



# COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE

## BOARD DETAILS



OVERVIEW



**SIZE** 9 Seats



**TERM LENGTH** 2 Years



**TERM LIMIT** 6 Years

The Community Youth Development (78415) Program Steering Committee advises the City Council on a periodic basis, as requested by the City Council, regarding the progress of the Community Youth Development Program and makes recommendations to the City Council on items pertaining to the Community Youth Development Program.



DETAILS

### COMPOSITION

Nine (9) voting members with two-year, staggered terms. The officers of the committee shall be residents of the 78415 zip code area. City guidelines require that at least 51% of the collaborative steering committee members must be community residents or people closely connected to the community who are not social service providers. City guidelines also require that no members of the committee may be related to each other.

### CREATION / AUTHORITY

Resolution No. 022938, 5/27/97; Res. 023058, 9/16/97; Res. No. 023763, 9/14/99; Res. No. 025049, 10/22/02; Res. 029774, 03/26/13.

### MEETS

3rd Thursday of every other month, 5:30 p.m., at the Juvenile Assessment Center, 615 Leopard St., Suite 105.

### TERM DETAILS

Two-year staggered terms.

### DEPARTMENT

Parks and Recreation Department

### COMMITTEE/ SUBCOMMITTEE AGENDAS

N/A

### OTHER INFORMATION

**Community Youth Development (78415) Program Steering Committee Members**  
**August 8, 2017**

Four (4) vacancies with terms to 8-31-19. *(Note: The officers of the committee shall be residents of the 78415 zip code area. City guidelines require that at least 51% of the collaborative steering committee members must be community residents or people closely connected to the community who are not social service providers. City guidelines also require that no members of the committee may be related to each other.)*

Name	Board Name	Status	District	Term	End Date	Position	Category	Attendance
Carlos A. Barrera	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Seeking reappointment	District 2	Partial	08/31/17	Member	78415 Resident	67 % 2/3 meetings
Rick Barrera	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Seeking reappointment	District 5	Partial	08/31/17	Member		100% 3/3 meetings
Sandra Rivera	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Has met the six-year term limitation	District 2	3	08/31/17	Chair	78415 Resident	
Lisa Torres	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Seeking reappointment	District 2	Partial	08/31/17	Member	78415 Resident	67 % 2/3 meetings
Janelle Mata	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Active	District 2	1	08/31/18	Member	78415 Resident	
Ricardo Pimentel, Sr.	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Active	District 2	1	08/31/18	Member	78415 Resident	
Gracie Solano	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Active	District 3	1	08/31/18	Member	78415 Resident	
Simone Sanders	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Active	District 3	1	08/31/18	Member	78415 Resident	
Velma Lozano	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	Active	District 4	1	08/31/18	Member	78415 Resident	

**Community Youth Development (78415) Program Steering Committee Applicants**  
**August 8, 2017**

Name	Boards Applying For	District	Employer	Work Address	City	St.	Work Phone	78415 Resident
Martin L. Evans	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	District 5	Freedom Investment Counsel LLC	101 North Shoreline Blvd., Ste. 560	Corpus Christi	TX		No
Jinsun Kim	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	District 5	Texas A&M University-Corpus Christi	6300 Ocean Drive	Corpus Christi	TX		No
Christi Ortiz	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	District 5	Texas A&M University-Corpus Christi	6300 Ocean Dr., Unit 5715	Corpus Christi	TX	361-825-3701	No
Deborah Sherrill	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	District 2	Corpus Christi Housing Authority	3701 Ayers	Corpus Christi	TX	361-889-3393	Yes
Odelia Soto	COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE	District 1	Corpus Christi Independent School District	301 Leopard	Corpus Christi	TX	361-510-3114	No


**Application for a City Board, Committee, or Commission**

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**Profile**

Prefix	Martin	L.	Evans	Suffix
	First Name	Middle Initial	Last Name	

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Email Address

**Which Boards would you like to apply for?**

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CORPUS CHRISTI COMMUNITY IMPROVEMENT CORPORATION / LOAN REVIEW COMMITTEE: Submitted

