



Coronavirus Ad Hoc Committee
November 9, 2021 – 3:00 PM
Council Chambers

Yvonne McBride	Paul Livingston	Joe Walker	Gretchen Barron, Chair	Chakisse Newton
District 3	District 4	District 6	District 7	District 10

1. **Call to Order**
2. **Approval of Minutes: October 20, 2021 [PAGES 2-7]**
3. **Adoption of Agenda**
4. **Community Outreach**
 - a. **Incentive Program**
 - i. **Report from the Meeting Place Event**
 - 54 Richland County residents received \$100 Gift Cards
 - 7 booster shots were given during the vaccine drive
 - ii. **Additional Pilot Sites**
5. **Mental Health Check In Program - RCSD [PAGES 8-12]**
6. **COVID-19 Pandemic Small Business Relief Grant Program [PAGES 13-36]**
7. **Adjournment**



Richland County
Coronavirus Ad Hoc Committee
October 20, 2021 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

Yvonne McBride	Paul Livingston	Gretchen Barron, Chair	Joe Walker	Chakisse Newton
District 3	District 4	District 7	District 6	District 10

Committee Members Present: Gretchen Barron, Chair; Yvonne McBride, Paul Livingston and Chakisse Newton

Others Present: Michelle Onley, Tamar Black, Leonardo Brown, Angela Weathersby, Justin Landy, Kyle Holsclaw, Jennifer Wladischkin, Lori Thomas, Randy Pruitt, Shane Kitchen, Stacey Hamm, Bill Davis, Michael Byrd, David Bertolini, Ashiya Myers, Dante Roberts, John Thompson, Brittney Hoyle-Terry, Jennifer Catoe, Aric Jensen, Beverly Harris, Jani Hussain, Jessica Mancine, Michael Maloney and Steven Gaither

1. **Call to Order** – Ms. Barron called the meeting to order at approximately 3:00 PM.
2. **Approval of Minutes: September 29, 2021** – Ms. Ms. McBride moved, seconded by Mr. Livingston, to approve the minutes as distributed.

Ms. Newton requested the Clerk’s Office to review the recording regarding “incentivizing” individuals geographically.

In Favor: McBride, Livingston, Barron, and Newton

Not Present: J. Walker

The vote in favor was unanimous.

3. **Adoption of Agenda** – Mr. Livingston moved, seconded by Ms. McBride, to adopt the agenda and published.

In Favor: McBride, Livingston, Barron, and Newton

Not Present: J. Walker

The vote in favor was unanimous.

4. **Community Outreach and Awareness Efforts**
 - a. **Incentive Program** – Mr. Brown stated Council approved the vaccination incentive program, and the County is partnering with the Meeting Place. The first 250 Richland County residents receiving their 1st vaccine shot will be provided a \$100 gift card. The County has a provider who will be activating and passing out the cards to citizens who qualify. The PIO Office has prepared visual, radio and paper advertisements. Ric advertisements that was prepared. He noted Richland County staff will be present at the event on October 30th.

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Mr. Livingston inquired about the time of the event.

Mr. Brown responded the event is scheduled from 1:00 – 5:00 PM, but the incentives are on a first come-first served basis.

Ms. McBride noted MUSC will be providing the vaccinations and there will also be health informational sessions regarding COVID-19.

Ms. Barron inquired about who will be responsible for giving out the cards.

Mr. Brown responded Richland County staff will be responsible for making sure the cards are distributed properly.

Ms. Barron inquired what will happen to cards not distributed.

Mr. Brown responded the cards will only be loaded as necessary. The funding not spend will be reported back to the committee.

- b. Infomercial** – Mr. Brown noted they were trying to get Richland County faces out before the community about getting vaccinated. He noted the County’s videographer is currently out.

Ms. Barron inquired if the project could be out sourced.

Mr. Brown responded in the affirmative.

Ms. McBride suggested interviewing local citizens at the vaccination drive.

Ms. Barron stated it would be a great idea to capture live footage on that day.

5. **American Rescue Plan Funding** - Mr. Brown stated Richland County was to be awarded approximately \$80M in two different tranches. He stated the County has been utilizing the first \$40M, and we can expect to receive the second \$40M by mid-2022.

The breakdown of the funds that have been allocated:

- Lump sum distribution grants award - \$1,706,439
- Employee stipends – July Approval - \$7,140,900
- Alvin S. Glenn Detention Center Safety and Security Projects \$3,338,300
- Employee Stipends (Modified Schedule) - \$660,00
- Total Allocated \$12,845,339
- Remaining funds \$67,910,973

- a. Grant Management System** – Mr. Brown stated they are not requesting any funding today. He believes grant management software will be critical for staff to continue to manage both ARP and other grant funding.

- b. HVAC and Ventilation System** – Mr. Brown stated staff wants to upgrade the ventilation systems at 2000 and 2020 Hampton Street. He noted the systems are older and a new system would allow for circulation of air, which will improve the air quality. He noted water inclusion could create problems; therefore, replacing the HVAC and not addressing water intrusion would not benefit the new ventilation system. Staff recommends approval of \$5,205,000 in ARP funding

to replace the HVAC and Ventilation system, as well as roofing. He noted this would allow the County to use CIP funds from this project somewhere else.

Mr. Livingston noted there was a recommendation to tear down this building, so he wants us to make sure the building is worth putting the new system into.

Mr. Brown responded there were other plans, and the building is not considered uninhabitable.

Ms. McBride stated, in the future, we need to use citizens input to determine how the funds will be spent.

Ms. McBride moved, seconded by Mr. Livingston, to approve staff's recommendation to approve \$5,205,000 in ARP funding to replace the HVAC and Ventilation System, as well as, the roofing.

Ms. Newton stated, if we looked at all our needs across the County, they would exceed the amount of ARP funds we have. Therefore, she wants to ensure we are looking at the needs of the community, and do not end up in a situation where we have expended the funds and neglected other priorities we may have wanted to consider.

Ms. Barron noted the County is in a holding pattern, as the US Treasury has not given final guidance on how to spend the funds.

Mr. Brown noted they are tackling certain issues because the long-term sustainability of what we are trying to accomplish could best be utilized by addressing those particular needs that have gone unaddressed.

In Favor: McBride, Livingston, Barron

Not Present: J. Walker

Abstained: Newton

The vote in favor was unanimous.

- c. **Utilities Delinquent Receivable** –Mr. Brown stated individuals impacted by COVID-19 who are unable to pay their utilities. He noted ARP funds could be used to pay that bad debt that are greater than 90-days. Staff recommends approving up to \$1M in ARP lost revenue funds to recover utility bad debt brought on by the pandemic. He noted Richland County's utility system is a rate payer system, and we have an interest revenue bond that backs the system up. This means we have associated rates that we charge in order to make sure we meet the debt. Without the funding, we will be in the hole with the system. This allows them to recover, so we can keep the rates at a sustainable level.

Ms. McBride stated, for clarification, this funding was not a part of the Rental Assistance Program.

Mr. Brown responded in the affirmative.

Ms. McBride inquired if the Rental Assistance funding could be used for this.

Mr. Brown responded it could not.

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Ms. McBride inquired if the request is to assist citizens.

Mr. Brown responded the funds are to recover the County's loss of revenue, as a result of individuals not being able to pay their bills.

Ms. McBride noted the Emergency Rental Assistance Program and this request are similar. The citizens could have applied for ERAP funding to pay the County.

Mr. Livingston stated he was under the assumption that a lot of citizens could have used the rental assistance program and paid their utilities.

Mr. Brown noted the assumption would be that all of the people that applied have Richland County utilities. He stated the eligibility could be there, but we could not tie the two together. This request is not exclusive to renters. Homeowners would also have been eligible to have their utilities paid.

Audio problems

Mr. Livingston moved, seconded by Ms. McBride to approve staff's recommendation.

