

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

June 16, 2022 – 10:00 a.m. – 12:00 p.m.

VIRTUAL & TELEPHONE MEETING (Pandemic)

ARDC

Minutes

Members Present

Dick Brenner, Chair
Jason Hollinday, Sec.
Joel Hoppe
Wade Pavleck
Allen Rasmussen
Ginny Storlie
Pam Franklin
Paul Nevanen
Pete Walsh

Representing

Carlton County
NATC
At Large
Koochiching County
At Large, Treasurer
Cook County
AAAA Advisory Comm
At Large
Lake County

Others Present

Krista Mattila
Kristi Kane
Sr. Mary Matthew Morrisroe
Andy Hubley
Richard Sarraan
Justin Otsea

Representing

ARDC
ARDC
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ARDC
ARDC

Members Absent

Don Niemi, V Chair
Frank Jewell
Leo Trunt

Aitkin County
St. Louis County
Itasca County

1. **CALL TO ORDER:** The meeting was called to order by Chair Brenner at 10:00 a.m. Roll call was taken.
2. **CONSENT AGENDA** for approval of the following:
Board Meeting Minutes, March 17, 2022.
Motion by Rasmussen/Hollinday to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
3. **RESOLUTION:** Ratification of Elected Member of the Advisory Committee on Aging. (*Kristi Kane*)
Motion by Franklin/Rasmussen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
4. **RESOLUTION:** Authorizing ARDC to Contract with the North Shore Management Board (NSMB) to Provide Staffing Assistance in Fiscal Year 2023. (*Andy Hubley*)
Motion by Rasmussen/Hoppe to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
5. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred Thousand Dollars (\$205,955.05) from ARDC's Legacy Revolving Loan Fund for Lester River Brewing Company, LLC (Duluth, MN). (*Andy Hubley; Justin Otsea there to report on it in Andy's absence.*)
Motion by Nevanen/Rasmussen to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
6. **REVOLVING LOAN FUND (RLF) REPORT** – *Sister Mary Morrisroe, Finance Director*
The Revolving Loan Fund Reports were received. Finance Director reported currently there are no significant concerns with past due payments as discussions between the RLF team with delinquent accounts are occurring.
7. **FINANCIAL REPORT**
8. May's financial reports were received. Finance Director reported ARDC became eligible for Defederalization Funds on June 15, 2022, however, full approval must be received from EDA before the Legacy RLF Fund Plan can be changed which is expected to occur in July. Finance

Director stated Disaster Relief Funding could be made available to businesses affected by recent flooding, however, these funds also need to wait until full approval of the Defederalization Funds in July. Finance has been working on 2023 Preliminary budgets. ARDC's Procurement Policy has been updated which was shared recently with the management team for their feedback.

9. MANAGEMENT UPDATE

- Operations/Agency-Wide: HR Manager reported more staff are returning to work at the ARDC office building. Aging Director stated Aging staff are currently being polled regarding their return-to-work preference(s) on whether they would like to work from home or at an ARDC office on a regular basis.

Finance Director stated the management team has been reviewing necessary building repairs and maintenance.

Finance has been meeting with ARDC's I.T. provider to move forward with updating its current technology.

The International Falls office will be downsizing but continue to remain open for volunteer staff and one employee.

There is an Open House scheduled for the end of June in International Falls for Karen Tveit, an Information, Assistance and Counseling Specialist, retiring after 24 years of service.

- ARDC Planning: Executive Director reported Planning staff have been extremely busy with several new projects and funding.

Unfortunately, ARDC lost a RLF business recipient due to destruction from a recent tornado.

- MIC: No report provided.
- Aging: Aging Director reported on current Aging staffing needs. A recent recruitment effort for an Information, Assistance and Counseling Specialist was unsuccessful. The position will be reposted with the hope is to hire someone within the seven-county region. In addition, there is a meeting scheduled later in the week to discuss potentially hiring a new Community Living Specialist and Pre-Admission Screening Specialist.

Advisory member, Pam Franklin, gave a report from their last Advisory Committee Meeting.

Nominations and Bylaws met and presented two additions which were approved by the Council (adding membership recruitment constituencies as well as a clause around conflict of Resolution). The Chair asked to Council to think of membership nominations for 2023-2025. Rebecca Sash presented on SmartSimple – a new platform for Title III grant applications and reviews. Aging Director, Kristi Kane, and Rebecca Sash presented the 2023 Area Plan's Program, Development and Coordination activities, with motions to review and accept. It was accepted unanimously by the Council. It was noted at the meeting that information about the Area Plan had been shared with current providers asking for input; the Plan is due to the State in August. Kristi also reported at the meeting that a public meeting was held, and the Plan was available for public comment. No one attended; there was one comment received via e-mail around the intersection of alcoholism and dementia as a need for education and resources in the region. Kristi also shared at the meeting that Kari Benson, Director of the MN DHS, Aging and Adult Services Division, and Executive Director of the MN Board on Aging, will be presenting to the Council at their November meeting, to be held in Duluth. All members were encouraged to attend that meeting. The State's funding formula was last reviewed in 2012 and will be looked at promptly by new data which may affect budgets for the region in the future. It was also reported that program partner, Duluth Aging Support's Director Mimi Stender, was chosen to be a member of the Governor's Age-Friendly Council.

10. APPRISE FROM BOARD MEMBERS &/OR GUESTS

Paul Nevanen, Allen Rasmussen and Wade Pavleck apprised members on the impact of the current flooding situation occurring in NE Minnesota/Koochiching County including the devastation on resorts and businesses, displaced residents, volunteers, sandbagging, and clean-up efforts that will be needed.

Paul Nevanen gave a "kudos" to the RLF Technical Review Committee and ARDC's RLF staff for their thorough analysis and hard work impacting the regions we serve.

11. UPCOMING MEETINGS

- **Commission Meeting** – July 21, 2022 – Hermantown Training Center
- **Board Meeting** – August 18, 2022 (ARDC)
- **Board Meeting** – September 15, 2022 (ARDC)

12. **ADJOURN** Meeting was adjourned at 10:45 a.m. **Motion by Rasmussen/Walsh to support.**

Attest:



ARDC Chair

Submitted by Krista Mattila, HR Mgr/Board &
Commission Coordinator