

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
& BOARD OF DIRECTORS**
Thursday, January 21, 2021
VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)

Minutes

Members Present	Representing	Others Present	Representing
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila	ARDC
Jason Holliday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Ron Chicka	ARDC
Gary Anderson	Communities Over 10,000 - Duluth	Sr. Mary Matthew Morrisroe	ARDC
Jim Berg	At Large	Kristi Kane	ARDC
David Lucas	Communities Under 10,000	Ida Rukavina	US Senator Amy Klobachar's Office
Pamela Franklin	Advisory Committee - AAAA	Georgia Lane	ARDC
Calvin Saari	Communities Under 10,000 - Itasca County	Richard Sarran	ARDC
Bobby Deschampe	NATC		
Dirk Davis	At Large		
Michael Hoops	At Large		
Mary Somnis	At Large		
Frank Jewell	Commissioner - St. Louis County		
Joel Hoppe	At Large		
Paul Nevanen	At Large		
Roger Maki	Communities Over 10,000 - Cloquet		
Warren Tinker	Townships		
Pat Medure	School Boards		
Duane Hill	Advisory Committee – NEMNATP		
Tom Szukis	Advisory Committee - MIC		
Pete Walsh	Commissioner – Lake County		
Mike Garry	Communities Under 10,000 – Cook County		
Sharon DeWitt	Communities Under 10,000 – Aitkin County		
Members Absent	Representing		
Earl Elde	Advisory Committee - MIC		
Jason Paulson	Township Official – Carlton County		
Don Niemi	Commissioner - Aitkin County (V. Chair)		
Jeremy Hurd	Commissioner - Lake County		
Beth Olson	Commissioner - St. Louis County		
Brian Briggs	Communities under 10,000 - Koochiching County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Anton Moody	Communities Under 10,000 – Cook County		
Wade Pavleck	Commissioner - Koochiching County		
Sidra (Sid) Starkovich	NATC		
Larry Salmela	Township Official - Itasca County		
Gordon Salisbury	At Large		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Terry Snyder	Commissioner - Itasca County		
Walter Hautala	School Boards		
Ginny Storlie	Commissioner - Cook County		
Steve Johnson	Communities Under 10,000		
Brian Briggs	Communities Under 10,000		
Pamela Franklin	Advisory Committee - AAAA		
Kevin Adee	Township Official – Koochiching County		
Terry Snyder	Commissioner - Itasca County		

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

The meeting was called to order by Chair, Dick Brenner, at 10:01 a.m. Roll-call attendance was taken.

2. ANNUAL ELECTIONS - Allen Rasmussen (Refer to 2021 Nominating Committee Report for candidates ratified)

A. Commission –Ratified

- County Commissioner
Approved unanimously as no members opposed or recused upon request.
- Township Officials
Approved unanimously as no members opposed or recused upon request.
- Communities Under 10,000
Approved unanimously as no members opposed or recused upon request.
- Communities Over 10,000
Approved unanimously as no members opposed or recused upon request.
- Native American Tribal Council
Approved unanimously as no members opposed or recused upon request.
- School Board
Approved unanimously as no members opposed or recused upon request.
- Advisory Committee
Approved unanimously as no members opposed or recused upon request.

B. Board of Directors – Ratified

- Commissioners
Approved unanimously as no members opposed or recused upon request.

C. Board of Directors – VOTE

- At Large
Approved unanimously as no members opposed or recused upon request.

D. Outgoing members were recognized.

3. CONSENT AGENDA for approval of the following

Commission Meeting Minutes, October 15, 2020

Motion by Allen Rasmussen/Frank Jewell to approve. Motion carried unanimously as no members opposed or recused upon request.

4. RESOLUTION: Authorizing a Contract with Chad Ricord for Assistance with the Arrowhead Regional Development Commission Revolving Loan Fund for 2021. (A. Hubley)

Motion by Frank Jewell/Allen Rasmussen to approve. Motion carried unanimously as no members opposed or recused upon request.

5. RESOLUTION: Authorization of Loan Requests totaling Two Hundred and Fifty-Five Thousand Dollars (\$255,000) from ARDC's CARES Regional Revolving Loan Fund for Swanky Gifts on Rainy (International Falls, MN), Lindberg Logging, Inc. (Ray, MN), LNT Inc. DBA. Borderboxes (International Falls, MN), and Cantilever Distillery, LLC (Rainer, MN). (A. Hubley)

Motion by Allen Rasmussen/Paul Nevanen to approve. Motion carried unanimously as no members opposed or recused upon request.

6. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Forty Thousand Dollars (\$240,000) from ARDC's CARES Regional Revolving Loan Fund for Three Families Brewing LLC DBA Voyager Brewing (Grand Marais, MN), Mizpah's Local Roots Greenhouse (Mizpah, MN), Carlson Muffler and Brake Shop (Grand Rapids, MN), and Building Blocks Learning Center (Duluth, MN). (A. Hubley)

Motion by Mary Somnis/David Lucas to approve. Motion carried unanimously as no members opposed or recused upon request.

