

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
Thursday, September 17, 2020 – 10:00 a.m. – 12:00 p.m.
VIRTUAL & TELEPHONE MEETING (Pandemic)

Minutes

<u>Members Present</u>	<u>Representing</u>	<u>Others Present</u>	<u>Representing</u>
Dick Brenner, Chair	Carlton County	Ron Chicka	ARDC
Wade Pavleck	Koochiching County	Krista Mattila	ARDC
Allen Rasmussen	At Large, Treasurer	Sr. Mary Matthew Morrisroe	ARDC
Ginny Storlie	Cook County	Andy Hubley	ARDC
Frank Jewell	St. Louis County	Kristi Kane	ARDC
Mary Somnis	At Large	Anthony Landgren	ARDC
Pam Franklin	AAAA Advisory Comm	Rebecca Sash	ARDC
Earl Elde	MIC Advisory Comm	Kimberly Scanlon	ARDC
Paul Nevanen	At Large		
Jason Holliday, Sec.	NATC & NEMNATP Advisory Committee		

<u>Members Absent</u>	
Jeremy Hurd	Lake County
Don Niemi, V Chair	Aitkin County
Terry Snyder	Itasca County

1. **CALL TO ORDER** The meeting was called to order by Chair, Dick Brenner at 10:05 a.m.

2. **CONSENT AGENDA for approval of the following:**

Board Meeting Minutes, May 21, 2020.

Motion by Wade Pavleck/Frank Jewell to vote via roll-call vote, the CONSENT AGENDA and both RESOLUTIONS. Motion carried unanimously by roll call vote.

3. **ARDC NEW STAFF INTRODUCTION.** Anthony Landgren, Associate Planner.

4. **RESOLUTION:** Authorizing ARDC to Accept COVID Relief Enhanced Homecare in an amount up to \$125,000. *(Kristi Kane)*

5. **RESOLUTION:** Approving the CARES Act Revolving Fund (RLF) Plan including a new approval process for businesses seeking a CARES Act ARDC Revolving Loan. *(Andy Hubley)*

Motion by /Frank Jewell/Earl Elde to support to approve the CONSENT AGENDA and both RESOLUTIONS. Motion carried unanimously by roll call vote.

6. **REVOLVING LOAN FUND (RLF) REPORT.**

Both the Regional Director and Finance Director reviewed the RLF Loans receivable listing and Activity Report. It was noted since ARDC took over the RLF administration in-house, there has been significant success in collections.

7. **FINANCIAL REPORT**

Finance Director reviewed ARDC's July's financial reports. She noted account receivables have decreased. She also reported ARDC has not taken any advances on our grants to date, but there are funds available. Finance Director also stated ARDC is within the percentage right now for the 2020 budget.

8. MANAGEMENT UPDATE

The management team continues to meet frequently, but priorities have shifted due to increased COVID-19 planning needs and efforts. A Return to Work Business Plan has been finalized and shared with employees. Currently, just essential staff is in the office with non-essential coming in sporadically. The team does not predict to bring everyone back into the office for quite a while.

Aging Director reported on several key initiatives and updates.

COVID-19 Shift: Title III Providers, region wide, shifted quickly to meet the needs of older adults during the pandemic.

- AEOA has taken an active leadership role in meeting nutritional needs with expanded meals on wheels (due to closed senior dining sites), delivery of fresh produce, and delivery of shelf stable meal kits to homebound elders.
- Assisted Transportation providers (who could no longer provide rides) shifted to providing Telephone Reassurance calls to all participants. This helped continue a personal connection to program staff and volunteers and reduce isolation.
- Assisted Transportation and Homemaker providers shifted to delivering groceries for homebound older adults. Many new volunteers are engaged in grocery delivery! Where older more vulnerable volunteers have had to step back, other furloughed, unemployed and student volunteers have come forward.
- Caregiver programs also provided telephone reassurance, and many began providing virtual support groups over zoom and other platforms
- 2020 was the first year we funded a Technology project with Duluth Lighthouse Center for Vision Loss. Trained staff work with older adults to set up technology to help them connect with others and live independently. During Covid we have granted DLCLFVL additional IIIB carryover funds and CARES Act funds to provide additional technology services and to assist other partners in setting up technology to reach isolated older adults.
- We are also funding Legal Aid Services of NE with CARES Act funds to set up Kiosks in the region to serve people with legal needs remotely. Older adults and/or their family members can access a computer and printer to complete necessary paperwork for advance care planning, housing issues, and other family legal matters.

For more information, members can contact Kristi Kane, Rebecca Sash or Kirsten Cruikshank at the AAAA.

Senior Linkage Line (SLL)

Open Enrollment Update: SLL is gearing up!