PLANNING COMMISSION: Submitted

CORPUS CHRISTI REGIONAL ECONOMIC DEVELOPMENT CORPORATION: Submitted

NUECES COUNTY TAX APPRAISAL DISTRICT: Submitted

PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX: Submitted

AIRPORT BOARD: Submitted

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted


CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY: Submitted

	
Street Address	Suite or Apt
	State
City	Postal Code

**What district do you live in? \***

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☒ District 5

	
Primary Phone	Alternate Phone

Freedom Investment Counsel  
LLC

Employer

Owner

Job Title

101 North Shoreline Blvd, STE 560

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

TX

Work Address - State

78401

Work Address - Zip Code

Work Phone

Marty@Freedom-ic.com

Work E-mail address

### Preferred Mailing Address

☒ Home/Primary Address

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### Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

no

### Education, Professional and/or Community Activity (Present)

BS Political Science & History Ed, Texas A&I University

Why are you interested in serving on a City board, commission or committee?

### Registered Voter?

☒ Yes ☐ No

### Current resident of the city?

☒ Yes ☐ No

50

If yes, how many years?

[City Board Resume.doc](#)

Upload a Resume

Please upload any additional supporting documents

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## Demographics

### Ethnicity

☒ Unknown

### Gender

☒ Male

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## Verification

**City Code Requirement - As a board, commission, or committee member, you will be asked to adhere to: City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served. Also, City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.**

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☒ I Agree

**Consent for Release of Information - I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.**

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☒ I Agree

**Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.**

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☒ I Agree

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### **Board-specific questions (if applicable)**

Question applies to CORPUS CHRISTI COMMUNITY IMPROVEMENT CORPORATION / LOAN REVIEW COMMITTEE

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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☒ Financial Institutions

Question applies to CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

**Are you a qualified voter\* residing in the Authority? (Note: Authority includes the following services areas: Nueces County and the municipalities, Bishop, Corpus Christi, Driscoll, Gregory, Banquete, Agua Dulce, San Patricio, Port Aransas and Robstown)**

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☒ Yes ☐ No

Question applies to CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

**Are you transportation disadvantaged?**

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☒ Yes ☐ No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

**Are you a resident and qualified elector\* of the District (Nueces County)?**

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☒ Yes ☐ No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

**Have you resided in the District for at least 2 years?**

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☒ Yes ☐ No

Question applies to PLANNING COMMISSION

**Are you a registered voter of the City of Corpus Christi?**

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☒ Yes ☐ No

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

**Are you a resident of the Port Authority district and an elector\* of Nueces County?**

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☒ Yes ☐ No

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

**Have you been a resident of Nueces County for at least 6 months?**

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☒ Yes ☐ No

## MARTIN L. EVANS



### BACKGROUND:

Following college graduation served as a career commissioned officer in the U. S. Army with leadership and management positions in a wide variety of demanding jobs throughout the United States, Europe, the Caribbean, and Central America. Following that, served as Pilot with a regional Part 135 air freight carrier in South Texas. Following that, served as a Financial Advisor and Investment Management Consultant with a major Wall Street Investment Firm. Small business owner in Corpus Christi for past 6 years.

### PAST POSITIONS & ACTIVITIES RELEVANT TO POSITION BEING SOUGHT:

Service Platoon Leader U.S. Army Tank Battalion, Germany

Leadership and supervision of 30+ soldiers; Responsible for a fleet of 30 medium trucks, fuel tankers & all terrain ammunition haulers; Logistical support of rations, fuel, supplies and ammunition to an armored tank battalion with 50 heavy tanks and 500+ personnel.

