



**MINUTES**  
**COVID-19 EMERGENCY SMALL BUSINESS LOAN FUND COMMITTEE MEETING**  
**TUESDAY, MAY 19, 2020 – 9:00 A.M.**  
**Meeting was teleconferenced using Zoom**

The meeting of the COVID-19 Emergency Small Business Loan Fund Committee was called to order at 9:05 a.m. on Tuesday, May 19, 2020. Chair Podzilni presided. Members present: Supervisors Wayne Gustina (Remotely), Mary Beaver, Rick Richard and Citizens Denise Webb, Jim Fisher (Remotely) and Scott Shadel. QUORUM PRESENT.

Rock County Staff Present: Colin Byrnes (Planning Director) and James Otterstein (Economic Development Manager).

1. Call To Order. 9:05 am

2. Adoption of Agenda

Moved by Richard to Adopt, Seconded by Beaver.

Adopted (7-0)

3. Adoption of May 5, 2020 Meeting Minutes

Moved by Webb to Approve, Second by Richard

4. Citizen Participation, Communications and Announcements

None

5. Information Item: COVID-19 Small Business Loan Fund (SBLF) Update

Rock County Economic Development Manager James Otterstein informed the Committee that Applicant traffic has slowed. From a cursory view, this shift has been driven by the portfolio of SBA recovery funding that is currently available – as well as applicant capacity challenges. As a result, Staff has ramped up its efforts to help Applicants bridge the COVID-19 information and application gaps. Mr. Otterstein also mentioned there had been follow-up communications with the 15 Applicants from the May 5<sup>th</sup> Loan Fund Committee meeting. In particular, there were references to exchanges between three out of the seven Applicants that were not approved for funding.

Committee Member Fisher asked Mr. Otterstein about the current status of the loan documents for those approved for funding from the May 5<sup>th</sup> meeting. Mr. Otterstein indicated the contract for the Third Party ACH platform was currently under review; and that Corporation Counsel was working on finishing-up its drafts of the loan documents.

6. **Action Item:** Review and Approve, Approve with Conditions or Deny SBLF Applications:

**A. Loan 2020\_16**

Moved by Richard to Approve, Seconded by Webb

**Application Approved (7-0)**

**B. Loan 2020\_17**

Moved by Webb to Approve, Seconded by Shadel

**Application Approved (7-0)**

**C. Loan 2020\_18**

Moved by Webb to Approve, Seconded by Richard to include with Staff recommendations a Condition that the Loan may increase to \$20,000 if the Applicant does not receive any SBA Paycheck Program Protection funding.

**Application Approved (7-0)**

7. **Next SBLF Meeting Date: June 2, 9:00 AM**

8. **Adjournment**

Moved by Shadel, Seconded Beaver.

**Adopted (7-0) 10:00 AM**

Respectfully Submitted – Colin M. Byrnes, Acting Secretary

These minutes are not official until approved by Committee.

**Future Meetings/Work Sessions**

June 2, 2020 (9:00 AM)