



Board of Directors Board Meeting Minutes

Tuesday, January 26 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Vacant		Fred Perea	P

P=Present, A=Absent. PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, EHPA Manager

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

Cassandra Urrutia, Office of Senator Blanco

Margie Salcido

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:31 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Sylvia Carreon to approve the December 1, 2020, Board Minutes. The motion was seconded by Judge Serna. The motion passed unanimously.

- B. A motion was made by Sylvia Carreon to approve the Consent Agenda which consisted of the following: November & December 2020 Community Services Report, November & December 2020 Weatherization Program Report, November & December 2020 Housing Services Report, the November & December 2020 Human Resource Report, and the December 2020 Strategic Plan Report pending a change to the dates listed on the 2020 Human Resource Report. The motion was seconded by Judge Serna. The motion passed unanimously.**

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce informed the board of updates to the application process that addresses the high volume of applicants for services. There will be application periods to allow employees to better process pending incomplete applications before accepting new applications. Ms. Ponce updated the board on a reduction in funding from the City of El Paso for rental assistance. Ms. Ponce asked the Board for direction regarding an invitation from Texas Gas to partner with them on a program that would provide free energy efficient appliances to complement our weatherization and HVAC repair program. Texas Gas asked if Project BRAVO could participate in informational meetings with members of City Council. Ms. Ponce reassured them that Project BRAVO would only provide information on our services and not advocate for or against the program. Board members agreed to let Ms. Ponce move forward while addressing that the organization does not endorse the proposed program. **No action was taken.**
- B. Financial Committee: Review and accept the November & December 2020 Finance Reports:** Mr. Bosquez stated that November & December 2020 Financial Reports were reviewed in detail at the Finance Committee meeting and there were no findings. **A motion was made by Sylvia Carreon to approve the November & December 2020 Finance Reports. Alberto Mesta seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. A motion was made by Alberto Mesta to pull New Business Item A to the beginning of the meeting Laurencio Bosquez seconded the motion.**

Questions & Answers Session for Potential Public Sector Board Representative Senator César J. Blanco to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion. If Approved, Swearing-in Ceremony will Follow, per Organizational Standard 5.1: Ms. Ponce introduced Senator César Blanco to the Board. Senator Blanco stated the privilege it was to be invited to serve on the Board and expressed his intentions. **A motion was made by Sylvia Carreon to Approve Senator César J. Blanco to Serve on the Project BRAVO Board of Directors as a Public Sector Board Representative. Alberto Mesta Seconded the motion. The motion passed unanimously. Senator Cesar Blanco was sworn into the Project BRAVO Board of Directors.**

- B. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Article V - Selection Procedures, Section B. Representatives of the Low-Income:** Ms. Ponce presented the proposed changes to the bylaws in regards to Low Income Representative Elections. Previously, the board voted to delay elections to ensure health safety measures were taken during the pandemic. To ensure changes were made in a timely manner, the proposed changes allow for democratic elections using mail in ballots as well as the creation

of an Ad-hoc Low Income Representative Elections Committee to oversee the process rather than the Executive Committee. **A motion was made by Alberto Mesta to Approve the Project BRAVO Bylaws proposed change for Article V - Selection Procedures, Section B regarding the process for electing Low-Income Representatives. Sylvia Carreon seconded the motion. The motion passed unanimously.**

- C. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Appendix II: Guidelines for Electing Area Representatives to the Board of Directors of Project BRAVO, Inc.:** Ms. Ponce presented the proposed changes to the bylaws through Appendix II, which details the process to the democratic elections, including mail-in or drop off ballots, how individuals can become candidates, and how the votes will be counted. **A motion was made by Alberto Mesta to approve the Project BRAVO Bylaws proposed change for Appendix II regarding the process for electing Low-Income Representatives. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- D. Call for Volunteers to Serve on the Low-Income Representative Election Committee Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws:** Ms. Ponce called on board members to serve on the committee overlooking the Low-Income Representative Election. Loren Cartagena, Alberto Mesta, and Fernando Escobedo volunteered to serve on the Low Income Representative Election Committee. **No action was taken.**
- E. Approve Fernando Fernandez and Alberto Mesta as Members of the Finance Committee for 2021:** Ms. Ponce informed the board that Fernando and Alberto agreed to serve on the committee pending board consensu. **Consensus was reached to approve Fernando Fernandez and Alberto Mesta as Members of the Finance Committee for 2021.**
- F. Presentation of the 2021 Project BRAVO Board Meeting Calendar:** Ms. Ponce presented the calendar, and stated that all meetings can be held on the last Tuesday of every month with no interference of holidays. **No action was taken.**
- G. Resolution to Accept the 2021 CSBG Contract:** Ms. Ponce presented the item which requires an annual approval from the Board. **A motion was made by Sylvia Carreon to accept the 2021 CSBG Contract. Loren Cartagena seconded the motion. The motion passed unanimously.**
- H. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020:** Ms. Ponce presented the item to offer transparency for a common practice. **A motion was made by Laurencio Bosquez to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020. Fred Perea seconded the motion. The motion passed unanimously.**
- I. Presentation of the 2021 Budget Calendar per Organizational Standard 8.9:** Mr. Dominguez presented the board with a calendar that stated items and deadlines pertaining to the 2021 budget calendar. **No action was taken.**
- J. Review and Ratify the United Bank Line of Credit Draw for \$355,476.38 in December 2020:** Mr. Dominguez stated the reasoning behind a credit draw and the status of the transaction. **A motion was made by Sylvia Carreon to Ratify the United Bank Line of Credit Draw for \$355,476.38 in December 2020. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- K. Authorize the Executive Director to Contract a Consultant to Complete the 2021 Community Assessment for Project BRAVO, per Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Ms. Ponce stated the process and reasoning to contract a consultant for the Community Needs Assessment, and asked to be authorized to select a representative pending a thorough evaluation of the submissions by Crescendo, Achille Buchanan & Associates, and Villescascas Research. **A motion was made by Alberto Mesta to Authorize the Executive Director to Contract a Consultant to Complete the 2021 Community Assessment for Project BRAVO. Sylvia Carreon seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Discuss Process for the 2020 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Item was tabled until February Board Meeting to permit Gabriella Reed to update the board. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Mr. Perea mentioned Project Amistad receiving funds to provide utility assistance and asked if Ms. Ponce had any insight. Ms. Ponce clarified that these funds come from COVID funds made available by the city. There has been communication between organizations to refer clients that may not qualify because they live outside the city limits. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, February 23, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Alberto Mesta seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:40 PM.**



Board of Directors Board Meeting Minutes

Tuesday, February 23 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Mona Jacobs, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, COVID Relief Program Manager

