



## COMMITTEE MEETING MINUTES

Christine Husom, District 1  
Darek Vetsch, District 2  
Mark Daleiden, District 3  
Mary Wetter, District 4  
Michael Kaczmarek, District 5

### COMMITTEE OF THE WHOLE

JUNE 16, 2021

DATE APPROVED: [DATE]

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Members Present: **Husom, Vetsch, Daleiden, Wetter, Kaczmarek**

Others Present: **Lee Kelly, Elizabeth Karels, Heather Lemieux, Jami Goodrum Schwartz, Kim Johnson;**  
**Attending Remotely: Kate Dahl, Diane Erkens, Sarah Grosshuesch, Peter Sorenson, Schawn Johnson, James O'Dell, Jill Pooler**

**THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD**

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#### I. Continuation of American Rescue Plan Discussion

Project Administrator Elizabeth Karels gave the board a 38-page document. The first few pages provided an overview from the previous Committee of The Whole meeting last Tuesday, June 8, 2021, which Karels went over with the board

County guidelines were added in the document, which included the temporary nature of ARP-SLFRF funds, hiring employees, supplanting and supplementing existing programs, 2020 revenue loss, and subrecipient relationships. The document also included a proposed process to follow for the American Rescue Plan.

The rest of the document includes program suggestions that have been brought to the committee. The highlighted proposed programs are the ones that could possibly be included in "phase one". Phase one is the first group of projects that could move forward.

Vetsch said the "internal county expenses" proposed programs are clean and clear. The external proposed programs have conceptual pieces, but the actual grant application would need to be seen for the board to review the project activities and outcomes before a claim is submitted. He said there should be one more step in the process or approving uses of funds. He suggested that any external proposal needs to have a detailed proposal for the funds, not just a general idea.

Karels clarified that a step will be added between number six and seven, which will bring the grant agreement back to the Board for review and approval. An annual review check will be built-in, which will need to show the program is working the way the agreement states.

The grant agreements will be written for a one-year period. Programs will have to provide the data after one year, and if the data doesn't show that the program is performing, the grants could be denied for the next year.

Karels suggested hiring a consultant to help navigate other funding available under the American Rescue Plan. That way if there are questions on a program proposal, the consultant could look it over and tell us where it would fit or where else it could be funded from. This would help ensure that the county wouldn't miss out on the possibility of other grant funds.

Vetsch clarified that step ten will be added, to the process for approving uses of funds, regarding renewals.

Karels reminded the board that the ARP-SLFRF funds cannot be used for programs that have already been budgeted for. The funds cannot be used to supplement existing programs unless there is detailed data showing how the pandemic has expanded the use of the program.

Assistant Finance Director Heather Lemieux said it could be helpful to get some community input to help prioritize the programs to help find out the want and the need.

The committee discussed adding board members to the staff American Rescue Plan (ARP) Committee. After much discussion it was decided if the committee received a questionable grant application the process would be to contact one of the Commissioners for guidance as needed, rather than adding them to the review committee.

The committee reviewed the different programs that could be added to phase one.

Karels and Goodrum Schwartz will provide more detailed descriptions of external and internal – HHS programs that will be included in phase one to the board on July 6, 2021.

**RECOMMENDATION:**

**Karels will add a step between six and seven to bring the grant applications back to the Board for review and approval. Step 10 will be added to the process of approving uses of funds, regarding renewals.**

**Move forward with phase one external projects:**

- **Technology Support and Training for Seniors through Senior Community Services,**
- **Economic Assistance for Wright County 4H through Wright County 4H,**
- **Volunteer Recruitment for Safe Families through Wright County HHS,**
- **Expand Emergency Assistance through Wright County HHS.**
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**Move forward with phase one internal items:**

- **Pandemic Unknowns, PPE and other Supplies,**
- **Payroll for Public Health Employees,**
- **Administration Time through Wright County.**

**Schedule Committee of the Whole for July 6<sup>th</sup>**



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