

Date: June 4, 2025
To: MN Public Facilities Authority (MPFA) Board Members
From: Steve Walter, Executive Director
Subject: **Information Item**
Transitions update

This is an update to the MPFA Board on the status of organizational changes related to staffing and technology.

Staffing-changes so far during FY 2025:

Retirements:

During fiscal year 2025 3 long-time employees retired: Anita Gallentine, loan officer senior, July 2024;
Becky Sabie, program coordinator, December 2024; and Jeff Freeman, executive director, February 11, 2025.

New loan officers:

In November 2024 two new loan officer seniors started, Paul Perez and Pete Montoya.

New executive director:

On February 26, 2025, Steve Walter was appointed executive director. Steve had been the long-time CFO for MPFA.

Staffing-planned:

Another expected retirement, for October 2025:

Long-time loan officer senior Kathe Barrett.

CFO vacancy:

We plan to post for the CFO position in mid-June.

Loan officer:

To plan overlap before Kathe's retirement, we completed interviews earlier this week and hope to fill a position ASAP.

Accounting officer:

After filling the CFO position, we will post for an additional accounting officer to accommodate workload.

Information Technology implementation:

The development team at Smartsheet will soon be conducting staff training and entering a testing phase for application intake and processing. We plan for the next application cycle, after the 2026 IUPs are approved, to be implemented thru an applicant portal using Smartsheet.