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:40 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Fernando Escobedo to approve the Consent Agenda which consisted of the following: January 26, 2021 Board Minutes, January 2021 Community Services Report, January 2021 Weatherization Program Report, January 2021 Housing Services Report, January 2021 Human Resources Report, and the January 2021 Strategic Plan Report. The motion was seconded by Judge Nina Serna. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce issued a call to board members to join the Reimagine Conference hosted by the Paso Del Norte Community Foundation. Ms. Ponce informed the board of updates to the new Open Application Periods process. Ms. Ponce informed the board that 3,025 applications were received during the first period, which ran from January 4 through January 22. 314 incomplete applications were received during the first application period. The second application period opened on Monday, February 15, 2021. To date, 728 applications have been received with 124 pending review, and 396 incomplete applications. If the number of applications continue to follow these trends,, the Open Application Periods may be extended, or kept permanently. **No action was taken.**
- B. Financial Committee: Review and accept the January 2021 Finance Reports:** A prior request by Martin Dominguez to table the January 2021 Finance Reports in place of the 2021 Project BRAVO Salaries & Operations Budget was discussed. **A motion was made by Laurencio Bosquez to table the January 2021 Finance Reports. Fernando Escobedo seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Presentation of the 2021 Project BRAVO Salaries & Operations Budget per Organizational Standard 8.9:** Mr. Dominguez presented the 2021 Project BRAVO Salaries & Operations Budget. Mr. Dominguez reported that the 2021 Project BRAVO Salaries & Operations Budget was thoroughly reviewed and approved for presentation to the Board by the Finance Committee. Mr. Dominguez provided an overview of key budget areas to include funding sources and salaries and fringe benefit amounts. Ms. Reed asked for clarification regarding the budget allocated for travel, to which Mr. Dominguez responded that the allocation for travel was taken into account in hopes of travel being an option later in the year per guidelines by health and government officials. **A motion was made by Alberto Mesta to Approve the 2021 Project BRAVO Salaries & Operations Budget per Organizational Standard 8.9. Judge Serna Seconded the motion. The motion passed unanimously.**
- B. Review and Approve Mileage Allowance Decrease from 57.5 Cents per Mile to 56.0 Cents per Mile per IRS Guidelines:** Mr. Dominguez informed the Board of the changes to the mileage reimbursement amount that was updated in the IRS guidelines and recommended the Board's approval to ensure compliance with the guidelines. **A motion was made by Alberto Mesta to Approve Mileage Allowance Decrease from 57.5 Cents per Mile to 56.0 Cents per Mile per IRS Guidelines. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- C. Review and Approve Resolution for a Proposed Budget Amendment to the 2020 CSBG Contract:** Mr. Dominguez presented a resolution to the Board requesting an amendment to support activities related to the organization's response to the COVID-19 pandemic by moving \$65,000 from Personnel, Fringe Benefits, and Travel to budget items for General Equipment Purposes, Contractual, and Other (Direct Services) budget line items. **A motion was made by Commissioner Stout to approve Review and Approve Resolution for a Proposed Budget Amendment to the 2020 CSBG Contract. Fred Perea seconded the motion. The motion passed unanimously.**

- D. Update on the Low-Income Representative Elections for District I: Westside, District II: Central & East, District III: Lower Valley & Far Eastside Under the Direction of the Low-Income Representative Election Committee:** Ms. Ponce updated the board on the process for interested individuals to become candidates and the remote election that will be completed through mail in ballots. Notices regarding the election have been posted at all centers, on social media, and on the El Paso Times. Clients will receive a text with information regarding the board vacancy and election process. Ms. Ponce urged Board members to share information and encourage interested individuals to participate. Ms. Ponce reminded Board members that are up for reelection that they must submit a Letter of Intent if they are interested in being a candidate in the election. Ms. Reed inquired how campaigning efforts will be taken during the pandemic, to which Ms. Ponce stated, candidates may urge anyone residing within the designated areas to participate in the voting process. **No action was taken.**
- E. Review and Approve Compensation for the Executive Director, per Organizational Standard 7.5:** Ms. Reed directed Board members to review the Executive Director compensation study that compares Project BRAVO's Executive Director's salary with other local nonprofits. The report included organization information from public Form 990s such as organization budgets and number of staff members. Ms. Ponce explained the salary listed for 2021 includes the 3% cost of living increase for all Project BRAVO staff, but the board has final discretion as to whether or not to accept the increase. **A motion was made by Commissioner Stout to approve Compensation for the Executive Director as listed in the report for 2021. Alberto Mesta seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Discuss and Accept the Annual Performance Appraisal for the Executive Director:** Ms. Reed discussed the completed evaluation for the Executive Director and the review of Ms. Ponce's self-evaluation. The findings of the evaluation resulted in a score that "Exceeds expectations." **A motion was made by Judge Serna to accept the Annual Performance Appraisal for the Executive Director as presented by the Executive Committee. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- B. Update on the 2021 Community Assessment for the County of El Paso, per Organizational Standards 1.2:** Ms. Ponce announced to the Board that Crescendo has been selected as the consulting firm for the 2021 Community Assessment and provided the Executive Report for the procurement results. Ms. Ponce announced that Crescendo has initiated the process, and will be reaching out to members of the board to participate in surveys, focus groups, and/or individual interviews. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Ms. Reed announced that there was a vacancy in the Executive Committee and called for volunteers to serve, interested members were asked to contact Gabriella Reed or Laura Ponce. Ms. Reed shared that UMC continues to provide COVID vaccines and will provide a phone number for community members requesting updates. Commissioner Stout spoke on the importance of continuing safety guidelines and getting vaccinated when the time arrives. Cassandra Urrutia from Senator Blanco's office announced a partnership between the Senator's office and GECU to provide free tax filing services to the community through the VITA program. The event is to be held on Friday, February 26 at 6:00 PM at Bowie High School. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 30, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Loren Cartagena made a motion to adjourn the meeting, Judge Serna seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:40 PM.



Board of Directors Board Meeting Minutes

Tuesday, March 30, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	A	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

Lucy Vargas, Office of Judge Nina Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:32 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Sylvia Carreon to approve the Consent Agenda which consisted of the following: February 23, 2021 Board Minutes, February 2021 Community Services Report, February 2021 Weatherization Program Report, February 2021 Housing Services Report, February 2021 Human Resources Report, and the February 2021 Strategic Plan Report. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced Project BRAVO's management is considering a new policy to record calls between clients and staff. Ms. Ponce stated that Project BRAVO management reviewed data from the Customer Satisfaction Survey and, although generally positive, management discussed that customer service could be improved if client calls could be recorded and reviewed by management. Ms. Reed, Board Chairperson, requested that management present the proposed plan to the board if management decides to follow through with the new policy and Ms. Ponce agreed. Gabriella Reed requested the findings from the Client Satisfaction Survey, and Ms. Ponce stated the reports are scheduled to be presented to the Board on a quarterly basis beginning in April. Fred Perea made a recommendation to include the process of informing the clients that their call is being recorded in the board summary of the phone system add on. Ms. Ponce stated that the information would be included, and would likely carry out as a recorded message at the beginning of the call to ensure both parties are aware the calls are recorded. Loren Cartagena asked if the findings from the Client Satisfaction Survey would be made public, to which Ms. Ponce stated that the report with response data is included in the Board Packet, which is available to the public. Ms. Ponce reported a significant donation of \$83,431.67 from BP Energy in January of 2021. The funds will be part of the general pool of local funds. Ms. Ponce informed the board that she has been nominated to run as Board President of the Texas Association of Community Action Agencies. Ms. Ponce reassured the board that, if elected, her duties as president would not interfere with her work duties. Ms. Reed wished Ms. Ponce luck. Ms. Ponce announced opportunities for training for board members, including the TACAA State Conference and a virtual CAPLAW conference to help strengthen HR and legal backgrounds. Any board training opportunities should be reported to Ms. Ponce or Andrea Cortez to include in state reports. **No action was taken.**
- B. Financial Committee: Review and accept the January and February 2021 Finance Reports:** Sylvia Carreon stated that January & February 2021 Financial Reports were reviewed in detail at the Finance Committee meeting and the reports may be accepted by the board. **A motion was made by Fernando Escobedo to accept the January and February 2021 Finance Reports. Fred Perea seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Annual Review and Affirmation by the Board of Directors for the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter and Board Member Contact Information:** Ms. Ponce informed the Board that the Code of Conduct was sent as part of the Board packet. Ms. Ponce asked for members to complete and return confirmation of receipt, Appendix B: Statement of Financial Interest, and Appendix C: Affidavit of Substantial Financial Interest in Procurement Matter. **A motion was made by Gabriella Reed to Accept the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter and Board Member Contact Information. Marla Jo St Leon seconded the motion. The motion passed unanimously.**

- B. Accept Loren Cartagena to serve as the fifth Executive Committee member per Project BRAVO Bylaws:** Ms. Reed let the Board know Loren Cartagena volunteered to serve on the Executive Committee and called for approval. **A motion was made by Sylvia Carreon to accept Loren Cartagena to serve as the fifth Executive Committee member per Project BRAVO Bylaws. Fred Perea seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Low-Income Representative (LIR) Election Status:** Ms. Ponce provided an update regarding the Low-Income Representative Elections. Project BRAVO is in the process of providing instructions on how to request and submit a ballot. The election is scheduled for April 12. **No action was taken.**
- B. Update on the 2021 Community Assessment for the County of El Paso, per Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Ms. Ponce thanked board members that have participated in events pertaining to the Community Assessment. Ms. Ponce gave a recap of the process up to date, starting with a general survey, a second-round survey to determine the level of need, the focus groups, the individual interviews, and a meeting to discuss preliminary results. If there are no other delays, the final report will be presented to the board in April. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Sylvia Carreon announced the Neighborhood Association is going through the fifth and final round of the Neighborhood Improvement Program. Commissioner Stout stated there continue to be efforts to vaccinate the community, as well as efforts to leverage equity to vaccinate underserved populations. Gabriella Reed stated there will be a clinic in Vinton to help vaccinate eligible adults from rural areas, as well as the implementation of a Statewide website to register anyone over 16 for a COVID vaccine. Loren Cartagena stated that SISD continues to follow guidelines, and distance restrictions have been reduced from six feet to three feet. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, April 27, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Marla Jo St Leon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:17 PM.**



Board of Directors Board Meeting Minutes

Tuesday, April 27, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	A	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:32 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Fernando Escobedo to approve the Consent Agenda which consisted of the following: March 27, 2021 Board Minutes, March 2021 Community Services Report, March 2021 Weatherization Program Report, March 2021 Housing Services Report, March 2021 Human Resources Report, and the March 2021 Strategic Plan Report. The motion was seconded by Sylvia Carreon. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce offered an invitation to the board to participate in an upcoming CAPLAW conference, stating CAPLAW's conference tracts on legal, human resource, and governance are worthwhile. Ms. Ponce stated that the Texas Eviction Diversion Program will stop accepting referrals from judges on April 27 after providing over \$400,000 in assistance. Ms. Ponce stated that there are enough applications in the pipeline to expend remaining funds. Judges will now refer Eviction Diversion clients to the State Texas Rent Relief Program and EPRentHelp. The State program prioritizes cases for renters with active eviction court cases. Project BRAVO is one of 5 organizations TDHCA designated to provide input on the implementation of the new Low-Income Household Water Assistance Program (LIHWAP), which will offer water utility assistance. Gabriella Reed asked if the organization has the capacity to introduce a new service. Ms. Ponce stated she is confident of Project BRAVO's ability to spend the funds. She informed the board that the current plan is to have a soft rollout for assistance to existing clients and then a full rollout to the public once the processes are tested and proven. **No action was taken.**
- B. Financial Committee: Review and accept the March 2021 Finance Reports:** Sylvia Carreon stated that March 2021 Financial Reports were reviewed in detail at the Finance Committee meeting. Sylvia Carreon stated that the CFO announced the FY 2020 year-end closing and upcoming financial and compliance audit is not complete. Ms. Reed asked why the process is not complete. Martin Dominguez clarified that review of fiscal activity in 2020 is almost complete and that it will not impede Project BRAVO to meet the fiscal audit deadline of September 30. Sylvia Carreon recommended the Board approve the March 2021 Finance Reports. **A motion was made by Fernando Escobedo to accept the March 2021 Finance Reports. Sylvia Carreon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review the New Customer Service Quarterly Report, per Organizational Standards 1.3 & 6.4:** Ms. Ponce stated that Customer Service Reports are required as part of the Organizational Standards. Ms. Ponce reminded the Board that the process of gathering reports was typically made in-person at the centers when clients were approved, but report gathering was halted as a result of COVID restrictions. Due to the unusual circumstances and high work volume in the last three quarters of 2020, Project BRAVO suspended gathering client satisfaction data until management could develop a new data collection process. A new process was developed that sent an online survey to clients through links in email and mobile texts, and customer service surveys were sent to all 2020 and 2021 clients in early 2021. Ms. Ponce stated that the results were generally positive despite all the challenges of 2020. Ms. Ponce stated the survey revealed that most clients prefer the current application model that allows applicants to apply remotely. **No action was taken.**
- B. Discuss Project BRAVO's Plans for Staff to Return to Full Onsite Operations:** Ms. Ponce announced plans for all staff members to return onsite full-time beginning June 14, 2021. The reasoning for the return is to lift the burden on management of operating remotely. Ms. Ponce stated the return to the office could be postponed if there is a surge in COVID cases or changes in guidance from the CDC. The date was chosen to give parents the opportunity to make childcare arrangements. Ms. Ponce stated that staff has stated gratitude for the opportunity to work remotely. **No action was taken.**