7. **RESOLUTION:** Authorization to enter into a grant agreement with the Northland Foundation for Pathways to Employment – Integrated Rural Community Aging Program – Quality of Care/Workforce. (K. Kane)

Motion by Allen Rasmussen/Frank Jewell to approve. Motion carried unanimously as no members opposed or recused upon request.

8. The Revolving Loan Fund (RLF) report ending December 31, 2020, was reviewed by the ARDC Planning Director and Finance Director. As of January 21, 2021, approximately \$997,000 has been lent out; there is still \$2.8 million remaining. It was noted most of the requests are coming from the northern Minnesota region with few from Aitkin or Carlton Counties. There is still approximately \$1,000,000 in the original ARDC RLF as well. Special recognition was made to the RLF staff and Technical Advisory Committee members. The committee is seeking volunteers; experience in lending is preferred, but not required. For more information, contact Andy Hubley at ahubley@ardc.org.

9. Finance Director reviewed November's financial summary. It was noted December is ready to be closed. Audit preparations are underway. It is the hope to begin the audit before May this year.

10. Finance Director reviewed the 2021 Agency Wide Budget. She stated the only changes to the Preliminary budget were on EDA accounts and expenses. Based on new funding expected for the Aging Division, there will be an amended budget presented to the Commission for approval in April.

Resolution: Adoption of Final Agency Wide 2021 Budget.

Motion by Allen Rasmussen/Frank Jewell to approve. Motion carried unanimously as no members opposed or recused upon request.

11. **RESOLUTION:** Adoption of the Area Agency on Aging 2021 Plan for the Arrowhead Region. (K. Kane)

Motion by Allen Rasmussen/David Lucas to approve. Motion carried unanimously as no members opposed or recused upon request.

12. **PRESENTATION:** *Age Friendly Arrowhead*, presented by Georgia Lane, ARDC Program/Partnership Developer. A copy of the presentation will be sent out to ARDC Commission members. For questions or further information, contact Georgia Lane at glane@ardc.org.

13. MANAGEMENT UPDATE

AGING: Director Kristi Kane noted that Aging is in the process of receiving final financials from grantees. It is anticipated that there will be a high amount of carryover in 2021 because grantees have spent supplemental funding first. The Advisory Committee on Aging will be integral in approving the carryover allocations. It was noted the Minnesota Board on Aging is working on the funding formula revision for Title III Older American Act funding. This could

result in increase or loss of funding for the region. Kristi also noted that MBA is changing their grant award process to a contract and currently is using a hybrid model. This will result in changes with how ARDC contracts with grantees.

Aging has two opportunities for community involvement with the CERDAR (Center for Community Engaged Rural Dementia and Alzheimer's Research) in partnership with the University of MN Memory Keepers Medical Discovery Team. 1) Advisory Committee Members (long term volunteer work) 2) Practice interview candidates (short term volunteer 60 minutes of time to inform them of their caregiver interview process). They have three types of volunteers they are looking for: a) Healthy Older Adults b) Formal Caregivers (personal or work) of people with Alzheimer's/Dementia c) Professional Caregivers – Social Workers, Hospital Nurses or Discharge planners, etc. Please connect with Kristi (218) 244-9639 or kkane@ardc.org if you are interested.

Finally, Kristi stated a reminder that the Age Friendly Arrowhead efforts are active and if you would like more information in your communities, please reach out to Georgia Lane, glane@ardc.org or Kristi.

MIC: Director Ron Chicka gave a special thank you to Earl Elde for his many years of service as MIC's Advisory Committee representative. He also thanked Tom Szukis for accepting the position as their new representative. Ron highlighted several large projects the MIC is currently working on: 1. The Duluth Central Entrance multi-modal project is kicking off next month. 2. A large-scale transit plan for Duluth and Superior. 3. A Wisconsin Comprehensive Study. He also stated there is a \$1.9 million transportation rescue plan currently being reviewed by Congress, with special note that it is 100% funding. He will provide more updates as they become available.

ARDC Planning: Director Andy Hubley reported continued significant work involvement with Revolving Loan Funds. He also stated the Regional engagement process for the Comprehensive Economic Development Strategy seeking community input launched. Andy reiterated how well staff is working together on RTCC's transportation efforts.

HR: Manager Krista Mattila stated employees are still working remotely unless essential. ARDC's Pay Equity Report will be finalized by the end of January, as required every three years, by the State of Minnesota. A consultant has been hired to conduct a compensation and benefits benchmark survey. It is the hope to have recommendations available for potential changes to ARDC's Salary Classifications this coming spring or summer.

14. UPCOMING MEETINGS

- **Board Meeting** – February 18, 2021, TBD - Virtual/ARDC
- **Board Meeting** – March 18, 2021, TBD – Virtual/ARDC
- **Commission Meeting** – April 15, 2021, Virtual

15. **ADJOURN – Motion by Allen Rasmussen to adjourn/Frank Jewell to support.** Meeting was adjourned at 11:35 a.m.

Attest.



Dick Brenner, Chair



Krista Mattila, HR Manager