



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION  
& BOARD OF DIRECTORS**  
Thursday, April 15, 2021  
**VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)**

**Minutes**

Members Present	Representing	Others Present	Representing
Dick Brenner	Commissioner - Carlton County (Chair)	Krista Mattila	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Andy Hubley	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Ron Chicka	ARDC
Don Niemi	Commissioner - Aitkin County (V. Chair)	Sr. Mary Matthew Morrisroe	ARDC
Jim Berg	At Large	Kristi Kane	ARDC
David Lucas	Communities Under 10,000	Josh Bergstad	ARDC
Gordon Salisbury	At Large	Russell Habermann	ARDC
Calvin Saari	Communities Under 10,000 - Itasca County	Richard Sarran	ARDC
Bobby Deschampe	NATC	Elissa Hansen	Northspan
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		
Steve Johnson	Communities Under 10,000		
Kevin Adee	Township Official – Koochiching County		
Wade Pavleck	Commissioner - Koochiching County		
Members Absent	Representing		
Gary Anderson	Communities Over 10,000 - Duluth		
Jason Paulson	Township Official – Carlton County		
Ashley Grimm	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		
Pamela Franklin	Advisory Committee - AAAA		
Sidra (Sid) Starkovich	NATC		
Larry Salmela	Township Official - Itasca County		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Terry Snyder	Commissioner - Itasca County		
Walter Hautala	School Boards		
Ginny Storlie	Commissioner - Cook County		
Brian Briggs	Communities Under 10,000		
Sharon DeWitt	Communities Under 10,000 – Aitkin 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. ELECTION - *Allen Rasmussen*

### **Commission –Ratified**

- County Commissioner – Ashley Grimm (To replace Beth Olson; 2-year term)

**Motion by Allen Rasmussen/Joel Hoppe to approve. Motion carried unanimously as no members opposed or recused upon request.**

## 3. CONSENT AGENDA for approval of the following

Commission Meeting Minutes, January 21, 2021

**Motion by Allen Rasmussen/Don Niemi to approve. Motion carried unanimously as no members opposed or recused upon request.**

4. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Sixty-Five Thousand Dollars (\$265,000) from ARDC's CARES Regional Revolving Loan Fund for Jodi Elstad Board of Trade Salon (Duluth, MN), Center Barbers (Duluth, MN), Ursa Minor (Duluth, MN), Minnesota Outlaw Customs (Big Falls, MN), and Acme Co. (Duluth, MN). (*Andy Hubley*)

**Motion by Allen Rasmussen/Pete Walsh to approve. Motion carried unanimously as no members opposed or recused upon request.**

5. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Thirty Thousand Dollars (\$230,000) from ARDC's CARES Regional Revolving Loan Fund for Iron Machinery LLC (Pengilly, MN), Cook's Country Connection (Cook, MN), Loonies LLC (Virginia, MN), and Little Neetchers, (Duluth, MN). (*Andy Hubley*)

**Motion by Calvin Saari/Roger Maki to approve. Motion carried unanimously as no members opposed or recused upon request.**

6. **RESOLUTION:** Authorizing Exceptions to ARDC's Health Flexible Spending Account (Health FSA) and Dependent Care Assistance Program (DCAP) Benefits per the Consolidated Appropriations Act of 2021 (CAA, 2021) of the Internal Revenue Code. (*Sr. Mary Matthew Morrisroe*)

**Motion by Allen Rasmussen/Don Niemi to approve. Motion carried unanimously as no members opposed or recused upon request.**

7. **PRESENTATION:** "2022-2027 Comprehensive Economic Development Strategy", *Elissa Hansen, Northspan Group, Inc. President & CEO; Josh Bergstad, ARDC Principal Planner; Russell Habermann, ARDC Senior Planner.* The presentation materials and summaries to be e-mailed to the Commission members following the meeting.

8. The Revolving Loan Fund (RLF) report ending March 31, 2021, was reviewed by the ARDC Planning Director and Finance Director. The RLF staff continues to work closely on delinquent loans including setting up new payment plans and unfortunately, legal course of action. A testimonial was received by a business reiterating how helpful their loans has been for sustainability during these challenging times. It was noted administrative fees are a little higher than expected due to COVID, but not surprising. The Commission was reminded share with their networks that non-profits are eligible to apply for RLF funding. Special recognition was made to the RLF Technical Advisory Committee members.

9. Finance Director reviewed February's financial summary. The Finance Team has been busy with audit preparations. The actual field work will begin April 19, 2021. All third-party audit tasks will be conducted offsite.



