

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)
 February 16, 2023 – 10:00 a.m. – 12:00 p.m.
 ARDC, 221 West First Street, Duluth, MN 55802 (Hybrid: Virtual and In-person)

Minutes

Present	Member's Name	Representing
X	Brenner, Dick	County Commissioners
X	Franklin, Pamela	Advisory Committees
X	Harala, Annie	County Commissioner (St. Louis)
X	Hell, Destry	County Commissioner (Koochiching)
X	Hollinday, Jason	NATC, <i>Secretary</i>
X	Hoppe, Joel	At Large
X	Johnson, John	County Commissioner (Itasca)
X	Leiviska, Travis	County Commissioner (Aitkin)
	Nevanen, Paul	At Large
X	Rasmussen, Allen	At Large, <i>Treasurer</i>
X	Storlie, Ginny	County Commissioners, <i>Chair</i>
OTHERS AT MEETING		
	Ron Chicka	ARDC
X	Andy Hubley	ARDC
X	Kristi Kane	ARDC
X	Krista Mattila	ARDC
X	Sr. Mary Matthew Morrisroe	ARDC

1. **CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:01 a.m. Roll call was taken.
2. **CONSENT AGENDA for approval of the following:**
 Board Meeting Minutes, December 15, 2022.
Motion by Brenner/Johnson to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.
3. **ARDC's Affirmative Action Results & Goals (2022/2023).** *Presented by Krista Mattila, ARDC HR Manager.*
4. **PRESENTATION:** *ARDC'S 2023 Outreach Initiatives. Presented by: Andy Hubley, ARDC Executive Director.*
5. **PRESENTATION:** *ARDC's Planning Trail Initiatives. Presented by: Andy Hubley, ARDC E.D.*
6. **RESOLUTION:** Authorizing an Agreement between the Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Safe Routes to School Planning Assistance Funds. *(A. Hubley)*
Motion by Brenner/Johnson to support. Motion carried unanimously. No members opposed, abstained, or recused upon request.

7. **REVOLVING LOAN FUND (RLF) REPORT.** Executive Director Hubley reviewed the Revolving Loan Fund Report.
8. **FINANCIAL REPORT.** January's financial reports were received. Finance Director noted ARDC is working on working papers for the upcoming audit. In addition, Finance is expecting to create a Finance Strategic Plan by the end of 2023.
9. **RESOLUTION:** Authorization of Bank Authorized Signers. (*Sr. Mary Matthew Morrisroe*)
A name spelling correction was requested from the original Resolution sent out for approval.
Motion by Rasmussen/Brenner to support, with spelling correction. Motion carried unanimously. No members opposed, abstained, or recused upon request.

10. MANAGEMENT UPDATE

- Operations/Agency-Wide:
HVAC system issues are still being addressed.
ARDC's 2022 Annual Report compilation has started.
Management has decided Juneteenth will not be considered a paid holiday for 2023 due to an already approved budget. Management will review potentially adding it for 2024.
HR Manager/Board Coordinator reminded members that there is a vacancy for Vice Chair. Applications have been sent to members. Deadline = March 1st.
Recruitment/Staffing: Seeking MIC Summer & Fall interns; recruitment has begun. A new Community Living Specialist (CLS) is starting Tuesday, February 21st.
Watching newly proposed MN Bills closely for potential impacts for ARDC.
Classifications and job descriptions are still being reviewed and revised.
- ARDC Planning: Executive Director reported the voluntary resignation of GIS Senior Specialist, Charlie Moore. His last day is March 1st. He reiterated the success of hiring interns, as Moore began his ARDC as an intern. The team is meeting to discuss resource needs.
- MIC: No report provided; however, many MIC projects were mentioned in the earlier "ARDC's 2023 Outreach Initiatives" presentation.
- Aging:
Aging Board member Franklin reported on February's advisory board meeting. At the Aging Board meeting, new Board Members were welcomed. It was mentioned committee volunteers are being sought for the Grant Review Task Force and Bylaws/Nominations. Jessica Langer presented on a St. Louis County COVID Rapid Response Recovery Project. Rebecca Sash gave an overview on the 2023 Title III B, C, D, E Funding awards. Sash mentioned there are a number of "new" directors for the agencies awarded and there will be two sessions of orientation. Aging Director asked for approval for "Quick Call" grants under \$25,000, which ensures quick approval for funding in areas of need. These require a "quick application" completion. The motion passed. Aging Director provided an updated overview on DHS funding equation.
Aging Director presented on the Infrastructure Funding Formula. A copy of the presentation, along with a one-pager, was requested to be sent out to ARDC's Commission members for education and talking points that can be used in support of rural MN. Aging Director will keep the Board and Commission apprised throughout this process with updates.

11. APPRISE FROM BOARD MEMBERS &/OR GUESTS

12. UPCOMING MEETINGS

- **Board Meeting** – March 16, 2023 – ARDC/Virtual

- **Commission Meeting** – April 20, 2023 – Hermantown City Hall
- **Board Meeting** – May 18, 2023 – ARDC/Virtual

13. **ADJOURN** Meeting was adjourned at 11:45 a.m.

Attest:

Virginia J. Statler

ARDC Chair



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