Anna \(MMB\)](#)
Subject: Isolation Space Estimates
Date: Friday, May 22, 2020 5:00:45 PM
Attachments: [Isolation Spaces Fiscal Impacts \(003\)5.22.20.docx](#)

Hi everyone,

Attached are the estimates that we discussed today. I incorporated them into the fiscal estimate document that we did for Phase I (the \$7.2 million), and made some minor adjustments to the narrative. For example, I took out most references to FEMA reimbursement.

These estimates:

- Are based on the expected use estimates for the three different populations;
- Use the same average daily cost assumed in the estimates for the Phase I;
- Account for the isolation spaces being developed with the current Phase I funding;
- Include continued funding for the 2 FTE;
- Include \$500k in potential costs for data or reporting tools that may be needed. We are working to refine this.

Please let me know if you have any questions. Have a happy long weekend!

Ashley

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From: [Leopold, Josh \(MHFA\)](#)
To: [Mickelson, Karen \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Waldrop, Mary \(ADM\)](#); [King, Margaret \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Davis, Kristine E \(DHS\)](#); [Petroskas, John A \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); murraymichael300@gmail.com
Cc: [Nacionales, Fernando \(MDH\)](#); [Minge, Ahna B \(DHS\)](#)
Subject: Isolation Space Site Selection Team: Meeting Notes and Follow-up
Date: Wednesday, May 20, 2020 12:33:50 PM
Attachments: [Isolation Spaces Site Selection _ Notes 5-18-2020.docx](#)

Hi everyone,

Thank you for attending Monday's inaugural meeting of the Site Selection subgroup of our Isolation Spaces work group. I am attaching the meeting notes, which are also saved here:
[Isolation Spaces Site Selection _ Notes 5-18-2020.docx](#)

Later on Monday, we met with Hennepin County and they indicated that, for their initial request for 100 isolation spaces, they feel confident they could identify and secure the site if we could identify the staff. This reduces the urgency a bit for our subgroup, but we still have some work to do to figure out how we could support or lead the site selection process for future requests.

We will do some individual follow-up on questions or opportunities that came out of our first meeting and look to convene the full subgroup again some time next week.

Please let me know if you have questions.

thanks,

Josh

From: [Ham, Carolyn \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Isolation Spaces Fiscal Impacts (003)5.8.20.draft. editsa
Date: Tuesday, May 19, 2020 3:50:00 PM
Attachments: [Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft. editsa.docx](#)

From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Lease agreement
Date: Friday, May 29, 2020 4:40:49 PM
Attachments: [Minnesota Department of Health Contract - May 29.2020.docx.pdf](#)

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: 

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Waldrop, Mary \(ADM\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Rodlund, Kevin](#); [Waslaski, Wayne \(ADM\)](#)
Subject: Lease Draft 12367 DHS - Radisson Hotel Isolation Project
Date: Tuesday, June 2, 2020 7:16:01 AM
Attachments: [EXHIBT C to Raddison Lease 12367.docx](#)
[12367 Isolation Lease DHS - Draft #2 6-2-20.docx](#)
[image001.png](#)

Good Morning.

Attached for your review please find the draft lease agreement for the Radisson Hotel Isolation Project. Please review and advise of any concerns or changes to the agreement.

Once we are in agreement on the draft I will coordinate with the hotel for their comments, the blank information and Exhibits A and B.

Thanks.

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#)
Cc: [Patterson, John \(MHFA\)](#)
Subject: Materials and agenda for St. Louis County call
Date: Wednesday, June 24, 2020 9:56:07 AM

Hello,

Here's my proposed agenda for the call today at 2

- Introductions
- Background on the Isolation Space work group
- Requirements for FEMA reimbursement
- Review draft grant agreement and project plan
- Radisson funding for June
- Radisson funding for July and beyond

In terms of materials to share in advance, I'm thinking we should send the draft grant agreement (a clean version without comments) and project plan along with the spreadsheet that Tom started to track items needed for FEMA reimbursement. All saved here: [St. Louis County](#)

Does that work?

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Mickelson, Karen \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#)
Cc: [Stirratt, Daniel A \(DHS\)](#)
Subject: Notes from the Isolation Spaces Site Selection call this afternoon
Date: Monday, May 18, 2020 4:43:13 PM
Attachments: [Isolation Spaces Site Selection ~ Notes 5-18-2020.docx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Hi All,

I've attached the notes from our meeting this afternoon. I think I got most of it.

~Karen

Karen Mickelson

Special Projects Manager | Management Operations

Minnesota Department of Human Services

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C: 651-755-5938

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From: [Patterson, John \(MHFA\)](#)
To: [Harrison, Blair \(MDH\)](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: RE: [External] Draft Concept for a MOU
Date: Monday, June 1, 2020 7:35:13 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)
[image001.jpg](#)

In the outline of a possible MOU, the county has very few responsibilities:

Duties:

- Be ultimately responsible for the operation of the site(s)
- Sign the contract and manage relationship with the organization managing each site
- Coordinate referrals to and utilization of all the isolation sites in the county, as well as discharges
- Design the service delivery and operations

Proposed Partnership:

- Even though the County's request asked the State to take management responsibility, the State believes the County should continue this role for all isolation sites in the county for continuity and overall coordination
- The state will provide the county with the funds and other resources to stand up and operate the new site(s)
- The County and State will collaborate to design the service delivery and operational model at the new site(s) to meet both party's expectations; the State wants to manage its costs and partner to provide quality isolation spaces

The rest of the MOU goes on to outline how the State would arrange and pay for the site, all the staffing, and all the supplies and also help recruit shelter/service provider(s) to manage the site. We will make sure that they know that Health Care for the Homeless is **not** expected to do any of this in the next month

Eric, the first sub-bullet under the proposed partnership acknowledges that they have asked us to take management responsibility. I can reiterate that in the email back to Jennifer. Is more needed?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Harrison, Blair (MDH)

Sent: Monday, June 01, 2020 7:15 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

I would adjust it a bit- I had a long talk with Stephanie today and Health Care for the Homeless does not currently have the capacity to staff the hotels, and Stephanie asked for a couple of days to think through a long-term staffing model.

I'm not sure what other staffing resources exist at HC, but I think we would want to be clear that we understand Health Care for the Homeless is **not** expected to do any of this in the next month.

They have offered to provide training to the staff onsite on symptom monitoring, and will get back to us with a plan for that.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, June 1, 2020 6:27 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <josh.leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

I like your response.

Carolyn Ham

651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Monday, June 1, 2020 6:23 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <josh.leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: FW: [External] Draft Concept for a MOU

Here is my proposed response to Stephanie:

We believe that the County should retain ultimate responsibility for the sites by either: (1) contracting with a shelter or other provider or (2) using its own staff to provide site management. We can work together to figure out if the County or State holds the contract/lease for:

- *The hotel/site*
- *Staffing firm*
- *Other contracted services*

We would like to schedule a meeting to work through those details. Like you, we would then have to bring an MOU with these details worked out for final approval within the State. The outline that we provided is meant to be a conversation starter.

Separate from our response to Stephanie, here are my thoughts: For tracking expenses for FEMA

reimbursement, it would probably be easiest for us to hold the contracts. Also, if we use the same process for other counties, it may be easier for us to manage the contracts, rather than keeping track of individual county contracts. On the flip side, having the State hold the leases for the hotels would make the State liable for damages (alternatively, if the county is liable, they'd seek reimbursement from us anyway). Also, if we hold the contract with the staffing firm, we'd need to figure out a process for the site manager(s) to schedule hours with staffing firm and track and report hours.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Stephanie K Abel [<mailto:Stephanie.Abel@hennepin.us>]
Sent: Monday, June 01, 2020 5:41 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; David Hewitt <David.Hewitt@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: [External] Draft Concept for a MOU

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Hi- Thank you for laying this out. I have questions before I sent this on for incident command input. Basically, it seems to read that the state is responsible for staffing yet I understood the state wanted the county to hold those contracts. Please clarify. I included my questions in the attachment for more specific citing. – thank you!

Stephanie Abel

Area Manager- Public Health Clinical Services
Hennepin County Public Health
525 Portland Ave. MC963 Minneapolis 55415
Phone: 612-348-8824

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Saturday, May 30, 2020 6:41 PM
To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: [External] Draft Concept for a MOU

Stephanie and David:

Attached is a draft outline that our Isolation Work Group would like to create between the State and

County. This concept has not yet been completely vetted by within the State, but we'd like to use it as a conversation starter. Take a look and let us know what you think. It would be good to schedule a meeting early this week to work through the details.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: [Grumdahl, Eric \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Harrison, Blair \(MDH\)](#)
Subject: Re: [External] Draft Concept for a MOU
Date: Monday, June 1, 2020 6:55:10 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

I'm fine with that -- just be prepared that the message will be "we've already and repeatedly told the State that we have no capacity to take on any additional operational responsibilities."

Any framing acknowledging this might get you further.

In addition, be prepared if that's what they say.

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: *New address and phone number*

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, June 1, 2020 6:26 PM

To: [Patterson, John \(MHFA\)](#) <john.patterson@state.mn.us>; [Salzer, Joel \(MHFA\)](#) <joel.salzer@state.mn.us>; [Leopold, Josh \(MHFA\)](#) <Josh.Leopold@state.mn.us>; [Harrison, Blair \(MDH\)](#) <Blair.Harrison@state.mn.us>; [Grumdahl, Eric \(MHFA\)](#) <Eric.Grumdahl@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

I like your response.

Carolyn Ham

651-431-3766

From: [Patterson, John \(MHFA\)](#) <john.patterson@state.mn.us>

Sent: Monday, June 1, 2020 6:23 PM

To: [Ham, Carolyn \(DHS\)](#) <Carolyn.Ham@state.mn.us>; [Salzer, Joel \(MHFA\)](#) <joel.salzer@state.mn.us>; [Leopold, Josh \(MHFA\)](#) <Josh.Leopold@state.mn.us>; [Harrison, Blair \(MDH\)](#) <Blair.Harrison@state.mn.us>; [Grumdahl, Eric \(MHFA\)](#) <Eric.Grumdahl@state.mn.us>

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John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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Sent: Monday, June 01, 2020 5:41 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

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Stephanie Abel

Area Manager- Public Health Clinical Services

Hennepin County Public Health

525 Portland Ave. MC963 Minneapolis 55415

Phone: 612-348-8824

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Saturday, May 30, 2020 6:41 PM

To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: [External] Draft Concept for a MOU

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John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: [Stephanie K Abel](#)
To: [Patterson, John \(MHFA\)](#); [David Hewitt](#)
Cc: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: [External] Draft Concept for a MOU
Date: Monday, June 1, 2020 5:41:07 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[DRAFT MOU Components - 053020_SA questions.docx](#)

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Hi- Thank you for laying this out. I have questions before I sent this on for incident command input. Basically, it seems to read that the state is responsible for staffing yet I understood the state wanted the county to hold those contracts. Please clarify. I included my questions in the attachment for more specific citing. – thank you!

Stephanie Abel

Area Manager- Public Health Clinical Services
Hennepin County Public Health
525 Portland Ave. MC963 Minneapolis 55415
Phone: 612-348-8824

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Saturday, May 30, 2020 6:41 PM
To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: [External] Draft Concept for a MOU

Stephanie and David:

Attached is a draft outline that our Isolation Work Group would like to create between the State and County. This concept has not yet been completely vetted by within the State, but we'd like to use it as a conversation starter. Take a look and let us know what you think. It would be good to schedule a meeting early this week to work through the details.

John Patterson

Director of Planning, Research & Evaluation
Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102
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From: [Leopold, Josh \(MHFA\)](#)
To: [Harrison, Blair \(MDH\)](#); [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: Re: [External] Draft Concept for a MOU
Date: Tuesday, June 2, 2020 7:07:09 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

That's what I heard on the 2pm call too. But then on the 4pm call, it seemed like Stephanie and David were against cohorting Covid+ within the existing hotels. But maybe they were thinking of bringing new people into those spaces and not having a separate space for existing guests. Might be worth clarifying with them.

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Sent: Monday, June 1, 2020 9:33 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: RE: [External] Draft Concept for a MOU
Our discussion with Hennepin County this afternoon resulted in shared belief across HC epi and MDH that having people isolate onsite (versus transferring to Hennepin iso hotel) will likely be more successful from an infection control perspective because they will be more likely to stay onsite with their existing social network and in a room that is a more permanent residence for them.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, June 1, 2020 9:32 PM
To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: Re: [External] Draft Concept for a MOU
It's not directly relevant to the MOU, but I'm not clear where we landed with Hennepin on the isolation spaces. I think we all agree that it would be best to have dedicated isolation spaces for future cases, but for people in hotels from the encampments, is the better policy to have them isolate in place or ask them to move to a dedicated isolation space? I think from a public health perspective, the better option might be moving people, but I wonder if that will make people less likely to be tested or to agree to symptom screening.
I talked to Jen at the Radisson tonight and she said, so far, all the guests are still there and the guest that was symptomatic has been staying in his room.

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Sent: Monday, June 1, 2020 7:15 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh

(MHFA) <Josh.Leopold@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

I would adjust it a bit- I had a long talk with Stephanie today and Health Care for the Homeless does not currently have the capacity to staff the hotels, and Stephanie asked for a couple of days to think through a long-term staffing model.

I'm not sure what other staffing resources exist at HC, but I think we would want to be clear that we understand Health Care for the Homeless is **not** expected to do any of this in the next month. They have offered to provide training to the staff onsite on symptom monitoring, and will get back to us with a plan for that.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, June 1, 2020 6:27 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

I like your response.

Carolyn Ham

651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Monday, June 1, 2020 6:23 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: FW: [External] Draft Concept for a MOU

Here is my propose response to Stephanie:

We believe that the County should retain ultimate responsibility for the sites by either: (1) contracting with a shelter or other provider or (2) using its own staff to provide site management. We can work together to figure out if the County or State holds the contract/lease for:

- *The hotel/site*
- *Staffing firm*
- *Other contracted services*

We would like to schedule a meeting to work through those details. Like you, we would then have to bring an MOU with these details worked out for final approval within the State. The outline that we provided is meant to be a conversation starter.

Separate from our response to Stephanie, here are my thoughts: For tracking expenses for FEMA reimbursement, it would probably be easiest for us to hold the contracts. Also, if we use the same process for other counties, it may be easier for us to manage the contracts, rather than keeping track of individual county contracts. On the flip side, having the State hold the leases for the hotels would make the State liable for damages (alternatively, if the county is liable, they'd seek reimbursement from us anyway). Also, if we hold the contract with the staffing firm, we'd need to figure out a process for the site manager(s) to schedule hours with staffing firm and track and report hours.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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Direct: 651.296.0763 | Main: 800.657.3769

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From: Stephanie K Abel [<mailto:Stephanie.Abel@hennepin.us>]

Sent: Monday, June 01, 2020 5:41 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: [External] Draft Concept for a MOU

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Stephanie Abel

Area Manager- Public Health Clinical Services

Hennepin County Public Health

525 Portland Ave. MC963 Minneapolis 55415

Phone: 612-348-8824

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To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: [External] Draft Concept for a MOU

Stephanie and David:

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From: [Ham, Carolyn \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Stacy L Zurn](#); [Michael R Herzing](#); marcee.shaughnessy@hennepin.us
Subject: RE: [External] RE: FEMA reimbursement
Date: Tuesday, June 9, 2020 9:18:00 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

Stacy:

Could we find 30 minutes to talk with you and your team about this question of FEMA reimbursement for Protection and Isolation Spaces?

Carolyn Ham

651-431-3766

From: Eric D Waage <Eric.Waage@hennepin.us>
Sent: Tuesday, June 9, 2020 9:14 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Stacy L Zurn <Stacy.Zurn@hennepin.us>; Michael R Herzing <Michael.Herzing@hennepin.us>; marcee.shaughnessy@hennepin.us
Subject: Re: [External] RE: FEMA reimbursement

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Hello Carolyn,

I was on other duties when your email came in and must have not seen it, I apologize. I'd like to put you in touch with Stacy Zurn, our Recovery Coordinator, who works with FEMA reimbursement matters.

Since I don't know exactly who is best to speak with in the isolation and protection functional area, I'll also include Mike Herzig and Marcee Shaughnessy in this email so they can add their suggestions.

Thanks,

Eric Waage

Director/Emergency Management

Hennepin County

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From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 9, 2020 9:02:43 AM
To: Eric D Waage <Eric.Waage@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: [External] RE: FEMA reimbursement

Eric:

I didn't see a response to this email. Are you able to connect us with the appropriate person?

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)

Sent: Thursday, May 28, 2020 3:31 PM
To: Eric.Waage@hennepin.us
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: FEMA reimbursement

Eric:

We would like to talk with the Hennepin County staff who is tasked with maximizing FEMA reimbursement for the isolation and protective spaces to learn more about the topic. Would you be willing to have someone talk to us?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

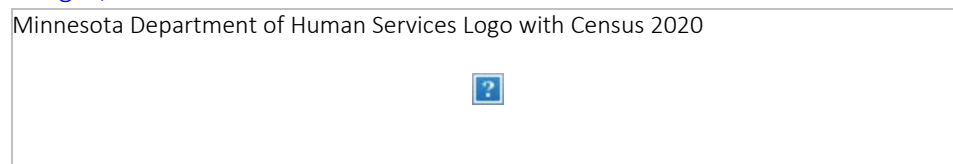
P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

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From: [Betsy David](#)
To: [Ham, Carolyn \(DHS\)](#); [Cindy Twistol](#)
Cc: [Carr, Tom L \(DHS\)](#)
Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Date: Tuesday, June 9, 2020 10:14:15 AM
Attachments: [image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.jpg](#)
[image015.jpg](#)
[image001.png](#)
[image003.jpg](#)

Good morning Carolyn

Could you help me understand what information you are looking for? It was my understanding we will be using FEMA funding but we are working through the funding opportunities.

thank you,

Betsy

Betsy David

Director Financial Administration
Human Services Public Health

Office: 612-348-2247 | Mobile: 651-717-8988

betsy.david@hennepin.us | hennepin.us

Government Center
300 South Sixth Street
Minneapolis, Minnesota 55487



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 9, 2020 9:24 AM

To: Betsy David <Betsy.David@Hennepin.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: FW: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

Betsy and Cindy:

Stacy referred us to you. It sounds like Hennepin County is not trying to get reimbursed by FEMA, but we would like to have a short conversation with you at your convenience to understand the funding of these spaces.

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)

Sent: Tuesday, June 9, 2020 9:18 AM

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Stacy L Zurn <Stacy.Zurn@hennepin.us>; Michael R Herzing <Michael.Herzing@hennepin.us>; marcee.shaughnessy@hennepin.us

Subject: RE: [External] RE: FEMA reimbursement

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Carolyn Ham
651-431-3766

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Thanks,

Eric Waage

Director/Emergency Management

Hennepin County

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Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

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From: [Betsy David](#)
To: [Ham, Carolyn \(DHS\)](#); [Cindy Twistol](#)
Cc: [Carr, Tom L \(DHS\)](#)
Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Date: Wednesday, June 10, 2020 12:58:37 PM
Attachments: [image010.png](#)
[image011.jpg](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.jpg](#)
[image016.jpg](#)
[image001.png](#)

Thank you Carolyn – We have not utilized FEMA for the Isolation and Protective Spaces for 2020 yet – we are utilizing other funding.

Betsy

Betsy David

Director Financial Administration
Human Services Public Health

Office: 612-348-2247 | Mobile: 651-717-8988

betsy.david@hennepin.us | hennepin.us

Government Center
300 South Sixth Street
Minneapolis, Minnesota 55487



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, June 10, 2020 12:42 PM

To: Cindy Twistol <Cindy.Twistol@hennepin.us>; Betsy David <Betsy.David@Hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

I am looking for advice on meeting FEMA requirements for getting reimbursement for isolation spaces. It is not clear to me whether Hennepin County is looking to FEMA for reimbursement for the cost of its isolation and protective spaces, but if you are, we would like to understand how you approached expenses and documentation.

Carolyn Ham

651-431-3766

From: Cindy Twistol <Cindy.Twistol@hennepin.us>

Sent: Wednesday, June 10, 2020 12:37 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Betsy David <Betsy.David@Hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

Hi Carolyn,

I am not available this afternoon and Betsy's calendar appears to be full the rest of today. It looks like we may both be free tomorrow at 10:30. I'm not sure what questions you have or whether I would be the appropriate person to answer but I would be happy to look into any questions that you have.

Cindy Twistol | County Controller | Hennepin County Office of Budget & Finance
300 South 6th Street, Suite A1340 | Minneapolis, MN 55487-0131
Office 612-348-3949 | Fax 612-348-9693
email Cindy.Twistol@hennepin.us

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, June 10, 2020 11:50 AM
To: Betsy David <Betsy.David@Hennepin.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces
I could talk between 12:30-1:30 or 2-3. Do either of these times work for you?
Carolyn Ham
651-431-3766

From: Betsy David <Betsy.David@Hennepin.us>
Sent: Wednesday, June 10, 2020 9:09 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
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Thank you,
Betsy
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Human Services Public Health

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Subject: RE: [External] RE: FEMA reimbursement

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Subject: Re: [External] RE: FEMA reimbursement

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Since I don't know exactly who is best to speak with in the isolation and protection functional area, I'll also include Mike Herzig and Marcee Shaughnessy in this email so they can add their suggestions.

Thanks,

Eric Waage

Director/Emergency Management

Hennepin County

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From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 9, 2020 9:02:43 AM

To: Eric D Waage <Eric.Waage@hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: [External] RE: FEMA reimbursement

Eric:

I didn't see a response to this email. Are you able to connect us with the appropriate person?

Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Thursday, May 28, 2020 3:31 PM
To: Eric.Waage@hennepin.us
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: FEMA reimbursement

Eric:

We would like to talk with the Hennepin County staff who is tasked with maximizing FEMA reimbursement for the isolation and protective spaces to learn more about the topic. Would you be willing to have someone talk to us?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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system.

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From: [Stacy L Zurn](#)
To: [Eric D Waage](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Michael R Herzing](#); marcee.shaughnessy@hennepin.us; [Betsy David](#); [Cindy Twistol](#)
Subject: RE: [External] RE: FEMA reimbursement
Date: Tuesday, June 9, 2020 9:18:28 AM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

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Good morning Carolyn,
Hennepin County staff are using Cares Act funding for reimbursement for the isolation and quarantine sites. You can reach out to Betsy.David@hennepin.us or Cindy.Twistol@hennepin.us for more information.

Thank you

Stacy L. Zurn
Hennepin County Emergency Management
Mitigation & Recovery Coordinator
612-596-0245 - Office
612-384-7166 – Cell
Stacy.Zurn@hennepin.us

From: Eric D Waage <Eric.Waage@hennepin.us>
Sent: Tuesday, June 09, 2020 9:14 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Stacy L Zurn <Stacy.Zurn@hennepin.us>; Michael R Herzing <Michael.Herzing@hennepin.us>; Marcee Shaughnessy <Marcee.Shaughnessy@hennepin.us>
Subject: Re: [External] RE: FEMA reimbursement

Hello Carolyn,

I was on other duties when your email came in and must have not seen it, I apologize. I'd like to put you in touch with Stacy Zurn, our Recovery Coordinator, who works with FEMA reimbursement matters.

Since I don't know exactly who is best to speak with in the isolation and protection functional area, I'll also include Mike Herzig and Marcee Shaughnessy in this email so they can add their suggestions.

Thanks,

Eric Waage

Director/Emergency Management

Hennepin County

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From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 9, 2020 9:02:43 AM
To: Eric D Waage <Eric.Waage@hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: [External] RE: FEMA reimbursement

Eric:

I didn't see a response to this email. Are you able to connect us with the appropriate person?

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)

Sent: Thursday, May 28, 2020 3:31 PM

To: Eric.Waage@hennepin.us

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: FEMA reimbursement

Eric:

We would like to talk with the Hennepin County staff who is tasked with maximizing FEMA reimbursement for the isolation and protective spaces to learn more about the topic. Would you be willing to have someone talk to us?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#)
Cc: [Patterson, John \(MHFA\)](#)
Subject: Re: [External] Re: Hennepin County Isolation Spaces Request
Date: Tuesday, May 19, 2020 9:57:49 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[State Government COVID19 Responses for People Experiencing Homelessness.pdf](#)

I think that's something our group needs to figure out ASAP. Other states, like Massachusetts, have stepped up and staffed and operated isolation sites. I included a write-up of this in the state-by-state comparison

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, May 19, 2020 9:37 AM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: FW: [External] Re: Hennepin County Isolation Spaces Request
Have we told Hennepin in the context of need for general shelter space we are not going to run the shelter? Are we onboard with telling her that the state doesn't intend to run the isolation spaces?
Carolyn Ham
651-431-3766

From: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>
Sent: Tuesday, May 19, 2020 9:33 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Hennepin County Isolation Spaces Request
I am not sure why the elements of our background screening matter? If you are going to operate isolation units (which is the ask, that the state operate the units) and you are willing to accept the risk and hire staff with certain criminal histories than that is your decision to make.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, May 19, 2020 9:15 AM
To: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Hennepin County Isolation Spaces Request
Thanks, Jennifer. My question is getting at the elements of Hennepin County's background study. What types of conduct disqualify a person from working in the shelter? I ask because in our experience, hiring people who have experienced homelessness to work with others experiencing the

same, can be quite successful, but they may also have a criminal background that could disqualify them if the background study is quite stringent.

