



Board of Directors Meeting Agenda January 29, 2024

The **January 2024** Meeting of the Board of Directors of Project BRAVO, Inc. will be held Monday, January 29, 2024, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

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

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

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agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda: *Luis Carlos Perez, Board Chair*

- A. Review and approve the meeting minutes from December 05, 2023 and January 17, 2024 per **Organizational Standards 5.5, 5.9, & 8.7** | Page____
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
 - 1. November & December 2023 Community Services, Weatherization & HVAC, and Housing Services | Page____
 - 2. November & December 2023 Human Resources | Page____
 - 3. November & December 2023 Strategic Plan | Page____

V. Committee Reports

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

Review the following reports:

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



B. Finance Committee

1. Review and Approve the November 2023 Finance Reports, per **Organizational Standard 8.7**: *Fernando Escobedo, Jr.* | Page___

VI. New Business

- A. Update on the 2024 Budget: *Kristy Gamble, Wipfli*
- B. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2024: *Laura Ponce, Executive Director* | Page___
- 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: *Laura Ponce, Executive Director*
- 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.: *Laura Ponce, Executive Director*
- 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: *Laura Ponce, Executive Director*
- F. Presentation of the 2024 Meeting Calendar: *Laura Ponce, Executive Director* | Page___

VII. Old Business

- A. Update on the Line of Credit Extension with First American Bank: *Laura Ponce, Executive Director* | Page___
- B. Update on the FY 2022 Form 990 for El Paso CAP Project BRAVO: *Laura Ponce, Executive Director* | Page___
- C. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director* | Page___

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

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

IX. Community Updates: *Board Members*

X. Confirm Next Meeting Date/Time: Tuesday, February 27, 2024, at 5:30 PM

XI. Adjournment