- C. **Discussion and Action Regarding Project BRAVO Management’s Recommendation to Record Client Calls and Maximize Quality Customer Service:** Ms. Ponce announced that the current phone system has the capacity to record calls at no additional charge. Management does not plan to listen to phone calls until policies are developed and provided to the Board for review. Ms. Ponce is seeking support from the Board to begin working on these policies. Mr. Bosquez stated that he works at a company that records calls and that it is beneficial to both parties, the customer and the staff. **A motion was made by Laurencio Bosquez to accept Project BRAVO Management’s Recommendation to Record Client Calls and Maximize Quality Customer Service and move forward with developing policies. Alberto Mesta seconded the motion. The motion passed unanimously.**

- D. **Review and Accept Updated Timeline Proposal for Low-Income Representative Election:** Ms. Ponce stated a delay in completing the election with the original dates, and provided an updated timeline that would allow Project BRAVO more time to support candidates in their campaigning efforts. **A motion was made by Sylvia Carreon to Accept Updated Timeline Proposal for Low-Income Representative Election. Loren Cartagena seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. **Update on the 2021 Community Assessment for the County of El Paso, per Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Ms. Ponce announced that a first draft was received and is in the review process. The draft revealed that additional input is needed by stakeholders in order to finalize the top five needs. The board will receive an invitation to participate in the input session and the final draft will be presented to the board in May. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. **Community Updates:** Gabriella Reed announced that UMC is using the Colosseum to vaccinate anyone older than 16 on a walk-in basis. **No action was taken.**

- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, May 25, 2021 at 1:30 PM through Google Meet.

- XI. **Adjournment:** Gabriella Reed made a motion to adjourn the meeting, Fred Perea seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:21 PM.**



Board of Directors Board Meeting Minutes

Tuesday, May 25, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

Scott Good, Managing Principal, Crescendo Consulting Group, LLC

Tara Auclair, MBA, Director, Crescendo Consulting Group, LLC

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:33 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Laurencio Bosquez to approve the Consent Agenda which consisted of the following: April 27, 2021 Board Minutes, April 2021 Community Services Report, April 2021 Weatherization Program Report, April 2021 Housing Services Report, April 2021 Human Resources

Report, and the April 2021 Strategic Plan Report. The motion was seconded by Commissioner Stout. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce presented an update on return to in person operations, including staff returning to work fully on-site on June 14th, and customers being allowed back into the centers a month or so after staff. Precautions will continue to be taken. Ms. Ponce announced that she will be taking time off in the beginning of June. **No action was taken.**
- B. Financial Committee: Review and accept the April 2021 Finance Reports:** Laurencio Bosquez announced that the Finance committee reviewed the documents in detail and called on the board to approve the finance reports. **A motion was made by Fred Perea to accept the April 2021 Finance Reports, Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review and Accept the "Project BRAVO 2021 Community Assessment for the County of El Paso" Per Organizational Standards 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Scott Good presented the board with the process of the Community Assessment as well as the findings. The top five needs for the County of El Paso were determined to be households needing to meet basic living expenses;, individuals and families need safe and affordable housing; adults need education and employment development; advocacy, infrastructure, and community engagement; individuals and families need free or low-cost mental health and medical health care. Crescendo opened the floor to any questions. Ms. Ponce announced that when approved, the Community Assessment will be shared with the general public as part of a Community Meeting. Depending on guidelines, the meeting may be held simultaneously virtually and in person. **A motion was made by Marla Jo St. Leon to accept the "Project BRAVO 2021 Community Assessment for the County of El Paso". Sylvia Carreon seconded the motion. The motion passed unanimously.**
- B. Update on the Low-Income Representative Elections and Call for Volunteers to Serve on the Counting Committee:** Ms. Ponce announced that elections are set to be held on June 14th both through mail-in ballots and in-person voting. Ms. Ponce announced the requirements for a board member to volunteer to count and certify ballots, as management cannot do so to keep the integrity of the elections. The counting must occur on Friday, June 18th with the time being up to the volunteer's availability. Gabriella Reed asked for volunteers to serve on the Counting Committee, to which Loren Cartagena volunteered to serve. **No action was taken.**
- C. Update on the Start of the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990, per Organizational Standards 8.1, 8.3, 8.4, 8.5 & 8.6:** Martin Dominguez announced that communication has been made with the auditor to begin the auditing process, which will occur in July. Financial data is being gathered for the audit. The deadline to submit the Form 990 will be extended to November as allowed in the State of Texas due to the Winter Storm. Gabriella Reed asked if there is usually an extension in submitting the Form 990, Mr. Dominguez confirmed that an extension is usually requested. **No action was taken.**

VII. Old Business:

A. None.

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Gabriella Reed announced UMC continues to offer walk-up vaccinations and the availability to the newly approved 12-15 age group. Restrictions have been changed since this age group may not have the identification documents required. Commissioner Stout that UMC has a medical unit that can offer vaccines on demand based on availability. The County Emergency Services is also offering on-demand vaccinations to groups of 10 or more. Cassandra Urrutia announced a partnership between Senator Blaco's office and UTEP, Texas Tech to provide vaccines to agricultural workers and their families in rural areas. Laurencio Bosquez announced the Pfizer shot will be available at Tornillo High school to those 12 and up. Loren Cartagena announced that SISD is planning Back to School operations meetings for parents both virtually and in person with information available online. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, June 29, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Commissioner Stout seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:12 PM.**



Board of Directors Board Meeting Minutes

Tuesday, June 29, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	A
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	A	Loren Cartagena	P
Senator César Blanco	PY	Paulina López	P	Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Sylvia Carreon to approve the Consent Agenda which consisted of the following: **May 25, 2021 Board Minutes, May 2021 Community Services Report, May 2021 Weatherization Program Report, May 2021 Housing Program Report, May 2021 Human Resources Report, May 2021 COVID Relief Programs Report, and the May 2021 Strategic Plan Report. The motion was seconded by Loren Cartagena. The motion passed unanimously.**

