



Board of Directors Annual Meeting Agenda July 27, 2021

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, July 27, 2021, at 1:30 PM via Google Meet.

Effective March 16, 2020, the Governor of Texas, Greg Abbott, has temporarily suspended a limited number of open meeting laws in response to the COVID-19 disaster. In an effort to adhere to Center for Disease Control guidelines to limit social contact, Project BRAVO will be conducting the meeting through video and teleconference.

Members of the public may join the meeting by emailing acortez@projectbravo.org to request an electronic invitation or call toll free (915) 245-0664; PIN: 965 420 522#. A copy of the agenda and board packet will be posted at www.projectbravo.org under the "Resources"/"Board of Directors" tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

- I. **Call to Order**
- II. **Certification of Quorum**
- III. **Public Comment**
- IV. **Consent Agenda: Gabriella Reed, Board Chair**
 - A. Review and approve the meeting minutes from June 29, 2021, per **Organizational Standards 5.5, 5.9, & 8.7** | Page_____
 - B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9, 6.5, & 6.4**
 1. June 2021 Community Services | Page_____
 2. June 2021 Weatherization & HVAC Services | Page_____
 3. June 2021 Housing Services | Page_____
 4. June 2021 Human Resources | Page_____
 5. June 2021 COVID Relief Programs | Page_____
 6. June 2021 Strategic Plan | Page_____
 7. 2nd Quarter Customer Satisfaction Survey Report | Page_____



V. Committee Reports

A. Executive Committee: *Laura Ponce, Executive Director*

Review the following reports:

1. Contract Activity Report | Page_____
2. Program Monitoring Report | Page_____
3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page_____
4. Organizational Standards Report | Page_____
5. Executive Director Report

B. Finance Committee

1. Review and Accept the June 2021 Finance Report, per **Organizational Standard 8.7**, *Laurencio Bosquez, Treasurer* | Page_____

VI. New Business

- A. Announcement of Public Hearing Presentation of the 2021 Community Assessment Results to be held virtually on Friday, July 30, 2021, and the Public Hearing Presentation for the 2022 CSBG CAP Plan and Budget to be held virtually on Monday, August 2, 2021, *Laura Ponce, Executive Director* | Page_____
- B. Discuss and Approve Project BRAVO's management recommendation to recognize the Juneteenth federal holiday as an employee holiday as a result of the Juneteenth National Independence Day Act, *Laura Ponce, Executive Director*
- C. Discuss and Approve "Lease Term Second Extension Agreement" for the Main Office property located at 2000 Texas Ave., *Laura Ponce, Executive Director* | Page_____
- D. Discuss Update on Open Meetings Act Stating that All Open Meeting Requirements will Resume on September 1, 2021, *Laura Ponce, Executive Director* | Page _____
- E. Report presentation on organization-wide, comprehensive risk assessment, per **Organizational Standard 4.6**, *Laura Ponce, Executive Director* | Page_____

VII. Old Business

- A. Discuss and take action on the process and timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside, *Laura Ponce, Executive Director*
- B. Update on the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990, per **Organizational Standards 8.1, 8.3, 8.4, 8.5 & 8.6**, *Martin Dominguez, Chief Financial Officer*

VIII. Adjourn to Executive Session: *Gabriella Reed, Board Chair*

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 a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.



- IX. **Community Updates:** *Board Members*
- X. **Confirm Next Meeting Date/Time:** Tuesday, August 24, 2021 at 1:30 PM via Google Meet
- XI. **Adjournment**