



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 Carron 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.



Emergency Board of Directors Board Meeting Minutes

Monday, February 3, 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.	P
Judge Nina Serna	A	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Lindsey Trujillo	P	Loren Cartagena	A
Ashlee Nicole Silvas	P	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. None. **No action was taken.**
- V. **Committee Reports:**
 - A. None. **No action was taken.**
- VI. **New Business:**
 - A. **Update on the Real Property purchase:** Ms. Ponce presented an update on the Real Property Purchase. Members of the Board had a discussion on the findings and possible actions. **No action was taken.**
 - B. **Discussion on the financial impacts of Federal grants to Project BRAVO and potential directives to be given to the Executive Director regarding Federal grants, including potential implications to Personnel Matters:** Jess Irvin presented the current financial standing of the organization. The board had a discussion on the financial impacts of Federal grants to Project BRAVO. The Board went into Executive Session for discussions regarding potential implications to Personnel Matters. **No action was taken.**

VII. Old Business:

A. None. 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 Luis Carlos Perez to adjourn to Executive Session. Christina Sanchez seconded the motion. The motion passed unanimously. Executive session began at 6:29 PM.

A motion was made by Christina Sanchez to adjourn the Executive Session. Fred Perea seconded the motion. Executive session ended at 6:52 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 6:55 PM.**



February Board of Directors Board Meeting Minutes

Monday, February 25, 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	A	Louis Castillo	A	Fernando Escobedo, Jr.	P
Judge Nina Serna	A	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Lindsey Trujillo	P	Loren Cartagena	P
Ashlee Nicole Silvas	P	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Kristy Gamble, WIPFLI

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:32 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: January 21, 20205 and February 3, 2025 Board Minutes, January 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and January 2025 Human Resources Report. The motion was seconded by Edmundo Rodriguez. 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 explained the delay of the 2025 Operating Budget, citing issues and delays to federal funding which directly impact the operating budget. Ms. Ponce announced Project BRAVO is in the middle of a CHDOs recertification with the city because of the two properties that are still being paid. One property has a \$4,229 balance expected to be paid in the next 6 months, and the other property has a \$9,466 balance expected to be paid in 20 months. Ms. Ponce explained that the existing \$500,000 line of credit expired on February 17 despite Project BRAVO's reminders to the bank. A renewal is expected soon. Ms. Ponce

announced Strickler & Prieto has been engaged for Project BRAVO's 2024 Financial Audit & Form 990. Ms. Ponce provided the board with a health update on board member Louie Castillo. **No action was taken.**

B. Financial Committee: Review and accept the December 2024 and January 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Thursday, February 21 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the December 2024 and January 2025 Finance Report. **A motion was made by Fred Perea to approve the December 2024 and January 2025 Finance Reports. The motion was seconded by Luis Perez. The motion passed unanimously.**

VI. New Business:

A. Review and Approve the 2025 Project BRAVO Operating Budget per Organizational Standard 8.9: Ms. Ponce asked to table the action related to the 2025 Operating Budget. Due to recent concerns with federal funding, the budget will be updated to reflect a more conservative scenario. The board agreed by consensus to table the item. **No action was taken.**

B. Review and approve the Project BRAVO Mission and Vision Statements, per Organizational Standard 4.1: Ms. Ponce presented the board with proposed language changes for the Mission and Vision Statements. **A motion was made by Fernando Escobedo to approve the Project BRAVO Mission and Vision Statements. Loren Cartagena seconded the motion. The motion passed unanimously.**

C. Review and Approve Revisions to the "El Paso Community Action Program Project BRAVO Employee Handbook," per Organizational Standards 7.1, 7.6 & 7.7: Ms. Ponce presented the board with the Employee Handbook reflecting changes to the newly approved Project BRAVO Mission and Vision statements and the removal of page ten. **A motion was made by Fernando Escobedo to approve the Revisions to the "El Paso Community Action Program Project BRAVO Employee Handbook." Luis Carlos Perez seconded the motion. The motion passed unanimously.**

D. Discuss and Take Action Regarding the Potential Purchase of Commercial Property Located at 4834 Montana Ave., El Paso, TX 79903: Ms. Ponce stated that per discussions with the Executive Committee, it has been decided to not move forward with the purchase of the commercial property located at 4834 Montana Ave., El Paso, TX 79903. The decision was made after seeing the results of certain assessments and the additional costs needed to remediate the findings, along with the uncertainty of federal funding. **A motion was made by Fred Perea to Withdraw from the Purchase of Commercial Property Located at 4834 Montana Ave., El Paso, TX 79903. Lindsey Trujillo seconded the motion. The motion passed unanimously.**

