

# ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

September 21, 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
	Franklin, Pamela	Advisory Committees
X	Harala, Annie	County Commissioner (St. Louis)
X	Hell, Destry	County Commissioner (Koochiching)
	Holliday, 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>
	Storlie, Ginny	County Commissioners (Cook), <i>Chair</i>
<b>OTHERS AT MEETING</b>		
	Ron Chicka	ARDC
X	Andy Hubley	ARDC
	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 Vice Chair Johnson at 10:01 a.m. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**  
Board Meeting Minutes, June 15, 2023.  
**Motion by Brenner/Hoppe to support. Motion carried unanimously. No members opposed or recused upon request.**
- 3. RESOLUTION:** Authorizing an Amendment to an Agreement between the Arrowhead Regional Development Commission and TKDA to Conduct a Design Process in Respect to the Cloquet Area Transportation Plan. (A. Hubley)  
**Motion by Rasmussen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**
- 4. RESOLUTION:** Authorizing ARDC to enter into a Grant Agreement with the Minnesota's Lake Superior Coastal Program to Work with the North Shore Management Board to Facilitate an Update to the North Shore Management Plan. (A. Hubley)  
**Motion by Nevanen/Harala to support. Motion carried unanimously. No members opposed or recused upon request.**
- 5. Presentation: Revolving Loan Fund (RLF) Updates,** *presented by Andy Hubley, ARDC Executive Director.*

6. **RESOLUTION:** Authorizing an update to the COVID Revolving Loan Fund Plan to address new priorities in the current post-pandemic realm. (A. Hubley)  
**A request was made to add Mental Health to the list of Urgent RLF industries. The Executive Director will add it to the updated Plan.**  
**Motion by Harala/Hell to support. Motion carried unanimously. No members opposed or recused upon request.**

7. **REVOLVING LOAN FUND (RLF) REPORT** was referred to by Executive Director Hubley. Discussion occurred regarding current administration percentages.

8. **FINANCIAL REPORT.** August's financial reports were received. Finance Director Finance Director stated ARDC's audit statements will be received by September 30<sup>th</sup>; audit staffing shortages have resulted in a delay in issuing the Financial and Compliance Report.

9. **MANAGEMENT UPDATE**

- Operations/Agency-Wide:  
Finance Director and HR Manager have been attending several webinars and training sessions on new legislative regulations, employment laws, and benefit threshold updates. Executive Director (ED) stated ongoing HVAC issues are being addressed.  
ED recently toured the local jail.  
Considering redesign options of ED's office.  
ED and Finance Director are working on 2024 budget.  
Looking at making possible changes to ARDC's website; mainly its home page.  
Staffing: A posting closed yesterday for a Senior Planner for the MIC Division. An Administrative Support Specialist posting for the Aging Division posting closes today.  
Interviews to be conducted over the next few weeks.  
Classification updates are almost complete and will be submitted to the State for approval prior to completing ARDC's required Pay Equity report.  
Board and Commission elections for 2024 are approaching. Notices will be sent out late October/early November.
- ARDC Planning: ED highlighted a few key projects: Grand Portage project; City Planning for Two Harbors (ARDC's Justin Otsea to be featured in a follow-up story from a recent meeting); Superior Hiking Trail master Plan; Aitkin Transportation Plan; Safe Routes to School project; City of Carlton Transportation Plan; a Scope of Work for MnDOT for an emergency North Shore route; Thompson Town Park in Esko; Mille Lacs Band in Aitkin safe walking/bike areas; and a Letter of Intent for an energy review.
- MIC: ED reported the MIC staff have been attending several meetings, especially on the I-35 project.
- Arrowhead Area Agency on Aging: ED reported the Director Kane and Advisory Committee member, Pam Franklin, are attending a Minnesota Board on Aging Outstate meeting where they will be discussing access to services for aging individuals in rural parts of the state.  
There is an Age Friendly Conference that the State is putting on and AAAA is hosting the Chisholm location. (A flyer was provided at the meeting.) ARDC board members were invited to attend.  
Aging Senior LinkAge Line staff are gearing up for Open Enrollment. A recent Senior LinkAge Line system change, transitioning statewide to a Genysis System, should improve wait time for Open Enrollment.

Aging is the closing Keynote Sponsor for the St. Louis County Health and Human Conference this year. Several staff will also be presenting. Members were encouraged to stop at their booth if attending.

The application for Aging's Planning and Service Area and AAA designation has been submitted. Results are expected by the end of the year.

Aging has a couple of grant applications out for expansion of Health Promotion programs in our region. They are working with the State on a proposal that would help integrate Return to Community (a SLL Program) and County Adult Protection – through a referral process, that would track community support plans for aging community members at risk of fraud/exploitation/abuse.

Director Kane will be presenting to the Policy and Operations Committee of the Board on Aging next month and seeking approval for their 2024 Area Plan.

#### **10. APPRISE FROM BOARD MEMBERS &/OR GUESTS.**

Board member attendees provided insights of current issues occurring in their Counties round-robin style.

Board and Commission Treasurer asked for Nominating Committee volunteers to assist with the 2024 election process.

#### **11. UPCOMING MEETINGS**

- **Commission Meeting** – October 19, 2023 – Hermantown City Hall/Training Center
- **Board Meeting** – November 16, 2023 – ARDC
- **Board Meeting** – December 21, 2023 – ARDC

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

Attest:



ARDC Chair



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