



## Board of Directors Meeting Agenda January 21, 2025

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The January 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, January 21, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from December 3, 2024 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
  - 1. November & December 2024 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. November & December 2024 Human Resources | Page\_\_\_\_

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the November 2024 Finance Reports, per **Organizational Standard 8.7: Fernando Escobedo, Jr., Board Treasurer** | Page\_\_\_\_

**VI. New Business**

- A. Questions & Answers Session for Potential Public Sector Representative Ashlee Nicole Silvas. If the Board of Directors Approves the Nomination, Ms. Silvas will Serve as the Public Sector Board Representative for the Office of Texas State Representative Mary E. Gonzalez. Swearing-in Ceremony will Follow, per Organizational Standard 5.1: *Laura Ponce, Executive Director* | Page\_\_\_\_
- B. Accept Edmundo Rodriguez to the Board of Directors as the Newly Elected Low-Income Representative for District II Lower Valley & Far Eastside. Swearing in ceremony for new board member will follow: *Laura Ponce, Executive Director* | Page\_\_\_\_
- C. Accept Lindsey Trujillo to the Board of Directors as the Newly Elected Low-Income Representative for District III Central & Eastside. Swearing in ceremony for new board member will follow: *Laura Ponce, Executive Director* | Page\_\_\_\_
- D. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2025: *Laura Ponce, Executive Director* | Page\_\_\_\_
- E. Request Volunteers from the Board to serve as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc.: *Laura Ponce, Executive Director*
- F. Reaffirm Laura Ponce, Executive Director and Approve the Addition of Ema Marciscano, Community Services Manager, and Mike Martinez, Weatherization & Maintenance Manager, as Signatories to the First American Bank Account and J.P. Morgan Chase Bank Account with Authority to Sign Checks: *Laura Ponce, Executive Director*
- G. Approve the Stated Board Members as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc.: *Laura Ponce, Executive Director*
- H. Remove Sylvia Carron as Signatory to the First American Bank Account and J.P. Morgan Chase Bank Account and Authority to Sign Checks: *Laura Ponce, Executive Director*
- I. Presentation of the 2025 Meeting Calendar: *Laura Ponce, Executive Director* | Page\_\_\_\_

**VII. Old Business**

- A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4: Laura Ponce, Executive Director** | Page\_\_\_\_



**VIII. Adjourn to Executive Session:** *Alberto Mesta, Board Chair*

This meeting is to be closed to review and discuss personnel matters under Tex. Gov't Code 551.074 and/or to deliberate the purchase, exchange, lease, or value of real property under Tex. Gov't Code 551.072. Should any final action, decision, or vote be required in the opinion of the Board of Directors with regard to any matter considered in such a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.

**IX. Community Updates:** *Board Members*

**X. Confirm Next Meeting Date/Time:** Tuesday, February 21, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda February 3, 2025

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The February 2025 Special Meeting of the Board of Directors of Project BRAVO will be held Monday, February 3, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the "Resources"/"Board of Directors" tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

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- I. Call to Order**
- II. Certification of Quorum**
- III. Public Comment**
- IV. Consent Agenda:** *Alberto Mesta, Board Chair*
  - A. None.
- V. Committee Reports**
  - A. None.
- VI. New Business**
  - A. Update on the Real Property purchase: *Laura Ponce, Executive Director*
  - B. Discussion on the financial impacts of Federal grants to Project BRAVO and potential directives to be given to the Executive Director regarding Federal grants, including potential implications to Personnel Matters: *Laura Ponce, Executive Director*
- VII. Old Business**
  - A. None.



