



## **AGENDA**

**BOARD OF DIRECTORS OF THE  
TEXAS STUDENT HOUSING AUTHORITY  
(AN INSTRUMENTALITY OF THE TOWN OF WESTLAKE)**

**August 13, 2015**

**5:00 PM**

**3 VILLAGE CIRCLE  
2<sup>nd</sup> FLOOR, COUNCIL CHAMBERS  
WESTLAKE, TEXAS 76262**

- 1. CALL TO ORDER**
- 2. REVIEW AND APPROVE MINUTES FOR THE MEETING ON AUGUST 6, 2015.**
- 3. DISCUSS, CONSIDER AND TAKE ANY ACTION REGARDING THE HIRING OF AN EXECUTIVE DIRECTOR, OR PROFESSIONAL SERVICES RELATED THERETO.**
- 4. DISCUSS AND CONSIDER THE JOB DESCRIPTION AND ADVERTISEMENT OF THE EXECUTIVE DIRECTOR POSITION.**
- 5. ADJOURN**

**ANY ITEM ON THIS POSTED AGENDA COULD BE DISCUSSED IN EXECUTIVE SESSION AS LONG AS IT IS WITHIN ONE OF THE PERMITTED CATEGORIES UNDER SECTIONS 551.071 THROUGH 551.076 AND SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.**

### **CERTIFICATION**

I certify that the above notice was posted at the Town Hall of the Town of Westlake, 3 Village Circle, Westlake, Texas, on August 7, 2015, by 5:00 p.m. under the Open Meetings Act, Chapter 551 of the Texas Government Code.

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Kelly Edwards, Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please advise the Town Secretary 48 hours in advance at 817-490-5710 and reasonable accommodations will be made to assist you.



**MINUTES OF THE  
BOARD OF DIRECTORS OF THE  
TEXAS STUDENT HOUSING AUTHORITY  
(AN INSTRUMENTALITY OF THE TOWN OF WESTLAKE)**

**August 6, 2015**

**PRESENT:** President Jim Carter, Directors, Scott Bradley, Gregg Malone and Tracy Schornack.

**ABSENT:**

**OTHERS PRESENT:** Executive Director Pete Ehrenberg and Secretary Kelly Edwards.

**1. CALL TO ORDER**

President Carter called the meeting to order at 6:10 p.m.

**2. REVIEW AND APPROVE MINUTES FOR THE MEETING ON JULY 21, 2015.**

**MOTION:** Director Bradley made a motion to approve the minutes as corrected. Director Schornack seconded the motion. The motion carried by a vote of 4-0.

**3. DISCUSS AND CONSIDER AN APPOINTMENT OF A NEW BOARD MEMBER.**

Discussion ensued regarding the board member application submitted by Mr. Harrow.

The board would like to meet with Mr. Harrow at the next meeting.

**4. DISCUSS AND CONSIDER THE JOB DESCRIPTION AND ADVERTISEMENT OF THE EXECUTIVE DIRECTOR POSITION.**

President Carter provided an overview to Director Malone and others regarding the discussion that had occurred at the July meeting including an offer from Mr. Ehrenberg's company to contract for services.

**5. EXECUTIVE SESSION**

The Board convened into executive session at 6:17 p.m.

The Board will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.074(a)(1): Deliberation Regarding Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Executive Director

**6. RECONVENE MEETING**

President Carter reconvened the meeting at 7:06 p.m., with Director Bradley absent.

**7. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS.**

No action as a result of executive session.

**8. ADJOURN**

President Carter asked for a motion to adjourn.

**MOTION:** Director Schornack made a motion to adjourn the meeting. Director Malone seconded the motion. The motion carried by a vote of 3-0.

There being no further business before the board, President Carter declared the meeting adjourned at 7:07 p.m.

