

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

November 18, 2021 – 10:00 a.m. – 12:00 p.m.

VIRTUAL & TELEPHONE MEETING (Pandemic)

ARDC

Minutes

Members Present

Don Niemi, V Chair
Frank Jewell
Wade Pavleck
Allen Rasmussen
Jason Hollinday, Sec.
Ginny Storlie
Mary Somnis
Pam Franklin
Paul Nevanen
Tom Szukis
Pete Walsh

Representing

Aitkin County
St. Louis County
Koochiching County
At Large, Treasurer
NATC
Cook County
At Large
AAAA Advisory Comm
At Large
MIC Advisory Comm
Lake County

Others Present

Kristi Kane
Andy Hubley
Krista Mattila
Sr. Mary Matthew Morrisroe
Richard Sarran
Rebecca Sash

Representing

ARDC
ARDC
ARDC
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ARDC
ARDC

Members Absent

Dick Brenner, Chair
Terry Snyder
Carlton County
Itasca County

- 1. CALL TO ORDER** The meeting was called to order by Vice Chair, Don Niemi at 10:01 a.m. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, August 19, 2021.
Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 3. PRESENTATION:** Arrowhead Area Agency on Aging: Policy and Operations Committee of the Board on Aging Report – 2021. (*Rebecca Sash, ARDC Aging Planner/Grants Manager, and Kristi Kane, ARDC AAAA Director.*) For a copy of the presentation, contact kkane@ardc.org or rsash@ardc.org. Krista Mattila will send a copy of it to ARDC's Board Members after the meeting.
- 4. RESOLUTION:** Authorizing the Awarding of 2022 Older Americans Act Title III-B Supportive Service Funds. (*Kristi Kane*)
Motion by Allen Rasmussen/Pam Franklin to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 5. RESOLUTION:** Authorization to Contract with Arrowhead Economic Opportunity Agency For 2022 Senior Nutrition Services. (*Kristi Kane*)
Motion by Frank Jewell/Wade Pavleck to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 6. RESOLUTION:** Authorizing the Awarding of 2022 Older Americans Act Title III-C Senior Nutrition Services. (*Kristi Kane*)
Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
- 7. RESOLUTION:** Authorizing the Awarding of 2022 Older Americans Act Title III-D Disease Prevention and Health Promotion Funds. (*Kristi Kane*)

Motion by Mary Somnis/Allen Rasmussen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

8. **RESOLUTION:** Authorizing the Awarding of 2022 Older Americans Act Title III-E Caregiver Support Funds. (*Kristi Kane*)

Motion by Pam Franklin/Paul Nevanen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

9. **RESOLUTION:** Ratification of Elected Members of the Advisory Committee on Aging. (*Kristi Kane*)

Motion by Frank Jewell/Allen Rasmussen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

10. **RESOLUTION:** Ratification of Mission, Vision, Values Statements of the Arrowhead Area Agency on Aging. (*Kristi Kane*)

Motion by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

11. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership in 2022. (*Andy Hubley*)

Motion by Allen Rasmussen/Paul Nevanen to support. Mary Somnis abstained. Motion passed as no members opposed or recused upon request.

12. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the City of Biwabik to develop the Biwabik Community Recreation Plan. (*Andy Hubley*)

Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

13. **RESOLUTION:** Authorization of Loan Requests totaling Seventy-Five Thousand Dollars (\$75,000) from ARDC's CARES Regional Revolving Loan Fund for Miel, LLC. (Duluth, MN). (*Andy Hubley*)

Motion by Mary Somnis/Frank Jewell to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

14. REVOLVING LOAN FUND (RLF) REPORT

The Revolving Loan Fund Reports were received. It was noted by Director Hubley loan requests have slowed down. There was a recommendation from a Board member to send targeted e-mails to partners regarding funding being available. It was also noted ARDC is in a strong financial position to help our seven-county communities.

15. FINANCIAL REPORT

October's financial reports were received. Finance Director stated there was nothing unusual to report.

16. MANAGEMENT UPDATE

Operations/Admin:

ARDC's Salary Schedules are still under review.

Most staff are still working remotely.

There are a few issues with ARDC's Health Savings Account (H.S.A.) vendor. Other options are under review.

Aging is currently holding interviews for the Communications & Marketing Specialist position.

A recently posted position for the Aging Division, "Eldercare Development Partnership Development Support", did not result in any candidates. Therefore, it was retitled as "Development Administrative Coordinator" with some minor job description edits to hopefully attract more candidates.

ARDC Planning: Director Andy Hubley stated they are facing some staffing challenges due to increased workload. As a result, projects are being reassigned and they are assessing task priorities for both short- and long-term solutions.

Unfortunately, a good friend/partner of ARDC's, Cheryl Erickson, passed away. Board Member, Mary Somnis, will send contact information to Krista Mattila for those interested in sending condolences.

MIC: Director Chicka stated the Central Entrance Corridor multi-modal project is almost completed. The I-35 Corridor project will begin in 2022 and will continue in 2023. On Monday, November 15, 2021, the Federal Infrastructure and Jobs Act was signed for \$1.2 trillion dollars; 5-year Bill. He noted there could be a 30% potential funding increase for MPO's nationally.

Aging: Advisory Committee member, Pam Franklin, gave an overview from ACA's recent Board Meeting. Aging is in the process of conducting interviews for the Communications and Marketing Specialist position. Aging staff reviews are almost complete. Three members are retiring from ACA. Next steps were discussed for Aging's delegation and potential recommendations.

17. HR Manager and Board/Commission Coordinator, Krista Mattila, Board and Commission election notices for Board and Commission vacancies have been sent. Questions about the process, applications and/or vacancies should be sent to Krista.

18. UPCOMING MEETINGS

- **Board Meeting** – December 16, 2021 – Virtual/Hybrid/ARDC?
- **Commission Meeting (ANNUAL MEETING)** - January 20, 2022 – Virtual
- **Board Meeting** – February 17, 2022 – Virtual/Hybrid/ARDC?

19. ADJOURN Meeting was adjourned at 10:47 a.m. **Allen Rasmussen/Frank Jewell to support.**

Attest:



ARDC Chair

Krista Mattila, HR Mgr/Commission Coordinator