

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Board of Directors

Thursday, February 21, 2019
Duluth, MN

Minutes

Members Present

Dick Brenner, Chair
Allen Rasmussen
Ginny Storlie

Representing

Carlton County
At Large, Treasurer (conf. call)
Cook County

Others Present

Krista Mattila
Sr. Mary Matthew Morrisroe
Ron Chicka
Andy Hubley
Bob Palmquist
Rebecca Sash

Representing

ARDC
ARDC (conf. call)
ARDC
ARDC
Northspan
ARDC

Participating by conference phone:

Don Niemi, V Chair	Aitkin County (conf. call)
Jason Holliday, Sec.	NATC (conf. call)
Wade Pavleck	Koochiching County
Paul Nevanen	At Large (conf. call)
Earl Elde	MIC Advisory Comm
Anne Varda	AAAA Advisory Comm

Members Absent

Terry Snyder	Itasca County
Jeremy Hurd	Lake County
JinYeene Neumann	NEMNATP Advisory Committee
Frank Jewell	St. Louis County
Mary Somnis	At Large

- 1. CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:01 a.m.
- 2. CONSENT AGENDA for approval of the following:**
 - A. Board Meeting Minutes**, November 15, 2018 & December 20, 2018.
 - B. Resolution:** Adoption of the Area Agency on Aging 2019 Plan for the Arrowhead Region. (*K. Kane*)
 - C. Resolution:** Adopting the Duluth-Superior Metropolitan Interstate Council's 2018 Update of the Title VI Non-Discrimination Program and Limited-English Proficiency Plan. (*R. Chicka*)
 - D. Resolution:** Authorizing ARDC to amend the current contract agreement with Carlton-Cook-Lake-St. Louis Community Health Board to Provide Technical Assistance Services to implement the State Health Improvement Partnership agreement. (*A. Hubley*)
 - E. Resolution:** Authorizing an Agreement between the Arrowhead Regional Development Commission and a Qualified Consultant to Develop Designs in Respect to the Cohasset-Grand Rapids Corridor Plan. (*A. Hubley*)

Motion by Allen Rasmussen/Ginny Storlie to support. Motion carried unanimously by *roll-call vote.

*Roll-Call Vote:

In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)
On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)

3. **RESOLUTION:** Authorizing an amendment to Aunty's Child Care, LLC loan commitment for One Hundred Forty-Five Thousand Thirty Dollars (\$145,030) from ARDC's Regional Revolving Loan Fund.(Duluth, MN).(B. Palmquist)

Motion by Allen Rasmussen/Earl Elde to approve. Motion carried unanimously by *roll-call vote.

***Roll-Call Vote:**

**In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)
On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)**

4. **RESOLUTION:** Authorizing a Fifty Thousand Dollar (\$50,000) Loan Request from ARDC's Regional Revolving Loan Fund to MNStar Technologies, Inc. (Grand Rapids, MN). (B. Palmquist)

Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously by *roll-call vote.

***Roll-Call Vote:**

**In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)
On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)**

5. **RESOLUTION:** Authorizing a Two Hundred Thirteen Thousand Dollar (\$213,000) Loan Request from ARDC's Regional Revolving Loan Fund to Rapids Brewing Company, LLC and NorthRock, LLC (Grand Rapids, MN). (B. Palmquist)

Motion by Allen Rasmussen/Paul Nevanen to approve. Motion carried unanimously by *roll-call vote.

***Roll-Call Vote:**

**In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)
On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)**

6. **FINANCE REPORT – Sr. Mary Matthew Morrisroe, Finance Director**
Bob Palmquist reviewed the Revolving Loan Fund - Uncollectible Accounts Finance Report (attached). There was discussion on the Wide Open Company and request made for a Resolution to approve writing off the \$10,000 remaining balance.

Motion by Allen Rasmussen/Earl Elde to move forward with a Resolution. Motion carried unanimously by *roll-call vote.

***Roll-Call Vote:**

**In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)
On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)**

Finance Director stated the December 31, 2018 preliminary financial records were just closed. She noted there will be some changes before the upcoming audit to the tax levy receivable, approved loan receivable, PERA liability (based on new regulations) and the Fund balance due to the tax levy impacts on the operations statement. She also noted there is need to close out the remaining balance of revenue expenditures.

