

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

**505 E. Huntland Drive, Suite 220  
Austin, Texas 78752  
December 11, 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/december-11th-2025>

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

A quorum was established, and President Jan Wenig called the meeting to order at 11:03 AM.

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

Operations Assistant Marisol Guerra certified the quorum.

Guests: Scott Marks and Daniel Heidtke with Duane Morris.

Staff in Attendance: Executive Director Dianna Grey; Deputy Director David Dinoff; Director of Finance & Administration Katie Adams; Director of Planning & External Affairs Jim Ward, Director of Real Estate Alex Radtke; Operations Assistant Marisol Guerra; Development Analyst II Gloria Nguyen; Portfolio Finance Analyst Anna Martinez; and consultants Kevin Bryniak and Vella Karman.

President Wenig moved Action Items VI.B., VI.C., and VI.D. to the end of the meeting.

**II. PUBLIC FORUM / CITIZEN COMMUNICAION**

There were no speakers.

**III. ADMINISTRATIVE ITEM**

- A. Administer the Strategic Housing Finance Corporation of Travis County Board of Directors' Oath of Office to Katherine Groves, appointee of Travis County Commissioners Court.

President Jan Wenig administered the Oath of Office to newly appointed Director Katherine Groves.

**IV. DIRECTOR'S REPORT**

- A. Update from the Executive Director
- Executive Director Dianna Grey provided updates on:
    - Staffing
    - Holiday closures
    - The office move to suite 470
    - Property tours
  - October 2025 financials provided by Dianna Grey, Executive Director.

**V. CONSENT AGENDA**

- A. Approval of the Minutes from the November 13, 2025 Regular Meeting.
- B. Resolution No. SHFC-2025-43: Ratifying the execution of the employee benefits contract renewal.
- C. Resolution No. SHFC-2025-44: Authorizing an amendment to the December 16, 2024 grant agreement with El Buen Samaritano for the administration of the Rosemont Tenant Investment Program. The amendment extends the contract period from December 15, 2025 to March 31, 2026 and reduces the total contracted amount from \$2,000,000 to \$1,841,600

The consent agenda was approved without objection.

**VI. ACTION ITEMS (part one of two)**

- A. Resolution No. SHFC-2025-45: Providing guidance on priority uses of the board-designated Housing Production Fund

The resolution was presented by Executive Director Dianna Grey and Director of Real Estate Alex Radtke. Director Julio Gonzalez Altamirano made a **motion** to approve Item VI.A. Resolution No. SHFC-2025-45. Second Vice President Ashley Huddleston seconded the motion, which **passed** unanimously.

## **VII. DISCUSSION ITEMS**

### **A. 2025 Board Self-Evaluation**

Second Vice President Ashley Huddleston and consultant Vella Karman presented the results of the 2025 Board Self -Evaluation.

### **B. Public Workers Preference Program Update**

Executive Director Dianna Grey and Director of Planning & External Affairs Jim Ward presented an update on the public workers preference program.

## **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*

The Board adjourned to Executive Session at 12:41 p.m. to discuss Action Items VI.C. and VI.D. in accordance with Texas Government Code 551.071, Consulting with Attorney.

Director Bea Arce left the meeting at 1:32 PM.

The Board continued in Executive Session to discuss Action Item VI.B. in accordance with Texas Government Code 551.074, Personnel Matters at 1:39 PM.

The Board reconvened open session at 2:34 PM.

**VI. ACTION ITEMS (part two of two)**

- B. Resolution No. SHFC-2025-46: Authorizing Executive Director's Performance-Based Compensation

Director Julio Gonzalez Altamirano made a **motion** to approve Item VI.B. Resolution No. SHFC-2025-46. Second Vice President Ashley Huddleston seconded the motion. Director Katherine Groves abstained. The motion **passed**.

- C. Resolution No. SHFC-2025-47: To Authorize the issuance, sale, and delivery of one or more series of taxable or tax-exempt Subordinate Multifamily Housing Governmental Note (Manchester Apartments aka Austin Manor) Series 2025; approve the form and substance of and authorize the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily residential rental development; and other related provisions as necessary to complete the transaction.

The Board did not vote on Resolution No. SHFC-2025-47.

- D. Resolution No. SHFC-2025-48: To Authorize the issuance, sale, and delivery of one or more series of taxable or tax-exempt Subordinate Multifamily Housing Governmental Note (Lakeway Apartments) Series 2025; approve the form and substance of and authorize the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily residential rental development; and other related provisions as necessary to complete the transaction.

The Board did not vote on Resolution No. SHFC-2025-48.

**IX. ADJOURNMENT**

There being no further business, the meeting adjourned at 2:37 PM.

Respectfully submitted,



Dianna Grey, Executive Director and Secretary