

ARKANSAS CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT STEERING COMMITTEE

RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Arkansas Coronavirus Aid, Relief, and Economic Security Act Steering Committee** and to inform the members of the committee and the public of the procedures and rules of the committee.

DUTIES:

1. The Coronavirus Aid, Relief, and Economic Security Act, H.R.748 of the 116th United States Congress (the “CARES Act”) was signed into law on March 27, 2020, and provides an estimated \$2 trillion to states, local governments, and citizens of the United States to assist in response and recovery actions related to the COVID-19 public health emergency.

2. Governor Asa Hutchinson issued Executive Order No. 20-11 on March 30, 2020 creating the committee as “an investigative and advisory body of the Governor” and establishing the following duties for the committee:

- a. Study and analyze the relief available to the State of Arkansas, its citizens, and businesses under the CARES Act;
- b. Identify and prioritize the needs of the State of Arkansas, its citizens and business for the application of available relief;
- c. Identify the most efficient practices and procedures to obtain and apply available relief; and
- d. Make recommendations to the Governor on best uses of the CARES Act funding.

CORONAVIRUS RELIEF FUND:

1. **Source of Funds.** The CARES Act established the Coronavirus Relief Fund, which provides \$150 billion in relief funds to the states. Of that total \$150 billion, Arkansas was allocated \$1.25 billion.

2. **Use of Funds.** The funds available to Arkansas under the Coronavirus Relief Fund may only be used for costs of the State Government that:

- a. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
- b. Were not accounted for in the budget most recently approved as of the date of enactment of the CARES Act (March 27, 2020) for the State government; and
- c. Were incurred between March 1, 2020 and December 30, 2020.

3. Submission of Requests for Funds to Committee.

a. A request for funds shall be submitted to the committee no less than two (2) business days prior to the meeting at which the request will be considered. The request shall be distributed to all committee members upon receipt in order to allow for review of the request by the committee members prior to the meeting.

b. All requests shall be submitted in writing and shall include the request and all supporting documentation. Supporting documentation shall include the anticipated economic impact of the program or purchase that is the subject of the request; an estimate of the business entities or individuals that will be eligible for assistance, if applicable; the agency that will receive or distribute the funds, if applicable; and any other relevant or supporting data or information.

c. A request for funds shall be placed on a committee meeting agenda to be made available to the public no less than one (1) business day prior to the meeting at which the request is to be considered by the committee, in order to allow for submission of public comments to the committee regarding the request.

d. All documentation related to a request for funds, as submitted to the committee, whether approved or not, shall be made available to the public.

4. Committee Consideration and Action. A request for funds shall be considered as an official agenda item at a meeting of the committee. Debate and voting of the committee regarding the requests shall be open to the public, whether in person or via livestream.

5. Allocation of Available Funds. Under Executive Order 20-11, it is the duty of the committee to identify and prioritize the needs of the State of Arkansas, its citizens and its businesses for the application of available relief. The committee shall recommend allocating the available funds from the Coronavirus Relief Fund in such a way as to ensure that needs of the State are met in the following areas:

- a. Public Health, including, but not limited to, testing, public health entities, and hospital aid;
- b. Education and schools, including early childhood education, K-12, and higher education;
- c. Economic stimulus and small and minority-owned businesses;
- d. Agency needs due to response to the COVID-19 public health emergency, including additional personnel and costs;
- e. Cities, towns, and counties of Arkansas;
- f. Broadband identification and/or Deployment; and
- g. Human services needs.

In accordance with these priorities, the committee shall establish goals for the \$1.25 billion dollars allocated to the State of Arkansas from the Coronavirus Relief Fund for each area stated in this subsection 5, and any subcategories thereof that the committee may establish.

6. Timeline for Use of Funds. Under the CARES Act, these funds are available for expenses incurred by the state in relation to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020.

a. In considering requests for funds, the committee shall ensure funds are reserved for use during the 2020 calendar year.

b. Due to the possibility of a second wave of the virus during the Fall and Winter months of 2020, the committee shall ensure funds are reserved for use by agencies, entities, and individuals in response to needs that may arise due to a second wave or as agencies, entities, and individuals make preparations for a response to a possible second wave during the second quarter of FY2021.

c. The committee may meet as often as is necessary for consideration of requests and shall meet no less than one time per month through the remainder of 2020.

PARLIAMENTARY PROCEDURE:

1. Quorum. The committee is made up of fifteen (15) members. A majority of the members of the committee shall constitute a quorum for transacting business of the committee.

2. Action. An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other committee action.

3. Roll Call. The committee shall vote by voice vote unless a roll call vote is requested by two (2) or more committee members. Roll call votes shall be recorded in the meeting minutes.

4. Motions. A motion shall receive a second to be considered for action by the committee.

5. Public Comment. The chair may provide the public an opportunity to speak during a committee meeting to allow for public comment on issues before the committee, or allow for submission of public comment in writing via email, which will be distributed to the committee members prior to the meeting at which the request that is the subject of the comment will be considered.

The committee shall provide access through a website allowing members of the public to offer ideas regarding uses and priorities of the CARES Act funds. This site shall be established and able to begin receiving public comments no later than June 1, 2020. Committee members shall have access to the public comments submitted through the website.

6. Minutes. Staff shall produce minutes of each committee meeting to be adopted by the committee at the subsequent scheduled meeting.