

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Thursday, November 19, 2020 – 10:00 a.m. – 12:00 p.m.

VIRTUAL & TELEPHONE MEETING (Pandemic)

Minutes

Members Present

Dick Brenner, Chair
Wade Pavleck
Allen Rasmussen
Don Niemi, V Chair
Frank Jewell
Mary Somnis
Pam Franklin
Earl Elde
Jason Holliday, Sec.

Representing

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

Others Present

Ron Chicka
Krista Mattila
Sr. Mary Matthew Morrisroe
Andy Hubley
Kristi Kane
Richard Sarraan

Representing

ARDC
ARDC
ARDC
ARDC
ARDC
ARDC

Members Absent

Jeremy Hurd
Ginny Storlie
Terry Snyder
Paul Nevanen

Lake County
Cook County
Itasca 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:**
Board Meeting Minutes, September 19, 2020.
Motion by Allen Rasmussen/Don Niemi to vote via roll-call vote, the CONSENT AGENDA. Motion carried unanimously by roll call vote.
3. **RESOLUTION:** Ratification of Appointed and Elected Members of the Advisory Committee on Aging. *(Kristi Kane)*
Motion by Frank Jewell/Allen Rasmussen to support. Motion carried unanimously by roll call vote.
4. **RESOLUTION:** Authorizing ARDC to contract for services with the Northspan Group, Inc. to facilitate the Comprehensive Economic Development Strategy public engagement process. *(Andy Hubley)*
Motion by Wade Pavleck/Don Niemi to support. Motion carried unanimously by roll call vote.
5. **PRESENTATION: 2021 MIC Work Plan.** Presented by Ron Chicka
6. **RESOLUTION:** Authorization to Enter into Agreements with the Minnesota Department of Transportation and the Northwest Regional Planning Commission for Federal and State Planning Funds for Support of Work Program Activities by the Metropolitan Interstate Council for Calendar Year 2021-2022. *(Ron Chicka)*
Motion by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously by roll call vote.
7. **REVOLVING LOAN FUND (RLF) REPORT.**
Both the Regional Director and Finance Director reviewed the RLF Loans receivable listing and Activity Report. Focused efforts occurring on working capital. It was noted there are several loans in the pipeline for all of the counties ARDC serves. Increased activity is

expected due to recent COVID-19 shutdowns. It was also noted the increased administrative fees percentage is due to inclusion of both the CARES fund and regular fund. Adjustments are being made to separate the two which will decrease the fee percentage for the October financials. The team has been spending a significant amount of time ensuring the RLF receivables are accurate and up to date.

8. FINANCIAL REPORT

Finance Director reviewed ARDC's September financial reports. She noted the substantial amount of money presently available in bank accounts is because of RLF funding. Finance Director gladly reported ACH was implemented to eliminate manual processes.

9. MANAGEMENT UPDATE

Aging Director reviewed prework to 2021 Title III funding awards which were attached in the Board meeting materials. AAAA will execute these awards once the MBA sends the 2021 NGA for Title III funds and those funds are approved by the Board/Commission.

Aging Director reported calls to the SLL have been slightly fewer than last year, but the calls are longer and problem need are more complex. SLL is seeing a lot of loneliness/isolation concerns and more referrals to mental health services.

Aging director also noted that M4A is sending a letter to CMS regarding concerns over fluctuating pharmaceutical pricing. In addition, she revealed there was a recent legislation notification regarding cracking down on targeted senior fraud. Information regarding both topics will be sent to members following the meeting.

Aging Director also asked the Chair for allotment on future meeting agendas to include a spot for visitors and members to report on key issues occurring in their area. The Chair approved this request.

Pam Franklin, Aging Advisory Committee member, reported at their most recent ACA meeting, Rebecca Sash and Kirsten Cruikshank from AAAA gave updates on title III D, B, C as well as III E - the updates on allotted amounts were from a shortened review process, as supported by a motion from their September meeting.

Other reports from the ACA Chair and Kristi Kane were suspended at the meeting to leave time for Training and Development. The training was led by Olivia Mastry and Amanda Hitcher from Collection Action Lab. The exercise was to envision and explore the potential for enhanced regional roles the AAAA might undertake to better serve and support older adults and the border community. It was noted there was interesting discussion and trust this will be helpful to the AAAA in moving forward.

MIC Director again reported their 2021-2022 Work Plan was adopted, in support of the earlier presentation. In addition, extensive work is occurring with MNDOT and the City of Proctor for Hwy 2 and school roadway crossroads.

Regional Director reported they are working on a lot of start-up projects including transportation planning in International Falls and Itasca County. Trail planning had slowed down but multiple projects have started again.

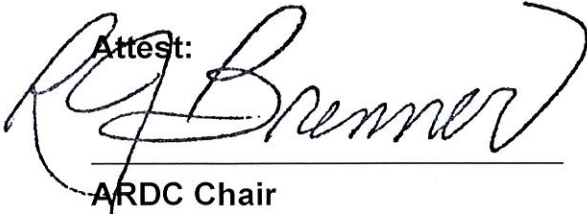
Human Resources Manager/Board Coordinator reported the 2021 Board and Commission elections are going well, with a reminder to members to share vacancies with their networks. HR Manager/Board Coordinator reported employee benefits open enrollment is going well virtually as most ARDC staff are still working remotely. She stated the Management Team has been working on reviewing ARDC's Classification and Salary structures. Due to the extensive effort for collecting salary and benefit information from multiple entities, a RFP was posted for a HR consultant or firm to assist in this effort. It is the hope to have recommendations available for potential changes to ARDC's Salary Classifications next spring.

10. Discussion occurred regarding increased COVID-19 cases and concerns with a request to follow safety guidelines to help keep communities safe.

11. UPCOMING MEETINGS

- **Board Meeting** - December 17, 2020, TBD – Virtual/ARDC
- **Commission Meeting** – ANNUAL MEETING, January 21, 2021, TBD – Virtual
- **Board Meeting** – February 18, 2021, TBD - Virtual/ARDC

12. **ADJOURN** Meeting was adjourned at 11:10 a.m. **Chair Brenner to adjourn.**

Attest:


ARDC Chair



Krista Mattila, HR Mgr/Commission Coordinator