

**Roscommon County ARP Steering Committee**  
**Meeting Minutes**  
**September 1, 2021**  
**Hybrid Meeting**

- Call to Order:** Meeting was called to order at 1:04pm
- Present:** Brenda Bachelder, Jojean Thompson, Ed Bergeron, Rebecca Yuncker, Jodi Valentino (Secretary)
- Guests:** Tom Pettit and Sheri Benchley (United Way)
- Review of Agenda:** Motion by Rebecca Yuncker, second by Ed Bergeron: CARRIED to approve the agenda as presented.
- Review of Minutes:** Motion by Ed Bergeron, second by Rebecca Yuncker: CARRIED to approve the August 23, 2021 minutes as presented with corrections to New Business “there v this” and “October 31<sup>st</sup>, 2021 v September 31, 2021” and under ‘Economic Development examples’ housing should be placed under Human Services.
- Unfinished Business:** Review of Board of Commissioners Work Session comments and Discussions. Commissioners will serve as approving authority with Steering Committee presenting recommendations for specific plans of action. Be prepared to present at the Board of Commissioners’ work session on October 27<sup>th</sup>. Board to approve first meeting in November. Need to look at how we will advertise for projects. Will also need to begin process of bringing in contracted person for oversight of specific plans and expenditures.
- Discussion on how the Steering Committee can remain objective on decision making procedures if they are making applications on behalf of their own interests. Will reach out to the RCF to see what their scoring procedures are for grant applications. Can we use the following criteria: In compliance with what we can fund? Timely? Follow grant? Then we review those and work forward using allocations as set. Discussion on checklist versus scoring system.
- Allocation of requests we have already received: How shall we handle these? Transparency issues? Focus on providing information to the community and then reviewing what we have in total. Will they need to reapply? Yes. Can have a simple application and allow them to utilize information as already submitted.

**New Business:**

Need to adopt an application process and timeline. Discussion on what information is public versus private. Meetings will all be open to the public. Further discussion of making decisions on what the outcomes of spending funding can bring. Reminder of FOIA for information.

Would need all applications to be submitted by end of September. Need to use basic form. Would look at online form but can be filled out and emailed in. Need to make sure application and agreements have 'teeth'. Will there be something in the paper and online?

What are the requirements for publicizing?

- Place in paper and county web site and Facebook by Tuesday, September 7<sup>th</sup>
- Clear guidelines on what is an eligible expenditure
- Email and communication to the Collaborative Board, Chambers, Schools and Townships
- Steering Committee members will need to share with appropriate organizations
- Direct link to application on the web site
- Email to [controller@roscommoncounty.net](mailto:controller@roscommoncounty.net)
- Applications due back no later than Sunday, September 19<sup>th</sup> at 11:59pm.
- Need to have cover sheet that outlines the allowable cost areas.

Meeting schedule to be adopted for each Wednesday in September at 1:00pm with October meetings to be determined. To be published on web site and a list sent to the County Clerk.

Include the following in application:

- How project will help community recover from specific COVID impact
- Specify those areas that have been delineated by the Steering Committee
- Must be located in the County of Roscommon
- Sustainability of program

Most interested in the 'bang for the buck'. What is the ripple effect of the project? How much of a long-term impact does this have?

Jodi to work on application and press release. Will forward the press release to the members. Application to be reviewed at next meeting as well as reviewing the proposed application and discuss screening tool.

**Public Comments:** Suggestion that we can review RFP's at NEMSCA for potential ideas for the application. Look under the 'Doing Business' section.

Charlton Heston will be resubmitting data.

**Meeting Close:** Motion by Rebecca Yuncker, second Jojean Thompson: CARRIED to adjourn meeting at 2:32pm.

**Next Meeting:** Wednesday, September 8, 2021 at 1:00pm in Commissioner's Meeting Room

] Minutes taken and submitted by J. Valentino