

**Porter County American Rescue Plan  
Sub Committee County Covid Health Response  
Wednesday, April 13, 2022, 1:00 p.m.  
Commissioners' Meeting Room Chambers  
Porter County Administration Center 155 Indiana Ave., Valparaiso IN 46383**

**Members Present:**

Laura Blaney  
Sylvia Graham  
Mike Jessen  
Patrice Mullen  
Karen Nelson  
Connie Rudd – Non-voting Health Department Advisor

**Also Present:**

Attorney Scott McClure  
Vicki Urbanik

Vicki Urbanik addressed the Committee. These first meetings are going to be organizational. The first order of business is election of the Subcommittee Chair.

**Motion:** Mike Jessen moved to nominate Laura Blaney as Chair of the County Covid Health Response Subcommittee. Sylvia Graham seconded the motion. Upon voice vote the motion passed with a 5-0 vote.

**Motion:** Sylvia Graham moved to nominate Mike Jessen as Vice Chair of the County Covid Health Response Subcommittee. Laura Blaney seconded the motion. Upon voice vote the motion passed with a 5-0 vote.

Vicki Urbanik presented the **General Organization Matters adopted by the Steering Committee:**

**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 on the recommendations 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. The Chair/Commissioners' office will reserve the room and post meeting notices and notify the media.

**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 noncompliance; 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. (Note: This section concerns only the public comment portion of each meeting, not the time allotted to groups making presentations.) Individuals making comments about proposals presented at Subcommittee meetings are to make their comments and 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 work on a proposed checklist that the Subcommittees will present to the Steering Committee for the recommended projects. Tentatively, the summary will describe each project, the dollar amount recommended, and confirmation that the projects meet the Steering Committee's "priority considerations," where applicable.

Adhering to the time table important because of restrictions and deadlines on the funds. Some of these proposals may take a very long time once they go through the process of contracts, consultants and all the other steps they have to go through. All funds must be obligated by the end of 2024. If there are any funds left on the table it goes back to the US Treasury.

It is good to ask the presenters if they will accept less. There is a substantial amount more of requests than there are funds. There will have to be cutting from the requests. There were 64 requests and they totaled just over \$53 Million Dollars.

### **The Steering Committee also adopted General Priority Considerations**

ARPA's State and Local Fiscal Recovery Funds constitute a one-time, non-recurring federal award to the County. The use of these funds should reduce, not increase, the need for on-going local expenditures in the future. Priority consideration will be given to proposals that:

- 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 funding 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

### **Review of US Treasury's Final Rule as it Applies to the Infrastructure and Facilities Subcommittee**

Vicki Urbanik explained there are four main expenditure categories. Each category has its own set of parameters and restrictions. There is not one category that takes precedent over another. One category deals with Public Health and Negative Economic Impacts. This category is broken down into eight subcategories. The category this subcommittee will focus on is: covid 19 mitigation and prevention. Each category has certain uses that are listed in the Final Rule. This subcommittee will also be looking at projects that might fall into other categories. When a project is approved and money is being spent there is a report Vicki has to do. She has to show what category a project is in and why it qualifies. Projects can be beyond the enumerated uses but have to be justified. In determining if a project should be considered there are two questions that should be asked. Do you think this is a good project and an appropriate and proper use of funds? If yes, can a justification be made for the project? If a project does not seem to comply or there are a lot of questions, they can use the Revenue Loss category.

Scott McClure reminded the committee of the deadlines to obligate and spend the money. If those deadlines are not met, the money goes back to the US Treasury.

### **Schedule Subcommittee Meetings and Presentations for April and May**

Laura Blaney stated they have six agencies to present requests. The next meeting dates are set for May 4 at 5:00 pm. This will be presentation night. Also, May 18 at 1:00 pm.

There was discussion regarding some of the presentations. The library will not fall under the rules of the County Commissioners. Under the Final Rule it does qualify.

In regard to premium pay, the County gave employees a stipend in lieu of a raise. Some employees also got a premium pay which came from ARPA money.

Attorney Scott McClure stated the Steering Committee will have a difficult job. They will appreciate each committee stating why they ranked a proposal as they did. Laura Blaney added they proposals they will be looking at do not have to prove harm was done from covid. There was discussion regarding where the library request should be heard.

Vicki Urbanik discussed the other committees are formulating a scoring rubric. This committee should decide how they want to score the requests. Mike Jessen stated he does not feel a rubric is needed for this committee.

### **Public Comment**

Robyn Lane - 258 Hodge Street. Are the presenters going to have to give information if they have already received funds? Laura Blaney replied that is on the list of requirements and should be included in the application or will be asked during the presentation.

Angela McManagin – 1835 Graham Drive. She came to the meeting thinking they were going to discuss the potential of covid masking later on. Laura Blaney replied that would be at a commissioner's meeting. She is sure the Health Department will be advising on this issue later.

The meeting adjourned.