



**Board of Directors Board Meeting Minutes**

Tuesday, April 24, 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	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	A	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	Mike Martinez, Weatherization Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager

**GUESTS**

Alejandra Villarreal, Office of Senator Blanco

Sito Negrón, Office of Commissioner Stout

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Fernando Escobedo.
- 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 Christina Sanchez to approve the Consent Agenda with the exception of the Customer Service Satisfaction Report. The Consent Agenda consisted of the following: March 28, 2023 Board Minutes, March 2023 Community Services, Weatherization & HVAC, and Housing Services Report, March 2023 Human Resources Report, and March 2023 Strategic Plan report. The motion was seconded by Luis Perez. Ms. Carreon asked questions about the sample size of the Customer Satisfaction Report. Andrea Cortez clarified that the survey was sent to over 70 clients via email but only nine responded. A motion was made by Christina Sanchez to approve the Customer Satisfaction 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 the implementation of Microix, a paperless purchase requisition review and approval system. She commended her Finance staff that spearheaded the procurement process and implementation of the system. Ms. Ponce discussed Project BRAVO’s decision to close the application process for a period longer than first anticipated. Ms. Ponce presented the members of the board with a handout comparing the number of applications received in the first quarter of 2022 versus the first quarter

of 2023 broken down on a monthly basis. The handout showed that from January to March of 2022, 5,839 applications were submitted, compared to 5,825 from January to March 2023, with there being more closed application periods in the latter. The difference in 2023 is a decrease in contract funds due to the end of COVID-related temporary grants, as well as less funding to hire temporary staff to help with the workload, meaning it is more difficult to meet the demand of applicants. The explanation was granted to the Board to answer any questions they may receive regarding the change in assistance in 2023. Ms. Ponce announced her participation in the National Home Performance Conference in Seattle to receive updates on the Bipartisan Infrastructure Law Weatherization Assistance Program as well as attend for the National Community Action Partnership Energy Taskforce she serves on for the National Community Action Program. Ms. Ponce discussed her advocacy work on the Energy Taskforce to change testing procedures in the certification tests for Weatherization technicians that would make the process more equitable. **No action was taken.**

- B. Financial Committee: Review and accept the March & February 2023 Finance Reports:** Ms. Ponce announced that the finance committee was not able to meet to review the February and March 2023 reports, but she asked that these reports be approved by the board since they were available for review by all board members. **A motion was made by Christina Sanchez to accept the March & February 2023 Finance Reports. Fred Perea seconded the motion. The motion passed unanimously.**

**VI. New Business:**

- A. Update on Bipartisan Infrastructure Law Weatherization Assistance Program:** Ms. Ponce reported to the Board that Project BRAVO has been expecting a large weatherization grant since the Bipartisan Infrastructure Law (BIL) was passed in 2021. TDHCA has not dispersed any of the funds to Weatherization Assistance Program (WAP) sub-grantees like PProject BRAVO. The latest information provided by TDHCA was that Project BRAVO and other Weatherization DOE subrecipients are only being provided 20% of the full BIL WAP funds and the rest are being granted through a competitive process. **No action was taken.**

**VII. Old Business:**

- A. None.**

**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:** Christina Sanchez reminded the Board of early voting dates. Alberto Mesta announced TRLA's Renter's Rights Workshop to empower tenants by providing knowledge about tenants' basic rights, the eviction process, and local resources available, and to make accessible to the community our team of staff attorneys who can help answer their questions and channel their concerns. Sito Negron announced that Appraisal Notices will be sent around this date, and Commissioner Stout's office will be providing a workshop with tips on the appeal procedures. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Monday, May , 2023, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

- XI. Adjournment:** Marla Jo St. Leon made a motion to adjourn the meeting. Fred Perea seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:27 PM.**