In Favor: McBride, Livingston, Barron

Not Present: J. Walker

Technical difficulties: Newton

The vote in favor was unanimous

d. Funding opportunities for non-profits and businesses – Mr. Brown noted there was an Executive Summary of the ARP survey results. He noted the top ten responses were:

1. Services for abused and Neglected Children (66%)
2. Street improvement (65%)
3. Mental Health (64.39%)
4. Support Service (63.93%)
5. Transitional Housing (63.15%)
6. Emergency Shelters (61.85%)
7. Permanent Housing (60.99%)
8. Broadband Infrastructure (60.78%)
9. Services for Victims of Domestic Violence (60.52%)
10. Veterans (57.44%)

Mr. Brown noted other items that were noteworthy included:

- Special Housing for Elderly
- Safety for your neighborhood during the day
- Youth Services
- Day Car Services
- Special Needs Services
- Rental Assistance
- Substance Abuse Services

- Food/Drainage Improvements

Mr. Brown noted a lot of these areas were previously discussed by the Committee and Council. Citizens have reaffirmed those concerns through the survey. He stated this is a platform to be used as the County considers how to use ARP funds.

Ms. McBride inquired how many people responded to the survey.

Mr. Brown responded the survey has not closed. At the time of this report, 700 people had responded. He noted the following agencies have submitted requests for funding:

- Midland Fatherhood Coalition/ARC - \$1750,000
- Eau Claire Cooperative Health Center, Inc. (d/b/a Cooperative Health) - \$2M
- Foodshare South Carolina - \$495,720
- Affordable Housing Trust Funds – More Justice - \$10M
- Midlands Technical College Richland County ARPA Proposal – Free College for Richland County High School Graduates - \$12.4M
- Homeless No More – Affordable Housing for Families At-Risk of Homelessness - \$4.5M
- Homeless No More – Affordable Housing for Families At-Risk of Homelessness with Children - \$6M
- Columbia Food Policy Committee - \$150,000

Ms. McBride inquired if there was an RFP or if these are agencies that were knowledgeable of the funding and made requests.

Mr. Brown responded an RFP was not used. The agencies were aware of the ARP funding and made a request.

Ms. McBride noted she would be concerned if we only used this list, and not issue an RFP for others to apply.

Mr. Brown noted, from previous conversations and concerns, the public may not know about the available funding and how to communicate this to the public. In addition, a filter to determine what qualifies for funding.

Ms. Barron stated we cannot forget about the mom and pops that have small businesses or newer non-profits. We have to be able to ensure there is an equitable process so the information is disseminated out and they know what the expectation is. She noted the OSBO staff has started to engage the community with their grant funds. The committee can further extend what the OSBO staff is doing. She would rather give 10 people \$1M versus one organization \$10M. We can spread the wealth by connecting what the citizens have said and marrying it to what the County is going to say with the strategic plan to push forward the County's priorities, as a whole.

Mr. Livingston stated if the request were categorized it would help him compartmentalize the requests.

Mr. Brown noted the US Treasury is expected to have final guidance out by December 2021. Waiting on the final guidance will affect the timelines for future projects.

Ms. McBride inquired about the timeline for the funds.

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Mr. Brown responded the funds have to be obligated by 2024 and spent by 2026.

6. **Adjournment** – The meeting adjourned at approximately 3:57PM.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

Prepared by:	Harry Polis		Title:	Deputy Chief	
Department:	Sheriff	Division:			
Date Prepared:	November 02, 2021	Meeting Date:	November 09, 2021		
Legal Review	Elizabeth McLean via email		Date:	November 01, 2021	
Budget/Finance Review	Stacey Hamm via email		Date:	November 02, 2021	
Committee	Coronavirus Ad Hoc				
Subject:	Mental Health Check-In Program for Richland County Sheriff's Department				

STAFF'S RECOMMENDED ACTION:

The Sheriff is requesting Council to allocate American Rescue Plan (ARP) funding in support of the new RCSD Mental Health Check-In Program.

Target implementation date: January 1, 2022

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department's current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The cost of this program is \$16,250 annually with \$4,062.50 due by December 15, 2021 for a January 1, 2022 start.

Beginning FY27, general fund dollars of \$8,125 would be required to continue this program and \$16,250 each fiscal year thereafter.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

None applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

STRATEGIC & GENERATIVE DISCUSSION:

Blue H.E.L.P. is a non-profit organization whose mission is, “to reduce mental health stigma through education, advocate for benefits for those suffering from post-traumatic stress, acknowledge the service and sacrifice of law enforcement officers we lost to suicide, assist officers in their search for healing, and to bring awareness to suicide and mental health issues.” According to Blue H.E.L.P., law enforcement officers are statistically more likely to die by suicide than they are to be killed in the line of duty. Since January 1, 2021, 100 law enforcement officers, from 33 different states have died by suicide. The routine exposure of law enforcement officers to traumatic incidents combined with political unrest, rising unemployment, social isolation, and less-than-favorable media coverage have largely increased the amount of stress experienced by law enforcement officers. Additionally, law enforcement officers are already experiencing the mental health implications of the prolonged COVID-19 pandemic.

Therefore, we must take proactive measures to protect our deputy’s mental health.

One of the benefits of our Sheriff being the National Sheriff of the Year and on the board of the Major County Sheriff’s Association is that he has an inside view of proposed legislation at the federal level related to police reform. He believes federal legislation is forthcoming and in an effort to be on the forefront of health and wellness for our deputies, he would like to proactively implement this new annual program.

The cost of this program is \$16,250 annually with \$4,062.50 due by December 15, 2021 for a January 1, 2022 start. Staff recommends allocating \$81,250 in American Rescue Plan funds to fund this program through December 31, 2026. Following this initial period, the general fund would allocate \$16,250 annually to continue this program if it is deemed successful.

ADDITIONAL COMMENTS FOR CONSIDERATION:

Beginning FY 27, general fund dollars of \$8,125 would be required to continue this program and \$16,250 each fiscal year thereafter.

ATTACHMENTS:

1. Proposal from Designed by Propose
2. BLUE H.E.L.P. Mental Health Support Visual



September 13, 2021

Attn: Richland County Sheriff's Department

Like most managers, you probably checked in with your employees last spring when the Covid-19 crisis first started. The mental health implications of a prolonged pandemic, political unrest, rising unemployment, social isolation and home schooling are creating an underlying stress for all. Your willingness to open up an honest conversation about mental health with your employees is exactly the kind of gift so many people want and need right now.

So how do you start a conversation that even the bravest managers fear?

Designed By Purpose Counseling & Consulting, LLC., would like to propose the following for an Employee Mental Wellness Program (EMWP). Dealing with a mental health problem before it becomes more severe can cut down on suffering as well as save money in treatment costs and sick days.

It is our commitment to cost-effectively provide the best services we are able to offer to you. I invite you to contact me at any time. I can be reached at amanda@designedbypurposecc.com or 803-521-9172.

I look forward to speaking with you soon. Please feel free to visit our website to learn more about us and our services at www.designedbypurposecc.com.

Best regards,

Amanda Gilchrist, LPC
Owner/Operator
DBP Counseling and Consulting, LLC



RCSD Wellness Program Proposal

Initial program provides up to 650 officers with a Stress screener with a follow up Trauma screener if needed. In order to accommodate the needs of Richland County Sheriff's Department; Designed By Purpose Counseling and Consulting will provide the following:

- Automated scheduler for participants to schedule their “mental wellness screening.”
- Services provided via HIPPA compliant video or voice connection from a mobile device or laptop.
- Custom program disclosure statement, to include the purpose of the program, information disclosed and consent for referrals
- All paperwork is completed in a HIPPA compliant confidential electronic client portal
- Richland County Sheriff's Department will have a choice of services provided to be outlined prior to the start of the program October 1st
- Each officer will be administered a Perceived Stress Questionnaire to identify risks for moderate to high levels and provide program and progress outcomes
- If Perceived Stress Questionnaire identify high stress, PTSS questionnaire will then be administered
- Referrals will be made pending the individual provides consent for referrals.
- Cost is \$16,250;equivalent to \$25 per officer. (*Requires a 25% down payment and set up of RCSD assessment calendar and allocation of therapist time)

RCSD Additional options (not included in the current price estimate)

