



**Board of Directors Board Meeting Minutes**

Tuesday, March 28, 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	A	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	A
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**

Arely Villalobos, the Office of Senator Blanco

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:32 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 which consisted of the following: March 14, 2023 Board Minutes. The motion was seconded by Alberto Mesta. 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 that a staff member from TDHCA will come to Project BRAVO from April 27 through the 28 to provide training per Project BRAVO’s request. Ms. Ponce announced that it is HVAC startup season and explained the process that current clients can follow to receive these services through CEAP funds. Ms. Ponce provided information on the Cost Allocation Plan, the Employee Handbook, and Fiscal Policies that will be reviewed and updated by staff in the coming months. Ms. Ponce thanked Senator Blanco for sponsoring a proclamation for the Texas Association of Community Action Agencies on March 30, 2023. Ms. Ponce announced that was elected Chairperson for the UnidosUS Affiliate Council. As the Chairperson for the Affiliate Council, she will also serve on the board of directors for UnidosUS, the largest advocacy organization for Latinos in the United States. Ms. Ponce announced that a tenant living in one of

Project BRAVO's affordable apartments turned 100. Ms. Ponce stated that she is proud that Project BRAVO's work allows an elder in our community to live independently and with dignity into her 100th year of life. **No action was taken.**

- B. Financial Committee: Review and accept the January 2023 Finance Reports:** Alberto Mesta announced that the Finance committee met and reviewed the January 2023 financial reports in detail. **A motion was made by Laurencio Bosquez to accept the January 2023 Finance Reports. Christina Sanchez seconded the motion. The motion passed unanimously.**

**VI. New Business:**

- A. Review and Approve a Resolution Authorizing the Grant Application, Acceptance, and Execution for the Hueco Tanks Colonia Solar Hydropanel Healthy Drinking Water Project:** Ms. Ponce provided a summary of the presentation SOURCE provided to board members on March 24, 2023, regarding a project aimed at providing healthy drinking water to residents of the Hueco Tanks colonias. **A motion was made by Christina Sanchez to Approve a Resolution Authorizing the Grant Application, Acceptance, and Execution for the Hueco Tanks Colonia Solar Hydropanel Healthy Drinking Water Project. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- B. Review and Approve Compensation for the Executive Director:** Ms. Ponce presented a compensation report provided by the HR department comparing the Executive Director's 2023 salary to the salaries of other nonprofit Executive Directors and CEOs with comparable budgets and staffing. **A motion was made by Laurencio Bosquez to Approve the Executive Director's 2023 Salary. Alberto Mesta seconded the motion. The motion passed unanimously.**
- C. Discuss and Approve Christina Sanchez as the Fifth Member of the Executive Committee per Project BRAVO Bylaws:** Ms. Ponce explained that the Executive Committee is composed of five members: the four board officers and another member from the board. Ms. Ponce announced that the Executive Committee recommended Ms. Christina Sanchez to serve as the fifth member and she agreed to serve. **A motion was made by Sylvia Carreon to Approve Christina Sanchez as the Fifth Member of the Executive Committee per Project BRAVO Bylaws. Fred Perea seconded the motion. The motion passed unanimously.**

**VII. Old Business:**

- A. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce announced that she met with the Board Chair and previous Board Chair to review her 2022 Performance Evaluation and she accepts the evaluation scores and comments as proposed by the board. **A motion was made by Alberto Mesta to approve the 2022 Performance Evaluation of Laura Ponce, the Project BRAVO Executive Director. The motion was seconded by Christina Sanchez. The motion passed unanimously.**

**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 and Beto Mesta spoke on Prop K and urged members to research the policy and participate in local elections. **No action was taken.**

- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Monday, April 24, 2023, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
  
- XI. **Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Fred Perea seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:17 PM.