



**Board of Directors Board Meeting Minutes**

Tuesday, January 25, 2022 at 5:00 PM  
at 2000 Texas Ave. El Paso TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Marla Jo St. Leon	V	Fernando Escobedo	P
Judge Nina Serna	V	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	A	Loren Cartagena	V
Senator César Blanco	P	Paulina López	P	Fred Perea	P

*P=In Person, V=Virtual, A=Absent, PY=Proxy*

**STAFF**

P: Laura Ponce, Executive Director	P: Martin Dominguez, Chief Financial Officer
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mona Mangloña Jacobs, Chief Program Officer
V: Ema Marciscano, Community Services Manager	V: Martha Hernandez, HR Specialist
V: Mike Martinez, Weatherization Manager	

**GUESTS**

P: Cassandra Urrutia, Office of Senator Blanco  
P: Cynthia Renteria, Office of Commissioner Stout

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:00 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 Senator Blanco to approve the Consent Agenda which consisted of the following: **October 25, 2021 Board Minutes, December 07, 2021 Board Minutes, October 2021 Community Services Report, November 2021 Community Services Report, December 2021 Community Services Report, October 2021 Weatherization Program Report, November 2021 Weatherization Program Report, December 2021 Weatherization Program Report, October 2021 Housing Program Report, November 2021 Housing Program Report, December 2021 Housing Program Report, October 2021 Human Resources Report, November 2021 Human Resources Report, December 2021 Human Resources Report, October 2021 Strategic Plan Report, November 2021 Strategic Plan Report, and the December 2021 Strategic Plan Report. The motion was seconded by Sylvia Carreon. 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 a procurement for Weatherization and HVAC services was underway as a result of findings in a monitoring from TDHCA. The findings were related to errors made during the procurement for the existing contract. Ms. Ponce stated that the options as a result of the finding were to re-procure within 30 days to remove the finding, or close the monitoring without resolving the finding and reprocure with a timeline longer than 30 days. Ms. Ponce stated that procuring within 30 days would result in a process that would be rushed and may lead to less than optimal proposals. The management team decided to close the monitoring with the finding unresolved and procure the Weatherization and HVAC contracts with a timeline that would lead to a fair and diligent process. Ms. Ponce stated that due to the high volume of applications received in the first month of the year, Project BRAVO implemented Open and Closed Application Process to properly process applications received. Mr. Perea asked what are the options for members of the public when the application process is closed. Ms. Ponce announced that we can refer clients to other organizations providing services or let clients know to contact their utility companies to make arrangements until they can submit an application. Ms. Ponce announced we are in the process of procuring Temporary Staffing Services since we will be requiring additional staff to expend ARA Funds. Ms. Ponce reviewed activity related to Texas Association of Community Action Agencies (TACAA.) Ms. Ponce will be traveling to Austin for the first in-person board meeting, plus hosting the first Energy Summit for energy providers, TDHCA and CEAP sub-recipients. The purpose of the summit is to discuss strategies to help agencies expend 100% of CEAP funds across Texas. **No action was taken.**
- B. Financial Committee: Review and accept the September, October, November and December 2021 Finance Reports:** Mr. Mesta 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 Alberto Mesta to accept the September, October, November and December 2021 Finance Reports, Senator Blanco seconded the motion. The motion passed unanimously.**

**VI. New Business:**

- A. Swear in Public Sector Board Representative Christina Sanchez to Serve on the Project BRAVO Board of Directors as Designee for County Attorney Jo Anne Bernal:** Mr. Perea presented the Project BRAVO New Board Member Oath, which Ms. Sanchez repeated. **No action was needed.**
- B. Presentation of the 2022 Budget Calendar:** Mr. Dominguez presented the 2022 Budget Calendar and provided information on budget items for 2022. **No action was needed.**
- C. Review and Approve Amendment to 403b Plan Document:** Ms. Ponce provided the amendment to the 403b Plan Document for approval. **A motion was made by Christina Sanchez to approve the Amendment to 403b Plan Document. The motion was seconded by Commissioner Stout. The motion passed unanimously.**
- D. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO:** Ms. Ponce announced an annual request to authorize the Executive Director to sign Contracts and Agreements on behalf of Project BRAVO. **A motion was made by Senator Blancoto Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**

