

# MINNESOTA'S



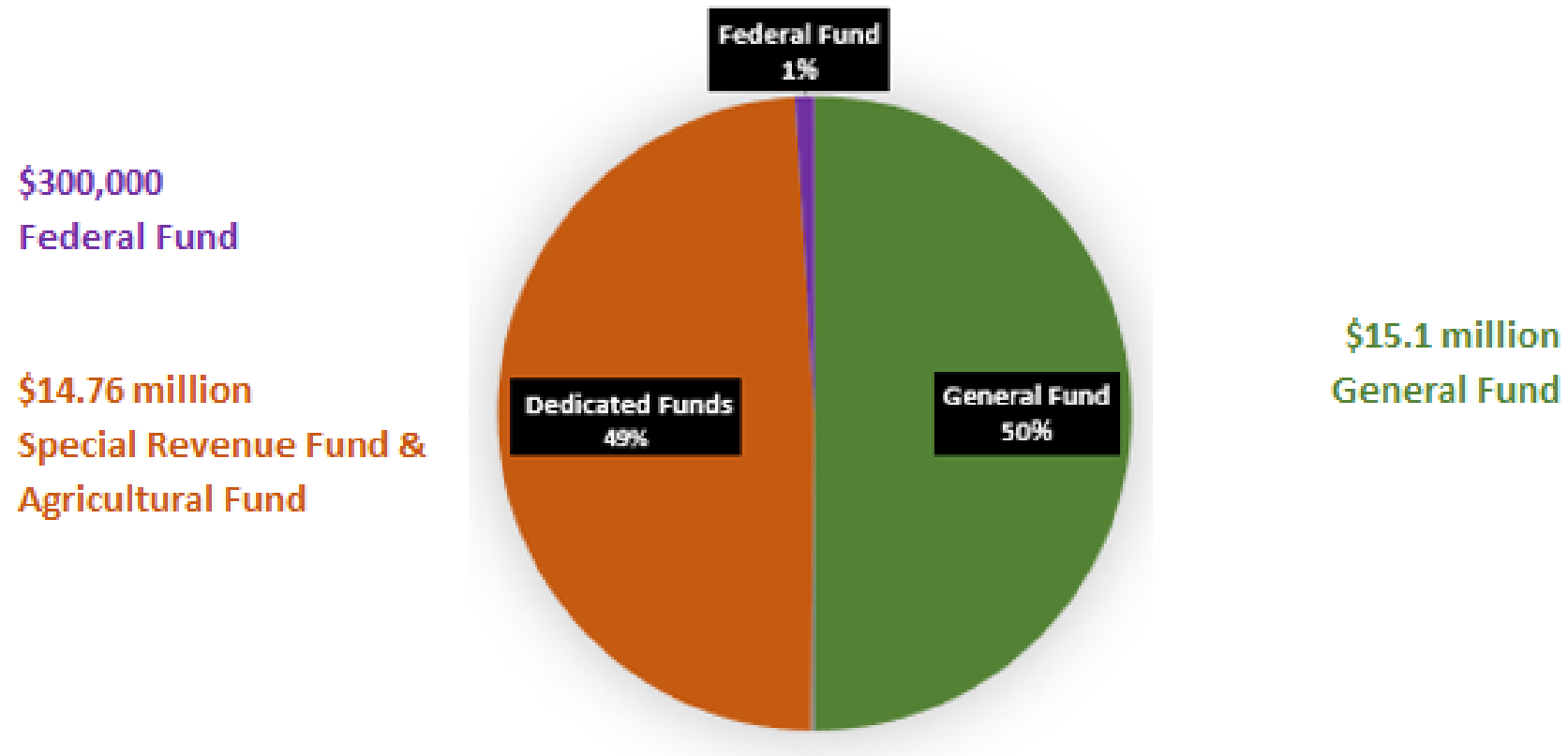
## COVID-19 RECOVERY BUDGET

### 2022-2023 Administration and Financial Assistance Program

Andrea Vaubel | Deputy Commissioner | February 15, 2021

# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Administration and Financial Assistance



# Minnesota Department of Agriculture Administration and Financial Assistance Program

## **Commissioner's Office**

- Commissioner, Deputy Commissioner, Two Assistant Commissioners, Director of Government Affairs
- Legal Services (including Data Practices)
- Office of Emergency Preparedness and Response
- Diversity, Equity, and Inclusion
- Communications

# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Communications

Media relations, press releases, social media, website content, video production, crisis communications, legislative communications, monthly newsletter & employee intranet site.

