



Board of Directors Board Meeting Minutes

Tuesday, May 25, 2021 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	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	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.	Mona Mangloña Jacobs, Chief Program Officer
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Martha Vargas, COVID Relief Program Manager	Mike Martinez, WAP Manager

GUESTS

Carlos Martinez, Office of Commissioner Stout

Scott Good, Managing Principal, Crescendo Consulting Group, LLC

Tara Auclair, MBA, Director, Crescendo Consulting Group, LLC

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:33 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 Laurencio Bosquez to approve the Consent Agenda which consisted of the following: April 27, 2021 Board Minutes, April 2021 Community Services Report, April 2021 Weatherization Program Report, April 2021 Housing Services Report, April 2021 Human Resources

Report, and the April 2021 Strategic Plan Report. The motion was seconded by Commissioner Stout. 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 presented an update on return to in person operations, including staff returning to work fully on-site on June 14th, and customers being allowed back into the centers a month or so after staff. Precautions will continue to be taken. Ms. Ponce announced that she will be taking time off in the beginning of June. **No action was taken.**
- B. Financial Committee: Review and accept the April 2021 Finance Reports:** Laurencio Bosquez announced that the Finance committee reviewed the documents in detail and called on the board to approve the finance reports. **A motion was made by Fred Perea to accept the April 2021 Finance Reports, Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review and Accept the "Project BRAVO 2021 Community Assessment for the County of El Paso" Per Organizational Standards 1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4:** Scott Good presented the board with the process of the Community Assessment as well as the findings. The top five needs for the County of El Paso were determined to be households needing to meet basic living expenses; individuals and families need safe and affordable housing; adults need education and employment development; advocacy, infrastructure, and community engagement; individuals and families need free or low-cost mental health and medical health care. Crescendo opened the floor to any questions. Ms. Ponce announced that when approved, the Community Assessment will be shared with the general public as part of a Community Meeting. Depending on guidelines, the meeting may be held simultaneously virtually and in person. **A motion was made by Marla Jo St. Leon to accept the "Project BRAVO 2021 Community Assessment for the County of El Paso". Sylvia Carreon seconded the motion. The motion passed unanimously.**
- B. Update on the Low-Income Representative Elections and Call for Volunteers to Serve on the Counting Committee:** Ms. Ponce announced that elections are set to be held on June 14th both through mail-in ballots and in-person voting. Ms. Ponce announced the requirements for a board member to volunteer to count and certify ballots, as management cannot do so to keep the integrity of the elections. The counting must occur on Friday, June 18th with the time being up to the volunteer's availability. Gabriella Reed asked for volunteers to serve on the Counting Committee, to which Loren Cartagena volunteered to serve. **No action was taken.**
- C. Update on the Start of 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 announced that communication has been made with the auditor to begin the auditing process, which will occur in July. Financial data is being gathered for the audit. The deadline to submit the Form 990 will be extended to November as allowed in the State of Texas due to the Winter Storm. Gabriella Reed asked if there is usually an extension in submitting the Form 990, Mr. Dominguez confirmed that an extension is usually requested. **No action was taken.**

VII. Old Business:

A. None.

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:** Gabriella Reed announced UMC continues to offer walk-up vaccinations and the availability to the newly approved 12-15 age group. Restrictions have been changed since this age group may not have the identification documents required. Commissioner Stout that UMC has a medical unit that can offer vaccines on demand based on availability. The County Emergency Services is also offering on-demand vaccinations to groups of 10 or more. Cassandra Urrutia announced a partnership between Senator Blaco's office and UTEP, Texas Tech to provide vaccines to agricultural workers and their families in rural areas. Laurencio Bosquez announced the Pfizer shot will be available at Tornillo High school to those 12 and up. Loren Cartagena announced that SISD is planning Back to School operations meetings for parents both virtually and in person with information available online. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, June 29, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Commissioner Stout seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:12 PM.**