

# VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION

MEETING MINUTES  
Regular VCSDC Meeting  
JANUARY 6, 2026

**1. Call to Order, Roll Call, Invocation, Pledge of Allegiance and Pledge to Texas Flag:**

Chair, Joe Russell, called the meeting to order at 06:01 PM. Russell gave the Invocation, and Drambareanu led the Pledge of Allegiance and Pledge to the Texas Flag.

Boardmembers present: Joe Russell, Jeannie Prazak, Raymond Jackman, Katie Drambareanu, Michelle Crane and Dr. Elisabeth Livingstone arrived 6:07pm..  
Staff present: Callie Green, Melissa Westen, Scott Williams and Oscar Ortiz.

**2. Citizen Public Comment Period:**

No public speakers.

**3. Consent Agenda:**

3.1. Approval of meeting minutes for Regular called meeting on December 2, 2025.

I make a motion to approve the consent agenda.

Moved by: Jeannie Prazak

Seconded by: Raymond Jackman

**For: Unanimous. Motion carried Yes 5, No 0, Abstained 0.**

**4. Discussion and Consideration Items:**

4.1. Discuss and consider the appointment of a Vice Chair to the Venus Community Service Development Corporation.

Jeannie Prazak made a nomination for Katie Drambareanu.

Raymon Jackman made a nomination for himself.

I make a motion to nominate Katie as Vice Chair.

Moved by: Jeannie Prazak

Seconded by: Katie Drambareanu

**For: Jeannie Prazak, Katie Drambreanu and Joe Russell**

**Against: Michelle Crane and Raymong Jackman**

**Motion carried Yes 3, No 2, Abstained 0.**

4.2. Future agenda items:

J. Prazak - VCSDC meeting times changed from 6:00 pm to 6:30 pm.

**5. Executive Session:**

IN ACCORDANCE WITH TEXAS GOVERNMENT CODE, SECTION 551.001, ET SEQ. THE VENUS COMMUNITY SERVICE DEVELOPMENT CORPORATION WILL RECESS INTO EXECUTIVE SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING: Section 551.074 (a)(1)- Personnel Matters.

5.1. Discussion regarding the employment, evaluation, reassignment, duties, discipline, resignation, or dismissal of a city officer or employee, unless such officer or employee requests a public hearing to wit: Interview for EDC Director.

The Chair recessed into Executive Session at 6:07 pm.

The Chair reconvened into Open Session at 7:13 pm.

5.2. Any action to be taken on Executive Session

I make a motion to hire Oscar Ortiz as the Economic Development Director with a salary not to exceed \$20,000 with Council approval.


Moved by: Katie Drambareanu

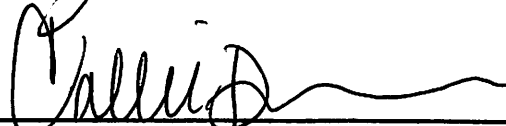
Seconded by: Jeannie Prazak

**For: Unanimous. Motion carried Yes 6, No 0, Abstained 0.**

**6. Adjournment:**

Chair, Joe Russell, adjourned the meeting at 07:14 PM.

  
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Chair

  
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Attest: