



**BISMARCK CITY COMMISSION  
PUBLIC MEETING NOTICE**

TO: Board of City Commissioners  
Media

FROM: Jason Tomanek, Assistant City Administrator

DATE: September 23, 2020

SUBJECT: Special Meeting Notice

Board of City Commissioners  
Wednesday, September 23, 2020  
4:00 p.m.  
David Blackstead Room, 2<sup>nd</sup> Floor  
City/County Building  
221 N 5<sup>th</sup> St.  
Bismarck, ND 58501

**AGENDA**

1. Consider the request from City Attorney, Jannelle Combs to provide direction on the content and approve a COVID-19 Emergency Sheltering Policy.

Due to ongoing public health concerns related to COVID-19, the City of Bismarck is encouraging citizens to participate remotely. Please provide your e-mail address and contact information to [bismarckadmin@bismarcknd.gov](mailto:bismarckadmin@bismarcknd.gov) at least one hour before the meeting. A link to watch the meeting on Microsoft Teams will be sent to your email. Agenda items can be found at [www.bismarcknd.gov/agendacenter](http://www.bismarcknd.gov/agendacenter). After the meeting is concluded, a recording will be available at [www.bismarcknd.gov/agendacenter](http://www.bismarcknd.gov/agendacenter).

The physical meeting room will be open to the public, but we certainly understand the public wishing to limit their exposure at this time, while still participating in government. Before entering the City-County Office Building, all individuals should self-screen for COVID-19 symptoms or potential exposure. If unable to pass the screening protocol, they will be requested to participate in the meeting remotely, for the public's safety.

For more information, please contact the City Administration Department at 355-1300.



## *City Attorney*

**DATE:** September 23, 2020

**FROM:** Janelle Combs, City Attorney

**ITEM:** COVID-19 Emergency Sheltering Policy

### **REQUEST**

Provide direction on content and approve a COVID-19 Emergency Sheltering Policy.

Please place this item on the 9/23/2020 Special City Commission consent meeting agenda.

### **BACKGROUND INFORMATION**

At the regular September 22, 2020, regular City Commission meeting, the Commission directed that a formal COVID-19 Emergency Sheltering Policy needed to be drafted and adopted by the City Commission. In assistance with Public Health and City Administration, the attached was drafted. This is a generalized overview of the process, which is similar to the format and type of other city policies. At this time, all 3 contracts mentioned in the policy have been approved unanimously by the City Commission, as is the funding through December 30, 2020. This policy provides the parameters under which the City will allow individuals to use this service.

### **RECOMMENDED CITY COMMISSION ACTION**

Provide direction on the content and approve a COVID-19 Emergency Sheltering Policy.

### **STAFF CONTACT INFORMATION**

Janelle Combs | City Attorney, 355-1340 or [jcombs@bismarcknd.gov](mailto:jcombs@bismarcknd.gov)

# COVID-19 EMERGENCY SHELTERING POLICY

**Approval Date:** \_\_\_\_\_/2020

Pursuant to the emergency declarations by the United States of America and the State of North Dakota regarding COVID-19, the City will administer an emergency sheltering operation (“Shelter”) for individuals who are housing insecure or homeless (“Residents”) AND are subject to isolation or quarantine orders as directed by the North Dakota Department of Health.

The following policy is the basis for the Shelter operations and continues so long as there is Bismarck City Commission approved funding. As of September 23, 2020, funding has only been approved through December 30, 2020. The contract for the Shelter motel or housing solution will be approved by the City Commission.

1. Referrals come from service providers or Residents directly.
  - a. Confirm name and time of arrival.
  - b. Confirm the request is for homeless or housing insecure person AND either COVID-19 test result or isolation/quarantine list with ND Department of Health.
2. Shelter Management Agreement Vendor, which agreement is approved by City Commission, (SM) is contacted to do onboarding. The onboarding will include the following Shelter Guidelines:
  - a. Quarantine defined: Resident must stay in room & No visitors
  - b. Discuss nicotine options
  - c. Food delivery procedures
  - d. Nursing care notifications- Public Health, DOC, Contact Tracing
  - e. Behavioral Health- HSC (withdrawal, medications, case management)
  - f. Eligibility paperwork: Medicaid, SNAP, TANF
  - g. Laundry services
  - h. Garbage disposal
  - i. Offer Spiritual Support Services
  - j. Offer Cultural Support Services
  - k. Provide SM phone number for needs or supplies
  - l. Indicate that if any of the above items are violated, the Resident will be asked to leave and not be allowed to come back to the Shelter but that they are free to leave the Shelter.
3. Contract for Security Services Vendor, which agreement is approved by the City Commission, (Security) is notified of list of individuals per the approved contract. Security is not allowed to use force to keep Residents at the Shelter, but is allowed to exercise self-defense or defense of others as allowed under law. If a resident wishes to leave or if they violate any of the Shelter Guidelines, Resident is told that they will not be allowed back to the Shelter if they leave or violate the Shelter Guidelines. If the Resident persists, Security will inform Department of Health, Bismarck Police Department and SM that the Resident has left the Shelter. No use of force other than listed above if in self-defense or defense of

others under law, can be used by Security against the Residents. No Residents will be forced to remain at the Shelter nor will force detainment of any Resident at the Shelter.

4. Out processing for Residents who have completed their isolation or quarantine time period as directed by the North Dakota Department of Health will be provided by SM as follows:
  - a. SM contacts United Way 48 hours before exiting shelter.
  - b. Provide Resident wrap around services information.
  - c. If Resident qualifies, offer Peer Support Contact list and/or Care Coordination.
  - d. SM arranges transportation services to location away from Shelter to a Burleigh or Morton County location, if needed.