



January Board of Directors Board Meeting Minutes

Monday, January 29, 2024 at 5:30 PM

at 2000 Texas, El Paso, TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Vacant		Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta, Jr.	A
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Luis Perez	P	Fred Perea	P

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

STAFF

Laura Ponce, Executive Director (Virtual)	Jessie Vasquez, Housing Programs Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Martha Hernandez, HR Specialist
Ema Marciscano, Community Services Manager	Kristy Gamble, Wipfli (Virtual)

GUESTS

Lina Mendoza, Office of Senator Blanco
Sito Negron, Office of Commissioner Stout

Lucy Vargas, Office of Judge Nina Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Luis Carlos Perez, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Andrea Cortez, Executive Assistant & Outreach Coordinator.
- 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: December 05, 2023 Board Minutes, November & December 2023 Community Services, Weatherization & HVAC, and Housing Services Reports, November & December 2023 Human Resources Report, and the November & December 2023 Strategic Plan Report. The motion was seconded by Christina Sanchez. 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 talked about Project BRAVO’s participation in a project with the University of Texas at El Paso funded by the National Science Foundation. The project is targeted at increasing the number of trees in the community. Ms. Ponce announced that the Low Income Water Assistance Program did not receive

additional funds in January, as was expected, and so the program is closing. Ms. Ponce provided information on the application process for 2024 considering the significant reduction in funding. **No action was taken.**

- B. Financial Committee: Review and accept the November 2023 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Friday, January 26 to review the November 2023 Finance Reports. **A motion was made by Laurencio Bosquez to accept the November 2023 Finance Reports. Christina Sanchez seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Update on the 2024 Budget:** Ms. Ponce requested the board go into Executive Session to discuss personnel matters related to the 2024 Budget. A motion was made by Christina Sanchez to adjourn to Executive Session. Fernando Escobedo seconded the motion. The motion passed unanimously. Executive session began at 5:52 PM.

A motion was made by Christina to adjourn the Executive Session. Laurencio Bosquez seconded the motion. Executive session ended at 6:08 PM. The motion passed unanimously. **No action was taken.**

- B. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2024:** Ms. Ponce announced a standard annual agenda item to sign a resolution in which the Board authorizes the Executive Director to execute contracts and agreements on behalf of the organization. **A motion was made by Christina Sanchez to accept the Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2024. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**
- C. Reaffirm Laura Ponce, Executive Director and Approve the Addition of Ema Marciscano, Community Services Manager, and Mike Martinez, Weatherization & Maintenance Manager, as Signatories to the First American Bank Account with Authority to Sign Checks:** Ms. Ponce informed the board of the need to reaffirm the signatories for First American Bank Account since the resignation of a board member that previously served as a signatory. **A motion was made by Christina Sanchez to reaffirm Laura Ponce and approve the addition of Ema Marciscano and Mike Martinez as signatories. Luis Prez seconded the motion. The motion passed unanimously.**
- D. Approve Board Members Sylvia Carreon and Alberto “Beto” Mesta, Jr. as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc.:** Ms. Ponce referred to the explanation provided in the previous motion. **A motion was made by Christina Sanchez to adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- E. 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 volunteer to serve on the Low-Income Representative Election Committee overseeing the elections for a Low-Income Representative for District IV, Northeast. Loren Cartagena and Luis Perez volunteered to serve on the committee. **No action was taken.**
- F. Presentation of the 2024 Meeting Calendar:** Ms. Ponce presented the dates for the 2024 Board of Directors meetings. **No action was taken.**

VII. Old Business:

- A. Update on the Line of Credit Extension with First American Bank:** Ms. Ponce informed the board that the 2022 Fiscal Audit was submitted to First American Bank so that they can proceed with renewing the Line of Credit for Project BRAVO. Once the extension is approved, the agreement will be brought to the board. **No action taken.**

- B. Update on the FY 2022 Form 990 for El Paso CAP Project BRAVO:** Ms. Ponce informed the board that slight changes need to be made to the FY 2022 Form 990 that was approved by the Board in November of 2023. These changes are needed to align with the FY 2022 Fiscal Audit that was approved earlier in January 2024. The amended document will be presented to the Board at the February meeting. **No action taken.**

- C. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce stated that she will meet with the Board Chair to begin the process after the budget is approved. **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.

A motion was made by Christina Sanchez to adjourn to Executive Session. Fernando Escobedo seconded the motion. The motion passed unanimously. Executive session began at 6:17 PM.

A motion was made by Christina to adjourn the Executive Session. Sylvia Carreon seconded the motion. Executive session ended at 6:21 PM. The motion passed unanimously. **No action was taken.**

IX. Community Updates: . No action was taken.

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, February 28, 2024, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:23 PM.