### Social & Traditional Media

- Twitter: 22.8K followers
- Facebook: 2020 Average Daily Reach = 9,375 people
- YouTube: 1.4 Million views
- Press Releases: 100+ per year

### MDA Website: 955,373 visits in 2020

- **Top 5 pages in 2020:**
  - Home Page/COVID-19
  - Noxious Weed List
  - Cottage Food Guidance
  - Cottage Food Registration

# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Human Resources

- During the pandemic, the Human Resources Division has directed the following work related to COVID-19 for the MDA:
  - Oversee Continuity of Operations Planning for the agency
  - Administering COVID-19 Leave for the agency
  - Implemented a web-based Health Screening tool
  - Working with the Enterprise Redeployment Center on the redeployment of MDA employees
  - Processing and administering Vacation Cap Waivers
  - Providing information and data for the Agency Weekly Status Reports
  - Created and delivered COVID Preparedness Plan and Training
  - Rolled out the Employee Status Tracking Tool
  - Created an internal electronic process for the statewide hiring freeze.
- In addition, the Human Resources Division:
  - Implemented an electronic Personnel Transactions Request system which has streamlined processes to become more efficient and effective.
  - Implemented a new Affirmative Action Plan which promotes our dedication to diversity, equity and inclusion efforts.
  - Next, the HR Division will be working to implement an Electronic Document Management System to store files electronically.

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## Diversity, Equity, and Inclusion (DEI)

- Develop a diverse and inclusive work environment that provides direct support to reduce inequities and ensure equitable, respectful, quality opportunities for all employees
- Provide culturally specific events, activities and resources to MDA employees

### MDA Equity Statement

*The Minnesota Department of Agriculture recognizes that systemic inequities exist within our agency and the communities we serve. We also know our differences will make us stronger. We are committed to providing equal access to state resources, programs, and expertise to all Minnesotans, building a workforce that represents the diversity of all those we service, and creating a work environment where all employees thrive.*

### MDA's Diversity Goals

Expand Cultural Awareness and Knowledge Within the MDA Workforce

Provide Training to MDA Staff on Intercultural and Interpersonal Skills

Apply an Equity Lens to Current MDA Processes and Policies to Improve Them

# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Finance and Budget

### Accounting Operations

- Provide in-depth budget and financial analysis, as well as long-range financial planning to agency leadership.
- Prepare agency spending plan, load budgets, manage appropriations, coordinate fiscal year close, and reconcile agency revenue and expenditures.
- Coordinate federal awards of \$23 million annually.
- Provide training on purchasing to all MDA buyers and has oversight on agency-wide contracts.
- Manage contracts for the Agency and provide audit services for county fairs and other fairs.

### Financial Transactions

- Process approximately 15,000 voucher payments annually.
- Handle roughly \$60 million in deposits annually.
- Administered payroll and business expense transactions for approximately 500 employees.
- Track 1,276 current assets with a total value of \$9 million.

### Central Services

- Meet daily demands for all incoming and outgoing mail and packages.
- Provide a stock of general office supplies for all divisions and process laminating and folding jobs.
- Manage Department mini pool vehicles and take care of confidential recycle bins.
- Ordered all length of service awards and distributed them.



# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Finance and Budget

### Rural Finance Authority (RFA)

- Performance Measures from 1986 to 2020
  - 3,385 loans issued totaling \$302 million
  - Currently have 703 active loans with balance of over \$98.8 million
  - Funded through the sale of state bonds, allocation of federal tax-exempt bonds, and dedicated revolving accounts.
  - Losses taken on 21 loans or 0.002% of total

### Agricultural Best Management Program (AgBMP)

- Help with local water quality issues such as pollution problems, drinking water standards, and odors
- Revolving program has a total of \$83 million in which to lend - Governor recommendation to increase \$2 million during FY22-23
- Over 17,000 loans given
- Over \$290 million in loans have been issued overall
- Zero percent default rate





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## Minnesota Farm Advocates – Contracted Services

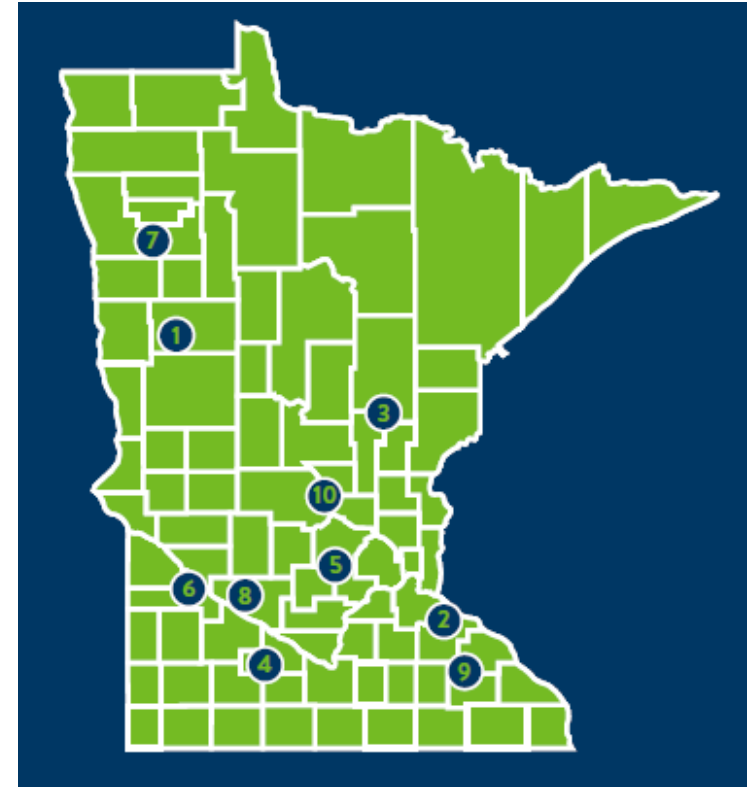


10 Farm Advocates located strategically around Minnesota

Governor recommendation for additional \$20,000 to add 11th advocate

Advocates assist MN farmers with:

- Identifying and resolving financial issues
- Ensuring they know their rights and options
- Helping farmers navigate Mediations
- Direct to other services as needed



# Minnesota Department of Agriculture Administration and Financial Assistance Program

## County and District Agricultural Societies and Associations Aid Payments

- Annual appropriation of \$474,000
- Eligibility requires:
  - Having held a fair for each of the last three years, unless prevented from doing so because of a calamity or epidemic;
  - Annual membership of 15 or more; and
  - Paid out to exhibitors for premiums awarded at the last fair held.



# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Minnesota Agricultural Education Leadership Council (MAELC)

- Passthrough grant of \$250,000 annually for regional or local projects
- Increasing the quality of instruction to prepare strong graduates from diverse backgrounds for current and future careers in agriculture, food and natural resources (AFNR)
- Increasing the numbers and types of students, graduates, teachers, and community members involved in AFNR education to meet present and future needs
- Improving the understanding of AFNR education by making accurate and complete information widely available to students, parents, school administrators, teachers, and employers



# Minnesota Department of Agriculture Administration and Financial Assistance Program

## Southern Minnesota Initiative Foundation – FEAST



*\$25,000 per year*

[www.local-feast.org](http://www.local-feast.org)

# Thank you!

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