**VII. Old Business:**

- A. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Mr. Perea announced that the evaluation is still in process and that the evaluation will be approved in February's meeting along with an item regarding compensation. **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:** Commissioner Stout called on the board to vote in the upcoming primary elections. Ms. Carreon provided updates on redistricting in our community. Ms. Carreon called on board and members of the public to participate whenever possible. Ms. Carreon announced the Penrose Neighborhood association is hosting a Valentine's Day Car Show and invited Project BRAVO to attend and share information on the organization with the community. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 01, 2022, with time and location To be Determined.
- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 5:52 PM.**



**Board of Directors Board Meeting Minutes**

Friday, March 04, 2022 at 12:00 PM  
at 2000 Texas Ave. El Paso TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	V	Sylvia Carreon	P	Alberto Mesta	A
Commissioner David Stout	P	Laurencio Bosquez	V	Loren Cartagena	P
Senator César Blanco	PY	Paulina López	P	Fred Perea	P

P=In Person, V=Virtual, A=Absent, PY=Proxy

**STAFF**

P: Laura Ponce, Executive Director	P: Martin Dominguez, Chief Financial Officer
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mike Martinez, Weatherization Manager
V: Ema Marciscano, Community Services Manager	

**GUESTS**

Jose Gutierrez, TechVac

Cynthia Renteria, Office of  
Commissioner Stout

Lucy Vargas, Office of Judge Nina  
Serna

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 12:04 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. **New Business:**
  - A. **Presentation of the 2022 Project BRAVO Salaries & Operations Budget:** Mr. Dominguez presented the 2021 Project BRAVO Salaries & Operations Budget. Mr. Dominguez reported that the 2021 Project BRAVO Salaries & Operations Budget was thoroughly reviewed and approved for presentation to the Board by the Finance Committee. Mr. Dominguez provided an overview of key budget areas and the additions of full-time positions. **A motion was made by Sylvia Carreon to approve the 2022 Project BRAVO Salaries & Operations Budget. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- B. Approve Contractor for Weatherization Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process taken to procure weatherization services. The Executive Report provided in the packet **A motion was made by Sylvia Carreon to Approve High Ridge Construction as the Contractor for Weatherization Services and Authorize the Executive Director to Negotiate the Final Contract. Fernando Escobedo seconded the motion. The motion passed unanimously.**
  
- C. Approve Contractor for HVAC/Heating and Cooling Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process taken to procure HVAC services. **A motion was made by Christina Sanchez to Approve High Ridge Construction as the Contractor for HVAC/Heating and Cooling Services and Authorize the Executive Director to Negotiate the Final Contract. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
  
- D. Review and Approve Compensation for the Executive Director:** Mr. Perea announced the Board discussed the evaluation as proposed. The Board finalized discussions during an Executive Session. **A motion was made by Paulina Lopez to Approve Compensation for the Executive Director as presented in the 2022 Salaries & Operations Budget. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.**

**V. Old Business:**

- A. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** The Board adjourned for Executive Session to discuss and finalize the 2021 Performance Evaluation for Laura Ponce, the Project BRAVO Executive Director. **A motion was made by Fernando Escobedo to approve the 2021 Performance Evaluation of Laura Ponce, the Project BRAVO Executive Director. The motion was seconded by Loren Cartagena. The motion passed unanimously.**

**VI. 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.

**The board adjourned to Executive Session to discuss the 2021 Performance Evaluation and 2022 salary for Laura Ponce, the Executive Director of Project BRAVO.**

- VII. Community Updates:** There were no community updates. **No action was taken.**

- VIII. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 29, 2022, at 5:00 PM at 2000 Texas Ave., El Paso, TX 79901.

- IX. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Marla Jo St. Leon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 1:10 PM.**



**Board of Directors Board Meeting Minutes**

Tuesday, May 24, 2022 at 5:30 PM  
at 715 Lomita Dr, El Paso, TX 79907

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Marla Jo St. Leon	A	Fernando Escobedo	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Paulina López	P	Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Ema Marciscano, Community Services Manager	Martha Hernandez, HR Representative

**GUESTS**

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:32 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 Loren Cartagena to approve the Consent Agenda which consisted of the following: March 04, 2022 Board Minutes, January, February, March & April 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, January, February, March & April 2022 Human Resources Report, and the January, February, March & April 2022 Strategic Plan Report. The motion was seconded by Sylvia Carreon. The motion passed unanimously.
- V. **Committee Reports:**
  - A. **Executive Committee:** Before continuing with the reports, Ms. Ponce called for a Moment of silence for the community of Uvalde, TX, following the events at Robb Elementary School. Ms. Ponce went over the Contract Activity Report including the addition of the LIHWAP contract for water assistance, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her

