



**Board of Directors Board Meeting Minutes**

Tuesday, July 27, 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	PY	Sylvia Carreon	P	Alberto Mesta	A
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	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

Lucy Vargas, Office of Judge Nina Serna

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella Reed.
- 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: June 29, 2021 Board Minutes, June 2021 Community Services Report, June 2021 Weatherization Program Report, June 2021 Housing Program Report, June 2021 Human Resources Report, June 2021 COVID Relief Programs Report, June 2021 Strategic Plan Report, and the 2nd Quarter Customer Satisfaction Survey Report. The motion was seconded by Paulina Lopez. 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 announced the Community Assessment was fully accepted with no changes required. A public presentation for the assessment will be held Friday, July 30, 2021. A public hearing to present the Community Action Plan with plans and goals for 2022 will be held on Monday, August 2, 2021. Ms. Ponce invited the Board to attend the public presentations. Ms. Ponce announced that management will be implementing Virtual Fridays to efficiently complete administrative work on the last day of the week. There will be arrangements to host staff at the central office to accommodate for unforeseen circumstances. Ms. Ponce announced planning discussions with the Community Foundation regarding funds for workforce training for Public institutions offering two-year programs that will be reallocated to the Community Foundation due to TEA disbanding. Funding will be used for early college students that cannot complete their two year programs. There will be a 1-year implementation phase with one district before going county-wide, and the district being considered is Canutillo ISD. Ms. Ponce stated she will be on vacation from August 3 to August 12. **No action was taken.**
- B. Financial Committee: Review and accept the June 2021 Finance Reports:** Laurencio Bosquez announced that the Finance committee reviewed the documents in detail at the previous Finance Committee meeting and called on the board to approve the finance reports. **A motion was made by Senator Blanco to accept the June 2021 Finance Reports, Commissioner Stout seconded the motion. The motion passed unanimously.**

**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:** Ms. Ponce called on board members to invite community members to attend the virtual public hearings covering the Community Assessment and the CAP plan. The Community Assessment will be available on the website for anyone to view, and the CAP plan will be brought up to the Board for approval at the August meeting **No action was taken.**
- B. Discuss and Approve the Recommendation to Recognize Juneteenth as a result of the Juneteenth National Independence Day Act, establishing June 19th as a federal holiday:** Ms. Ponce provided a recommendation from management to observe Juneteenth in correspondence with federal designation. **A motion was made by Senator Blancoto Approve the Recommendation to Recognize Juneteenth as a result of the Juneteenth National Independence Day Act, establishing June 19th as a federal holiday. Laurencio Bosquez Seconded the motion. The motion passed unanimously.**
- C. Discuss and Approve Amendment to Renew the La Mujer Obrera Lease at 2000 Texas Ave:** Ms. Ponce asked for renewal of lease with Mujer Obrera. Ms. Ponce reviewed backups used to research the renewal of the office space. **A motion was made by Sylvia Carreon to Approve Amendment to Renew the La Mujer Obrera Lease at 2000 Texas Ave. Fred Perea seconded the motion. The motion passed unanimously.**
- D. Discuss Update on Open Meetings Act Stating that All Open Meeting Requirements will Resume on September 1, 2021:** Ms. Ponce announced Governor Abbott has lifted the act that suspended open meetings effective September 1st. If a reasonable case can be made, meetings may be held virtually. Ms. Ponce called on a discussion. Gabriella Reed stated that numbers are going up, and expressed concerns for

future numbers since children will be going back to school. Ms. Reed also stated that if the city and council meet in person, Project BRAVO will have to follow suit. Ms. Reed called on Ms. Ponce to plan on returning to in-person meetings by scheduling a date and a space with a large enough meeting room to meet in person. **No action was taken.**

- E. **Presentation on organization-wide, comprehensive risk assessment:** Ms. Ponce offered the overview to the board that contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees. **No action was taken.**

## 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:** Ms. Ponce called on Laurencio to be reinstated as a representative for District III until an election is completed in October along with the elections for District IV. **A motion was made by Commissioner Stout to keep Laurencio Bosquez as the Low-Income Representative Election for District III Lower Valley & Far Eastside until the October Elections. Loren Cartagena seconded the motion. The motion passed unanimously. A motion was made by Fred Perea to approve the process and timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside. Paulina Lopez seconded the motion. The motion passed unanimously.**
- B. **Update on the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990:** Mr. Dominguez detailed the process with the auditors and stated that the process is running smoothly. The auditors will present results to the board per organizational standards. **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: Gabriella Reed announced that** COVID cases are going up, UTEP is the only organization in El Paso that can test for the delta variant, UMC trends show the unvaccinated amongst the hospitalized. Commissioner Stout stated restrictions will be implemented on a wait and see basis. Senator Blanco stated that his office has asked leaders for protocols regarding schools, but has not received updates yet. Senator Blanco's office will offer a vaccination clinic at Aoy Elementary in coordination with UTEP and Texas Tech. Paulina Lopez stated that the Census' redistricting data will be released to the state and then the public soon. Ms. Lopez also stated that she can offer training on accessing Census data and how to use it to Project BRAVO staff. Gabriella Reed announced she can provide presentations regarding living wills and power of attorney . **No action was taken.**
- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, August 24, 2021 at 1:30 PM through Google Meet.
- XI. **Adjournment: Senator Blanco made a motion to adjourn the meeting, Sylvia Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:17 PM.**