**VIII. Adjourn to Executive Session:** *Alberto Mesta, Board Chair*

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**IX. Community Updates:** *Board Members*

**X. Confirm Next Meeting Date/Time:** Tuesday, February 21, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda February 25, 2025

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The February 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, February 25, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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- I. **Call to Order**
- II. **Certification of Quorum**
- III. **Public Comment**
- IV. **Consent Agenda:** *Alberto Mesta, Board Chair*
  - A. Review and approve the meeting minutes from January 21, 2025 and February 3, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
  - B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
    - 1. January 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
    - 2. January 2025 Human Resources | Page\_\_\_\_
- V. **Committee Reports**
  - A. **Executive Committee:** *Laura Ponce, Executive Director*  
Review the following reports:
    - 1. Contract Activity Report | Page\_\_\_\_
    - 2. Program Monitoring Report | Page\_\_\_\_
    - 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
    - 4. Organizational Standards Report | Page\_\_\_\_
    - 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the December 2024 and January 2025 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Review and Approve the 2025 Project BRAVO Operating Budget per **Organizational Standard 8.9**: *Laura Ponce, Executive Director* | Attachment
- B. Review and approve the Project BRAVO Mission and Vision Statements, per **Organizational Standard 4.1**: *Laura Ponce, Executive Director* | Page\_\_\_\_
- C. Review and Approve Revisions to the "El Paso Community Action Program Project BRAVO Employee Handbook," per **Organizational Standards 7.1, 7.6 & 7.7**: *Laura Ponce, Executive Director* | Page\_\_\_\_
- D. Discuss and Take Action Regarding the Potential Purchase of Commercial Property Located at 4834 Montana Ave., El Paso, TX 79903
- E. Call for a Volunteer to Serve as the Fifth Member of the Executive Committee: *Laura Ponce, Executive Director*
- F. Call for a Volunteer to Serve as the Third Member of the Finance Committee: *Laura Ponce, Executive Director*

**VII. Old Business**

- A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director* | Page\_\_\_\_

**VIII. Adjourn to Executive Session: *Alberto Mesta, Board Chair***

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**IX. Community Updates: *Board Members***

- X. Confirm Next Meeting Date/Time:** Tuesday, March 25, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda March 27, 2025

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The March 2025 Meeting of the Board of Directors of Project BRAVO will be held Thursday, March 27, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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- I. **Call to Order**
- II. **Certification of Quorum**
- III. **Public Comment**
- IV. **Consent Agenda:** *Alberto Mesta, Board Chair*
  - A. Review and approve the meeting minutes from February 25, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
  - B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
    - 1. February 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
    - 2. February 2025 Human Resources | Page\_\_\_\_
- V. **Committee Reports**
  - A. **Executive Committee:** *Laura Ponce, Executive Director*  
Review the following reports:
    - 1. Contract Activity Report | Page\_\_\_\_
    - 2. Program Monitoring Report | Page\_\_\_\_
    - 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
    - 4. Organizational Standards Report | Page\_\_\_\_
    - 5. Executive Director Report





**B. Finance Committee**

1. Review and Approve the February 2025 Finance Reports, per **Organizational Standard 8.7:** *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Review and Approve the 2025 Project BRAVO Operating Budget per **Organizational Standard 8.9:** *Laura Ponce, Executive Director* | Attachment
- B. Update on 2024 Fiscal Audit and Form 990: *Laura Ponce, Executive Director*
- C. Review and Approve Resolution for Acceptance of the 2025 CSBG Contract: *Laura Ponce, Executive Director* | Page\_\_\_\_
- D. Accept the Removal of Louis Castillo, Low-income Representative for the Northeast: *Alberto Mesta, Board Chair*
- E. Call for Volunteers to Serve on the Low-Income Representative Election Committee for District IV Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws: *Laura Ponce, Executive Director*

**VII. Old Business**

- A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4:** *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session:** *Alberto Mesta, Board Chair*

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**IX. Community Updates:** *Board Members*

**X. Confirm Next Meeting Date/Time:** Tuesday, April 22, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda May 20, 2025

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The May 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, May 20, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from March 27, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
  - 1. March & April 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. March & April 2025 Human Resources | Page\_\_\_\_
  - 3. Client Satisfaction Survey Results for January to March 2025 per **Organizational Standard 1.3**