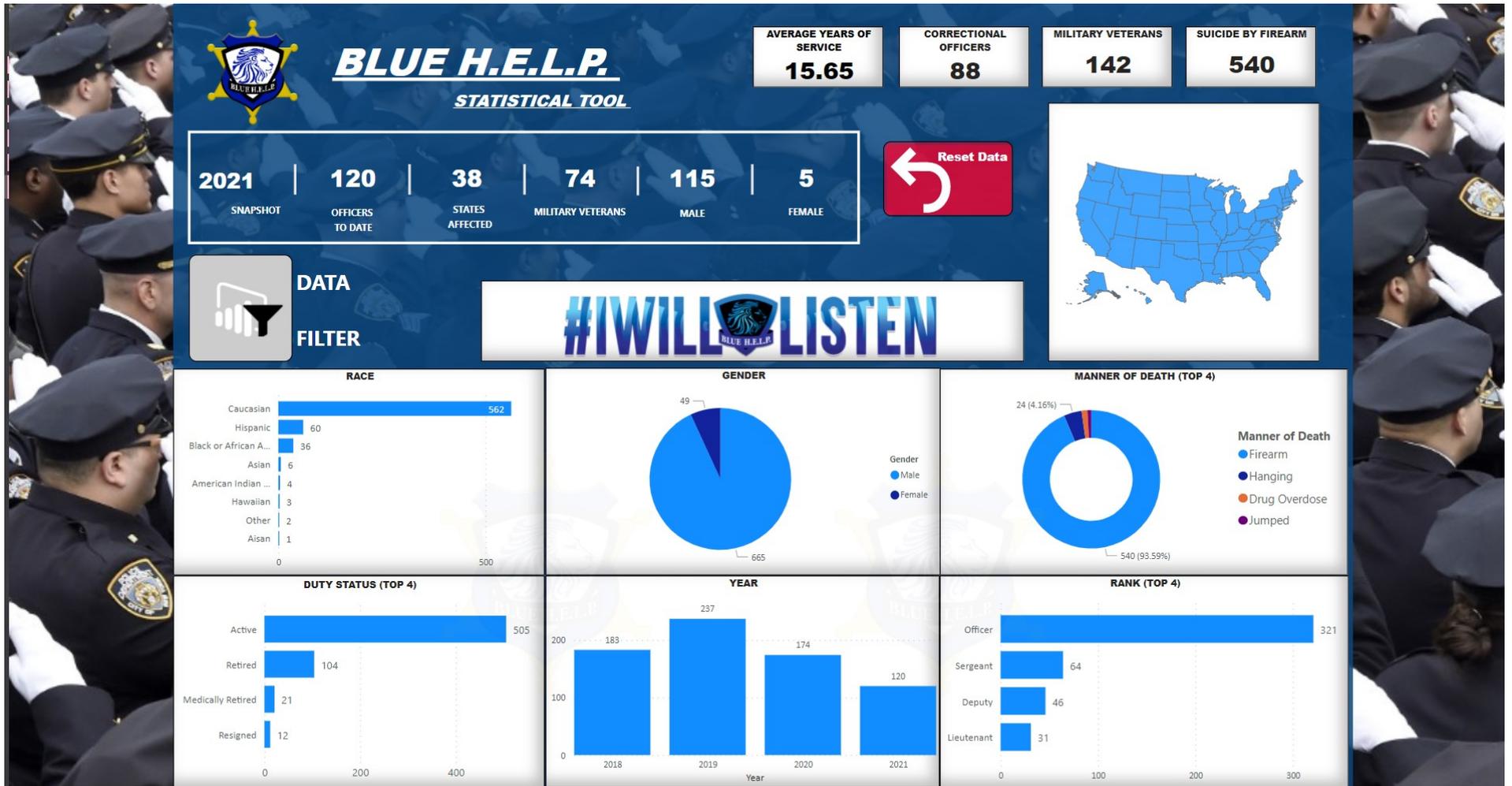
Designed By Purpose Counseling & Consulting offers confidential assessment, referral, coaching and counseling services to employees and their eligible dependents at no cost to them. For your clients, we can design a plan with 1, 3, 5, 6, 8 or more free face to face or telehealth sessions. Or our EAP can be a “telehealth only” model. All of the following services are included in our standard Employee Mental Wellness Programs.

- Account Manager
- Program Publicity
 - Tri-Fold Brochures
 - Blogs on a Wide Array of Mental Health Topics
 - Virtual Q&A Sessions (monthly)
- Quarterly de-identified statistical reports on general employee outcomes
- Community Referrals
- Counseling and coaching for:
 - Drug/Alcohol Problems
 - Marital Conflicts
 - Adolescent Behavioral Problems
 - Stress-Related Problems
 - Family Conflicts
 - Other problems that relate to an employee's mental well being
 - Virtual Men's and Women's support group on different topics (based on demand)
 - EMDR

At your request, we can also provide tailored workshops for:

- Creating a great work culture
- Stress Management
- Work/life balance
- Supervisory skill building

2228 Woodside Executive Ct Aiken, SC 29803 | 803.470.4076 | www.designedbypurposecc.com





Agenda Briefing

Prepared by:	Christine A Keefer	Title:	Director
Department:	Government & Community Services	Division:	Office of Small Business Opportunity
Date Prepared:	October 12, 2021	Meeting Date:	November 09, 2021
Legal Review	Elizabeth McLean via email	Date:	October 13, 2021
Budget Review	James Hayes via email	Date:	October 18, 2021
Finance Review	Stacey Hamm via email	Date:	October 13, 2021
Approved for consideration:	Assistant County Administrator	Aric A Jensen, AICP	
Committee	Coronavirus Ad Hoc Committee		
Subject:	COVID-19 Pandemic Small Business Relief Grant Program		

STAFF’S RECOMMENDED ACTION:

Staff recommends approval of proposed grant program.

Request for Council Reconsideration: Yes

FIDUCIARY:

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The funding for the proposed COVID-19 Pandemic Small Business Relief Grants is in Community Planning & Development budget for CDBG-CV funds (GL/JL 1202992010.528000 4891900.528000).

The Community Development Block Grant (CDBG) program, administered by the U.S. Department of Housing and Urban Development (HUD), is an annual grant program provided on a formula basis to Richland County and other state, county, and local governments to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons.

Through the CDBG-CV program, HUD provides grants to states, insular areas, and local governments to prevent, prepare for, and respond to the spread of COVID-19. At least 70% of every grant must be expended for activities that benefit low- to moderate-income (LMI) persons by providing housing, a permanent job, a public service, or access to new or significantly improved infrastructure. The remaining 10% may be used to eliminate slum or blighted conditions, or to address an urgent need for which the grantee certifies it has no other funding. Eligible uses are listed in the attached *Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response* document.

The County’s FY2021 CDBG-CV budget totals \$2,197,908, of which \$300,000 was allocated to economic development grants to small businesses to provide pandemic relief in response to COVID-19. Council approved the CDBG-CV action plan as a consent agenda item (15f) on July 13, 2021.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

HUD requires local government grantees to draw down 80% of their awarded funding by the end of the third year. Because the County submitted that draw down request so late and amended the request in 2020, we are already in Program Year 2 (federal FY2021).

MOTION OF ORIGIN:

There is no associated Council motion of origin.

Council Member	
Meeting	
Date	

STRATEGIC & GENERATIVE DISCUSSION:

Program Overview & Purpose

The Office of Small Business Opportunity (OSBO) is requesting approval of the COVID-19 Pandemic Small Business Relief Grant to sustain Richland County businesses owned by or employing members of low-to-moderate income (LMI) households in Richland County. This grant would be sourced with an allocation of \$300,000 in CDBG-CV funds to be used to provide one-time grants of up to \$15,000 to reimburse small businesses for unanticipated expenses related to COVID-19. This would help mitigate the pandemic's economic impact on small business operating capital, reducing the risk of employee layoffs or business closure.

The attached COVID-19 Pandemic Small Business Relief Grant Summary sheet provides basic details about this grant program. OSBO and Community Development are finalizing the full program guidelines in preparation for program rollout.

Because this grant program is funded by CDBG-CV funds, Community Development will serve as the fiscal agent for these programs. OSBO will serve as the program administrator due to its connection with the small business community.

