

**Minutes**

<b>Present = X</b>	<b>Member's Name</b>	<b>Representing</b>
	Adams, Dale	Communities Over 10,000
	Adee, Kevin	Townships
<b>X</b>	Baltus, Mike	Townships
	Briggs, Brian	Communities Under 10,000
	Carling, Sarah	At Large
	Cuffee, Jr., Laurence	Communities Under 10,000
<b>X</b>	Davis, Dirk	At Large
	Deschampe, Bobby	NATC
<b>X</b>	Franklin, Pam	Advisory Committee - AAAA
<b>X</b>	Garry, Michael "Mike"	Communities Under 10,000
	Grimm, Ashley	County Commissioners
	Harala, Annie	County Commissioner (St. Louis)
<b>X</b>	Hautala, Walter	School Boards
<b>X</b>	Hell, Destry	County Commissioner (Koochiching)
<b>X</b>	Hollinday, Jason	NATC
<b>X</b>	Hoops, Mike	At Large
<b>X</b>	Hoppe, Joel	At Large
	Hurd, Jeremy	County Commissioners
<b>X</b>	Johnson, John	County Commissioner (Itasca)
	Kauppila, Clayton	Townships
<b>X</b>	Kearney, Mike	County Commissioner (Aitkin)
<b>X</b>	Lucas, David	Communities Under 10,000
<b>X</b>	Lyons, Steve	Advisory Committee on Aging
<b>X</b>	Maki, Roger	Communities Over 10,000
	Medure, Pat	School Boards
<b>X</b>	Nevanen, Paul	At Large
<b>X</b>	Rasmussen, Allen	At Large
<b>X</b>	Saari, Calvin	Communities Under 10,000
<b>X</b>	Storlie, Ginny	County Commissioners
<b>X</b>	Sydow, Steve	At Large
	Tomanek, Terese	Communities Over 10,000
	Warwas, Cal	Townships
<b>X</b>	Zmyslony, Susan	County Commissioner (Carlton)
<b>Present = X</b>	<b>Name</b>	<b>Representing</b>
<b>X</b>	Mattila, Krista	ARDC
<b>X</b>	Sash, Rebecca	ARDC
<b>X</b>	Kane, Kristi	ARDC
<b>X</b>	Morrisroe, Sr Mary Matthew	ARDC
<b>X</b>	Alanna Galloway	MN Dept of Labor & Industry
<b>X</b>	Diana Salas	MN Dept of Labor & Industry
<b>X</b>	Chris Whitney	St. Louis Co – Communities Over 10,000 appointee
<b>X</b>	Molly MacGregor	Itasca Co – Communities Over 10,000 appointee

**1. CALL TO ORDER / AGENDA REVIEW - Ginny Storlie, Chair**

The meeting was called to order by Chair Storlie at 10:02 AM.

**2. ANNUAL ELECTIONS - Allen Rasmussen (Referred to the Nominating Committee Report in mailed packet)**

**A. Commission – Ratified**

- County Commissioner

Lake County: Immediate appointment replacement of Commissioner Jeremy Hurd with Commissioner Rick Goutermont, and for Commissioner Goutermont to begin a new 3-year term, on ARDC's Commission.

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests.**

- Township Officials

Carlton County – Clayton Kauppila

Koochiching County – Kevin Adee

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests.**

- Communities Under 10,000

Carlton County – David Lucas

Lake County – Richard DeRosier

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

- Communities Over 10,000

Duluth (St. Louis Co.) – Lynn Nephew

Grand Rapids (Itasca Co.) – Molly MacGregor

Hibbing (St. Louis Co.) – Chris Whitney

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

- School Board

Kim McLaughlin (ISD 701)

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

- Native American Tribal Council

Bois Forte – Perry Drift

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

- Advisory Committee

MIC – Mike Mayou

Area Agency on Aging – Steve Lyons

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

**B. Commission – To be voted**

- At Large Members  
Mike Hoops  
Paul Nevanen  
Patrick Medure

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

**C. Board of Directors – To be ratified**

- Lake County: Immediate appointment replacement of Commissioner Jeremy Hurd with Commissioner Rick Goutermont, and for Commissioner Goutermont to begin a new 3-year term, on ARDC's Board of Directors.