Carolyn Ham
651-431-3766

From: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>
Sent: Tuesday, May 19, 2020 9:01 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Hennepin County Isolation Spaces Request
Yes we do a background screening for any staff and volunteers working at the sites.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, May 19, 2020 8:49 AM
To: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Hennepin County Isolation Spaces Request

Jennifer and others:

One issue we are trying to understand in the staffing piece is whether a past criminal record might bar someone from working for Hennepin County in these spaces. What are your current background study requirements and if a nonprofit were to staff the shelter, would the same requirements apply for its hires?

Carolyn Ham
651-431-3766

From: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>
Sent: Tuesday, May 19, 2020 8:08 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Hennepin County Isolation Spaces Request

Right now, staff are making a comment in the "notes" in a spreadsheet, but it isn't 100% accurate. It is not a practice to record it. The only ones tracked are those who are sent to a site and are called in and cancelled. This is all we have on it.

Referral Site	Front Door Referrals <i>*From Referrals Tracking Log</i>	Declined referral/admit to I&Q site	"No show" <i>*From site rosters/ discharge log</i>
XXXX (isolation) *Transitioned to high risk rooms on 4/21/2020	39		
YYYYY (isolation)	190		2

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, May 18, 2020 8:39 AM

To: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: Re: [External] Re: Hennepin County Isolation Spaces Request

Thanks Jennifer. And yes we were thinking of data on the proportion of people that are referred to an isolation space and decline it.

Please let me know if there's anything you can share on the status of identifying a site for new isolation spaces before 2pm today.

Josh

From: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>

Sent: Sunday, May 17, 2020 6:31 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: [External] Re: Hennepin County Isolation Spaces Request

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- Median stay

2 days

- Demographics-Age, veteran status, race, transfer from DOC:

Average age 52; Median age 57.

4 referrals from the jail. Haven't had any from DOC.

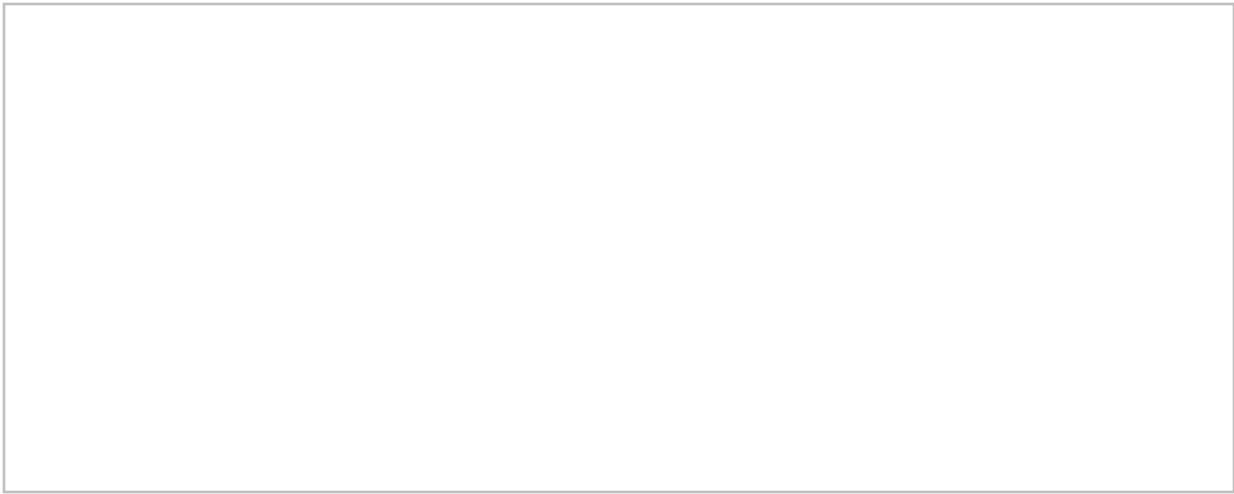
Don't believe we have race or veteran status, but will check.

- How many people refuse to avail themselves of Isolation space

Not sure we have data on this but just to be clear do you mean how many people are referred and don't go to the sites?

- Your modeling of projected growth

Projecting 21 residents for the next 10 days.



Jen Castillo

COVID 19 Incident Command Planning Chief
Area Director | Operations and Innovation Services
[Dept of Community Corrections and Rehabilitation](#) | [Hennepin County](#)
Government Center - C23 | 300 South Sixth Street | Minneapolis, MN 55487
Phone: 612.348.4212 | jennifer.castillo@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Sunday, May 17, 2020 5:19 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Jennifer L Castillo <Jennifer.Castillo@hennepin.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: [External] Re: Hennepin County Isolation Spaces Request

Thanks Carolyn,

Lauren shared with us the staffing descriptions and schedules you sent as part of your original staffing request, so you don't need to resend those. If you have more recent information related to staffing needs, please send them our way

Our Work Group is meeting tomorrow at 2 to discuss site options and at 3 to discuss staffing, so any materials you could send before that would be really helpful. If any of the materials related to the sites are sensitive and you'd prefer not to share, or share with a more limited group, please let us know that as well.

Josh

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Sunday, May 17, 2020 11:23 AM

To: Jennifer L Castillo <Jennifer.Castillo@hennepin.us>; Eric D Waage <Eric.Waage@hennepin.us>; David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <stephanie.abel@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Hennepin County Isolation Spaces Request

Thank you all for talking with us on Friday. We hope to tap your expertise in responding quickly to your request. As mentioned, it would be very helpful if you could share the following information with us.

- List of hotels identified for expansion of space (including costs and amenities provided)
- Data on usage of the current isolation spaces
 - Median stay
 - Demographics-Age, veteran status, race, transfer from DOC
 - How many people refuse to avail themselves of Isolation space
 - Your modeling of projected growth
- Job description for shelter workers
- Staffing models

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street
 P.O. Box 64974
 St. Paul, MN 55164-0974
 O: 651-431-3766
 C: 651-470-1941

mn.gov/dhs



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-----Original Appointment-----

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 14, 2020 8:44 PM
To: Leopold, Josh (MHFA); Patterson, John (MHFA); Ham, Carolyn (DHS); Salzer, Joel (MHFA); Jennifer L Castillo; Eric D Waage; David Hewitt; Stephanie K Abel; Mickelson, Karen (DHS); Harrison, Blair (MDH)
Cc: King, Margaret (MHFA); Eiklenborg, Laura; Minge, Ahna B (DHS); Michael R Herzing
Subject: Hennepin County Isolation Spaces Request
When: Friday, May 15, 2020 2:00 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).
Where: Toll free dial-in number: (888)742-5095 Conference code: 875 703 3792

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From: [Dale E Johnson](#)
To: [Margo Geffen](#); [Leopold, Josh \(MHFA\)](#); [Tom Terwilliger](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Patterson, John \(MHFA\)](#)
Subject: RE: [External] Re: Questions
Date: Friday, May 29, 2020 6:38:39 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Sample Hotel Shelter agreement 5-30-20.docx](#)

Hi all, attached is a draft generic mockup of a shelter agreement with language we've been utilizing (including FEMA provisions). Each agreement we have is somewhat unique in what's captured for roles and responsibilities (Exhibit A). Specifically when it comes to expectations of housekeeping and under what circumstances hotel staff – or contracted cleaning crew - would clean specific rooms (COVID+ rooms or non-COVID).....and when.

Also, hotels may have multiple ownership LLCs so it's important to be clear which ownership LLC you're setting up this agreement with.

I hope this helps but certainly let us know if questions/comments. Thanks everyone.

Dale E. Johnson
CMS Supervisor – Contract Management
Hennepin County Health & Human Services
A-16 Government Center MC 165
Office (612) 348-9331 Fax (612) 348-5173

From: Margo Geffen <Margo.Geffen@hennepin.us>
Sent: Friday, May 29, 2020 4:12 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dale E Johnson <Dale.Johnson@hennepin.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi Josh – we can't share site specific agreements, but via this email, I am asking Dale to share a blank version with you.

Our security for a covid positive site is \$45/hr.

Thanks,

Margo

[Margo Geffen](#)

Director – Facility Services

Office: 612-543-1965 | Cell: 612-385-5575



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, May 29, 2020 11:52 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: Re: [External] Re: Questions

Hi Tom and Margo,

We are currently in negotiations with the Radisson in Brooklyn Center for isolation spaces. Hoping to have the terms agreed upon by COB today. Could you share Hennepin's agreement with the University Inn isolation space with us just so we can make sure we're covering everything?

Also, do you know about the availability and cost of the staff you use for security? The Radisson is saying they can provide security, but it's pretty expensive (\$25-\$35 per hour).

thanks,

Josh

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Sent: Wednesday, May 27, 2020 2:28 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh,

In addition to the Radisson Hotel in Brooklyn Center below are the names of a few other suburban hotels that I spoke to who were willing to rent their entire hotels to us for quarantined individuals. Feel free to tell them you and I spoke. Please note that you asked me about Aimbridge Hospitality which is who Natalie Hart below is with. When you and I spoke I mistook Aimbridge with a hotel group called Ashford out of Dallas who represents the Sheraton in Minnetonka below. Sorry for any confusion.

- Marriott Northwest
7025 Northland Dr. N.
Brooklyn Park
230 rooms
Contact: **NATALIE E. HART**
SVP SALES AND MARKETING
M 210-287-5199 | AimbridgeHospitality.com
- Hampton Inn
9470 West Broadway
Brooklyn Park
100 rooms (traditional rooms)
Contact: **Brian Leyh**
Area Director of Sales
Phone: 763-567-7993
Cell: 509-720-4667
Email: bleyh@Midashospitality.com
- Super 8
6445 James Circle,
Brooklyn Center
100 rooms (traditional rooms)

Contact: Muhammad Shahzad / Owner
cell: 612-817-7794

- Sheraton Minneapolis West Minnetonka
12201 Ridgedale Dr.
Minnetonka
220 room (tradition rooms)

Contact: **Sunny Brewer**, CRME/CDHM

Sr. Director, Revenue Optimization

Ashford

[14185 Dallas Parkway, Suite 1100](#)

[Dallas, TX 75254](#)

Cell: [214-907-1444](#)

Direct Line: [972-778-9283](#)

Fax Line: [972-490-9243](#)

Email Address: sbrewer@ashfordinc.com

Tom Terwilliger

Real Estate Supervisor,

Land Management Division

Facility Services Department

701 Fourth Avenue South, Suite 400

Minneapolis, MN 55415-1843

Direct: 612-348-2152 Cell: 612-790-1859

thomas.terwilliger@hennepin.us

From: Tom Terwilliger

Sent: Wednesday, May 27, 2020 1:55 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)
<john.patterson@state.mn.us>; J. Michael Noonan <J.Michael.Noonan@hennepin.us>

Subject: RE: [External] Re: Questions

Hi Josh,

Per our conversation I would like to introduce you to my manager Michael Noonan who has led our search for hotels in downtown Minneapolis and is cc'd on this email. Below is Michael's contact information. - Thanks

J. Michael Noonan, MA, MBA

Senior Department Administrator,

Land Management Division

Facility Services Department

701 Fourth Avenue South, Suite 400

Minneapolis, MN.

55415-1843

(612) 348-8537 (office)

(651) 354-7729 (cell)

Tom Terwilliger

Real Estate Supervisor,

Land Management Division

Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger
Sent: Wednesday, May 27, 2020 11:52 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Great. I'll call you at 12:45.

Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 11:50 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: [External] Re: Questions

Sounds good. I have something at 1 but can talk any time before then.
thanks,

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 11:45 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions

Hi Josh,

I am on a conference call until about 12:30. Are you available if I call you at 12:45?

Thank you,

Tom

Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400

Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 11:43 AM
To: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Subject: Re: [External] Re: Questions

Thanks Margo! Tom, any information you can share in terms of contacts and conversations you've had about potential hotels for Covid+ guests would be extremely helpful. We're hoping to get a site identified as soon as possible. If it's easier to discuss on the phone you can call me at 978-505-7481.

thanks,
Josh

From: Margo Geffen <Margo.Geffen@hennepin.us>
Sent: Wednesday, May 27, 2020 11:03 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Subject: RE: [External] Re: Questions

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Hi Josh – I believe we worked with the Radisson. I am copying Tom Terwilliger, who was the contact. He may have worked with Embassy Suites too.

Tom, could you please send Josh a summary of your conversations with one/each? The state is looking at opening up a covid+ location.

Thanks,
Margo

[Margo Geffen](#)

Director – Facility Services
Office: 612-543-1965 | Cell: 612-385-5575



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 9:41 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>
Subject: [External] Re: Questions

Hi Margo,

I found two hotels that advertise as having Covid19 responder rooms in Brooklyn Center: a Radisson and an Embassy Suites. Have you had any conversations with either of them? Any recommendations of who to reach out to for either hotel?

thanks,

Josh

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Wednesday, May 27, 2020 8:15 AM

To: Margo Geffen <Margo.Geffen@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Questions

Margo:

We keep missing each other. It would be great to connect on the phone to get more detailed insights, but if we could get the following today, it would be great:

- A list of the hotels/sites that Hennepin County has considered for isolations spaces and any assessment or ranking you have done. Which do you consider the most promising?
- Did you consider the Millennium Hotel in downtown Minneapolis (on Nicolet)?
- For the \$1K per room damage budget, how many months of use did you expect that to cover? For this budget purpose, are you leasing or expecting to lease the hotels for 3 months, 6 months, something else?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: [Leopold, Josh \(MHFA\)](#)
To: [Dale E Johnson](#); [Margo Geffen](#); [Tom Terwilliger](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Patterson, John \(MHFA\)](#); stephanie.abel@hennepin.us
Subject: Re: [External] Re: Questions
Date: Monday, June 1, 2020 9:07:52 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

I may have spoke too soon. Looks like the State may be leasing the Radisson for isolation spaces after all.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Sunday, May 31, 2020 9:39 PM
To: Dale E Johnson <Dale.Johnson@hennepin.us>; Margo Geffen <Margo.Geffen@hennepin.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; stephanie.abel@hennepin.us
<stephanie.abel@hennepin.us>
Subject: Re: [External] Re: Questions
Hello,

I just wanted to update everyone that we have decided not to go ahead with this lease for the Brooklyn Center Radisson as an isolation site. While it is being used to house people coming in from the encampments and we don't feel like cohorting within the same hotel will be feasible.

So, thank you for sharing this sample lease and the list of hotels. Tomorrow, I plan to call the other hotels on the list that Tom provided. I'll let you know if I have any questions.

thanks,

Josh

From: Dale E Johnson <Dale.Johnson@hennepin.us>
Sent: Friday, May 29, 2020 6:38 PM
To: Margo Geffen <Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions
Hi all, attached is a draft generic mockup of a shelter agreement with language we've been utilizing (including FEMA provisions). Each agreement we have is somewhat unique in what's captured for roles and responsibilities (Exhibit A). Specifically when it comes to expectations of housekeeping and under what circumstances hotel staff – or contracted cleaning crew - would clean specific rooms (COVID+ rooms or non-COVID).....and when.
Also, hotels may have multiple ownership LLCs so it's important to be clear which ownership LLC you're setting up this agreement with.

I hope this helps but certainly let us know if questions/comments. Thanks everyone.

Dale E. Johnson

CMS Supervisor – Contract Management

Hennepin County Health & Human Services

A-16 Government Center MC 165

Office (612) 348-9331 Fax (612) 348-5173

From: Margo Geffen <Margo.Geffen@hennepin.us>

Sent: Friday, May 29, 2020 4:12 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dale E Johnson <Dale.Johnson@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh – we can't share site specific agreements, but via this email, I am asking Dale to share a blank version with you.

Our security for a covid positive site is \$45/hr.

Thanks,

Margo

Margo Geffen

Director – Facility Services

Office: 612-543-1965 | Cell: 612-385-5575



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 11:52 AM

To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: Re: [External] Re: Questions

Hi Tom and Margo,

We are currently in negotiations with the Radisson in Brooklyn Center for isolation spaces. Hoping to have the terms agreed upon by COB today. Could you share Hennepin's agreement with the University Inn isolation space with us just so we can make sure we're covering everything?

Also, do you know about the availability and cost of the staff you use for security? The Radisson is saying they can provide security, but it's pretty expensive (\$25-\$35 per hour).

thanks,

Josh

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Sent: Wednesday, May 27, 2020 2:28 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Hi Josh,

In addition to the Radisson Hotel in Brooklyn Center below are the names of a few other suburban hotels that I spoke to who were willing to rent their entire hotels to us for quarantined individuals. Feel free to tell them you and I spoke. Please note that you asked me about Aimbridge Hospitality which is who Natalie Hart below is with. When you and I spoke I mistook Aimbridge with a hotel group called Ashford out of Dallas who represents the Sheraton in Minnetonka below. Sorry for any confusion.

- Marriott Northwest
7025 Northland Dr. N.
Brooklyn Park
230 rooms
Contact: **NATALIE E. HART**
SVP SALES AND MARKETING
M 210-287-5199 | AimbridgeHospitality.com
- Hampton Inn
9470 West Broadway
Brooklyn Park
100 rooms (traditional rooms)
Contact: **Brian Leyh**
Area Director of Sales
Phone: 763-567-7993
Cell: 509-720-4667
Email: bleyh@Midashospitality.com
- Super 8
6445 James Circle,
Brooklyn Center
100 rooms (traditional rooms)
Contact: Muhammad Shahzad / Owner
cell: 612-817-7794
- Sheraton Minneapolis West Minnetonka
12201 Ridgedale Dr.
Minnetonka
220 room (tradition rooms)
Contact: **Sunny Brewer**, CRME/CDHM
Sr. Director, Revenue Optimization
Ashford
[14185 Dallas Parkway, Suite 1100](http://14185DallasParkway.Suite1100)
[Dallas, TX 75254](http://Dallas,TX75254)
Cell: [214-907-1444](tel:214-907-1444)
Direct Line: [972-778-9283](tel:972-778-9283)
Fax Line: [972-490-9243](tel:972-490-9243)
Email Address: sbrewer@ashfordinc.com

Tom Terwilliger

Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger

Sent: Wednesday, May 27, 2020 1:55 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)
<john.patterson@state.mn.us>; J. Michael Noonan <J.Michael.Noonan@hennepin.us>

Subject: RE: [External] Re: Questions

Hi Josh,

Per our conversation I would like to introduce you to my manager Michael Noonan who has led our search for hotels in downtown Minneapolis and is cc'd on this email. Below is Michael's contact information. - Thanks

J. Michael Noonan, MA, MBA
Senior Department Administrator,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN.
55415-1843

(612) 348-8537 (office)

(651) 354-7729 (cell)

Tom Terwilliger

Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Tom Terwilliger

Sent: Wednesday, May 27, 2020 11:52 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA)
<john.patterson@state.mn.us>

Subject: RE: [External] Re: Questions

Great. I'll call you at 12:45.

Tom Terwilliger

Real Estate Supervisor,
Land Management Division

Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 11:50 AM
To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: [External] Re: Questions
Sounds good. I have something at 1 but can talk any time before then.
thanks,

From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 11:45 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: [External] Re: Questions
Hi Josh,
I am on a conference call until about 12:30. Are you available if I call you at 12:45?
Thank you,
Tom
Tom Terwilliger
Real Estate Supervisor,
Land Management Division
Facility Services Department
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
thomas.terwilliger@hennepin.us

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Sent: Wednesday, May 27, 2020 11:43 AM
To: Margo Geffen <Margo.Geffen@hennepin.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
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From: Margo Geffen <Margo.Geffen@hennepin.us>
Sent: Wednesday, May 27, 2020 11:03 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Cc: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Subject: RE: [External] Re: Questions

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Hi Josh – I believe we worked with the Radisson. I am copying Tom Terwilliger, who was the contact. He may have worked with Embassy Suites too.
Tom, could you please send Josh a summary of your conversations with one/each? The state is looking at opening up a covid+ location.
Thanks,
Margo

Margo Geffen
Director – Facility Services
Office: 612-543-1965 | Cell: 612-385-5575



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 9:41 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>
Subject: [External] Re: Questions

Hi Margo,
I found two hotels that advertise as having Covid19 responder rooms in Brooklyn Center: a Radisson and an Embassy Suites. Have you had any conversations with either of them? Any recommendations of who to reach out to for either hotel?
thanks,
Josh

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Wednesday, May 27, 2020 8:15 AM
To: Margo Geffen <Margo.Geffen@hennepin.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Questions

Margo:
We keep missing each other. It would be great to connect on the phone to get more detailed insights, but if we could get the following today, it would be great:

- A list of the hotels/sites that Hennepin County has considered for isolations spaces and any

assessment or ranking you have done. Which do you consider the most promising?

- Did you consider the Millennium Hotel in downtown Minneapolis (on Nicolet)?
- For the \$1K per room damage budget, how many months of use did you expect that to cover?
For this budget purpose, are you leasing or expecting to lease the hotels for 3 months, 6 months, something else?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: [Patterson, John \(MHFA\)](#)
To: [Stephanie K Abel](#)
Cc: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [David Hewitt](#); [Ham, Carolyn \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); [Harrison, Blair \(MDH\)](#)
Subject: RE: [External] Time to Talk about Overall Management Responsibility and MOU
Date: Wednesday, June 3, 2020 1:51:05 PM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)
[DRAFT MOU Components - 053020.docx](#)
[image002.jpg](#)

Below is a draft Agenda for today's call from 4:00 to 5:00. If you have additions or changes, let me know. We can also revise it at the start of the meeting. I have also attached the outline of a possible MOU that has been circulating the last few days.

1. Working together to recruit an existing provider to manage isolation site(s), with the State providing the funding and resources (including contracted staff) to stand it up.
2. The possibility of the County providing oversight and final management authority for the isolation site(s)
 - a. Advantages: (1) coordinating testing, referrals, discharges, transfers, occupancy and capacity across all sites in the county, (2) leveraging expertise and systems built over the last 2.5 months, and (3) maintaining consistency of care across sites
 - b. Disadvantages: (1) the County is tapped out, and (2) the County asked the State to take over
3. The State providing all the funding and other resources to stand up the site:
 - a. The state sets everything up, but who signs and holds the contracts with vendors and for the hotel?
4. Joint approach (See Stephanie's email below for details):
 - a. New isolation site(s) and/or isolating at existing sites
 - b. Taking people who are no longer infectious but need a place to recuperate after discharge from a hospital (don't discharge to the street).
5. How to most effectively use the Brooklyn Center Radisson? (Josh will provide specifics at the meeting)

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Stephanie K Abel [mailto:Stephanie.Abel@hennepin.us]
Sent: Wednesday, June 03, 2020 11:25 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; David Hewitt <David.Hewitt@hennepin.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: RE: [External] Time to Talk about Overall Management Responsibility and MOU

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Hi- Thanks again for doing this. I think this smaller group is a good move.

I would suggest some things to discuss to get us grounded:

- Discuss if we are focusing on iso space only or iso and recuperative care / if recuperative care, how does alternate care site planning fit into this
 - o Hennepin now has iso set up only for infectious period but we are getting an increasing number of calls from hospitals requesting iso space for individuals experiencing people who are getting discharge but are out of their infectious period. They have been quite sick (ICU) so hospital does not want to d/c them to the street. HCMC reports 103 d/c per day like this.
 - o My thinking is that if we want to get ahead of this, we would want to have a model that can do both iso and post covid recovery space.
- Discuss if our approach is setting up a new hotel or utilizing existing spaces (spaces already being used for individuals experiencing homeless e.g. existing shelters, current hotels, etc.)
 - o Currently, when we are planning to do larger scale testing in shelters, we do contingencies planning with our shelters providers to cohort on site in case our iso units get full.
 - o Shelter providers have been very responsive to this, getting creative in their spaces, etc.
 - o If we go this direction, vs a separate hotel, it changes the staff needed, who contracts, etc.

I think if we can land on common approach to these things, it will define our need going forward (staffing, partners, etc.) Etc)

Hope that makes sense..

Thanks!

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Wednesday, June 03, 2020 9:40 AM

To: David Hewitt <David.Hewitt@hennepin.us>; Stephanie K Abel <Stephanie.Abel@hennepin.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: [External] Time to Talk about Overall Management Responsibility and MOU

David and Stephanie

It would be easiest to use our scheduled 4:00 time to talk about this overarching issue, but I would like to extend the time to go from 4:00 to 5:00. Does that work for you?