E. Call for a Volunteer to Serve as the Fifth Member of the Executive Committee: Ms. Ponce stated the duties of the Executive Committee member and made a call for a volunteer to join the committee composed of the slate of officers. Lindsey Trujillo volunteered to serve as the fifth member of the Executive Committee. **No action was taken.**

F. Call for a Volunteer to Serve as the Third Member of the Finance Committee: Ms. Ponce stated the duties of the Finance Committee member and made a call for a volunteer to join the committee. Luis Carlos Perez volunteered to serve as the fifth member of the Executive Committee. **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 stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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. **No action was taken.**

IX. Community Updates: Fred Perea informed the Board of the Paso del Norte Community Foundation's Reimagine! Conference, tailored for nonprofit development. Ms. Ponce let board members know Project BRAVO could sponsor attendance for interested board members. Ms. Ponce announced that Edmundo Rodriguez was featured by KVIA as a Community Do-Goode. Edmundo Rodriguez detailed the actions of his nonprofit Corazones Unidos, which led to the acknowledgement. **No action was taken.**

X. Confirm Next Meeting Date/Time: The next meeting was confirmed for Tuesday, March 25, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: Luis Carlos Perez made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:05 PM.



March Board of Directors Board Meeting Minutes

Monday, March 27, 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	A	Louis Castillo	A	Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	P	Alberto Mesta, Jr.	A
Commissioner David Stout	P	Lindsey Trujillo	A	Loren Cartagena	P
Ashlee Nicole Silvas	P	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Kristy Gamble, WIPFLI

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:36 PM by Luis Carlos Perez, Board Vice 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 Fernando Escobedo to approve the Consent Agenda which consisted of the following: February 25, 2025 Board Minutes, February 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and February 2025 Human Resources Report. The motion was seconded by Edmundo Rodriguez. 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. **No action was taken.**
 - B. **Financial Committee: Review and accept the February 2025 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Thursday, March 20 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the February 2025 Finance Report. **A motion was made by Fernando Escobedo to approve the February 2025 Finance Reports. The motion was seconded by Fred Perea. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve the 2025 Project BRAVO Operating Budget per Organizational Standard 8.9:** Ms. Ponce presented the 2025 Project BRAVO Operating Budget, including justification for allocations. Ms. Ponce stated the Finance Committee reviewed the budget during the Finance Committee Meeting on March 20. **A motion was made by Fernando Escobedo to approve the 2025 Project BRAVO Operating Budget. The motion was seconded by Fred Perea. The motion passed unanimously.**
- B. Update on 2024 Fiscal Audit and Form 990:** Ms. Ponce stated that Project BRAVO and WIPFLI staff have uploaded required documents, and is confident this year's audit will be completed in a timely manner. The audit process begins on April 14. **No action was taken.**
- C. Review and Approve Resolution for Acceptance of the 2025 CSBG Contract:** Ms. Ponce presented the resolution accepting the 2024 CSBG contract, an annual agenda item. **A motion was made by Commissioner David Stout to approve the Resolution for Acceptance of the 2025 CSBG Contract. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- D. Accept the Removal of Louis Castillo, Low-income Representative for the Northeast:** Mr. Castillo, Low Income Representative for the Northeast, passed away in early March. Ms. Ponce requested a formal motion to vacate the LIR seat for the Northeast and so the board could begin the process to elect a new representative. **A motion was made by Commissioner Stout to remove Louis Castillo, Low-income Representative for the Northeast. Fred Perea seconded the motion. The motion passed unanimously.**
- E. Call for a Volunteer to Serve on the Low-Income Representative Election Committee for District IV Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws:** Ms. Ponce stated the duties of the Election Committee member and made a call for a volunteer to join the committee composed of the slate of officers. Loren Cartagena volunteered to serve on the Election Committee. **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 stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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. **No action was taken.**

IX. Community Updates: No updates were provided. **No action was taken.**

X. Confirm Next Meeting Date/Time: The next meeting was confirmed for Tuesday, April 22, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: **Fernando Escobedo made a motion to adjourn the meeting. Edmundo Rodriguez seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:54 PM.**



May Board of Directors Board Meeting Minutes

Monday, May 20, 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	PY	Vacant		Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	A	Lindsey Trujillo	A	Loren Cartagena	P
Ashlee Nicole Silvas	A	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Kristy Gamble, WIPFLI

