



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.