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced the organization's focus on completing Organizational Standards by the September 30th, 2021 deadline, including the CSBG CAP Plan and budget for the 2022 program year. As a requirement, there will be a public hearing to present the CSBG CAP Plan and budget. There will be a separate hearing to present the results of the Community Assessment to the public. Both hearings will be held in early August. Ms. Ponce informed the board of efforts to complete the updates to the HR Manual to comply with the Organizational Standards. **No action was taken.**
- B. Financial Committee: Review and accept the May 2021 Finance Reports:** Ms. Carreon announced that the Finance committee reviewed the documents in detail at the previous Finance Committee meeting and called on the board to approve the finance reports. **A motion was made by Fred Perea to accept the May 2021 Finance Reports, Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Accept to the Board of Directors the Newly Elected Low-Income Representatives for District I Westside, Paulina Lopez (first term), and District II Central & Eastside, Sylvia Carreon (second term):** Ms. Ponce reviewed the results of the June 14, 2021 Low-Income Representative elections and requested for the Board to accept the results and proceed with the swearing in of Paulina López. **A motion was made by Marla Jo St. Leon to accept to the Board of Directors the Newly Elected Low-Income Representatives for District I Westside, Paulina López (first term), and District II Central & Eastside, Sylvia Carreon (second term). Commissioner Stout seconded the motion. The motion passed unanimously.** Paulina López was sworn into the Project BRAVO Board of Directors.
- B. Discuss Process and Timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside:** Ms. Ponce announced that there were no votes casted in the District III election, resulting in a representative not being elected. Ms. Ponce stated the option to combine the election with the District IV election that will be held in October 2021, and opened the floor to discussion. The board agreed by consensus that the elections for District III could be delayed until October, but they wanted confirmation that Mr. Bosquez wants to continue to serve on the board of directors. The board asked Ms. Ponce to confirm Mr. Bosquez's interest in continuing to serve until the October election. **A motion was made by Gabriella Reed to table the action item for the July 27, 2021 meeting pending a discussion with Laurencio Bosquez. Fred Perea seconded the motion. The motion passed unanimously.**
- C. Review and Approve Vendor for Managed Printing Services contract per the Recommendation by the Managed Printing Services Review Committee:** Ms. Ponce presented the Executive Report on the RFP for Managed Printing Services. Ms. Ponce informed the board of the Review Committee's selected vendor, Spectrum Technologies. **A motion was made by Beto Mesta to Approve Spectrum Technologies as the Vendor for the Managed Printing Services contract per the Recommendation by the Managed Printing Services Review Committee. Sylvia Carreon Seconded the motion. The motion passed unanimously.**

- D. Discuss Timeline for the Project BRAVO Board of Directors to Resume In-Person Board Meetings:** Due to the high rate of vaccination in El Paso, Ms. Ponce asked the board if the group is ready to meet in person and stated that steps would be taken to secure a large room to lower the risk of COVID-19 infection. The board discussed the matter and agreed to continue meeting virtually until Governor Abbott lifts the Executive Order. **A motion was made by Fred Perea to continue virtual meetings until the ordinance regarding Public Meetings is lifted. Beto Mesta seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Start of the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990:** Martin Dominguez provided an update to the Board on the 2020 Annual Fiscal Audit and the IRS Form 990 that the process will initiate in July 2021. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Gabriella Reed announced that there have been no reported cases of the Delta variant at UMC and that vaccines continue to be available. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 27, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Marla Jo St Leon made a motion to adjourn the meeting, Sylvia Carreon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:16 PM.**



Board of Directors Board Meeting Minutes

Tuesday, July 27, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	A
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

Lucy Vargas, Office of Judge Nina Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Sylvia Carreon to approve the Consent Agenda which consisted of the following: June 29, 2021 Board Minutes, June 2021 Community Services Report, June 2021 Weatherization Program Report, June 2021 Housing Program Report, June 2021 Human Resources Report, June 2021 COVID Relief Programs Report, June 2021 Strategic Plan Report, and the 2nd Quarter Customer Satisfaction Survey Report. The motion was seconded by Paulina Lopez. The motion passed unanimously.
- V. **Committee Reports:**

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced the Community Assessment was fully accepted with no changes required. A public presentation for the assessment will be held Friday, July 30, 2021. A public hearing to present the Community Action Plan with plans and goals for 2022 will be held on Monday, August 2, 2021. Ms. Ponce invited the Board to attend the public presentations. Ms. Ponce announced that management will be implementing Virtual Fridays to efficiently complete administrative work on the last day of the week. There will be arrangements to host staff at the central office to accommodate for unforeseen circumstances. Ms. Ponce announced planning discussions with the Community Foundation regarding funds for workforce training for Public institutions offering two-year programs that will be reallocated to the Community Foundation due to TEA disbanding. Funding will be used for early college students that cannot complete their two year programs. There will be a 1-year implementation phase with one district before going county-wide, and the district being considered is Canutillo ISD. Ms. Ponce stated she will be on vacation from August 3 to August 12. **No action was taken.**
- B. Financial Committee: Review and accept the June 2021 Finance Reports:** Laurencio Bosquez announced that the Finance committee reviewed the documents in detail at the previous Finance Committee meeting and called on the board to approve the finance reports. **A motion was made by Senator Blanco to accept the June 2021 Finance Reports, Commissioner Stout seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Announcement of Public Hearing Presentation of the 2021 Community Assessment Results to be held virtually on Friday, July 30, 2021 and the Public Hearing Presentation for the 2022 CSBG CAP Plan and Budget to be held virtually on Monday, August 2, 2021:** Ms. Ponce called on board members to invite community members to attend the virtual public hearings covering the Community Assessment and the CAP plan. The Community Assessment will be available on the website for anyone to view, and the CAP plan will be brought up to the Board for approval at the August meeting **No action was taken.**
- B. Discuss and Approve the Recommendation to Recognize Juneteenth as a result of the Juneteenth National Independence Day Act, establishing June 19th as a federal holiday:** Ms. Ponce provided a recommendation from management to observe Juneteenth in correspondence with federal designation. **A motion was made by Senator Blancoto Approve the Recommendation to Recognize Juneteenth as a result of the Juneteenth National Independence Day Act, establishing June 19th as a federal holiday. Laurencio Bosquez Seconded the motion. The motion passed unanimously.**
- C. Discuss and Approve Amendment to Renew the La Mujer Obrera Lease at 2000 Texas Ave:** Ms. Ponce asked for renewal of lease with Mujer Obrera. Ms. Ponce reviewed backups used to research the renewal of the office space. **A motion was made by Sylvia Carreon to Approve Amendment to Renew the La Mujer Obrera Lease at 2000 Texas Ave. Fred Perea seconded the motion. The motion passed unanimously.**
- D. Discuss Update on Open Meetings Act Stating that All Open Meeting Requirements will Resume on September 1, 2021:** Ms. Ponce announced Governor Abbott has lifted the act that suspended open meetings effective September 1st. If a reasonable case can be made, meetings may be held virtually. Ms. Ponce called on a discussion. Gabriella Reed stated that numbers are going up, and expressed concerns for

future numbers since children will be going back to school. Ms. Reed also stated that if the city and council meet in person, Project BRAVO will have to follow suit. Ms. Reed called on Ms. Ponce to plan on returning to in-person meetings by scheduling a date and a space with a large enough meeting room to meet in person. **No action was taken.**

- E. **Presentation on organization-wide, comprehensive risk assessment:** Ms. Ponce offered the overview to the board that contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees. **No action was taken.**