Community Development requested OSBO's assistance in designing and administering this grant program to help direct CDBG-CV funds to LMI persons in Richland County in compliance with HUD guidelines and deadlines. Both Community Development and OSBO are excited to offer a grant program that will help our small business community recover from the pandemic's economic impact and preserve employment opportunities. Through this proposed grant program, Richland County will be investing a total of \$300,000 in CDBG-CV funds to help sustain at least 20 small businesses in Richland County over the next year.

Program Development & Deliverables

Since August, OSBO and Community Development have collaborated on designing the grant program, ensuring funding is available, preparing the online application platform, promoting the program to the small business community, and identifying staff and County Council members to serve on the grant review committee. OSBO has also scheduled workshops in October to help small business owners

prepare to apply to grant opportunities like this, and OSBO will be working closely with grant recipients to ensure they comply with the grant requirements.

County Ordinance Compliance

The proposed grant program will help Community Development fulfill its mission of “administering grants from the U.S. Department of Housing and Urban Development to improve low-income neighborhoods” (RCC Article V, Division 2, Section 2-130 a). This grant program will help OSBO fulfill its mission of “providing additional avenues for the development of new capacity and new sources of competition for county contracts from the growing pool of small and locally based businesses” (RCC Article X, Division 7, Sec. 2-639).

This request does not require an ordinance amendment.

Benefits to Residents & County Services

Throughout the pandemic, Council has taken positive steps to provide relief to LMI households to alleviate their COVID-related financial hardships. Examples of such relief programs are the Emergency Rental Assistance Program offered to renter households and the COVID-19 Pandemic Relief Grants offered to small businesses and nonprofits in 2020. The grant program proposed here will extend that relief to help keep people employed and help sustain small businesses in Richland County.

The proposed program will permit OSBO to extend its reach into the local business community and deliver COVID-related financial relief to small businesses—something they tell us they still need as the pandemic continues. This grant program also demonstrates that when two different divisions within two different departments collaborate with a shared purpose to support economic and community development with County Council support, that effort can yield mutually beneficial results for Richland County and its constituents.

Alternatives & Risks

We considered three alternatives:

- Option 1 (recommended) – Approve the proposed grant program as presented. This option would allow the County to provide pandemic-related financial relief to at least 20 small businesses that employ members of LMI households and provide the County an opportunity to expend CDBG-CV funds for pandemic relief according to HUD requirements.
- Option 2 – Approve the proposed grant program, but fund it through a different source. This could delay the rollout of the grant program as no alternate funding source has yet been identified.
- Option 3 – Do not approve the proposed grant program. This option would require Community Development to find other ways to spend the CDBG-CV funds. Depending on the dollar amount, if any changes are made at this point, the County would need to submit a substantial amendment, requiring another 30-day public comment period and a public hearing.

Denial of the proposal would require Community Development to find other ways to spend the CDBG-CV funds and potentially put at least 20 small businesses at risk of closing, laying off employees, or finding alternate means to cover unanticipated pandemic-related expenses.

Previous Council Action

Coronavirus Ad Hoc Committee – 4/16/2020 meeting minutes

Coronavirus Ad Hoc Committee – 7/28/2020 meeting minutes

County Council – 7/13/2021 special called meeting minutes

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

1. Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response
2. COVID-19 Pandemic Small Business Relief Grant Summary
3. Coronavirus Ad Hoc Committee – 4/16/2020 meeting minutes
4. Coronavirus Ad Hoc Committee – 7/28/2020 meeting minutes
5. County Council – 7/13/2021 special called meeting minutes

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response

REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.

COVID-19 Pandemic Small Business Relief Grant Summary

Offered by OSBO (program coordinator) and Community Development (fiscal agent).

Overview	One-time grants of up to \$15,000 to reimburse small businesses for COVID-related expenses
Purpose	Help provide economic relief to small businesses that incurred unanticipated expenses due to COVID; help mitigate risk of business closure or employee layoffs resulting from pandemic's economic impact.
Target audience	Richland County for-profit enterprises with 1-50 employees at time of application
Type of funding	Economic assistance grant (first-come, first-served)
Funding Source	CDBG-CV
Total Funding Available	\$300,000
Number of Awards Available	Depends on applications; each grant limited to \$15K
Eligible Expenses	Payroll, business rent/mortgage payments, insurance, utilities, COVID-related PPE
Basic Eligibility	<ul style="list-style-type: none"> • Must complete & submit the application and all required supporting documents • Must provide proof of expense incurred after 3/1/2020 & coordinating proof of payment • Must disclose any other COVID relief applied for (sources and amounts) and all information required for federal reporting processes for applicants and their employees • Must meet HUD's CDBG eligibility requirements • Must demonstrate the ability to create/retain an LMI position • Priority will be given to retail, restaurants, personal service establishments (salons, barber shops, etc.), day care (adult & child), professional services, photography
Application	Online (Neighborly)
Evaluation	Committee will review applications for eligibility requirements and score on a pass/fail basis related to program requirements. Applicants recommended for funding will be contacted and asked to complete/sign the program agreement to allow for distribution of funds.
Exclusions/Ineligibility (includes but not limited to)	<ul style="list-style-type: none"> • Companies publicly traded, partially owned by a hedge fund, corporate-owned franchises • Individuals/organizations holding real property for passive sale or investment with no active ties to a for-profit business at the location • Businesses with unpaid code enforcement liens or violation of any federal, state, county, or local laws • Businesses owned in part or fully by County staff, administration, or leadership • Businesses in which any owner, officer, partner, or principal actor is/was involved with financial mismanagement
Compliance	Applicants must meet the terms and conditions set forth in a written agreement with Richland County or repay the grant; recaptured funds will be deposited into the CDBG program income account for future grants.

<p>Prior Council Consideration</p>	<p>The Coronavirus Ad Hoc Committee on 4/16/2020 accepted staff's recommendation to add \$957K (CDBG-CV funding allocation), bringing available COVID-19 response funding to \$2.8M. This funding was received, as reported to the Coronavirus Ad Hoc Committee on 7/28/2020.</p>
<p>Public Engagement & Participation</p>	<p>Grant application workshops (OSBO) – 4 held in October Public info & outreach (OSBO, GCS, PIO)</p>



Coronavirus Ad Hoc Committee
 April 16, 2020 – 3:00 PM
 Council Chambers
 2020 Hampton Street, Columbia, SC 29204

Yvonne McBride	Paul Livingston	Joe Walker	Dalhi Myers	Chakisse Newton
District 3	District 4	District 6	District 10	District 11

Committee Members Present: Paul Livingston, Chair; Yvonne McBride, Joe Walker, Dalhi Myers and Chakisse Newton

Others Present: Jim Manning, Joyce Dickerson, Calvin Jackson, Bill Malinowski, Allison Terracio, Ashiya Myers, Ashley Powell, John Thompson, Leonardo Brown, James Hayes, Michael Byrd, Kimberly Williams-Roberts, Michelle Onley, Dale Welch, Clayton Voignier, Brad Farrar, Bryant Davis, Erica Wade, Kimberly Humphrey, Trina Walker, and Dwight Hanna

1. **Call to Order** – Ms. Myers called the meeting to order at approximately 3:06 PM.
2. **Adoption of Agenda** – Ms. McBride moved, seconded by Mr. Walker, to adopt the agenda as published.
 In Favor: McBride, Walker, Myers and Newton
 The vote in favor was unanimous.
3. **Approval of Minutes**
 - a. **March 28, 2020** – Mr. Walker moved, seconded by Ms. Newton, to approve the minutes as corrected.
 In Favor: Walker and Newton
 Abstain: Myers and McBride
 The vote in favor was unanimous with Ms. Myers and Ms. McBride abstaining from the vote.
 - b. **April 6, 2020** – Mr. Walker moved, seconded by Ms. Newton, to approve the minutes as submitted.
 In Favor: Walker and Newton
 Abstain: Myers and McBride
 The vote in favor was unanimous with Ms. Myers and Ms. McBride abstaining from the vote.
4. **COVID-19 Relief Grant Program(s)** – Mr. Brown stated we are going to start with the grant documents related to our relief efforts from a non-profit and a business standpoint. We have spoken with our local

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partners, United Way, City of Columbia and Community Fund. Our documents are similar in nature, in terms of the application and requirements process, so we can collaborate and be as efficient as possible. The documents staff has presented for review, and accept, includes a process by which individuals, in terms of organizations for non-profit businesses would apply to Richland County for funds. Those non-profit entities would provide direct to assistance to residents in need. The residents would use those non-profits to get what they need, but the non-profits would be vetted by the process included in the documentation. What we need from the committee is a group of members that would vet those non-profits who apply for funding, so that the non-profits could then provide direct assistance to those residents. Again, the non-profit process will require a vetting committee. The vetting committee would determine non-profits eligibility and awarding of funds. Those funds would be awarded to those non-profits. The non-profits would then award individual assistance to residents directly.