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Alberto Mesta, 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 Fred Perea to approve the Consent Agenda which consisted of the following: March 27, 2025 Board Minutes, March & April 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, March & April 2025 Human Resources Report, and Client Satisfaction Survey Results for January to March 2025. The motion was seconded by Fernando Escobedo. 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 called on volunteers to participate in Project BRAVO's 60th Anniversary Celebration Planning Committee and detailed some of the responsibilities. Luis Perez and Fred Perea volunteered to participate. Ms. Ponce thanked Commissioner Stout for sponsoring Project BRAVO's proclamation from El Paso County on May 19, 2025 to commemorate the 60th Anniversary. The Mayor Renard Johnson of the City of El Paso is sponsoring Project BRAVO's proclamation at City Hall on June 24. Ms. Ponce announced she will be out of the office June 2nd through the 9th. **No action was taken.**

B. Financial Committee: Review and accept the March and April 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Tuesday, May 20 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the March & April 2025 Finance Report. **A motion was made by Fernando Escobedo to approve the February 2025 Finance Reports. The motion was seconded by Luis Perez. The motion passed unanimously.**

VI. New Business:

A. Accept the resignation of Lindsey Trujillo, Low-income Representative for Lower Valley & Far Eastside: Ms. Ponce presented the resignation letter sent in by Lindsey Trujillo, stating that she is moving away from El Paso for a military assignment. **A motion was made by Luis Perez to accept the resignation of Lindsey Trujillo, Low-income Representative for Lower Valley & Far Eastside. The motion was seconded by Edmundo Rodriguez. The motion passed unanimously.**

B. Call for Volunteers to Serve on the Low-Income Representative Election Committee for the Lower Valley & Far Eastside: Ms. Ponce stated that Project BRAVO is already undergoing elections to fill the vacancy for the District IV Low-Income Representative for the Northeast. The election for District III will be delayed to have both elections simultaneously. Loren Cartagena volunteered to serve on the Election Committee. **No action was taken.**

C. Call for a Volunteer to Serve as the Fifth Member of the Executive Committee: Ms. Ponce asked for a fifth member for the Executive Committee to fill the vacancy left by Lindsey Trujillo. Loren Cartagena volunteered to serve as the Fifth Member of the Executive Committee. **No action was taken.**

D. Discussion Regarding Board Terms and Vacancies Anticipated for January of 2026: Ms. Ponce presented the board with upcoming term end dates that affect the entirety of the Private Sector of the board, and what implications it could have on board continuity. The discussion concluded that Project BRAVO's attorney should be consulted and they should provide bylaws change/s recommendations to the board. **A motion was made by Luis Carlos Perez to direct the Executive Director to consult with our attorneys and make recommendations regarding potentially extending term lengths in the Board Bylaws. Edmundo Rodriguez seconded the motion. The motion passed unanimously. Luis Carlos Perez made a motion to direct the Executive Director to consult with our attorneys and make recommendations regarding potentially staggering board of director terms in the Board Bylaws. Fred Perea seconded the motion. The motion passed unanimously.**

E. Discuss and take possible action regarding lawsuit styled, Santra Trejo v. Project BRAVO, in the 243rd Judicial District Court, Cause Number 2023DCV0501: Matters were discussed in Executive Session. **A motion was made by Luis Carlos Perez to agree to move forward as discussed in Executive Session. Chris Sullivan seconded the motion. The motion passed unanimously.**

VII. Old Business:

A. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4: Ms. Ponce stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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 Luis Carlos Perez to adjourn to Executive Session. Edmundo Rodriguez seconded the motion. The motion passed unanimously. Executive session began at 5:33 PM.

A motion was made by Luis Carlos Perez to adjourn the Executive Session. Fred Perea seconded the motion. Executive session ended at 5:51 PM. The motion passed unanimously. **No action was taken.**

- IX. **Community Updates:** No updates were provided. **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, June 24, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. **Adjournment:** **Fernando Escobedo made a motion to adjourn the meeting. Edmundo Rodriguez seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:23 PM.**



June Board of Directors Board Meeting Minutes

Tuesday, June 24, 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	PY	Vacant		Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Vacant		Loren Cartagena	P
Ashlee Nicole Silvas	P	Luis Perez	P	Fred Perea	A

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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Kristy Gamble, WIPFLI
Mike Martinez, Weatherization Manager	

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:33 PM by Alberto Mesta, 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: May 20, 2025 Board Minutes, May 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and May 2025 Human Resources Report. The motion was seconded by Edmundo Rodriguez. 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 stated Project BRAVO's 60th Anniversary Celebration Planning Committee had met and is in the process of looking at venue and meal pricing with a banquet in mind. Ms. Ponce stated Project BRAVO's proclamation from the City of El Paso County was held on June 23, 2025 to commemorate the 60th Anniversary. The Mayor Renard Johnson of the City of El Paso proclaimed June 23-27 Project BRAVO Week in honor of the anniversary. **No action was taken.**