Tank Battalion Intelligence Officer, US Army Germany

Senior Staff Officer; Information gathering and analysis; Operational planning; Threat analysis; Force protection and operational security; combat readiness training

Operations Officer, US Army Garrison, San Juan, Puerto Rico

Command VIP briefing officer; Operational plans and training; Helicopter support to multiple military commands and government agencies in Puerto Rico and the US Virgin Islands; Disaster relief and humanitarian assistance operational support

Installation Inspector General, US Army Ft. Sam Houston, Texas

Personal advisor to the chief executive officer of a major military installation; Identified, analyzed and developed solutions for systemic problems related to the efficient management of a major military community with an annual operating budget in excess of \$20 million. Investigated and reported to the commander on non-criminal complaints and allegations; Provided counseling and assistance on complex personal problems reported by employees and clients; budgeting oversight and internal controls

Aviation Operations Staff Officer, US Army South, Panama (Operation Just Cause)

Aviation issues briefing officer for Commander US Army South; Aviation operations planning and coordination at senior Army command; planned and participated in nation building operations to remote regions of Panama; Protocol escort officer for Secretary of the Army and U.S. Army Chief of Staff on two separate Command visits

Aviation Battalion Executive Officer, US Army Honduras & El Salvador

Coordinated downed aircraft and casualty recovery in a combat environment; Provided aviation support for International Election Monitors, El Salvador National Reconciliation Elections 1991; Set up and maintained a remote communications relay network supporting aviation operations in a tropical mountainous region of Central America; Provided helicopter transport for medical teams on medical assistance missions to remote indigenous tribes of Honduras; Provided aviation support to US Embassies El Salvador and Honduras

Financial advisor with a global investment firm.

### SKILLS SUMMARY:

Excellent communications, written & verbal  
Multi level employee supervision experience  
Strategic planning and policy formulation  
Preparation and presentation of formal briefings  
Information analysis and reporting  
Project development and oversight  
Budgeting

Financial planning and analysis  
  
Training and Teaching  
Computer and Internet savvy  
Marketing and sales  
P & L analysis

## EXPERIENCE:

May 2009 – Present      Registered Principle/Owner – Freedom Investment Counsel LLC

Established my own independent financial advisory practice to continue performing duties and responsibilities similar to those performed while employed in the financial services industry described below.

Apr 1997- May 2009      Financial Advisor & Investment Management Consultant  
UBS PaineWebber, Corpus Christi, TX

Developed new client relationships. Serviced clients in the areas of personal financial plans, employer sponsored retirement plans, securities and insurance sales. Supervised customer service and support staff. Achieved advanced professional designation as an Investment Management Consultant. Developed and maintained a personal business plan. Managed investment strategies in over 200 client relationships working to educate and assist clients in the investment decision making process. Daily activities include financial planning, investment performance analysis, marketing plan implementation, substantial client contact and frequent coordination with outside vendors or product managers. Assisted with new employee selection and training. Grew capital responsibility and personal production for six consecutive years. Current capital responsibility \$30,000,000+. Trailing 12 month production \$215,000. Awarded special corporate recognition in 1998 for qualifying in the top 10% of peer group for new accounts and new assets under management.

Nov 1995-Apr 1997      Account Executive, Dean Witter, Corpus Christi, TX

New client development, securities sales and marketing. (See above)

Jul 1994-Jan 1997      Air Carrier Pilot, Part 135 Operations, Aero Pak, San Antonio, TX

Pilot for an overnight air freight operator.

Aug 1991-Jul 1994      Aviation Division Chief, Fifth U.S. Army, Ft. Sam Houston, TX

Supervised a 5-person management evaluation team validating aviation organization's training, safety, standardization and maintenance programs in an eight-state area. Inspected compliance with established regulations and policies. Insured internal controls and budget expenditure reporting procedures. Participated in formulation of policy and operational plans. Provided oversight and inspection

Jan 1991-Aug 1991      Executive Officer, 4th BN 228th Aviation Regt., Soto Cano AB, Honduras

Supervised a management team responsible for aviation operations in 5 Central American countries with 30 helicopters and 300 employees. Developed a goal oriented aviation maintenance management program, improving aircraft availability rates by over 10% allowing increased operating tempo. Developed and implemented organizational structure changes to enhance aviation support in Central America.

