



**ARPA Work Force Development Committee
Meeting Minutes – Wednesday, July 15, 2021**

**2:00pm Virtual Zoom Webinar
In-Person Location (anchor location): Manager's Conference Room1
(87 Reads Way, New Castle, DE 19720)**

Attendance:

Committee Members Present: Co-Chair Timothy Sheldon, Co-Chair CJ Bell, Staff Attorney Mengting Chen, Ed Capodanno, Guillermina Gonzalez, Charles A. Madden, Andrew McKnight, Markevis Gideon, Mark Murowany, Brian McGlinchey.

Proceedings:

- Meeting called to order at 2:04 p.m. by Co-Chair Sheldon.
- July 1st Meeting Minutes approved.
 - Motion made by Charles Madden, second by Guillermina Gonzalez.
- Co-Chair Bell introduced NCC ARPA Coordinator, Ben Morris-Levenson.
 - Ben provided a brief overview of his role and how he will assist ARPA committees formed moving forward.
- Co-Chair Sheldon provided Nonprofit/Small Business Subcommittee Update
 - Subcommittee recommended the following:
 - Creating a direct grant assistance program, one for small business and one for nonprofits.
 - Cap limit would be \$15M for both grant programs, bringing to a total of \$30M
 - Grant application program would be administered by a third-party organization
 - Separate third-party organization for both small business and nonprofit grant programs.
 - Third-party organization criteria would include:
 - Being able to provide grant writers for organizations that do not have the capacity to perform on their own.
 - Their ability to demonstrate effective outreach to potential applicants.
 - Cap on individual grant disbursements would be \$100K.
 - Define small business as 50 employees or less



- Co-Chair Bell provided Workforce Development Agency (WFD) Update
 - Subcommittee recommended the criteria into how we evaluate WFD agencies which includes:
 - Programs that are identified as in-demand occupations, staffing capacity, success rates, intake process, credibility in the community they serve, and programs that provide services/case management after job hiring.
- During committee discussion, inquiry about how to solicit organizations that could facilitate direct grant assistance programs.
- Motion put on floor to allow Small Business/Nonprofit Subcommittee to reach out to Delaware Community Foundation & True Access Capital to inquire about the recommendation of a grant assistance program.
 - Motion made by Ed Capodanno. Mark Murowany second.
- Committee discussed potentially recommending an RFP process for grant assistance program.
- Committee discussed how WFD subcommittee defined WFD agencies in the state.
- Next meeting will be July 29th 3pm.

Public Comment:

- Floor was opened for public comment. No public comment at this time.

Adjournment:

- Co-Chair Bell adjourned meeting at 2:47p.m.