B. Financial Committee: Review and accept the May2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Friday, June 20 to review the latest Finance Reports and additional agenda items. The committee called on a motion to approve the May 2025 Finance Report. Kristy Gamble announced to the board that the Audit review is scheduled to be completed by Strickler & Prieto by the end of that week, and that the engaged partner has communicated that there may be a delay in receiving the completed report due to scheduled time off. The Audit is expected to be brought to the board in July, followed by the Form 990 in either August or September. **A motion was made by Luis Perez to approve the May 2025 Finance Reports. The motion was seconded by Commissioner David Stout. The motion passed unanimously. A motion was made by Fernando Escobedo to reopen the Financial Committee Reports to receive an update on the Fiscal Audit from WIPFLI staff. Luis Perez Seconded the motion.**

VI. New Business:

A. Accept Proposed Changes to “Appendix ,I Bylaws El Paso Community Action Program Project BRAVO, District Description”: Ms. Ponce discussed the current proposed changes to the Bylaws, which provide updated zip codes that were not previously listed. **A motion was made by Fernando Escobedo to Accept Proposed Changes to “Appendix ,I Bylaws El Paso Community Action Program Project BRAVO, District Description”. The motion was seconded by Commissioner David Stout. The motion passed unanimously.**

VII. Old Business:

A. Update on Progress of the Low-Income Representative Elections for District III and District IV: Ms. Ponce provided the update to the Low-Income Representative Elections, stating there is one candidate for each district. The election is scheduled for July 7 in order to seat the new members by the July Board Meeting. **No action was taken.**

B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4: Ms. Ponce stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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. **No action was taken.**

IX. Community Updates: No updates were provided. **No action was taken.**

X. Confirm Next Meeting Date/Time: The next meeting was confirmed for Tuesday, June 24, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: **Luis Perez made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:56 PM.**



July Board of Directors Board Meeting Minutes

Tuesday, July 29, 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	A	Vacant		Fernando Escobedo, Jr.	A
Judge Nina Serna	PY	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	PY	Vacant		Loren Cartagena	P
Ashlee Nicole Silvas	A	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Kristy Gamble, WIPFLI
Mike Martinez, Weatherization Manager	

GUESTS

Michelle Duncan, Strickler & Prieto

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Alberto Mesta, 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: June 24, 2025 Board Minutes, June 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, June 2025 Human Resources Report, and April - June 2025 Customer Satisfaction Report. The motion was seconded by Edmundo Rodriguez. 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 talked about the role of NCAF in Community Action and the benefits of becoming a member. Ms. Ponce encouraged board members to join NCAF and consider donating to the cause. Ms. Ponce announced water damages to three of the properties due to the rainstorms. She notified the Board of the measures being taken to repair the damages. Ms. Ponce updated the board on the work of the Planning Committee for the Project BRAVO 60th Anniversary Celebration Planning Committee. The Committee has decided to

make it a more accessible event to the community by hosting a breakfast on December 10. Ms. Ponce announced that Project BRAVO will be hosting a public hearing to discuss the 2026 CSBG Budget on August 12. Ms. Ponce asked for volunteers from the board to attend a meeting with Congresswoman Veronica Escobar on August 21 to provide information on Project BRAVO's impact in our community. **No action was taken.**

B. Financial Committee: Review and accept the June 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Friday, June 20 to review the latest Finance Reports and additional agenda items. The Committee received a presentation from Strickler & Prieto on the 2024 Fiscal Audit and were satisfied with the report. **A motion was made by Luis Carlos Perez to approve the June 2025 Finance Reports. The motion was seconded by Loren Cartagena. The motion passed unanimously.**

VI. New Business:

A. Presentation of the “El Paso Community Action Program Project BRAVO, Inc.: Financial Statements and Supplementary Information for the Year Ended December 31, 2024 and Independent Auditor’s Report”: Michelle Duncan from Strickler & Prieto presented the Independent Auditor’s Report. She talked about the audit process and informed the board that it was an unmodified “clean” report with no concerns. **A motion was made by Fred Perea to Accept the “El Paso Community Action Program Project BRAVO, Inc.: Financial Statements and Supplementary Information for the Year Ended December 31, 2024 and Independent Auditor’s Report.” The motion was seconded by Luis Carlos Perez. The motion passed unanimously.**

B. Accept Raymundo Calzadias to the Board of Directors as the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside: Ms. Ponce asked for the item to be tabled as Mr. Calzadias could not make the board meeting due to an unforeseen emergency. **No action was taken.**