Motion by Allen Rasmussen/Earl Elde to approve. Motion carried unanimously by *roll-call vote.

***Roll-Call Vote:**

In person: Dick Brenner (yes), Allen Rasmussen (yes), Ginny Storlie (yes)

On conference call: Don Niemi (yes), Jason Holliday (yes), Wade Pavleck (yes), Paul Nevanen (yes), Earl Elde (yes), Anne Varda (yes)

7. MANAGEMENT TEAM UPDATE

RFPs for creating new ARDC branding materials have been received and reviewed by a review committee. The review committee has recommended to group management to do most of the branding work in-house, minus a promotional video, based on cost and staff talents. Group management to review recommendations in near future meetings.

An RFP from DSGW was received and reviewed for managing the 1st phase of a building remodel. The purpose of this first phase is to allow all of ARDC staff to be in one building. Elements of this first phase includes getting engineering plans and costs for updating the outside façade, building walls to accommodate Aging staff, and building an additional restroom. Group Management will be making determinations for how and if to proceed at their next meeting.

Group Management proposed changing the delivery of Division Reports and Group Management updates from monthly individual reports into a combined quarterly newsletter. The newsletter would also be available via the ARDC website and sent out to networks upon request. There was no opposition from Board members present.

It was reported there is some discussion around increasing ARDCs current Salary Schedule.

There are continued discussions around the potential acquisition of AHA.

RTCC initiatives are continuing. There has been a lot of interest from outside groups to show how it can be managed effectively.

Mr. Hubley reported Regional Planning has several projects happening. Two special particular projects were highlighted: a North Shore erosion study and a community design project in Lutsen.

Rebecca Sash, Planner/Grants Manager, reported the 2019 Area Plan started on January 1, 2019. This is a one-year plan with prescribed focus areas provided by the Minnesota Board on Aging and updated with activities by AAAA lead staff. Some focal areas and activity examples include: address regional homelessness by engaging with older low-income homeowners to age in community through affordable home maintenance, modifications, and in-home services. Title III grantees will also be encouraged to offer services in affordable and subsidized congregate housing units in 2019; support Informal Family Caregiving - staff will work to participate in or develop a regional respite coalition, train 2 new caregiver consultants in 2019, identify partners to be trained in the Powerful Tools for Caregivers program, and work internally with Access staff to train representatives in REST, REACH, and/or as caregiver consultants; modernizing nutrition services- AAAA staff will work on nutrition development, reporting, analysis, and will participate in MBA/AAA Quarterly reports and data quality analysis for nutrition Business Plan (ACL grant opportunity). They will also be conducting site assessment visits of congregate dining sites which were not assessed in FY2018 and will conduct a grantee assessment in FY2019. Development efforts will also focus on Home Delivered Meals in Aitkin County to determine

barriers to services and identify number of unserved population with the goal of stating this work in Quarter 2 and continuing into 2020; strengthening of the Senior Linkage Line direct service.

Mr. Chicka reviewed the Metropolitan Interstate Council Division Update (handout in packet). He also reported a study will be conducted involving local connections in the area; a new freight model has been developed and will be utilized over the next few years (the MIC will be assisting the DOT using this model); and the Harbor Committee will be meeting with Congressional Representatives for Transportation and Infrastructure.

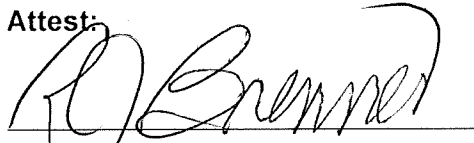
8. UPCOMING MEETINGS

- **Board Meeting** – March 21, 2019, ARDC Conference Rooms
- **Commission Meeting** – April 18, 2019, City of Hermantown Training Center, 5111 Maple Grove Road, Hermantown, MN
- **Board Meeting** – May 16, 2019, ARDC Conference Rooms

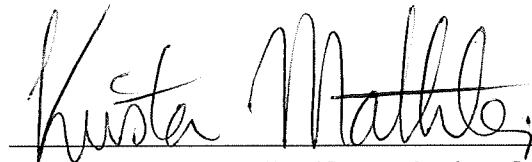
9. ADJOURN

Motion to adjourn by Allen Rasmusen/Earl Elde. Meeting was adjourned at 11:00 a.m.

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator