

2. **Conflict of Interest forms were passed out to attendees and signatures collected.**

3. **RATIFICATIONS** - *Allen Rasmussen*

Township Official

- Warren Tinker

The above nomination was elected by unanimous vote.

Native American Tribal Council (Grand Portage)

- Bobby Deschampe

The above nomination was elected by unanimous vote.

4. **CONSENT AGENDA for approval of the following**

A. **Commission Meeting Minutes**, April 18, 2019.

Motion by Allen Rasmussen/Earl Elde to approve the Consent Agenda. Motion carried unanimously.

5. **RESOLUTION:** Authorizing ARDC to Contract with the North Shore Management Board (NSMB) to Provide Staffing Assistance in Fiscal Year 2020. (*Andy Hubley*)

Motion by Wade Pavleck/Calvin Saari to approve the Resolution. Motion carried unanimously.

6. **RESOLUTION:** Authorizing a Work Agreement with the East Central Regional Development Commission to Help Develop a Corridor Management Plan for Mille Lacs Lake Scenic Byway. (*Andy Hubley*)

Motion by Allen Rasmussen/Paul Nevanen to approve the Resolution. Motion carried unanimously.

7. **RESOLUTION:** Authorizing ARDC to Accept Funding from the Minnesota Department of Human Services for the Arrowhead ElderCare Development Partnership (EDP) Project. (*Kristi Kane*)

Motion by Ginny Storlie/Anne Varda to approve the Resolution. Motion carried unanimously.

8. **RESOLUTION:** Authorization to Accept Funds for Accounting Services of Statewide Extranet Management. (*Kristi Kane*)

Motion by Allen Rasmussen/Charles Baribeau to approve the Resolution. Motion carried unanimously.

9. **RESOLUTION:** Authorization to Accept Funds for Pre-Admission Screening in the amount of \$200,245. (*Kristi Kane*)

Motion by Jim Berg/Anne Varda to approve the Resolution. Motion carried unanimously.

10. **RESOLUTION:** Authorization of Banks of Record and Agency Additional Authorized Signers. (*Sr. Mary Matthew Morrisroe*)

Motion by Earl Elde/Paul Nevanen to approve the Resolution. Motion carried unanimously.

11. **RESOLUTION:** Authorizing an Eighty Thousand Dollars (\$80,000) Loan Request from ARDC's Regional Revolving Loan Fund to Nordstrom Sanitation, LLC (Moose Lake, MN). (*Sr. Mary Matthew Morrisroe*)

Motion by Paul Nevanen/Frank Jewell to approve the Resolution. Motion carried unanimously.

12. BUDGET & PERSONNEL COMMITTEE REPORT – Dick Brenner

- A. ARDC 2020 Preliminary Budget was reviewed by Finance Director. She noted anticipated changes in Area Plans and revenue sources were not reflected in the budget. She also noted through savings on administration due to efficiencies internally established, the 2020 match is the most ARDC has had available. *Sister Mary Matthew Morrisroe*
- B. **RESOLUTION:** *Adoption of Preliminary 2020 Budget and Proposed Tax Levy.*
Motion by Allen Rasmussen/Mary Storlie to approve the Resolution. Motion carried unanimously.
- C. The HR Manager reviewed ARDC Employee Handbook revisions. Discussion occurred regarding placing strong emphasis in the Sexual Harassment policy that it is intended for all individuals, regardless of gender. HR Manager will make a change to the Handbook to reflect recommended changes. It was noted after Commission approval, a copy will be distributed to all employees and Commission members and signatures obtained.
- D. **RESOLUTION:** Approval of Revised Employee Handbook. *(Krista Mattila)*
Motion by Earl Allen Rasmussen/Charles Baribeau to approve the Resolution, with recommended corrections made to the Employee Handbook. Motion carried unanimously.

13. FINANCIAL REPORT – Sr. Mary Matthew Morrisroe, Finance Director

Finance Director reported RLF administrative fees are down to 49.5%. There was a request for an overdue outstanding loan report to be presented at the next Board meeting. Finance Director acknowledged and agreed. Finance Director stated Accounts Receivables from grants and contracts, are within terms of net 30 days.