I would cancel our broader meeting, but use the same webex line for calling in. Our meeting would include:

- The two of you
- Blair
- Eric
- Josh
- Joel
- Carolyn
- Myself

The goal of this meeting would be to put the key issues on the table, brainstorm ways to jointly address them, think about how we put this into an MOU that clearly lays our roles and responsibilities. A key issue will be how we jointly recruit a current provider to run the isolation site. Their primary responsibility would be to provide the site manager.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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Direct: 651.296.0763 | Main: 800.657.3769

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From: [Heeschen, Doug \(ADM\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: 22nd Century Tech Engagement Addendum
Date: Monday, June 1, 2020 2:49:33 PM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Carolyn,

Please remove the heading at the top of the main document that calls it Exhibit B – I think that reference only had meaning when it was attached to the NASPO Participating Addendum.

That's the only comment I have.

When it is time to assign it a contract number, the DHS Finance team can handle it.

I hope this helps.



Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2422

doug.heeschen@state.mn.us

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, June 1, 2020 2:36 PM

To: Heeschen, Doug (ADM) <doug.heeschen@state.mn.us>

Subject: 22nd Century Tech Engagement Addendum

I added in the FEMA requirements and cost sheet. Take a look.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Reisenauer, Ashley \(DHS\)](#)
To: [Verhasselt, David P \(DHS\)](#); [Stirratt, Daniel A \(DHS\)](#); [Mazullo, Jill \(MHFA\)](#); [Pollock, Daniel L \(DHS\)](#); [tenBroeke, Cathy \(MHFA\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Accomplishments
Date: Friday, June 12, 2020 10:06:17 AM
Attachments: [image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)
[image012.jpg](#)
[AR WG weekly PIO draft 6-12-20_AR update.docx](#)

Hi Dave,

I added a bit about the provider alert bullet and the staffing bullet.

Ashley

From: Verhasselt, David P (DHS) <David.P.Verhasselt@state.mn.us>
Sent: Thursday, June 11, 2020 4:51 PM
To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Mazullo, Jill (MHFA) <Jill.Mazullo@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Accomplishments
Hi all—I'm still missing some information, but I think this draft is a good start. I'll await more direction tomorrow.
dv

From: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Sent: Thursday, June 11, 2020 3:48 PM
To: Verhasselt, David P (DHS) <David.P.Verhasselt@state.mn.us>; Mazullo, Jill (MHFA) <Jill.Mazullo@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Accomplishments

Hi Dave & Jill,

For Accomplishments, in addition to whatever else is pulled from the slides, the 3pm team requested we highlight:

- the isolation space staffing contract that was ready to go (see Carolyn's email for actual language)
- the updates about the Provider Alert Survey/key data findings that were included in the GTW slides earlier this week.

For Look Ahead:

- Ashley is going to write up something about the CRF staffing proposal that would be good to relay out to the other work groups.

Thanks!

Daniel Stirratt, Ed.D

Project Manager | At-Risk Populations Work Group

From: Verhasselt, David P (DHS) <David.P.Verhasselt@state.mn.us>

Sent: Thursday, June 11, 2020 2:48 PM

To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Mazullo, Jill (MHFA) <Jill.Mazullo@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>

Subject: Accomplishments

Hi guys—

I'm hoping to get a rough draft started today for our Friday PIO accomplishment/look ahead. I can't be on the 3pm call because of other pressing items. I will refer to the slides for ideas, but would welcome your best gut instinct suggestions....send me a topic or a bullet it would be most welcome

Dave Verhasselt

Communications Liaison | Continuing Care for Older Adults & Disability Services Divison

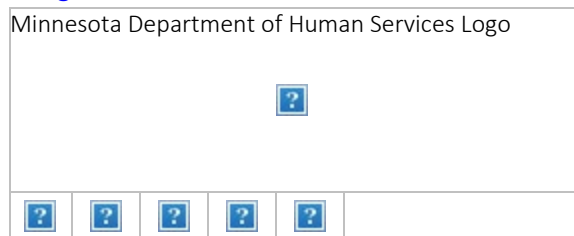
MN Dept of Human Services

O: 651-431-2380

C: 651-402-2093

Personal cell: [REDACTED]

mn.gov/dhs



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From: [Leopold, Josh \(MHFA\)](#)
To: [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Re: Agenda for Tomorrow
Date: Saturday, May 16, 2020 8:54:39 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image002.jpg](#)
[Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft. editsa.docx](#)

<!--[if lte mso 15 || CheckWebRef]-->

Leopold, Josh (MHFA) has shared a OneDrive for Business file with you. To view it, click the link below.

 [Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft. editsa.docx](#)

<!--[endif]--><!--[if lte mso 15 || CheckWebRef]--><!--[endif]-->

I wanted to share the Fiscal Analysis supporting the Work Group before our call tomorrow. Carolyn, do you know the status of these 2 FTEs being assigned?

The proposal includes administrative costs of two DHS FTE's who will manage the distribution of these funds, oversee the process for requesting FEMA reimbursement on eligible costs, and comply with any post-disaster audit and compliance duties. The two DHS FTEs will be employed for up to 90 days following the end of the peacetime emergency.

Also, I think we should spend a little time thinking about how we're going to respond to Hennepin's request because they asked for the isolation spaces to be setup by this Monday. I checked with David Jensen and he said we don't need to send a formal response, we can just email them to say we're still working on it, but I think we need to give them a sense of what we think we can deliver and the timeline. One thing that's still unclear to me is whether they can take the lead securing the site or need us to do that.

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Saturday, May 16, 2020 10:04 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Agenda for Tomorrow

Here is a proposed agenda for tomorrow. Any changes or additions?

- Discuss and define each of our roles
- Start filling out the work plan for the four of us (Core Team) and assign initial tasks
- Discuss how we want to want to share information between the four of us
 - Purpose and objective of our daily calls (the current 3:30 call)
 - Verbal updates vs. type up notes from conversations and put SharePoint
 - When we should CC others on email exchanges
 - Etc.
- Discuss how we want the teams to operate:

- Who is the lead
- What authority do they have and what needs to elevate to Carolyn/Joel, Cathy/Dan, etc.
- How do we delegate but hold teams accountable (review and quality control)
- Scheduling the team meetings
- Daily call for the full work group:
 - Purpose and objective
 - Should we ask everyone to attend or just the team leads (or designees)
 - Scheduling
- Discuss draft model/check list. See note below.
- Do we now have the infrastructure to succeed? What is missing? What needs to change?

Today, I am going go through Blair’s specification document and other guides to create draft check list of key attributes for the six components of the isolations spaces. We need a clear model of what we are trying to create so that everyone is working in the same direction. Blair’s document covers most of the this, but we need a shorter and more concise reference guide, and we can add to it as we learn more from others and we set up the initial 100 space site for Hennepin. I will try to get this out today. Ideally, It will be bulleted lists that are 5 to 8 pages in total.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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Direct: 651.296.0763 | Main: 800.657.3769

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From: [Reisenauer, Ashley \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Minge, Ahna B \(DHS\)](#)
Subject: RE: Assistance in gauging peak need for isolation and recovery spaces
Date: Tuesday, May 19, 2020 6:24:18 PM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

How does King County's assumption that 40% of people will experience COVID compare to MN's current estimates? It looks like they assumed 40%. The number I keep hearing related to people experiencing homelessness in MN is 80%. There may be differences in the time period each are referencing.

From: Ham, Carolyn (DHS)
Sent: Tuesday, May 19, 2020 12:43 PM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: FW: Assistance in gauging peak need for isolation and recovery spaces
Not sure if any of you will ultimately be brought in on this but wanted you to see how King County estimated demand. I already shared this with Anna.
Carolyn Ham
651-431-3766

From: McLendon, Hedda <Hedda.McLendon@kingcounty.gov>
Sent: Tuesday, May 19, 2020 11:23 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Assistance in gauging peak need for isolation and recovery spaces

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Carolyn,
Initially we used a % Homeless Pop who would experience mild to severe symptoms – see attached. Our input was total Active Households in HMIS on 1/31/2020 (total does not include households housed in RRH, PSH). On top of the 2,000 literally homeless (sheltered and unsheltered) we assumed an additional 1,000 would be unable to safely self isolate at home (multigenerational household, student, former homeless in permanent housing without faculties to safely self isolate).

Would suggest a more recent date now. Attached is a plug and play template.

NOTE: This methodology definitely identified a high-end estimate that we've not yet seen need at that level yet.

This has been a very live topic of conversation currently and we have pursued several ways to project on going IQ demand – doubling rate, % of overall homeless population, historical IQ utilization. Given that we do not know how exactly community reopening, seasonal changes in weather and shelter usage, testing, and the overall trajectory of the disease will impact cases

in the homeless population or the few non-homeless users of IQ, we have opted to use historical IQ utilization for our projections.

- Doubling Rate: Looking at the COVID positive rates amongst people experiencing homelessness and projecting based on the doubling rate of positive cases. Currently 30 days.
- Historical I/Q Utilization Multiplier: Our max # units and guests. Then estimated future peak based on flu seasonal changes and determined base amount and surge amount of housing needed.

You likely are already aware of this dashboard, but thought it was a potentially interesting tool: https://tomhbyrne.shinyapps.io/covid19_homeless_dashboard/

This dashboard is intended to provide information to inform planning and response efforts to address the COVID-19 pandemic among persons experiencing homelessness in the United States. The dashboard is intended to provide the following information at the national HUD Continuum of Care (CoC) and (in some cases) county¹ levels:

1. Estimated size of the single adult homeless population, to provide a baseline understanding of scope of potential COVID-19 related impact and needs
2. Potential impact of COVID-19 on the single homeless population, including number of infections, number of hospitalizations, number of Intensive Care Unit (ICU) admissions and number of fatalities
3. Capacity needed to provide emergency accommodation to the single adult homeless population

Hope that helps.

Hedda

Hedda McLendon

Housing Service and Stability Manager

King County Department of Community and Human Services

401 5th Avenue, Suite 500, Seattle, WA 98104-2377

206.619.8116

Please [click here](#) to subscribe to the **COVID Homelessness Response mailing list** and receive up to date information related to King County's Coronavirus response for people experiencing homelessness.

*Learn more about the work of DCHS through the **Cultivating Connections Blog***

www.DCHSBlog.com

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, May 19, 2020 7:43 AM

To: Flor, Leonardo <Leonardo.Flor@kingcounty.gov>

Subject: Assistance in gauging peak need for isolation and recovery spaces

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Dear Leo Flor:

I am contacting you because I watched the King County video in which you stated that King County is anticipating a need for 3,000 isolation and recovery spaces at peak. The State of Minnesota is

similarly trying to anticipate peak need. Is there anyone at King County that could explain the assumptions that went into calculating that need?

Thank you in advance for any help you can provide.

Sincerely,

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

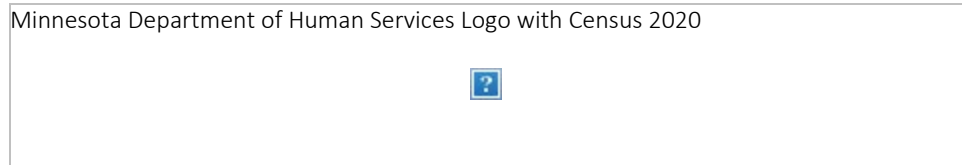
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From: [Patterson, John \(MHFA\)](#)
To: [Hunter, Lauren C \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Grumdahl, Eric \(MHFA\)](#)
Subject: RE: Breakthrough!
Date: Wednesday, May 20, 2020 11:41:40 AM
Attachments: [image005.jpg](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)

Lauren:

We still have multiple options are the table, which I would like to narrow. **One option is to have a third-party hiring firm hire and staff the site(s). It would be good to know our options.** The emergency authorization expands our options a lot. So that you know, I am already talking with a company called Aptim, which is a national emergency response company that has existing contracts with FEMA and is doing most of the COVID alternative care sites and isolations spaces in Florida. They are a one-stop shop. If we secure a site, they would do every else. We have been told they are very expensive. They are providing cost information, which I hope to get today. Their systems are set up to get FEMA reimbursement.

With respect to Rose International's concerns about liability and risk to their workers, we could explore indemnification options. Aptim said that they need a liability waiver. I am not sure how broad it is.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Hunter, Lauren C (DHS)
Sent: Wednesday, May 20, 2020 10:47 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: RE: Breakthrough!

This is fantastic news, John!

Now that we are no longer bound to a master contract, I think the next step would be to identify the staffing agency that we want to contract with. Attached is a list of local staffing agencies. I will start reaching out to this list to see who can fill our needs and how quickly.

Just to confirm, we only want the staffing firm to source and recruit people for us, not hire them, correct?

Thanks,

Lauren

From: Leopold, Josh (MHFA)

Sent: Wednesday, May 20, 2020 10:41 AM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Hunter, Lauren C (DHS) <lauren.hunter@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: Re: Breakthrough!

That's great! Is the next step to start drafting a scope of work for a contractor?

From: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Sent: Wednesday, May 20, 2020 10:36 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Hunter, Lauren C (DHS) <lauren.hunter@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: Breakthrough!

That is OUTSTANDING!

Thank you John!!

From: Patterson, John (MHFA)

Sent: Wednesday, May 20, 2020 10:35 AM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Hunter, Lauren C (DHS) <lauren.hunter@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: Breakthrough!

On the contracting side, I just had a significant breakthrough. Betsy Hayes (Director of State Procurement) is assigning Doug Heesch to our team – “one of her most versatile staff”. Betsy is also drafting for us an Emergency Authorization, which would grant us authority to by-pass contracting and RFP requirements to get contract in place immediately.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.

From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Re: Call with Stephanie Abel
Date: Thursday, May 28, 2020 9:40:22 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Got it. I'm going to try to talk to Mike Murray later this afternoon. Let me know if you'd want to be on that call.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, May 28, 2020 8:59 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: RE: Call with Stephanie Abel
SEOC shared the criteria with us—it was the go/ no go spreadsheet.
Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 8:51 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: Re: Call with Stephanie Abel
I can ask Mike Murray about that. We have FEMA approval for reimbursement for non-congregate shelters and we know that other states and other parts of Minnesota have been using Radisson hotels for this purpose, so I'm not sure if there's specific criteria we need to be aware of.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, May 28, 2020 8:47 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: RE: Call with Stephanie Abel
Shouldn't the national guard assist us with making sure that at least we are meeting FEMA requirements?
Carolyn Ham
651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Thursday, May 28, 2020 8:30 AM
To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS)

<Carolyn.Ham@state.mn.us>

Subject: RE: Call with Stephanie Abel

Josh:

My suggestion is that we get the big picture details on your call today, but before we sign anything we need to do a walk through, either in person or video, and think through how the site would be set up – including completely segmented access and flow through the isolation spaces and areas for clients to congregate, including outdoor space. Again, here are the site components that I pulled from MDH’s specifications.

Key Site Attributes – Building Characteristics

- Structurally sound and in good repair
- Free of contaminants, including mold, asbestos, lead and toxic chemicals
- Vacant of other patrons
- Sufficient space:
 - One person per room (hotel or dorm) OR
 - A minimum of 40 square feet of individual space per person (congregate site)
- Appropriate ventilation – e.g. for hotels/dorms, separate HVAC in each room (if not, no-go on alternative care site checklist); for congregate space, ideally the air supply is at one end of the space and air return at the other end
- Functioning fire alarm system
- Functioning sprinkler system (fire suppression system) (if not, no-go on alternative care site checklist) and/or fire code compliant
- Communication connections:
 - Landline
 - Internet
 - Cable
- Ability to secure the perimeter of the site
- Ability to control/monitor how and where people enter and exit the site
- ADA accessible and compliant
- Architecture Barriers Act (ABA) compliant
- Bathrooms – minimum of:
 - 1 toilet per 20 people
 - 1 accessible toilet per 6 people with a disability
- Showers – minimum of:
 - 1 shower per 25 people

- 1 accessible shower per 6 people with a disability
- Ability to separate patients who are COVID positive and those awaiting COVID test results

Key Site Attributes – Ability to Deliver Designated Areas and Amenities

- Space to serve or distribute food, including dining area(s) and space for snack stations
- Lounge area(s) for people to socialize to congregate (indoor and outdoor)
- Ability to accommodate families, including those with children:
 - Children’s recreation area
 - Diaper changing area (congregate settings)
 - Breastfeeding area (congregate settings)
 - Bottle cleaning area (congregate settings)
 - Respite care area – supervised area for children
- Ability to accommodate belongings
- Ability to accommodate pets
- Private patient care areas or rooms with access to bathrooms/showers
 - Health services
 - Mental health services
- Quiet space for religious, spiritual, or meditative use
- Exercise space (indoor and outdoor)
- An outdoor smoking area
- Parking for guests and staff
- Designated, single drop of spot
- Waiting area for guests before they register
- Registration area (enough space for privacy and one registration per table)

Key Site Attributes – Staff Support Areas (with clear demarcation and separation between support and isolation areas)

- Front desk
- Separate entrance for staff; or team staging area (e.g. hotel lobby) at least 12 feet from patients for staff to enter and check-in
- Food preparation (kitchen) and dishwashing space (use disposable products in isolation area) or space to receive catered food
- Laundry facilities or space to receive clean linens
-

Clean supply areas (medical and non-medical) – receipt, secure storage, and staging – for sustainment and replenishment of operations

- Separate spaces for staff to put on and take off PPE
- Dirty utility area, that includes space for reprocessing reusable medical equipment
- Area for appropriately disposing of waste
- Office space with computer(s), telephone(s), printer(s), photocopier(s), fax and internet connection
- Respite areas for staff to relax and take breaks with access to bathroom(s), storage, and place to eat

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Harrison, Blair (MDH)

Sent: Thursday, May 28, 2020 8:16 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Call with Stephanie Abel

Sorry, I'm trying to take most of the day off (but I will be on the Aptim call!). But I'll have my phone with me- if any really pressing questions come up, feel free to text or call!

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Thursday, May 28, 2020 8:01 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: Re: Call with Stephanie Abel

Ok. Mary Walrdop and I are talking to Laural from Radisson today at 1:30. Blair or John, would you want to be on the call?

The other question, which Mary just raised, is who would be the tenant? I am assuming, if it's the state, then it would be DHS but are we going to ask Hennepin if they can be the tenant? Or Aptim/another contractor?

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Thursday, May 28, 2020 7:58 AM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: RE: Call with Stephanie Abel

Josh:

Before we get too far down the road with the Brooklyn Center Radisson, we need to think through how the site would operate with the top floor currently being used with health workers who don't want to risk going home. I want Blair's perspective on this, but I think we would need to completely segment the two groups – separate entrances, stairwells, and elevators. We can't expect the people we are serving to stay in their rooms (or even on their floors) for two weeks, particularly if they are asymptomatic or with mild symptoms. These people are likely to want to congregate and sit outside. We need to set up the site to accommodate that but keep them isolated from other people, including the health care workers.

MDH's Public Health Specifications has a lot of operational details that we need to think through as we stand up the first site. We should keep going back to it.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

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From: Salzer, Joel (MHFA)

Sent: Thursday, May 28, 2020 7:38 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: RE: Call with Stephanie Abel

Yes, Josh, we can raise those questions with her.

Can you send me the list of leads that HC sent you?

From: Leopold, Josh (MHFA)

Sent: Wednesday, May 27, 2020 9:06 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: Call with Stephanie Abel

Hi Joel and Carolyn,

When you talk to Stephanie tomorrow, can you try to get a sense of how soon they think they

would need additional isolation spaces? That will be good to know for when we talk to the Radisson. I think the Radisson could have a floor ready for isolation within a day or two of us signing a lease. Hennepin County also gave us a list of other hotels that I can try in case the Radisson doesn't work out or we want something closer to downtown.

In terms of how we include Stephanie and other Hennepin staff moving forward, I think it could be good to have her on the 4pm call, but when things really get rolling we'll probably need to have a separate standing operations call to really get into the details around referrals, discharge, staffing plans, data systems, etc. I think a lot of that will be determined by MDH and local public health, but there are other logistics our work group will need to be involved with.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Ham, Carolyn \(DHS\)](#)
To: [Wendy Underwood](#); [Laurie Ohmann](#); [Elizabeth Knight](#); [Christine Michels](#)
Cc: [Salzer, Joel \(MHFA\)](#)
Subject: RE: CC and DHS isolation location discussion
Date: Friday, May 22, 2020 5:06:00 PM
Attachments: [County of Santa Clara Emergency Shelter Program Handbook 5.10.2020 v1.4.pdf](#)
[Alameda county-manual.pdf](#)
[Catholic Charities contract Isolation space draft.docx](#)

Here is the draft contract for provision of isolation services. In order to determine a total encumbered amount we will need to know how long you would be willing to provide the spaces. Also, attached are some isolation space manuals from other states for your reference.

I look forward to talking with you on Wednesday.

Carolyn Ham
651-431-3766

-----Original Appointment-----

From: Wendy Underwood <Wendy.Underwood@cctwincities.org>

Sent: Friday, May 22, 2020 1:59 PM

To: Wendy Underwood; Ham, Carolyn (DHS); Laurie Ohmann; Elizabeth Knight; Christine Michels

Subject: CC and DHS isolation location discussion

When: Friday, May 22, 2020 3:00 PM-3:30 PM (UTC-06:00) Central Time (US & Canada).

Where: Microsoft Teams Meeting

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From: [Irber, Kari J \(DHS\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Greeman, Dave X \(DHS\)](#); [Miller, Jaclyn S \(DHS\)](#); [Cammack, Martin L \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: RE: COVID-19 Minnesota Fund – Notice of Action #15
Date: Friday, May 22, 2020 9:40:12 AM
Attachments: [COVID MN Fund Isolation Space \(004\).pdf](#)
[Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft.editsa.docx](#)

Hi Ahna, Dave, Marty and Jackie,

We have a quick question. When we set up the funding for the \$7.2 million, the decision at that point was that the counties would be handling the process so all of the money except for a small amount of admin funding was pointed to grants. Hennepin told the Isolation work group that they do not have the capacity to handle this right now... Carolyn has been working with Catholic Charities to set up some isolation units within their own buildings which works as a grant contract (at least I believe so).

However, the other question we have is whether we need to change the funding structure for staffing. There is a potential contractor who would work with the State to set up a staffing contract for staff at these isolation spaces. The staff would not be county staff... Could we still use the staffing contract as a grant contract or do we need to resubmit a request to the LAC to move some of the funding to administrative funding? (We are not asking for more funding...).

Thanks for your help on this.

Carolyn- Please add if you have any other info.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Sunday, May 10, 2020 11:01 AM
To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>
Cc: Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>
Subject: Fwd: COVID-19 Minnesota Fund – Notice of Action #15

Hi all,

Our request for funding for isolation space has been approved. The next step is to get the account established in SWIFT.

Have you thought about how you would like to establish accounts (Budget Activity, FinDept, etc)? Copying Jackie Miller from FOD who will be helping get this loaded into the accounting system.

Sent from my iPhone

Begin forwarded message:

From: "Frans, Myron (MMB)" <myron.frans@state.mn.us>
Date: May 10, 2020 at 10:48:27 AM CDT
To: "Melissa Hortman (rep.melissa.hortman@house.mn)" <rep.melissa.hortman@house.mn>, "Sen. Jeremy Miller" <Sen.Jeremy.Miller@senate.mn>, "Paul Gazelka (sen.paul.gazelka@senate.mn)" <sen.paul.gazelka@senate.mn>, Ryan Winkler <Rep.Ryan.Winkler@house.mn>, "Kurt Daudt (rep.kurt.daudt@house.mn)" <rep.kurt.daudt@house.mn>, "Susan Kent (sen.susan.kent@senate.mn)" <sen.susan.kent@senate.mn>, "Lyndon Carlson Sr.