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the March & April 2025 Finance Reports, per **Organizational Standard 8.7:**  
*Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Accept the Resignation of Lindsey Trujillo, Low-income Representative for the Lower Valley & Far Eastside:  
*Alberto Mesta, Board Chair* | Page\_\_\_\_
- B. Call for Volunteers to Serve on the Low-Income Representative Election Committee for District III Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws: *Laura Ponce, Executive Director*
- C. Call for a Volunteer to Serve as the Fifth Member of the Executive Committee: *Laura Ponce, Executive Director*
- D. Discussion Regarding Board Terms and Vacancies Anticipated for January of 2026: *Laura Ponce, Executive Director*
- E. Discuss and take possible action regarding lawsuit styled, *Sandra Trejo v. Project BRAVO*, In the 243<sup>rd</sup> Judicial District Court, Cause Number 2023DCV0501: *Rosemary Marin, Attorney, ScottHulse PC*

**VII. Old Business**

- A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4:** *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session:** *Alberto Mesta, Board Chair*

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**IX. Community Updates:** *Board Members*

**X. Confirm Next Meeting Date/Time:** Tuesday, June 24, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda June 24, 2025

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The June 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, June 24, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from May 20, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
  - 1. May 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. May 2025 Human Resources | Page\_\_\_\_

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the May 2025 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Accept Proposed Changes to "Appendix ,I Bylaws El Paso Community Action Program Project BRAVO, District Description": *Laura Ponce, Executive Director* | Page\_\_\_\_

**VII. Old Business**

- A. Update on Progress of the Low-Income Representative Elections for District III and District IV: *Laura Ponce, Executive Director* | Page\_\_\_\_
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session: Alberto Mesta, Board Chair**

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**IX. Community Updates: Board Members**

**X. Confirm Next Meeting Date/Time: Tuesday, July 29, 2025, at 5:30 PM**

**XI. Adjournment**



## Board of Directors Meeting Agenda July 29, 2025

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The July 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, July 29, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from June 24, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9 & 6.5**
  - 1. June 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. June 2025 Human Resources | Page\_\_\_\_
  - 3. April - June 2025 Customer Satisfaction Report | Page \_\_\_\_

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the June 2025 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Presentation of the “El Paso Community Action Program Project BRAVO, Inc.: Financial Statements and Supplementary Information for the Year Ended December 31, 2024 and Independent Auditor’s Report”, per **Organizational Standards 8.1, 8.3, & 8.4**: *Michelle Duncan, CPA, MBA, Manager, Strickler & Prieto, LLP* | Attachment
- B. Accept Raymundo Calzadias to the Board of Directors as the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside. Swearing in ceremony for new board member will follow: *Laura Ponce, Executive Director* | Page\_\_\_\_
- C. Accept Anna Hey to the Board of Directors as the Newly Elected Low-Income Representative for District IV Northeast. Swearing in ceremony for new board member will follow: *Laura Ponce, Executive Director* | Page\_\_\_\_
- D. Review and Accept the \$400,000 Line of Credit Agreement with First American Bank: *Laura Ponce, Executive Director* | Page \_\_\_\_\_
- E. Accept Proposed Changes to “El Paso Community Action Program Project BRAVO Board of Directors Bylaws”: *Laura Ponce, Executive Director* | Page\_\_\_\_

**VII. Old Business**

- A. Update on the Filing of the 2024 Form 990, per **Organizational Standard 8.6**: *Laura Ponce, Executive Director*
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session: Alberto Mesta, Board Chair**

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**IX. Community Updates: Board Members**

- X. **Confirm Next Meeting Date/Time:** Tuesday, August 19, 2025, at 5:30 PM

**XI. Adjournment<sup>9</sup>**



## Board of Directors Meeting Agenda August 19, 2025

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The August 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, August 19, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

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All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