**THE TEXAS STUDENT HOUSING AUTHORITY BOARD OF DIRECTORS ON  
AUGUST 13, 2015.**

ATTEST

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Jim Carter, President

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Kelly Edwards, Secretary

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# Texas Student Housing Authority

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Item # 3

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- 3. DISCUSS, CONSIDER AND TAKE ANY ACTION REGARDING THE HIRING OF AN EXECUTIVE DIRECTOR, OR PROFESSIONAL SERVICES RELATED THERETO.**

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# Texas Student Housing Authority

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Item # 4

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- 4. DISCUSS AND CONSIDER THE JOB DESCRIPTION AND ADVERTISEMENT OF THE EXECUTIVE DIRECTOR POSITION**



**POSITION INFORMATION:** Executive Director  
Salaried Exempt

**POSITION DESCRIPTION**

The Executive Director is the “face” of the Texas Student Housing scholarship program. The Executive Director performs a variety of administrative, technical and professional work in preparation and implementation of the scholarship program offer to students in the State of Texas.

To function effectively the Executive Director must foster a close working relationship with the Board of Directors, Westlake Academy, and surrounding ISD representatives. The Executive Director receives limited, administrative assistance so the successful candidate must be skilled in use of financial software and electronic banking, budget preparation, formal correspondence, interaction with funding and regulatory entities, and presentations statistical reports.

**JOB SUMMARY**

The Executive Director administers the Texas Student Housing Scholarship Program.

**ESSENTIAL FUNCTIONS**

Prepare and administer annual budgets.

Monitor revenues and expenditures in assigned area to assure sound fiscal control

Manage the financial transactions for TSH including accounts payable and receivables, and bank accounts.

Prepare meeting agendas ensuring timely and accurate posting in accordance with Texas Open Meetings Act.

Prepare meeting minutes and manage records in accordance with Texas State Archives and Library Commission.

Manage and update website content.

Creating promotional material

Travel to various destinations such as Austin, College Station and Denton on a quarterly basis.

Provide administrative support to the Board of Directors. Perform other duties as assigned.

### **SCHOLARSHIP MANAGEMENT FUNCTIONS**

Prepare of a list of Texas High Schools on an annual basis to mail scholarship applications.

Maintains updates and distributes scholarship applications.

Receives, organizes and maintains scholarship applications, and notifies scholarship recipients of awards.

Contacts and maintains scholarship recipient's files.

### **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's Degree in Accounting or Finance.

### **EXPERIENCE REQUIRED**

Four (4) years of accounting experience in a complex environment.

### **PREFERRED EXPERIENCE AND QUALIFICATIONS**

Budget preparation and financial reporting. A CPA, CPFO or another similar designation is highly preferred.

### **KNOWLEDGE, SKILLS and ABILITIES**

Account Reconciliation, Quick Books, Excel, Property Management, Electronic Funding Transfers, Website content management (WordPress) and Records Management.

# **DUTIES - TSH EXECUTIVE DIRECTOR**

## **DAILY**

Process mail and daily calls

## **WEEKLY**

Bank deposits

Process accounts payables and receivables

## **MONTHLY**

Property budget vs actual reports

Reconcile bank statements

Journal entries from Trustee statements

Journal entries from Trial Balances

Conference calls with Bond Holders

Process accounts payable to properties for scholarship students

## **YEARLY MAY**

Meet with Property Managers to determine and price number of scholarships

Meet with Property Managers to develop annual budgets

Prepare Authority annual budget

Update website

## **YEARLY JUNE**

Budget Adoption for all properties and the Authority

## **YEARLY OCTOBER – DECEMBER**

At the end of September prepare/update applications for printing, order labels and envelopes

Prepare list of Texas High Schools using the TEA website reports

Mail out applications to High Schools October 1<sup>st</sup>

Begin the process of scoring and entering new & renewal applicants into the Excel spreadsheet

Work with Auditors to prepare annual audits July-December

Update website

**YEARLY JANUARY – MARCH**

Annual audit approvals – all properties and the Authority

Complete scoring entering renewals into the Excel spreadsheet (Renewals are due 01/15 annually)

Complete entering all new applicants (New applications must be postmarked by 01/31 annually)

Send out award letters to renewal applicants

Send out award letters to new applicants

Send out 2<sup>nd</sup> batch of award letters to new applicants

Send out 3<sup>rd</sup> batch of award letters to new applicant if necessary

Update website as necessary

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# Texas Student Housing Authority

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Item # 5 - Adjournment

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