C. Accept Anna Hey to the Board of Directors as the Newly Elected Low-Income Representative for District IV Northeast: Ms. Ponce stated Anna Hey was democratically elected to the position. Ms. Hey introduced herself and presented her experience to the Board. **A motion was made by Fred Perea to Accept Anna Hey to the Board of Directors as the Newly Elected Low-Income Representative for District IV Northeast Luis Carlos Perez seconded the motion. The motion passed unanimously. Anna Hey was sworn into the board.**

D. Review and Accept the \$400,000 Line of Credit Agreement with First American Bank: Ms. Ponce presented the board with the \$400,000 Line of Credit Agreement with First American Bank. Ms. Ponce stated that the Line of Credit is good to have in the case of a delay in distribution of funding, and that while the agreement may be less than the previous \$500,000 Line of Credit, it should still suffice the organization’s needs. **A motion was made by Luis Carlos Perez to Accept the \$400,000 Line of Credit Agreement with First American Bank. Anna Hey seconded the motion. The motion passed unanimously.**

E. Accept Proposed Changes to “El Paso Community Action Program Project BRAVO Board of Directors Bylaws”: Ms. Ponce detailed the proposed changes to the bylaws per the direction of the Board of Directors and the Executive Committee in regards to extending term limits to avoid the potential severe loss of experienced board members due to extenuating circumstances. **A motion was made by Anna Hey to Accept Proposed Changes to “El Paso Community Action Program Project BRAVO Board of Directors Bylaws”. Edmundo Rodriguez seconded the motion. The motion passed unanimously.**

VII. Old Business:

A. Update on the Filing of the 2024 Form 990: Ms. Ponce stated that with the audit complete, the Form 990 should be completed soon. **No action was taken.**

B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4: Ms. Ponce stated that due to the priority of certain matters in the previous month, progress on the evaluation was not made and asked to table the item until next month. **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 Luis Carlos Perez to adjourn to Executive Session. Fred Perea seconded the motion. The motion passed unanimously. Executive session began at 6:01 PM.

A motion was made by Luis Carlos Perez to adjourn the Executive Session. Anna Hey seconded the motion. Executive session ended at 6:10 PM. The motion passed unanimously. **No action was taken.**

IX. Community Updates: No updates were provided. **No action was taken.**

X. Confirm Next Meeting Date/Time: The next meeting was confirmed for Tuesday, August 19, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: Luis Perez made a motion to adjourn the meeting. Loren Cartagena seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:22 PM.



September Board of Directors Board Meeting Minutes

Tuesday, August 19, 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	PY	Vacant		Fernando Escobedo, Jr.	P
Judge Nina Serna	A	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Anna Hey	P	Loren Cartagena	A
Ashlee Nicole Silvas	P	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, Weatherization Manager

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Alberto Mesta, 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: July 29, 2025 Board Minutes, July 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and the July 2025 Human Resources Report. The motion was seconded by Fernando Escobedo. 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 she attended the UnidosUS National Conference and shared information on her experience speaking to other Latino serving organizations around the country. Ms. Ponce announced Project BRAVO received a grant from Trellis to benefit the Career Connections program. Ms. Ponce reminded the board of the upcoming meeting with Congresswoman Veronica Escobar on Thursday, August 21 and encouraged available board members to engage in the visit. **No action was taken.**

B. Financial Committee: Review and accept the June 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Tuesday, August 19 for preliminary review of the July 2025 financials. The complete financials were unavailable due to a shorter than usual time period to complete the reports. The committee called on the reports being tabled until the September 2025 Board Meeting. **No action was taken.**

