

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
Thursday, May 21, 2020 – 10:00 a.m. – 12:00 p.m.
VIRTUAL & TELEPHONE MEETING (Pandemic)

Minutes

Members Present

Dick Brenner, Chair
Don Niemi, V Chair
Allen Rasmussen
Ginny Storlie
Frank Jewell
Mary Somnis
Wade Pavleck
Pam Franklin
Earl Elde
Paul Nevanen
Terry Snyder
Jason Hollinday, Sec.

Representing

Carlton County
Aitkin County
At Large, Treasurer
Cook County
St. Louis County
At Large
Koochiching County
AAAA Advisory Comm
MIC Advisory Comm
At Large
Itasca County
NATC & NEMNATP Advisory Committee

Others Present

Ron Chicka
Krista Mattila
Sr. Mary Matthew Morrisroe
Andy Hubley

Representing

ARDC
ARDC
ARDC
ARDC

Members Absent

Jeremy Hurd Lake County

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:09 a.m.
2. **CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, March 19, 2020.
Motion by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously by roll call vote.
3. **RESOLUTION:** Authorizing ARDC to Accept Supplemental Nutrition and Administrative Funding Through the Families First Coronavirus Response Act (FFCRA) in the amount of \$331,007. *(Kristi Kane)*
Motion by Allen Rasmussen/Don Niemi to approve. Motion carried unanimously by roll call vote.
4. **RESOLUTION:** Authorizing ARDC to Enter into a Lease Agreement with KOOTASCA Community Action Inc. for Office Space for a Portion of Arrowhead Area Agency on Aging (AAAA) Staff in the City of International Falls in Koochiching County, Minnesota. *(Kristi Kane)*
Motion by Allen Rasmussen/Paul Nevanen to approve. Motion carried unanimously by roll call vote.
5. **RESOLUTION:** Authorization to Accept Funds from Federal State Health Insurance Assistance Program (SHIP) Funding in the Amount of \$27,000. *(Kristi Kane)*
Motion by Allen Rasmussen/Pam Franklin to approve. Motion carried unanimously by roll call vote.
6. **RESOLUTION:** Authorization to Accept Funds from Senior Medicare Patrol (SMP) Funds in the Amount of \$16,933. *(Kristi Kane)*
Motion by Earl Elde/Don Niemi to approve. Motion carried unanimously by roll call vote.
7. **RESOLUTION:** Authorizing ARDC to Accept Supplemental Funding for Title IIIB, Title IIIC, & Title IIIE to Assist in protecting Older Americans from the Public Health and Economic Impacts of COVID-19 through the Coronavirus Aid Relief and Economic Security Act (CARES) in an amount up to \$1,021,909. *(Kristi Kane)*

Motion by Frank Jewell/Terry Snyder to approve. Motion carried unanimously by roll call vote.

8. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the US EPA for a Brownfield Coalition Assessment Grant. (A. Hubley)
Motion by Pam Franklin/Don Niemi to approve. Motion carried unanimously by roll call vote.
9. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and Stantec Consulting Services Inc. to Develop Plan Documents for a US EPA Brownfield Coalition Assessment Grant. (A. Hubley)
Motion by Don Niemi/Paul Nevanen to approve. Motion carried unanimously by roll call vote.
10. **RESOLUTION:** Authorizing ARDC to Apply to the Economic Development Administration for Supplemental Planning Grant Assistance Available Through the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$400,000. (A. Hubley)
Motion by Paul Nevanen/Earl Elde to approve. Motion carried unanimously by roll call vote.
11. **RESOLUTION:** Authorizing ARDC staff to submit to the Economic Development Administration an updated Revolving Loan Fund Plan for 2020. (A. Hubley)
Motion by Allen Rasmussen/Don Niemi to approve. Motion carried unanimously by roll call vote.
12. **RESOLUTION:** Authorizing ARDC staff to submit Economic Development Administration an application for capitalizing a new Revolving Loan Fund for the purposes of addressing the economic downturn due to the COVID-19 Pandemic, and to accept those funds when awarded. (Andy Hubley)
Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously by roll call vote.

13. REVOLVING LOAN FUND (RLF) REPORT.

Finance Director reviewed the RLF April Loans receivable listing and Activity Report. The Finance Director noted the administrative fees were over 50 percent due to the administration transition from Northspan to Arrowhead Regional Development Commission. The Finance Director and Regional Director also reported the principle, interest and service fees were down, mostly due to partnership agreements providing loan deferrals because of COVID-19, but they are rising this month.

14. FINANCIAL REPORT

Finance Director reviewed ARDC's March's financial reports. She noted cash flow is doing well. Finance Director stated because the majority of ARDC's staff is working remotely, it is resulting in higher compensated absences, increasing the funded liability. She also stated because of the newly approved grants awarded, it could significantly affect the 2020 budget. She stated she will keep the Commission and Board apprised.

15. MANAGEMENT UPDATE

The management team continues to meet frequently to review COVID-19 updates and necessary planning considerations. The elevator and skywalk areas are currently being addressed.

The majority of ARDC staff is still working remotely, with just a few key essential personnel in the office. All ARDC staff were praised highly for their efforts, flexibility, and hard work. As

noted in the meeting, there have been several new grants awarded, potentially requiring additional personnel. Regional will be working with the RLF steering committee on next steps.

Aging reported the AAAA has been very busy this season with COVID-19 responses, questions, and addressing and overcoming barriers. There has been a lot of communication between agencies including best practices, policy updates, necessary changes, etc. Staff are working on Title III Carryover fund distribution for all 7 counties. Many changes have occurred for nutrition services including the transition from Congregate Dining Title C1 to Home Delivered Meals and Curbside pickup Title III C2.

Senior Linkage Line has had a decrease in callers, but the times spent with callers has gone up – as the complexity is much more difficult.

The Aging Advisory Committee recently approved Bylaws changes. They will bring their updated Bylaws to ARDC's Board of Directors soon.

Human Resources Manager reported there has been little turnover. She stated staff has been feeling very supported during this pandemic. She also praised their efforts and the Directors for their support of their staff. A new intern was just hired resulting in a new onboarding orientation in ARDC's back alley, following safety recommendations during these uncertain times. She said she has been diligently gaining insight and education on best practices via webinars and networking for how to best handle COVID-19 restrictions and recommended changes for the building and employees.

DSMIC Director stated there is an upcoming stimulus that may support transportation funding for projects. He is monitoring this closely on how it will affect all of the MPOs.

Finance Director reported ARDC's Accountant is retiring at the end of May. She noted she will be missed and that a new Finance Assistant was hired the end of last year who will be taking on many of the accounting responsibilities.

16. UPCOMING MEETINGS


- **Board Meeting** – June 18, 2020, TBD/ARDC Conference Rooms
- **Commission Meeting** – July 16, 2020, TBD/City of Hermantown Training Center, 5111 Maple Grove Road, Hermantown, MN
- **Board Meeting** – August 20, 2020, TBD/ARDC Conference Rooms

17. **ADJOURN** Meeting was adjourned at 11:00 a.m.

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

Attest


ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator