



Board of Directors Board Meeting Minutes

Tuesday, March 30, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	A	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

P=Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

Lucy Vargas, Office of Judge Nina Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:32 PM by Gabriella Reed.
- 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 Sylvia Carreon to approve the Consent Agenda which consisted of the following: February 23, 2021 Board Minutes, February 2021 Community Services Report, February 2021 Weatherization Program Report, February 2021 Housing Services Report, February 2021 Human Resources Report, and the February 2021 Strategic Plan Report. The motion was seconded by Marla Jo St. Leon. 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 Project BRAVO's management is considering a new policy to record calls between clients and staff. Ms. Ponce stated that Project BRAVO management reviewed data from the Customer Satisfaction Survey and, although generally positive, management discussed that customer service could be improved if client calls could be recorded and reviewed by management. Ms. Reed, Board Chairperson, requested that management present the proposed plan to the board if management decides to follow through with the new policy and Ms. Ponce agreed. Gabriella Reed requested the findings from the Client Satisfaction Survey, and Ms. Ponce stated the reports are scheduled to be presented to the Board on a quarterly basis beginning in April. Fred Perea made a recommendation to include the process of informing the clients that their call is being recorded in the board summary of the phone system add on. Ms. Ponce stated that the information would be included, and would likely carry out as a recorded message at the beginning of the call to ensure both parties are aware the calls are recorded. Loren Cartagena asked if the findings from the Client Satisfaction Survey would be made public, to which Ms. Ponce stated that the report with response data is included in the Board Packet, which is available to the public. Ms. Ponce reported a significant donation of \$83,431.67 from BP Energy in January of 2021. The funds will be part of the general pool of local funds. Ms. Ponce informed the board that she has been nominated to run as Board President of the Texas Association of Community Action Agencies. Ms. Ponce reassured the board that, if elected, her duties as president would not interfere with her work duties. Ms. Reed wished Ms. Ponce luck. Ms. Ponce announced opportunities for training for board members, including the TACAA State Conference and a virtual CAPLAW conference to help strengthen HR and legal backgrounds. Any board training opportunities should be reported to Ms. Ponce or Andrea Cortez to include in state reports. **No action was taken.**
- B. Financial Committee: Review and accept the January and February 2021 Finance Reports:** Sylvia Carreon stated that January & February 2021 Financial Reports were reviewed in detail at the Finance Committee meeting and the reports may be accepted by the board. **A motion was made by Fernando Escobedo to accept the January and February 2021 Finance Reports. Fred Perea seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Annual Review and Affirmation by the Board of Directors for the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter and Board Member Contact Information:** Ms. Ponce informed the Board that the Code of Conduct was sent as part of the Board packet. Ms. Ponce asked for members to complete and return confirmation of receipt, Appendix B: Statement of Financial Interest, and Appendix C: Affidavit of Substantial Financial Interest in Procurement Matter. **A motion was made by Gabriella Reed to Accept the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter and Board Member Contact Information. Marla Jo St Leon seconded the motion. The motion passed unanimously.**

- B. Accept Loren Cartagena to serve as the fifth Executive Committee member per Project BRAVO Bylaws:** Ms. Reed let the Board know Loren Cartagena volunteered to serve on the Executive Committee and called for approval. **A motion was made by Sylvia Carreon to accept Loren Cartagena to serve as the fifth Executive Committee member per Project BRAVO Bylaws. Fred Perea seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Low-Income Representative (LIR) Election Status:** Ms. Ponce provided an update regarding the Low-Income Representative Elections. Project BRAVO is in the process of providing instructions on how to request and submit a ballot. The election is scheduled for April 12. **No action was taken.**
- B. Update on the 2021 Community Assessment for the County of El Paso, per Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Ms. Ponce thanked board members that have participated in events pertaining to the Community Assessment. Ms. Ponce gave a recap of the process up to date, starting with a general survey, a second-round survey to determine the level of need, the focus groups, the individual interviews, and a meeting to discuss preliminary results. If there are no other delays, the final report will be presented to the board in April. **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.

There was no Executive Session.

- IX. Community Updates:** Sylvia Carreon announced the Neighborhood Association is going through the fifth and final round of the Neighborhood Improvement Program. Commissioner Stout stated there continue to be efforts to vaccinate the community, as well as efforts to leverage equity to vaccinate underserved populations. Gabriella Reed stated there will be a clinic in Vinton to help vaccinate eligible adults from rural areas, as well as the implementation of a Statewide website to register anyone over 16 for a COVID vaccine. Loren Cartagena stated that SISD continues to follow guidelines, and distance restrictions have been reduced from six feet to three feet. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, April 27, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Marla Jo St Leon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:17 PM.**