The business side would be a little bit different. The business side would require a vetting process, by which, once the businesses are determined to be eligible they would receive an award of funds to provide for their business needs (i.e. rent, utilities).

Ms. A. Myers stated, Attachment R is the “Non-Profit COVID-19 Pandemic Relief Grant Guidelines”. As Mr. Brown laid out, this is for our non-profit partners to apply, and to individually be vetted. We envision a 14-day turnaround process beginning with the acceptance of the application from the non-profit applicant. With that process, we would have internal deadlines, then review deadlines. In the packet, there was a list of dates, which would be our review deadlines. The first day of review would be May 5th. The application process would be until May 3. On May 4, Grants staff would review the documentation; May 5 – May 8 the committee would vet the documents; and, May 9 – 13 would be processing by Accounts Payable to issue checks to anyone awarded funding. Provided that they meet the guidelines, as outlined in the documentation, and submit the documentation, as required in their application.

Ms. McBride inquired as to which funding we are speaking of (i.e. small business or the community fund).

Ms. A. Myers responded this is for the non-profits or community partners. Attachments R, S and T are specific to the non-profits.

Ms. McBride stated there was an allocation of \$150,000 for the Pandemic General Funds. Her concern is the original amount was \$250,000. It has been reduced by \$100,000, and now the \$150,000 will include operational costs for non-profits. This amount is unacceptable. We initially stated \$250,000, which primarily helped those individuals who longer have the income, and who need assistance with their rent and utilities. These individuals are primarily women with children. She requested the funding amount to be returned to \$250,000, and to potentially increase it to \$300,000.

Mr. Livingston asked for clarification on which funds Ms. McBride was referring and their intended use.

Ms. McBride stated, for clarification, these are the funds that would assist citizens that cannot afford to pay their rent and/or utilities. She stated she knows people have received their stimulus funds, but they will not last long and we will end up with more homeless children and families. There are other funds, within the stimulus package, which assists businesses. These funds are directly for our citizens who are in need. Most of which are living underserved areas, and they cannot afford to pay their utilities or rent.

Mr. Brown stated Ms. McBride did raise a good point. In their initial conversations with the City of Columbia, United Way and the Community Fund, they had not included operational costs in their considerations. They did mention that going forward that was something they were going to be looking at. The staff information, for your consideration right now, was direct assistance driven, and we were not including operational costs.

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April 16, 2020



Ms. McBride stated she included the operational support costs because that is what is in the package she received from staff.

Mr. Brown stated whatever Council decides we would apply the funding toward that. In the grant submission information, we would put whether it is direct assistance or if it includes operational expense assistance.

Ms. Newton emphasized, a part from operational costs that Ms. McBride requested the original amount of \$250,000 direct assistance was restored. We may have called it critical needs, but it covers the things Ms. McBride outlined.

Ms. D. Myers noted we have the eligibility requirements, based on low-to-moderate income families. In this particular downturn, families may not be low-to-moderate income, but may have a demonstrable need. She is concerned that we not exclude people. A lot of people who would not ordinarily meet that criteria may now have a demonstrated need for assistance. She is concerned when we say low-to-moderate income that weeds people out rather than making sure that we are accounting for Richland County citizens that may have a demonstrated need. She would prefer if the language were something more closely aligned with a demonstrative or stated need, so we do not weed families out because they may have an income that has evaporated.

Ms. McBride stated she agreed with that to a certain extent, but we need to primarily target the low-to-moderate income.

Ms. D. Myers stated she is not just speaking of low-to-moderate families. She is speaking of families in need. In this crisis, where people have been told not to go to work, and they may not normally be low-to-moderate, but they may not have work. If you consider, for example, if you own a barber shop, and your entire income is dependent on running that barber shop, you may not be ordinarily low-to-moderate income, but you may be zero income now. She does not want to weed out folks who can demonstrate a need.

Ms. McBride stated she thinks we were assuming that the moderate income would include those people. By all means, we are not to exclude anyone in need, but we want to make sure that we address our most vulnerable citizens that have been in need for years, and are usually excluded.

Mr. Malinowski noted the documentation provided states grants will not be awarded to individuals. Yet, Mr. Brown stated funds would be given to individuals directly from the non-profit. He suggested changing the language to make it clearer that funds will be going to individuals, but it will be through a non-profit. Additionally, it states the activity must meet the service type activities, as outlined by the non-profit. It seems the activity should have to be in relation to the COVID-19 pandemic; otherwise, we are saying, "as long as you use the funds for an already existing activity, you are okay." It was his understanding, we want the funds to be used to assist with the pandemic.

Ms. A. Myers responded, under the program criteria, it states, "The activity provides solutions by way of systems or approaches that can prevent, mitigate or resolve individual, family, or community problems caused by COVID-19 and government responses thereto." Therefore, it is specific to COVID-19.

Mr. Malinowski stated the examples used do not seem to be COVID-19 related examples.

Ms. A. Myers responded rent/lease and utility assistance were noted by members of the committee, but we can update the documents, as directed by the committee.

Attachment U - Small Business COVID-19 Pandemic Relief Grant Guidelines: As outlined by the County Administrator, this will go directly to businesses in need of assistance. They also follow a similar 14-day



turnaround process. We have provided eligible applicant, by industry type and business, which aligns with the three categories that were referred to earlier in the document. We used the small business definition, as outlined by the County's ordinance. We also made sure to note that we are giving priority to businesses with 50 or fewer employees, and they have to demonstrate certain criteria (i.e. plans for recovery; retention of employees; and payroll, rent/mortgage or utility expenses, etc.).

Ms. D. Myers stated for clarification, in this process, we will be vetting whether or not they are a viable Richland County business, demonstrable need for rent or payroll assistance, as well as, if we think they have a strategically sound plan for recovery.

Ms. A. Myers responded we are requesting their use for the funds. We are not asking them to submit a plan for recovery, per se, but the application itself does ask what they are using the funds toward.

Ms. D. Myers suggested we could remove that from the criteria. What we are looking for is their use of the funds, supported by documentation.

Mr. Livingston stated he saw that in the Federal language. They wanted to make sure the business did not take the money and do something else, and did not continue the business.

Ms. D. Myers stated she does not want us to slow the business down by having them draft a strategic plan for the next 20 – 30 weeks.

Mr. Livingston stated, in addition, to have them detail how the receipt of these funds will help them stay in business because we do not want to give them the funds and have the business use them for something not related to the business.

Ms. A. Myers stated they will update the documents.

Ms. Newton stated, in the "Program Description", the 3 major sectors of the retail trade: accommodations and foodservice; and arts, entertainment, and recreation are noted. She knows we have used lots of different businesses as examples of small businesses that might be missed other places. For example, barber shops, nail salon, and other service industries. She inquired if those "services" would be included in retail trade. If not, she requested guidance on amending the language to make sure those "mom and pop" shops, which have had to close are included.

Ms. Powell responded we view retail trade as any business that offers goods or services directly to individuals.

Mr. Malinowski requested it be noted that the list is not all inclusive. If someone is looking at the list and they do not see their business, or type of business, they may think they cannot apply. He noted, in one section, it lists accommodations, but, in another section, it says hotels and motels are ineligible, which seems contradictory to him. He inquired why franchises are not eligible, since franchises are individually-owned, and not necessarily owned by the corporation.

