

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

November 16, 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) |
| | 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> |
| | | |
| OTHERS AT MEETING | | |
| X | Ron Chicka | ARDC |
| X | Andy Hubley | ARDC |
| X | Kristi Kane | ARDC |
| X | Krista Mattila | ARDC |
| X-MS Teams | Sr. Mary Matthew Morrisroe | ARDC |

- 1. CALL TO ORDER:** The meeting was called to order by Chair Storlie at 10:03 a.m. Roll call was taken.
- 2. CONSENT AGENDA for approval of the following:**
Board Meeting Minutes, September 21, 2023.
Motion by Rasmussen/Brenner to support. Motion carried unanimously. No members opposed or recused upon request.
- 3. RESOLUTION:** Authorizing ARDC to Accept New Nutrition Funds awarded through the Area Plan via Sec. 256.9752 MN Statutes in the amount of up to \$265,000. (*K. Kane*)
Motion by Rasmussen/Leiviska to support. Motion carried unanimously. No members opposed or recused upon request.
- 4. RESOLUTION:** Authorizing ARDC to Accept the Arrowhead Area Agency on Aging (AAAA) Area Plan activities and funding, authorized under the Federal Older American Act and distributed through the Minnesota Board on Aging in the amount of up to \$5,000,000. (*K. Kane*)
Motion by Brenner/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.
- 5. RESOLUTION:** Adoption of a Quick Call Grant Award Process for the Arrowhead Area Agency on Aging. (*K. Kane*)
Motion by Brenner/Nevanen to support. Motion carried unanimously. No members

opposed or recused upon request.

6. **RESOLUTION:** Ratification of Elected Member of the Advisory Committee on Aging. (*K. Kane*)
Motion by Rasmussen/Franklin to support. Motion carried unanimously. No members opposed or recused upon request.
7. **RESOLUTION:** Ratification of Elected Officers of the Advisory Committee on Aging. (*K. Kane*)
Motion by Rasmussen/Hoppe to support. Motion carried unanimously. No members opposed or recused upon request.
8. **RESOLUTION:** Authorizing an Amendment to Master T Contract with the Minnesota Department of Transportation to Provide Planning and Technical Assistance Services for Transportation Plans and Studies in MnDOT District 1. (*A. Hubley*)
Motion by Johnson/Brenner to support. Motion carried unanimously. No members opposed or recused upon request.
9. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Facilitation Services for the Carlton Area Transportation Plan. (*A. Hubley*)
Motion by Brenner/Nevenen to support. Motion carried unanimously. No members opposed or recused upon request.
10. **RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership in 2024. (*A. Hubley*)
Motion by Johnson/Rasmussen to support. Motion carried unanimously. No members opposed or recused upon request.
11. **Presentation:** Community Design Plans, *presented by Andy Hubley, ARDC Executive Director.*
12. **REVOLVING LOAN FUND (RLF) REPORT** was referred to by Executive Director Hubley and Finance Director Morrisroe. Discussion occurred.
13. **FINANCIAL REPORT.** October's financial reports were received. Discussion occurred.
14. **MANAGEMENT UPDATE**
 - Operations/Agency-Wide:
Executive Director (ED) stated ongoing HVAC issues are being addressed.
A new maintenance person was hired and reported is doing a great job.
HR Manager stated ARDC's Affirmative Action Plan for 2023/2024 was submitted.
ARDC's Pay Equity report is due in January.
Employee Benefits Open Enrollment is in progress. Deadline is Friday, November 17, 2023.
ARDC Board and Commission 2024 election notifications were sent out. Few applications/appointments received so far but it's early in the process.
 - ARDC Planning:
ED has been conducting performance reviews.
Justin Otsea, Senior Planner, resigned. As a result, work is being transitioned and Director is analyzing current and future resource needs. ED gave a "kudos" to all the planning staff for their hard work and flexibility filling in on projects and necessary work assignments.
 - MIC: Director Chicka highlighted a few key projects:
 1. The I-35 project is almost complete; discussions are occurring for future needs.

2. The Twin Ports Interchange project is delayed.

3. The Blatnik Bridge design is almost complete; waiting for Federal funding to be determined; bike/ped components are being discussed.

- **Arrowhead Area Agency on Aging:**

Aging Board member Franklin reported on November's advisory board meeting. Nominations and Elections for Advisory members and Officers were held.

At the Advisory meeting, Director Kane gave an update on the Nutrition audit and funding.

Measures are being taken to make sure the process is accurate for this area. ACA members volunteered to be participants and go through the process.

It is hopeful funding will be available through an Adult Protection Application program to assist with needs for those that have had vulnerable adult reports on them. The second part of the grant is to identify and support individuals not eligible for State programs. They are expected to know by the end of the month.

AAAA Rebecca Sash presented review task force recommendations. This was a renewal year for 35 returning applicants. Sash presented final recommendations from the Committee for Title III B, C, D & E. A handout was provided at ARDC's Board Meeting with the amounts. Sash also gave a presentation on 2025 Priority Focus Areas for the Arrowhead Region based on the 2024-2027 State Plan on Aging.

At today's Board meeting, Director Kane reported the application deadline for Aging's Planning and Service Area and AAA designation was extended until last week. As of today, awards have yet to be determined.

The Pre-Admission Screening area of Aging is going to other organizations throughout the State. Currently, calls are being re-routed causing extreme workloads.

Some grants have been delayed. Extension requests have been made.

The Nutrition audit final report was sent out to ARDC Commission members. Findings were addressed, areas identified have had answers provided, correction plans are being reviewed and implemented, including internal modifications and software enhancements.

Local representation on the MN Board on Aging is needed.

15. APPRISE FROM BOARD MEMBERS &/OR GUESTS.

Board member attendees provided insights of current issues and events occurring in their Counties. Hiring, meeting competitive compensation expectations, L&M Supply in Itasca, WTIP and the Northern Lights Express were some of the topics discussed.

16. UPCOMING MEETINGS

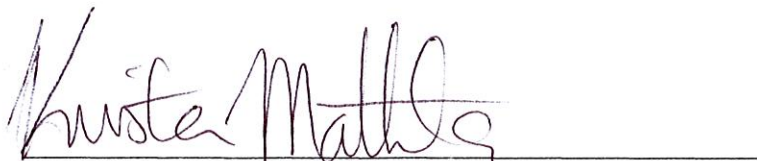
- **Board Meeting** – December 21, 2023 – ARDC
- **Commission Meeting** – January 18, 2024 (**ANNUAL MEETING**) - Hermantown Public Safety Building (Fire & Police) in the Training Center
- **Board Meeting** – February 15, 2024 – ARDC

17. ADJOURN Meeting was adjourned at 12:02 p.m.

Attest:



ARDC Chair



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