VII. Old Business:

- A. **Discuss and take action on the process and timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside:** Ms. Ponce called on Laurencio to be reinstated as a representative for District III until an election is completed in October along with the elections for District IV. **A motion was made by Commissioner Stout to keep Laurencio Bosquez as the Low-Income Representative Election for District III Lower Valley & Far Eastside until the October Elections. Loren Cartagena seconded the motion. The motion passed unanimously. A motion was made by Fred Perea to approve the process and timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside. Paulina Lopez seconded the motion. The motion passed unanimously.**
- B. **Update on the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990:** Mr. Dominguez detailed the process with the auditors and stated that the process is running smoothly. The auditors will present results to the board per organizational standards. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. **Community Updates: Gabriella Reed announced that** COVID cases are going up, UTEP is the only organization in El Paso that can test for the delta variant, UMC trends show the unvaccinated amongst the hospitalized. Commissioner Stout stated restrictions will be implemented on a wait and see basis. Senator Blanco stated that his office has asked leaders for protocols regarding schools, but has not received updates yet. Senator Blanco's office will offer a vaccination clinic at Aoy Elementary in coordination with UTEP and Texas Tech. Paulina Lopez stated that the Census' redistricting data will be released to the state and then the public soon. Ms. Lopez also stated that she can offer training on accessing Census data and how to use it to Project BRAVO staff. Gabriella Reed announced she can provide presentations regarding living wills and power of attorney . **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, August 24, 2021 at 1:30 PM through Google Meet.
- XI. **Adjournment: Senator Blanco made a motion to adjourn the meeting, Sylvia Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:17 PM.**



Board of Directors Board Meeting Minutes

Tuesday, August 24, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

Cassandra Urrutia, Office of Senator Blanco

Mayela Granados, Office of Senator Blanco

Phillip Strickler, CPA.CITP, Managing Partner, Strickler & Prieto, LLP

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:33 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Senator Blanco to approve the Consent Agenda which consisted of the following: July 27, 2021 Board Minutes, July 2021 Community Services Report, July 2021 Weatherization Program Report, July 2021 Housing Program Report, July 2021 Human Resources Report, July 2021 COVID Relief Programs Report, and the July 2021 Strategic Plan Report. The motion was seconded by Loren Cartagena. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce presented a graphic from the health department regarding cases of COVID. Ms. Ponce announced that due to the trends being seen, measures will be taken to ensure safety of staff, including a limitation of staff at the centers. Employees may work no more than two days a week at the office until cases decline. Ms. Ponce announced plans for the Weatherization contract with High Ridge to be renewed in a month, and that board approval is required. Ms. Ponce stated that this would be the fourth and final amendment to the contract per state and federal regulations, and that the procurement for a new weatherization contract will begin late in 2020. **No action was taken.**
- B. Financial Committee: Review and accept the July 2021 Finance Reports:** Ms. Ponce announced that due to the presentation of financial matters such as the 2020 Annual Audit and the CSBG Budget, the July 2021 Financial Reports will be presented at the September board meeting. **No action was taken.**

VI. New Business:

- A. Presentation of the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report:** Phillip Strickler presented the 2020 Financial and Compliance Audit Report to the board of directors. TMr. Strickler stated that his firm is providing an unqualified opinion, or in other words clean opinion for Project BRAVO's 2020 financial audit. Ms. Ponce stated that the Finance Committee reviewed the audit report in detail at their previous meeting and invited members of the committee to share their experience. Mr. Laurencio Bosquez stated that after review, he recommended that the board accept the report. Ms. Sylvia Carreon stated that questions were asked and answered at the meeting. Ms. Carreon congratulated the Project BRAVO team for their efforts. **No action was taken.**
- B. Review and Approve the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report:** Following the presentation, Ms. Ponce called on the board to make a motion regarding the 2020 Financial and Compliance Audit Report. **A motion was made by Marla Jo St. Leon to Approve the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- C. Review and Approve the 2022 CAP Plan:** Ms. Ponce presented the 2022 CAP plan in detail and answered questions regarding the process and the plan itself. Loren Cartagena asked where the public could find information regarding secondary education services. Ms. Jacobs provided the board with an email to contact Career and Academic Readiness Advisors to learn more about the program. Ms. Ponce called on the Board to approve the plan. **A motion was made by Paulina Lopez to Approve the 2022 CAP Plan. Alberto Mesta seconded the motion. The motion passed unanimously.**
- D. Review and Approve the 2022 CSBG Budget:** Mr. Dominguez presented the 2022 CSBG Budget in detail and answered questions. Mr. Dominguez stated the public hearing for the 2022 CSBG budget was presented to the public on August 16, 2021. **A motion was made by Marla Jo St. Leon to Approve the 2022 CSBG Budget. Fernando Escobedo seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Discuss Update on Open Meetings Act Stating that All Open Meeting Requirements will Resume on September 1, 2021:** Ms. Ponce announced Governor Abbott has lifted the act that suspended open meetings effective September 1st. If a reasonable case can be made, meetings may be held virtually. Ms. Ponce called on a discussion. Board members agreed to have Ms. Ponce speak to the legal council and TDHCA to seek an exemption to keep meetings virtual. Ms. Ponce stated options for in person meeting spaces that could be used. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Sylvia Carreon announced that there is a meeting she is interested in attending redistricting and other projects that will be discussed at the county level and invited members to attend. Commissioner Stout thanked Sylvia for her interest in the project and also invited interested members to attend. Senator Cesar Blanco announced two events his office would be administrating, including a box fan giveaway for seniors on September 10 as well as a vaccination clinic at Ascarate on September 18. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, September 28, 2021 with time and location To be Determined.
- XI. Adjournment:** Senator Blanco made a motion to adjourn the meeting, Paulina Lopez seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:35 PM.



Board of Directors Board Meeting Minutes

Tuesday, September 28, 2021 at 1:30 PM

Hybrid Meeting Through Google Meet and

in person at 8908 Old County Rd. El Paso TX 79907

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	V	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	V	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	V

P=Present, V=Virtual, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	V: Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mona Mangloña Jacobs, Chief Program Officer
V: Martin Dominguez, Chief Financial Officer	V: Martha Hernandez, HR Specialist
V: Martha Vargas, COVID Relief Program Manager	V: Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

Lucy Vargas, Office of Judge Serna

Cassandra Urrutia, Office of Senator Blanco

Phillip Strickler, CPA.CITP, Managing Partner, Strickler & Prieto, LLP

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Senator Blanco to approve the Consent Agenda which consisted of the following: August 24, 2021 Board Minutes, August 2021 Community Services Report, August 2021 Weatherization Program Report, August 2021 Housing Program Report, August 2021 Human Resources Report, August 2021 COVID Relief Programs Report, and the August 2021 Strategic Plan Report. The motion was seconded by Judge Serna. The motion passed unanimously.

