



**Board of Directors Board Meeting Minutes**

Tuesday, January 26 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	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	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
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, EHPA Manager

**GUESTS**

Carlos A. Martinez, Office of Commissioner Stout  
Cassandra Urrutia, Office of Senator Blanco  
Margie Salcido

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 1:31 PM by Fred Perea.
- 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 December 1, 2020, Board Minutes. The motion was seconded by Judge Serna. The motion passed unanimously.

- B. A motion was made by Sylvia Carreon to approve the Consent Agenda which consisted of the following: November & December 2020 Community Services Report, November & December 2020 Weatherization Program Report, November & December 2020 Housing Services Report, the November & December 2020 Human Resource Report, and the December 2020 Strategic Plan Report pending a change to the dates listed on the 2020 Human Resource Report. The motion was seconded by Judge Serna. 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 informed the board of updates to the application process that addresses the high volume of applicants for services. There will be application periods to allow employees to better process pending incomplete applications before accepting new applications. Ms. Ponce updated the board on a reduction in funding from the City of El Paso for rental assistance. Ms. Ponce asked the Board for direction regarding an invitation from Texas Gas to partner with them on a program that would provide free energy efficient appliances to complement our weatherization and HVAC repair program. Texas Gas asked if Project BRAVO could participate in informational meetings with members of City Council. Ms. Ponce reassured them that Project BRAVO would only provide information on our services and not advocate for or against the program. Board members agreed to let Ms. Ponce move forward while addressing that the organization does not endorse the proposed program. **No action was taken.**
- B. Financial Committee: Review and accept the November & December 2020 Finance Reports:** Mr. Bosquez stated that November & December 2020 Financial Reports were reviewed in detail at the Finance Committee meeting and there were no findings. **A motion was made by Sylvia Carreon to approve the November & December 2020 Finance Reports. Alberto Mesta seconded the motion. The motion passed unanimously.**

**VI. New Business:**

- A. A motion was made by Alberto Mesta to pull New Business Item A to the beginning of the meeting Laurencio Bosquez seconded the motion.**

**Questions & Answers Session for Potential Public Sector Board Representative Senator César J. Blanco to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion. If Approved, Swearing-in Ceremony will Follow, per Organizational Standard 5.1:** Ms. Ponce introduced Senator César Blanco to the Board. Senator Blanco stated the privilege it was to be invited to serve on the Board and expressed his intentions. **A motion was made by Sylvia Carreon to Approve Senator César J. Blanco to Serve on the Project BRAVO Board of Directors as a Public Sector Board Representative. Alberto Mesta Seconded the motion. The motion passed unanimously. Senator Cesar Blanco was sworn into the Project BRAVO Board of Directors.**

- B. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Article V - Selection Procedures, Section B. Representatives of the Low-Income:** Ms. Ponce presented the proposed changes to the bylaws in regards to Low Income Representative Elections. Previously, the board voted to delay elections to ensure health safety measures were taken during the pandemic. To ensure changes were made in a timely manner, the proposed changes allow for democratic elections using mail in ballots as well as the creation

of an Ad-hoc Low Income Representative Elections Committee to oversee the process rather than the Executive Committee. **A motion was made by Alberto Mesta to Approve the Project BRAVO Bylaws proposed change for Article V - Selection Procedures, Section B regarding the process for electing Low-Income Representatives. Sylvia Carreon seconded the motion. The motion passed unanimously.**

- C. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Appendix II: Guidelines for Electing Area Representatives to the Board of Directors of Project BRAVO, Inc.:** Ms. Ponce presented the proposed changes to the bylaws through Appendix II, which details the process to the democratic elections, including mail-in or drop off ballots, how individuals can become candidates, and how the votes will be counted. **A motion was made by Alberto Mesta to approve the Project BRAVO Bylaws proposed change for Appendix II regarding the process for electing Low-Income Representatives. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- D. Call for Volunteers to Serve on the Low-Income Representative Election Committee Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws:** Ms. Ponce called on board members to serve on the committee overlooking the Low-Income Representative Election. Loren Cartagena, Alberto Mesta, and Fernando Escobedo volunteered to serve on the Low Income Representative Election Committee. **No action was taken.**
- E. Approve Fernando Fernandez and Alberto Mesta as Members of the Finance Committee for 2021:** Ms. Ponce informed the board that Fernando and Alberto agreed to serve on the committee pending board consensus. **Consensus was reached to approve Fernando Fernandez and Alberto Mesta as Members of the Finance Committee for 2021.**
- F. Presentation of the 2021 Project BRAVO Board Meeting Calendar:** Ms. Ponce presented the calendar, and stated that all meetings can be held on the last Tuesday of every month with no interference of holidays. **No action was taken.**
- G. Resolution to Accept the 2021 CSBG Contract:** Ms. Ponce presented the item which requires an annual approval from the Board. **A motion was made by Sylvia Carreon to accept the 2021 CSBG Contract. Loren Cartagena seconded the motion. The motion passed unanimously.**
- H. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020:** Ms. Ponce presented the item to offer transparency for a common practice. **A motion was made by Laurencio Bosquez to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020. Fred Perea seconded the motion. The motion passed unanimously.**
- I. Presentation of the 2021 Budget Calendar per Organizational Standard 8.9:** Mr. Dominguez presented the board with a calendar that stated items and deadlines pertaining to the 2021 budget calendar. **No action was taken.**
- J. Review and Ratify the United Bank Line of Credit Draw for \$355,476.38 in December 2020:** Mr. Dominguez stated the reasoning behind a credit draw and the status of the transaction. **A motion was made by Sylvia Carreon to Ratify the United Bank Line of Credit Draw for \$355,476.38 in December 2020. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- K. Authorize the Executive Director to Contract a Consultant to Complete the 2021 Community Assessment for Project BRAVO, per Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Ms. Ponce stated the process and reasoning to contract a consultant for the Community Needs Assessment, and asked to be authorized to select a representative pending a thorough evaluation of the submissions by Crescendo, Achille Buchanan & Associates, and Villescascas Research. **A motion was made by Alberto Mesta to Authorize the Executive Director to Contract a Consultant to Complete the 2021 Community Assessment for Project BRAVO. Sylvia Carreon seconded the motion. The motion passed unanimously.**

**VII. Old Business:**

- A. Discuss Process for the 2020 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Item was tabled until February Board Meeting to permit Gabriella Reed to update the board. **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:** Mr. Perea mentioned Project Amistad receiving funds to provide utility assistance and asked if Ms. Ponce had any insight. Ms. Ponce clarified that these funds come from COVID funds made available by the city. There has been communication between organizations to refer clients that may not qualify because they live outside the city limits. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, February 23, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Alberto Mesta seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:40 PM.**