Ms. McBride stated, in previous discussions, regarding the small businesses, we realized that a business with 50 employees can seem pretty large to a business that only has 1 – 2 employees. Those businesses, such as the barber shops/beauty salons, which only have 1 – 5 employees are at a disadvantage, in terms of applying for funds and being able to fill out all the forms. The Federal government has funds set aside for small businesses, but she is not sure those "mom and pop" businesses are taken care of. We discussed having funding available for these really small businesses. She thinks it is important that we set aside those funds for those small businesses that will not be able to apply for the Federal funds, and do not have experience in applying for funding, to assist with their utilities or rent until the economy recovers.



Mr. Malinowski stated the definition for small business needs to be changed in the beginning of the document.

Ms. Dickerson stated, for clarification, beauty/barber shops do not really employ anybody. Most of the people rent space from the salon. You would have to revisit this because it affects all of the independent contractors of the salons/shops.

Mr. Livingston stated one of the questions may need to be, “how do the funds given impact the employees?”

Ms. McBride stated there may be small businesses where they are actually the owners, so we cannot forget them either. We need to look at a whole different category for these businesses.

Ms. D. Myers suggested we have a micro-business category with businesses that have 1 – 10 employees. Technically, if you are renting a booth at a salon, you are an independent contractor, and are essentially employing yourself. Therefore, the question may be, “how does this impact your employees, if you have employees, but, if you do not have employees, how does this support the continued operation of “X” or “Y” business.” She also suggested looking at the allocations in pots of money because, as of today, the SBA no longer has money to lend. Small businesses that have not come in already, and gotten to a bank, there is nothing left. She noted the Federal government has given out trillion of dollars, and we are still working on a couple of million. Time is of the essence if we are going to help any of these businesses. She would like the breakdown of the categories to be as follows: 1 – 10 owner/employees, 11 – 25 employees, and 26 – 50 employees. As to the language on the form, if the language specifically said, “the retail sector includes service industry” that may get at what we are talking about.

Mr. Malinowski stated he heard the CARES Act is providing additional funds for local governments. He wanted to make sure staff was aware, and looks into any receiving these additional funds.

Ms. A. Myers stated, in an attempt to address your concerns, relative to the number of employees that businesses have, there is a question under the “business fiscal impact” portion of the application (Attachment V) where we ask for the number of employees, both part-time and full-time. Additionally, under “what expenses or activities will be paid with the funds?” There are several categories, to include payroll costs, which would show that they are using a portion of it to pay their employees. She inquired if this addresses the concerns as to the number of people employed by the business, as well as, ensuring that they are using funds for payroll costs, or would you like other questions added to address those concerns.

Ms. D. Myers stated she would like for it to specifically say, “If you do not have employees, how does your receiving this grant sustain or buttress the business you work in?” She wants to ensure that we do not exclude people without employees.

Ms. McBride stated her concern is with the allocation of funding for the different categories. She noted that 50 employees seems huge for someone that only has 1 – 2 employees. The employer with 50 employees probably have more experience in getting funding. Her concern was making sure there was an allocation set aside for the small businesses with 5 or less employees.

Ms. D. Myers inquired if Ms. McBride disagreed with the 3 categories she proposed earlier.

Ms. McBride stated she believes the categories are too big.

Ms. D. Myers suggested breaking down the categories as follows: 1 – 5 employees, 6-15 employees, and 16 – 50 employees.

Ms. McBride stated she would agree with those categories.

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Ms. Myers inquired as to how much money should be allocated for each person.

Ms. McBride responded that is needed to be based on some kind of logical process, which she has not thought through.

Mr. Livingston stated, for clarification, the committee is saying they are okay with the 3 categories for number of employees (1 – 5; 6 – 15; and 16 – 50).

Mr. Brown stated there has been discussion about what may be good going forward, but we would like to have that captured in a motion so we know we are doing what the committee wants us to do. He knows there has not been an allocation decided. If, in fact, this program is approved by Council on Tuesday, and go into effect on Wednesday, we want to have those allocations aligned, so when we get the applications in from the groups we can know what funding they immediately available to them, based on the sizes discussed. Please keep in mind, as we go you can come back and change the pot of money, but we need to put something in place so we can move forward.

Mr. Livingston stated the committee wants to add “service” to retail trade; an allocation of \$500,000; the 3 categories for number of employees should be, 1 – 5; 6 -15; and 16 – 50; and to ensure that the businesses tell us how the funds will be used to assist them with continued operations.

Ms. McBride moved, seconded by Mr. Livingston, to approve the addition of “service” to retail trade; an allocation of \$500,000; to set the categories for number of employees as follows: 1 – 5, 6 – 15, and 16 – 50; and to ensure businesses detail how the funds will be utilized to continue their operations.

In Favor: McBride, Livingston, Myers and Newton

Abstain: Walker

The vote in favor was unanimous with Mr. Walker abstaining from the vote because of a potential direct financial impact.

Mr. Brown stated the motion does not breakdown and address Ms. McBride’s concern about allocations for the specific groups.

Mr. Livingston requested that staff research this matter and bring it back to the committee.

Ms. McBride inquired if it was clear that the amount of funding to assist the citizens was \$250,000, and not \$100,000.

Mr. Brown responded that it was clear.

Ms. Newton stated, for clarification, the motion we just made was in terms of the categories. We have been talking about amounts of allocations, the categories of those who can apply, and the guidelines and criteria we are going to use to determine who is eligible in those categories for that amount of funds. She inquired if we are going to separately be discussing the application process.

Mr. Livingston responded if there are questions about the application process we need to discuss those now.

Mr. Jackson inquired if any thought has been given to the process that is used by the Grants Office when they are distributing the hospitality funds. His impression is that receive applications where individuals make a request, then based upon the amount of money they have, and the number of applications they receive, they



make a determination and go as far as they can. Thereby awarding less than the applicant may have requested, but at least making an award to the majority that apply. We do not know how many people may apply, or what their needs might be. He inquired if the committee might consider opening up the process, receiving the applications. The applicants would indicate what one-time amount they are interested in receiving, and then let the committee and/or staff make the determination upon the amount of money, and the number of applications.

Mr. Livingston inquired if we agreed to do this in phases.

Mr. Brown stated the process Mr. Jackson described is the process we were attempting to communicate to the committee. The only thing difference is that instead of one deadline for all applications, we are going to have a continual process, which will allow people to continue to apply over a period of time. That way we can turn around funds more immediately instead of having people delayed waiting for the end of a period before everyone is considered. Some of our partners are doing it bi-weekly, weekly, etc. We were trying to figure out to get needed funds into the hands of those that needed, as soon as possible, while allowing for an appropriate process to take place.

Ms. Newton stated, at this moment, she just wants to make sure we are moving, and allowing our staff to move, as expeditiously as possible.

Ms. McBride stated she thought she read somewhere there was training, public information and education for the small businesses.

Ms. Newton inquired if Ms. McBride is referring to one of the documents that talked about a staff led task force that was going to provide small business training and information on resources.

Ms. McBride responded she cannot recall where exactly she read it. She knows staff is going to do some training, but in the application is there an area regarding training.

Ms. A. Myers there is not an area for training, unless you are referring to ineligible expenses on one of the applications. There is nothing specific to training.

Ms. D. Myers stated Ms. McBride may be referring to the Federal guidelines that allow CDBG funds to be reapportioned for training in some context.

Ms. Newton stated the part she was referring to was in the COVID Response Plan under recommendations.

Ms. McBride inquired as to what kind of data we are requesting to analyze for planning purposes. She inquired if we will be able to determine later which businesses received funds, how many employees, the gender and race of the employees.

Mr. Brown stated some of our applications will address some of those, but to the nature of race or gender, the application does not capture that. Those were not questions that either the County or our partners discussed. We are capturing general demographics, but not specifics.

Ms. McBride stated she was wondering how we could use this information later as we move forward in recovery, to look at the different the different programs we have assisted with, and the needs in various areas/zip codes.

Ms. D. Myers inquired what Mr. Brown defined as "general demographics".



Mr. Brown responded the nature of the organization's business, operating location, service industry, but the more personal information will not be requested. The general information we are requesting is: What type of business (sole proprietor, partnership, corporation, minority, veteran, non-minority woman, disable veteran).

Ms. McBride stated we need it with the other grant, in terms of services being provided to the constituents.