VI. New Business:

- A. Accept Raymundo Calzadias 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 stated Raymundo Calzadias was democratically elected to the position. Mr. Calzadias introduced himself and presented his experience to the Board. **A motion was made by Commissioner David Stout to Accept Raymundo Calzadias to the Board of Directors as the Newly Elected Low-Income Representative for District III Lower Valley & Far Eastside. Fred Perea seconded the motion. The motion passed unanimously. Raymundo Calzadias was sworn into the board.**
- B. Accept Proclamation for Extending Term Limits for Members of the Private Sector per El Paso Community Action Program Project BRAVO, Inc. Bylaws:** Ms. Ponce presented the proclamation to extend term limits per the previously approved bylaw changes. **A motion was made by Anna Hey to Accept the Proclamation for Extending Term Limits for Members of the Private Sector per El Paso Community Action Program Project BRAVO, Inc. Bylaws. Luis Carlos Perez seconded the motion. The motion passed unanimously.**
- C. Review and Approve the “Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, Program Year 2026”:** Ms. Ponce presented Project BRAVO’s proposed submission for Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, Program Year 2026, detailing specific sections of the document. **A motion was made by Luis Carlos Perez to approve the “Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, Program Year 2026”. Raymundo Calzadias seconded the motion. The motion passed unanimously.**
- D. Review and Approve the Community Services Block Grant Community Action Plan (CAP), Program Year 2026:** Ms. Ponce presented the 2026 CAP plan in detail. **A motion was made by Fernando Escobedo to Approve the Community Services Block Grant Community Action Plan (CAP), Program Year 2026. Commissioner Stout seconded the motion. The motion passed unanimously.**
- E. Present the Project BRAVO 2024 Annual Report:** Ms. Ponce provided an overview presentation of the 2024 Annual Report. The report highlights the agency’s accomplishments in 2024. **No action was taken.**
- F. Discuss and Accept the Salary Review of the Project BRAVO Executive Director:** The discussions were held during Executive Session. **A motion was made by Anna Hey to Accept the Salary Review of the Project BRAVO Executive Director. Edmundo Rodriguez seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Filing of the 2024 Form 990:** Ms. Ponce provided a status update on the Form 990 and explained the importance of it to the new board members. **No action was taken.**
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** The discussions were held during Executive Session. **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 Commissioner Stout to adjourn to Executive Session. Fred Perea seconded the motion. The motion passed unanimously. Executive session began at 5:51 PM.

A motion was made by Anna Hey to adjourn the Executive Session. Edmundo Rodriguez seconded the motion. Executive session ended at 5:57 PM. The motion passed unanimously. **No action was taken.**

- IX. **Community Updates:** Commissioner Stout provided information on the County's budget process and county tax updates. **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, September 23, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. **Adjournment:** Luis Carlos Perez made a motion to adjourn the meeting. Raymundo Calzadias seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:13 PM.



September Board of Directors Board Meeting Minutes

Tuesday, September 23, 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	PY	Raymundo Calzadias	P	Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	P	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Anna Hey	P	Loren Cartagena	P
Ashlee Nicole Silvas	P	Luis Perez	P	Fred Perea	A

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
Jess Ervin, Wipfli	Mike Martinez, Weatherization 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, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. **A motion was made by Anna Hey to approve the Consent Agenda which consisted of the following: August 19, 2025 Board Minutes, August 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and the August 2025 Human Resources Report. The motion was seconded by Luis Carlos Perez. 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 end of the 20 year affordability period for the Baycourt apartments. Project BRAVO continues to follow affordability guidelines voluntarily. Ms. Ponce thanked the attendees of the meeting between Project BRAVO and Congresswoman Escobar. Board Chair Alberto Mesta talked about the visit to the board. Ms. Ponce provided an update in regards to communication with Congressman Tony Gonzales' office and briefed the board on a meeting she had with a staff member from his office. Ms. Ponce

spoke about the potential government shutdown and how Project BRAVO is prepared if it occurs. Ms. Ponce announced the Form 990 is slated to be completed in the next two weeks, with the item coming to the Board for approval in October. Ms. Ponce announced the 60th Anniversary celebration is slated for Wednesday, December 3 with further details and invitations being extended to the Board soon. **No action was taken.**

- B. Financial Committee: Review and accept the July 2025 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Friday, September 19 for review of the July 2025 financials. **A motion was made by Fernando Escobedo to Accept the July 2025 Finance Reports. Fred Perea seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Discuss and Make Recommendations Regarding the Pending Vacancies for Two Private Sector Board Seats:** Ms. Ponce announced that while the bylaws allowed those in the Private sector to extend their terms if they wish, Loren Cartagena and Fernando Escobedo requested to end their terms as scheduled in December. Both members explained their situations and expressed gratitude to the board. Ms. Ponce explained the function of the Private Sector and asked to begin discussions on where to look for potential candidates that must apply for the position and be interviewed by the Executive Committee. The board asked specific questions about the candidacy requirements and offered recommendations. **No action was taken.**
- B. Report Presentation on Organization-wide, Comprehensive Risk Assessment:** Ms. Ponce offered the overview to the board that contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees. **A motion was made by Luis Perez to approve the Organization-wide, Comprehensive Risk Assessment. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- C. Update Regarding the Agreement with SOURCE Global, PBC and the AguaEsperanza Project:** Ms. Ponce announced that the contract with SOURCE to provide HydroPanels for safe drinking water in the colonias was terminated through a mutual agreement. Ms. Ponce detailed the next steps, including potential technologies that are being considered in order to sustain the AguaEsperanza program for individuals with no access to a municipal water source. **No action was taken.**
- A. Review and Approve Resolution Requesting an Extension for the 2025 CSBG Contract:** Ms. Ponce presented the resolution requesting an extension for the 2025 CSBG Contract. **A motion was made by Commissioner Stout to approve the Resolution Requesting an Extension for the 2025 CSBG Contract. Luis Perez seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Filing of the 2024 Form 990:** Ms. Ponce provided a status update on the Form 990. **No action was taken.**
- B. Discuss Process for the 2024 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** The discussions were held during Executive Session. **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 Luis Carlos Perez to adjourn to Executive Session. Edmundo Rodriguez seconded the motion. The motion passed unanimously. Executive session began at 6:12 PM.

