

February 11, 2015

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## **I. CALL TO ORDER**

Chair Swanson called the meeting to order at 4:31 p.m. at the Intergovernmental Center in Mankato.

## **II. ROLL CALL**

MEMBERS PRESENT: Brad Ahrenstorff, James Broich, Tom Loveall, Steve Rohlring, Phil Schafer, Tim Strand, Gary Sturm, Jim Swanson

MEMBERS EXCUSED: Eric Anderson, Gerri Lienke

OTHERS PRESENT: Nicole Griensewic Mickelson, Byron Jost, LuAnn Vanderwerf, Linda Giersdorf, Ashley Aukes

## **III. APPROVAL OF AGENDA**

Sturm moved to approve the agenda as presented, Rohlring seconded. Motion carried.

## **IV. APPROVAL OF MINUTES**

Schafer moved to approve the January 14, 2015 minutes as presented, Ahrenstorff seconded. Motion carried.

## **V. TREASURER'S REPORT**

Sturm moved to approve the Treasurer's Report as presented, Broich seconded. Motion carried.

## **VI. CHAIRMAN'S REPORT**

### **A. Strategic Planning Update**

Chairman Swanson reported the Strategic Planning Committee will be meeting again on April 1<sup>st</sup> at 5:00 p.m. Chairman Swanson reviewed the planning process to date. At the upcoming meeting the committee will determine the goals and action steps to present to the Commission.

### **B. Out of State Travel Request – NADO Policy Conference**

Chairman Swanson presented an out of state travel request for Griensewic Mickelson and Chairman Swanson to attend the *NADO Policy Conference* in Washington, D.C. on March 22 – 25, 2015.

Sturm moved to approve the out of state travel request for Griensewic Mickelson and Chairman Swanson to attend the *NADO Policy Conference*, Strand seconded. Motion carried.

### C. Out of State Travel Request – Great Lakes Regional Training Initiative

Chairman Swanson presented an out of state travel request for Griensewic Mickelson to attend the *Great Lakes Regional Training Initiative Advisory Board Meeting* in Cleveland, OH on April 21-22, 2015. Airfare and one night hotel stay will be covered by the Great Lakes Regional Training Initiative.

**Broich moved to approve the out of state travel request for Griensewic Mickelson to attend the Great Lakes Regional Training Initiative Advisory Board Meeting. Loveall seconded. Motion carried.**

## VII. EXECUTIVE DIRECTOR'S REPORT

### A. Greater MN Partnership Update

Griensewic Mickelson stated she attended the Greater Minnesota Partnership (GMNP) board meeting and Capitol visits on January 28<sup>th</sup>. Griensewic Mickelson was appointed as Treasurer of the GMNP Board. During the Capitol visits, Griensewic Mickelson met with Representatives Bly, Cornish, Peterburg, Bennett, Vogel and Gunther.

Griensewic Mickelson reported an important topic being discussed among the GMNP, and other area organizations, is workforce housing. Region Nine has begun having conversations about holding a joint meeting of the Economic Development Committee and the Legislative and Communications Committee to have a panel discussion about this topic. At this time, nothing is planning.

### B. MSUM/Rasmussen Partnerships

Griensewic Mickelson reported she has presented to the Public Relations group at MSUM. Region Nine is looking for a Public Relations and Marketing internship. Griensewic Mickelson has also met with Rasmussen Business College to discuss a partnership for an Administrative Assistant/Business Management internship.

Discussion followed on Region Nine's internship process.

### C. Outreach Update

Griensewic Mickelson reported the Community Development Department, along with Griensewic Mickelson, have been presenting to various city councils in Le Sueur and Waseca counties. The purpose of these presentations is to inform the cities about Region Nine before making the formal request to fill the vacant positions on the commission from these counties.

Griensewic Mickelson reviewed the list of vacant positions and stated two new commissioners have been appointed by their representing entities: Blair Nelson, Waseca County and Terry Anderson, City of Fairmont.

Griensewic Mickelson stated she will be meeting with the editor of Connect Magazine.

### D. MNRAAA PD&C Position

Griensewic Mickelson requested approval to fill two open Program Development and Coordination positions in the southwestern and northern areas of MNRAAA. The Budget and Personnel Committee

recommends approval from the Board.

**Broich moved to approve the hiring recommendation from the Budget and Personnel Committee as presented, Strand seconded. Motion carried.**

**E. NuVantage Employee Resource Contract**

Griensewic Mickelson presented the NuVantage Employee Resource Contract for approval to have Chairman Swanson sign as the contract is related to Lutheran Social Services, a Board on which Griensewic Mickelson is a member.

**Strand moved to have Chairman Swanson sign the proposed contract from NuVantage, Rohlfiing seconded. Motion carried.**

Griensewic Mickelson reported that the directors have been working to complete the annual performance reviews for staff.

Griensewic Mickelson stated staff will be begin working on the Annual Regional Bus Tour planning this month. Commissioners interested in being involved in the planning process or those with recommendations are welcomed to contact staff.