Jan 1990-Jan 1991      Aviation Operations Officer, U.S. Army South, Ft. Clayton, Panama

Provided staff oversight and support of aviation operations for a major military headquarters during and after Operation Just Cause. Organized and conducted frequent formal decision briefings and informative presentations for senior executive leadership and high level political and government leaders. Selected principal escort officer for Secretary of the Army and U.S. Army Chief of Staff on two separate command visits. Utilized persuasive skills in the corporate decision process.

Feb 1986-Jan 1990      Inspector General, Headquarters USAG, Ft. Sam Houston, TX

Personal advisor to the chief executive officer of a major military installation. Responsible for formulation and interpretation of policies and regulations. Established a systematic inspection program to insure compliance with prescribed operating procedures. Received, evaluated and recommended action on special issues raised by employees and customers. Identified, analyzed and developed solutions for systemic problems related to the efficient management of a major military community with an annual budget in excess of \$20 million. Supervised 5 staff specialists.

**Computer skills and other Qualifications:**

Microsoft Office Suite	NASD Series 7	Series 65
Windows NT	Series 63	Series 31
MS Word	ACT Contact Management data base	Investment Management Consultant
MS Excel	MS PowerPoint	Internet savvy
Group one life & annuity insurance license		

**Education:**

Graduated Calallen Highschool 1969, BS in Political Science & History ED, Texas A & I University, Distinguished Military Graduate; Army Command and General Staff College (graduate level). Investment Management Consultant program UBS PaineWebber.



Texas

Work Address - State

Work Address - Zip Code

Work Phone

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

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## Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

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## Education, Professional and/or Community Activity (Present)

Ph.D. : Tourism Master : Landscape Architect(Encironmental Planning) Bachelor : landscape Architecture

Why are you interested in serving on a City board, commission or committee?

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## Registered Voter?

☐ Yes ☒ No

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## Current resident of the city?

☒ Yes ☐ No

10years

If yes, how many years?

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Upload a Resume

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Please upload any additional supporting documents

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## Demographics

### Ethnicity

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☒ Asian or Pacific Islander

### Gender

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☒ Female

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## Verification

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☒ I Agree

**Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.**

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☒ I Agree

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**Board-specific questions (if applicable)**

**Application for a City Board, Committee, or Commission**

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**Profile**

<u>                    </u>	<u>Christi</u>	<u>                    </u>	<u>Ortiz</u>	<u>                    </u>
Prefix	First Name	Middle Initial	Last Name	Suffix
<u>[REDACTED]</u>				
Email Address				

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**Which Boards would you like to apply for?**

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COMMISSION ON CHILDREN &amp; YOUTH: Submitted

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

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<u>[REDACTED]</u>	<u>[REDACTED]</u>
Street Address	Suite or Apt
<u>[REDACTED]</u>	State
City	Postal Code

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**What district do you live in? \***

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☒ District 5

<u>[REDACTED]</u>	<u>[REDACTED]</u>
Primary Phone	Alternate Phone

Texas A&M University Corpus Christi

Employer

Registered Nurse

Job Title

6300 Ocean Unit 5715

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78412

Work Address - Zip Code

361-825-3701

Work Phone

christi.ortiz@tamucc.edu

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

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## Interests & Experiences

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

I do not currently serve on any other City board.

## Education, Professional and/or Community Activity (Present)

Currently pursuing Master's of Nursing Science Degree- Family Nurse Practitioner. Have obtained Associate's degree in Nursing from Del Mar College 2006, Bachelor's degree in Psychology from Texas A&M Corpus Christi 2003, and Associate's degree in Biology from Cisco college 2001. Currently a parent volunteer for Girl Scouts of Greater South Texas Troop 96037.

## Why are you interested in serving on a City board, commission or committee?

Corpus Christi is a wonderful place to live. As a mother of two young children, I would be honored to act as a source of information and referrals concerning the children and youth of our community. The City of Corpus Christi has many good programs for children. I would like to the opportunity to help support and shape those programs, as well as assisting to pioneer new programs in the future. I believe that the children are our future, and that our community as a whole has a responsibility to help guide them in the right direction.