Executive Director's Report. Ms. Ponce announced the beginning of the Low Income Household Water Assistance Program at Project BRAVO and stated Ms. Jacobs would provide details during her presentation. Ms. Ponce announced that elections for two Low Income Representative positions would be held soon to replace two representatives whose terms are ending and one representative who will be resigning. Ms. Ponce announced Ms. Paulina Lopez, LIR for District I: Westside was resigning as she will move out of town to accept a new position. Ms. Ponce and the board thanked Ms. Lopez for her service as a board member. Ms. Ponce announced that May is Community Action Month, and is honored to have Project BRAVO serve as the designated Community Action Agency for El Paso County. Ms. Ponce announced the new stage of return to office procedures, including having staff return to a fully in-office schedule Monday through Thursday effective May 31st with Fridays continuing to be virtual. Return to office procedures also include a tentative opening to the public in July pending repairs at the 2000 Texas Ave. office. In regards to remote operations currently in place, Ms. Carreon asked Ms. Ponce if there were concerns from the public regarding the current application process. Ms. Ponce detailed the options for community members to apply online or in person via the drop boxes. Ms. Jacobs clarified that the processes have made applying more accessible. Ms. Ponce announced that TDHCA made a temporary change in rules that extended the cap on utility assistance and allowed for utility assistance to be granted through one lump sum payment to utilities as opposed to providing monthly payments. Ms. Ponce provided a brief update regarding the spending status of 2021 CEAP funds for utility assistance, as additional funds are expected at the end of the year. As for current funds, all direct services funds are fully obligated and spent as of March and staff are actively working on spending 2022 CEAP funds. Ms. Ponce announced two conference opportunities for board members and asked for members wanting to attend to submit a request to the Executive Department. The two conferences were the 2022 CAPLAW conference and the UnidosUS 2022 Annual Conference. **No action was taken.**

- B. Financial Committee: Review and accept the January, February, March and April 2022 Finance Reports:** Board members were provided with a copy of the financial presentation that reviews organization-wide reports on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial Position. Mr. Mesta 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 Christina Sanchez to accept the January, February, March and April 2022 Finance Reports, Laurencio Bosquez seconded the motion. The motion passed unanimously.**

## **VI. New Business:**

- A. Presentation on the Low Income Household Water (LIHWAP) Assistance Program:** Ms. Jacobs provided a presentation covering the client regulations and program parameters on the new program providing water assistance in El Paso County through March 2023. Ms. Jacobs thoroughly answered questions from the board. **No action was taken.**
- B. Approve the Fifth Member of the Executive Committee:** Ms. Ponce explained that the Executive Committee is composed of five members: the four board officers and another member from the board. Ms. Ponce announced that a fifth member had not been selected and that the Executive Committee had suggested having Ms. Christina Sanchez serve as the fifth member after board approval, which she agreed to serve.. A motion was made by **Senator Blanco to Approve Christina Sanchez as the Fifth Member of the Executive Committee, Loren Cartagena seconded the motion. The motion passed unanimously.**

- C. **Discuss and Approve Fernando Escobedo, Jr.'s Designation as the Private Sector Representative to the Makios Technology Organization:** Ms. Ponce explained that Prudential Financial held the board seat occupied by Fernando Escobedo. Due to Mr. Escobedo's change in employment Ms. Ponce asked the board to transfer the seat from Prudential Financial to Makios Technology and approve Mr. Escobedo's designation to continue serving as a Private Sector Representative on Project BRAVO's Board of Directors. **A motion was made by Christina Sanchez to approve Fernando Escobedo, Jr.'s Designation as the Private Sector Representative to the Makios Technology Organization. The motion was seconded by Senator Blanco. The motion passed unanimously.**
  
- D. **Review and Approve a Change in the Mileage Rate to from 56.0 Cents per Mile to the 2022 IRS Mileage Rate of 58.5 Cents per Mile:** Mr. Dominguez informed the Board of the changes to the mileage reimbursement amount that was updated in the IRS guidelines and recommended the Board's approval to ensure compliance with the guidelines. **A motion was made by Christina to Approve a Change in the Mileage Rate to from 56.0 Cents per Mile to the 2022 IRS Mileage Rate of 58.5 Cents per Mile. The motion was seconded by Paulina Lopez. The motion passed unanimously.**
  