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced the CAP plan and CSBG budget were approved by TDHCA. Ms. Ponce provided an update regarding TACAA duties as their board president due to the voluntary resignation of the Executive Director. Ms. Ponce expressed the importance of successfully supporting TACAA during this transition. Ms. Ponce announced that the Texas Eviction Diversion Program and the rent and mortgage assistance programs are in the process of being closed. The programs were funded through CARES funds that were temporary and the programs will close by mid October. Ms. Ponce announced the final allocation of LIHWAP funds to Project BRAVO in the amount of \$3.4 Million and we are waiting for the contacts from TDHCA to begin providing services. The funds will go to a temporary water assistance program that must be obligated by September 2023 and expended by December 2023. CSBG funds have been used for water assistance in limited amounts, but LIHWAP will allow for more assistance to be given to families. **No action was taken.**
- B. Financial Committee: Review and accept the July and August 2021 Finance Reports:** Fernando Escobedo announced that the reports were reviewed in detail at the September Finance Committee Meeting and called on the board to approve the reports. **A motion was made by Sylvia Carreon to approve the July and August 2021 Finance Reports. The motion was seconded by Judge Serna. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve the 2020 Form 990:** Phillip Strickler presented the 2020 Form 990 to the board of directors. Ms. Ponce stated that the Finance Committee reviewed the form in detail at their previous meeting and invited members of the committee to share their experience. Ms. Reed asked a question regarding increases in expenditures in 2020 from 2019. Martin Dominguez and Ms. Ponce both stated that the increases in expenditures were due to increases in funds related to the CARES Act and the pandemic. . **A motion was made by Fernando Escobedo to Approve the 2020 Form 990. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**
- B. Review and Approve Contract Amendment 4: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 4: Extension to Weatherization Service Agreement with High Ridge Construction:** Ms. Ponce announced a final amendment to the Weatherization vendor's contract and stated that this would be the fourth and final amendment to the contract per state and federal regulations, and that the procurement for a new weatherization contract will begin late in 2020. Ms. Mona Jacobs presented key factors to the amendment and reasoning for pricing changes. Questions were asked by Mr. Mesta, Mr. Escobedo, Ms. Lopez, and Ms. Reed regarding the terms of the amendment, how prices are negotiated, how the price increases impact services, and language in the contract. Ms. Jacobs answered the questions and Ms. Ponce provided clarification on language in the contract. Regarding the contract language, Ms. Ponce stated that section "1" of the amendment would be corrected and state that the Agreement is the fourth and final Amendment. **A motion was made by Paulina Lopez to Approve the Contract Amendment 4: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 4: Extension to Weatherization Service Agreement with High Ridge Construction with language change. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- C. **Presentation of the 2020 Annual Report:** Ms. Ponce presented the 2020 Annual Report which listed the achievements and outcomes of the organization and stories from clients that benefited from the services with the support of staff and the Board. Ms. Reed congratulated Project BRAVO staff for their hard work and success in 2020. She stated that Project BRAVO is a trusted organization in the community and it is reflected in the funds we received and put out into the community to help people during the pandemic. **No action was taken.**

VII. Old Business:

- A. **Update on the Low-Income Representative Elections and Call for Volunteer to Serve on the Counting Committee:** Ms. Ponce updated the board on the timeline of the election. The elections will be held on October 11 and the votes will be counted on October 15. Loren Cartagena volunteered to serve on the Counting Committee. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. **Community Updates:** Senator Blanco announced his office will host a Citizenship workshop on October 16. The senator asked to have clients interested in a probonno appointment to reach out to his office. Commissioner Stout announced that the FY 2022 budget has been adopted. The commissioner touched on highlights of the \$500 million budget. Ms. Reed announced UMC's plans to host vaccination clinics for children pending approval for the COVID vaccine for children ages 6-12. The clinic will take place at the end of October. **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, October 26, 2021 with time and location To be Determined.
- XI. **Adjournment: Senator Blanco made a motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 2:32 PM.**



Board of Directors Board Meeting Minutes

Tuesday, October 26, 2021 at 1:30 PM
 Hybrid Meeting Through Google Meet and
 in person at 3210 Dyer St. El Paso TX 79930

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	V	Marla Jo St. Leon	A	Fernando Escobedo	P
Judge Nina Serna	V, PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	V	Laurencio Bosquez	V	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	P

P=In Person, V=Virtual, A=Absent, PY=Proxy

STAFF

P: Laura Ponce, Executive Director	V: Ema Marciscano, Community Services Manager
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	P: Mona Mangloña Jacobs, Chief Program Officer
V: Martin Dominguez, Chief Financial Officer	V: Martha Hernandez, HR Specialist
V: Mike Martinez, WAP Manager	

GUESTS

V: Carlos Martinez, Office of Commissioner Stout

P: Cassandra Urrutia, Office of Senator Blanco

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:35 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Senator Blanco to approve the Consent Agenda which consisted of the following: **September 25, 2021 Board Minutes, September 2021 Community Services Report, September 2021 Weatherization Program Report, September 2021 Housing Program Report, September 2021 Human Resources Report, September 2021 COVID Relief Programs Report, September 2021 Strategic Plan Report, and the Third Quarterly Satisfaction Report. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**

V. Committee Reports:

- A. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Senator Blanco offered help, volunteered to serve on a committee, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced Project BRAVO was able to raise \$3,430 from 13 donors as part of El Paso Giving Day. Ms. Ponce informed the board of an outstanding reimbursement with the City of El Paso for the CDBG Homebuyer Assistance grant. The reimbursement was from June of 2021 and the City requested that Project BRAVO amend program reports. Upon board discussion, Ms. Ponce asked for advice regarding the issue. **A motion was made by Senator Cesar Blanco to seek legal counsel regarding the issue and ask for a response from the City of El Paso within ten (10) days. The motion was seconded by Commissioner Stout. The motion passed unanimously.**
- B. Financial Committee: Review and accept the September 2021 Finance Reports:** Laurencio Bosquez announced that the Finance Committee was unable to review the reports due to quorum issues and requested for the September 2021 reports be presented at the December board meeting. **No action was taken.**