- I. **Call to Order**
- II. **Certification of Quorum**
- III. **Public Comment**
- IV. **Consent Agenda:** *Alberto Mesta, Board Chair*
  - A. Review and approve the meeting minutes from July 29, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
  - B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9 & 6.5**
    - 1. July 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
    - 2. July 2025 Human Resources | Page\_\_\_\_
- V. **Committee Reports**
  - A. **Executive Committee:** *Laura Ponce, Executive Director*  
Review the following reports:
    - 1. Contract Activity Report | Page\_\_\_\_
    - 2. Program Monitoring Report | Page\_\_\_\_
    - 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
    - 4. Organizational Standards Report | Page\_\_\_\_
    - 5. Executive Director Report





**B. Finance Committee**

1. Review and Approve the July 2025 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Accept Raymundo Calzadias to the Board of Directors as the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside. Swearing in ceremony for new board member will follow: *Laura Ponce, Executive Director* | Page\_\_\_\_
- B. Accept Proclamation for Extending Term Limits for Members of the Private Sector per El Paso Community Action Program Project BRAVO, Inc. Bylaws: *Laura Ponce, Executive Director* | Page\_\_\_\_
- C. Review and Approve the “Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, Program Year 2026”: *Laura Ponce, Executive Director* | Page\_\_\_\_\_
- D. Review and Approve the Community Services Block Grant Community Action Plan (CAP), Program Year 2026 per **Organizational Standards 2.1, 2.2, 4.2, 4.3 & 4.4**: *Laura Ponce, Executive Director* | Attachment
- E. Present the Project BRAVO 2024 Annual Report, per **Organizational Standard 2.3**: *Laura Ponce, Executive Director* | Page\_\_\_\_\_
- F. Discuss and accept the Salary Review of the Project BRAVO Executive Director per **Organizational Standard 7.5**: *Laura Ponce, Executive Director*

**VII. Old Business**

- A. Update on the Filing of the 2024 Form 990, per **Organizational Standard 8.6**: *Laura Ponce, Executive Director*
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session: Alberto Mesta, Board Chair**

This meeting is to be closed to review and discuss personnel matters under Tex. Gov’t Code 551.074 and/or to deliberate the purchase, exchange, lease, or value of real property under Tex. Gov’t Code 551.072. Should any final action, decision, or vote be required in the opinion of the Board of Directors with regard to any matter considered in such a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.

**IX. Community Updates: Board Members**

- X. **Confirm Next Meeting Date/Time:** Tuesday, September 23, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda September 23, 2025

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The September 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, September 23, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from August 19, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9 & 6.5**
  - 1. August 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. August 2025 Human Resources | Page\_\_\_\_

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the July 2025 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_\_

**VI. New Business**

- A. Discuss and Make Recommendations Regarding the Pending Vacancies for Two Private Sector Board Seats: *Laura Ponce, Executive Director*
- B. Report Presentation on Organization-wide, Comprehensive Risk Assessment, per **Organizational Standard 4.6**, *Laura Ponce, Executive Director* | Page\_\_\_\_\_
- C. Update Regarding the Agreement with SOURCE Global, PBC and the AguaEsperanza Project: *Laura Ponce, Executive Director*
- D. Review and Approve Resolution Requesting an Extension for the 2024 CSBG Contract: *Laura Ponce, Executive Director* | Page\_\_\_\_\_

**VII. Old Business**

- A. Update on the 60th Anniversary Celebration for Project BRAVO: *Laura Ponce, Executive Director*
- B. Update on the Filing of the 2024 Form 990, per **Organizational Standard 8.6**: *Laura Ponce, Executive Director*
- C. Discuss and Approve the the 2024 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session: *Alberto Mesta, Board Chair***

This meeting is to be closed to review and discuss personnel matters under Tex. Gov't Code 551.074 and/or to deliberate the purchase, exchange, lease, or value of real property under Tex. Gov't Code 551.072. Should any final action, decision, or vote be required in the opinion of the Board of Directors with regard to any matter considered in such a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.