## Registered Voter?

☒ Yes ☐ No

## Current resident of the city?

☒ Yes ☐ No

16

If yes, how many years?

[Christi\\_resume.docx](#)

Upload a Resume

Please upload any additional supporting documents

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## Demographics

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female

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## Verification

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**Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.**

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☒ I Agree

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### **Board-specific questions (if applicable)**

Question applies to COMMISSION ON CHILDREN & YOUTH

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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- ☒ Health and Human Services
- ☒ Youth and Family Services

# Christi Ortiz

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## Education

Texas A&M University-Corpus Christi

Currently pursuing MSN degree

Fall of 2016 to present

Del Mar College

Associate Degree Nursing

Graduated December 2006

Texas A&M University-Corpus Christi

Bachelor of Arts Degree-Psychology

Graduated August 2003

Cisco Junior College

Associate Degree-Biology

Graduated May 2001

Also attended Angelo State University

Fall 2000 to Summer 2001

## Professional Licensures and Certifications

Registered Nurse, licensed through Texas Board of Nursing

License valid through March 2019

Basic Life Support

Certification valid through March 2019

Vision screener in the State of Texas

Certification valid through December 2020

Registered to use audiometric equipment in the State of Texas

Certification valid through December 2020

## Experience

August 2014 to Present

Staff RN | Texas A&M University-Corpus Christi | University Health Center

Registered nurse serving a diverse student population of over 11,000 students with the goal of keeping them well so they may attend classes and complete their education. Responsible for assessment, triage, treatment by protocol, venipuncture, and immunizations. Provide health education through outreach events on the University campus. Responsible for promotion and distribution for online college health magazine Student Health 101.

October 2007 to August 2014

Registered Nurse | Christus Spohn Shoreline | Endoscopy Unit

Administered moderate sedation and monitored patients during endoscopic procedures. Assisted physicians with biopsies, polypectomies, and hemostasis. Chairperson for the Unit Based Council.

December 2006 to October 2007

Registered Nurse Christus Spohn South Surgical Telemetry Unit

Utilized strong assessment skills to determine necessary patient care. Actively involved in Unit Based Council. Utilized the nursing process to care for post-surgical patients.

## Awards & Acknowledgements

Awarded Dorothy Yeater Scholarship from TAMUCC

## Professional membership

Member of American College Health Association

**Application for a City Board, Committee, or Commission**

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**Profile**

<u>                    </u>	<u>Deborah</u>	<u>                    </u>	<u>Sherrill</u>	<u>                    </u>
Prefix	First Name	Middle Initial	Last Name	Suffix
<u>[REDACTED]</u>				
Email Address				

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**Which Boards would you like to apply for?**

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COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

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<u>[REDACTED]</u>	<u>[REDACTED]</u>
Street Address	Suite or Apt
<u>[REDACTED]</u>	State
City	Postal Code

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**What district do you live in? \***

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☒ District 2

<u>[REDACTED]</u>	<u>[REDACTED]</u>
Primary Phone	Alternate Phone
<u>CC Housing Authority</u>	<u>Sr. V.P. Housing/Community Dev.</u>
Employer	Job Title

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3701 Ayers  
Work Address - Street Address and Suite NumberCorpus Christi  
Work Address - CityTexas  
Work Address - State78415  
Work Address - Zip Code

361-889-3393

Work Phone

deborah.sherrill@hacc.org

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

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## Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

## Education, Professional and/or Community Activity (Present)

Please see resume.

Why are you interested in serving on a City board, commission or committee?

## Registered Voter?

☒ Yes ☐ No

## Current resident of the city?

☒ Yes ☐ No

46

If yes, how many years?

[Resume-ds-9-16-14.doc](#)

Upload a Resume

Please upload any additional supporting documents

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## Demographics

### Ethnicity

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☒ Hispanic

### Gender

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☒ Female

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## Verification

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☒ I Agree

**Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.**

☒ I Agree

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**Board-specific questions (if applicable)**

# Deborah Sherrill

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## **OBJECTIVE**

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To join a professional team that can utilize the acquired skills and experience that I have obtained through the years and provide an opportunity for personal growth.

## **EDUCATION**

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High school Diploma-1986  
Texas A&M Corpus Christi, Bachelor of Science-2003

## **ACCOMPLISHMENTS**

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2007-2009 Served as Vice President of Community Revitalization and Development for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)

2009-2011 Served as a Board of Director for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)

2011-2013 Served as a Board of Director for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)

2013-2015 Served as Vice President of Community Revitalization and Development for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)

December 2008 Rehabilitation of a Tax Credit development completed, Hampton Port Apartments, 110 units

May 2008 New Construction Tax Credit development completed, Sea Breeze Senior Apartments, 200 units

November 2011 New Construction Tax Credit development completed, Corban Townhomes, 128 units

August 2014 Community Development Block Grant -New Construction of a Playground at La Armada II

October 2014 Community Development Block Grant-Construction of concrete drive at Navarro Place

## **WORK EXPERIENCE**

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06/25/05 to Present Corpus Christi Housing Authority, Texas  
Sr. Vice President Housing/Community Development

- ❖ Prepare inter departmental correspondence and regulatory reports and letters.
- ❖ Prepare Procurement Items as needed i.e. Request for Qualifications, Request for Quotes, and Invitation for Bids.
- ❖ Process purchase orders, travel requests, payroll, membership dues, invoices, and electronic filing for interdepartmental correspondence.
- ❖ Analyze the financial and feasibility of complex housing development proposals to develop affordable and mixed income housing.
- ❖ Prepare and analyze financial proformas, including tax credits, tax-exempt bonds, and public and private funds.
- ❖ Negotiate development transactions with developers that involve Agency agreements including land acquisition, loan grant agreements and other legal documents.
- ❖ Interact with legal staff and outside legal counsel to generate development agreements, ground lease, loan agreements, regulator agreements and other legal related documents.
- ❖ Work in partnership with the Construction Department/Team to determine project budgets, construction schedule/timeline, and schedule monthly payment draws. Procure and select architect, and general contractor. Execute and reviews contracts, construction draws, inspection reports, and monitor construction activities.
- ❖ Process general contractor/subcontractors payment applications. Keep files up to date with performance and payment bonds, insurance requirements, and weekly payrolls.
- ❖ Engage third party reports for each project as needed. Provide customer service to internal and external customers.
- ❖ Engage Bahia Properties Inc. to develop management plans and agreements, occupancy standards, and asset management activities.
- ❖ Prepares, compiles reports and technical correspondence or support data which frequently requires information from more than one source and is responsible for systematically obtaining, compiling, analyzing, and interpreting acquired information.
- ❖ Respond to financial, operational, and technical questions on an ongoing basis throughout the application cycle as well as the compliance period.
- ❖ Establishes and supervises the maintenance of a variety of standard and computer files, and files for each project. Maintains confidential data and information.
- ❖ Ensure compliance with Federal, State, and Local regulations.

## **WORK EXPERIENCE (CONTINUED)**

### **01/10/04 to 06/24/05 Corpus Christi Housing Authority, Texas Capital Fund and Creative Finance Coordinator**

- ❖ All job duties of the Capital Fund Coordinator.
- ❖ Project financing, project leveraging, acquisition of real properties and the development process of single and multi-family housing.
- ❖ Project Coordinator for Tax Credit Elderly development.
- ❖ Project Coordinator for Federal Home Loan Bank Grant Application and City of Corpus Christi "HOME" Grant.
- ❖ Analyze the financial and feasibility of complex housing development proposals to develop affordable and mixed income housing.
- ❖ Prepare and analyze financial proformas, including tax credits, tax-exempt bonds, and public and private funds.
- ❖ Negotiate development transactions with developers that involve Agency agreements including land acquisition, loan grant agreements and other legal documents.

**09/01 to 01/04 Corpus Christi Housing Authority, Texas  
Capital Fund Coordinator**

- ❖ Made arrangements for regular and specials meeting for the Construction Department, Capital Fund Division.
- ❖ Receives correspondence and reports submitted to the Director of Construction.
- ❖ Establish and maintain a variety of standard and computer files for letter, memorandums, reports, and other documentation.
- ❖ Review progress payment request for Section 3 Compliance, Davis-Bacon Prevailing Wage Determination, and evaluates over all project contract compliance.
- ❖ Prepares advertisements for invitations for bid, assists in bid opening, prepares contracts to complete required documentation with successful low bidder.
- ❖ Update Performance and Evaluation Report monthly. Provide month end grant totals to accounting, total expenditures and total obligations.
- ❖ Maintain a continuous voucher register of total expenditures for each capital fund grant.
- ❖ Prepare all HUD and PHAS required reports.

**WORK EXPERIENCE (CONTINUED)**

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**09/00 to 09/01 The Housing Authority of the City of Corpus Christi, TX  
Accounting Technician**

- ❖ Prepare bi-weekly payroll for 95 employees.
- ❖ Prepare quarterly payroll taxes, W-2's and 941's.
- ❖ Maintain vacation and sick leave records.
- ❖ Reconcile various accounts; i.e. retirement, child support, and health and life insurance.
- ❖ Management of salary allocations for fiscal year budget.
- ❖ Maintain strong communications with all managers, directors, and executive office.

**10/99 to 09/00 C.C.I.S.D., Mary Carroll High School, TX  
Media Specialist**

- ❖ Assist students with research; check in/out library books, TV's, VCR's, and tape recorders.
- ❖ Collect late fees, shelve books, and provide assistance as needed.

**09/98 to 07/99 Association of Texas Professional Educators (ATPE), TX  
Accounting Assistant**

- ❖ Process batch shortages and overages. Prepare invoices for general purposes.
- ❖ Prepare and process ISD, local, member, membership application batch and GL payments for deposit.
- ❖ Maintain manual posting ledger, control reports, and advertising accounts.
- ❖ Maintain return checks, write journal entries, and reply to all correspondence.
- ❖ Maintain ledger of deposit accounts with the post office.
- ❖ Maintain files, file indexes, and filing systems.
- ❖ Reconcile local and member accounts at month end.
- ❖ Prepare monthly Texas Sales & Use & MTA Tax Report.

❖ Back up personnel and payroll.

**References available upon request.**

Application for a City Board, Committee, or Commission

Profile

	Odelia		Soto	
Prefix	First Name	Middle Initial	Last Name	Suffix
Email Address				

Which Boards would you like to apply for?

COMMISSION ON CHILDREN & YOUTH: Submitted  
COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

Street Address		Suite or Apt
		State
City		Postal Code

What district do you live in? \*

☒ District 1

Primary Phone	Alternate Phone
Corpus Christi Independent School District	Teachers Assistant
Employer	Job Title

301 Leopard

Work Address - Street Address and Suite Number

Irons Christi

Work Address - City

Texas

Work Address - State

78405

Work Address - Zip Code

3615103114

Work Phone

Odelia.Soto@ccisd.us

Work E-mail address

## Preferred Mailing Address

☒ Work Address

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## Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

## Education, Professional and/or Community Activity (Present)

Yes

Why are you interested in serving on a City board, commission or committee?

## Registered Voter?

☒ Yes ☐ No

## Current resident of the city?

☒ Yes ☐ No

20 years

If yes, how many years?

Upload a Resume

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Please upload any additional supporting documents

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## Demographics

### Ethnicity

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☒ Hispanic

### Gender

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☒ Female

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## Verification

**City Code Requirement - As a board, commission, or committee member, you will be asked to adhere to: City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served. Also, City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.**

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☒ I Agree

**Consent for Release of Information - I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.**

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☒ I Agree

**Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.**

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☒ I Agree

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### **Board-specific questions (if applicable)**

Question applies to COMMISSION ON CHILDREN & YOUTH

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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☒ Education