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 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
  o 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.
  o 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.