

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Board of Directors

Thursday, March 21, 2019

Duluth, MN

Minutes

Members Present

Dick Brenner, Chair
Allen Rasmussen
Ginny Storlie
Don Niemi, V Chair
Jason Hollinday, Sec.
Wade Pavleck
Jeremy Hurd
Mary Somnis
Earl Elde
Anne Varda

Representing

Carlton County
At Large, Treasurer
Cook County
Aitkin County
NATC
Koochiching County
Lake County
At Large
MIC Advisory Comm
AAAA Advisory Comm

Others Present

Krista Mattila
Sr. Mary Matthew Morrisroe
Barb Caskey
Andy Hubley
Kristi Kane
Ric Schaefer

Representing

ARDC
ARDC (conf. call)
ARDC
ARDC
ARDC
AHA

Members Absent

Terry Snyder
JinYeene Neumann
Frank Jewell
Paul Nevanen
Itasca County
NEMNATP Advisory Committee
St. Louis County
At Large

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:00 a.m.
2. **CONSENT AGENDA for approval of the following:**
 - A. **Board Meeting Minutes**, February 21, 2019.
 - B. **Resolution:** Authorizing ARDC to enter an Agreement with Grand Portage Tribal Council to administer its EDA Public Works and Economic Development Grant for the Hat Point Ferry Terminal and Harbor Improvement Project in the Amount of \$35,000. (*A. Hubley*)
 - C. **Resolution:** Authorization to Contract with Innovations for Aging, LLC, lead agency and management services organization for Juniper. (*K. Kane*)

Motion by Allen Rasmussen/Mary Somnis to support. Motion carried unanimously.

3. **FINANCE REPORT** – *Sr. Mary Matthew Morrisroe, Finance Director*

Finance Director reviewed the January 31, 2019 Balance Sheet. She noted on the Statement of Operations there is enough interest from the Magic Fund to surpass the budget. She also noted on the Cash Receipts for the apportioned Tax Levy receivable, one county did not pay until March for 2018. For liabilities, there were no significant changes. For fringe, 2019 is believed to be very close to budget, but subject to change based on current mix of employees.

Finance Director reviewed the RLF Activity Report for February. She noted the percentage being used is very high. Time is being spent between the Regional Director and Finance Director with Northspan to review the status of funds available. There were no loan requests in January; one in February and one in March. Northspan has been providing ARDC with activity details including inquiries and responses. There are no current default loans.

Motion by Allen Rasmussen/Earl Elde to move forward with a Resolution. Motion carried unanimously.

4. Barb Caskey, ARDC Grant Writer, gave a presentation on "Regional Transportation Coordinating Council (RTCC) - Phase 2". RTCC 's implementation will focus on gathering and mapping data, supporting volunteer driver programs and vehicle sharing. ARDC has been asked to host the RTCC as an Advisory Council. Handouts were provided at the meeting to support and define the next phase. (Attached.)

RESOLUTION: Authorizing an Application for Regional Transportation Coordinating Council Phase 2 Implementation Grant Funding and Acceptance of Funds Awarded. (A. Hubley)

Motion by Allen Rasmussen/Jason Hollinday to approve. Motion carried unanimously.

5. **RESOLUTION:** Authorizing a Contract, upon legal review, with the Arrowhead Health Alliance to provide its staffing in 2019. (A. Hubley). Supporting documentation was provided at the meeting. (Attached.)

Motion by Allen Rasmussen/Wade Pavleck to approve. Motion carried unanimously.

6. **RESOLUTION:** Authorizing ARDC to Apply to the Economic Development Administration for FY 2019 through FY 2021 Planning Partnership Assistance in the Amount of \$210,000 to be awarded over a three-year period and to Provide a 1:1 Match of \$210,000. (A. Hubley)

Motion by Wade Pavleck/Allen Rasmussen to support. Motion carried unanimously.

7. MANAGEMENT TEAM UPDATE

Aging Director asked for approval for 3 reclassifications from Program Coordinator I to Program Coordinator II. Karen Tveit and Gloria Walters, both Information, Assistance and Counseling Specialists, based on internal and Statewide training, additional administrative duties, fidelity monitoring and leadership responsibilities. Kimberly Scanlon, EDP Program Development Coordinator, is now in a lead role responsible for program development, State reporting and representation at Statewide meetings and training.

Motion by Allen Rasmussen/Ginny Storlie to approve. Motion carried unanimously.

Human Resource Manager reviewed the current Reclassification policy per ARDC's Employee Handbook, "*Reclassification to the new category is made specifically by the Finance Director or Program Director with approval by the Board or Commission*". The Shared Management group asked for approval to remove the necessary approval chain for Board or Commission members to approve reclassifications for current staff. (A reclassification is considered as a result of the attainment and/or change of assignments of a current staff based on level of experience, education or measure of responsibility to fulfill requirements of a job description that aligns with the approved Salary and Classification structure.) The Program Director and HR Manager would make salary and reclassification recommendations with approval by the Finance Director. Management would still seek approval from the Board or Commission for recommended changes to the overall pay range Salary and Classification description structures.

Motion by Allen Rasmussen/Don Niemi to approve. Motion carried unanimously to remove the approval chain for reclassifications to the Board or Commission in the Employee Handbook.

Regional Director stated phase II of the building remodel has begun to have DSGW move forward with project construction proposal and plans. Currently, Regional staff and Human Resources have begun efforts to move to the 2nd floor of the ARDC building to allow for Aging staff to all be located on the first

floor. It is anticipated all of Regional and HR will be moved up to the second floor by the end of May, pending availability and costs of remodel efforts.


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 Rasmussen/Don Niemi. Meeting was adjourned at 11:37 a.m.

Attest:



ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator