



Board of Directors Board Meeting Minutes

Tuesday, March 14, 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	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	A	Loren Cartagena	P
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
Martha Hernandez, HR Representative	

GUESTS

Cheryl Dunn Donley

Kristy Gamble

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 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 Sylvia Carreon to approve the Consent Agenda which consisted of the following: January 31, 2023 Board Minutes, January & February 2023 Community Services, Weatherization & HVAC, and Housing Services Reports, January & February 2023 Human Resources Report, and the January & February 2023 Strategic Plan Report. The motion was seconded by Loren Cartagena. The motion passed unanimously.**
- V. **Committee Reports:**
 - A. **Executive Committee:** Ms. Ponce presented an update on application procedures, including stopping the acceptance of new applications as there are enough applications in the pipeline to fully spend present funds if all applicants are deemed eligible. Additional funds have been requested to TDHCA, and if additional funds are granted or applicants in the pipeline do not fully obligate all funds, the application process will open again to the public. Projects that are to be completed in the following months are updates to the Cost Allocation Plan, the Employee Handbook, and the Fiscal Policies. Ms. Ponce announced she and board member Sylvia Carreon would be traveling to the state’s Capital as part of a Legislative Day

with the intent of educating state legislators on the work of Community Action Agencies in Texas. Ms. Ponce provided a summary on an ongoing pilot partnership with SOURCE to provide free drinking water to people living in the Hueco Tanks Colonia using solar powered water harvesters. Ms. Ponce announced that SOURCE, Inc. has reached out to Project BRAVO to run the program as there were issues establishing the program through the County. Project BRAVO intends to apply for \$1.5 Million through various sources for the program. Ms. Ponce extended an invitation to the Board to attend a virtual presentation hosted by Aaron Seaman of SOURCE Global, PBC. to learn more about water harvesting technology and Hueco Tanks Colonia project. **No action was taken.**

- B. Financial Committee: Review and accept the November and December 2022 Finance Reports:** Alberto Mesta announced that the Finance committee met and reviewed the November and December 2022 financial reports in detail. The 2023 Project BRAVO Operating Budget was also presented and accepted by the Finance Committee. Mr. Mesta detailed the work Wipfli has done since onboarding in January. **A motion was made by Fred Perea to accept the November and December 2022 Finance Reports. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve the 2023 Project BRAVO Operating Budget:** Ms. Ponce presented the 2023 Project BRAVO Salaries & Operations Budget to the board. Ms. Ponce reported that the 2023 Project BRAVO Salaries & Operations Budget was thoroughly reviewed and approved for presentation to the Board by the Finance Committee. Ms. Ponce provided an overview of key budget areas including the addition of Incentive Pay for staff completing certifications essential to Project BRAVO programs and services. **A motion was made by Alberto Mesta to Approve the 2023 Project BRAVO Operating Budget. Sylvia Carreon seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Conclusion of the Amistad Homeowner Utility Assistance Project:** Upon discussion regarding the Amistad Homeowner Utility Assistance Project that began in April of 2022, the board, by consensus, directives the Executive Director to sunset the program in the following 30 days. **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 Marla Jo St. Leon to adjourn to Executive Session. Sylvia Carreon seconded the motion. The motion passed unanimously. Executive session began at 6:38 PM. Executive session ended at 6:44 PM. The board came out of Executive Session and Marla Jo. St. Leon made the motion to direct the Executive Director to take action to resolve a personnel issue discussed in Executive Session, per the instructions of the board. Sylvia Carreon seconded the motion. The motion passed unanimously.

- IX. Community Updates:** Alberto Mesta announced that board member Christina Sanchez is launching her campaign for County Attorney. The current County Attorney Jo Ann Bernal, Ms. Sanchez serves as her representative on the board of Project BRAVO, is retiring after her term ends in 2023. **No action was taken.**

- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 28, 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. Luis Perez seconded the motion. The motion passed unanimously and the meeting was adjourned at 7:09 PM.