

# ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

June 15, 2023 – 10:00 a.m. – 12:00 p.m.

ARDC, 221 West First Street, Duluth, MN 55802

## Minutes

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

- 1. CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:00 a.m. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**  
Board Meeting Minutes, March 16, 2023.  
**Motion by Rasmussen/Brenner to support. Motion carried unanimously. No members opposed or recused upon request.**
- 3. Presentation: AAA Planning and Service Area,** *presented by Kristi Kane, Arrowhead Agency on Aging (AAAA) Director.*
- 4. RESOLUTION:** Authorizing ARDC to Submit a Proposal to the Minnesota Board on Aging in Response to State Register Notice for Planning and Service Area (PSA). (*A. Hubley*)  
**Motion by Rasmussen/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**
- 5. RESOLUTION:** Authorization to Accept Funds from Federal State Health Insurance Assistance Program (SHIP) Funding in the Amount of \$27,000. (*K. Kane*)  
**Motion by Brenner/Hollinday to support. Motion carried unanimously. No members opposed or recused upon request.**
- 6. RESOLUTION:** Authorizing ARDC to Contract with the North Shore Management Board

(NSMB) to Provide Staffing Assistance in Fiscal Year 2024. (*Andy Hubley*)

**Motion by Rasmussen/Nevenen to support. Motion carried unanimously. No members opposed or recused upon request.**

7. **RESOLUTION:** Authorizing the Arrowhead Regional Development Commission to Apply for the Regional Transportation Coordinating Council State Fiscal Years 2024 and 2025 Grant and Acceptance of Funds Awarded. (*A. Hubley*)

**Motion by Brenner/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.**

8. **RESOLUTION:** Authorizing an Agreement between the Arrowhead Regional Development Commission and the Minnesota Department of Transportation for the Distribution of MnDOT Planning Funds Under Agreement Number 1052913. (*A. Hubley*)

**Motion by Nevenen/Johnson to support. Motion carried unanimously. No members opposed or recused upon request.**

9. **REVOLVING LOAN FUND (RLF) REPORT** was referred to by Executive Director Hubley. Hubley noted the committee is working on reduced rate funding options for disaster assistance. In addition, they are working on making potential changes to the existing CARES fund plan; from COVID-19 specific loans, to offer consideration options for other impacted areas. Finance Director also reviewed the report.

10. **FINANCIAL REPORT.** May's financial reports were received. Finance Director pointed out the quick turnaround of May's financials, noting a recently hired Administrative Assistant will be working between Finance and the MIC.

Finance Director stated ARDC's audit statements must be received by September 30<sup>th</sup>; audit staffing shortages have resulted in a delay in issuing the Financial and Compliance Report.

11. **RESOLUTION:** To Adopt Juneteenth, June 19, as a Paid Holiday of the Arrowhead Regional Development Commission. (*A. Hubley*)

**Motion by Brenner/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.**

## 12. **MANAGEMENT UPDATE**

- **Operations/Agency-Wide:**  
Executive Director (ED) stated ongoing AC issues are being addressed.  
ED recently attended a MADDO meeting.  
Human Resources Manager met with other RDC Administrative Teams last month. She noted it was a very successful meeting.  
Staff changes are still occurring. Recruitment continues to be challenging.  
Conflict of Interest forms are being reviewed to include new Aging requirements. New forms must be signed in July by ARDC's Board, Commission and Employees.
- **ARDC Planning:** New staff hired have helped the Division with a substantial workload for Senior staff, however, needs continue to rise. Assessing current workforce and future projects to identify possible gaps with the potential need to add resources, including another employee.
- **MIC:** Director Chicka noted recent staff turnover has been challenging. They are currently recruiting for a Planner or Senior Planner. Barb Peterson retired this month after several years at ARDC. Tari Aanonsen, was hired as MIC's new Administrative Assistant, and will also assist Finance. A new intern just started. Director Chicka also highlighted on a few key projects including the Northern Lights Express, the funding maintenance plan for the MN bridge, and the I-35 project.



- Arrowhead Area Agency on Aging:

Aging Board member Franklin reported on June's advisory board meeting. At the Aging Board meeting, the Chair reported thirteen entries were received for Aging Impact Awards; the committee will be awarding five; the remaining eight will receive Honorable mentions and announced at the June 28 Caregiver Conference.

The Bylaws and Nominations Committee will be meeting soon to review their current Bylaws and the upcoming nomination process for ACA memberships.

Rebecca Sash, reported on the Public Comment review of the Area Plan; no community members attended. Director Kane reviewed the Plan with the Council, and a motion was made to recommend the proposed Area Plan for submission to the State; it was approved. The plan will be presented to the July Board/Commission meeting for signature. Sash also reviewed the ALS \$4,650,000 RFP/grant process to secure state-wide funding for ALS respite services. One application was received from ALSA. A motion was made/passed by the ACA to approve the application and make a recommendation for ARDC to enter into a contract with ALSA upon meeting the recommendation of the review committee.

Also at that meeting, Director Kane reported on an all-staff training is re-scheduled due to adoption of the Juneteenth holiday, the upcoming Caregiver Conference (hybrid options are available for caregivers in outlying areas) and a shared Tribal Outreach Liaison contract position with the Chippewa tribal council.

Director Kane stated recently ARDC partnered with the Duluth Workforce Center for an Older Worker Program to provide work experience for workers 55+ years of age. ARDC is the first organization to partner with them for this opportunity. This is a contracted position, eligible for up to 240 hours.


**13. APPRISE FROM BOARD MEMBERS &/OR GUESTS.** Discussion occurred around continued housing shortages and daycare, along with decreased new construction permit applications in Grand Rapids.

**14. UPCOMING MEETINGS**

- **Commission Meeting** – July 20, 2023 – Hermantown City Hall/Training Center
- **Board Meeting** – August 17, 2023 – ARDC
- **Board Meeting** – September 21, 2023 – ARDC

**15. ADJOURN** Meeting was adjourned at 11:33 a.m.

Attest:



ARDC Chair



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