

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)**

November 21, 2024 – 10:00 a.m. – 12:00 p.m.

**ARDC, 221 West First Street, Duluth, MN 55802**

**Minutes**

<b>Present</b>	<b>Member's Name</b>	<b>Representing</b>
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	Kearney, Mike	County Commissioner (Aitkin)
X	Lyons, Steve	Advisory Committees
X	Nevanen, Paul	At Large
	Rasmussen, Allen	At Large, <i>Treasurer</i>
X	Storlie, Ginny	County Commissioners (Cook), <i>Chair</i>
X	Zmyslony, Susan	County Commissioners (Carlton)
<b>OTHERS AT MEETING</b>		
X	Ron Chicka	ARDC
X	Kristi Kane	ARDC
X	Krista Mattila	ARDC
X-MS Teams	Sr. Mary Matthew Morrisroe	ARDC
X	Rebecca Sash	ARDC
X	Josh Bergstad	ARDC
X	Gavin Bukovich	ARDC
X	Deanna Geelhoed	ARDC
X	Stephen Sydow	ARDC Commissioner – At-Large

- 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, September 19, 2024.  
**Motion by Harala/Hell to support. Motion carried unanimously. No members opposed or recused upon request.**
- 3. ARDC Staff Introductions.** Gavin Bukovich, Planner, and Deanna Geelhoed, Climate Resilience Planner, for ARDC Planning Division.
- 4. PRESENTATION:** NOAA Coastal Resilience Challenge Grant. *Presented by: Deanna Geelhoed, ARDC Climate Resilience Planner.*
- 5. PRESENTATION:** Energy Efficiency and Conservation Block Grant. *Presented by: Gavin Bukovich, ARDC Planner.*
- 6. RESOLUTION:** Authorizing the Awarding of 2025 Older Americans Act Title III-B Supportive Service Funds. *(R. Sash)*

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

7. **RESOLUTION:** Authorizing the Awarding of 2025 Older Americans Act Title III-C Senior Nutrition Services. (R. Sash)

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

8. **RESOLUTION:** Authorizing the Awarding of 2025 Older Americans Act Title III-D Disease Prevention and Health Promotion Funds. (R. Sash)

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

9. **RESOLUTION:** Authorizing the Awarding of 2025 Older Americans Act Title III-E Caregiver Supportive Funds. (R. Sash)

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

10. **RESOLUTION:** Ratification of Elected Members of the Advisory Committee on Aging. (R. Sash)

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

11. **RESOLUTION:** Ratification of Elected Officers of the Advisory Committee on Aging. (R. Sash)

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

12. **RESOLUTION:** Approval of Changes to the Bylaws of the Advisory Committee on Aging. (R. Sash)

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

13. **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 \$5,000,000.00. (R. Sash)

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

14. **RESOLUTION:** Adoption of a Quick Call Grant Award Process for the Arrowhead Area Agency on Aging. (R. Sash)

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

15. **RESOLUTION:** Authorization to enter into a Memorandum of Understanding with the Northland Foundation for continuation of RAI work in Phase II of the Integrated Rural Community Aging Program (2024). (R. Sash)

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

**16. RESOLUTION:** Authorization to enter into a Memorandum of Understanding with the Northland Foundation for continuation of RAI work in Phase II of the Integrated Rural Community Aging Program (2025). (R. Sash)

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

**17. RESOLUTION:** Authorizing a Work Agreement with the Minnesota Department of Transportation to Provide Staff Services for the Northeast Minnesota Area Transportation Partnership in 2025. (K. Kane)

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

**18. REVOLVING LOAN FUND (RLF) REPORT** was referred to by Finance Director Morrisroe. Finance Director noted there have only been few applications, most likely due to the current Federal Reserve Interest rates. An increase of applications is anticipated in 1<sup>st</sup> quarter of 2025. It was noted CARES loans cannot be forgiven. Chad continues to work very hard on finding resolutions for current borrowers.

**19. FINANCIAL REPORT.** October's financial reports were received.

The Finance Director noted indirect is on budget; the fringe is less. As a result of staffing changes, ARDC has increased the indirect budget for 2025.

Finance Director will be sending out a Certificate of Deposits summary after the Board meeting to members.

ARDCs 2023 audit begins December 2, 2024. Finance staff has been gathering information in preparation. Finance Director stated the audit was delayed due to auditor shortages. ARDC submitted a waiver consideration which was approved.

## **20. MANAGEMENT UPDATE**

- Operations/Agency-Wide:

Recruitment: Planning Director and Finance Analyst positions have been posted. The candidate pool of qualified candidates with strong related experience have been very limited. Graffiti on ARDCs garage door. Executive Director has been in contact with Duluth's Downtown Clean and Safe team for resolve. ARDC's contractor will be painting over it.

- ARDC Planning:

ARDC and MnDOT are requesting a Carbon Reduction Program (CRP) Letter of Interest to be submitted by Friday, November 22, 2024. The deadline for admissions has been extended. Deanna Geelhoed, Climate Resilience Planner, is being onboarded.

The National Oceanic and Atmospheric Administration (NOAA) contract was just signed.

- MIC: Director Chicka highlighted a few key projects:

a. Finalizing:

- i. MIC's Long Range Plan.
- ii. Bike Plan
- iii. Crash analysis safety plans.
- iv. A workforce analysis is being conducted after a recent Planner staff termination.

- Arrowhead Area Agency on Aging:

AAAA Interim Director, Sash stated they are hiring to backfill current and upcoming vacancies. Aging applied for a MN Healthy Brain 3-year grant.

Medicare open enrollment is closing at the end of December. Over \$1,000,000,000 has been saved so far.

Gina Marsalla, ARDC Grants Manager, as been selected to present in Orlando in April on ALS

support for respite services.

Per request, Director Sash will send out the Rural Aging Report to ARDC Board members.

## 21. APPRISE FROM BOARD MEMBERS &/OR GUESTS.

Itasca County: daycare services are expanding.

Roots and Wings Development Center is getting far in its completion.

It was noted that although recruitment is challenging currently, taking more time to find the right candidate is very important.

Recruitment has been challenging. ARDC vacancies were discussed. Members were encouraged to share opportunities with their networks; alternate recruitment sources were mentioned.

A recommendation was made for ARDC to look at potential job sharing opportunities between Divisions.

Kristi Kane was recognized for her promotion to ARDC Executive Director position.

Richard "Dick" Brenner, former long-term ARDC Board and Commission Carlton County Commissioner Representative and Chair, is retiring at the end of December 2024.

ARDC's Board and Commission upcoming vacancies were reviewed. Incumbents were encouraged to apply.

There will be a new member orientation held in February 2025 for new (and interested existing) ARDC Board and Commission members.

## 22. UPCOMING MEETINGS

- **Board Meeting** – December 19, 2024 – ARDC
- **Commission Meeting (ANNUAL MEETING)** – January 16, 2025 - Hermantown Public Safety Building (Fire & Police) in the Training Center
- **Board Meeting** – February 20, 2025 – ARDC

23. ADJOURN Meeting was adjourned at 11:36 a.m.

Attest:

  
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ARDC Chair

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