



**CARES Act Task Force Audit & Compliance Committee Meeting**  
**Meeting Minutes – Thursday, October 22, 2020**  
**10:00 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, NCC Audit Committee Member Sharita Perkins and Tarik Haskins (Morris, Nichols, Arsht & Tunnell, LLP).

**Committee Members Absent:** None.

**Others in Attendance:** NCC Chief of Staff Aundrea Almond, County Solicitor Karen Sullivan, Executive Assistant Susan Moore, E. David Barth (Grant Thornton), Joe Simon (Grant Thornton) and 3 other NCC staff members.

**Proceedings:**

- Meeting was called to order at 10:03 a.m. by committee Co-Chair Bob Wasserbach.
- Councilwoman Janet Kilpatrick made a motion to approve the minutes from the last meeting, which was seconded by NCC Audit Committee Chair Martin Taylor. The minutes were approved unanimously.
- Next, Co-Chair Wasserbach went over the revisions made to the Subrecipient Policies document as required by the motion passed in the last meeting. Language on the new Winter Ready Restaurant grants program was added on page 5 of the document; the risk evaluation form for this program is still pending (though it might be worth discussing whether it's necessary given that the maximum amount for the grant is only \$5,000). On page 7, language was added requiring subrecipient monitoring be performed at a minimum of every 2 weeks for High Risk subrecipients, with the County reserving the right to monitor non-High-Risk entities bi-weekly too. On pages 8 and 9, clarification was added on who would be performing the desk reviews and site visits. And on page 14, the threshold amounts for the various risk levels of the Innovation grants program were added. An item still pending is the shell-document for site visits, which document is to be tailored to the nuances of each of the grants.
- Aundrea Almond then provided the committee with an update on the status of the various grant programs. She shared the total number of awardees for the different grant programs: Food Distribution – 33, Health and Equity – 50, Innovation – 25 and Distance Learning – 108. She added that the Office of Finance has finalized the details of the grant programs and around 75% of the grant

money has been awarded. (Note that there are some entities that haven't yet completed the required documentation for grant money disbursements.) The Winter Ready grant program for restaurants has also already hit capacity with 62 applicants. Councilwoman Kilpatrick inquired whether the ceiling for this grant program would be raised if there were a lot more applications. Ms. Almond replied that the Administration was keeping track of the applications coming in and might go to Council in such a case. Councilwoman Kilpatrick said that it would be better for the Administration to approach the Council sooner rather than later.

Co-Chair Wasserbach asked whether there were any other grant programs being considered by the Administration, to which Ms. Almond replied that there was nothing specific in the immediate horizon. Co-Chair Wasserbach then brought up the additional funding being provided to the Delaware Nonprofit Support fund. Aundrea Almond explained that the fund is being administered by the United Way and the Delaware Community Fund. The County is providing the funds to the State for this program.

Co-Chair Michael Smith provided some additional details on the status of the grants, going into the specifics of how many applicants had responded for each grant. He reiterated the County's desire to get the funds out to the grant applicants quickly. Co-Chair Smith also brought up that there seems to be some confusion at the fire companies on what are permissible payroll expenses covered by the Coronavirus Relief Fund. He was planning to hold a meeting with the fire companies to explain the admissible CRF expenditures. Currently, only one fire company has exceeded its initial CRF funds allocation and, if needed, the Administration would go to County Council to request more funds for the fire companies. Next, Co-Chair Smith went over the County's contribution to some of the State's CRF initiatives. He added that he was planning to discuss the reporting requirements for funds transferred to the State of Delaware with Grant Thornton. Councilwoman Kilpatrick asked who is ultimately responsible for reporting to the Treasury on funds transferred to the State. Co-Chair Smith replied that it is New Castle County's responsibility. Co-Chair Wasserbach added that Co-Chair Smith and he were planning to have a meeting with the State officials on subrecipient monitoring.

Next, Co-Chair Smith gave a presentation on the County's cost-sharing programs with the State. He explained that about \$136 million was being allocated from the CRF funds for cost-sharing with the State of Delaware for the six statewide COVID-19 relief initiatives – Unemployment Insurance Trust Fund, Essential Childcare program, Statewide Testing program, Statewide Contact Tracing program, Enhanced Rent and Utility program and Hospital Emergency Loan Program. This was 45% of the County's share of the program which was the same as the proportion of CRF funds received by New Castle County. Co-Chair Wasserbach inquired whether there was a need for subrecipient monitoring of these funds. Co-Chair Smith answered that he was planning to discuss that with Grant Thornton.

Co-Chair Smith also said that the award letters for the grants would be ready soon, and noted that the County requires applicants to go through the certification process prior to receiving award letters.

Co-Chair Wasserbach also asked Co-Chair Michael Smith to share some information on the risk analysis of grant applicants. Co-Chair Smith said that there are spreadsheets for each grant program. Each entity has been risk rated on these spreadsheets. Co-Chair Wasserbach announced that electronically fillable risk analysis forms would be ready soon. Co-Chair Smith said it would be helpful to have such electronically fillable forms; his team had been using excel spreadsheets so far. Co-Chair Wasserbach then asked if there were any other questions. There were none.

- Co-Chair Wasserbach asked the members if they were available to meet in a couple weeks. It was decided that the next meeting would be held on November 5, 2020 at 2 p.m. Co-Chair Wasserbach thanked everyone for a productive meeting. The meeting ended at 10:32 a.m.