



Board of Directors Board Meeting Minutes

Tuesday, July 25, 2023 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	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	A	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	Martha Hernandez, Human Resources Specialist
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager

GUESTS

Arely Villalobos, Office of Senator Blanco

Lucy Vargas, Office of Judge Nina Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:36 PM by Fernando Escobedo.
- 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 Christina Sanchez to approve the Consent Agenda which consisted of the following: June 29, 2023 Board Minutes, June 2023 Community Services, Weatherization & HVAC, and Housing Services Reports, June 2023 Human Resources Report, the June 2023 Strategic Plan Report, and the April - June 2023 Customer Satisfaction Report. The motion was seconded by Sylvia Carreon. 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 provided a status on the review of the Employee Handbook, which is scheduled to be presented to the Board for review and approval in August Ms. Ponce announced WIPFLI is working with staff to review and update the Project BRAVO Financial Policies. Ms. Ponce announced the 2024 CSBG Budget and Community Action Plan will be presented at a public hearing in August and brought to the board for approval. Ms. Ponce provided an update on utility assistance. The 2023 CEAP contract is almost fully spent and obligated and so assistance is now being capped at \$200 per household with no future credits being provided. Ms. Ponce updated the board on her travel to Washington, DC, by invitation, to speak to White

House officials regarding Project BRAVO's work in the community funded with Bipartisan Infrastructure Law and American Rescue Plan funds. **No action was taken.**

- B. Financial Committee: Review and accept the April, May & June 2023 Finance Reports:** Mr. Escobedo announced that the Finance Committee met on Thursday, July 20 to review the April, May & June 2023 Finance Reports. **A motion was made by Fred Perea to accept the April, May & June 2023 Finance Reports. Luis Perez seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve Contract Amendment No. 1 for the HVAC/Heating and Cooling Service Agreement with High Ridge Construction, Inc.:** Ms. Ponce proposed an amendment to the HVAC Service Agreement to replace annual renewals at High Ridge until a new procurement is established. **A motion was made by Sylvia Carreon to Approve Contract Amendment No. 1 for the HVAC/Heating and Cooling Service Agreement with High Ridge Construction, Inc. Luis Perez seconded the motion. The motion passed unanimously.**
- B. Review and Approve Contract Amendment No. 1 for the Weatherization Service Agreement with High Ridge Construction, Inc.:** Ms. Ponce proposed an amendment to the Weatherization Service Agreement to replace annual renewals of High Ridge until a new procurement is established. **A motion was made by Fred Perea to Approve Contract Amendment No. 1 for the Weatherization Service Agreement with High Ridge Construction, Inc. Christina Sanchez seconded the motion. The motion passed unanimously.**
- C. Call for Volunteers to Serve on the Fundraising Ad Hoc Committee:** Ms. Ponce called on volunteers to serve on the Fundraising Ad Hoc Committee with the purpose of assisting with El Paso Giving Day. Fred Perea volunteered to serve. An additional invitation will be made to absent members. **No action was taken.**

VII. Old Business:

- A. Update on the 2022 Fiscal Audit per Organizational Standards 8.1:** Ms. Ponce provided the board with an update on the progress of the 2022 Fiscal Audit. Project BRAVO staff and the Wipfli team are working to provide the auditor, Strickler & Prieto, with requested documents.

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:** Ms. Carreon spoke on rezoning efforts in the mission valley and the challenges. Ms. Carreon also announced a backpack giveaway being hosted by the neighborhood coalition. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, August 29, 2023, 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 6:22 PM.**