



**CARES Act Task Force Audit & Compliance Committee Meeting**  
**Meeting Minutes – Thursday, April 22, 2021**  
**9:00 a.m. Virtual Zoom Webinar**

**Attendance:**

**Committee Members Present:** Co-Chair Bob Wasserbach (County Auditor), Co-Chair Michael Smith (NCC Chief Financial Officer), County Councilwoman Janet Kilpatrick, NCC Audit Committee Chair Martin Taylor and Tarik Haskins (Morris, Nichols, Arsht & Tunnell, LLP).

**Committee Members Absent:** NCC Audit Committee Member Sharita Perkins.

**Others in Attendance:** County Executive Matthew Meyer, NCC Chief of Staff Aundrea Almond, Assistant County Attorney Nicholas Brannick, Joe Simon (Grant Thornton), Dustin Hinkel (Grant Thornton), Dave Barth (Grant Thornton), John Eldridge (Apothic Revenue), Debbie Ament (Apothic Revenue) and 2 other NCC staff members/members of public.

**Proceedings:**

- Meeting was called to order at 9:02 a.m. by committee Co-Chair Bob Wasserbach.
- Councilwoman Janet Kilpatrick made a motion to approve minutes from the last meeting. The motion was seconded by Tarik Haskins. The minutes were approved unanimously.
- Co-Chair Wasserbach invited John Eldridge and Debbie Ament from Apothic Revenues to provide the committee with an update on their subrecipient monitoring of the grant programs. John Eldridge told the committee that over 71% of the organizations have submitted documentation. These account for nearly \$13 million out of \$18 million total. \$8.5 million of the \$13 million is in the process of closing or has been closed. By individual grant types, Innovation was at 64%, Health Equity was at 63%, Food was at 71%, Winter Ready was at 51% and Distance Learning was at 22%. For Distance Learning, there are 17 schools with extensions which have not been included in the numbers. Councilwoman Kilpatrick inquired whether the schools had received extensions till the end of the year. Mr. Eldridge responded that the schools have received extensions till the end of August. Co-Chair Wasserbach clarified the definition of closing as being grantees from whom documentation has been received and been deemed to be adequate. Mr. Eldridge replied that “closed” and “closing” have been combined for these numbers because in most cases the bulk of the documentation has been received by Apothic and there is only minimal clarification/documentation outstanding. Councilwoman Kilpatrick said it seems that these organizations have been regularly communicating with Apothic. John Eldridge

agreed. Co-Chair Michael Smith pointed out that the Winter Ready program at 51% needs to be worked on to which Mr. Eldridge agreed. Co-Chair Wasserbach asked Mr. Eldridge if he knew how many of the 71% were completely closed and Mr. Eldridge said he would get back with the exact closed numbers. Tarik Haskins inquired whether the remaining 29% that have not submitted documentation were organizations that Apothic has not heard back from. Mr. Eldridge replied that these were organizations from which Apothic has not received documentation for varied reasons including they needed further clarifications, had a misunderstanding about the deadline, etc. Apothic has not heard from some of the restaurants.

- Joe Simon from Grant Thornton provided an update. He said that the Policies and Procedures document was coming along well with work going on in different sections. In addition, Grant Thornton has created a crosswalk to address concerns raised by the Internal Audit team. Regarding State transfers, Grant Thornton still needed to contact the State to gather information. Even though Grant Thornton considers this to be a low risk area, it is a priority for them. For the FEMA reimbursement process, Grant Thornton has a cost estimate of over \$5 million for COVID testing. There are five projects under FEMA reimbursement. For the Delaware State University's testing lab, Grant Thornton is waiting for the last piece of information needed for a proof of payment. Grant Thornton is also trying to set up a meeting with the County's external audit firm, CliftonLarsonAllen, to discuss possible ways to ensure that the Delaware Community Foundation issue gets resolved before the next year's audit. For Donors Choose, after a preliminary eligibility review, Grant Thornton has completed drawing a sample for testing. Grant Thornton has also written a position paper on the County's handling of paid administrative leave, which is currently being reviewed by the Office of Finance. Dustin Hinkel then provided an update on the testing of the County's reimbursements of municipal and fire company requests. He said there were 91 requests for information out to the municipalities and fire companies, 60 applications are in the final stages of review at Grant Thornton and requests for information still need to go out for 52 applications. Co-Chair Wasserbach asked whether there was a need to do something to get the State to be more cooperative, as information on State transfers has been pending for months. Joe Simon replied that the delay has been due to figuring out the different points of contact there and now Grant Thornton is trying to figure out what kind of information to obtain from the State. Co-Chair Wasserbach also inquired about the position paper on the hazard pay paid by some municipal and fire companies. Mr. Hinkel said that he would send it over to Co-Chair Wasserbach.
- Co-Chair Wasserbach then invited County Executive Matthew Meyer to address the committee. The County Executive began by thanking everyone there for the important role they were playing to ensure that taxpayer monies were spent in accordance with federal guidelines. He asked if the committee would continue performing its role for the American Rescue Plan Act funds as well, as long as there were no conflicts of interest or other legal requirements. Co-Chair Smith agreed that it would be a more convenient transition to have the same committee and vendors continue performing their role for the American Rescue Plan Act funds following the appropriate RFP and Council approvals.

Councilwoman Kilpatrick too agreed saying that given the current group had to go through a learning curve with the CARES Act funds, it would be best to continue with the same group for the ARPA funds. Co-Chair Wasserbach added that he had a few ideas about the role of the committee he'd like to discuss off-line with the County Executive including maybe adding another member to the committee, possibly from Community Services and also one of the current members, Sharita Perkins, might not be able to continue due to changes in her schedule. The County Executive said he would be happy to discuss the ideas off-line with Co-Chair Wasserbach. Tarik Haskins said that he would be willing to continue serving on the committee. NCC Audit Committee Chair Martin Taylor also agreed to continue serving on the committee. Councilwoman Kilpatrick then asked whether Sharita Perkins' position would need to be replaced, to which Co-Chair Wasserbach replied that there was another NCC Audit Committee member, Dr. Karl Brockenbrough, who might be a valuable replacement. NCC Audit Committee Chair Martin Taylor agreed that Dr. Brockenbrough would be a great addition to the committee. Co-Chair Wasserbach thanked the County Executive for his comments to the committee.

- The committee then agreed to meet next on Thursday, May 20th, 2021 at 1:00 p.m. The meeting ended at 9:29 a.m.