- E. **Review and Approve Resolution for Acceptance of the 2022 CSBG Contract:** Ms. Ponce presented the item which requires an annual approval from the Board. **A motion was made by Paulina Lopez to Approve Resolution for Acceptance of the 2022 CSBG Contract. The motion was seconded by Loren Cartagena. The motion passed unanimously.**
  
- F. **Update on the 2021 Fiscal Audit and Filing of 2021 Form 990, per Organizational Standards 8.1 & 8.6:** Mr. Dominguez provided an update on the start of the 2021 Financial Audit. Mr. Dominguez announced that this is the final year Strickler & Prieto will serve as auditors, and auditing services will have to be procured in 2023. **No motion 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:** Senator Blanco announced the services his office will be providing in the following weeks including a session for seniors to write their last will and testament, a box fan giveaway for seniors, a backpack giveaway for students, and an event to celebrate Texas Womens' Veterans Day. Sylvia Carreon provided an update regarding the ongoing redistricting in the area. Commissioner Stout announced a brunch event to celebrate Texas Women's Veterans Day on June 10. Christina Sanchez mentioned EL Paso City Council's establishment of the El Paso Commission for Women, and mentioned the need for input and in the future, calls for individuals to serve on the commission. Alberto Mesta announced TRLA has benefits for victims of the Uvalde mass shooting, and will have a response in Uvalde for victims of the 05/24 shooting. **No action was taken.**



- X. **Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, June 21, 2022, with time and location To be Determined.
  
- XI. **Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Laurencio Bosquez seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:36 PM.



**Board of Directors Board Meeting Minutes**

Tuesday, June 28, 2022 at 5:30 PM  
at 304 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	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Vacant		Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martha Hernandez, HR Representative
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Ema Marciscano, Community Services Manager	Mike Martinez, Weatherization Manager

**GUESTS**

Johnathan Cereceres, Office of Senator Blanco

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 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 Fernando Escobedo to approve the Consent Agenda which consisted of the following: May 26, 2022, January 25, 2022 and October 26, 2021 Board Minutes, May 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, January, February, May 2022 Human Resources Report, and the May 2022 Strategic Plan Report. The motion was seconded by Senator Blanco. The motion passed unanimously.
- V. **Committee Reports:**
  - A. **Executive Committee:** Ms. Ponce went over the Contract Activity Report including the addition of the LIHWAP contract for water assistance, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director’s Report. Ms. Ponce offered an update on management’s progress to update the Employee Handbook. Ms. Ponce updated the board on

the progress of the 2021 Fiscal Audit and that there are currently no concerns. Ms. Ponce announced the resignation of Chief Operations Officer Mona Jacobs, who accepted a job offer to be the Chief Program Officer with the Community and Economic Development Association of Cook County, Inc. in Chicago, Illinois. Ms. Jacobs' last day at Project BRAVO will be July 15. Ms. Ponce stated that the new role is still within the Community Action Network and looks forward to her continued success. The board congratulated Ms. Jacobs. **No action was taken.**

- B. Financial Committee: Review and accept the May 2022 Finance Report:** Mr. Mesta announced that the Finance committee met and reviewed the May 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Alberto Mesta to accept the May 2022 Finance Reports, Commissioner Stout seconded the motion. The motion passed unanimously.**

