

CHECK-IN REPORT TO COUNTY MANAGER**September 2020 - October 2020****1. Key accomplishments and progress since last report**

The following is an overview of the Compliance & Oversight team's accomplishments and progress between September 2020 and October 2020:

The Compliance and Oversight Team meets weekly to discuss ad-hoc spending needs and concerns.

- In partnership with county departments using CARES funding, the Compliance and Oversight Team helped identify gaps and put in place structures to support identified gaps. Continue to monitor and keep a running record and log of the guidance that comes through state and federal channels. This guidance will ensure that our records capture and reflect state and federal guidance at any given time since this is moving and changing over time.

The Compliance and Oversight Team continues to maintain oversight of the following groups and activities to ensure and provide consistent guidance on a weekly basis:

CARES Funding Trainings

- Conducted CARES Training for staff working on CARES-related projects via Zoom. Trainings were held on Tuesday, August 25, Tuesday, September 1, Thursday September 17, and Wednesday October 7. In total, 96 County staff have been trained. This training was also recorded and will be posted to the LMS so on-demand review of the training will be available.

Disaster Recovery Team

- Continued to have bi-weekly meetings to discuss outstanding issues or concerns.
- Continued to have weekly meetings with Tidal Basin.

CARES Evaluation

- An evaluation team dedicated to CARES evaluation has been stood up.
- Evaluation workplans and scope have been created for specific areas of CARES funding.

CARES Contract Management Team

- The CARES Contract Management Team continues to work with Procurement, Finance, Compliance and Oversight, departments and vendors with regards to CARES-related contracts.
- Subrecipient monitoring training was provided internally by the CARES Contract Management Team for County staff and two information sessions have been scheduled for contractors. Subrecipient monitoring for contractors receiving more than \$100,000 in CARES funding contracts has been started by the CARES Contract Management Team.

Spending

- Bi-weekly one-page regular compliance spending report by the Chief Financial Officer is posted on the [Compliance and Oversight webpage](#).

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2. Identified Challenges and/or Areas of Needed Support

- The Compliance and Oversight Team is working diligently to support workgroups with their pivot plans.

3. Focus areas for upcoming month

The Compliance & Oversight Team will continue to work in partnership with other departments to:

- Provide guidance and review of solicitations and contract documents of CARES Act COVID-19 projects as approved by the Board on May 26, 2020.
- Support subrecipient monitoring processes for contractors receiving more than \$100,000.00 in CARES Act funds through Workforce Solutions or Food Support CARES program contracts. Begin planning processes for all other subrecipients. Total contractors considered subrecipients under the County Subrecipient Monitoring plan total approximately 150.
- Provide a recorded version of the final CARES Act training provided to County staff will be available for staff to view on LMS within the next two weeks.
- Continue partnership with Communications to post weekly financial reports on [webpage](#).
- Monitor for any new Coronavirus Relief Fund Guidance and Frequently Asked Questions from the US Treasury Department.

4. Other Key Team Updates

- The Compliance & Oversight team members continue to maintain oversight of CARES funding while maintaining their regular job responsibilities.

County Manager Comments