Griensewic Mickelson reported that MADDO representatives, including Griensewic Mickelson, testified to the Greater Minnesota Economic and Workforce Development Committee on February 5. The purpose was to inform the committee of the impact the Regional Development Organizations have in greater Minnesota. The presentation was well received by committee members.

## **VIII. BUDGET & PERSONNEL COMMITTEE UPDATE**

**A. Chain of Command Policy**

Ahrenstorff presented the Chain of Command Policy that the Budget and Personnel Committee recommend for approval.

**Loveall moved to accept the Chain of Command Policy subject to the presented corrections, Sturm seconded. Motion carried.**

**B. Professional Development Policy**

Ahrenstorff presented the Professional Development Policy that the Budget and Personnel Committee recommend for approval. The recommendation is for approval of the policy and form, however, there is not a finalized budget number attached to it.

**Rohlfiing moved to approve the Professional Development Policy and Application with presented edits, Strand seconded. Motion carried.**

**C. New Personnel Policies**

Ahrenstorff presented the list of personnel policies that the Budget and Personnel Committee recommend for approval excluding Internal Searches. Griensewic Mickelson reviewed the changes to the policies.

Schafer moved to approve the Personnel Policies as presented, Sturm seconded. Motion carried.

## IX. PROGRAM REPORTS

### A. Minnesota River Area Agency on Aging\*, Inc.

#### a. Hiring Update

Giersdorf reported Bridget Schewbach has been hired to fill the open Senior Outreach Specialist position for the northern area of MNRAAA. She will begin work the first week of March.

Giersdorf reported that interviews for the open Administrative Assistant position were completed. The position has been offered, however the individual has not yet accepted.

#### b. Out of State Travel Request – GMS Annual Financial Management Conference for Nonprofits

Giersdorf presented an out of state travel request for Joyce Prahm to attend the *GMS Annual Financial Management Conference for Nonprofits* in Denver, CO on June 22 – 26, 2015. Expenses will be covered by MNRAAA Funds/Consortium.

Broich moved to approve the out of state travel request for Prahm to attend the GMS Annual Financial Mangement Conference for Nonprofits, Loveall seconded. Motion carried.

#### c. Out of State Travel Request – Aging in America Conference

Giersdorf presented an out of state travel request for Debbie Bauleke to attend the *Aging in America Conference* in Chicago, IL on March 23 – 27, 2015. Expenses will be covered by the ADRC.

Sturm moved to approve the out of state travel request for Bauleke to attend the Aging in America Conference, Strand seconded. Motion carried.

### B. Finance / Revolving Loan Fund

Vanderwerf reported the Finance Department has completed all of the state and federal reporting.

Vanderwerf reported the Wellness Committee has implemented a healthy snack station. It has been well received by staff.

#### a. RLF Committee Update

Vanderwerf gave an update on the Revolving Loan Fund Committee reporting that a loan was closed in January. The committee is working on other loans that are in various stages. There have been many referrals from the USDA office, unfortunately, the requests are not eligible for funds.

#### b. RNAI Update

Vanderwerf gave an update on Region Nine Area Inc. (RNAI), reporting that the program is continuing to see increased activity. The 410 Project has asked to also use RNAI services to receive donations. RNAI is the fiscal sponsor for The 410 Project's Prairie Lakes Regional Art Council grant. Envision Lab, which RNAI is also a fiscal sponsor for, is wanting to utilize RNAI services for the funds they raise as well.

**c. Approval of Pay Equity Report**

Vanderwerf presented the Pay Equity Report required by the State of Minnesota for approval.

**Loveall moved to approve the Pay Equity Report as presented, Sturm seconded.**

**Motion carried.**

**C. Community Development**

Jost reviewed the Community Development report. Jost noted there is currently activity in all of the nine counties.

**a. Projects, Contracts and Staffing Timeline**

Jost reviewed the Projects, Contract and Staffing Timeline noting that the Fillmore County Hazard Mitigation Plan has not yet started, due to waiting for grant agreements from HSEM. The Climate Change grant work has begun. The first task force meeting for the grant will be on March 6<sup>th</sup>. The Henderson Comprehensive Plan is just getting started.

Jost reported that Region Nine has submitted a draft proposal to the city of Blue Earth to assist with a parking study.

**X. OTHER BUSINESS**

Chairman Swanson shared an update on the Gaylord School Referendum.

Broich shared that Kibble Equipment is going to be building a new facility in Sleepy Eye.

**XI. SET NOVEMBER MEETING DATE**

The November Board of Directors meeting was set for Wednesday, November 18<sup>th</sup>, 2015 at 4:30 p.m. due to Veterans Day falling on the usual meeting date.

**X. ADJOURNMENT**

**Strand moved approval to adjourn the meeting, Rohlfing seconded. Motion carried.**

The meeting adjourned at 5:42 p.m.

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Jim Swanson, Chairman

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James Broich, Secretary