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

**D. Board of Directors – To be voted**

- Native American Tribal Council  
Jason Hollinday

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

- At Large  
Joel Hoppe  
Brian Briggs  
Patrick Medure

**Motion by Allen Rasmussen. Motion carried unanimously as no members opposed or recused upon requests**

**E. Recognition of Outgoing Members**

Members were recognized and thanked for their service to the Arrowhead Regional Development Commission.

**3. CONSENT AGENDA for approval of the following:**

Commission Meeting Minutes, October 17, 2024

**Motion by Lucas/Zmyslony to support. Motion carried unanimously as no members opposed or recused upon request.**

- 4. RESOLUTION:** Authorizing ARDC to Accept a matching grant from MnDOT IIJA Discretionary Match Grant to be used as match for the Safe Streets and Roads for All ("SS4A") planning grant to produce a comprehensive Safety Action Plan for the Duluth, MN-Superior, WI Metropolitan Planning Area. (*K. Kane*)

**Motion by Johnson/Hollinday to support. Motion carried unanimously as no members opposed or recused upon request.**

- 5. RESOLUTION:** Authorizing ARDC to enter into a Grant Agreement with the State of Minnesota, Division of Ecological and Water Resources, and Minnesota's Lake Superior

Coastal Program to Facilitate the Coastal Erosion Hazard Mapping Improvements. (K. Kane)

**Motion by Rasmussen/Hoops to support. Motion carried unanimously as no members opposed or recused upon request.**

6. **REVOLVING LOAN FUND (RLF) REPORT.** The Revolving Loan Fund Activity Report and Balances Listings was reviewed by ARDCs Finance Director. Finance Director noted the required semi-annual report will be completed by January 31, 2025. There was discussion regarding default loans. The Technical Advisory Committee members were recognized. There is a new Advisory Committee member.
7. There was a short break called by Chair Storlie starting at 10:33 a.m. to allow speakers to prepare for a presentation.
8. Chair Storlie called the meeting back to order at 10:38 a.m.
9. **PRESENTATION: *Minnesota Earned Sick and Safe Time.*** Presented by Alanna Galloway and Diana Salas, Education and Engagement Specialists, from the MN Department of Labor & Industry.

#### **10.AGENCY WIDE BUDGET.**

Executive Director presented the 2025 final agency-wide budget.

Finance Director stated there were minimal changes October proposed agency-wide budget. There was discussion regarding increases in the allocated indirect costs. Finance Director noted it was due to increased wages and fringe, and the need for more IT and HR focus to keep up with new demands and compliance requirements.

There was also discussion around A.I.'s potential affects to ARDC. Executive Director spoke about this topic was discussed at a recent conference. Relevant materials will be sent out to Commission members.

**RESOLUTION:** Adoption of Final Agency Wide 2025 Budget and 2025 Tax Levy Apportionment.

**Motion by Rasmussen/Johnson to support. Motion carried unanimously as no members opposed or recused upon request.**

#### **11.FINANCIAL REPORT**

December 2024 cash receipts and cash disbursements were presented. Finance Director noted ARDC's 2023 audit began in December. A RFP will be sent out for the 2024 audit.

#### **12.MANAGEMENT UPDATE**

Aging Director Report:

Sash reported about two new Resource Specialist hires. Sash stated Aging staff have been presenting at several conferences including but not limited to rural health, age-friendly businesses and ALS.

The Development team is starting "Get Your Ducks in a Row".

Annual Aging Impact awards nominations are occurring. An application committee has been selected.

MIC Director Report:

In the absence of Director Chicka, Executive Director reported the MIC staff is short-staffed but working on several projects.

ARDC Planning Director Report:

Executive Director stated the CRP MnDOT mailing was sent out. Out of seventeen letters of interest received, there were only four final applications. Executive Kane asked members to inform her how ARDC might be able to help with the application process completion.

A Planning Director interview is set up for the end of the week.