5. **COVID-19 Recovery Consultant** – Mr. Brown stated we were looking to have services provided to assist us with capturing available funds to help support the County's efforts. Basically, we are requesting the committee to approve staff's recommendation to allow us to utilize TetraTech. There were some questions about whether it would be in the best interest of the County to utilize TetraTech. Based on timing, availability and familiarity with Richland County Government, we believe this process will allow us to move forward expeditiously in acquiring resources and assistance with COVID-19.

Ms. Powell stated she submitted a written response to the committee and full Council. She and Mr. Voignier are available to answer any questions, at this time.

Ms. D. Myers inquired if this is meant to be an exclusive group. She understands the need to move quickly, but she takes to heart Mr. Manning's comments from the last meeting as to whether or not there are additional groups that are specifically trained in attacking the Federal process, in so far as financial downturns and disasters such as this. She inquired if this is an exclusive contract or time limited.

Ms. Powell responded the proposal is to move forward with disaster recovery, relative to COVID-19 and pandemic response, with TetraTech exclusively. The process, in and of itself, she would not call exclusive because we did research to identify other partners. We were not able to quickly do that. We could issue a solicitation, if that is the will of the body.

Ms. D. Myers stated, for clarification, if we approve TetraTech what we are saying is that is the company.

Ms. Powell responded, if you approve TetraTech, as she recommended, that is what you are saying. If you modify my recommendation to something more agreeable, we could execute a contract according to the terms set forth.

Mr. Voignier stated Ms. D. Myers asked a question about time limited. The current proposed task order is time limited, in the respect that it will end on December 31, with an option to renew, if necessary.

Ms. D. Myers stated, between now and then, we could conceivably be exploring other options, and on December 31st we could decide that TetraTech has done a great job, and now we are moving to another group who can do other things, which are equally as important.

Mr. Voignier responded that is a possibility.

Mr. Livingston stated he is fine with moving forward with TetraTech, but in the meantime, we need to be looking into whether or not there are certain things they are not addressing, and bring it back to be addressed.

Ms. D. Myers moved, seconded by Mr. Livingston, to adopt the recommendation to engage TetraTech, as described, until December 31, while also being mindful that there may be other options that may need to be explored.

In Favor: Livingston, Myers, McBride, Newton and Walker

The vote in favor was unanimous.

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6. **Updated CDBG Allocation** – Mr. Voignier stated they have discovered, through the request of Council, we have received an additional allocation of \$957,993, specifically for COVID-19, through CDBG. In addition to uncommitted balances for the County’s CDBG 2019 and 2020 funding, through the County’s regular CDBG allocation, we are recommending to utilize \$2.8M, of CDBG funding, to include those allocations to aid in the County’s response to COVID-19.

Mr. Livingston stated, for clarification, you adding that to the current available amount to get the \$2.8M.

Mr. Voignier responded the \$2.8M includes the CDBG-CV allocation, as well as uncommitted balances.

Ms. Powell stated we have clawed back the previous recommendation to reallocate funds that were assigned to two (2) Council projects. Since we have the additional CDBG-CV funds, we do not see a need to do that, at this time, unless Council’s will is otherwise.

Mr. Livingston stated, for clarification, that is the project on Broad River and a project in Ms. D. Myers’ district.

Ms. Powell responded it is a park for Atlas Road.

Ms. D. Myers moved, seconded by Ms. Newton, to accept staff’s recommendation to increase the CDBG COVID-19 funding by \$957,919, as outlined by staff, for a total of \$2.8M.

In Favor: Livingston, McBride, Newton, Myers and Walker

The vote in favor was unanimous.

Ms. D. Myers requested a standard meeting time be set for the Coronavirus Ad Hoc Committee.

Mr. Livingston stated he would have the Clerk to send something out to garner the committee members’ availability.

Ms. McBride stated in the document there were allowable uses the CDBG funds, and then there were usages that were not allowable. She noted that the only area we are likely using is to provide capital assistance for jobs and food services. There is an area for diagnostic testing and treatment, but we have not addressed those issues, as a committee, and she is sure they are already coming up, in terms of what we are going to do about that. As we move forward, we need to begin to move into another state, in terms of how Richland County will address these areas of testing, and the availability of funds.

Mr. Livingston read an excerpt from the letter stating the County would be getting additional funds.

“As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low and moderate income persons, and the development of partnerships between all levels of government, including private non-profits.”

She noted that Richland County was not included for immediate testing, and we have the highest number of coronavirus cases in the State, yet we were excluded.

Mr. Jackson noted the area with the highest number of positive cases, based on zip code, is the area that he resides in.

7. **Adjournment** – The meeting adjourned at approximately 4:25 PM.

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Coronavirus Ad Hoc Committee
 July 28, 2020 – 4:00 PM
 Zoom Meeting
 2020 Hampton Street, Columbia, SC 29204

Yvonne McBride	Paul Livingston	Joe Walker	Dalhi Myers	Chakisse Newton
District 3	District 4	District 6	District 10	District 11

Committee Members Present: Paul Livingston, Chair; Yvonne McBride, Joe Walker, Dalhi Myers and Chakisse Newton

Others Present: Bill Malinowski, Allison Terracio, Ashiya Myers, Ashley Powell, John Thompson, Leonardo Brown, Michelle Onley, Clayton Voignier, Angela Weathersby, Kyle Holsclaw, Mike King, Larry Smith, Elizabeth McLean and James Hayes

1. **Call to Order** – Mr. Livingston called the meeting to order at approximately 4:00 PM.
2. **Approval of Minutes**
 - a. **May 12, 2020** – Ms. Newton moved, seconded by Ms. Myers, to approve the minutes as distributed.
 In Favor: Livingston, Myers and Newton
 Not Present: McBride and Walker
 The vote in favor was unanimous.
 - b. **May 19, 2020** – Ms. Newton moved, seconded by Ms. Myers, to approve the minutes as distributed.
 In Favor: Livingston, Myers and Newton
 Not Present: McBride and Walker
 The vote in favor was unanimous.
 - c. **June 2, 2020** – Ms. Newton moved, seconded by Ms. Myers, to approve the minutes as distributed.
 In Favor: Livingston, Myers and Newton
 Not Present: McBride and Walker

Coronavirus Ad Hoc Committee
 July 28, 2020



The vote in favor was unanimous.

Ms. Newton inquired if the Coronavirus Blue Ribbon Committee was going to be discussed during this meeting.

Mr. Brown and Mr. Livingston both indicated that it would not be addressed at this meeting.

Mr. Malinowski

3. **Adoption of Agenda** – Ms. Myers moved, seconded by Ms. Newton, to adopt the agenda as published.

In Favor: McBride, Livingston, Myers and Newton

The vote in favor was unanimous.

4. **Coronavirus Relief Fund Requirements** – Mr. Beekman stated there are five (5) funding sources the County has received funding from through the CARES Act:

- a. *FEMA: COVID-19 Public Assistance* – Program that has been traditionally used on presidentially declared disasters. We are currently in the incident period, and working on submitting our applications for funding. It is traditionally 75% Federal Share; 25% Local Share.
- b. *HUD: CDBG-CV* – County has received approximately \$957,000. We are awaiting the Federal Register, which is the instruction manual of how the money is to be spent and reported.
- c. *Health and Human Services* – The EMS Department has received approximately \$350,000. There is an opportunity to apply for additional funding for COVID direct related activities.
- d. *Department of Justice: Criminal Relief Fund* – The Sheriff's Department has received approximately \$485,000, which is to be used for PPE and overtime.
- e. *Coronavirus Relief Fund* – The funding goes through the State of South Carolina prior to going to the sub-recipient. The CARES Act provided \$1,996,000,000 to the State to be used for Coronavirus relief efforts. According to the Federal Q&A, the funds were to be allocated to local county governments based on their population base. Greenville County received approximately \$93M. Using that formula, we projected that Richland County would receive approximately \$77M. However, the State changed that. On June 25th, the General Assembly enacted a joint resolution (Act 142), which authorized the initial expenditure of \$1.3 Billion to the Coronavirus relief efforts. In Phase I, the State will reimburse expenses from March 1 – June 30, and the County has to demonstrate that these expenses were necessary to prevent, prepare and/or respond to the Coronavirus Pandemic. There are six (6) areas they will provide reimbursement for: medical expenses, public health expenses, payroll expenses, compliance expenses, economic expenses, and other COVID-19 related expenses. We have to show that the expenses were not accounted for in the most recently enacted budget, and they were incurred during the Phase I time period. One of the obvious concerns is that only \$270M will be allocated to local government and State agencies. One of the biggest concerns is the Small Business Assistance Program the County initiated. There is no way the County can put up the millions of dollars necessary for this initiative, and then be reimbursed. In addition, there is no guarantee the County will receive reimbursement for Phase I, and no guarantee that Phase II will be enacted.

