

Porter County American Rescue Plan Act Steering Committee

Thursday, March 10, 2022

MINUTES

In Attendance: Commissioner Laura Blaney, Council member Jeremy Rivas, Council member Andy Bozak, Chair/Porter County Auditor Vicki Urbanik, Advisor/County Attorney Scott McClure.

Welcome and Introductions

The meeting opened with the Pledge of Allegiance and roll call. Each committee member introduced themselves.

Status of Current Projects

The County Commissioners approved their first plan that includes four projects, and the County Council has approved the required appropriations. Of the four projects, expenditures have been made in premium pay, which was paid out with the county's March 4 payroll. Expenditures totaled \$877,437.

Status of Applicants

March 8 was the deadline for citizens to apply for the Subcommittees. The county has received 16 applicants for the Behavioral Health & Social Services Subcommittee, 13 for the Nonprofits & Employers Subcommittee, six for Infrastructure & Facilities, and 2 for County Government COVID Health Response. The Commissioners are scheduled to make their appointments on March 15, and the Council will make theirs March 21.

Non-Voting Members

Commissioner Blaney made a motion, seconded by Council member Bozak, to confirm the following non-voting advisors for the Subcommittees:

- Behavioral Health & Social Services: Trustees Brendan Clancy and Jesse Harper
- Infrastructure & Facilities: County Engineer Mike Novotney, Facilities Director Ray Cloyd
- County Government COVID Health Responses: HR Director Rhonda Young, Health Department Nursing Supervisor Connie Rudd

Additional technical advisors are being sought in the fields of behavioral health and non-profits. Also, two additional township trustees are expected to be named.

Organizational Issues

The Steering Committee discussed various organizational issues and agreed to the following:

Timetable: The Steering Committee and Subcommittees should adhere to the timetable set by the Commissioners:

- April and May -- Subcommittees meet to review the proposals and to make their recommendations by the end of May.

- June – Staff to compile the recommendations, and the Steering Committee to review.
- July -- Steering Committee to hold meeting(s) to receive input and to prepare the proposed plan for the Commissioners. The expectation is that the Commissioners and Council will vote on the plan in August, prior to the start of the county's budget hearings.

Subcommittee Structure: Each subcommittee will elect its own chair and set their own meeting dates and times. All subcommittees should follow a similar meeting format. The subcommittees will work through the Steering Committee Chair to schedule meetings and presenters.

Priority Considerations:

The Steering Committee will recommend to the Subcommittees to consider the following items when deciding which projects should be prioritized. Priority projects are:

- Are an eligible use of ARPA funds as stated in Treasury's Final Rule
- Are one-time
- Leverage matching funds from other sources to the extent allowed
- Serve a large number of people in Porter County and the target population served
- Are from agencies or organizations located in Porter County or primarily having operations in Porter County
- Are effective and impactful on the use of the ARPA money
- Are capable to obligate (contract) the funds by December 31, 2024
- Are capable to complete spending by the deadline of December 31, 2026

Other considerations that may affect the recommendations:

- Level of federal aid that the applicant has received through other COVID-19 programs; degree to which the applicant has received or requested ARPA assistance from other agencies
- Commitment to adhere to non-discrimination policies
- Commitment to adhere to best labor practices
- Degree to which the applicant has had negative audit findings, late tax filings, suspension of non-profit status, or other violations of federal, state or local regulations

Attorney McClure made it clear that these considerations are just over-arching considerations by the Steering Committee and that each Subcommittee may add additional considerations for top-priority projects.

Commissioner Blaney made a motion, seconded by Council Bozak, to approve the priority considerations. Motion passed unanimously.

Proposals: All proposals must be submitted via the Porter County website. Applicants will have the ability to provide additional information when making their presentation to the Subcommittee. Late proposals will not be accepted. The Steering Committee will review all proposals to route to the appropriate Subcommittee. The Chair will determine if any proposal is clearly in non-compliance; non-compliant proposals will not be forwarded to a Subcommittee. Applicants may appeal the rejection to the Steering Committee.

Multiple Proposals: Applicants with multiple proposals have the option of grouping all their proposals into one or submit multiple requests.

Public Comment: Public comment will be allowed at the conclusion of each meeting. Those making comments should give their name and municipality/township. They should come to one of the microphones to speak so that their comments can be recorded. Each speaker will be limited to 3 minutes each. Individuals making comments about proposals presented at Subcommittee meetings should direct their questions to the Subcommittee, not the applicants.

Subcommittee Recommendations: Subcommittees should rank each proposal they are recommending. The Subcommittees will present their recommendations to the Steering Committee and will explain to the Steering Committee why they are recommending the particular projects.

Non-enumerated uses: If a proposed expenditure is not enumerated in the Final Rule and/or if a project is targeted to populations not identified as eligible beneficiaries, it will be up to the applicants to explain why they believe their proposal complies with the Final Rule.

Funding Considerations: Subcommittees should ask applicants if they are willing to accept a lesser amount of funding than requested. The Steering Committee may reduce the funding amounts recommended by each Subcommittee.

Project Checklist: The Steering Committee will prepare a checklist that the Subcommittees will present to the Steering Committee for the recommended projects. The summary will describe each project and the dollar amount recommended and will verify that the projects meet the Steering Committee's priority considerations, where applicable.

Future Meeting

The Steering Committee set its next meeting for April 14, 5 p.m. Council member Bozak noted that he will not be available during the second two weeks in July for committee meetings.

External Resources

Chair Urbanik reviewed resources that are available on the National Association of Counties' website (naco.org) that outlines ARPA plans in place by other counties.

Audience Comments

Gary Brown of the Isaak Walton League suggested that in order to protect the Steering Committee, a one-page summary of each proposal should be made available that can be referred to at meetings.

Hayley Scott of Chesterton asked if there is a timeline for disbursements and if they will be disbursed as advances or reimbursement.

Ruth Vance of Valparaiso suggested that each subcommittee develop a cover sheet form that they could use to rank and explain why they are recommending the project.

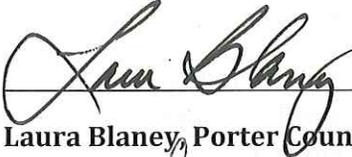
Walt Breitinger of Valparaiso asked if applications are available on the website and when they are due.

In response, Auditor Urbanik said funding for subrecipients will require a written agreement and that the disbursements will depend on the project; the Auditor's Office prefers direct invoicing. Council member Bozak said he would like to see the subcommittees include the priority

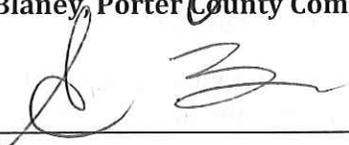
considerations in their report to the Steering Committee. Committee members agreed to work on different subcommittee reporting formats to discuss at a future meeting. Deadline for projects is March 31. Commissioner Blaney said the county's website (porterco.org) has a great deal of information about the Steering Committee and Subcommittee process, and that county offices can assist if anyone has questions about where to find information.

There being no further business, the Steering Committee adjourned at approximately 6:55 p.m.

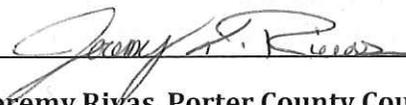
Signed this 19th day of April, 2022



Laura Blaney, Porter County Commissioner



Andy Bozak, Porter County Council



Jeremy Rivas, Porter County Council

ATTEST: Vicki Urbanik

Vicki Urbanik, Porter County Auditor