



Board of Directors Annual Meeting Agenda December 5, 2023

The **2023 Annual** Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, December 5, 2023, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

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.

All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda: *Fernando Escobedo, Board Chair*

- A. Review and approve the meeting minutes from October 30, 2023 and November 14, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
 - 1. October 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. October 2023 Human Resources | Page _____
 - 3. October 2023 Strategic Plan | 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 Approve the October 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page _____

VI. New Business

- A. Presentation of the Nominating Committee 2024 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: *Laura Ponce, Executive Director*
- B. Officer elections, counting of the ballots, review of election results, and approval of election results for 2023 officers for the Project BRAVO Board of Directors: *Laura Ponce, Executive Director*
- C. Call for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees for 2024: *Laura Ponce, Executive Director*
- D. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director* | Page _____
- E. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents: *Laura Ponce, Executive Director* | Page _____, Plan Documents Attached Separately
- F. Review and Approve the Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits: *Laura Ponce, Executive Director* | Page _____, Plan Documents Attached Separately
- G. Accept the Resignation of Marla Jo St. Leon, Board Secretary and Low-income Representative for the Northeast: *Fernando Escobedo, Board Chair* | Page _____
- H. Discuss and take possible action regarding *Sandra Trejo v. El Paso County Community Action Program Project Bravo*, in the 243rd Judicial District Court, Cause No. 2023-DCV-0501: Rosemary Marin, Attorney, ScottHulse PC

VII. Old Business

- A. Update on the 2022 Fiscal Audit and Form 990, per **Organizational Standard 8.1**: Laura Ponce, Executive Director

VIII. Adjourn to Executive Session: *Fernando Escobedo, 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:** Monday, January 29, 2024, at 5:30 PM

XI. **Adjournment**