



January Board of Directors Board Meeting Minutes

Tuesday, January 21, 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	P	Louis Castillo	A	Fernando Escobedo, Jr.	A
Judge Nina Serna	PY	Vacant		Alberto Mesta, Jr.	P
Commissioner David Stout	P	Vacant		Loren Cartagena	P
Vacant		Luis Perez	P	Fred Perea	P

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
Mike Martinez, Weatherization and Maintenance Manager	Andrea Cortez, Exec. Assistant & Outreach Coord.

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Alberto Mesta, Jr., 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: December 3, 2025 Board Minutes, November & December 2024 Community Services, Weatherization & HVAC, and Housing Services Reports, and November & December 2024 Human Resources 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 first 2025 application period opened on January 6, and 1500 applications were submitted in 2 days. The application process will be paused until February 18. Ms. Ponce announced Project BRAVO is in the process of disposing of two vehicles after the recent acquisition of two other vehicles. Ms. Ponce announced she is in the process of negotiating a contract with El Paso Electric to provide the Cool Roofs program that allows eligible households to receive roof repairs or replacements with the goal of reducing energy costs. Ms. Ponce announced Ema Marciscano, Community Services Manager; Betsabee Lara, Center Supervisor; and herself visited Pecos Community Action Agency in Fort Stockton, Texas. The

Project BRAVO staff visited to provide training to help Pecos CAA fully spend their grants in their community. Ms. Ponce reported the completion of the BPI Exam translation into Spanish and its benefits for Community Action Agencies that provide WAP assistance across the United States. Ms. Ponce stated UnidosUS held an education convening in El Paso that brought Affiliates from across the US. Project BRAVO's Career Connections team participated in the convening. Ms. Ponce announced the upcoming 60th anniversary of Project BRAVO, and stated a committee will be formed later in the year to plan a celebration. **No action was taken.**

- B. Financial Committee: Review and accept the November 2024 Finance Reports:** Fred Perea announced that the Finance Committee met on Tuesday, January 21 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the November 2024 Finance Report. **A motion was made by Christina Sanchez to approve the November 2024 Finance Reports. The motion was seconded by Commissioner Stout. The motion passed unanimously.**

VI. New Business:

- A. Questions & Answers Session for Potential Public Sector Representative Ashlee Nicole Silvas. If the Board of Directors Approves the Nomination, Ms. Silvas will Serve as the Public Sector Board Representative for the Office of Texas State Representative Mary E. Gonzalez. Swearing-in Ceremony will Follow, per Organizational Standard 5.1:** Ms. Ashlee Nicole Silvas presented herself to the board and answered questions regarding her community experience. **A motion was made by Christina Sanchez to approve the nomination of Ashlee Nicole Silvas as Public Sector Board Representative for the Office of Texas State Representative Mary E. Gonzalez. Luis Carlos Perez seconded the motion. The motion passed unanimously.** Ashlee Nicole Silvas was sworn into the Project BRAVO Board of Directors.
- B. Accept Edmundo Rodriguez to the Board of Directors as the Newly Elected Low-Income Representative for District II Central & Eastside. Swearing in ceremony for new board member will follow:** Ms. Ponce reviewed the results of the January 15, 2025 Low-Income Representative election and requested for the Board to accept the results and proceed with the swearing in of Edmundo Rodriguez. **A motion was made by Commissioner Stout to accept to the Board of Directors the Newly Elected Low-Income Representative for District II Central & Eastside, Edmundo Rodriguez (first term). Christina Sanchez seconded the motion. The motion passed unanimously.** Edmundo Rodriguez was sworn into the Project BRAVO Board of Directors.
- C. Accept Lindsey Trujillo to the Board of Directors as the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside. Swearing in ceremony for new board member will follow:** Ms. Ponce reviewed the results of the January 15, 2025 Low-Income Representative election and requested for the Board to accept the results and proceed with the swearing in of Edmundo Rodriguez. **A motion was made by Luis Carlos Perez to accept to the Board of Directors the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside, Lindsey Trujillo (first term). Fred Perea seconded the motion. The motion passed unanimously.** Lindsey Trujillo was sworn into the Project BRAVO Board of Directors.
- D. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2025:** 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 2025. The motion was seconded by Luis Carlos Perez. The motion passed unanimously.**

- E. Request Volunteers from the Board to serve 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 called on volunteers from the Board to have access as signatories for Project BRAVO's bank accounts. Luis Carlos Perez and Fred Perea volunteered to serve as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc. **No action was taken.**
- F. 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 and J.P. Morgan Chase Bank Account with Authority to Sign Checks:** Ms. Ponce informed the board of the need to reaffirm the signatories for First American Bank Account and J.P. Morgan Chase Bank Account since the end of term of a board member that previously served as a signatory. **A motion was made by Luis Carlos Perez to reaffirm Laura Ponce and approve the addition of Ema Marciscano and Mike Martinez as signatories. Loren Cartagena seconded the motion. The motion passed unanimously.**
- G. Approve the Stated Board Members 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 approve the addition of Luis Carlos Perez and Fred Perea as signatories. Edmundo Rodriguez seconded the motion. The motion passed unanimously.**
- H. Remove Sylvia Carron as Signatory to the First American Bank Account and J.P. Morgan Chase Bank Account and Authority to Sign Checks:** Ms. Ponce informed the board of the need to remove Sylvia Carron as Signatory to the First American Bank Account and J.P. Morgan Chase Bank Account due to the end of her term as a board member. **A motion was made by Commissioner Stout to remove Sylvia Carreon as a signatory. Christina Sanchez seconded the motion. The motion passed unanimously.**
- I. Presentation of the 2025 Meeting Calendar:** Ms. Ponce presented the dates for the remaining 2025 board meetings. **No action was taken.**

VII. Old Business:

- A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce announced she has met with Luis Carlos Perez to discuss the timeline in order for the evaluation to be approved within the first quarter of the year. **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. Luis Carlos Perez seconded the motion. The motion passed unanimously. Executive session began at 6:27 PM.

A motion was made by Fred Perea to adjourn the Executive Session. Luis Carlos Perez seconded the motion. Executive session ended at 6:46 PM. The motion passed unanimously. **No action was taken.**

- IX. Community Updates:** There were no community updates. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, February 25, 2025, 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. Luis Carlos Perez seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:48 PM.**