## **VI. New Business:**

- A. Accept the Resignation of Paulina Lopez, Board Secretary and Low-income Representative for the Westside:** Mr. Perea mentioned that with the resignation of the secretary, a call for interest to fill the secretary role for the remainder of 2022. Marla Jo St Leon volunteered to serve as secretary. **A motion was made by Fernando Escobedo to Accept the Resignation of Paulina Lopez, Board Secretary and Low-income Representative for the Westside. Laurencio Bosquez seconded the motionThe motion passed unanimously.**
- B. Call for volunteers to Serve on the Low Income Representative Elections Committee:** Ms. Ponce called on volunteers to serve on the Low Income Representative Elections Committee for the August elections. Volunteers can sign up any time after the meeting by contacting Ms. Ponce. **No action was taken.**
- C. Review and Approve a Change in the Mileage Rate to from 58.5 Cents per Mile to the IRS Mileage Rate for the Remainder of 2022 of 62.5 Cents per Mile, Effective July 1, 2022:** Ms. Jacobs informed the Board of the changes to the mileage reimbursement amount that was updated in the IRS guidelines for the remainder of 2022 and recommended the Board's approval to ensure compliance with the guidelines. **A motion was made by Laurencio Bosquez to Approve a Change in the Mileage Rate to from 58.5 Cents per Mile to the 2022 IRS Mileage Rate of 62.5 Cents per Mile. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.**
- D. Action to Remove Mona Jacobs, COO, from the Signature Card and Other Project BRAVO Financial Accounts on or After July 15, 2022:** Ms. Ponce called on action to remove Mona Jacobs from signature cards as a formality following her last day at Project BRAVO. **A motion was made by Fernando Escobedo to Remove Mona Jacobs, COO, from the Signature Card and Other Project BRAVO Financial Accounts on or After July 15, 2022. The motion was seconded by Loren Cartagena. The motion passed unanimously.**
- E. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce announced to the board Project BRAVO's involvement in the Amistad Homeowner Utility Assistance Project to transfer clients that were ineligible for assistance from Amistad. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **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:** Senator Blanco and Commissioner Stout County added to the discussion on the Amistad Homeowner Utility Assistance Project and provided potential alternative solutions to ensure as many affected households are assisted. Commissioner Stout announced a proposed \$400 million bond for the county hospital UMC. He provided details included in the bond and the legislative process, and urged community involvement. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 26, 2022, with time and location To be Determined.
- 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 6:33 PM.



**Board of Directors Board Meeting Minutes**

Tuesday, July 26, 2022 at 5:30 PM  
at 304 Texas, El Paso, TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	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	A	Loren Cartagena	A
Senator César Blanco	P	Vacant		Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martha Hernandez, HR Representative
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager
Mike Martinez, Weatherization Manager	

**GUESTS**

Johnathan Cereceres, Office of Senator Blanco

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 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 Christina to approve the Consent Agenda which consisted of the following: June 28, 2022 Board Minutes, June 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, June 2022 Human Resources Report, and the June 2022 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 including the addition of the LIHWAP contract for water assistance, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director’s Report. Ms. Ponce updated the

board on the public hearing required annually for the 2023 CSBG Funds and CAP plan. **No action was taken.**

- B. Financial Committee: Update on the Draft Copy of the FY 2021 Independent Auditor's Report:** Mr. Mesta announced that the Finance committee met and reviewed the Draft Copy of the FY 2021 Independent Auditor's Report in detail along with a representative from Strickler and Prieto. **No action was needed.**

## **VI. New Business:**

- A. Officer elections, counting of the ballots, review of election results, and approval of election results for 2022 Secretary position for the Project BRAVO Board of Directors:** Mr. Perea thanks Ms. Marla Jo St. Leon for volunteering to run for the position of Secretary of the Board. Ms. Ponce called for nominations from the floor for other candidates for the position of Secretary and no nominations were made. **A motion was made by Christina Sanchez to close the nominations for the 2022 Secretary position for the Project BRAVO Board of Directors. The motion was seconded by Senator Blanco. The motion passed unanimously.** The board members were handed a ballot and Mr. Perea motioned for the board to fill in their votes. Completed ballots were collected and counted by Mike Martinez, Weatherization Manager and Ema Marciscano, Community Services Manager. The ballots were counted and Ms. Marla Jo St. Leon was elected as Secretary. **A motion was made by Senator Blanco to approve the election results for the 2022 Secretary position for the Project BRAVO Board of Directors. The motion was seconded by Christina Sanchez. The motion passed unanimously.**
- B. Discuss First Steps for Diversity, Equity & Inclusion Initiatives for Project BRAVO:** Ms. Ponce informed the board of new procedures required by funders to provide information on staff and board demographics to show the diversity of the organization. In order to comply with the regulations, surveys will be sent to all board and staff members to gather data on diversity and identity. The draft survey was presented to the board and members were asked to submit remarks before the following meeting. **No action was taken.**
- C. Discuss Concerns Regarding TDHCA's New Statewide Strategy for the Distribution of American Rescue and Recovery Act Funds for Utility and Water Assistance:** Ms. Ponce informed the Board of the strategy TDHCA is implementing which diverts Utility and Water Assistance funds from organizations like Project BRAVO to a private firm, Yardy. Ms. Ponce presented concerns to the board and announced that future action from board members, including public sector members, in order to ensure equitable distribution of CEAP and LIHWAP funds in the state of Texas.. **No action was taken.**