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Mr. King stated they have met with all the department heads and key personnel to get the information necessary for submission by August 15th. The significant negative impact is that we are competing with all of the counties in South Carolina, as well as State agencies.

Mr. Brown stated the reason he felt it was important to bring this to the committee is because of the allocation process versus the reimbursement process. As Mr. King articulated, it is important to note that instead of having funds provided by the Federal government to Richland County, to respond to COVID-19, we would have to have funds on hand to spend, in addition to funds we are going to be accounting for through our normal budget course to navigate COVID-19.

Ms. Myers inquired as to how Greenville County got a direct allocation, instead of the process presented by staff.

Mr. Beekman responded Federal Law gave direct allocation to any jurisdiction that had over 500,000 citizens. The State was supposed to take 45% of the remaining \$1.9 Billion and distribute it by population. The State did not do that, so we are not getting the approximate \$77M. The State is going to take control of the remaining funds, and determine an equitable distribution amongst the counties and State agencies.

Ms. Myers inquired how the statute reads that outlines who gets what amounts of money.

Mr. Beekman responded the law says it is 500,000 citizens, or more, and then it is broken out how much the State would get for the remainder of their population. He stated the FAQ, included in the agenda package, outlined how the Federal government wanted the State to distribute the funds across counties. What surprised us, was that the State decided they would allocate the \$1.9 Billion dollars, and there will be no direct pass through, but would be 100% reimbursable.

Ms. Myers inquired if Tetra Tech has checked with the County's Legal Department to see what their thoughts are on this. She is not sure that this is something the State has the authority to do, and the counties may need to band together and go to court.

Mr. Livingston inquired about where the Association of Counties is on this matter.

Mr. Brown responded he has not heard any discussions regarding this matter.

Ms. Myers stated this seems to be an issue that needs to be resolved upfront. We need to see if there are other states where they are doing the same thing as our Governor, and if it is legal. The Legal Department and the lobbyist need to be working on this matter.

Ms. Newton inquired if this is the only revenue stream staff is worried about.

Mr. Brown stated this is not the only funding source we are looking at. The other funding sources have tie-ins that would have made this funding source easier to utilize.

Ms. Newton requested some examples of things we had hoped to utilize these funds for, and we may now have to pause on.



Mr. Brown responded he had discussed utilizing the funds for protective equipment; infrastructure and resources so citizens have the ability to access County services easier; and County employees to perform their services in a remote environment.

Ms. Myers inquired about the costs of the items the Administrator outlined.

Mr. King stated they also discussed utilizing this funding to assist small businesses getting back on their feet.

Mr. Beekman stated the Coronavirus Relief Funds was going to be the most flexible funding stream because we would get the funds, and then the County could decide how to disperse the funds. In his opinion, the State is violating the equitability standard that the Federal government outlined.

Mr. Brown stated it is important to ensure that people's areas are thoroughly cleaned with the appropriate products. These costs would have also been covered with the CRF funding.

Ms. McBride stated, for clarification, does this mean that the County will not receive CRF funding.

Mr. Brown responded the County will have to submit all of their documentation by the August 15th deadline. If the State approves those expenditures, the County could then receive reimbursement.

Mr. Livingston stated it appears there will be less funds than we anticipated because of the way the Governor is going to distribute the funds.

Ms. McBride inquired if testing was included in any of those provisions.

Mr. Brown stated, if we had funding, testing would have been included in those funds.

Mr. Livingston stated, when this comes before Council, we need to direct Legal and staff to pursue this from the legal perspective to ensure that the law allows the Governor to do what he is doing.

Ms. Myers moved, seconded by Ms. McBride, to forward to Council with a recommendation that staff and Tetra Tech work with the Legal Department, the Association of Counties, and our lobbyists to ascertain whether what the Governor has proposed is consistent with the Federal statute, and determine what actions we should take to protect the interest of the citizens of Richland County.

In Favor: McBride, Livingston, Myers and Newton

Not Present: Walker

The vote in favor was unanimous.

Mr. Smith inquired if the motion included moving forward should they determine that action is needed to protect the citizens of Richland County.



Ms. Myers amended the motion to include the Legal Department recommending and taking action, consistent with protecting the interest of the citizens of Richland County, in accessing a proportionate and fair share of the Federal funds, under the CARES Act.

5. **Subrecipient Agreement for Coronavirus Relief Funds** – Mr. Brown stated there was an amendment included in the agenda packet. He sent the original agreement to various members of staff, as well as the County Attorney, for review and feedback on any concerns they may have. The Legal Department, Risk Management and Emergency Management noticed there was language in the document that did not represent what should be in the agreement. Mr. Smith reached out to the sender of the agreement, and shared our concerns. Whereupon, we were provided with the amendment. He communicated it is important that everybody be engaged, so our voices can be heard. He is not sure how many people signed the agreement with the original language, but in order to access the portal to receive reimbursements, counties have to sign this agreement.

Mr. Smith noted there was an indemnification and hold harmless clause in the agreement. It has been a longstanding South Carolina law that governmental entities cannot execute and enter into agreements with hold harmless and indemnification language. The agreement had the County indemnifying and holding harmless the State for anything they did related to the disbursement of these funds, their review of the process and their allocation. He brought this to Mr. Brown's attention, as well as Mr. Gaines, the sender. He sent Mr. Gaines an email, along with the case law that said they could not do that, and they reversed course.

Mr. Brown stated the process is the Chief Administrative Officer and the Chair of Council has to execute the agreement, prior to the State granting access to the portal.

Mr. Smith stated there is also language, if the County signs the agreement, agreeing to allow the State to allocate these funds under this formula. Our argument is that we believe they have not followed the CARES Act. If we sign this agreement, we may waive that argument.

Ms. Myers inquired if Mr. Smith will be prepared to give Council guidance on how we move forward, and preserve our rights, at tonight's meeting.

Mr. Smith responded he will do his best to provide guidance at the meeting.

6. **Relief Grant Program** – Mr. Brown stated, as a part of the relief grant program the County enacted, there was some information we put out about timelines, but we also talked about being adaptable. Earlier on, we set a timeline from March to the end of the fiscal year. At that time, we did not think we would still be awarding dollars. Considering that we just made some grant awards, we need to change the information in the program to say the funds need to be expended by October 31st, instead of August 31st. He stated it would not be equitable to have the grantees expended, and report back to the County, by August 31st.

Ms. Myers moved, seconded by Ms. Newton, to forward to Council with a recommendation to adopt and approve the Administrator's recommendation.

Ms. McBride inquired if October 31st will give the grantees adequate time to expend the funds.

Mr. Brown responded we need to allow them enough time to spend the funds, do their paperwork and the County receive its information, so we can potentially receive reimbursement.



Ms. McBride inquired if the grantees have received their checks.

Mr. Hayes responded that not every group has received their funding, which is why he brought this to Mr. Brown's attention. As this is a new program, a lot of the small businesses were having trouble turning in the proper documentation. We felt to give them time to submit the proper documents, to comply with the grant program, we needed to extend the deadline. As soon as staff receives the proper documentation, the checks will be expedited.

Mr. Brown stated, if the deadline needs to be extended, this matter will be brought back to the committee for action.

In Favor: McBride, Livingston, Myers and Newton

Not Present: Walker

The vote in favor was unanimous.

Ms. Myers requested the committee set a standard meeting time.

7. **Adjournment** – The meeting adjourned at approximately 5:00 PM.