(rep.lyndon.carlson@house.mn)" <rep.lyndon.carlson@house.mn>, "sen.julie.rosen@senate.mn)" <sen.julie.rosen@senate.mn>, "Pat Garofalo (rep.pat.garofalo@house.mn)" <rep.pat.garofalo@house.mn>, "Richard Cohen - Senate (senrichardcohen64@gmail.com)" <senrichardcohen64@gmail.com>
Cc: Sean Rahn <Sean.Rahn@house.mn>, "craig.sondag@senate.mn" <craig.sondag@senate.mn>, "Susan.Closmore@house.mn" <Susan.Closmore@house.mn>, John Pollard <john.pollard@senate.mn>, "Eric Nauman (eric.nauman@senate.mn)" <eric.nauman@senate.mn>, "Bill Marx (Bill.Marx@house.mn)" <Bill.Marx@house.mn>, "nancy.conley@house.mn" <nancy.conley@house.mn>, Jessica Young <jessica.young@senate.mn>, "meagan.rice@house.mn" <meagan.rice@house.mn>, "laura.sparkman@house.mn" <laura.sparkman@house.mn>, "nicole.kaplan@senate.mn" <nicole.kaplan@senate.mn>, "ruth.gredvig@senate.mn" <ruth.gredvig@senate.mn>, "paul.cumings@house.mn" <paul.cumings@house.mn>, Kalyn Schroeder <kalyn.schroeder@senate.mn>, "Rachel.bakke@senate.mn" <Rachel.bakke@senate.mn>, "Malcolm, Jan (MDH)" <jan.malcolm@state.mn.us>, "Schmitter, Chris L (GOV)" <Chris.Schmitter@state.mn.us>, "Nguyen, Hue (GOV)" <Hue.Nguyen@state.mn.us>, "Hormann, Madeline L (GOV)" <Madeline.Hormann@state.mn.us>, "Reitan, Britta (MMB)" <britta.reitan@state.mn.us>, "Vogt, Angela (MMB)" <angela.vogt@state.mn.us>, "Conboy, Marianne (MMB)" <marianne.conboy@state.mn.us>, "Washington, Dominick (MMB)" <Dominick.Washington@state.mn.us>, "Riesen, Joshua (MMB)" <Joshua.Riesen@state.mn.us>, "Minge, Ahna B (DHS)" <Ahna.B.Minge@state.mn.us>, "tenBroeke, Cathy (MHFA)" <cathy.tenbroeke@state.mn.us>, "Harpstead, Jodi L (DHS)" <Jodi.Harpstead@state.mn.us>

Subject: COVID-19 Minnesota Fund – Notice of Action #15

Please see the attached.

Myron Frans

Commissioner | MMB

651-201-8011 (office)

Minnesota Management and Budget

658 Cedar Street, Saint Paul, MN 55155

mn.gov/mmb

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From: [Leopold, Josh \(MHFA\)](#)
To: [Patterson, John \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Salzer, Joel \(MHFA\)](#)
Subject: Re: Data on encampment population
Date: Wednesday, June 3, 2020 9:17:10 AM
Attachments: [image007.jpg](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)
[image012.jpg](#)
[image013.jpg](#)

That makes sense to me. John, you might want to see if we can have an hour for that conversation with Hennepin. It seems like there's a lot to talk about.

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Wednesday, June 3, 2020 9:16 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Data on encampment population

Let's talk about it at 10:30. I am leaning toward using the 4:00 time for a call with just with Hennepin about the MOU. It is a time that everyone already had blocked off on their calendar. We have to nail down the overall responsibility issue before we can make real progress in other areas.

I would cancel the broader meeting.

Do others agree?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Leopold, Josh (MHFA)

Sent: Wednesday, June 03, 2020 9:09 AM

To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: Data on encampment population

Maybe we can put this on the agenda for either our 10:30 or 4 call? We have executed the agreement with the Radisson, but now we need to figure out the start date for when we'd need the rooms. In talking to the Doubletree, they'd also want some projections for how many

rooms we'd need by what date, before entering an agreement. I think we'll need to coordinate with Hennepin County on these projections, but I don't want to overwhelm them any further with requests.

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Sent: Wednesday, June 3, 2020 9:05 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Data on encampment population

Absolutely-

I share plans for mass testing on our morning calls, but would be happy to share via another communication method as well. Is email best? And there have been no additional people that I'm aware of who are symptomatic, than the one that was screened on Sunday. But I'm not hearing any updates out of the Avivo sites or the Sheraton, so if that is information you want to know in real time, I would recommend we create some sort of communications plan with the site managers. The sites aren't required to inform MDH of people who are symptomatic (though we would likely hear about it because there would be a potential need for testing). If it is needed for a FEMA/reimbursement purposes, that should be communicated to the sites.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, June 3, 2020 8:59 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Data on encampment population

Could the Isolation Spaces team get daily updates on the number of people in the evacuation hotels (that we have access to) as well as the number of people who are symptomatic or tested positive? In addition, could we be informed as to plans to mass test other large shelter populations? We really need this information in order to anticipate demand for isolation spaces and I feel like we only learn this information by chance.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Patterson, John \(MHFA\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Decision point examples for Isolation Space Work Group
Date: Tuesday, June 9, 2020 6:27:48 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image002.jpg](#)

See my additions in red below.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

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From: Leopold, Josh (MHFA)

Sent: Tuesday, June 09, 2020 6:10 PM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Decision point examples for Isolation Space Work Group

Hello,

Here are some examples of decisions we might need to elevate, feel free to add more:

- Can our funds be used to cover ongoing costs for existing isolation spaces, or only for establishing new isolation spaces?
- Can our funds be used for isolation for people who are not experiencing homelessness?
- How much weight should we give to maximizing FEMA reimbursement? For example, if we identify services, like behavioral health, that we think are critical to a successful site that may not qualify for reimbursement, should we still pay for them? Should we give preference to selecting a hotel that will minimize our expenses for unoccupied hotel rooms?
- Should the state or county take overall responsibility and liability for the management and operation of the isolations sites? (DHS is signing the contracts and handling the funds. I see this as ultimately a DHS decision, and the strongest reason to keep this team under Dan.)
- How do we manage the state-county relationship, not only in Hennepin, but other counties as we expand our efforts?
- How do the isolation sites fit into and integrate within the overall and ever evolving homeless and at-risk population response? (Best example, is the decision to support

isolations spaces within existing shelters in addition to stand alone sites. Also, a lot of decisions and work goes back to Blair, and Blair is working with the At-Risk Work Group)

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Salzer, Joel \(MHFA\)](#)
To: [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Decision point examples for Isolation Space Work Group
Date: Wednesday, June 10, 2020 9:19:03 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Comments in green.

Carolyn, take a look at what is collected so far; feel free to add more, then, once finished, will you share with Cathy/Dan?

From: Patterson, John (MHFA)
Sent: Tuesday, June 09, 2020 6:28 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Decision point examples for Isolation Space Work Group
See my additions in red below.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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From: Leopold, Josh (MHFA)
Sent: Tuesday, June 09, 2020 6:10 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Decision point examples for Isolation Space Work Group

Hello,

Here are some examples of decisions we might need to elevate, feel free to add more:

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- **Should the state or county take overall responsibility and liability for the management**

and operation of the isolations sites? (DHS is signing the contracts and handling the funds. I see this as ultimately a DHS decision, and the strongest reason to keep this team under Dan.)

- How do we manage the state-county relationship, not only in Hennepin, but other counties as we expand our efforts?
- How do the isolation sites fit into and integrate within the overall and ever evolving homeless and at-risk population response? (Best example, is the decision to support isolations spaces within existing shelters in addition to stand alone sites. Also, a lot of decisions and work goes back to Blair, and Blair is working with the At-Risk Work Group)
- How do we determine the minimum contributions a given county must contribute before they become eligible to receive support from the state (via this iso team)?
- How best to coordinate and share costs of resources that can benefit both iso, prevention, homeless, etc. sites?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Leopold, Josh \(MHFA\)](#)
To: [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#)
Subject: Re: decisions re: the \$7.2M
Date: Tuesday, June 16, 2020 10:21:46 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Hello,

Following-up on this. Should I send the pro/con list out to the broader group before the call today?

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, June 15, 2020 8:53 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: Re: decisions re: the \$7.2M
Here's what I have. Feel free to add/revise.

Pros to releasing the funds

- Our Work Group has not spent any of the \$7.2 million it was allocated in May
- Given the declining number of COVID-19 cases among people experiencing homelessness and low occupancy of the existing isolation hotels, there is not a current need for additional isolation spaces for people experiencing homelessness in the Twin Cities
- Federal funding through the Covid Relief Fund or the Cares Act could allow the state or counties to pay for isolation spaces exclusively with federal funds rather than using state money upfront and applying for a 75% federal reimbursement from FEMA
- Shifting these funds from the Isolation Space Work Group to a broader funding stream, like ESP, would allow for more flexibility in when and how the funds could be used
- Shifting how isolation spaces are funded could make it easier for Sarah Gordon at MDH to take the lead on managing contracts and monitoring grantees

Cons to releasing the funds

- There are still a number of encampments, shelters and hotels that have yet to do mass testing. If any of these settings have a high prevalence rate there could still be an urgent need for isolation spaces within the next few weeks
- The Work Group has not fully explored the need for isolation spaces among other groups including people in board and care programs (supportive housing), overcrowded

housing, essential workers or other groups

- The Work Group already has contracts in place with hotels and a staffing firm and plans in place for securing PPE and other supplies. Keeping at least some of the money with the work group could leave the state more prepared for a potential surge in cases this fall
- The Work Group is set up to increase the percentage of state funds that receive FEMA reimbursement. Shifting funding to other programs, like ESP, may decrease the likelihood for FEMA reimbursement

From: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Sent: Monday, June 15, 2020 3:47 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: decisions re: the \$7.2M

So we've got confirmation that the \$7.2M funding must be obligated by 12/31/20; the CRF being requested right now must be spent by 12/31/20.

Dan S is helping organize a call (possible tomorrow at 3pm) for Kari, Eric, Blair, Cathy, Carolyn and me (with Dan P and Josh R as optional) to further discuss and hopefully come to a recommendation/closure on. If either of you want to be part of that call, please let Dan S know.

Josh

Could you start a "pro/con" type of list that fleshes out the issues we've discussed so far surrounding whether or not we should release all or retain some of the \$7.2M?

Joel Salzer

Housing Stability Team Manager | Multifamily Division

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.9828 | Main: 800.657.3647

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From: [Thao, PaZong \(ADM\)](#)
To: [Heeschen, Doug \(ADM\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Draft contract between DHS and Catholic Charities for Isolation Space project
Date: Friday, May 22, 2020 7:27:57 AM
Attachments: [image001.jpg](#)
[image002.png](#)

Good morning,

The contract looks good and I don't have any changes. I'm happy to help answer any questions on routing when we get to that point. There are a few individuals in DHS who have access to DocuSign that I can recommend, otherwise I can reach out to MN.IT to get Carolyn set up with her own DocuSign account as well. Please let me know how I can help.

Thanks,

PaZong



PaZong Thao

Contracts Specialist

Office of State Procurement

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2456

PaZong.Thao@state.mn.us

From: Heeschen, Doug (ADM) <doug.heeschen@state.mn.us>

Sent: Thursday, May 21, 2020 5:45 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Thao, PaZong (ADM) <PaZong.Thao@state.mn.us>

Subject: Draft contract between DHS and Catholic Charities for Isolation Space project

Carolyn,

Attached please find a draft of the contact between DHS and Catholic Charities, as well as the attachment that brings in the FEMA-required terms. There are several areas marked with blanks ____ and **yellow highlighting** that need to be filled in by DHS staff, especially payment terms.

I prepared this draft using this process:

1. Used DHS template for Professional/Technical Contracts
2. Carried over terms from the contract you sent from Catholic Charities
3. Incorporated Exhibit B as the last term of the contract
4. Highlighted areas that still need attention, such as the payment terms

Next, please work with Catholic Charities to gain their tentative approval of these terms. There are a lot of state-specific and DHS-specific terms that were not in contract examples you sent from, Catholic Charities. I am available to discuss/negotiate any concerns they may raise.

Note: the insurance terms were carried over from the Hennepin County contract and might not match the DHS standard terms. DHS leadership will need to determine whether it is acceptable to use the version of insurance language that is different from its standard terms. To my eyes, the terms look pretty similar. Because of the urgent need to move quickly, I propose using the Catholic

Charities version as a courtesy to them, to make it easier for them to complete their approval process.

Meanwhile, I am circulating this to a colleague in my agency's professional/technical contracting team to get a preview in case I missed any important terms from their standpoint.

Let's plan to discuss this sometime before lunch on Friday.



Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2422

doug.heeschen@state.mn.us

From: [Heeschen, Doug \(ADM\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Draft contract between DHS and Catholic Charities for Isolation Space project
Date: Friday, May 22, 2020 3:59:32 PM
Attachments: [image001.jpg](#)

Here is the text from the standard DHS template:

21. Other Provisions.

21.1 Criminal Background Check Required.

- A. CONTRACTOR and CONTRACTOR's employees, agents, independent contractors, or subcontractors performing services under this Contract shall execute and submit an informed consent form allowing State to conduct a criminal background check using a computerized criminal history system operated by the Minnesota Department of Public Safety's Bureau of Criminal Apprehension ("CCH Background Check") before work can begin under this Contract.
- B. STATE will review the results of the CCH Background Check and evaluate any discovered conduct against potential disqualifying conduct or criminal offenses specified under Minnesota Statutes, section 245C.15.
- C. STATE may, in its discretion, immediately terminate this Contract in accordance with Section 18 upon STATE'S determination that the results of the CCH Background Check constitutes a disqualifying crime or conduct under Minnesota Statutes, section 245C.14 and section 245C.15.



Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112
Saint Paul, MN 55155
(651) 201-2422
doug.heeschen@state.mn.us

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Friday, May 22, 2020 3:57 PM
To: Heeschen, Doug (ADM) <doug.heeschen@state.mn.us>
Subject: RE: Draft contract between DHS and Catholic Charities for Isolation Space project

Doug:

Do we have to have the language about criminal background checks?

Carolyn Ham

651-431-3766

From: Heeschen, Doug (ADM) <doug.heeschen@state.mn.us>
Sent: Thursday, May 21, 2020 5:45 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Thao, PaZong (ADM) <PaZong.Thao@state.mn.us>
Subject: Draft contract between DHS and Catholic Charities for Isolation Space project

Carolyn,

Attached please find a draft of the contact between DHS and Catholic Charities, as well as the attachment that brings in the FEMA-required terms. There are several areas marked with blanks ____ and **yellow highlighting** that need to be filled in by DHS staff, especially payment terms.

I prepared this draft using this process:

1. Used DHS template for Professional/Technical Contracts
2. Carried over terms from the contract you sent from Catholic Charities
3. Incorporated Exhibit B as the last term of the contract
4. Highlighted areas that still need attention, such as the payment terms

Next, please work with Catholic Charities to gain their tentative approval of these terms. There are a lot of state-specific and DHS-specific terms that were not in contract examples you sent from, Catholic Charities. I am available to discuss/negotiate any concerns they may raise.

Note: the insurance terms were carried over from the Hennepin County contract and might not match the DHS standard terms. DHS leadership will need to determine whether it is acceptable to use the version of insurance language that is different from its standard terms. To my eyes, the terms look pretty similar. Because of the urgent need to move quickly, I propose using the Catholic Charities version as a courtesy to them, to make it easier for them to complete their approval process.

Meanwhile, I am circulating this to a colleague in my agency's professional/technical contracting team to get a preview in case I missed any important terms from their standpoint.

Let's plan to discuss this sometime before lunch on Friday.



Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2422

doug.heeschen@state.mn.us

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From: [Salzer, Joel \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#)
Subject: Re: Elevation Bullets
Date: Tuesday, June 2, 2020 1:32:07 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

yep

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 2, 2020 1:12 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Elevation Bullets

Is it okay if I reach out to David Hewitt to ask him what they intend to do with anyone testing positive after today?

Carolyn Ham

651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Tuesday, June 2, 2020 12:05 PM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Elevation Bullets

We need clarity on the role of our team. We fully acknowledge that our team is part of a larger effort to serve vulnerable populations, including people experiencing homelessness, and that shelter, evacuation (from encampments), protective and isolation spaces are intertwined; however, we are being pulled into these other efforts, which is taking us away from creating dedicated isolation spaces. A couple of examples from the stand up of evacuation sites this weekend highlight the lack of clarity around roles and responsibilities.

- Blair has asked our team to draft a contract with North Memorial to provide drop-in health services at the four Hennepin evacuation hotels created this weekend. The last that we heard, no one at the hotels is COVID positive and only one person is symptomatic. Is this type of work part of our charge? We can take on these roles, but it has the potential to slow us down from creating isolation spaces.
- There is some confusion on what happens if someone at an evacuation hotel tests positive. Will they be transferred to a dedicated isolation space or will they isolate in place at the evacuation hotel? If they isolated in place, is it our team's responsibility to make sure they get the services and care they need?
- Should we be spending funds ear-marked for isolation spaces at the evacuation hotels? Does the answer change if Covid + guests isolate in place there? Tracking guests, their status, and who receives what service may become quite complicated for FEMA reimbursement purposes.

In an evolving pandemic with the added complexity of social unrest, we realize that we need to be flexible, but we need to better understand our role and scope of our work.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

Housing is the foundation for success. | mnhousing.gov



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From: [Salzer, Joel \(MHFA\)](#)
To: [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Leopold, Josh \(MHFA\)](#)
Subject: RE: Elevation Bullets
Date: Tuesday, June 2, 2020 12:36:24 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

John. This is great. I repositioned the Blair example to be the third one ... other than that, I used your language verbatim.

THANK YOU!

Carolyn and I are meeting with Cathy & Dan at 4:30.

From: Patterson, John (MHFA)
Sent: Tuesday, June 02, 2020 12:05 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Elevation Bullets

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To: [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Re: Elevation Bullets
Date: Tuesday, June 2, 2020 2:10:07 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

I would include Stephanie on that as well. I think we should try to separate out plans for people who test positive from the existing protection/evacuation sites vs people who test positive in other settings that cannot isolate. Or people who are in protection sites specifically for high-risk populations.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 2, 2020 1:12 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: Elevation Bullets

Is it okay if I reach out to David Hewitt to ask him what they intend to do with anyone testing positive after today?

Carolyn Ham
651-431-3766

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Sent: Tuesday, June 2, 2020 12:05 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Elevation Bullets

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From: [Mathes, Francie M \(DHS\)](#)
To: [Simonett, Andrea L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Minge, Ahna B \(DHS\)](#)
Subject: RE: FEMA Contract requirements
Date: Thursday, May 21, 2020 11:21:10 AM
Attachments: [image008.jpg](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.jpg](#)
[image013.jpg](#)
[image001.jpg](#)

Carolyn, do you plan to initiate the amendment? I need a little clarification Thanks

Francie Mathes, CCAP, NCRT

Pronouns: [REDACTED]

Director | Office of Economic Opportunity
Minnesota Department of Human Services
O: 651-431-3814
Cell: 651-775-9368

Minnesota Department of Human Services Logo



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From: Simonett, Andrea L (DHS)
Sent: Thursday, May 21, 2020 11:18 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: RE: FEMA Contract requirements
Brynn Rhodes: brynn.rhodes@state.mn.us

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, May 21, 2020 11:14 AM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: RE: FEMA Contract requirements

It seems like a contract amendment may be the most prudent way to approach this due to concerns about meeting FEMA requirements. We can seek to expedite the process since this is one of the governor's top priorities. Which attorney do you work with in contracts?

Carolyn Ham
651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Thursday, May 21, 2020 10:37 AM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS)

<Carolyn.Ham@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>

Subject: RE: FEMA Contract requirements
+Francie Mathes, OEO Director

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Sent: Thursday, May 21, 2020 10:35 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: FEMA Contract requirements

Thanks, Carolyn.

Do you know if this would be for congregate or non-congregate spaces? Tom and I are working on a plan for data/documentation collection for non-congregate. I want to make sure we have that embedded in any contract language since it's so crucial for our reimbursement.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Thursday, May 21, 2020 10:33 AM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: FEMA Contract requirements

I believe we will need to have these provisions in any contract with Catholic Charities for FEMA purposes

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Simonett, Andrea L \(DHS\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Mathes, Francie M \(DHS\)](#)
Subject: RE: FEMA Contract requirements
Date: Thursday, May 21, 2020 10:36:38 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image00001.png](#)
[Hennepin County contract amendment to establish requirements for FEMA reimbursement.docx](#)

<!--[if lte mso 15 || CheckWebRef]-->

Simonett, Andrea L (DHS) has shared a OneDrive for Business file with you. To view it, click the link below.

 [Hennepin County contract amendment to establish requirements for FEMA reimbursement.docx](#)

<!--[endif]-->

+Francie Mathes, OEO Director

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Sent: Thursday, May 21, 2020 10:35 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: FEMA Contract requirements

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Sent: Thursday, May 21, 2020 10:33 AM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: FEMA Contract requirements

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Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Mathes, Francie M \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Subject: RE: FEMA Contract requirements
Date: Thursday, May 21, 2020 1:46:36 PM
Attachments: [image009.jpg](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.jpg](#)
[image014.jpg](#)
[image001.jpg](#)

GRK%175185

Francie Mathes, CCAP, NCRT

Pronouns: [REDACTED]

Director | Office of Economic Opportunity

Minnesota Department of Human Services

O: 651-431-3814

Cell: 651-775-9368

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From: Ham, Carolyn (DHS)
Sent: Thursday, May 21, 2020 12:22 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Subject: RE: FEMA Contract requirements
What is the contract number for Catholic Charities?
Carolyn Ham
651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Thursday, May 21, 2020 11:18 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: RE: FEMA Contract requirements
Brynn Rhodes: brynn.rhodes@state.mn.us

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Subject: RE: FEMA Contract requirements

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Carolyn Ham
651-431-3766

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Sent: Thursday, May 21, 2020 10:37 AM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>

Subject: RE: FEMA Contract requirements
+Francie Mathes, OEO Director

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Sent: Thursday, May 21, 2020 10:35 AM

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Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

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mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Leopold, Josh \(MHFA\)](#)
To: [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#)
Subject: Re: FYI only [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Date: Wednesday, June 10, 2020 3:39:51 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)
[image009.jpg](#)

That's correct. I think, when we tell Hennepin on Friday that ESP \$ can't cover the full request, we'd like to be able to give them guidance on other potential funding sources that could cover it.

From: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Sent: Wednesday, June 10, 2020 2:46 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: RE: FYI only [External] RE: FEMA reimbursement for Isolation and Protective Spaces
I feel am still getting my head wrapped around this issue ... so not totally clear on it ... is the bottom line that HC may ask the state for reimbursement (from the \$7.2M and \$11M CRF) and/or future funding for their HC-led isolation hotels?

From: Leopold, Josh (MHFA)
Sent: Wednesday, June 10, 2020 1:21 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: Re: FYI only [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Thanks. I just heard from Andrea that they want to let Hennepin know the status of its ESP request by Friday. She'll be sending an email with more information.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, June 10, 2020 1:14 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: FW: FYI only [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Carolyn Ham
651-431-3766

From: Betsy David <Betsy.David@Hennepin.us>
Sent: Wednesday, June 10, 2020 12:59 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces
Thank you Carolyn – We have not utilized FEMA for the Isolation and Protective Spaces for 2020 yet – we are utilizing other funding.

Betsy

Betsy David

Director Financial Administration
Human Services Public Health

Office: 612-348-2247 | Mobile: 651-717-8988

betsy.david@hennepin.us | hennepin.us

Government Center
300 South Sixth Street
Minneapolis, Minnesota 55487



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, June 10, 2020 12:42 PM

To: Cindy Twistol <Cindy.Twistol@hennepin.us>; Betsy David <Betsy.David@Hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

I am looking for advice on meeting FEMA requirements for getting reimbursement for isolation spaces. It is not clear to me whether Hennepin County is looking to FEMA for reimbursement for the cost of its isolation and protective spaces, but if you are, we would like to understand how you approached expenses and documentation.

Carolyn Ham

651-431-3766

From: Cindy Twistol <Cindy.Twistol@hennepin.us>

Sent: Wednesday, June 10, 2020 12:37 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Betsy David <Betsy.David@Hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

Hi Carolyn,

I am not available this afternoon and Betsy's calendar appears to be full the rest of today. It looks like we may both be free tomorrow at 10:30. I'm not sure what questions you have or whether I would be the appropriate person to answer but I would be happy to look into any questions that you have.

Cindy Twistol | County Controller | Hennepin County Office of Budget & Finance

300 South 6th Street, Suite A1340 | Minneapolis, MN 55487-0131

Office 612-348-3949 | Fax 612-348-9693

email Cindy.Twistol@hennepin.us

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, June 10, 2020 11:50 AM

To: Betsy David <Betsy.David@Hennepin.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>

Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces
I could talk between 12:30-1:30 or 2-3. Do either of these times work for you?
Carolyn Ham
651-431-3766

From: Betsy David <Betsy.David@Hennepin.us>
Sent: Wednesday, June 10, 2020 9:09 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

Good morning Carolyn

Can we schedule a time to talk? I am available right now if you can discuss this.

Thank you,

Betsy

Betsy David

Director Financial Administration
Human Services Public Health

Office: 612-348-2247 | Mobile: 651-717-8988

betsy.david@hennepin.us | hennepin.us

Government Center
300 South Sixth Street
Minneapolis, Minnesota 55487



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 9, 2020 9:24 AM
To: Betsy David <Betsy.David@Hennepin.us>; Cindy Twistol <Cindy.Twistol@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: FW: [External] RE: FEMA reimbursement for Isolation and Protective Spaces

Betsy and Cindy:

Stacy referred us to you. It sounds like Hennepin County is not trying to get reimbursed by FEMA, but we would like to have a short conversation with you at your convenience to understand the funding of these spaces.

Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Tuesday, June 9, 2020 9:18 AM
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Stacy L Zurn <Stacy.Zurn@hennepin.us>; Michael R Herzing <Michael.Herzing@hennepin.us>; marcee.shaughnessy@hennepin.us
Subject: RE: [External] RE: FEMA reimbursement
Stacy:

Could we find 30 minutes to talk with you and your team about this question of FEMA reimbursement for Protection and Isolation Spaces?

Carolyn Ham
651-431-3766

From: Eric D Waage <Eric.Waage@hennepin.us>
Sent: Tuesday, June 9, 2020 9:14 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Stacy L Zurn <Stacy.Zurn@hennepin.us>; Michael R Herzing <Michael.Herzing@hennepin.us>; marcee.shaughnessy@hennepin.us
Subject: Re: [External] RE: FEMA reimbursement

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Hello Carolyn,

I was on other duties when your email came in and must have not seen it, I apologize. I'd like to put you in touch with Stacy Zurn, our Recovery Coordinator, who works with FEMA reimbursement matters.

Since I don't know exactly who is best to speak with in the isolation and protection functional area, I'll also include Mike Herzig and Marcee Shaughnessy in this email so they can add their suggestions.

Thanks,

Eric Waage

Director/Emergency Management

Hennepin County

Get [Outlook for iOS](#)

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 9, 2020 9:02:43 AM
To: Eric D Waage <Eric.Waage@hennepin.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: [External] RE: FEMA reimbursement

Eric:

I didn't see a response to this email. Are you able to connect us with the appropriate person?

Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Thursday, May 28, 2020 3:31 PM
To: Eric.Waage@hennepin.us
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: FEMA reimbursement

Eric:

We would like to talk with the Hennepin County staff who is tasked with maximizing FEMA reimbursement for the isolation and protective spaces to learn more about the topic. Would you be willing to have someone talk to us?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

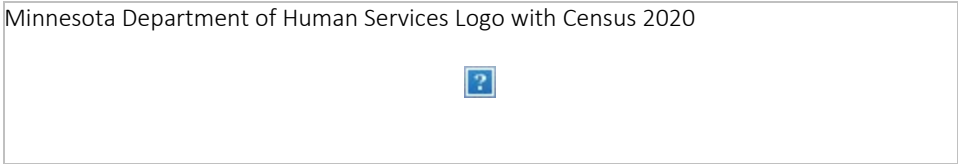
P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs



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Disclaimer: If you are not the intended recipient of this message, please immediately notify the sender of the transmission error and then promptly delete this message from your computer system.

From: [Patterson, John \(MHFA\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: health needs at new hotels set up over the weekend
Date: Tuesday, June 2, 2020 8:28:43 PM

I like the idea of using HCH countywide and using the staffing firm to supplement. 1) Hennepin is involved in management, (2) consistent care and leveraging current expertise, and (3) use of EPIC for our case/care management needs. With EPIC, we would hopefully be able track who is receiving care and their status for FEMA reimbursement.

John

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, June 2, 2020 7:48 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Fw: health needs at new hotels set up over the weekend

I think we'd still have to figure out the issue of what we can pay for us as an isolation cost, but this seems like a positive development in terms of Hennepin's capacity to take on some of the management. One possibility, depending on the timing of when staff are available and when a new isolation hotel is needed, is that we can start by buttressing the staffing for Hennepin's existing isolation spaces until we're ready to stand up a new site.

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Sent: Tuesday, June 2, 2020 7:17 PM
To: Stephanie K Abel <Stephanie.Abel@hennepin.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: health needs at new hotels set up over the weekend

Eric and Josh- Stephanie and I were able to connect tonight to talk about staffing and here is what we are thinking for the 4 hotels in HC that are newly stood up:

If we could pursue in parallel these two paths, this would be the ideal:

- 1) In the immediate future, secure the following two contracts as a stop-gap between today and step #2 (i.e. Health Care for the Homeless long-term plan):
 - a) Phil Gyura (recommended by Dr. Kelly) to coordinate the MAT needs across the sites as well as serving as an ordering provider for Suboxone
 - b) Contract with North Memorial community paramedics to service in the capacity that Health Care for the Homeless teams currently do for existing hotel sites--- be available on call for mobile urgent care / have a triage line available for assessing needs (note: different from original thinking/planning, we would not have onsite clinics at these sites in order to keep the service provision consistent across the county). This team is also being trained/contracted to be a mobile testing squad, so they would be able to provide mobile swabbing as needed at these sites as well.
- 2) Moving forward, the best long-term clinical staffing solution is to build capacity on the Health Care for the Homeless team so that they can expand their current model of care to have dedicated teams that would respond as needed to clinical needs onsite. Having HCH be the care provider across all sites allows for continuity of care, streamlining of referrals, and all guests care being tracked in EPIC. Stephanie is going to work on exactly what the needs are,

but the thinking is we would hire via a staffing agency and then pair staffing agency nurses with seasoned HCH staff.

Stephanie- anything I'm missing here or that you'd like to clarify??

Josh and Eric, any questions?

Thank you everyone!

Blair

From: Stephanie K Abel <Stephanie.Abel@hennepin.us>

Sent: Tuesday, June 2, 2020 1:42 PM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: health needs at new hotels set up over the weekend

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Hi-

I am trying to get a handle on what the general expectations are for the degree of provision of health care in the new hotels set up for unsheltered. -- Could you help me try to understand that?

e.g. The previous hotels that were set up to decompress the shelters do not have health care staff on site. But we do have a Healthcare for the Homeless team assigned to each of the hotels and staff will go there if there is a need or will try to address it by phone.

Would you want that model? Or are you going toward having actually clinical care on site? (ie. a provider or nurse who is onsite daily, if so, what is the degree of availability (2-3 hrs/day, all day, 24/7 access, etc.)

Anything you can give me would be helpful.

HCH staff is trying to piece this together in real time as issues come up and also as they have clients who they were already working with who are now in these locations. I feel the need to put some parameters around this and plan for this into the future since I suspect the hotels will be operating for some time.

Hope that makes sense....let me know if I am not clear.

Thank you!

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From: [Ham, Carolyn \(DHS\)](#)
To: [Pollock, Daniel L \(DHS\)](#)
Subject: RE: Hennepin County financial news
Date: Friday, June 12, 2020 2:40:00 PM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

96 million
Carolyn Ham
651-431-3766

From: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Sent: Friday, June 12, 2020 2:35 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Hennepin County financial news
Holy cow... well that's a big deal. Do we know how much Ramsey got for the same purpose??

From: Ham, Carolyn (DHS)
Sent: Friday, June 12, 2020 1:53 PM
To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Subject: Hennepin County financial news

Just got off a telephone call with Betsy David, Director Financial Administration, Human Services Public Health, Hennepin County. I had previously scheduled this meeting to talk about the logistics of FEMA reimbursement.

She disclosed that they got \$220 Million directly from the Feds as part of the CARES Act funding and that they are having difficulty spending it by December. Therefore, they don't intend to seek reimbursement from FEMA for the isolation spaces, because they can just use the CARES \$\$.

So I think this news fundamentally changes our proposal. Does the state want to spend money including the 25% share when Hennepin County can already pay for it?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

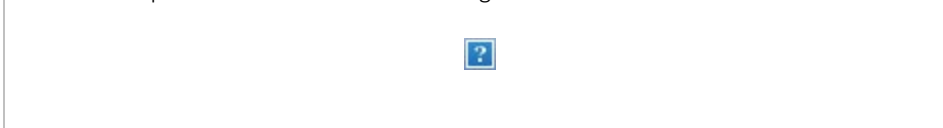
Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street
P.O. Box 64974
St. Paul, MN 55164-0974
O: 651-431-3766
C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Ham, Carolyn \(DHS\)](#)
To: [Harrison, Blair \(MDH\)](#); [Stephanie K Abel](#); [Dawn E Petroskas](#); ["Erica H Bagstad"](#); [Zipprich, Jennifer \(MDH\)](#); [Medus, Carlota \(MDH\)](#); [Robinson, Trisha \(MDH\)](#); [Leopold, Josh \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Cc: [Susannah King](#); [Patterson, John \(MHFA\)](#); [NeitzelCarr, Julie \(MDH\)](#)
Subject: RE: Hennepin County Isolation Hotels/Newly Stood Up Evacuation Hotels -- Path Forward Discussion
Date: Monday, June 1, 2020 2:28:00 PM

Here is the reimbursement language from FEMA:

FEMA will reimburse costs associated with the sheltering of individuals to include those who test positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals); those who have been exposed to COVID-19 and do not require hospitalization; and asymptomatic high-risk individuals needing social distancing as a precautionary measure, such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease). Sheltering specific populations in non-congregate shelters should be determined by a public health official's direction or in accordance with the direction or guidance of health officials by the appropriate state or local entities.

Carolyn Ham
651-431-3766

-----Original Appointment-----

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Sent: Monday, June 1, 2020 10:29 AM

To: Harrison, Blair (MDH); Stephanie K Abel; Dawn E Petroskas; 'Erica H Bagstad'; Zipprich, Jennifer (MDH); Medus, Carlota (MDH); Robinson, Trisha (MDH); Leopold, Josh (MHFA); Grumdahl, Eric (MHFA); Ham, Carolyn (DHS); Salzer, Joel (MHFA)

Cc: Susannah King; Patterson, John (MHFA); NeitzelCarr, Julie (MDH)

Subject: Hennepin County Isolation Hotels/Newly Stood Up Evacuation Hotels -- Path Forward Discussion

When: Monday, June 1, 2020 2:00 PM-2:30 PM (UTC-06:00) Central Time (US & Canada).

Where:

Call in number of 1-855-282-6330

Attendee code: 3522 4957

Host code: 3522 9632

Host PIN: 2063

From: [Leopold, Josh \(MHFA\)](#)
To: [Waldrop, Mary \(ADM\)](#)
Cc: [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [King, Margaret \(MHFA\)](#); [Harrison, Blair \(MDH\)](#)
Subject: Re: Introduction - Radisson Hotel
Date: Thursday, May 28, 2020 8:44:49 AM
Attachments: [image001.jpg](#)
[Notes from call with Laural Kenney at the Radisson.docx](#)

Great. Here are my notes from my call with Laural yesterday. Also saved here: [Site Selection](#)

After the call, I confirmed with her that the Radisson's accounting department has experience with the FEMA reimbursement process and that the hotel can also provide meeting spaces for staff at no additional cost.

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Thursday, May 28, 2020 8:24 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: RE: Introduction - Radisson Hotel

Hi Josh. I have reviewed and have my questions ready for our call this afternoon. We need to determine if the State of MN is going to enter into these agreements and if so via what Agency.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, May 27, 2020 4:41 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: Fw: Introduction - Radisson Hotel

Hello,

This is the estimate that the Radisson in Brooklyn Center prepared for Hennepin County. I talked to Laural this afternoon and she said that she would send us a more recent estimate that may be lower because their food costs have been lower than they originally anticipated. The agreement includes food, frontdesk, facilities, and housekeeping. It says 90 days, but I told Laural we were interested in rooms up through the end of November and she was fine with that.

Mary, can you review this quote and then we can set up a time to talk to Laural about it tomorrow?

Carolyn and Joel, when you talk to Stephanie tomorrow could you gauge the county's interest/need for an initial block of 16-20 rooms with the potential to add more as needed and

as staff are available?

Margaret, do you have a sense, or could you ask people who would know, whether this would be an attractive option for people in shelters or encampments or if we should keep looking for something closer to downtown? The hotel does take pets.

Let me know if you have questions.

thanks,

Josh

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Wednesday, May 27, 2020 3:48 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Re: Introduction - Radisson Hotel

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204

laural.kenney@radisson.com | radisson.com/brooklyncenter

2200 Freeway Boulevard, Minneapolis, MN
55430



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Wednesday, May 27, 2020 2:41 PM

To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>; Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>

Subject: Re: Introduction - Radisson Hotel

Thanks Laural! I look forward to hearing from you. You can reach me at 978-505-7481. I'm free after 3:30 today

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Wednesday, May 27, 2020 2:40 PM

To: Tom Terwilliger <Tom.Terwilliger@hennepin.us>

Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen <Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Re: Introduction - Radisson Hotel

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Thank you Tom, I hope this email finds you healthy.

I would be happy to assist, I will reach out to Josh and if there is every anything that I can assist you, please reach out to me, as I would enjoy working with you again!

Tom, were you able to reach out to Mark Sherwin at Sonesta?
Again, please reach out if you need anything Tom, take care and stay healthy!

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204
laural.kenney@radisson.com | radisson.com/brooklyncenter
2200 Freeway Boulevard, Minneapolis, MN
55430



From: Tom Terwilliger <Tom.Terwilliger@hennepin.us>
Sent: Wednesday, May 27, 2020 1:45 PM
To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Margo Geffen
<Margo.Geffen@hennepin.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Introduction - Radisson Hotel

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Hi Laural,

Hope all is well. Since we last spoke a few weeks ago there have been no new updates from Hennepin County regarding our need for hotel space. However, this afternoon I spoke with Josh Leopold from the State of Minnesota who is currently searching for hotel space for individuals who need to be quarantined. Through this email I would like to introduce the two of you. Tim will contact you regarding your Radisson Hotel in Brooklyn Center. Below is the contact information for each of you.

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204
laural.kenney@radisson.com | radisson.com/brooklyncenter
2200 Freeway Boulevard, Minneapolis, MN
55430

Josh Leopold

State of MN

Josh.leopold@statemmn.us

978-505-7481

Thank you,

Tom

Tom Terwilliger

Real Estate Supervisor,

Land Management Division

Facility Services Department

701 Fourth Avenue South, Suite 400

Minneapolis, MN 55415-1843
Direct: 612-348-2152 Cell: 612-790-1859
tom.terwilliger@hennepin.us

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From: [Ham, Carolyn \(DHS\)](#)
To: [Carr, Tom L \(DHS\)](#)
Subject: RE: Iso Workgroup
Date: Thursday, May 28, 2020 1:31:00 PM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image009.jpg](#)

I'll see if I can get a contact name for you. I assume they will be seeking reimbursement for all of their protective and isolation spaces.

Carolyn Ham
651-431-3766

From: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Sent: Thursday, May 28, 2020 1:14 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Iso Workgroup

Hey Carolyn,

I have not. Do you know if they're already seeking FEMA reimbursement on specific projects? I don't have any background on the specifics of what they're doing.

Thanks,

Tom

Thomas L. Carr
Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309

Mobile: (651) 587 – 2256

mn.gov/dhs

Minnesota Department of Human Services Logo



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, May 28, 2020 12:35 PM
To: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: RE: Iso Workgroup

Thanks for bringing this up. Have you had any conversations with Hennepin County yet about their FEMA accounting?

Carolyn Ham
651-431-3766

From: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Sent: Wednesday, May 27, 2020 4:45 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Iso Workgroup

Hey Carolyn,

Thanks for all your help on the Isolation Space work group. I had one thought on the call that I figured would be best to just take offline.

For noncongregate spaces, FEMA requires us to document costs at the *individual* level. I am wondering how we would account for individual costs in a situation where we pay to rent out an entire section of a building but only end up using a small portion. For example, if it nets out to \$55/room, and we use 20 of the 40 reserved/rented rooms, would we only seek reimbursement on the 20 rooms? Or do we seek reimbursement on the cost of the entire contract, and divide it out to get the cost per person (so \$110/person/night instead of \$55).

Thoughts?

Tom

Thomas L. Carr

Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309

Mobile: (651) 587 – 2256

mn.gov/dhs



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From: [Minge, Ahna B \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Carr, Tom L \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: RE: Isolation in place
Date: Monday, June 1, 2020 3:02:57 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

I am not sure what other jurisdictions may have done. However, FEMA guidance isn't specific to isolation space, only "non-congregate shelter." I think there's a strong argument that we just need to have a health official say it's necessary.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, June 1, 2020 3:01 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: Isolation in place

Have we heard of any government agencies seeking reimbursement for isolation spaces that are not physically distinct from protective spaces? I fear that FEMA would not view them as truly isolation spaces.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Irber, Kari J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Reisenauer, Ashley \(DHS\)](#)
Subject: RE: isolation space authority
Date: Tuesday, June 16, 2020 4:55:16 PM
Attachments: [Isolation Spaces Fiscal Impacts \(003\)5.8.20.draft.editsa.docx](#)

Hi Carolyn and Ashley,

When I put this fiscal together, Ahna said that the funds would carry over into FY 21 even though we were stating that the peacetime emergency would end June 30th. I have attached the fiscal narrative. The funds do not expire—we put funding in FY 21 and the funds from FY 20 will carry over. Thanks!

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 16, 2020 4:02 PM
To: [Reisenauer, Ashley \(DHS\) <ashley.reisenauer@state.mn.us>](#); [Irber, Kari J \(DHS\) <kari.irber@state.mn.us>](#)
Subject: RE: isolation space authority
I don't think so.
Carolyn Ham
651-431-3766

From: [Reisenauer, Ashley \(DHS\) <ashley.reisenauer@state.mn.us>](#)
Sent: Tuesday, June 16, 2020 4:00 PM
To: [Irber, Kari J \(DHS\) <kari.irber@state.mn.us>](#); [Ham, Carolyn \(DHS\) <Carolyn.Ham@state.mn.us>](#)
Subject: isolation space authority
Was the original funding for the isolation space (the \$7.2M) dependent on the peacetime emergency? i.e. would it expire if the peacetime emergency does?
I can't seem to put my finger on the decision memo.

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From: [Irber, Kari J \(DHS\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Greeman, Dave X \(DHS\)](#); [Reisenauer, Ashley \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [tenBroeke, Cathy \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#); [Stirratt, Daniel A \(DHS\)](#); [Solmeyer, Anna \(MMB\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Sullivan Sutton, Erin \(DHS\)](#); [Davis, Kristine E \(DHS\)](#); [Marsh, Carrie \(DEED\)](#)
Subject: RE: Isolation Space Estimates
Date: Monday, May 25, 2020 8:22:32 PM
Attachments: [isolation.spacea-coronavirus.relief.health-care.response-covid19.form-7265-01-rev.pdf](#)
[Isolation Spaces Fiscal Impacts AR.KI.docx](#)

Hi Ahna and everyone,

Good timing! Here are the revised edits from the discussion today. We had new updates on counts from Ahna for the tribes. We can send you that information as well. We also included \$50K for the non-behavioral health costs. We hopefully addressed all of the \$216 issues. I also changed the wording regarding the counties.

Let us know if you have any other issues. I was going to send this to Stacy tonight-probably by 9:10 to not make it too late. Sorry for the quick turnaround. If we need to change something major, we can do it quickly in the morning.

+ Carrie, Kristine and Erin-

Erin and Kristine- You may not see this until tomorrow. We added funding for other costs such as reporting/tracking etc.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Sent: Monday, May 25, 2020 8:10 PM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi All,

Thank you so much for your work on this.

A couple of thoughts if there's time to incorporate:

- 1) I think we should take modify one statement to be more vague on actual program implementation since are learning funds aren't actually going to counties in all cases. "DHS, in coordination with Minnesota Housing, will ~~award~~ distribute funds to in counties" since we are
- 2) If possible, I think it would be helpful to include assumptions about who may require isolation space to substantiate the 4,800 number. If not possible before tomorrow, could someone please send it to me and Dave? (Unless Dave has it already.)
- 3) How are the non-Medicaid behavioral health costs incorporated?
- 4) Can we please update the fiscal tracking table to reflect the \$216? (It's updated in the other table)

Thanks!

Ahna

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Monday, May 25, 2020 8:41 AM

To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi all,

I made a few edits in red and updated the estimates based on the \$216 versus \$215. Ashley- if you had any other assumptions in your spreadsheet, please correct my calculations. Also, please check my sentence regarding the 2,500 people.

The systems cost is still an estimate at this point unless we receive a more refined number.

Thanks!

From: Irber, Kari J (DHS)

Sent: Saturday, May 23, 2020 3:50 PM

To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates

+ Josh and Joel

The \$215 in the narrative was a rounding error from the fiscal that I completed for the \$7.2 million... Ashley can correct me --the overall number of people getting served in isolation is 4,858 but I believe that the 2,500 is the amount served after subtracting the initial \$7.2 million.

Thanks!

From: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>

Sent: Saturday, May 23, 2020 2:27 PM

To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi Ashley, this looks really good. Just a couple things.

The narrative indicates that the daily rate is \$215 per day. But your calculation makes it look like \$216 per day. It's a really small difference amounting to about 162 bed days. It's the kind of thing

people will notice and ask about.

The narrative also says that the funding would support 2,500 people, but the formula shows 4,858 getting served. I may just be reading that wrong.

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Sent: Friday, May 22, 2020 5:00 PM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>

Subject: Isolation Space Estimates

Hi everyone,

Attached are the estimates that we discussed today. I incorporated them into the fiscal estimate document that we did for Phase I (the \$7.2 million), and made some minor adjustments to the narrative. For example, I took out most references to FEMA reimbursement.

These estimates:

- Are based on the expected use estimates for the three different populations;
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Please let me know if you have any questions. Have a happy long weekend!

Ashley

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Subject: RE: Isolation Space Estimates
Date: Monday, May 25, 2020 8:41:23 AM
Attachments: [Isolation Spaces Fiscal Impacts 5.25.20.ki.docx](#)

Hi all,

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Sent: Friday, May 22, 2020 5:00 PM

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Subject: Isolation Space Estimates

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Ashley

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From: [Patterson, John \(MHFA\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Sullivan Sutton, Erin \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Greeman, Dave X \(DHS\)](#); [Reisenauer, Ashley \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); [tenBroeke, Cathy \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#); [Stirratt, Daniel A \(DHS\)](#); [Solmeyer, Anna \(MMB\)](#); [Salzer, Joel \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Davis, Kristine E \(DHS\)](#); [Marsh, Carrie \(DEED\)](#)
Subject: RE: Isolation Space Estimates
Date: Tuesday, May 26, 2020 11:24:36 AM
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.jpg](#)
[image001.jpg](#)

We are following the COVID positive criteria:

Test-Confirmed Positive Test-confirmed COVID-19 positive (COVID+) with illness/symptoms	Positive	>=10 days since symptom onset AND >=3 days after resolution of fever (without fever-reducing meds) AND Improvement in respiratory symptoms
---	-----------------	---

The isolation is a minimum of 10 days after symptom onset AND at least 3 days after fever resolution and improved respiratory symptoms. Blair thought 14 was a good average. Some people may come in a few days after symptom onset, and some people may have to stay well beyond 14 days before their fever revolves.

The modeling is based on a lot of very uncertain assumptions. Anna did a fantastic job pulling it all together.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Minge, Ahna B (DHS)
Sent: Tuesday, May 26, 2020 11:15 AM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>
Subject: RE: Isolation Space Estimates

This is really interesting. Thanks for sharing.

I am curious why we are following the guidance for COVID negative people without symptoms. I

thought we were serving people who were either COVID+ or COVID symptomatic. Why wouldn't we go with a 10 day stay as an average?

I know that there will be cases that go beyond 10 days, but wouldn't there also be people who come days into their illness? Of the people we expect to serve, do we think they will come to us after symptom onset? Or do we think the testing will be so widespread that we will be identifying folks before their symptoms start?

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Tuesday, May 26, 2020 11:05 AM

To: Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Isolation Space Estimates

We followed Blair Harrison's guidance. That is the average stay. Some will stay longer. Here is the guidance. Hennepin is currently seeing an average stay of 2..5 days, which we want to significantly increase.

Test-Confirmed Positive Test-confirmed COVID-19 positive (COVID+) with illness/symptoms	Positive	>=10 days since symptom onset AND >=3 days after resolution of fever (without fever-reducing meds) AND Improvement in respiratory symptoms
COVID-like Illness & Exposure¹ New COVID-like illness (CLI) and known exposure	Positive	Same criteria as COVID+ (above)
	Negative	Same criteria as COVID+ (above)
COVID-like Illness & Unknown Exposure New CLI and unknown exposure	Positive	Same criteria as COVID+ (above)
	Negative	Same criteria as COVID+ (above) or Discharge ²
No Illness & Exposure No symptoms but had exposure	Positive	10 days since the date of first positive test (if no subsequent symptoms)
	Negative or Not Tested	14 days after the last day of close contact/exposure (if symptoms develop, test and apply same criteria as COVID+)

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

Housing is the foundation for success. | mnhousing.gov



From: Sullivan Sutton, Erin (DHS)

Sent: Tuesday, May 26, 2020 10:34 AM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Isolation Space Estimates

I am a bit confused about the 14 day limitation. I thought 14 days was for quarantine for people who have been in contact with others who are symptomatic or Covid confirmed so they do not carry the virus to others. If someone actually has symptoms or tests positive for Covid the illness may last much longer than 14 days. I may be missing something. I know a lot of work went into this.

