

## GFDA EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, February 17, 2021

8:00 AM

via ZOOM

**Executive Committee Members:** Commissioner Joe Briggs, Len Watkins, Nate Weisenburger, Mark Cappis, Ted Lewis, Rebecca Engum, Forrest Ehlinger.

**Staff Present:** Brett Doney, Lillian Sunwall, Tyler Menzales, Teresa Schreiner, Jolene Schalper, Nathan Reiff, Jill Kohles

*Times are approximate and items may be taken out of order. Any Director with a potential conflict of interest on the agenda should state the conflict at the start of the meeting.*

- 8:00 1. Consent Agenda – Len Watkins
1. Accept excused absences: Ron Nelson, Errol Rice, Heidi Hockett, Mark Macek, Dianne Meinhardt. **ACTION TAKEN: Motion to accept excused absences. Motion accepted. Seconded. Motion carries.**
  2. Approve/disapprove minutes of the 1/20/21 Executive Committee meeting. **ACTION TAKEN: Motion to accept excused absences. Seconded. Motion carries.**
- 8:05 2. Financial – Mark Macek & Jana Williams  
Review January Financial Report.
- 8:15 3. Loan Portfolio – Rebecca Engum and Jill Kohles  
Review January Loan Portfolio Report.
- 8:20 4. Investment – Ted Lewis, Mark Cappis & Teresa Schreiner  
Discuss status of investment efforts. Approve/disapprove any investor pledge charge-off(s). **No action.**
- 8:25 5. Brownfield – Eric Hinebauch & Lillian Sunwall  
Approve/disapprove new brownfield assessment(s) as recommended by Brownfields Advisory Committee. **ACTION TAKEN: Motion to approve new brownfield assessment for the Women’s Shelter as recommended by Brownfields Advisory Committee. Seconded. Motion carries.**
- Approve/disapprove adding Gregg Biggs of NeighborWorks Great Falls to Brownfield Advisory Committee. **ACTION TAKEN: Motion to approve adding Gregg Biggs of NeighborWorks Great Falls to Brownfield Advisory Committee. Motion seconded. Motion carries.**
- 8:30 6. Health Insurance – Brett Doney  
Discuss parameters for new health insurance and related benefits.
- 8:40 7. AmeriCorps & Intern Program – Brett Doney  
Approve/disapprove hosting one or two AmeriCorps volunteers build our capacity. **ACTION TAKEN: Motion to approve hosting two AmeriCorps volunteers to build our capacity. Motion seconded. Motion carries.**
- Approve/disapprove creating GFDA College Intern Program build our capacity. **ACTION TAKEN: Motion to approve GFDA College Intern Program to build our capacity. Motion seconded. Motion carries.**

- 8:45 8. Contract Approvals – Brett Doney  
Approve/disapprove authorizing President/CEO to execute contract(s).
  - EDA RLF Defederalization Agreement
  - CDFI Fund COVID Relief Award Contract
  - Amendment to add two business development videos to DCI video production agreement**ACTION TAKEN: Motion to approve authorizing President/CEO to execute EDA RLF Defederalization Agreement, CDFI COVID Relief Award Contract, and Amendment to add two business development videos to DCI video production agreement. Motion seconded. Motion carries.**
- 8:50 9. Grant, Loan & Other Applications – Brett Doney  
Review and approve/disapprove grant, loan and other applications.  
City of Great Falls COVID CDBG? **No action.**
- Discuss revised scope for EDA Economic Adjustment Assistance grant applications.
- 9:00 10. Draft 2021 Business Development Plan – Jolene Schalper  
Review and approve/disapprove draft Business Development Plan as recommendation to Board.  
**ACTION TAKEN: Motion to approve draft of the Business Development Plan as recommendation to GFDA Board. Motion seconded. Motion carries.**
- 9:15 11. Draft 2021 Operations Plan – Brett Doney  
Review and approve/disapprove draft Operations Plan as recommendation to Board. **ACTION TAKEN: Motion to approve draft Operations Plan as recommendation to GFDA Board. Motion seconded. Motion carries.**
- 9:25 12. CEO Report – Brett Doney
- 9:30 13. Public Comment – Len Watkins  
Opportunity for public comment.