



**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION
& BOARD OF DIRECTORS**

Thursday, July 21, 2022

(Hybrid) IN PERSON, VIRTUAL & TELEPHONE (COVID-19 PANDEMIC)
Hermantown Training Center, Hermantown, MN

Minutes

Members Present	Representing	Others Present	Representing
Dick Brenner	Commissioner - Carlton County (Chair)		
Don Niemi	Commissioner - Aitkin County (V. Chair)	Andy Hubley (In person)	ARDC
Allen Rasmussen	Koochiching County – At Large (Treasurer)	Kristi Kane	ARDC
Ginny Storlie	Commissioner - Cook County	Sr. Mary Matthew Morrisroe	ARDC
Jason Hollinday	Native American Tribal Council – FOND DU LAC Reservation – (Secretary)	Ron Chicka	ARDC
Bobby Deschampe	NATC	Richard Sarran	ARDC
Calvin Saari	Communities Under 10,000 - Itasca County	Krista Mattila	ARDC
Kevin Adee	Township Official – Koochiching County	Marjori Bottila	ARDC
Joel Hoppe	At Large	Kyle Mitchell	ARDC
Wade Pavleck	Commissioner - Koochiching County		
Frank Jewell	Commissioner - St. Louis County		
Leo Trunt	Commissioner – Itasca County		
Dirk Davis	At Large		
Pamela Franklin	Advisory Committee - AAAA		
Roger Maki	Communities Over 10,000 - Cloquet		
Paul Nevanen	At Large		
Cal Warwas	Township Official – St. Louis County		
Walter Hautala	School Boards		
Clayton Kauppila	Township Official – Carlton County		
Brian Briggs	Communities under 10,000 - Koochiching County		
David Lucas	Communities Under 10,000		
Gordon Salisbury	At Large		
Members Absent	Representing		
Mary Somnis	At Large		
Tim Harkonen	Communities Over 10,000 - Hibbing		
Dale Adams	Communities Over 10,000 – Grand Rapids		
Larry Salmela	Township Official - Itasca County		
Terese Tomanek	Communities Over 10,000 - Duluth		
Ashley Grimm	Commissioner - St. Louis County		
Jim Berg	Township Official – Aitkin County		
Sharon DeWitt	Communities Under 10,000 – Aitkin County		
Steve Johnson	Communities Under 10,000		
Michael Garry	Communities Under 10,000 – Cook County		
Pete Walsh	Commissioner – Lake County		
Pat Medure	School Boards		
Michael Hoops	At Large		

1. CALL TO ORDER / INTRODUCTIONS / AGENDA REVIEW – Dick Brenner, Chair
The meeting was called to order by Chair Brenner at 10:01 a.m. Roll-call attendance was taken.

2. ELECTION - Allen Rasmussen
Commission – Ratified

Townships–Carlton County: Clayton Kauppila (Replaced Jason Paulson; 3-yr term)
Motion by Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.

3. **CONSENT AGENDA** for approval of the following:
Commission Meeting Minutes, July 21, 2022. (Correction: Cal Warwas was there.)
Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.
4. **PRESENTATION: *What's New with Direct Support and Senior LinkAge Line Services?***
Presented by Marjori Bottila, ARDC Contact Center Manager and Kyle Mitchell, ARDC Contact Center Supervisor.
5. **RESOLUTION:** Authorization to Accept Funds for MIPPA in the Amount of \$45,730.
(*K.Kane*)
Motion by Pamela Franklin/Allen Rasmussen to support. Motion carried unanimously as no members opposed or recused upon request.
6. **RESOLUTION:** Authorizing ARDC to Accept Funding from Lighthouse Center for Vital Living (LCFVL) for the Minnesota Department of Health – Health Recovery project. (MOU attached.) (*K. Kane*)
Motion by Don Niemi/Frank Jewell to support. Motion carried unanimously as no members opposed or recused upon request.
7. **RESOLUTION:** Authorizing ARDC to Accept Funding from Lighthouse Center for Vital Living (LCFVL) for the Tech for Connectivity project. (*K. Kane*)
Motion by Allen Rasmussen/Frank Jewell to support. Motion carried unanimously as no members opposed or recused upon request.
8. **PRESENTATION: *MIC 2023-2024 Work Program***, presented by Ron Chicka, ARDC MIC Director.
9. **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 2023. (*R. Chica*)
Motion by Frank Jewell/Cal Warwas to support. Motion carried unanimously as no members opposed or recused upon request.
10. **RESOLUTION:** Authorizing an Amendment to the Legacy Revolving Loan Fund Plan. (*A. Hubley*)
Motion by Allen Rasmussen/Jason Hollinday to support. Motion carried unanimously as no members opposed or recused upon request.
11. **RESOLUTION:** Authorization of Loan Requests totaling One Hundred and Eighty-Nine Thousand Four Hundred Thirty-Three Dollars (\$189,433) from ARDC's Legacy Revolving Loan Fund for D&B LLC DBA R Store Inc. (Littlefork, MN).
Motion by Allen Rasmussen/Wade Pavleck to support. Motion carried unanimously as no members opposed or recused upon request.
12. **RESOLUTION:** Authorization of Loan Requests totaling Two Hundred and Fifty Thousand Dollars (\$250,000) from ARDC's Legacy Revolving Loan Fund for Midwest Partners DBA Red Rock Hotel and Suites. (Hibbing, MN). (*A. Hubley*).
Motion by Walter Hautala/Cal Warwas to support. Motion carried unanimously as no members opposed or recused upon request.