- Open Enrollment Period is October 15th – December 7th this year.
- There are no changes expected in Cost Plan options for 2021 in MN.
- Senior Linkage Line is NOT conducting in person outreach this year. All counseling sessions will be virtual through 2020. We have a strategy in place with our former in person sites to remind staff and community members to CALL Senior LinkAge Line for assistance
- SLL is down 1.5 FTE for Information and Outreach staff but have two returning (and experienced) temporary staff and have cross trained some of our Return to Community staff to attend to the Housing With Services hunt group to improve our response time and availability for Medicare related calls.
- SLL is conducting ongoing virtual outreach on Medicare 101. This is going well and well attended. They will add Medicare updates for 2021 to our offerings as soon as it is approved and available.
- They are collaborating with Dancing Sky AAA on virtual outreach and as a result have more than doubled our offerings.

AAAA Financial Summary

FFCRA – Federal Funding \$416,176 100% expended (NGA received May 18)

Breakdown

Admin: \$32,925

C1: \$65,071

C2: \$233,111

CARES ACT – Federal Funding \$1,021,909 100% expended (NGA received 6/17/20)

Breakdown

Title IIIB \$235,967

Title IIIE \$116,562

Admin \$101,319

Title IIIC2 \$568,061

COVID-19 Relief NUTRITION State CARES funding - In Process – (NGA just received)

Grants Due this week -short turn around - they will work with folks on extensions. AEOA will act as purchasing hub for grantees as needed. This only covers purchase and distribution of food

CARES ENHANCED HOMECARE – State CARES Funding – (NGA not yet received)

Estimated \$93,493 to be used for CHORE and Homemaker.

MNCRF/Northland Foundation – Foundation Dollars – 100% awarded

\$115,000 to 14 grantees – applicants from all counties except Carlton.

Total AAAA/ARDC Additional Dollars

State/DHS \$1,978,563 -with Foundation \$2,093,563

Pass Through to Region: **\$1,958,837 \$144,726 Admin**

MASK DISTRIBUTION: AAAA distributed 5000 masks to partner agencies and community request through the SLL in August. They have an additional shipment in storage and will revisit as needed – likely in October.

ACA Advisory member provided the following report from their last ACA Board meeting: They will be holding a virtual election. Nominations and Bylaws will be working on Current ACA membership: looking for representation from Lake, Cook, Koochiching Counties. They received Funding updates from AAAA Staff: Rebecca Sash and Kirsten Cruikshank and noted that the Title III Renewal Process - Agencies were advised to apply for the same amount in 2021 as were in 2020. AAAA's area plan for 2021 was submitted on August 4th. Georgia Lane will be the Age Friendly Arrowhead Leader to help leverage relationships to create Age Friendly communities as directed by the Governor. Gina Marsalla, ARDC's new Provider Relationship Coordinator, will carry out the Juniper Work that Georgia Lane had done. Karen Hanson retired from Sr Linkage Line after serving for over 16 years. She also mentioned that a motion was made in support of the AAAA sending a letter of support urging congressional leaders to incorporate provisions in the next Coronavirus relief legislation to combat social isolation and loneliness among elders due to COVID-19.

MIC Director stated all MPO projects are moving forward as expected. Budgets and work projects are the same as last reported. They are expecting their Work Plan to be available for approvals in October. The Funding bill initiative will take place over the next few months. They are conducting a lot of field work (especially pedestrian and bike counts). They are involved in Blatnik planning efforts and expect to be for quite a while. Funding projects for the project are unknown at this time based on logistics. First street is changing to a 2-way in a phased process.

Human Resources Manager/Board Coordinator reported Carlene Perfetto submitted her resignation from ARDC's Commission effective immediately. HR Manager/Board Coordinator read a letter from Carlene written to the Board with her sincere appreciation and wishes for a successful future for ARDC. She will be missed. HR Manager/Board Coordinator reported training is continuing for staff in areas such as anti-harassment, inclusion and diversity. She stated the Management Team has been working on ARDCs Classification and Salary

structures. This effort has been delayed due to COVID-19 priorities, but progress is being made. Employee benefits' open enrollment is coming up. The Management Team is reviewing quotes and will be sharing a proposal at the October Commission meeting for approvals.

9. Open discussions on regional COVID-19 funding efforts were shared as a group for increased awareness.

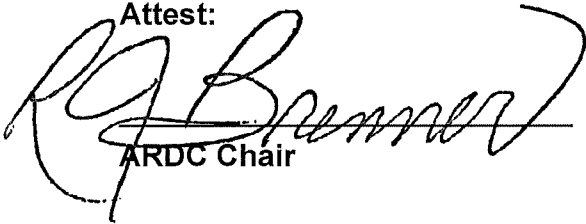
10. UPCOMING MEETINGS

- a. **Commission Meeting** – October 15, 2020, TBD - Virtual
- b. **Board Meeting** – November 19, 2020, TBD - Virtual/ARDC
- c. **Board Meeting** - December 17, 2020, TBD – Virtual/ARDC

11. **ADJOURN** Meeting was adjourned at 10:55 a.m.

Motion by Frank Jewell/Allen Rasmussen to support. Motion carried unanimously to adjourn.

Attest:


ARDC Chair


Krista Mattila, HR Mgr/Commission Coordinator