A motion was made by Fernando Escobedo to adjourn the Executive Session. Anna Hey seconded the motion. Executive session ended at 6:25 PM. The motion passed unanimously. **No action was taken.**

IX. Community Updates: No community updates were provided. **No action was taken.**

X. Confirm Next Meeting Date/Time: The next meeting was confirmed for Tuesday, October 28, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: Anna Hey made a motion to adjourn the meeting. Raymundo Calzadias seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:28 PM.



October Board of Directors Board Meeting Minutes

Tuesday, October 23, 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	PY	Raymundo Calzadias	P	Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	A	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Anna Hey	P	Loren Cartagena	P
Ashlee Nicole Silvas	P	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, Weatherization Manager
Michael Drapes, Strickler & Prieto	

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:31 PM by Alberto Mesta, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. **A motion was made by Fred Perea to approve the Consent Agenda which consisted of the following: September 23, 2025 Board Minutes, September 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and the September 2025 Human Resources Report. The motion was seconded by Anna Hey. 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 asked the board for recommendations to replace the seats being vacated by Loren Cartagena and Fernando Escobedo. She asked to send the contact information for the recommendations in order to reach out to them to obtain the required information. Ms. Ponce announced Project BRAVO was selected by UnidosUS to receive a grant for \$200,000 that will be used to form a collaborative that will work to increase the amount of affordable housing in El Paso. Ms. Ponce reminded the Board of a training on Fundraising

hosted by Blue Square Advisors on Monday November 3. Ms. Ponce reminded the board of the 2025 Annual Board Meeting on December 2nd. **No action was taken.**

B. Financial Committee: Review and accept the August & September 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Tuesday, September 23 for review of the August & September 2025 financials, as well as a thorough presentation of the 2024 Form 990 provided by Stricler & Prieto. **A motion was made by Fernando Escobedo to Accept the August & September 2025 Finance Reports. Anna Hey seconded the motion. The motion passed unanimously.**

VI. New Business:

A. Review and Approve the Fiscal Year 2024 Form 990: Michael Drapes from Stricler & Prieto provided a presentation on the submitted Form 990 and answered questions from the Board. **A motion was made by Luis Perez to approve the Fiscal Year 2024 Form 990. Fernando Escobedo seconded the motion. The motion passed unanimously.**

B. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents: Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Commissioner Stout to adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents. Anna Hey seconded the motion. The motion passed unanimously.**

C. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan for Other Benefits & Plan Documents: Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Luis Perez to adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits. Fernando Escobedo, Jr. seconded the motion. The motion passed unanimously.**

D. Discuss the Impact of the Government Shutdown and Reduction in Force on Federal Grants Administered by Project BRAVO: Discussion took place during Executive Session. **No action was taken.**

E. Call for Volunteers to Serve on the Nominating Committee to Determine the 2025 Slate of Officers: Ms. Ponce called on board members to volunteer to serve on the Nominating Committee overseeing the nominations for the 2026 Slate of Officers and entailed their responsibilities. Alberto Mesta, Anna Hey, and Luis Perez volunteered to serve on the committee. **No action was taken.**

VII. Old Business:

A. Update on the 60th Anniversary Celebration of Project BRAVO: Ms. Ponce stated that per discussions made during Executive Session, the 60th Anniversary Celebration will be postponed and the committee proposed a peer to peer fundraiser. **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 Fred Perea to adjourn to Executive Session. Anna Hey seconded the motion. The motion passed unanimously. Executive session began at 6:00 PM.

A motion was made by Luis Perez to adjourn the Executive Session. Raymundo Calzadias seconded the motion. Executive Session ended at 6:27 PM. The motion passed unanimously. **No action was taken.**

- IX. **Community Updates:** Commissioner Stout urged individuals to vote on the 17 constitutional amendments being proposed by the State. **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, December 2, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. **Adjournment:** Commissioner Stout made a motion to adjourn the meeting. Raymundo Calzadias seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:29 PM.