VI. New Business:

- A. Accept to the Board of Directors the Newly Elected Low-Income Representatives for District III Lower Valley & Far Eastside, Laurencio Bosquez (second term), and District IV Northeast, Marla Jo St. Leon (second term):** The board of directors reviewed the results of the October 11, 2021 Low-Income Representative elections and requested for the Board to accept the results. There is no need for the renewed members to be sworn in again. **A motion was made by Paulina Lopez to Accept to the Board of Directors the Newly Elected Low-Income Representatives for District III Lower Valley & Far Eastside, Laurencio Bosquez (second term), and District IV Northeast, Marla Jo St. Leon (second term). The motion was seconded by Fernando Escobedo. The motion passed unanimously.**
- B. Call for volunteers to serve on the Nominating Committee to Determine the 2022 Slate of Officers:** Ms. Ponce asked for volunteers to serve on a committee with Board Chair Gabriella Reed to determine the slate of officers for the board for the 2022 year. Fred Perea and Senator Blanco volunteered to serve on the committee. **No action was taken.**
- C. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents:** Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Sylvia Carreon to adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents. Alberto Mesta seconded the motion. The motion passed unanimously.**
- D. Review Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits:** Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Sylvia Carreon to adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- E. Review and Approve Resolution Requesting an Extension for the 2021 CSBG Contract:** Ms. Ponce presented the resolution requesting an extension for the 2021 CSBG Contract, an action that is completed on an annual basis. **A motion was made by Paulina Lopez to approve the Resolution Requesting an Extension for the 2021 CSBG Contract. Loren Carreon seconded the motion. The motion passed unanimously.**
- F. Review and Ratify the Line of Credit Agreement with United Bank:** Martin Dominguez provided information regarding the line of credit. Mr. Dominguez and Ms. Ponce answered questions from board members regarding the usage of the line of credit. **A motion was made by Fernando Escobedo to Ratify the Line of Credit Agreement with United Bank. Senator Blanco seconded the motion. The motion passed unanimously.**
- G. Review and Approve Resolution for Payout of Annual Leave to Employees:** Ms. Ponce presented a resolution that allows employees to cash out annual leave balances. The reasoning for this resolution is that it has been difficult for employees to take time off due to the workload and emergencies resulting from the ongoing pandemic. Ms. Ponce answered questions from board members regarding eligibility for payouts. **A motion was made by Paulina Lopez to approve the Resolution for Payout of Annual Leave to Employees. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- H. Review and Approve Resolution for Office Closure for December 23, 2021 to January 3, 2022:** Ms. Ponce presented a resolution that allows for offices to close without penalty to employees' time off balances. **A motion was made by Loren Cartagena to approve the Resolution for Office Closure for December 23, 2021 to January 3, 2022. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- I. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce discussed the process to complete the annual performance evaluation for the Executive Director to have the evaluation complete by January 2022. **No action was taken.**

VII. Old Business:

- A. None.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

- IX. Community Updates:** Commissioner Stout stated redistricting, court approved reconstitution, more workforce working in person. ARP dollars, spend more on social infrastructure instead of internal capital projects. Not opposed, but ARP should not be. Boosters approved, recommend eligible individuals to get vaccinated. Fred Perea announced that Helen of Troy will be donating 25 turkeys to Project BRAVO to distribute to families in need for the Thanksgiving holiday. **No action was taken.**

- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, December 7, 2021 with time and location To be Determined.

- XI. **Adjournment:** Senator Blanco made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:42 PM.



Board of Directors Board Meeting Minutes

Tuesday, December 07, 2021 at 5:00 PM

at 2000 Texas Ave. El Paso TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	A
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	P

P=In Person, V=Virtual, A=Absent, PY=Proxy

STAFF

P: Laura Ponce, Executive Director	P: Martin Dominguez, Chief Financial Officer
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mona Mangloña Jacobs, Chief Program Officer

GUESTS

P: Cassandra Urrutia, Office of Senator Blanco

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:00 PM by Gabriella Reed.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. Ms. Ponce requested that reports and other agenda items that were not urgent be tabled due to an unforeseen circumstance that affected all Project BRAVO staff. The board of directors was informed of the situation and proceeded with the meeting as requested. **A motion was made by Laurencio Bosquez to table the Consent Agenda which consisted of the following: October 25, 2021 Board Minutes, October 2021 Community Services Report, October 2021 Weatherization Program Report, October 2021 Housing Program Report, October 2021 Human Resources Report, and the October 2021 Strategic Plan Report. The motion was seconded by Senator Blanco. The motion passed unanimously.**
- V. **Committee Reports:**
 - A. **Executive Committee:** Ms. Reed tabled the Executive Reports for the following board meeting. **No action was taken.**

- B. Financial Committee: Review and accept the September and October 2021 Finance Reports:** Ms. Reed asked for the September and October 2021 Finance Reports to be tabled for the next board meeting. **A motion was made by Sylvia Carreon to table the September and October 2021 Finance Reports. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.**

VI. New Business:

- A. Questions & Answers Session for Potential Public Sector Board Representative Christina Sanchez to Serve on the Project BRAVO Board of Directors as Designee for County Attorney Jo Anne Bernal. Approval Pending Board Discussion:** The board of directors had a brief discussion regarding Ms. Sanchez' qualifications to serve on Project BRAVO's Board of Directors. **A motion was made by Senator Blanco to Accept to the Board of Directors Christina Sanchez as Public Sector Board Representative as Designee for County Attorney Jo Anne Bernal. The motion was seconded by Marla Jo St Leon. The motion passed unanimously.**
- B. Presentation of the Nominating Committee 2022 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:** Ms. Reed presented the slate of officers that was determined by the Nominating Committee. The slate of officers that was presented was as follows: Fred Perea for Board Chair, Loren Cartagena for Vice Chair, Paulina Lopez for Secretary, and Alberto Mesta for Treasurer. Ms. Reed called for nominations from the floor for additions to the ballot, to which there were none. **No action was taken.**
- C. Officer elections, counting of the ballots, review of election results, and approval of election results for 2022 officers for the Project BRAVO Board of Directors:** The board members were handed a ballot and Ms. Reed motioned for the board to fill in their votes. Completed ballots were collected and counted by the Executive Assistant and the Chief Finance Officer. The following individuals were elected: Fred Perea for Board Chair, Loren Cartagena for Vice Chair, Paulina López for Secretary, and Alberto Mesta for Treasurer. **A motion was made by Senator Blanco to approve the election results for the 2022 Officers for the Project BRAVO Board of Directors. The motion was seconded by Laurencio Bosquez. The motion passed unanimously.**
- D. Call for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees:** Ms. Ponce called on volunteers to serve on the Finance Committee, with newly elected Board Treasurer, Alberto Mesta, serving as chair. Sylvia Carreon volunteered to continue serving on the Finance Committee. The board recommended Fernando Escobedo, who was not present, to continue serving on the Finance Committee. **No action was taken.**
- E. Service Award Presentation to Gabriella M. Reed, outgoing Public Elected Designee Board Chair Representing County Attorney Jo Anne Bernal:** Ms. Ponce presented Ms. Reed with a Service Award in honor of the work she has provided to Project BRAVO in her service as a Board Member since 2017. **No action was taken.**

VII. Old Business:

- A. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Reed announced the process for completing Ms. Ponce's 2021 performance evaluation. Ms. Reed emphasized the need for input from all board members. **No action was taken.**

VIII. Adjourn to Executive Session:

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 closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

There was no Executive Session.

IX. Community Updates: There were no community updates. **No action was taken.**

X. Confirm Next Meeting Date/Time: The meeting was confirmed for Tuesday, January 25, 2022, with time and location To be Determined.

XI. Adjournment: **Gabriella Reed made a motion to adjourn the meeting. Senator Blanco seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:13 PM.**