



Board of Directors Meeting Agenda February 27, 2024

The **February 2024** Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, February 27, 2024, 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 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agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.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: *Luis Carlos Perez, Board Chair*

- A. Review and approve the meeting minutes from January 29, 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. January 2024 Community Services, Weatherization & HVAC, and Housing Services | Page___
 - 2. January 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 January 2024 and December 2023 Finance Reports, per **Organizational Standard 8.7: Fernando Escobedo, Jr.** | Page ____

VI. New Business

- A. Review and Approve Resolution for Acceptance of the 2024 CSBG Contract: *Laura Ponce, Executive Director* | Page ____
- B. Approve Vendor for Community Assessment & Strategic Plan Consultative Services and Authorize the Executive Director to Negotiate the Final Contract: *Laura Ponce, Executive Director* | Page ____
- C. Review and Approve the 2024 Project BRAVO Operating Budget per **Organizational Standard 8.9: Laura Ponce, Executive Director** | Attachment
- D. Review and Approve Amendment to 403(b) Plan Document: *Laura Ponce, Executive Director* | Page ____

VII. Old Business

- A. Review and Approve the Amended 2022 Form 990 for Project BRAVO per **Organizational Standard 8.6: Laura Ponce, Executive Director** | Attachment
- B. Update on the Line of Credit Extension with First American Bank: *Laura Ponce, Executive Director* | Page ____
- C. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4: Laura Ponce, Executive Director**

VIII. Adjourn to Executive Session: Luis Carlos Perez, Board Chair

This meeting is to be closed to review and discuss personnel matters under Tex. Gov't Code 551.074. 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, March 26, 2024, at 5:30 PM

XI. Adjournment