

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)
December 15, 2022 – 10:00 a.m. – 12:00 p.m.
VIRTUAL & TELEPHONE MEETING (Pandemic & Snow Emergency)

Minutes

<u>Members Present</u>	<u>Representing</u>	<u>Others Present</u>	<u>Representing</u>
Dick Brenner, Chair	Carlton County		
Jason Holliday, Sec.	NATC		
Joel Hoppe	At Large		
Don Niemi	Aitkin County	Krista Mattila	ARDC
Paul Nevanen	At Large	Kristi Kane	ARDC
Pam Franklin	AAAA Advisory Comm	Sr. Mary Matthew Morrisroe	ARDC
Wade Pavleck	Koochiching County	Andy Hubley	ARDC
Allen Rasmussen	At Large, Treasurer	Richard Sarra	ARDC
Ginny Storlie	Cook County	Lori Kangas-Olson	ARDC
Frank Jewell	St. Louis County		
Leo Trunt	Itasca County		
<u>Members Absent</u>			
Pete Walsh	Lake 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, November 17, 2022.
Motion by Rasmussen/Jewell to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
3. **RESOLUTION:** Adoption of the Area Agency on Aging 2023 Plan for the Arrowhead Region.
(*Kristi Kane*)
Motion by Rasmussen/Niemi to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
4. **RESOLUTION:** Authorization to Contract with the Arrowhead Economic Opportunity Agency For 2023 Senior Nutrition Services. (*Kristi Kane*)
Motion by Rasmussen/Niemi to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
5. **RESOLUTION:** Authorization to Continue a Partnership via Memorandum of Understanding with the Northland Foundation to work on the Rural Aging Initiative (Integrated Rural Community Aging Program – Phase II). (*Kristi Kane*)
Motion by Rasmussen/Niemi to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
6. **RESOLUTION:** Authorizing ARDC to Accept Funding from Saint Louis County Public health COVID-19 Response and Recovery Funding for Community Engagement. (*Kristi Kane*)
Motion by Rasmussen/Niemi to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
7. **RESOLUTION:** Authorizing ARDC to Contract with the City of Two Harbors to Provide Planning and Technical Assistance in 2023. (*Andy Hubley*)
Motion by Rasmussen/Niemi to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

8. REVOLVING LOAN FUND (RLF) REPORT. Executive Director Hubley reviewed the Revolving Loan Fund Report. ARDC is receiving requests to expand eligible qualifiers for low interest loan opportunities. They will be meeting to explore options.

9. FINANCIAL REPORT

November's financial reports were received. Finance Director reported ARDC will be considering short term cash reinvestment next week. It was noted the fringe is lower than expected based on actual staff usage. It was also noted administrative costs are less than expected based on eligible grants versus administrative. Financial Director stated financial processes are operating more efficiently because of utilization of accounting system and archiving data. IT accessibility work is occurring which will also increase efficiency.

10. MANAGEMENT UPDATE

- **Operations/Agency-Wide:**
ARDC has received quotes for HVAC system issues.
Because many Aging employees are working remotely on a regular basis, soon there will be empty office space. Management is looking at various options such as renting it out and/or providing charitable options to fill the space.
HR Manager/Board Coordinator reminded members that Board and Commission elections are occurring, thanked those who are no longer going to be on the Board, and encouraged members to apply for future positions.
Staff performance reviews are occurring.
- **ARDC Planning:** Executive Director reported the voluntary resignation of Associate Planner, Anthony Landgren. The team is meeting to discuss resource needs.
- **MIC:** No report provided.
- **Aging:** Aging Director introduced ARDC's new Community Development Manager, Lori Kangas-Olson.
Aging Director also reported the State is still reviewing the Funding formula. Three options are currently being analyzed. Once determined, there will be a public comment period. The MN Indian Association Agency on Aging has voluntarily given up their designation and deciding what to do next. In addition, the State is looking to open up all AAAAs designations. As a result, re-applications would be necessary. It is expected to be a competitive process. Aging is working closely with the MN Board on Aging and other AAA's. Aging Director will keep the Board and Commission apprised throughout this process with updates.

11. APPRISE FROM BOARD MEMBERS &/OR GUESTS

A request was made for ARDC to have housing be a discussion topic, with a potential speaker, at an upcoming 2023 Board meeting.

12. UPCOMING MEETINGS

- **Commission Meeting** – January 19, 2023 (**ANNUAL MEETING**) – Hermantown City Hall
- **Board Meeting** – February 16, 2023 – ARDC/Virtual
- **March Meeting** – March 16, 2023 – ARDC/Virtual

13. ADJOURN Meeting was adjourned at 10:43 a.m.

Attest:



ARDC Chair



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