- 13. RESOLUTION:** Adoption of Proposed Agency Wide 2023 Budget (A. Hubley)
Motion by Allen Rasmussen/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.
- 14. APPROVAL OF ARDC'S 2022-2023 BENEFITS PLAN.**
Human Resources Manager reviewed ARDC's proposed 2022/2023 employee benefits plan. Discussion occurred.
Motion by Frank Jewell/Ginny Storlie to approve. Motion carried unanimously as no members opposed or recused upon request.
- 15. REVOLVING LOAN FUND (RLF) REPORT.**
The Revolving Loan Fund report was reviewed by Executive Director Hubley. He noted the lending team is working very closely with borrowers.
- 16. FINANCE & AUDIT REPORT**
Finance Director referred to RSM's Financial and Compliance report that was sent to all Commissioners separately. Finance Director noted there were no findings or deficiencies found for 2021.
Motion to approve 2021 Financial and Compliance Report by Don Niemi/Dirk Davis to support. Motion carried unanimously as no members opposed or recused upon request.
Andy Hubley and Sister Mary Matthew requested that the Commission re-appoint RSM for next year's audit.
Motion to appoint RSM US LLP for 2022 audit by Paul Nevanen/Don Niemi to support. Motion carried unanimously as no members opposed or recused upon request.

September 2022 financial statements were presented.

17. MANAGEMENT REPORT

OPERATIONS/AGENCY-WIDE:

Communication Plan/Five Year Assessment: A marketing consulting firm was hired. They provided a marketing plan to the Executive Director and currently under review for considerations. ARDC's Five Year Assessment was also included in their plan and is in its' final stage.

Building updates: HVAC system had mechanical issues. Fixed. Looking at potential changes for better heating/cooling efficiency.

The security strike on ARDC's 2nd floor door is not working. A replacement is coming soon.

Staffing: Two Information, Assistance and Counseling Specialists were hired in early October. A Pre-Admission Screening Specialist is set to start at the end of October.

Currently recruiting for a FT Community Development Manager.

Benefits: ARDC's Employee Benefits Open Enrollment is starting next week through November.

Compensation/Re-Classifications: Management is still working on updating job descriptions and re-classifying employees based on the new salary range structure approved in April. Many employees have also received pay increases to meet these new minimum ranges and/or have received merit increases based on tenure and performance.

Training: Employees have been taking an online LGBTQ training course to support ARDC's diversity and inclusion mission.

Board & Commission Notes: Board and Commission elections are coming soon! Notices being sent out over the next two weeks. Several members have expressed they will not be

running for office again and therefore will be leaving their position on our Board and Commission, including Officer positions. For Chair & Vice Chair positions, candidates must be a County Commissioner according to ARDC's Bylaws. For those with expiring terms, terms don't end until the end of January to get through elections and to get new members ratified for voting rights. All members are welcome to serve again.

ARDC PLANNING: Director Andy Hubley stated staff are working with MnDOT on several plans and on many other projects, including the RLF program.

MIC: Director Ron Chicka presented their 2023-2024 work plan. Some other key projects he highlighted were the Central Entrance project, the Blatnik Bridge and MIC's budget. Director Chicka was also recognized for receiving the Lifetime Achievement Award.

AGING: Director Kristi Kane noted she will be presenting her 2023 Area Plan to the MN Board on Aging.

In November, there is a public engagement meeting scheduled with the Director of Aging Services regarding a proposed new funding formula.

The State has been in discussion regarding potential AAA consolidation; could lead to significant funding cuts for grantees. Discussion will occur at their next Advisory Committee meeting next month.

Advisory Committee member, Pamela Franklin, provided a brief overview of their last Council meeting. She stated they reviewed the Title III Grant, a Positive Aging video was shared, and annual elections were held.

18. APPRISE FROM COMMISSION MEMBERS &/OR GUESTS

ARDC GIS Specialist, Richard Sarran, gave a brief technology update on some changes occurring at ARDC including a multi-factor authentication implementation. A full presentation to the Commission on these changes is expected in January.

Cal Warwas recognized outgoing St. Louis County Commissioner, Frank Jewell, for his tenure and dedication.

19. UPCOMING MEETINGS

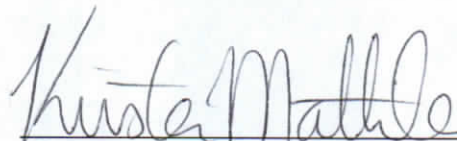
- **Board Meeting** – November 17, 2022 - ARDC
- **Board Meeting** – December 15, 2022 – ARDC
- **Commission Meeting** – January 19, 2023 (**ANNUAL MEETING**) – Hermantown City Hall

12. **ADJOURN** – Meeting was adjourned at by Chair Brenner at 11:55 a.m.

Attest:



Dick Brenner, Chair



Minutes taken and respectfully
submitted by Krista Mattila