14. ARDC REMODEL UPDATE

Aging Director provided a building remodel update. DSGW bid recommendations were reviewed. Discussion and request made for \$4095 building permit credit to be noted in the Resolution.

- A. **RESOLUTION:** Authorizing Arrowhead Regional Development Commission to enter into an agreement with Gardner Builders Duluth LLC, Duluth, MN, for the purpose of renovations of the Arrowhead Regional Development (ARDC) building at 221 West First Street and creation of a new bathroom. *(Kristi Kane)*
Motion by Tim Harkonen/Earl Elde to approve the Resolution, with revision to include the \$4095 building permit credit. Motion carried unanimously.

15. PRESENTATION: Regional Director provided an overview of the Minnesota Government Data Practices Act and necessary revisions required to Arrowhead Regional Development Commission's policy for public access to data. He noted it is required this policy is reviewed annually with the Commission. A request was made that all names expressed in the policy be changed to job titles. For more information and forms, visit: <https://ardc.org/data/>

- A. **RESOLUTION:** Approving an updated Data Practices Policy for ARDC
Motion by Earl Allen Rasmussen/Frank Jewell to approve the Resolution, with recommended correction made to the Policy for Public Access to Data. Motion carried unanimously.

16. MANAGEMENT TEAM UPDATE

The Regional Director stated the management team is continuing to meet bi-weekly. Most recent discussions have been regarding the building remodel, security measures and employee handbook. Regional Director provided update on security measures as they are moving forward. These efforts include video surveillance, better outdoor lighting and the City will be painting over recent graffiti. Employees on First Street were recently polled to see how changing it from a one-way to a two-way might affect them and operations. There has been an increase in e-mail scams. He encouraged everyone to use caution when opening e-mails to ensure the sender is not fictitious. Branding efforts have continued including new logo, marketing and other ARDC materials. It was mentioned the team is meeting this week to review ARDC's Strategic Action Plan. There will be more meetings in the near future. One of ARDC's most tenured employees, Barb Caskey, has submitted her resignation. She will be missed. He reported the anniversary committee and management have been working diligently on the 50th anniversary celebration scheduled for October 17, 2019. An attendee mentioned this date now poses a conflict with several members of the Commission members.

The MIC Director stated they have been working on the First Street traffic flow study. He also stated the Bayfront/DECC Plan proposals are being reviewed, including DECC parking. He also noted they are providing airport project option plans including land use and traffic flow. Long range plans are being completed; key areas include roadways.

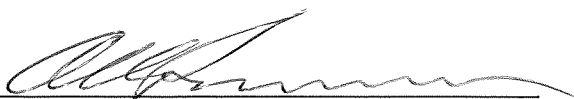
The Aging Director stated Open Enrollment may move up to October 1st. There was a large decrease in Cost Plans, but ARDC's Arrowhead regions, as of now, have not been affected. They are expecting continued increase call volume this year, but expect to follow the same staffing plan as last year. Aging Director stated the Juniper Program for state-wide database just received its first insurance MSHO contract. They are working hard at mitigating and meeting this contract's requirements. They are also working on the Area Plan. She noted it looks like an extension from last year can be built off for this year.

17. UPCOMING MEETINGS

- **Board Meeting** – August 15, 2019, TBD
- **Board Meeting** – September 19, 2019, TBD
- **Commission Meeting** – October 17 (TBD due to scheduling conflict), 2019, Greysolon Plaza, Moorish Room, 231 East Superior St, Duluth, MN (*50th Anniversary celebration to follow*)

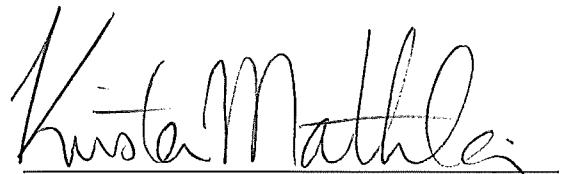
18. **ADJOURN – Motion by Mary Somnis / Ginny Storlie to adjourn. Motion carried unanimously.** Meeting was adjourned at 11:46 a.m.

Attest:



~~Dick Brenner~~, Chair

Allen Rasmussen
Acting Chair
(Treasurer)



Krista Mattila, HR Manager