



**CARES Act Task Force Support Small Business Committee Orientation Meeting  
Meeting Minutes – Wednesday July 8, 2020  
10:30am Virtual Zoom Meeting**

*Approved on July 15, 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, County Councilman Dave Carter, County Councilwoman Dee Durham, Carlos de los Ramos, Maria Matos, Teri Lawler, and Daphne Evans.

**Committee Members Absent:** Margie Lopez-Waite

**Others in Attendance:** First Assistant County Attorney Mary Jacobson, County Auditor Bob Wasserbach and multiple members of the public

**Proceedings:**

- Co-Chair Raye Jones Avery called the meeting to order at 10:34 a.m.
- Tina Betz moved to adopt the minutes from the 7/1/2020 meeting, Daphne Evans seconded the motion and the Committee unanimously voted to adopt them.
- In response to the Committee discussion on 7/1/2020 and questions raised, Melissa Hopkins from the Delaware Alliance for Non-Profit Advancement (DANA) shared two documents on the zoom meeting: The Initial Data for Covit-19 Flash Survey 3 – New Castle Respondent Profile and the copy of the online survey that DANA distributed to Non-profit organizations
- DANA is planning to conduct another survey in the Fall
- Councilman Carter offered to help with survey analysis, especially to help understand what organizations might be missing in the data – and how to best interpret the data
- Dan Cruce shared additional data on UWDE and DCF funding, including the top and bottom 20 organizations funded, by funding amount. A request was made to see the full list.
- Councilman Carter raised the importance of providing technical support for non-profits to write grant applications, including the possibility of contractual grant writing support
- The Committee used the Zoom 'breakout room' function to have three smaller group discussions to provide feedback on initial DRAFT proposals on practical support for re-opening and for a grant

application. The whole Committee then came back together and the breakout groups reported on their discussions.

- Breakout Group #1
  - Identified multiple questions for clarification:
    - Does a Non-Profit need to have a physical presence in NCC to be eligible?
    - Why the \$50,000 threshold for requiring an audit? Is this the right threshold?
    - How would we define Full-time Employees?
  - NCC should host webinars to walk applicants through the application process
  - We should look at common guidelines to determine fiscal 'health' for non-profits
  - Instead of a two-part program that first determines eligibility (which might select out quality organizations), perhaps approach the first step as a pre-application consultation
- Breakout Group #2
  - Suggested adding cleaning services and potentially training services to the re-opening support proposal
  - Expressed concern about selecting out organizations making an impact – don't exclude volunteer-based organizations (orgs with no full-time staff) from the proposals and don't assume that three organizations providing food support are overlapping and feeding the same people
  - Discussed importance of providing technical support and feedback to organizations
  - Consider contractual support to help organizations meet reporting requirements
- Breakout Group #3
  - Discussed the need to clarify definitions of employees – full-time versus part-time
  - Discussed how to identify if a non-profit organization was sustainable prior to COVID-19, (i.e. asking if organizations have reserve policies). Foundations will have definitions we could leverage, and DANA has tools that non-profits used to apply for PPP loans that we could re-purpose
  - We need to ensure that the application process is easy to use, keeping in mind that many organizations are still working remotely. Would it be an online-only process?
  - The eligibility criteria noted – would an organization need to meet all three points?
  - If collaboration is a goal with the grants, need to define it and help organizations connect to collaborate
- Based on the questions and feedback shared, the co-chairs will revise the proposals and discuss further in the next meeting.

Next Steps:

- Next meeting is scheduled for Wednesday 7/15/2020 at 10:30am.

**Public Comment:**

HONESTY ★ TRANSPARENCY ★ EFFICIENCY

- None

**Adjournment:**

- Co-Chair Avery adjourned the meeting at 12:15 p.m.