**IX. Community Updates: *Board Members***

- X. **Confirm Next Meeting Date/Time:** Tuesday, October 28, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda October 28, 2025

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The October 2025 Meeting of the Board of Directors of Project BRAVO will be held Tuesday, October 28, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

### I. Call to Order

### II. Certification of Quorum

### III. Public Comment

### IV. Consent Agenda: *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from September 23, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
  - 1. September 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. September 2025 Human Resources | Page\_\_\_\_

### V. Committee Reports

#### A. Executive Committee: *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the August and September 2025 Finance Reports, per **Organizational Standard 8.7**:  
*Fernando Escobedo, Jr., Board Treasurer* | Page \_\_\_\_

**VI. New Business**

- A. Review and Approve the Fiscal Year 2024 Form 990, per **Organizational Standard 8.6**: Laura Ponce, Executive Director | Page \_\_\_\_
- B. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents: Laura Ponce, Executive Director | Page \_\_\_\_, Plan Documents Attached Separately
- C. Review and Approve the Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits: Laura Ponce, Executive Director | Page \_\_\_\_, Plan Documents Attached Separately
- D. Discuss the Impact of the Government Shutdown and Reduction in Force on Federal Grants Administered by Project BRAVO: Laura Ponce, Executive Director | Page \_\_\_\_

**VII. Old Business**

- A. Update on the 60th Anniversary Celebration for Project BRAVO: *Laura Ponce, Executive Director*

**VIII. Adjourn to Executive Session: Alberto Mesta, Board Chair**

This meeting is to be closed to review and discuss personnel matters under Tex. Gov't Code 551.074 and/or to deliberate the purchase, exchange, lease, or value of real property under Tex. Gov't Code 551.072. Should any final action, decision, or vote be required in the opinion of the Board of Directors with regard to any matter considered in such a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.

**IX. Community Updates: Board Members**

- X. Confirm Next Meeting Date/Time:** Tuesday, December 2, 2025, at 5:30 PM

**XI. Adjournment**



## Board of Directors Meeting Agenda December 2, 2025

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The 2025 Annual Meeting of the Board of Directors of Project BRAVO will be held Tuesday, December 2, 2025, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://www.projectbravo.org) under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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**I. Call to Order**

**II. Certification of Quorum**

**III. Public Comment**

**IV. Consent Agenda:** *Alberto Mesta, Board Chair*

- A. Review and approve the meeting minutes from October 28, 2025 per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
  - 1. October 2025 Community Services, Weatherization & HVAC, and Housing Services | Page\_\_\_\_
  - 2. October 2025 Human Resources | Page\_\_\_\_

**V. Committee Reports**

**A. Executive Committee:** *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page\_\_\_\_
- 2. Program Monitoring Report | Page\_\_\_\_
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page\_\_\_\_
- 4. Organizational Standards Report | Page\_\_\_\_
- 5. Executive Director Report



**B. Finance Committee**

1. Review and Approve the August and September 2025 Finance Reports, per **Organizational Standard 8.7:**  
*Fernando Escobedo, Jr., Board Treasurer* | Page\_\_\_\_

**VI. New Business**

- A. Presentation of the Nominating Committee 2026 Slate of Officers for the positions of Chair, Vice Chair, Secretary, and Treasurer for the Board of Directors of Project BRAVO. Nominations from the floor for additions to the ballot: *Alberto Mesta, Board Chair*
- B. Officer elections, counting of the ballots, review of election results, and approval of election results for 2025 officers for the Project BRAVO Board of Directors: *Laura Ponce, Executive Director*
- C. Service Award Presentation to Loren Cartagena, outgoing Private Sector Representative and Fernando Escobedo, outgoing Private Sector Representative and Treasurer: *Laura Ponce, Executive Director*
- D. Accept Proclamation for Extending Term Limit for Luis Perez, Low Income Representative per El Paso Community Action Program Project BRAVO, Inc. Bylaws: *Laura Ponce, Executive Director* | Page\_\_\_\_

**VII. Old Business**

- A. None.

**VIII. Adjourn to Executive Session: *Alberto Mesta, Board Chair***

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**IX. Community Updates: *Board Members***

- X. **Confirm Next Meeting Date/Time:** Tuesday, January 20, at 5:30 PM

**XI. Adjournment**