## 10. MANAGEMENT UPDATE

**AGING:** Director Kristi Kane noted AAAA will be offering an Age Friendly Workshop in partnership with the Northland Foundation on April 28, 2021. The workshop will convene key leaders and community stakeholders in gaining a deeper understanding and fostering connections to support Age Friendly community work.

Aging just wrapped up a Medicare Fraud Awareness Prevention program and will be offering another one on May 12, 2021. The class discusses detecting, preventing, and reporting Medicare fraud, avoiding potential COVID-19 fraud and scams, as well as other scams targeting older adults. Participants will also learn how to read and understand their Medicare Summary Notices and other Medicare-related documents.

Aging has been hosting Vaccination Education workshops in conjunction with Essentia Health, University of Minnesota School of Pharmacy and the Minnesota Department of Health. They will be replicating this same education and workshop with Wilderness Health and the other key partners mentioned. Due to this work, ARDC's Developer, Georgia Lane, was asked to co-author a paper for a professional publication Innovations in Pharmacy. The article will cover interprofessional team-based approaches to improve community health.

AAAA has been busy participating in some strategic planning work with the Minnesota Board on Aging and their Advisory Committee on Aging and recently completed a strategy development session with Collective Action Lab. The strategy development surveyed regional stakeholders about the work AAAA is currently doing and also inquired what stakeholders wanted/needed from the AAAA.

AAAA has been continuing to work with Fond Du Lac Community College with the Arrowhead Regional Consortium for Healthcare Staffing. They are currently working with the group on growing membership, creating training modules for high school students and perspective employees, and are in the development stages of a web-based tool to support interest in health care fields.

AAAA has also been busy with support and development and expansion of the virtual SCRUBS camp in NE MN and are starting to work on a tribal specific curriculum (as noted in ARDC's April quarterly newsletter).

Aging is just about to launch their "New To Medicare and Medicare 101" videos that were developed for the Deaf and Hard of Hearing Community.

Aging Director also provided a funding update. The Consolidated Appropriations Act (CAA) funding is waiting for approval from the Legislative Advisory Committee. AAAA expects an allocation for the Arrowhead of \$221,486.00 – hopeful to receive authorization for this funding in June. In addition, they anticipate receiving American Rescue Act Funding in June or late upwards of \$1.5 million.

Aging Director stated they have been working on developing and executing their ElderCare Development Partnership contracts for a statewide needs assessment, awarding out carryover funds and are knee-deep in quarterly reporting.

**MIC:** Director Ron Chicka highlighted a few key projects. He reported the Duluth/Superior pedestrian program is wrapping up. They are putting together plans for the Eerie Pier Plan. They are also starting the Duluth Central Entrance multi-modal project. Another potential project is a I-35 Corridor Plan, with joint efforts with MnDOT. In anticipation, Director Chicka has already began looking at potential time and resources needed. There are several transportation funding opportunities being proposed by Congress, including the Transportation Bill; sponsorships are in question. The House and Senate bills are due in the Fall of 2021.

**ARDC PLANNING:** Director Andy Hubley reiterated significant work is still being spent on Revolving Loan Funds as mentioned during the RLF report. He also reported they are starting to receive several calls for EDA funding. They are anticipating hiring new staff to assist with projects in the near future. Also noted was the team is now involved in planning for the North Country Trail.

**OPERATIONS/AGENCY-WIDE:**

Compensation and Benefits: ARDC's Compensation and Benefits benchmark survey results have now been received and currently under review.

Commissioner Meet & Greet: The management team met with St. Louis County Commissioner, Ashley Grimm, for an info-share opportunity, as a new ARDC Commission member.

Building updates: Bids are being received for window replacement on the third floor for ease of access and safety.

Staffing: Employees are still working remotely unless essential. Management is conducting informal surveys of staff asking their comfortability regarding returning to the office for future planning considerations. There have been mixed responses so far.

ARDC Bylaw Revisions: It is the hope to resume ARDC's Bylaw Committee meetings very soon.

**11. UPCOMING MEETINGS**

- **Board Meeting** – May 20, 2021 – Virtual/ARDC
- **Board Meeting** - June 18, 2021, TBD – Virtual/ARDC
- **Commission Meeting** – July 15, 2021 - Virtual

**15. ADJOURN – Motion by Allen Rasmussen to adjourn/Kevin Adee to support.** Meeting was adjourned at 11:46 a.m.

Attest:

  
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Dick Brenner, Chair

  
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Krista Mattila, HR Manager