

**BOARD OF COUNTY COMMISSIONERS
CHAUTAUQUA COUNTY, KANSAS**

RESOLUTION NO. 2020-08

**A RESOLUTION CREATING
THE CHAUTAUQUA COUNTY STRENGTHENING PEOPLE
AND REVITALIZING KANSAS ADVISORY BOARD**

PREAMBLE

WHEREAS, the State Finance Council approved the Strengthening People and Revitalizing Kansas ("SPARK") Taskforce's proposal to distribute \$662,031.00 from the State of Kansas Coronavirus Relief Fund ("CRF Funds") to Chautauqua County ("County") to help address the health and economic challenges inflicted by COVID-19;

WHEREAS, on July 13, 2020, the Chautauqua County Board of County Commissioners ("BOCC") passed Resolution No. 2020-06 which set forth terms designed to ensure transparency, equity, accountability and the lawful use of CRF Funds; and

WHEREAS, the BOCC has been advised that it would be prudent to create an advisory board to assist it in fulfilling the County's obligations as set forth in Resolution No. 2020-06;

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. The Preamble set forth above is incorporated into this resolution as if here fully set forth.
2. The BOCC hereby creates The Chautauqua County SPARK Advisory Board ("CQSAB").
3. The individuals appointed to the CQSAB are listed on Exhibit A hereto. Exhibit A is incorporated into this resolution as if here fully set forth. Exhibit A may be amended and/or revised from time to time and when so amended and/or revised is automatically incorporated into this resolution as if here fully set forth.
4. The CQSAB shall be governed by the Terms of Reference attached as Exhibit B hereto. Exhibit B is incorporated into this resolution as if here fully set forth. Exhibit B may be amended and/or revised from time to time and when so amended and/or revised is automatically incorporated into this resolution as if here fully set forth.

RESOLUTION NO. 2020-08
**A RESOLUTION CREATING THE CHAUTAUQUA COUNTY
STRENGTHENING PEOPLE AND REVITALIZING KANSAS ADVISORY BOARD**

5. Miscellaneous.

- a. **Effective Date.** This resolution shall become effective as of July 20, 2020.
- b. **Severability.** Should any section, clause, or provision of this resolution be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of this resolution as a whole, or any part thereof, other than the part declared to be invalid.

Commissioners present and voting were:

Rodney Shaw	<u>yes</u>
Parker Massey	<u>yes</u>
Jack Carpenter	<u>yes</u>

Dated this 20th day of July, 2020.

**BOARD OF COUNTY COMMISSIONERS
OF CHAUTAUQUA COUNTY, KANSAS**

Parker Massey
Parker Massey
Chairman

Rodney Shaw
Rodney Shaw

Jack Carpenter
Jack Carpenter

ATTEST:

Niki Collier
Niki Collier, Chautauqua County Clerk

EXHIBIT A

The Chautauqua County Board of County Commissioners hereby appoints the following individuals to serve on the CQSAB.

1. Cody Collier – Chautauqua County Emergency Manager
2. Debbie Foster – Glamour & Glitz
3. Kay Hill – USD 286 Superintendent
4. Jarot Blakemore – Blakemore Chiropractic
5. Zoe Newton – Chautauqua County Counselor

RESOLUTION NO. 2020-08

**A RESOLUTION CREATING THE CHAUTAUQUA COUNTY
STRENGTHENING PEOPLE AND REVITALIZING KANSAS ADVISORY BOARD**

Page 3 of 6

EXHIBIT B
TERMS OF REFERENCE

1. The BOCC hereby delegates to the CQSAB the following responsibilities:

- a. Make publicly accessible all meetings or hearings in which CRF expenditures are considered.
- b. Make publicly accessible any meeting materials associated with the expenditure of CRF funds, including but not limited to agendas, presentations, and minutes.
- c. Make publicly accessible a detailed and timely accounting of CRF spending, including any financial reconciliation materials.
- d. Create, publicize, and manage a process for non-governmental organizations, businesses, and the County residents to provide comments on spending decisions, submit requests for new programs, and ask questions regarding CRF spending or administration.
- e. Create, publicize, and manage a process for any local entities receiving CRF funds to report spending and outcomes.
- f. The CQSAB shall determine whether applications as presented are complete and whether they fall within the eligible purposes for which CRF Funds may be used pursuant to 42 U.S.C. § 801(d) ("Eligible Purpose" or "Eligible Purposes"). Under 42 U.S.C. § 801(d) funds may be used for:
 - i. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
 - ii. not accounted for in the budget most recently approved for the county as of March 27, 2020; and
 - iii. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- g. The CQSAB shall present all such applications to the BOCC along with its recommendation to the BOCC as to whether the application should be approved. The CQSAB must consider every application, regardless of whether an applicant has submitted a previous application.
- h. The CQSAB shall cooperate with the consultant hired by the BOCC and respond to such consultant in a timely fashion to facilitate the consultant's work on the disbursement and reconciliation of CRF Funds.
- i. Make a monthly progress report to the BOCC. CQSAB may select a designee to present the monthly progress report.

- j. Comply with the Kansas Open Meetings Act and the Kansas Open Records Act.
2. The BOCC hereby delegates to the CQSAB the following authorities:
- a. Select its own Chair and other officers as the CQSAB may deem appropriate.
 - b. Set its own meeting schedule and agenda.
 - c. Meet telephonically or via Skype or other similar technology as the CQSAB deems appropriate.
 - d. Guide and direct the County's CRF Funds project coordinator in executing the CQSAB's responsibilities as set forth in Section 3 (a-f), *supra*.
 - e. Assist applicants and provide guidance as to Eligible Purposes.
 - f. Request from applicants any additional information that may be needed to complete an application.
3. **Miscellaneous.**
- a. The term of the CQSAB shall commence as of the effective date of this resolution and shall expire on February 15, 2021.
 - b. The BOCC may extend the CQSAB's term if the BOCC deems it necessary.
 - c. Each member of the CQSAB serves at the pleasure of the BOCC and may be removed by the BOCC at any time, with or without cause.

<Remainder of page intentionally left blank. Signatures on following page.>

Dated this 20th day of July, 2020.


**BOARD OF COUNTY COMMISSIONERS
OF CHAUTAUQUA COUNTY, KANSAS**


Parker Massey
Chairman


Rodney Shaw


Jack Carpenter

ATTEST:


Niki Collier, Chautauqua County Clerk