Discussions are in progress with the DNR regarding a contract on Coastal Erosion.

Operations/Agency-Wide Executive Director Report:

At the meeting, Executive Director provided an ARDC workplan overview of all three divisions to give members an idea of what ARDC is doing and working on via grants and contractual work. This also fills a statutory requirement for ARDC. ARDC will update this for each quarterly Commission meeting and will work to get it sent out with the meeting packet. Much of the activity is listed as 'regional', meaning that the work can be completed anywhere throughout the region based on community response and feedback. If members have questions or concerns or just want to know more about a particular project, please let Executive Director Kane know and Kane will put them in touch with the appropriate staff.

ARDC has responded to a request from NWRDC to provide Human Resources support. They have approved \$6000 to contract with ARDC for HR expertise and assistance. They are working on the scope of that work and specific contract deliverables.

The EECBG grant opportunities will officially open on February 5<sup>th</sup> and 6<sup>th</sup>. These funds are available to local Units of Government with populations of under 15,000. Tribal nations are exempt from this program as there is a similar Federal Program allocated specifically for them. Funds can be used for climate and resilience planning, energy audits, engineer studies, and other energy efficiency planning activities.

ARDC will be hosting the in-person MADO meeting in February.

Operations are making changes to the job description for Financial Analyst and will repost next week.

On Friday, January 17<sup>th</sup>, ARDC will be interviewing candidates for the Planning Director. On the interview team is Bryan Anderson from MNDOT, Commissioner Johnson from Itasca County, Rebecca Sash, Aging Division and Sister Mary Matthew Morrisroe from Operations. Ron Chicka is also on the committee but out on medical leave.

Executive Director and HR Manager are in the final stages of a position description for an Executive Assistant for Board and Commission coordination, communication and outreach, and administrative support for ARDC Executive Director and Operations.

ARDC is working on a contract renewal for the RLF Consultant that will go in front of the Board in February as well as a contract for ARDCs building maintenance provider. ARDC has identified a conflict of interest and are working on contractual language to mitigate risk.

ARDC is in the middle of updating its Continuity of Operations Plan (COOP) plan which was last updated in 2019. It is a statutory requirement for all government agencies and the Final Rule to the Older American Act has prompted a request for an updated plan from MBA along with guidelines to update annually.

This week, ARDC updated its Data Practices Policy for public access to data. This required minor changes due to internal leadership changes.

ARDC has included in the budget a cost for a full Financial Policy and Procedures manual build from Wipfli Financial. This is prompted by changes to the Federal Circular as well as Changes to the Final Rule for OAA funding and other Federal and State policy changes. Wipfli has done work for ARDC in the past but most recently has done work with the State of MN around Uniform Guidance and the cross section between Federal Statutes driving their work. This work is not anticipated until end of Q3 or early Q4.

There have been security issues with the skywalk and ARDCs elevator. People have been hiding in the elevator at the time the skywalk doors are closed. There has been an increase in instances of garbage, drug paraphernalia and other items found in the elevator. Staff are reporting feeling unsafe. Executive Director has reviewed ARDC's elevator easement and spoke to the City of Duluth. We have permission to lock our elevator after business hours. However, ARDC does not have the ability to lock elevator. Executive Director is working with TK Elevators to get a quote on a manual lock.

Finance Director is reviewing the contract with Oneida, ARDCs cleaners, and will be requesting quotes from other companies as a comparison.

ARDC completed some minor remodeling this winter which included updating some of the interior paint, adding an office door and closet in the former lactation room. It is now the HR office and is situated in a very private and centralized location.

### 13. UPCOMING MEETINGS

- **Board Meeting** – February 20, 2025 – ARDC
- **Board Meeting** – March 20, 2025 – ARDC
- **Commission Meeting** – April 17, 2025 – Hermantown Public Safety Building (Fire & Police) in the Training Center

### 14. ADJOURN

The meeting was adjourned by Chair Storlie at 11:58 a.m.

**Attest:**

  
Virginia Storlie, Chair

  
Minutes taken and respectfully  
Submitted by Krista Mattila