

SR 21-160 - 2022 Saint Paul City Council Budget Questions_HREEO 20210906 2022

- 1. Please summarize the 2022 budget. What changes were made in the budget and why, was anything shifted to ARP, include the data analysis that led you to make these changes and how services will be affected? Please include details on new programs or services, new revenue or grants, or innovations.**

The 2022 budget represents a substantial increase in budget from 2021 to 2022. The department is receiving a 12% increase in spending authority. This results in an increase of 3.6 FTE. The areas of HREEO that will be supplemented with general fund dollars are:

- a) Human Rights: Add 1.0 Human Rights staff
- b) Labor Standards: Add 1.0 Labor Standards staff
- c) Contract Compliance, Procurement & Supplier Diversity: add 1.6 staff.

In addition, HREEO has submitted a request to add ARP-funded buyer positions to assist with ARP purchases. HREEO has also requested ARP funds to purchase software to streamline the procurement process through a new Certificate of Insurance tracking system and ARP funds to increase the capacity of Human Rights and Labor Standards investigations.

- 2. Does the 2022 budget add back any programs that were scaled down or eliminated in 2020/2021?**

HREEO did not scale down any programs in 2020/2021 but maintained existing programs with diminished staff capacity. The budget adds back FTEs so that HREEO may achieve its objectives in Human Rights, Labor Standards, Supplier Diversity, Compliance and Procurement more fully.

- 3. Please provide a staffing summary of the department's FTE's in 2019, 2020, 2021, and proposed 2022. Please provide details on FTE changes, including if the 2022 budget adds back any FTE's that were scaled down or eliminated in the 2020 and/or 2021 budget?**

	HREEO ADMIN	LABOR STANDARDS	SPECIAL PROJECTS (RIVERPRINT)	CONTRACT COMPLIANCE + MBDR + CERT	PROCUREMENT	HUMAN RIGHTS (INCL. PCIARC, ADA, HUD & EEOC)	TOTAL
2019	0.61	0	3	11.75	8.64	7	31.0
2020	0.61	4	3	7.4	9.39	8	32.4
2021	2	3	2	7	7	7.5	28.5
2022	2	4	1	7.6	8	8.5	31.1

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4. Please summarize your department's 2022 capital improvement budget and 2020/2021 capital maintenance budget.

HREEO does not maintain a capital improvement or maintenance budget.

5. Does the 2022 budget include any new service delivery models based on lessons learned from COVID-19 pandemic or technology investments and what is the budget impact? (ex. Electronic signature, e-payments, e-learning formats integrated into program delivery, etc.)

Procurement has managed all City public contracts via electronic contract creation and signature since 2014. During COVID, we participated in the new electronic signature process for "Green Sheet" contracts.

Regarding HREEO programming, here are several initiatives that HREEO is leading or participating in which respond to the COVID-19 pandemic:

- Continued to work with the G6 to coordinate outreach, education, and enforcement for labor standards. The partners on this work include:
 - City of Minneapolis Civil Rights
 - City of Saint Paul
 - City of Duluth
 - Office of MN Attorney General
 - Minnesota Department of Labor & Industry
 - US Department of Labor – Wage & Hour Division
- Conducted CERT Workshops remotely throughout the pandemic
- Continued outreach to businesses interested in opportunities for Highland Bridge

6. Please provide an update on any new programs commenced in 2020 or 2021. Include the performance measures you are tracking.

- Launched Citywide [Supplier Diversity Program](#), accomplishing the following
 - Secured special funds to bring in an outside consultant who has worked with all CERT program partners on supplier diversity
 - Formed a core team that meets bi-weekly to plan and implement program development activities
 - Formed an internal advisory panel with members for Human Resources, Public Works, OTC and OFS, CAO to assist with the development of this program
 - Developed a communications plan to keep stakeholders updated
 - Scheduled 6 community engagements sessions and one community shareback session through the end of the year
 - Scheduled 4 internal City engagements
 - Created the HUD Section 3 Collaborative
 - Renewed CERT JPA and expanded CERT Program to include Saint Paul Public Schools
 - Developed ESBE Program in consultation with the CERT Board

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- Begun to launch a Procurement/Contract Compliance Liaison Program This program will work across the City with designated liaisons within departments to train on procurement and compliance matters and resolve issues preventing timely execution of contracts and resolution of compliance issues.
- Launched an ADA Liaison Program. Led by HREEO's ADA Coordinator, the ADA Liaison Program will train designated staff within all City departments on ADA issues and work to proactively resolve ADA matters before and after complaints are made.
- Formed a partnership with the City of Minneapolis Department of Civil Rights to collaborate on education specific to Human Rights within Saint Paul and Minneapolis, including what rights are protected under each ordinance and the Minnesota Human Rights Act.