



**CARES Act Task Force Support Small Business Committee Orientation Meeting
Meeting Minutes – Wednesday July 22, 2020
10:30am Virtual Zoom Meeting**

APPROVED

Attendance:

Committee Members Present: Co-Chair Raye Jones Avery, Co-Chair Jocelyn Stewart, Co-Chair Aundrea Almond (NCC Chief of Staff), Kim Fortunato, Kevin Smith, Tina Betz, Ceil DeFazio, Dan Cruce, County Councilman Dave Carter, County Councilwoman Dee Durham, Carlos de los Ramos, Maria Matos, Margie Lopez-Waite and Daphne Evans.

Committee Members Absent: Teri Lawler

Others in Attendance: First Assistant County Attorney Mary Jacobson and multiple members of the public

Proceedings:

- Co-Chair Jocelyn Stewart called the meeting to order at 10:33 a.m. and co-Chair Almond conducted the roll call.
- Councilman Dave Carter clarified a point on the 7/15/2020 minutes regarding the intent of the pre-application approval concept, to identify good projects and have someone work with an organization to ensure the project could be adequately implemented.
- Dan Cruce motioned to approve minutes from 7/15/2020 meeting. Raye Jones Avery seconded the motion and the Committee unanimously voted to adopt them.
- The Committee reviewed draft slides intended for presentation to County Executive Meyer in the 7/29/2020 Committee meeting.
- The Committee will recommend three key pillars for supporting non-profit organizations:
 - Consumable products for COVID-19 protection
 - Technical support for grant writing and re-opening
 - Grants for COVID-19 responses in the community
- Regarding the Grants process, discussion on the eligibility process reinforced the Committee's recommendation that the process is not exclusionary. Also, we need to clarify what specific documentation would establish a non-profit being in good standing – would a 990-N suffice in place of a 990?

- The Committee voted on the question of whether the Grant process should require all documentation as part of the application (Option A) or whether applicants should submit documentation after conditional approval of applications (Option B)
- Results of individual polling on the question:
 - Jocelyn Stewart: **A**
 - Raye Jones Avery: **A**
 - Kim Fortunato: A
 - Kevin Smith: A
 - Tina Betz A
 - Ceil DeFazio B express concern of upfront technical assistance
 - Carlos de los Ramos A
 - Teri Lawler A (vote sent via email)
 - Daphne Evans A
 - Margie Lopez-Waite A
 - Councilman David Carter B
 - Councilwoman Dee Durham A
- Regarding the online application, Ceil DeFazio suggested that technical assistance needs could be built into the online application – If an applicant could benefit from some help right up front, they could indicate that in the eligibility phase.
- Councilwoman Durham indicated that smaller organizations that leverage Fiscal Agents (for example, through the DCF) should still be able to apply; the eligibility assessment should address that scenario.
- Discussion of the review process included the following comments:
 - The process should take into consideration that we will be looking at a wide range of organizations seeking support
 - The recommendations should state explicitly that the review team should have a mindset of inclusion, with a focus on what the project is proposing to do and who the organization is serving.
 - Dan Cruce noted that NCC would take on some liability if all of the review work is done in house.
 - Daphne Evans reminded the Committee that one value discussed earlier in the process is to consider collective impact – looking at the intersections between / among applications
 - Councilman Carter suggested that the review committee include individuals working in the non-profit community.
 - Kevin Smith raised the question of whether non-profits can apply multiple times for different projects?

Next Steps:

- Based on this meeting's feedback, we will revise the slides for presentation to County Executive Meyer at the next meeting
- Next meeting is scheduled for Wednesday 7/29/2020 at 10:30am.

Public Comment:

- Paul Calistro of West End Neighborhood House thanked the Committee and requested that the process be efficient with the goal of getting grants out quickly
- Kathleen Purcell of the Wilmington Senior Center inquired about the timing of retroactive expenses that might be reimbursed. Assistant County Attorney Nicholas Brannick advised that March 1, 2020 is the date to which COVID-19 expenses could be retroactively requested.
- Michelle Neef of Faithful Friends inquired amount of funding, as that information is helpful to those writing grants
- Wes Davis of WestEnd Neighborhood House inquired about whether supporting technical assistance is a CARES Act- compliant expense

Adjournment:

- Co-Chair Raye Jones Avery adjourned the meeting at 11:30 a.m. and Co-Chair Jocelyn Stewart seconded the motion.