



**CARES Act Task Force Support Small Business Committee Orientation Meeting**  
**Meeting Minutes – Wednesday July 1, 2020**  
**10:30am Virtual Zoom Meeting**

*Approved on July 8, 2020*

**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, Margie Lopez-Waite, County Councilman Dave Carter, County Councilwoman Dee Durham, Carlos de los Ramos, Maria Matos, Teri Lawler, and Daphne Evans.

**Committee Members Absent:** None

**Others in Attendance:** Assistant County Attorney Sanjay Bhatnagar, and multiple members of the public

**Proceedings:**

- Dan Cruce presented information on Delaware Community Foundation (DCF) and United Way's COVID-19 Emergency Response Initiative.
- Results from survey conducted by Delaware Alliance for Nonprofit Advancement (DANA) was shared and discussed.
- Councilman Carter asked to get the survey questions and asked about whether DANA has worked to create 'clusters' or logical groupings of organizations to work together.
- Dan Cruce is going to follow up with DANA about what actions DANA is taking in response to the survey data
- Tina Betz asked about the 12% of organizations reporting as being 'closed' – does that mean that they are temporarily closed, or permanently closed?
- The Committee used the Zoom 'breakout room' function to have three smaller group discussions on the question of 'How could New Castle County help non-profits who have been harmed by COVID-19?' The whole meeting then came back together and the breakout groups reported on their discussions
- Breakout Group #1
  - Discussed which organizations would be most appropriate to target for funding support, with considerations including those that are considering making systematic changes, those organizations that did not receive federal PPP grants.

- Raised the question of whether there is the opportunity for non-profit organizations to receive Personal Protection Equipment (PPE) or funding for physical space changes?
- Suggested that funding be prioritized for organizations that have continued to provide services during the pandemic.
- Breakout Group #2
  - Discussed the need to help with practical COVID-19 expenses (like PPE) in the short-run and also get non-profits to work together for systematic change in the long-run.
  - Suggested that the committee consider HOW work is changing in the face of the pandemic. How are ways of providing service changing? Need to help non-profits adapt, e.g. by providing support for increased cleaning.
- Breakout Group #3
  - Discussed whether non-profits understand systems change, and how should the Committee recommend change within the sector in response to the pandemic?
  - Discussed that as part of criteria for any funding, we need to understand what organizations have struggled to apply for support and consider how we can help them
  - Discussed whether it is time now for a non-profit Executive Director summit? Has happened a number of years ago but not recently
  - Suggested that some financial analysis of pre-COVID and post-COVID financial positions for organizations should be part of any application
  - Comparing Grant-in-Aid awards to non-profits in 2019 vs. 2020 could also be input for financial analysis.
- From the Breakout Sessions and debrief, Committee members discussed a two-part approach to supporting non-profits:
  - A reimbursement program for COVID-19 expenses like PPE, cleaning requirements, physical layout enhancements – all to allow non-profits to maintain operations or re-open safely.
  - A longer-term program focused on non-profit sustainability, with an eye toward collaboration across organizations.
- A legal question was raised about whether non-profits organizations have to spend any money received from the County's CARES Act funds by 12/30/2020, or whether the funding simply has to leave the County's account by then. Office of Law to research this question.
- Councilman Carter asked whether New Castle County owns properties / parcels that are vacant or unused that could be cleared using CARES Act funding, with the goal of more affordable housing being built. Probably beyond the scope for this particular committee but might be a possible CARES Act-compliant expenditure.

Next Steps:

- Next meeting is scheduled for Wednesday 7/8/2020 at 10:30am and will include discussion of questions raised from DCF/United Way and DANA information as well as further exploring short-term and longer-term ways to support non-profits.

**Public Comment:**

- None

**Adjournment:**

- Co-Chair Avery adjourned the meeting at 12:00 p.m.