

**STRATEGIC HOUSING FINANCE CORPORATION OF TRAVIS COUNTY
BOARD OF DIRECTORS
REGULAR MEETING**

**505 E. Huntland Drive, Suite 220
Austin, Texas 78752
November 13, 2025
11:00 a.m.**

MINUTES

Strategic Housing Finance Corporation of Travis County held a Regular Board of Directors Meeting at 505 E. Huntland Drive, Suite 220 Austin, Texas 78752 and via Zoom.

A recording and transcript of the meeting can be found online at:

<https://strategichfc.org/board-meetings/november-13th-2025>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

A quorum was established, and President Jan Wenig called the meeting to order at 11:04a.m.

Directors in attendance: President Jan Wenig; First Vice-President Kecia Prince; Second Vice-President Ashley Huddleston; Director Julio Gonzalez Altamirano; Director Kerri Dorman; and Director Beatriz (Bea) Arce.

Executive Coordinator Debbie Honeycutt certified the quorum.

Guest: Chris Affinito with Notional Development

Staff in Attendance: Executive Director Dianna Grey; Deputy Director David Dinoff; Executive Coordinator Debbie Honeycutt; Director of Finance & Administration Katie Adams; Operations Assistant Marisol Guerra; Development Analyst II Jackson Mabray; Affordable Housing Assistant Anna Martinez; Development Analyst II Gloria Nguyen Joining via Zoom; Director of Planning & External Affairs Jim Ward; Housing Policy & Communications Specialist III Kaylin Rubin; and consultants Kevin Bryniak and Vella Karman.

II. PUBLIC FORUM / CITIZEN COMMUNICAION

There were no speakers.

III. ADMINISTRATIVE ITEM

- A. Creation of Ad Hoc Tenant Affairs Committee and appointment of committee members and chairs (s)

Director Bea Arce and Director Kecia Prince will serve as co-chairs for the newly created Ad Hoc Tenant Affairs Committee.

IV. DIRECTOR'S REPORT

- A. Update from the Executive Director
- Executive Director Dianna Grey welcomed the Board members to the new temporary office space located at 505 E. Huntland Dr., suite 220.
 - Executive Director Dianna Grey presented the calendar overview.
 - September 2025 Financials provided by Dianna Grey, Executive Director.

V. CONSENT AGENDA

- A. Approval of the Minutes from the October 9, 2025 Regular Meeting.
- B. Resolution No. SHFC-2025-36: Revising the organization's Procurement and Purchasing Standards in order to increase the Executive Director's purchasing authority
- C. Resolution No. SHFC-2025-37: Revising the Corporation's Employee Benefits Policy to increase the employer match rate for employee 401K contributions

Second Vice President Ashley Huddleston made a **motion** to approve Items V.A., V.B., and V.C. Director Kerri Dorman seconded the motion, which **passed** unanimously.

VI. ACTION ITEMS

- D. Resolution No. SHFC-2025-41: Authorizing the lease of real property and the execution and delivery of certain agreements in connection with the financing of the project and participation by affiliates of the corporation in a multifamily residential development known as Residences at Rubi; and containing other provisions related thereto

Director Julio Gonzales Altamirano made a **motion** to approve Item VI.D. Resolution No. SHFC-2025-41. Second Vice President Ashley Huddleston seconded the motion, which **passed** unanimously.

A. Resolution No. SHFC-2025-38: Approving the fiscal year 2026 budget of Strategic Housing Finance Corporation

Director Julio Gonzales Altamirano made a **motion** to approve Item VI.A. Resolution No. SHFC-2025-38. Director Kerri Dorman seconded the motion, which **passed** unanimously.

B. Resolution No. SHFC-2025-39: Revising the Board Designated Funds Policy, creating a Portfolio Fund and adjusting target fund balances

Director Julio Gonzales Altamirano made a **motion** to approve Item VI.B. Resolution No. SHFC-2025-39. Director Kerri Dorman seconded the motion.

Director Kerri Dorman made a **motion** to approve Item VI.B. Resolution No. SHFC-2025-39 with the following amendments: Director Julio Gonzales Altamirano seconded the motion.

A vote was taken, which **passed** unanimously.

IV. Portfolio Fund

The words *directly* and *operation of* were added to section IV. Examples of likely uses include purchases of an investor's interest in a portfolio property, loans to partnerships to improve conditions in a portfolio property, or *non-recurring legal obligations that may arise directly from the operation of the organization's portfolio properties.*

The following sentence was added to section II, which was moved from Section III.

"None of these Funds is intended to replace a permanent loss of funds or eliminate an ongoing budget gap".

VII. Deposits and Withdrawals

The following was added to Section VII.

..and all withdrawals and transfers shall be clearly identified and

itemized.

Any withdrawal or transfer out of the Board Designated accounts requires Board action authorizing said expenditure or transfer, *and all withdrawals and transfers shall be clearly identified and itemized.*

- C. Resolution No. SHFC-2025-40: Directing the executive director to assess and implement certain tenant protection policies

First Vice President Kecia Prince made a **motion** to approve Item VI.C. Resolution No. SHFC-2025-40. Director Julio Gonzales Altamirano seconded the motion, which **passed** unanimously.

- E. Resolution No. SHFC-2025-42: Revising the Bylaws of the Corporation

Item VI.E. Resolution No. SHFC-2025-42 was not discussed

VII. DISCUSSION ITEM

- A. 2025 Board Self-Evaluation

Second Vice President Ashley Huddleston presented an overview of the 2025 Board Self -Evaluation.

VIII. EXECUTIVE SESSION

- The Board of Directors may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Directors announce that the item will be considered during such time in accordance with one or more of the following:
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
 - *Texas Government Code Annotated 551.072, Real Property*
 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

- A. Executive Director Evaluation

First Vice President Kecia Prince made a **motion** to adjourn to Executive Session under Texas Government Code Annotated 551.074, Personnel Matters to discuss Item VIII.A. Director Kerri Dorman seconded the motion, which **passed** unanimously.

The Board adjourned to Executive Session at 12:28p.m.
The Board reconvened at 1:36p.m.

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 1:36p.m.

Respectfully submitted,



Dianna Grey, Executive Director and Secretary