



## June Board of Directors Board Meeting Minutes

Tuesday, June 24, 2025 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        | PY     | Vacant            |        | Fernando Escobedo, Jr. | P      |
| Judge Nina Serna         | PY     | Edmundo Rodriguez | P      | Alberto Mesta, Jr.     | P      |
| Commissioner David Stout | P      | Vacant            |        | Loren Cartagena        | P      |
| Ashlee Nicole Silvas     | P      | Luis Perez        | P      | Fred Perea             | A      |

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

### STAFF

|  |  |
|--|--|
| Laura Ponce, Executive Director                  | Jessie Vasquez, Housing Programs Manager     |
| Ema Marciscano, Community Services Manager       | Martha Hernandez, Human Resources Specialist |
| Andrea Cortez, Exec. Assistant & Outreach Coord. | Kristy Gamble, WIPFLI                        |
| Mike Martinez, Weatherization Manager            |  |

### GUESTS

### PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:33 PM by Alberto Mesta, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Andrea Cortez.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
  - A. A motion was made by Luis Carlos Perez to approve the Consent Agenda which consisted of the following: May 20, 2025 Board Minutes, May 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and May 2025 Human Resources Report. The motion was seconded by Edmundo Rodriguez. 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 stated Project BRAVO's 60th Anniversary Celebration Planning Committee had met and is in the process of looking at venue and meal pricing with a banquet in mind. Ms. Ponce stated Project BRAVO's proclamation from the City of El Paso County was held on June 23, 2025 to commemorate the 60th Anniversary. The Mayor Renard Johnson of the City of El Paso proclaimed June 23-27 Project BRAVO Week in honor of the anniversary. **No action was taken.**

- B. Financial Committee: Review and accept the May2025 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Friday, June 20 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the May 2025 Finance Report. Kristy Gamble announced to the board that the Audit review is scheduled to be completed by Strickler & Prieto by the end of that week, and that the engaged partner has communicated that there may be a delay in receiving the completed report due to scheduled time off. The Audit is expected to be brought to the board in July, followed by the Form 990 in either August or September. **A motion was made by Luis Perez to approve the May 2025 Finance Reports. The motion was seconded by Commissioner David Stout. The motion passed unanimously. A motion was made by Fernando Escobedo to reopen the Financial Committee Reports to receive an update on the Fiscal Audit from WIPFLI staff. Luis Perez Seconded the motion.**

**VI. New Business:**

- A. Accept Proposed Changes to “Appendix ,I Bylaws El Paso Community Action Program Project BRAVO, District Description”:** Ms. Ponce discussed the current proposed changes to the Bylaws, which provide updated zip codes that were not previously listed. **A motion was made by Fernando Escobedo to Accept Proposed Changes to “Appendix ,I Bylaws El Paso Community Action Program Project BRAVO, District Description”. The motion was seconded by Commissioner David Stout. The motion passed unanimously.**

**VII. Old Business:**

- A. Update on Progress of the Low-Income Representative Elections for District III and District IV:** Ms. Ponce provided the update to the Low-Income Representative Elections, stating there is one candidate for each district. The election is scheduled for July 7 in order to seat the new members by the July Board Meeting. **No action was taken.**
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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. **No action was taken.**

**IX. Community Updates:** No updates were provided. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, June 24, 2025, at 5:30 PM at Project BRAVO’s administrative offices at 2000 Texas Ave.

- XI. Adjournment:** Luis Perez made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. **The motion passed unanimously and the meeting was adjourned at 5:56 PM.**