

# **SHEPHERD ECONOMIC DEVELOPMENT CORPORATION**

## **BOARD OF DIRECTORS**

### **REGULAR MEETING**

28 N. Liberty, Shepherd, Texas 77371  
Shepherd EDC June 3, 2019 at 6:00 P. M.

#### **OFFICIAL MINUTES: Regular Called Meeting**

**Members Present:** Joe Williamson, Charles Minton, Jody Cronin, Freddy Ramos, Sherry Roberts

**Members Absent:** Roy Pippin, Rick Hartley

**Others Present:** Debra Hagler, Betty Russo,

#### **CALLED TO ORDER/INVOCATION/PLEDGE**

Joe Williamson called the meeting to order. Sherry Roberts said the prayer and the pledges were stated.

#### **APPROVE MINUTES OF PREVIOUS MEETINGS**

Sherry Roberts made a motion to approve the minutes as presented. Jody Cronin seconded and the motion passed with a unanimous vote.

#### **APPROVAL MONTHLY PAYMENT OF BILLS**

Charles Minton made a motion to pay the bills. Freddy Ramos seconded and the motion passed with a unanimous vote.

**CITIZEN PRESENTATIONS:** None

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

##### **Discuss and take action necessary to set qualifications, job duties and to hire an EDC Administrative Assistant.**

No Action was taken on this item. Jody Cronin volunteered to use samples and create a job description, list qualifications desired and set salary parameters. The board agreed that there is no rush on this so there is time to make it the best, to set expectations and to find the right fitting person. There was discussion of wanting someone invested in the town, motivated and with a love of Shepherd. This person will need to be energetic. The board agreed to highlight points in the samples to be discussed at the next meeting. There was discussion regarding the impact to the budget besides just salary such as operating expenses. The plan is going to be to highlight key info for the job description. Go to the City Council and get their blessing to hire someone. Amend the budget is needed or to set the 2019-2020 budget with the ability to hire and EDC Administrator. Start advertising and networking to find the right person.

##### **Update from Betty Russo from the Office of the Governor.**

Betty did not have any updates. She offered her assistance in the process of hiring an employee for EDC.

#### **ADJOURN**

Charles Minton made a motion to adjourn. Jody Cronin seconded and the motion passed unanimously.

Approved by: \_\_\_\_\_

Joe Williamson, EDC President

\*Prepared by Debra Hagler