

1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW - Dick Brenner, Chair

The meeting was called to order by Chair, Dick Brenner, at 10:10 a.m. Roll-call attendance was taken.

2. Planning Director stated the management team developed a COVID-19 Return to Work Plan for when employees return to work. As of now, with the exception of essential workers, employees are expected to work remotely. This has been going well. Human Resources Manager added the plan is available for review if requested.

Planning Director reported the summer intern is collecting data using ARDC's data bike. The Planning team has been working on other projects, one to note is a tentative new project for the MN DOT in International Falls, MN.

MIC Director stated all projects are moving forward, including a large transportation project for the City of Proctor involving all modes of transportation. Another project they are reviewing is a DOT project for Hwy 53; safety concerns is the biggest issue driving this project review. The First Street plans for Duluth to change it from a one-way to a two-way for ease of access and speed control has been approved. MIC Director stated the Federal bill for transportation ends the end of September. There are a number of proposals in progress. They are working with the National Board on MPO projects and funding across the country.

Aging Director reported it has been a busy last 4 months. There was an additional 2 million in funding awarded, resulting in several Request for Proposals for spending. Currently seeking approval for a Quick-call policy from the Advisory Committee on Aging. There were FFCRA funds granted specifically for nutrition and awarded to AEOA. They have been heavily involved with multiple committees surrounding COVID-19 for services across the State including Assisted Living and Adult Day licensure committees. Aging Director reported the International Falls office moved to a new site. This will allow better accessibility for customers, including parking, and private office space for increased HIPAA protection. The AAAA has also been supporting the Age Friendly MN survey efforts. A link will be sent out to community members soon for public comment on the initial findings. All responses must be sent in electronically. Therefore, due to Broadband challenges, they are increasing efforts to support participation from aging community members in the Arrowhead who may not have access to make public comments. Advisory Committee on Aging (ACA) liaison reported that the Area Plan will stay the same for 2021. The Aging Division held a public meeting via Microsoft Teams, but there was no one in attendance. That ACA approved that 25% of the Title IIIB award will be withheld for program development and coordination. The ACA bylaws will be presented to ARDC's bylaw subcommittee for comment and to the ARDC for approval. Nominations are being sought for the ACA. The ACA approved a RFP process for the COVID Relief Funding and 2 members participated on the grant review team. Funding supported critical services, technology supports such as telemedicine, organizational development and support to at risk populations due to COVID-19. \$104,000 was awarded out with applicants from all 7 counties.

Finance Director stated ARDC's Accountant retired in May. Her replacement has been doing a great job in the transition.

Human Resources Manager noted ARDC has a new Diversity & Inclusion statement. It was shared verbally at the meeting. It was also noted staff will be receiving training in these areas for more education to support these efforts by the end of 2020.

3. CONSENT AGENDA for approval of the following

- A. Commission Meeting Minutes, January 16, 2020
- B. **RESOLUTION:** Authorization to Accept Funds from MN Disaster Recovery Fund Funding in the Amount of \$100,000. (*Kristi Kane*)
- C. **RESOLUTION:** Authorization to Accept Funds for Pre-Admission Screening in the Amount of \$178,190. (*Kristi Kane*)
- D. **RESOLUTION:** Authorizing ARDC to Accept Supplemental Nutrition Funding through the State COVID Relief Funds in the amount of \$446,985. (*Kristi Kane*)
- E. **RESOLUTION:** Approving the CARES Act Revolving Loan Fund (RLF) Plan including a new approval process for businesses seeking a CARES Act ARDC Revolving Loan. (*Andy Hubley*).
- F. **RESOLUTION:** Approving an Updated Data Practices Policy for ARDC. (*Andy Hubley*). It was noted the only change was appointed Andy Hubley as ARDC's compliance officer for this.
- G. **RESOLUTION:** Approval of the 2019 Annual Report. (*Sr. Mary Matthew Morrisroe*). It was noted the approved Report will be submitted as required in September. Finance Director also highlighted the audited 2019 Finance and Compliance Summary which resulted in no findings.
- H. **REVISED 2020 BUDGET** – *Sr. Mary Matthew Morrisroe*
 - A. Revised ARDC 2020 Budget
 - B. **RESOLUTION:** Revised ARDC 2020 Budget.
- I. **PRELIMINARY 2021 BUDGET AND PROPOSED TAX LEVY** – *Dick Brenner*
 - A. ARDC 2021 Preliminary Budget
 - B. **RESOLUTION:** Adoption of Preliminary 2021 Budget and Proposed Tax Levy.

Motion by Earl Elde/Don Niemi to approve. Motion carried unanimously by roll call vote.

4. FINANCIAL REPORT

Finance Director referred to May's financial summary and noted the historic low accounts receivable currently. It was also noted that this was the first time in 14 years that a budget revision was introduced, but due to the large amounts of Federal Funds, it was necessary.

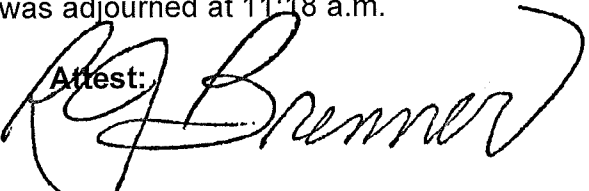
5. CONFLICT OF INTEREST FORMS

HR Manager/Board Coordinator stated Conflict of Interest forms were mailed out to each Commission member to sign and return; required annually by Statute.

6. UPCOMING MEETINGS

- **Board Meeting** – August 20, 2020, TBD/Virtual & Telephone or ARDC?
- **Board Meeting** – September 17, 2020, TBD/Virtual & Telephone or ARDC?
- **Commission Meeting** – October 15, 2020, TBD/St. Louis Co. Public Safety Bldg, 2030 Arlington Ave, Duluth, MN / Virtual & Telephone?

7. ADJOURN – Motion by Allen Rasmussen to adjourn/Frank Jewell to support. Meeting was adjourned at 11:18 a.m.

Attest:


Dick Brenner, Chair



Krista Mattila, HR Manager