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Monday, May 25, 2020 8:22 PM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

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Hi Ahna and everyone,

Good timing! Here are the revised edits from the discussion today. We had new updates on counts from Ahna for the tribes. We can send you that information as well. We also included \$50K for the non-behavioral health costs. We hopefully addressed all of the \$216 issues. I also changed the wording regarding the counties.

Let us know if you have any other issues. I was going to send this to Stacy tonight-probably by 9:10 to not make it too late. Sorry for the quick turnaround. If we need to change something major, we can do it quickly in the morning.

+ Carrie, Kristine and Erin-

Erin and Kristine- You may not see this until tomorrow. We added funding for other costs such as

reporting/tracking etc.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Sent: Monday, May 25, 2020 8:10 PM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi All,

Thank you so much for your work on this.

A couple of thoughts if there's time to incorporate:

- 1) I think we should take modify one statement to be more vague on actual program implementation since we are learning funds aren't actually going to counties in all cases. "DHS, in coordination with Minnesota Housing, will ~~award~~ distribute funds to in counties" since we are
- 2) If possible, I think it would be helpful to include assumptions about who may require isolation space to substantiate the 4,800 number. If not possible before tomorrow, could someone please send it to me and Dave? (Unless Dave has it already.)
- 3) How are the non-Medicaid behavioral health costs incorporated?
- 4) Can we please update the fiscal tracking table to reflect the \$216? (It's updated in the other table)

Thanks!

Ahna

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Monday, May 25, 2020 8:41 AM

To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi all,

I made a few edits in red and updated the estimates based on the \$216 versus \$215. Ashley- if you had any other assumptions in your spreadsheet, please correct my calculations. Also, please check my sentence regarding the 2,500 people.

The systems cost is still an estimate at this point unless we receive a more refined number.

Thanks!

From: Irber, Kari J (DHS)

Sent: Saturday, May 23, 2020 3:50 PM

To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Isolation Space Estimates
+ Josh and Joel

The \$215 in the narrative was a rounding error from the fiscal that I completed for the \$7.2 million... Ashley can correct me --the overall number of people getting served in isolation is 4,858 but I believe that the 2,500 is the amount served after subtracting the initial \$7.2 million.

Thanks!

From: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>

Sent: Saturday, May 23, 2020 2:27 PM

To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>

Subject: RE: Isolation Space Estimates

Hi Ashley, this looks really good. Just a couple things.

The narrative indicates that the daily rate is \$215 per day. But your calculation makes it look like \$216 per day. It's a really small difference amounting to about 162 bed days. It's the kind of thing people will notice and ask about.

The narrative also says that the funding would support 2,500 people, but the formula shows 4,858 getting served. I may just be reading that wrong.

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Sent: Friday, May 22, 2020 5:00 PM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>

Subject: Isolation Space Estimates

Hi everyone,

Attached are the estimates that we discussed today. I incorporated them into the fiscal estimate document that we did for Phase I (the \$7.2 million), and made some minor adjustments to the narrative. For example, I took out most references to FEMA reimbursement.

These estimates:

- Are based on the expected use estimates for the three different populations;
- Use the same average daily cost assumed in the estimates for the Phase I;
- Account for the isolation spaces being developed with the current Phase I funding;
- Include continued funding for the 2 FTE;
- Include \$500k in potential costs for data or reporting tools that may be needed. We are working to refine this.

Please let me know if you have any questions. Have a happy long weekend!

Ashley

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From: [Ham, Carolyn \(DHS\)](#)
To: [Salzer, Joel \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Minge, Ahna B \(DHS\)](#)
Subject: RE: Isolation spaces eligibility
Date: Tuesday, May 26, 2020 5:19:00 PM
Attachments: [Isolation Spaces Fiscal Impacts \(003\)5.26.20.draft_editsa.docx](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)

Here is my draft.

DHS, in coordination with Minnesota Housing, will distribute funds in counties that declare a local state of emergency and demonstrate a need and the county has exhausted other resources to establish isolation.

Minnesota Tribal nations are expected to meet the same eligibility standards for isolation housing assistance through a government to government consultation, respectful of sovereignty.

Carolyn Ham

651-431-3766

From: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Sent: Tuesday, May 26, 2020 4:01 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: Isolation spaces eligibility
Importance: High

This was discussed at the 3pm call.

Cathy and Dan asked the Iso Team to vet this and develop a recommendation that will satisfy the existing concerns.

We'll need to address this ASAP.

From: Ham, Carolyn (DHS)
Sent: Tuesday, May 26, 2020 2:17 PM
To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Cc: tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Subject: RE: Isolation spaces eligibility

Talked to Dan. He would like to better understand why we want to apply a different standard of county eligibility for the second round of grants than the first. We can talk about this at 3.

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)
Sent: Tuesday, May 26, 2020 12:59 PM
To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA)

<john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Today's 10:30 meeting

I like your suggestion of a request to the SEOC. I'll see what I can do to change it.

Carolyn Ham

651-431-3766

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Sent: Tuesday, May 26, 2020 11:23 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: Today's 10:30 meeting

Okay, I am sorry that I missed that when reviewing the materials Kari put together. We should ask for this change to occur during MMB's review and before it goes to the LCRC. We will need some way to decide where the money goes, but those criteria were developed for the original \$7.2 million to help keep them focused where they were most needed initially. Not sure what the right criteria or process would be for the remainder. Perhaps an approved request to the SEOC for assistance with isolation space?

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, May 26, 2020 10:54 AM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Today's 10:30 meeting

Our budget proposal for \$11 million was just approved by the Commissioner. It will now go to MMB for further vetting. The criteria listed below is a part of this request, so not sure how we can expand it to other counties, without further approvals.

Carolyn Ham

651-431-3766

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Sent: Tuesday, May 26, 2020 10:14 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: Today's 10:30 meeting

I should have been clear. Those criteria I believe were only specific to the original \$7.2 million. We would NOT want the same limitation on the remaining funds, so that we can provide support statewide.

Agreed, we will likely see need for isolation space for homeless populations (not to mention others) all across the state. In rural communities, this would likely be best managed regionally rather than in every county (e.g., some rural counties don't even have hotels), but scale can determine that.

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Tuesday, May 26, 2020 10:10 AM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Today's 10:30 meeting

Eric – Big picture observation: With an assumed 78% infection rate and roughly 75% of the homeless population having one or more of the following: (1) mental health issues, (2) chemical dependency, or (3) chronic health condition (Wilder Survey), we expect every county to have the need. The real question is the threshold for providing local spaces. Correct?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Grumdahl, Eric (MHFA)

Sent: Tuesday, May 26, 2020 9:09 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: Today's 10:30 meeting

Yes, those eligibility guidelines do limit which counties could receive these funds. Most

counties do not have a test-confirmed COVID case among people experiencing homelessness, and few reached the protection space threshold.

We can re-run it based on latest, but when we looked at this a couple of weeks ago, it was Hennepin, Ramsey and perhaps a couple of others.

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, May 26, 2020 9:05 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: Today's 10:30 meeting

I will be presenting our budget to Commissioner Harpstead at 10:30 so will have to miss this call. Also in looking at how we defined the counties that can qualify, does this limit the total number of counties at all?

DHS, in coordination with Minnesota Housing, will award funds for counties that declare a local state of emergency and:

- (a) committed local funds to create safe spaces for at least 50% percent of their homeless population who are at highest risk for severe COVID-19 illness (i.e., either over age 65 or people with an underlying health condition); and
- (b) have Minnesota Department of Health confirmation of one or more COVID-19 case among those experiencing homelessness in the county.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

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From: [Waldrop, Mary \(ADM\)](#)
To: [Leopold, Josh \(MHFA\)](#)
Cc: [Rodlund, Kevin](#); [Ham, Carolyn \(DHS\)](#); [Waslaski, Wayne \(ADM\)](#); [Madigan, Lenora \(ADM\)](#)
Subject: RE: Lease agreement
Date: Monday, June 1, 2020 11:24:17 AM
Attachments: [image001.png](#)

Yes please let me know if you see any changes. Once we hear back from you and finalize the document I will send on to the Landlord for their review.

Once we have agreement on the document it will be put in execution format. DHS will sign and encumber the funds, then the Landlord signs and finally the Commissioner of Admin.

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, June 01, 2020 11:17 AM

To: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Lease agreement

Thanks Kevin. Mary, I can read it over to see if I can clarify anything and then pass it to you.

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

Sent: Monday, June 1, 2020 11:13 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

This message was sent securely from the Minnesota Attorney General's Office

I'm attaching a draft of the lease for your review (I'm not sure if Mary is the first line on that before anyone else works on it). I think this is really close to being ready. I have some comments about things that are unclear, but from my perspective these can easily be remedied.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Monday, June 01, 2020 11:06 AM

To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)

Subject: Re: Lease agreement

Do you think it will be possible to have everything signed by tomorrow morning?

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

Sent: Monday, June 1, 2020 8:40 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

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Got it. Will do.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Monday, June 01, 2020 8:39 AM
To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)
Subject: Re: Lease agreement

Ok. I will say that I am going to try to get a similar agreement with another hotel within the next few days. So if there are things that would need to be in place to expedite that, you should probably proceed with that if you can.

Sorry for the confusion

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>
Sent: Monday, June 1, 2020 8:33 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Lease agreement

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Thanks Josh. I have gone through it a few times already and was just working out the executive order part. But I'll stick a pin it.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Monday, June 01, 2020 8:31 AM
To: Waldrop, Mary (ADM); Ham, Carolyn (DHS)
Cc: Rodlund, Kevin
Subject: Re: Lease agreement

Kevin,

I think you can hold off on your review for now.

thanks,

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Sunday, May 31, 2020 9:48 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>
Subject: Re: Lease agreement

Thanks Josh. The lease is with Kevin to review so we should talk early tomorrow morning to determine what the plan is moving forward.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Sunday, May 31, 2020 8:50 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Lease agreement

Hi Mary,

A lot has changed since Friday afternoon! Minneapolis had to do an emergency clearing of its

homeless encampments and we decided to use the Radisson rooms to meet that immediate need. After consulting with MDH, we decided it was not feasible to safely cohort COVID+ cases away from the other guests from the encampment. So we are going to explore whether other nearby hotels would be able to serve that purpose. I am going to let Laural know and see if she'd be willing to she'd be interested in entering a similar agreement with Start Today Hennepin, the service provider that is managing the guests that have moved in from the encampments.

I will keep you updated as we try to find another hotel, or potentially another type of site, for isolation spaces.

thanks,

Josh

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Friday, May 29, 2020 4:50 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

I am not knowledgeable on all the FEMA requirements and will seek guidance from the AG's office and the SEOC team.

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309

St. Paul MN 55155

Voice: 651.201.2541

Email: mary.waldrop@state.mn.us

<http://mn.gov/admin>



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 29, 2020 4:45 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

Thank you. I will assume you will add any terms that FEMA requires.

Carolyn Ham

651-431-3766

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Friday, May 29, 2020 4:44 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

Thank you Carolyn. I will incorporate the terms into our standard agreement and have the AG's office review.

We will keep pushing this forward.

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 29, 2020 4:42 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: FW: Lease agreement

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 4:41 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Lease agreement

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Rodlund, Kevin](#)
To: [Leopold, Josh \(MHFA\)](#); [Waldrop, Mary \(ADM\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Lease agreement
Date: Monday, June 1, 2020 11:13:55 AM
Attachments: [image001.png](#)
[AGO REDLINES 12367 Isolation Lease DHS.docx](#)

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I'm attaching a draft of the lease for your review (I'm not sure if Mary is the first line on that before anyone else works on it). I think this is really close to being ready. I have some comments about things that are unclear, but from my perspective these can easily be remedied.

From: Leopold, Josh (MHFA) [mailto:Josh.Leopold@state.mn.us]
Sent: Monday, June 01, 2020 11:06 AM
To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)
Subject: Re: Lease agreement

Do you think it will be possible to have everything signed by tomorrow morning?

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>
Sent: Monday, June 1, 2020 8:40 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Lease agreement

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Got it. Will do.

From: Leopold, Josh (MHFA) [mailto:Josh.Leopold@state.mn.us]
Sent: Monday, June 01, 2020 8:39 AM
To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)
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Ok. I will say that I am going to try to get a similar agreement with another hotel within the next few days. So if there are things that would need to be in place to expedite that, you should probably proceed with that if you can.

Sorry for the confusion

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>
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To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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To: Waldrop, Mary (ADM); Ham, Carolyn (DHS)
Cc: Rodlund, Kevin
Subject: Re: Lease agreement

Kevin,

I think you can hold off on your review for now.

thanks,

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Sunday, May 31, 2020 9:48 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

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Subject: Re: Lease agreement

Hi Mary,

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I will keep you updated as we try to find another hotel, or potentially another type of site, for isolation spaces.

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From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Friday, May 29, 2020 4:50 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

I am not knowledgeable on all the FEMA requirements and will seek guidance from the AG's office and the SEOC team.

[Mary C. Waldrop](#)

[Admin Planning Director State](#)
[Minnesota Department of Administration](#)
[50 Sherburne Avenue, Room 309](#)

St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



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Carolyn Ham
651-431-3766

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Friday, May 29, 2020 4:44 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: Lease agreement

Thank you Carolyn. I will incorporate the terms into our standard agreement and have the AG's office review.

We will keep pushing this forward.

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Sent: Friday, May 29, 2020 4:42 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: FW: Lease agreement

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Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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To: [Waldrop, Mary \(ADM\)](#); [Rodlund, Kevin](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: Lease agreement
Date: Monday, June 1, 2020 9:05:25 AM
Attachments: [image001.png](#)

Looks like the Radisson may be back on as an isolation site. I'll give an update later today

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Monday, June 1, 2020 8:45 AM
To: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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Josh, please confirm, the State of Minnesota was not a party to any agreement that was signed related to a real estate commitment.

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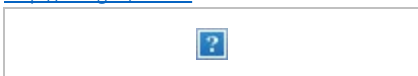
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Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

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Subject: Re: Lease agreement
Date: Monday, June 1, 2020 8:49:13 AM
Attachments: [image001.png](#)

Correct.

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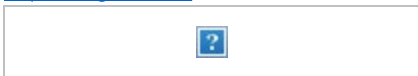
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Hi Mary,

County contractors will be on-site, but not necessarily county employees.

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Monday, June 1, 2020 1:43 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

We are trying to qualify what we need to cover under the real estate agreement as to who the hotel will take instructions from where our liability falls. Do you anticipate County employees or their contractors will be on site?

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155

Voice: 651.201.2541

Email: mary.waldrop@state.mn.us

<http://mn.gov/admin>



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, June 01, 2020 1:40 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Lease agreement

Hi Mary,

Yes, DHS is currently vetting a contract with a staffing agency for medical care and operations staff. We are working to setup a call with Hennepin County within the next few days on the roles of the county and the state on management and operations.

Josh

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Monday, June 1, 2020 1:37 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

Josh, is DHS contracting for the care providers? Will the County have anything to do with the management and or operation of the site?

Mary C. Waldrop
Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Waldrop, Mary (ADM)
Sent: Monday, June 01, 2020 11:50 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Lease agreement

Finishing up a report for MMB and will move to your work as soon as I am done with it.

Mary C. Waldrop
Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, June 01, 2020 11:32 AM
To: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Lease agreement

Ok. I went through and unfortunately can't resolve any of your comments. We may need to go back to Laural for clarification for some of them. Mary, can you review now?

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>
Sent: Monday, June 1, 2020 11:30 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Lease agreement

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In going through this again, you can disregard comment 7 (11.12).

From: Rodlund, Kevin
Sent: Monday, June 01, 2020 11:14 AM
To: 'Leopold, Josh (MHFA)'; Waldrop, Mary (ADM); Ham, Carolyn (DHS)
Subject: RE: Lease agreement

I'm attaching a draft of the lease for your review (I'm not sure if Mary is the first line on that before anyone else works on it). I think this is really close to being ready. I have some comments about things that are unclear, but from my perspective these can easily be remedied.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Monday, June 01, 2020 11:06 AM

To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)

Subject: Re: Lease agreement

Do you think it will be possible to have everything signed by tomorrow morning?

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

Sent: Monday, June 1, 2020 8:40 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

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Got it. Will do.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Monday, June 01, 2020 8:39 AM

To: Rodlund, Kevin; Waldrop, Mary (ADM); Ham, Carolyn (DHS)

Subject: Re: Lease agreement

Ok. I will say that I am going to try to get a similar agreement with another hotel within the next few days. So if there are things that would need to be in place to expedite that, you should probably proceed with that if you can.

Sorry for the confusion

From: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

Sent: Monday, June 1, 2020 8:33 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Lease agreement

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Thanks Josh. I have gone through it a few times already and was just working out the executive order part. But I'll stick a pin it.

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Monday, June 01, 2020 8:31 AM

To: Waldrop, Mary (ADM); Ham, Carolyn (DHS)

Cc: Rodlund, Kevin

Subject: Re: Lease agreement

Kevin,

I think you can hold off on your review for now.

thanks,

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Sunday, May 31, 2020 9:48 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Rodlund, Kevin <Kevin.Rodlund@ag.state.mn.us>

Subject: Re: Lease agreement

Thanks Josh. The lease is with Kevin to review so we should talk early tomorrow morning to determine what the plan is moving forward.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Sunday, May 31, 2020 8:50 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Lease agreement

Hi Mary,

A lot has changed since Friday afternoon! Minneapolis had to do an emergency clearing of its homeless encampments and we decided to use the Radisson rooms to meet that immediate need. After consulting with MDH, we decided it was not feasible to safely cohort COVID+ cases away from the other guests from the encampment. So we are going to explore whether other nearby hotels would be able to serve that purpose. I am going to let Laural know and see if she'd be willing to she'd be interested in entering a similar agreement with Start Today Hennepin, the service provider that is managing the guests that have moved in from the encampments.

I will keep you updated as we try to find another hotel, or potentially another type of site, for isolation spaces.

thanks,

Josh

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Friday, May 29, 2020 4:50 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

I am not knowledgeable on all the FEMA requirements and will seek guidance from the AG's office and the SEOC team.

Mary C. Waldrop

Admin Planning Director State

Minnesota Department of Administration

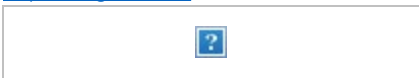
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St. Paul MN 55155

Voice: 651.201.2541

Email: mary.waldrop@state.mn.us

<http://mn.gov/admin>



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 29, 2020 4:45 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

Thank you. I will assume you will add any terms that FEMA requires.

Carolyn Ham

651-431-3766

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Sent: Friday, May 29, 2020 4:44 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: Lease agreement

Thank you Carolyn. I will incorporate the terms into our standard agreement and have the AG's office review.

We will keep pushing this forward.

Mary C. Waldrop

Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 29, 2020 4:42 PM

To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: FW: Lease agreement

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 4:41 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Lease agreement

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: Patterson, John (MHFA)
To: Solmeyer, Anna (MMB); Ham, Carolyn (DHS); Leopold, Josh (MHFA); Salzer, Joel (MHFA); Marsh, Carrie (DEED)
Subject: RE: Metrics needed
Date: Monday, May 18, 2020 9:07:30 AM
Attachments: image008.png
image009.png
image010.png
image011.png
image012.png
image001.png

My thought is that this is a public health response. We should plan for the public health recommended stay and do everything we can to get people to stay that long. This seems to be a fundamental question for our approach. Carolyn and Joel this is a key decision that I recommend that we elevate. Blair should be part of that decision.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

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From: Solmeyer, Anna (MMB)

Sent: Monday, May 18, 2020 8:57 AM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Metrics needed

As we create the estimate that will be used for the budget ask for the assumption for the average # of days that each individual will stay in an isolation space, do you all want that to be the number that MDH recommends (roughly 14 days; I'm confirming with Blair) or the number of days that we expect people to actually stay (likely much smaller; could be estimated from Hennepin's data on average length of stay in their isolation spaces)? I know Eric said that he would like to implement some strategies that would entice people to stay closer to the recommended number of days, so I'm not sure how that should affect our assumptions. Thanks!

Anna

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Saturday, May 16, 2020 2:48 PM

To: Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Metrics needed

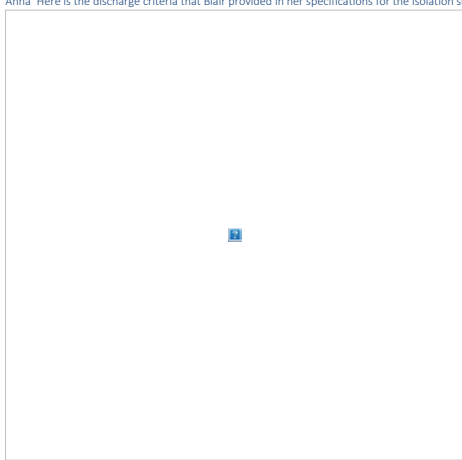
Anna – these are all really good points. I have a few higher level questions

- Who is responsible for the referrals? Is that our role or the counties? If it is the counties' role, there is a strong argument that they should be tracking day-to-day accurate occupancy numbers.

- Do we collect this from the sites or from the counties? As the virus spreads, more isolation spaces are likely to be created.

Joel – Once we answer these fundamental questions, you mentioned the weekly call with the homelessness providers. Does that call include the people providing the current isolation spaces for people experiencing homelessness. They may have insights on how much of a burden it would be to complete a daily survey and how likely we are to get accurate and timely information.

Anna – Here is the discharge criteria that Blair provided in her specifications for the isolation sites. Besides the data that Josh is getting from Hennepin, this could help inform how long we assume someone will be in an isolation space.



John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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Direct: 651.296.0763 | Main: 800.657.3769

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From: Solmeyer, Anna (MMB)

Sent: Saturday, May 16, 2020 1:38 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Metrics needed

I think we could probably get this as a one-off if we reach out to whomever the contacts are at the sites (maybe by phone/email). Are you thinking we need this data refreshed every day for every site across the state? If so, a couple of ideas come to mind

- Create some kind of online form or survey where people could fill in the number each day. If we go that route, we would probably not get full compliance every day because it's unlikely every site would fill it out every single day. We would also need to identify exactly who at each site would know this information each day to make sure that person is the one who is filling out the form (I'm not sure if we know that information currently).

- If there is going to be some kind of case management database developed or adapted for the sites to use, it would probably be more accurate to pull data daily from that system. Or, possibly from REDCap if that system will be used by MDH to track people who are staying in the sites. Not sure if that's the plan or what the timeline would be for setting that up.

We do want to make sure we have a clear purpose for collecting the information. If it's really for site management, I'd say we want to have accurate, real-time updates because people would be using that data to decide where to send residents, so option 2 is probably best. If it's to report to the Governor or just get a general sense of the current occupancy, we could probably do the first and maybe average the responses on a weekly basis across the responses for each site.

Anna

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 15, 2020 4:14 PM

To: Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Metrics needed

This is very helpful. What data gathering do we need to put into place to get occupancy numbers?

Carolyn Ham

651-431-3766

From: Solmeyer, Anna (MMB) <Anna.Solmeyer@state.mn.us>

Sent: Friday, May 15, 2020 3:29 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Marsh, Carrie (DEED) <carrie.marsh@state.mn.us>

Subject: RE: Metrics needed

Hi Carolyn - We have some, but not all of the ones you listed below. I made a few notes in red and shared what we have where there are specific numbers. On the call, we talked a lot about next steps in getting a rough estimate of the number of isolation spaces that might be needed by county over time. I'm going to pull together some data that includes 1) homeless and unsheltered, 2) people living in some specific types of congregate settings that might be especially in need of isolation space (e.g., board and lodging) and 3) people living in crowded conditions. I'll also see if we can line this up with the latest modeling on the course of the virus and when it will peak.

Anna

From: Ham Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday May 15 2020 1:57 PM

To: Leopold Josh (MHFA) <josh.leopold@state.mn.us>; Patterson John (MHFA) <john.patterson@state.mn.us>; Salzer Joel (MHFA) <joel.salzer@state.mn.us>; Solmeyer Anna (MMB) <Anna.Solmeyer@state.mn.us>

Subject: RE: Metrics needed

I can't be on the metrics call so here are my thoughts.

- Most critically we need to know how many isolation/quarantine spaces are available statewide by county and how many of those spaces are currently occupied. We have a decent sense of how many sites there are and their capacity (combination of David Jensen's FEMA tracking and Hattie's survey); what we don't have yet is how many people are there on a given day.
- Numbers of unsheltered people who have tested positive. Yes we have this - as of 5/14 there were 44 in homeless shelters 11 Unsheltered and 1 in a DV shelter.
- Percentage of positive individuals overall in a given region On p. 14 in [this report](#) you can see how many positive cases there are by county. I also have the % of positive cases out of all people who were tested by county. It's not mapped by in an excel sheet; if it's helpful I can see if we have a map of that anywhere.
- Percentage of unsheltered people by region I think so (Josh can confirm)
- Average length of stay in I/Q. There are recommendations from MDH and then there is how long people actually stay; sounds like Josh is getting data from Hennepin on actual length of stay
- If we can have insight into plans for mass testing that will help us anticipate the next hotspot. I've seen that there are plans for testing in long-term care but I'm not sure about other settings/populations
- Number of staff needed to fill vacancies I don't think we know this yet. Are you thinking vacancies in sites that are existing now or vacancies in sites that will be set up in the future?

Carolyn Ham
651-431-3766

From: Leopold Josh (MHFA) <josh.leopold@state.mn.us>

Sent: Friday May 15 2020 1:28 PM

To: Ham Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson John (MHFA) <john.patterson@state.mn.us>; Salzer Joel (MHFA) <joel.salzer@state.mn.us>

Subject: Re: Sharing Work Group charter with Hennepin County

Ok. John can you send it out? I'm on kid duty until 2. Also I think if the Hennepin call runs past 2:30 some of us should stay on it while the others jump on the metrics call. I think I can be of more help with Hennepin County.

From: Ham Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday May 15 2020 1:25 PM

To: Patterson John (MHFA) <john.patterson@state.mn.us>; Leopold Josh (MHFA) <josh.leopold@state.mn.us>; Salzer Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Sharing Work Group charter with Hennepin County

Agreed.

Carolyn Ham
651-431-3766

From: Patterson John (MHFA) <john.patterson@state.mn.us>

Sent: Friday May 15 2020 1:25 PM

To: Leopold Josh (MHFA) <josh.leopold@state.mn.us>; Ham Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: Sharing Work Group charter with Hennepin County

Makes sense to me to share.

If we have time I assume that we'll dive into the interview questions that we have for other states.

Here is the link the most recently updated questions

https://mn365.sharepoint.com/w/teams/MMB_MN_COVID_Internal/At

https://mn365.sharepoint.com/w/teams/MMB_MN_COVID_Internal/At/Bulk/Shared%20Documents/Subgroups%20on%20isolation%20Space/Teams%20Folders/Core%20Planning/Notes%20from%20conversations%20with%20Minnesota%20localities/Conversation%20with%20Minneapolis%20Emergency%20Response.docx?id=_we37009266886643a9572f6ec3fb2d4d4c8c5f_18web_1&e_FLYK4g

John Patterson

Director of Planning Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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From: Leopold Josh (MHFA)

Sent: Friday May 15 2020 12:40 PM

To: Ham Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer Joel (MHFA) <joel.salzer@state.mn.us>; Patterson John (MHFA) <john.patterson@state.mn.us>

Subject: Sharing Work Group charter with Hennepin County

I think it would be helpful to share before the call unless there are any objections.

Josh Leopold Special Adviser Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North Suite 400 | St. Paul MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Ham, Carolyn \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: RE: Next Steps
Date: Thursday, May 28, 2020 12:57:00 PM
Attachments: [Notes from call with Stephanie Abel \(Hennepin County\).msg](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hennepin County is handling the medical monitoring themselves. So at least in the short term, I don't think we need AMN.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 12:38 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: Re: Next Steps

Did you get any clarity from Stephanie about the AMN contract?

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 12:37 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: Re: Next Steps
1:30.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, May 28, 2020 12:33 PM
To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: Next Steps

When are you talking to the Radisson today, Josh? I think we need confirmation that they could indeed stand it up that quickly before we discuss staffing.

Carolyn Ham
651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>
Sent: Thursday, May 28, 2020 12:32 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Next Steps

Should we think about how we would stand up and staff Radisson in case Hennepin exceeds its capacity?

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

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From: [Salzer, Joel \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Notes from call with Stephanie Abel (Hennepin County)
Date: Thursday, May 28, 2020 9:51:52 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Carolyn

It seems to me that because the ACS (to our knowledge, none are up and running and the only one we know may be coming on line is the one in Roseville, right?) are essentially hospital overflow beds, using them for folks recovering from being C+ but still having some symptoms (hence the shelters not taking them back) does not seem appropriate. Why wouldn't these folks be referred to a C+ isolation site (hotel)?

What am I missing?

From: Ham, Carolyn (DHS)
Sent: Thursday, May 28, 2020 11:48 AM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>
Subject: Notes from call with Stephanie Abel (Hennepin County)
5/28/20

Joel, Carolyn T/C with Stephanie Abel, deputy for I/Q spaces

Hennepin currently has 43 spaces for adults at the University Hotel. The remaining spaces are for families. They project they will need an additional 48-112 additional spaces to meet the surge. This was based on an assumption of 30-45% infection rate. The rate of infection HCMC has seen in its population is 20% positive.

Hennepin County has an existing transportation contract to transport C+ guests. Ryan Marshall is the Henn Co lead on that contract.

Health care monitoring is run through Henn County Health for Homeless. Their epi department calls people for daily health checks and the HCH Medical Director is the MD for the sites.

They are not concerned with finding more medical staff.

I asked if Henn Co could run this if we help with staffing and logistics. She said they don't have the shelter staff to run the spaces. Currently library staff are performing this function. She thinks the best option is to convince a nonprofit such as Catholic Charities or Salvation Army to run the spaces.

We talked a lot about the need for spaces for people leaving the hospital who still need to recuperate but are no longer contagious and have no place to go. Shelters won't take them so they may end up back at the hospital. I committed to determining if the Roseville site may fulfill this function once it is operational. Not sure if FEMA would reimburse for that population.

She wondered if Augustana was an option. I said that we had considered it but it didn't rank high for some reason.

She also shared that the AmeriCorps volunteers didn't work out. No one was willing to go to C+ environment.

She agreed to participate in our 4:00 daily call and will determine who else from Hennepin County should participate in conversations with the nonprofits.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

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From: [Irber, Kari J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Stockert, Nicole C \(DHS\)](#)
Cc: [Reisenauer, Ashley \(DHS\)](#)
Subject: RE: Policy review
Date: Tuesday, May 26, 2020 9:56:37 AM

We discussed this yesterday at the 3:00 and Dan thought that there was no way that we would be able to administer \$18 million in grants with two people in 6 months. We agreed. That person would help with the grant administration.... Or coordination.

Correct- the Minnesota COVID19 funds are expended or completed....we don't have any other funding source since some people are not on MA.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, May 26, 2020 9:52 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>
Subject: RE: Policy review

I have a couple of questions. I see that we have added a 3rd FTE. What role do we see that position filling?
By using federal CRF funds are we no longer concerned with FEMA reimbursement?

Carolyn Ham
651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Tuesday, May 26, 2020 9:36 AM
To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Policy review

It is in Stacy's agenda:

- [CV.69.WG - Additional isolation space funding for people with COVID \[Isolation Space Subgroup\]](#)

Let me know if you can't access it.

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Sent: Tuesday, May 26, 2020 9:34 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Policy review

Hi Kari- Carolyn is looking for the sharepoint site you mention below. Do you have the link?

Sent from my iPhone

On May 25, 2020, at 9:49 PM, Irber, Kari J (DHS) <kari.irber@state.mn.us> wrote:

Thanks Nicole!

Stacy told me that she put the documents on Sharepoint so we can edit from there after tomorrow's meeting (or before this goes to MMB).

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Sent: Monday, May 25, 2020 9:47 PM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Subject: RE: Policy review

Just a few tweaks, see the attached.

Thanks!

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Sent: Monday, May 25, 2020 9:36 PM
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Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Thanks Nicole!

I had to send it to Stacy as she said she was fading fast and I didn't want to miss her window. I am guessing that we will be updating some of the narrative anyway so we can incorporate your edits.

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>

Sent: Monday, May 25, 2020 9:33 PM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Hi Kari –

I didn't add much, but just did a bunch of moving around on the first page of the fiscal estimate. Take or leave whatever you like or don't.

Thanks,

Nicole

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Monday, May 25, 2020 7:49 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Here are the edited copies. Ashley- I removed the "placeholder" description for the \$500K for the submission. Let me know if you disagree. Also, I squeezed a lot of the description into the pdf form—there isn't a lot of space. I followed the format that Ahna used for the first isolation pdf.

I am sending these to the larger group and will send to Stacy within the hour if no one has any changes. Let me know if that is too late.

Thanks!

From: Irber, Kari J (DHS)

Sent: Monday, May 25, 2020 7:39 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

There is a fiscal form and then a pdf. I will be sending shortly.. Sorry- I had dinner and now am almost done.

I will send both to you shortly and then send to the larger Work group.

Thanks!

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>

Sent: Monday, May 25, 2020 7:34 PM

To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Are we just submitting a fiscal estimate for this proposal? Are there other forms to review, or should I just make edits to this one?

Thanks!

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Sent: Monday, May 25, 2020 5:37 PM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Updated for your target check-out line reading pleasure. I'll see if I can get it up on SharePoint.

From: Pollock, Daniel L (DHS)

Sent: Monday, May 25, 2020 4:46 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Subject: RE: Policy review

My edits are in the Sharepoint version. Attached as stand-alone too (for reading at the Target checkout line).

https://mn365.sharepoint.com/:w:/r/teams/MMB_MN_COVID_Internal/At-Risk/Shared%20Documents/Group%20Resources/Budget%20Tracking/Isolation%20Spaces%20Fiscal%20Impacts.docx?d=w6538d81168e1432ebb5a536e6d47936b&csf=1&web=1&e=bD6bJr

From: Twite, Stacy Z (DHS)

Sent: Monday, May 25, 2020 4:32 PM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Policy review

#3 it is!

Sent from my iPhone

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Best

DP

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Sent: Wednesday, May 20, 2020 11:10 AM

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Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

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Here's a prioritized version:

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Sent: Wednesday, May 20, 2020 9:01 AM

To: Twite, Stacy Z (DHS) <stacy.twite@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Policy review

Thanks Stacy, here's a quick status update so you aren't surprised with the volume coming from the Work Group on the 26th:

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-

From: Twite, Stacy Z (DHS)

Sent: Tuesday, May 19, 2020 10:26 AM

To: Matemba-Mutasa, Gertrude K (DHS) <Gertrude.Matemba-Mutasa@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Farago, Nikki J (DHS) <nikki.farago@state.mn.us>; Bayley, Lisa P (DHS) <Lisa.Bayley@state.mn.us>; Anderson, Matt L (DHS) <MAAnderson@state.mn.us>; Moti, Kulani R (DHS) <kulani.moti@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Goserud, Angie R (DHS) <angie.goserud@state.mn.us>; Flock, Denise K (DHS) <denise.k.flock@state.mn.us>

Subject: Policy review

Importance: High

Hi all,

Just a heads up that we have a policy review time scheduled for tomorrow, but then will not have another meeting again until Tuesday, May 26th due to the holiday. If you have items that need review before then, please let me know and we'll put them on the schedule for tomorrow. I will be out this Friday so if something urgent comes up, please connect with Denise.

Stacy Myhre Twite | Chief of Staff

Pronouns: [REDACTED]

Minnesota Department of Human Services

O: 651.431.4859

mn.gov/dhs

<image001.jpg>

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From: [Irber, Kari J \(DHS\)](#)
To: [Twite, Stacy Z \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#)
Cc: [Stockert, Nicole C \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Reisenauer, Ashley \(DHS\)](#)
Subject: RE: Policy review
Date: Monday, May 25, 2020 9:31:55 PM
Attachments: [isolation.spacea-coronavirus.relief.health-care.response-covid19.form-7265-01-rev.pdf](#)
[Isolation Spaces Fiscal Impacts.5.25.20.docx](#)

Hi Stacy,
Here are the documents. Let us know if you have questions.
Thanks!

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Sent: Tuesday, May 19, 2020 10:26 AM

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Cc: [Stirratt, Daniel A \(DHS\)](#)
Subject: RE: Policy review
Date: Monday, May 25, 2020 7:49:21 PM
Attachments: [Isolation Spaces Fiscal Impacts AR.KI.docx](#)
[isolation.space-coronavirus.relief.health-care.response-covid19.form-7265-01-rev.pdf](#)

Here are the edited copies. Ashley- I removed the "placeholder" description for the \$500K for the submission. Let me know if you disagree. Also, I squeezed a lot of the description into the pdf form—there isn't a lot of space. I followed the format that Ahna used for the first isolation pdf.

I am sending these to the larger group and will send to Stacy within the hour if no one has any changes. Let me know if that is too late.

Thanks!

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Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
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Thanks!

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Are we just submitting a fiscal estimate for this proposal? Are there other forms to review, or should I just make edits to this one?
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may get adjusted downward once we get bids for the \$7.2m funding) **[Isolation Space Subgroup]**

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8. TBD placeholder Medicaid reimbursement for case investigation/contact tracing (Chelsea Huntley; Christina Thill) – **ask Matt Anderson**

From: Twite, Stacy Z (DHS)

Sent: Wednesday, May 20, 2020 10:50 AM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Policy review

Thanks Dan. This is very helpful. Can you prioritize which of these you'd want to make sure happen on Tuesday vs. later in the week?

Can you tell me which of these are new vs. modifications or expansions of items the group has already seen? We're trying to speed up review if these are just changes to which fund we're proposing to use. Be sure to check in with Dave on the CRF forms that we're now using.

From: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Sent: Wednesday, May 20, 2020 9:01 AM

To: Twite, Stacy Z (DHS) <stacy.twite@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Policy review

Thanks Stacy, here's a quick status update so you aren't surprised with the volume coming from the Work Group on the 26th:

CCOA Change items (pending)

1. **Enhanced homecare benefit proposal (~\$2m)**. This is a DHS change item for CCOA with a full memo. We'd propose CRF fund source (not general fund). Working to finalize fiscal impact. There is a possibility of some cost offsets if we were allowed to utilize unspent Live Well at Home grant dollars. Likely would administer as either a AAA agency grant or LWAH grant add-on program using the ECS benefit set to the older adult population that is receiving home delivered meals.

At-Risk Working Group Budget Requests (pending) [for needs through Dec. 30, 2020]

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From: Twite, Stacy Z (DHS)

Sent: Tuesday, May 19, 2020 10:26 AM

To: Matemba-Mutasa, Gertrude K (DHS) <Gertrude.Matemba-Mutasa@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Farago, Nikki J (DHS) <nikki.farago@state.mn.us>; Bayley, Lisa P (DHS) <Lisa.Bayley@state.mn.us>; Anderson, Matt L (DHS) <MAnderson@state.mn.us>; Moti, Kulani R (DHS) <kulani.moti@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Goserud, Angie R (DHS) <angie.goserud@state.mn.us>; Flock, Denise K (DHS) <denise.k.flock@state.mn.us>

Subject: Policy review

Importance: High

Hi all,

Just a heads up that we have a policy review time scheduled for tomorrow, but then will not have another meeting again until Tuesday, May 26th due to the holiday. If you have items that need review before then, please let me know and we'll put them on the schedule for tomorrow.

I will be out this Friday so if something urgent comes up, please connect with Denise.

Stacy Myhre Twite | Chief of Staff

Pronouns: ██████████

Minnesota Department of Human Services

O: 651.431.4859

mn.gov/dhs

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From: [Reisenauer, Ashley \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Stockert, Nicole C \(DHS\)](#)
Subject: RE: Policy review
Date: Tuesday, May 26, 2020 9:57:19 AM

The goal of the 3rd FTE was to take over some of the coordinating work you have been doing. Dan didn't think he could spare you for an extended period of time ☺

I think the FEMA question is a good one. I made a note that CRF is likely not eligible for FEMA, though I know Ahna is looking into that.

I'm not sure where this statement came from:

Also, DHS will make every effort to enroll people in isolation spaces into Medicaid and other services they are eligible to receive, regardless of the pandemic. **Thus, some impact to the November 2020 forecast is possible.**

From: Ham, Carolyn (DHS)
Sent: Tuesday, May 26, 2020 9:52 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>
Subject: RE: Policy review

I have a couple of questions. I see that we have added a 3rd FTE. What role do we see that position filling?

By using federal CRF funds are we no longer concerned with FEMA reimbursement?

Carolyn Ham

651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Tuesday, May 26, 2020 9:36 AM
To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Policy review

It is in Stacy's agenda:

- [CV.69.WG - Additional isolation space funding for people with COVID \[Isolation Space Subgroup\]](#)

Let me know if you can't access it.

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Sent: Tuesday, May 26, 2020 9:34 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Cc: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Policy review

Hi Kari- Carolyn is looking for the sharepoint site you mention below. Do you have the link?

Sent from my iPhone

On May 25, 2020, at 9:49 PM, Irber, Kari J (DHS) <kari.irber@state.mn.us> wrote:

Thanks Nicole!

Stacy told me that she put the documents on Sharepoint so we can edit from there after tomorrow's meeting (or before this goes to MMB).

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>
Sent: Monday, May 25, 2020 9:47 PM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Subject: RE: Policy review

Just a few tweaks, see the attached.

Thanks!

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Monday, May 25, 2020 9:36 PM
To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Reisenauer, Ashley (DHS)

<ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Thanks Nicole!

I had to send it to Stacy as she said she was fading fast and I didn't want to miss her window. I am guessing that we will be updating some of the narrative anyway so we can incorporate your edits.

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>

Sent: Monday, May 25, 2020 9:33 PM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Hi Kari –

I didn't add much, but just did a bunch of moving around on the first page of the fiscal estimate. Take or leave whatever you like or don't.

Thanks,

Nicole

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Monday, May 25, 2020 7:49 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Here are the edited copies. Ashley- I removed the "placeholder" description for the \$500K for the submission. Let me know if you disagree. Also, I squeezed a lot of the description into the pdf form—there isn't a lot of space. I followed the format that Ahna used for the first isolation pdf.

I am sending these to the larger group and will send to Stacy within the hour if no one has any changes. Let me know if that is too late.

Thanks!

From: Irber, Kari J (DHS)

Sent: Monday, May 25, 2020 7:39 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

There is a fiscal form and then a pdf. I will be sending shortly.. Sorry- I had dinner and now am almost done. I will send both to you shortly and then send to the larger Work group.

Thanks!

From: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>

Sent: Monday, May 25, 2020 7:34 PM

To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Are we just submitting a fiscal estimate for this proposal? Are there other forms to review, or should I just make edits to this one?

Thanks!

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Sent: Monday, May 25, 2020 5:37 PM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Stockert, Nicole C (DHS)

<Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Subject: RE: Policy review

Updated for your target check-out line reading pleasure. I'll see if I can get it up on SharePoint.

From: Pollock, Daniel L (DHS)

Sent: Monday, May 25, 2020 4:46 PM

To: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>

Subject: RE: Policy review

My edits are in the Sharepoint version. Attached as stand-alone too (for reading at the Target checkout line).

https://mn365.sharepoint.com/:w:/r/teams/MMB_MN_COVID_Internal/At-Risk/Shared%20Documents/Group%20Resources/Budget%20Tracking/Isolation%20Spaces%20Fiscal%20Impacts.docx?d=w6538d81168e1432ebb5a536e6d47936b&csf=1&web=1&e=bD6bJr

From: Twite, Stacy Z (DHS)

Sent: Monday, May 25, 2020 4:32 PM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Policy review

#3 it is!

Sent from my iPhone

On May 25, 2020, at 3:48 PM, Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us> wrote:

Hi Stacy, we're actually going to submit #3 for tomorrow. There's been a lot of work on it and it should be ready to present. After my conversation with Jodi on Friday morning, our Isolation Subgroup team worked hard to bring the \$52m down to just under \$9m. [Yes, I know that's rather astonishing.]

Best

DP

From: Twite, Stacy Z (DHS)

Sent: Monday, May 25, 2020 2:30 PM

To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Policy review

I'll put the first two on the agenda for tomorrow if you're ready. Do you have the CRF form completed along with the fiscal detail?

From: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Sent: Wednesday, May 20, 2020 11:10 AM

To: Twite, Stacy Z (DHS) <stacy.twite@state.mn.us>

Cc: Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

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Here's a prioritized version:

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Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Goserud, Angie R (DHS) <angie.goserud@state.mn.us>; Flock, Denise K (DHS) <denise.k.flock@state.mn.us>

Subject: Policy review

Importance: High

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Stacy Myhre Twite | Chief of Staff

Pronouns: [REDACTED]

Minnesota Department of Human Services

O: 651.431.4859

mn.gov/dhs

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From: [Patterson, John \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: RE: Preserving ESP funds
Date: Friday, June 5, 2020 3:24:12 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

I would also like to be included. I mostly want to understand and hear directly the overall strategy, which will influence how we get our work done.

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.0763 | Main: 800.657.3769

Housing is the foundation for success. | mnhousing.gov



From: Ham, Carolyn (DHS)

Sent: Friday, June 05, 2020 2:15 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: Preserving ESP funds

Thanks, Josh. I would like to be included.

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, June 5, 2020 2:13 PM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Fw: Preserving ESP funds

Related to the conversation we had this morning about shifting some of the costs for the existing iso spaces from ESP to our group. Let me know if you'd want to be part of this conversation that Eric is hoping to schedule. I think we'll want to have clarity on other options for Hennepin before telling them that ESP can't support their full request.

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Sent: Friday, June 5, 2020 1:31 PM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Mathes, Francie M (DHS) <francie.mathes@state.mn.us>

Subject: Re: Preserving ESP funds

Thanks so much, all.

Wanted to let you know that I did connect with Cathy and I think the message she was intending to send is that we want to use all of our funding tools strategically, including Housing Support, too. So, I don't think it was to propose specific guidance on what funding source was covering what activities, but rather to look across all of our financing tools and use them as strategically as we can to meet as many needs as we can.

I think that's consistent with the point you were offering, Josh, in terms of looking at the \$7.2 million, FEMA reimbursement, and any other sources that might be in play. (Dom also reminded us that Hennepin received \$200 million in direct CARES Act funding.)

We also anticipate that we will have some signal from the Administration (and potentially the legislature) about the CRF proposal to sustain ESP funds, which also seems relevant here.

If it works for folks, when we get Hennepin's clarifications back, let's huddle, also pulling in Cathy, Dom, Kristine, and anyone else you'd like to include from the Isolation Space team, Josh, to think through how we respond to a request like this that might actually cut across activities that could be supported through a variety of funding sources.

Does that work for everyone?

Thanks much!

Eric

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Friday, June 5, 2020 12:36 PM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Mathes, Francie M (DHS) <francie.mathes@state.mn.us>

Subject: RE: Preserving ESP funds

Adding Francie to the conversation, as I have concerns about the request coming from Hennepin. Whatever other funds can be tapped into would be wise, as we simply are not going to be able to support Hennepin's entire \$6.2 million request. Their request is a bit confusing and further conversation will be needed to gain clarity. For example, they included in their request funds to pay salary for 101 staff. We would need to clarify that these 101 staff are direct service staff and not admn. In addition, the \$6.2 from Hennepin is just a part of the requests we have received for services in Hennepin County in the past few weeks. Service providers in Hennepin have requested millions in addition to the Hennepin County request. The total budget going into projects just in Hennepin County is exorbitant.

Our plan is to go back to the county with a much lower level of funding than requested (an amount that makes sense after we do a bit of an analysis) and then ask them to prioritize how they would

like to use it. It would be good if there were some other options to support their needs. We can talk about this in our ESP review meeting Tuesday, but just wanted to give you a heads up on the thinking at this point.

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Sent: Friday, June 5, 2020 11:59 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: Re: Preserving ESP funds

Yes, let's put on 3pm agenda. I'll check with Cathy about that direction, too.
Thanks!

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102
eric.grumdahl@state.mn.us | 651-284-0457

NOTE: New address and phone number

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, June 5, 2020 11:53 AM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: Re: Preserving ESP funds

Hello,

I brought this up on our Isolation Spaces Work Group meeting this morning. They said they'd gotten guidance from Cathy that ESP should cover costs for the existing isolation spaces, so I think we'd need to clarify if we want to shift this strategy. The other thing that came up is that, according to Carolyn, HSEM had not gotten any requests for FEMA reimbursement from the isolation or protection spaces thus far. I don't know how long that process would take, or who the reimbursement goes to, but maybe there's potential for FEMA reimbursement to help cover some of the upfront costs at the County-level.

Eric, maybe we should put this on the agenda for the Work Group meeting at 3?

Josh

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, June 5, 2020 9:49 AM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: Re: Preserving ESP funds

Great. I just checked the Fiscal Note for our \$7.2m and it says its to "establish and scale up isolation spaces", so I don't know if we'd have a problem with assuming the costs for supporting existing spaces, but I can try to find out more.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Friday, June 5, 2020 9:46 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: Preserving ESP funds

Hi Josh,

Eric just mentioned this to me as well in a follow-up call we had. I am attaching the HC survey, which does mention the Luminn. Looks like there might be some isolation space expenses included in their request.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, June 5, 2020 9:21 AM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Preserving ESP funds

Hi Andrea,

Are you able to estimate how much ESP funding is going to supporting dedicated isolation spaces (like the LuMinn in Minneapolis and Mary Hall in St. Paul)? I don't know if it would work, but one possibility is seeing if the isolation space budget--\$7.2 million approved and another \$11m in the CRF package--could be used to pay for some or all of these costs.

thanks,

Josh

Are you able to estimate

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Pollock, Daniel L \(DHS\)](#)
To: [Salzer, Joel \(MHFA\)](#)
Cc: [tenBroeke, Cathy \(MHFA\)](#); [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Patterson, John \(MHFA\)](#)
Subject: Re: Putting a pause on the HC isolation space
Date: Thursday, June 11, 2020 8:50:56 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

I support this plan. Thanks Team Isolation (maybe not the best catch phrase.)

Best
DP

Sent from my iPhone

On Jun 11, 2020, at 7:50 AM, Salzer, Joel (MHFA) <joel.salzer@state.mn.us> wrote:

Good morning Cathy

As we discussed on the phone last evening:

<!--[if !supportLists]-->•<!--[endif]-->The isolation team had set a goal to have an additional 100 isolation beds operational by next Friday

<!--[if !supportLists]-->•<!--[endif]-->However, at our 4pm Isolation Team call yesterday, Stephanie and David shared that HC currently has only five individuals in the isolation hotel they are running singles (capacity is 43) and they are hosting just one family in their family hotel (capacity is 55)

<!--[if !supportLists]-->•<!--[endif]-->Given that the COVID rates are dropping and they have no new modeling to draw additional data from, they do not believe (at least for right now), they need the additional 100 isolation beds which they requested about a month ago

<!--[if !supportLists]-->•<!--[endif]-->Rather than proceed with our plan to stand up our site by next Friday, we will put those plans on pause for right now

<!--[if !supportLists]-->•<!--[endif]-->We will support HC in operational needs they may have, including connecting them with 22nd Century staffing agency so that they may enter into a contract with them, if they so choose

<!--[if !supportLists]-->•<!--[endif]-->On Friday, Andrea intends to inform HC they will not be funded for the most recent ESP request they submitted; however, they will be eligible for a grant from the \$7.2M CRF the Isolation Team received.

<!--[if !supportLists]-->•<!--[endif]-->If HC requests this funding, we would require they keep the documentation necessary for us to be reimbursed by FEMA (currently HC may not be doing this)

Our Isolation Team will continue monitor testing results performed at shelters (or other places which generate referrals) and be prepared to “un-pause” should/when the need

arises. Happy to discuss further if needed.

Thanks

Joel

Joel Salzer

Housing Stability Team Manager | Multifamily Division

Minnesota Housing

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

Direct: 651.296.9828 | Main: 800.657.3647

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<image006.jpg>

[<image003.png>](#)

[<image004.png>](#)

[<image005.png>](#)

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From: [Leopold, Josh \(MHFA\)](#)
To: [Stirratt, Daniel A \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); [Harrison, Blair \(MDH\)](#); [Gordon, Sarah \(MDH\)](#); [Reisenauer, Ashley \(DHS\)](#); [tenBroeke, Cathy \(MHFA\)](#); [Pollock, Daniel L \(DHS\)](#); [Riesen, Joshua \(MMB\)](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Minge, Ahna B \(DHS\)](#); [Patterson, John \(MHFA\)](#); [Mickelson, Karen \(DHS\)](#)
Cc: [Sullivan Sutton, Erin \(DHS\)](#); [Davis, Kristine E \(DHS\)](#)
Subject: Re: Reallocation of Isolation Space Funding
Date: Tuesday, June 16, 2020 11:13:40 AM

Hello,

For our discussion at 1:30, here is a list of arguments for and against releasing the \$7.2m allocated for the Isolation space Work Group.

Pros to releasing the funds

- Our Work Group has not spent any of the \$7.2 million it was allocated in May
- Given the declining number of COVID-19 cases among people experiencing homelessness and low occupancy of the existing isolation hotels, there is not a current need for additional isolation spaces for people experiencing homelessness in the Twin Cities
- Federal funding through the Covid Relief Fund or the Cares Act could allow the state or counties to pay for isolation spaces exclusively with federal funds rather than using state money upfront and applying for a 75% federal reimbursement from FEMA
- Shifting these funds from the Isolation Space Work Group to a broader funding stream, like ESP, would allow for more flexibility in when and how the funds could be used
- Shifting how isolation spaces are funded could make it easier for Sarah Gordon at MDH to take the lead on managing contracts and monitoring grantees

Cons to releasing the funds

- There are still a number of encampments, shelters and hotels that have yet to do mass testing. If any of these settings have a high prevalence rate there could still be an urgent need for isolation spaces within the next few weeks
- The Work Group has not fully explored the need for isolation spaces among other groups including people in board and care programs (supportive housing), overcrowded housing, essential workers or other groups
- The Work Group already has contracts in place with hotels and a staffing firm and plans in place for securing PPE and other supplies. Keeping at least some of the money with the work group could leave the state more prepared for a potential surge in cases this fall
- The Work Group is set up to increase the percentage of state funds that receive FEMA reimbursement. Shifting funding to other programs, like ESP, may decrease the

likelihood for FEMA reimbursement

From: Stirratt, Daniel A (DHS)

Sent: Monday, June 15, 2020 4:03 PM

To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Riesen, Joshua (MMB) <Joshua.Riesen@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Mickelson, Karen (DHS) <karen.mickelson@state.mn.us>

Cc: Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>; Davis, Kristine E (DHS) <kristine.davis@state.mn.us>

Subject: Reallocation of Isolation Space Funding

When: Tuesday, June 16, 2020 1:30 PM-2:00 PM.

Where: Webex

This meeting is to discuss the question of repurposing part of the \$7.2m from the GF for isolation spaces to pay for the housing support waiver on temporary absence policy (CV27).

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)

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[+1-415-655-0003](tel:+1-415-655-0003) United States Toll

Access code: 146 634 3628

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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Re: Sole Source request needed for St. Louis County
Date: Wednesday, June 24, 2020 9:36:19 AM
Attachments: [St. Louis County Single Source Justification.docx](#)

Hi Carolyn,

I filled out the form for St. Louis. Let me know if you think this will work. We still need to fill in the details around the grant period and grant amount. Hoping we'll have a clearer picture of that after our call this afternoon.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 23, 2020 3:07 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Sole Source request needed for St. Louis County
Here is a sample form for Hennepin

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From: [Laura Birnbaum](#)
To: [Leopold, Josh \(MHFA\)](#); [Gena Bossert](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Thursday, June 25, 2020 8:16:33 AM
Attachments: [SURVEY RESPONSES 4.7.20_KW.docx](#)

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Hi Josh and Carolyn,

First, thank you for your partnership and support. It was great to meet with you all yesterday. I don't know if this would be helpful or not but to show the breadth of our isolation and quarantine work, I've attached our original narrative that outlines the various components. Please note that this is when we had multiple hotel sites (now only two) and have now contracted with a different cleaning service. I hope this helps provide additional background. Thank you!

Best,

Laura

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [mailto:Josh.Leopold@state.mn.us]

Sent: Wednesday, June 24, 2020 11:15 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

- Introductions
- Background on the Isolation Space work group
- Requirements for FEMA reimbursement
- Review draft grant agreement and project plan

- Radisson funding for June
- Radisson funding for July and beyond

thanks,

Josh

From: Leopold, Josh (MHFA)

Sent: Friday, June 19, 2020 8:34 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>;
Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS)
<Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John
(MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: <https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09>;
Meeting ID: 716 0875 4628

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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Patterson, John \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#)
Subject: Re: St. Louis County grant materials
Date: Tuesday, June 23, 2020 4:15:54 PM

I think if "safe spaces" includes both protection and isolation spaces they qualify. They have the Radisson, which is 74 rooms, the Quality Inn with 43 rooms and Kokes Motel has 5 rooms.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, June 23, 2020 3:46 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: RE: St. Louis County grant materials

Does St. Louis county meet the eligibility requirements for the original \$7.2.M, *County and Tribal governments would be eligible if (a) they either have established safe spaces for everyone experiencing homelessness who are at highest risk for severe COVID-19 illness, or 100 or more safe spaces, whichever is fewer.*

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, June 23, 2020 1:00 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Subject: St. Louis County grant materials

Hello,

I took the grant template and sample project plan Carolyn had started for Hennepin and adapted it to St. Louis. For the project plan, the only deliverables I could think of were running the hotel so that people stay until they're medically ready to be discharged and providing the documentation needed for FEMA reimbursement. If there's other things I should be including, please let me know: [St. Louis County Project Plan 2020.docx](#)

Carolyn, I also had a few questions for you, which I included in the the contract itself: [St. Louis County Grant Contract with County_Isolation Hotel.docx](#)

Let me know if you have questions. I'm thinking we should try to share these with St. Louis County before our call.

thanks,

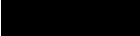
Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: 

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From: [Leopold, Josh \(MHFA\)](#)
To: [Carr, Tom L \(DHS\)](#); [Olson, Brian \(DPS\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Minge, Ahna B \(DHS\)](#)
Subject: Re: State of Minnesota--Radisson Brooklyn Center
Date: Friday, May 29, 2020 10:04:31 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[image010.png](#)
[image001.jpg](#)

Ok. I think that argues for doing separate rates for occupied and unoccupied.

thanks,

From: Carr, Tom L (DHS) <tom.carr@state.mn.us>
Sent: Friday, May 29, 2020 9:59 AM
To: Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: RE: State of Minnesota--Radisson Brooklyn Center
That is my understanding as well.

Thanks,

Tom

Thomas L. Carr
Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309

Mobile: (651) 587 – 2256

mn.gov/dhs



From: Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Sent: Friday, May 29, 2020 9:56 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: RE: State of Minnesota--Radisson Brooklyn Center
Must be occupied.

I have attached FEMA's FAQ document RE: Non-Congregate Sheltering. Question #7 (page 4) is pasted here for you. This will give you an idea of the tracking that must be in place to meet eligibility for FEMA reimbursement.

"Tracking mechanisms must be in place to provide data and documentation to establish the

eligibility of costs for which the Applicant is requesting Public Assistance funding (including the need for non-congregate sheltering of each individual, length of stay, and costs). As with any activity, lack of support documentation may result in FEMA determining that some or all of the costs are ineligible.”

Hope this helps,
Brian

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Friday, May 29, 2020 9:49 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>

Subject: Re: State of Minnesota--Radisson Brooklyn Center

I'm fine with asking for two separate rates, one for occupied and one for unoccupied. Laural told us they still need to charge us for the unoccupied rooms, since they can't rent them to other guests. Tom or Brian, do you know if it makes a difference for FEMA reimbursement to have different rates for occupied and unoccupied rather than paying one flat rate for a block of rooms? Do the rooms actually need to be occupied to get reimbursement or just reserved?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Friday, May 29, 2020 8:43 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: RE: State of Minnesota--Radisson Brooklyn Center

Given that the demand is so unknown at this point, I recommend two rates or just one higher rate for only occupied rooms.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Thursday, May 28, 2020 8:13 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Fw: State of Minnesota--Radisson Brooklyn Center

Carolyn,

Do you have a preference between just paying one flat rate per room versus an occupied and unoccupied rate?

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Thursday, May 28, 2020 7:52 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Michael Murray <murraymichael300@gmail.com>

Subject: Re: State of Minnesota--Radisson Brooklyn Center

Sounds good and thank you. Below are my answers to your questions and please let me know if you need any other insurance documents, as I will be happy to provide them to you.

Do you know how many additional isolation spaces (rooms) they are thinking and when? We can provide security is would be \$20.00 per hour per person, that includes taxes, insurance, etc.

We do Terminal Cleans (healthcare language), in the Hotel Language we call it Deep Cleans, an

outline of our Deep Cleans/Terminal Cleans – is removing all detachable objects disinfectant all removable objects, lamp shades, furniture all get cleaned, our Staff's training is they start from the ceiling and works towards the floor, we have different color rags so we don't have contamination with anything. Our Maintenance Department goes into the rooms and they provide a PM (Property Maintenance) prior to the Hotel re-renting that room. We are decontaminating the lodging rooms when our Guests leave, we are very concern of this Covid 19 and want to ensure that there would not be an increase and/or a outbreak from us. All our disinfection's come from Ecolab. I am thinking that we have the same chemicals on what hospitals use. Per our Brand Standards once our Housekeeping Staff have completed their "Boards" (their list of rooms that are stay overs and departures) all Guest Rooms go through a two person inspection prior to re-renting the room. Again, we have Brand Standards in place from the Radisson Hotel Group, we are a Hotel that represents Radisson Hotel Group and their Standards are very detailed and are required, should a Hotel not follow Brand Standards, their flagship is removed and they no longer represent the Brand, nor be allowed back into that flagship.

Our PTACT/HVAC is vent directly outside of the building from the room.

Our Owners purchased the Hotel March of 2019 and there was no known lead or asbestos at the time of purchase. So my answer is no.

Here are some suggestions with the rate, this is what we are doing at some of our properties with the State of California as they have four of our Hotels. We increased the rate and gave them unlimited use of laundry that rate is \$89.00 and the unoccupied lodging rate is \$39.00; as this is because we can't sell the room to the public due to have that floor just for the State. Our other property is \$119.00 for only the rooms being used with unlimited laundry use and no charge to the rooms that are not occupied on that floor, and we can't rent out any rooms on that floor at that Hotel. Our Colorado Hotel is at \$84.00 with unlimited laundry use and a \$30.00 unoccupied room rate and that is again we can't rent any rooms on that floor. We have several properties that we either have the State taking the whole hotel or Counties that are taking some of our Hotel lodging room, with that being said, not a single contract is the same. We are willing to work with what we need to. What are your thoughts and suggestions on this?

Also, we would need to know how many rooms that will be occupied for ordering food, we learned from our first Hotel with the State of California that they came in with only 35 rooms and we purchase food for 174 rooms, which was a huge cost and lost. I do have a telephone call into our food supplier to see if they can add more delivery dates, or what we would need to do if we get a larger intake group from you if we could have an additional deliver date. With Covid 19 our food supplier changed dates and we are not on our normal schedule for deliver.

Please let me know if you have any questions, concerns or need anything from me.

Have a wonderful evening.

Laural Kenney, Director of Sales

Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | D: 612-428-0764 | M: +1 (763) 218-8204

laural.kenney@radisson.com | [radisson.com/brooklyncenter](https://www.radisson.com/brooklyncenter)

**2200 Freeway Boulevard, Minneapolis, MN
55430**



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Thursday, May 28, 2020 5:21 PM

To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Michael Murray <murraymichael300@gmail.com>

Subject: Re: State of Minnesota--Radisson Brooklyn Center

Yikes. Stay safe! We will look over the insurance documents and let you know if we have any questions.

We did hear back from Hennepin County that they foresee a need for the additional isolation spaces.

I am awaiting confirmation of this, but it looks like we will be able to provide transportation, so I don't think we'll need the hotel shuttle. Can you see if it's possible to include security staff into the contract? We would pay the extra cost for that of course. We're also exploring other options if you don't have anyone available.

I am copying Michael Murray from the National Guard who had a few questions. First, do you have the ability to do a "terminal clean" of the rooms after guests exit?

Second, do you know if you're rooms vent directly outside the building? If not, could we put in the contract high micron filters for the the HVAC? We would cover this additional cost.

Also, are there any known issues with lead or asbestos in the building?

Finally, our contracts person wanted to know if you'd be open to using a higher daily rate but only charging us for the nights the rooms were occupied? If not, we could proceed as planned with paying for the two floors.

Let me know if there's any other information you'd need from us. If not, I think as soon as you can write up the agreement with the terms we discussed, we can review and get moving.

thanks,

Josh

From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>

Sent: Thursday, May 28, 2020 4:40 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: Re: State of Minnesota--Radisson Brooklyn Center

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Josh

Here is our insurance that I provide to Hennepin County. Please let me know if there is anything else that you do require.

I am heading home due to the riots, as the protesters are now throwing rocks off of bridges, so I am available on my cell phone.

Thank you so much.

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center

P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204

laural.kenney@radisson.com | radisson.com/brooklyncenter
2200 Freeway Boulevard, Minneapolis, MN
55430



From: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>
Sent: Thursday, May 28, 2020 1:58 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Re: State of Minnesota--Radisson Brooklyn Center

Laural Kenney, Director of Sales
Radisson® Hotel Brooklyn Center
P: +1 (763) 566-8000 | **D:** 612-428-0764 | **M:** +1 (763) 218-8204
laural.kenney@radisson.com | radisson.com/brooklyncenter
2200 Freeway Boulevard, Minneapolis, MN
55430



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 7:30 AM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>
Subject: Re: State of Minnesota--Radisson Brooklyn Center

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Great. Laural, would 1:30 work for you?

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Thursday, May 28, 2020 7:23 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>
Subject: RE: State of Minnesota--Radisson Brooklyn Center
At this point I can make anytime between 1 and 4 work today.

Mary C. Waldrop
Admin Planning Director State
Minnesota Department of Administration
50 Sherburne Avenue, Room 309
St. Paul MN 55155
Voice: 651.201.2541
Email: mary.waldrop@state.mn.us
<http://mn.gov/admin>



From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, May 28, 2020 7:02 AM
To: RD-Brooklyn Center, MN(Laural Kenney - Director of Sales) <laural.kenney@radisson.com>;

Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>

Subject: State of Minnesota--Radisson Brooklyn Center

Hi Laural and Mary,

I wanted to see if there was a time today where the three of us could talk about the State potentially using the Brooklyn Center Radisson for isolation spaces for COVID-19 cases? I am free between 12 and 4. Mary, what does your day look like?

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Ham, Carolyn \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Patterson, John \(MHFA\)](#)
Subject: RE: To-do list for unwinding Isolation Space work group
Date: Wednesday, June 17, 2020 2:49:00 PM
Attachments: [GK304 Hennepin Grant Contract with County tcm1127-402825.docx](#)
[Hennepin County Project Plan 2020.docx](#)


We can also come up with a sample grant contract to use with counties. I have a rough draft of one for Hennepin.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, June 17, 2020 2:15 PM
To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>
Subject: To-do list for unwinding Isolation Space work group

Hello,

I put the to-do list that John created into a Word document, added the items Joel had suggested and added the updates that I was aware of. The document is saved here:

 [Isolation Spaces To Do List.docx](#)

I am thinking we can continue to update this document so we have a record of where things are left off if/when we need to pick it up again.

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

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josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

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From: [Ham, Carolyn \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Salzer, Joel \(MHFA\)](#); [Patterson, John \(MHFA\)](#)
Cc: [Carr, Tom L \(DHS\)](#)
Subject: RE: To-do list for unwinding Isolation Space work group
Date: Thursday, June 18, 2020 1:43:00 PM

I think that our emergency procurement authorization doesn't apply to grants, but we can ask for a sole source exception which would be granted. I think we may want to keep the FEMA language because it's possible that we might be able to use the CRF funds as our 25% share.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Thursday, June 18, 2020 9:58 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: Re: To-do list for unwinding Isolation Space work group

Thanks Carolyn. Can we use this as a template for funding St. Louis County's isolation hotel? If so, I have a few questions about the contract template.

First, on page 2 there is a place to add the RFP number. I am guessing we don't need that because we have emergency authority to enter into contracts. Is that right?

Second, in Section 3.2.b (Terms of Payment) it states, "Payments are to be eligible for federal reimbursement to the STATE from FEMA. If at any time such reimbursement becomes unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to COUNTY. "

I am guessing that this clause would not apply if we released our state funds and used the federal CRF. Right?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, June 17, 2020 2:49 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: RE: To-do list for unwinding Isolation Space work group

We can also come up with a sample grant contract to use with counties. I have a rough draft of one for Hennepin.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Wednesday, June 17, 2020 2:15 PM

To: Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Subject: To-do list for unwinding Isolation Space work group

Hello,

I put the to-do list that John created into a Word document, added the items Joel had

suggested and added the updates that I was aware of. The document is saved here:

 [Isolation Spaces To Do List.docx](#)

I am thinking we can continue to update this document so we have a record of where things are left off if/when we need to pick it up again.

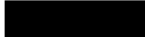
Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

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josh.leopold@state.mn.us | 978-505-7481

Pronouns: 

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From: [Minge, Ahna B \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Carr, Tom L \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#)
Subject: RE: Work Group Funding for Duluth Isolation Space Hotel
Date: Tuesday, June 23, 2020 3:23:36 PM

There may be emergency statute that would allow us to avoid a 16A. How are they funding these spaces right now? Are they considering FEMA?

Do you know if they've been tracking costs/people?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 23, 2020 3:01 PM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Subject: FW: Work Group Funding for Duluth Isolation Space Hotel

If we decide to give St. Louis County a grant for its isolation spaces from June 1- on, would that be a 16A violation? If so, are we willing to fund them retroactively anyway?

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Tuesday, June 23, 2020 11:27 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: Work Group Funding for Duluth Isolation Space Hotel

Hello,

Carolyn and I are meeting with St. Louis County tomorrow afternoon to talk about our work group providing a grant for The Radisson in Duluth, which is serving as an isolation hotel. The County had gotten ESP funding for the hotel for April and May but was turned down for June with the idea that our group would be a better fit. They are asking for \$113,220/month to cover the hotel contract. They are not asking for funding for staff or supplies.

I feel strongly that our work group needs to provide funding for the costs the county incurred in June since they had good reason to expect the state to cover these funds. I think we should probably also fund them for July. But I don't know how much of a commitment we should make beyond that. They are paying for a block of 74 rooms and Joel says that they typically only have 2-3 rooms occupied each night. It seems like we could encourage them to find a smaller space or to use short-term rentals rather than reserving a whole hotel.

Let me know what you think. Maybe we can discuss at our work group meeting tomorrow morning so we're all on the same page before we talk to the county.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

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From: [Carr, Tom L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Minge, Ahna B \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#)
Subject: RE: Work Group Funding for Duluth Isolation Space Hotel
Date: Tuesday, June 23, 2020 3:25:52 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image002.jpg](#)

Thank you for adding us, Carolyn.

This contract is, in effect, largely paying for optionality/capacity, not non-congregate shelter/isolation spaces. In other words, my sense is that the contract amount would largely *not* be eligible for FEMA reimbursement, due to it not being a “reasonable cost” per occupied hotel room (approximately \$1,200 - \$1,800 per occupied room night). Would we only apply for FEMA reimbursement on ~3/74ths of the contract amount? If so, does that fit in with the scope* (yellow highlight below) of this group? (I believe it was implied that our spending would be FEMA-eligible, though not necessarily in its entirety.)

Also, is St. Louis County eligible, based on the green highlighted section below? It appears they would need to satisfy the first clause, which comes across to my non-lawyer brain as quite vague.

Thanks,

Tom

*From our proposal:

Recommendation: Appropriate \$7.2 million to the Department of Human Services to establish isolation spaces for people experiencing homelessness who are symptomatic or COVID-19 positive. County and Tribal governments would be eligible if (a) they either have established safe spaces for everyone experiencing homelessness who are at highest risk for severe COVID-19 illness, or 100 or more safe spaces, whichever is fewer, and (b) have at least one test-confirmed COVID-19 case among those experiencing homelessness. Funds will be used to cover leasing or rental of appropriate spaces, food, staffing including mobile behavioral health teams, and necessary personal protective equipment (PPE). DHS's distribution and management of these funds will be designed to maximize FEMA reimbursement for eligible expenses. The proposal includes two staff who will manage the distribution of these funds and the process for requesting FEMA reimbursement on eligible costs.

Thomas L. Carr

Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309

Mobile: (651) 587 – 2256

mn.gov/dhs



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, June 23, 2020 3:01 PM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Subject: FW: Work Group Funding for Duluth Isolation Space Hotel

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Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Tuesday, June 23, 2020 11:27 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>

Cc: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

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thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

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From: [Leopold, Josh \(MHFA\)](#)
To: [Gena Bossert](#); [Janet Nilsen](#); [Laura Birnbaum](#); [Ham, Carolyn \(DHS\)](#); [Salzer, Joel \(MHFA\)](#); [Patterson, John \(MHFA\)](#)
Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Wednesday, June 24, 2020 11:15:20 AM
Attachments: [St. Louis County Draft Grant Contract with County Isolation Hotel.docx](#)
[St. Louis County Project Plan 2020.docx](#)
[IsoSpace Tracking.xlsx](#)

Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

- Introductions
- Background on the Isolation Space work group
- Requirements for FEMA reimbursement
- Review draft grant agreement and project plan
- Radisson funding for June
- Radisson funding for July and beyond

thanks,

Josh

From: Leopold, Josh (MHFA)
Sent: Friday, June 19, 2020 8:34 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: St Louis County Isolation Hotel Funding
When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.
Where: <https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09>;
Meeting ID: 716 0875 4628