

From: [David W Hunt](#)
To: [Riddhi Mistry](#)
Cc: [Rachel Holzemer](#); [Emma Sjostrom](#)
Subject: FW: MOU for Manasa
Date: Thursday, May 16, 2024 2:29:36 PM
Attachments: [image001.png](#)

Hi Riddhi –

I will have another resolution for you to enter into Legistar soon. I will write up the resolution, so your role will be to get it entered into Legistar for approval and submission to City Council. The resolution is for Council's approval for ONS to hire Manasa Acharya as a temporary employee through a Fellowship with Harvard University. The emails below are discussions on finalizing an MOU that will be attached to the resolution. We will also attach to the resolution a Financial Analysis that Emma has completed and forwarded to me. When I get everything done, I will forward to you for Legistar.

Rachel and Emma -

Please remind me of the names of the approvers we will need in Legistar? If I recall, they would be John McCarthy, Brooke Blakey, CM Noecker, Emma (?), and me. Didn't we discuss having someone from Human Resources on the approvers list too? I checked my emails on this but couldn't find anything. Let me know what you think. This project has been going on for a long time and I really want to get it done and approved.

Thanks!

From: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>
Sent: Thursday, May 16, 2024 12:03 PM
To: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>; Poche, Snapper <snapper_poche@hks.harvard.edu>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>; Eras, Daniella <daniella_eras@hks.harvard.edu>
Subject: RE: MOU for Manasa

Think Before You Click: This email originated **outside** our organization.

Rachel,

I think you also asked for Neel's email address. Also here: Chaudhury, Neel
neel_chaudhury@hks.harvard.edu.

Best,
Lindsay

From: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>
Sent: Wednesday, May 15, 2024 2:15 PM
To: Poche, Snapper <snapper_poche@hks.harvard.edu>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>; Eras, Daniella <daniella_eras@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>
Subject: Re: MOU for Manasa

Great - Thanks! Daniella, if you can send the name and email address of the person who will sign for Harvard, I can send this around for signatures ASAP. We are on a time crunch to get this signed and on our council agenda.

Thank you,



Rachel Holzemer

Deputy Director

Pronouns: she/her/hers

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From: Poche, Snapper <snapper_poche@hks.harvard.edu>
Sent: Wednesday, May 15, 2024 7:43 AM
To: David W Hunt <David.W.Hunt@ci.stpaul.mn.us>; Eras, Daniella <daniella_eras@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>
Subject: RE: MOU for Manasa

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Thank you, David.

[@Eras, Daniella](#), I think you should be able to provide these details. Please let me know if you have any questions or concerns.

From: David W Hunt <David.W.Hunt@ci.stpaul.mn.us>
Sent: Tuesday, May 14, 2024 3:01 PM
To: Poche, Snapper <snapper_poche@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Eras, Daniella <daniella_eras@hks.harvard.edu>; Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>
Subject: RE: MOU for Manasa

Harvard Team –

I updated the MOU to include the changes Snapper wanted below. We have calculated the salary/benefit number to be \$165,346. This figure covers a time period of June 3, 2024 (Manasa's preferred "start date") to August 13, 2025 (2-year anniversary of Manasa's employment start with us), salary and benefits, and a salary COLA increase for the calendar year 2025.

We would like to insert an electronic signature block in the MOU form and then send it to you in PDF form for signatures. Can you please give me the name(s) and titles(s) of the signers from Harvard so we can add that info.

Thanks!

Dave

From: Poche, Snapper <snapper_poche@hks.harvard.edu>
Sent: Friday, May 10, 2024 8:21 AM
To: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>; Eras, Daniella <daniella_eras@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Brooke Blakey <Brooke.Blakey@ci.stpaul.mn.us>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>
Subject: RE: MOU for Manasa

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Hi All,

One late edit. After secondary review, our attorney has requested one additional edit. I've pasted it below:

Grant Award. Harvard will provide a grant to the CITY in a mutually agreed-upon amount not to exceed ~~\$130,326.00 per year of employment~~ (“Grant Award”), to be paid in equal installments on a quarterly basis during the period of the fellowship, or on such other schedule as the Parties may mutually agree to in advance.

They want the not to exceed amount be a number and not necessarily tied to a “year of employment.” As a practical matter, this just means that we’ll calculate the anticipated annual cost against the remaining time of Manasa’s fellowship and insert that as a dollar figure. So it will read:

Grant Award. Harvard will provide a grant to the CITY in a mutually agreed-upon amount not to exceed **\$200,000** (“Grant Award”), to be paid in equal installments on a quarterly basis during the period of the fellowship, or on such other schedule as the Parties may mutually agree to in advance.

Note that \$200,000 is a placeholder only.

I hope that is OK. Please let me know if you have any additional concerns.

Thanks,
Snapper

From: Poche, Snapper
Sent: Thursday, May 9, 2024 2:42 PM
To: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>; Eras, Daniella <daniella_eras@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Brooke Blakey <Brooke.Blakey@ci.stpaul.mn.us>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>
Subject: RE: MOU for Manasa

Hi All,

Apologies that this has taken so long. I think we’re good to go to route this for signature. To do so, I want to e-introduce you to [@Eras, Daniella](#), who works on the Bloomberg Harvard team and will assist with routing the contract for signatures and then ensure that you are properly registered as a vendor in our system.

Apologies, again, that this has taken a bit longer than expected.

Thanks,
Snapper

From: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>
Sent: Tuesday, May 7, 2024 1:04 PM
To: Poche, Snapper <snapper_poche@hks.harvard.edu>
Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Brooke Blakey <Brooke.Blakey@ci.stpaul.mn.us>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>

Subject: Re: MOU for Manasa

Hi Team - Checking in on the status of the MOU since I haven't seen anything come through yet. Should we hop on a call to discuss any issues?

Thanks!



Rachel Holzemer

Deputy Director

Pronouns: she/her/hers

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From: Poche, Snapper <snapper_poche@hks.harvard.edu>

Sent: Tuesday, April 23, 2024 1:15 PM

To: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>

Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Brooke Blakey <Brooke.Blakey@ci.stpaul.mn.us>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>

Subject: RE: MOU for Manasa

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It was unfortunately stuck in my inbox for too long.... Apologies.

I just sent it to you our attorney for review. She is usually quick. I will let you know what I hear back.

Thanks,
Snapper

From: Rachel Holzemer <Rachel.Holzemer@ci.stpaul.mn.us>

Sent: Tuesday, April 23, 2024 10:06 AM

To: Poche, Snapper <snapper_poche@hks.harvard.edu>

Cc: Woodson, Lindsay Tyler <lindsay_woodson@hks.harvard.edu>; Brooke Blakey <Brooke.Blakey@ci.stpaul.mn.us>; David W Hunt <David.W.Hunt@ci.stpaul.mn.us>

Subject: MOU for Manasa

Snapper -

Checking in on the MOU - David let me know that it was sent to you/Harvard for signatures a week or so ago while I was out of the office. Let me know if you have any questions about it or need to discuss.

Thanks!



Rachel Holzemer

Deputy Director

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