Annual Board of Directors Board Meeting Minutes

Tuesday, December 2, 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	PY	Raymundo Calzadias	P	Fernando Escobedo, Jr.	P
Judge Nina Serna	PY	Edmundo Rodriguez	A	Alberto Mesta, Jr.	P
Commissioner David Stout	P	Anna Hey	P	Loren Cartagena	P
Ashlee Nicole Silvas	P	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
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, Weatherization Manager

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:31 PM by Alberto Mesta, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. **A motion was made by Fernando Escobedo to approve the Consent Agenda which consisted of the following: October 28, 2025 Board Minutes, October 2025 Community Services, Weatherization & HVAC, and Housing Services Reports, and the October 2025 Human Resources Report. The motion was seconded by Raymundo Escobedo. 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 a partnership with the El Paso Community Foundation to provide \$75 grocery gift cards to SNAP recipients affected by the pause in benefits, as well as a partnership with the United Way to offer food distribution for Thanksgiving meals to Project BRAVO clients. Ms. Ponce spoke about an update from David Bradely, NCAP's federal advocate, about the federal fiscal standing and potential scenarios for the following year. Ms. Ponce announced January 5 will be the first day Project BRAVO will be accepting applications for 2026 services, and asked Board Members to urge potential applicants to be prepared and start gathering documents prior to the application day. Ms. Ponce announced that NCAP provides two

conferences a year, with one of them, the Management and Leadership Training Conference, offering tracks for board management Ms. Ponce asked for any board members interested in participating to contact Andrea Cortez to coordinate registration and other arrangements. Ms. Ponce announced all Project BRAVO centers will be closed between December 24 and January 2 as a result of timely expenditure of grants and in preparation for the 2026 year. **No action was taken.**

B. Financial Committee: Review and accept the October 2025 Finance Reports: Fernando Escobedo announced that the Finance Committee met on Tuesday, December 2 for review of the October 2025 financials. **A motion was made by Fernando Escobedo to Accept the October 2025 Finance Reports. Luis Perez seconded the motion. The motion passed unanimously.**

VI. New Business:

A. Presentation of the Nominating Committee 2026 Slate of Officers for the positions of Chair, Vice Chair, Secretary, and Treasurer for the Board of Directors of Project BRAVO. Nominations from the floor for additions to the ballot: Mr. Mesta presented the slate of officers that was determined by the Nominating Committee. The slate of officers that was presented was as follows: Luis Carlos Perez for Board Chair, Raymundo Calzadias for Vice Chair, Alberto Mesta for Secretary, and Anna Hey for Treasurer. Mr. Mesta informed the board that write-in candidates may be placed on the ballots. **No action was taken.**

B. Officer elections, counting of the ballots, review of election results, and approval of election results for 2025 officers for the Project BRAVO Board of Directors: The board members were handed a ballot and turned in their secret ballots for counting. Completed ballots were collected and counted by the Community Services Manager, Ema Marciscano, and the Human Resources Specialist, Martha Hernandez. The election results are as follows: Luis Carlos Perez for Board Chair, Raymundo Calzadias for Vice Chair, Alberto Mesta for Secretary, and Anna Hey for Treasurer. **A motion was made by Commissioner Stout to accept the election results for the 2026 Officers for the Project BRAVO Board of Directors. The motion was seconded by Fernando Escobedo. The motion passed unanimously.**

C. Service Award Presentation to Loren Cartagena, outgoing Private Sector Representative and Fernando Escobedo, outgoing Private Sector Representative and Treasurer: Ms. Ponce thanked Loren Cartagena and Fernando Escobedo for their six years of service as Private Sector Representatives for the Project BRAVO Board of Directors. Ms. Cartagena and Mr. Escobedo were presented with plaques on behalf of Project BRAVO and the Board of Directors. **No action was taken.**

D. Accept Proclamation for Extending Term Limit for Luis Perez, Low Income Representative per El Paso Community Action Program Project BRAVO, Inc. Bylaws: Ms. Ponce presented the proclamation to extend term limits for Luis Carlos Perez per the previously approved bylaw changes. **A motion was made by Fred Perea to Accept the Proclamation for Extending Term Limits for Luis Perez, Low Income Representative per El Paso Community Action Program Project BRAVO, Inc. Bylaws. Anna Hey seconded the motion. The motion passed unanimously**

VII. Old Business:

A. None. 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. **No action was taken.**

- IX. **Community Updates:** Anna Hey announced her candidacy for Justice of the Peace Precinct 2. Commissioner Stout announced his campaign to run for reelection. **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The next meeting was confirmed for Tuesday, December 2, 2025, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. **Adjournment:** Luis Perez made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:15 PM.