## **VII. Old Business:**

- A. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**
- B. Update on the Election for the Westside Low-Income Representative Election:** Ms. Ponce called on volunteers to serve on the Low Income Representative Elections Committee for the upcoming elections. Ms. Carreon volunteered and the board was informed that Ms. Cartagena volunteered through email. The board agreed through consensus that the committee members would be Mr. Perea, Ms. Carreon, and Ms. Cartagena. **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:** No community updates. **No updates were provided.**

**X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, August 23, 2022, at 5:30 PM at the Blue Flame Building.

**XI. Adjournment:** Senator Blanco made a motion to adjourn the meeting. Marla Jo St. Leon seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:18 PM.



**Board of Directors Board Meeting Minutes**

Tuesday, August 23, 2022 at 5:30 PM  
at 304 Texas, El Paso, TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Marla Jo St. Leon	A	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	A	Alberto Mesta	A
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martha Hernandez, HR Representative
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager
Mike Martinez, Weatherization Manager	

**GUESTS**

Johnathan Cereceres, Office of Senator Blanco  
Terri Garcia, Accounting Supervisor at Project BRAVO  
Norma Guereca, Accounting Technician at Project BRAVO  
Phillip Strickler, CPA.CITP, Managing Partner at Strickler & Prieto, LLP

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:33 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 Christina Sanchez to approve the Consent Agenda which consisted of the following: July 28, 2022 Board Minutes, July 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, July 2022 Human Resources Report, and the July 2022 Strategic Plan Report. The motion was seconded by Fernando Escobedo. 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 that Weatherization funds from the American Rescue Plan Act will likely be released in October, with 20% of total funds being released to designated organizations such as Project BRAVO. The remaining 80% of funds can be bid based on region. Ms. Ponce provided an update on the progress to repairs at the 2000 Texas location. **No action was taken.**
  
- B. Financial Committee: Review and accept the June and July 2022 Finance Reports:** Mr. Escobedo announced that the Finance committee met and reviewed the June and July 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Christina Sanchez to accept the June & July 2022 Finance Reports. Laurencio Bosquez seconded the motion. The motion passed unanimously.**

**VI. New Business:**

- A. Presentation of the El Paso CAP Project BRAVO, 2021 Financial and Compliance Audit Report:** Phillip Strickler presented the 2021 Financial and Compliance Audit Report to the board of directors. Mr. Strickler stated that his firm is providing an unqualified opinion, or in other words, a clean opinion for Project BRAVO's 2021 financial audit. Ms. Ponce stated that the Finance Committee reviewed the audit report in detail at their previous meeting. **No action was taken.**
  
- B. Review and Approve the El Paso CAP Project BRAVO, 2021 Financial and Compliance Audit Report:** Following the presentation, Ms. Ponce called on the board to make a motion regarding the 2021 Financial and Compliance Audit Report. **A motion was made by Fernando Escobedo to Approve the El Paso CAP Project BRAVO, 2021 Financial and Compliance Audit Report. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
  
- C. Review and Approve the 2023 CAP Plan:** Ms. Ponce presented the 2023 CAP plan in detail and answered questions regarding the process and the plan itself. Ms. Ponce called on the Board to approve the plan. **A motion was made by Fernando Escobedo to Approve the 2023 CAP Plan. Loren Cartagena seconded the motion. The motion passed unanimously.**
  
- D. Review and Approve the 2023 CSBG Budget:** Mr. Dominguez presented the 2023 CSBG Budget in detail and answered questions. Ms. Ponce stated the public hearing for the 2023 CSBG budget was presented on August 18, 2022, through a Zoom and simultaneous Facebook Live event. **A motion was made by Commissioner Stout to Approve the 2023 CSBG Budget. Loren Cartagena seconded the motion. The motion passed unanimously.**
  
- E. Update on the filing status for the 2021 Form 990:** Mr. Dominguez stated that preparations to the filing of the Form 990 have begun to avoid any delays. **No action was taken.**

**VII. Old Business:**

- A. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**

- B. Update on the Election for the Westside Low-Income Representative Election:** Ms. Ponce called on volunteers to serve on the Low Income Representative Elections Committee for the upcoming elections. Ms. Carreon volunteered and the board was informed that Ms. Cartagena volunteered through email. The board agreed through consensus that the committee members would be Mr. Perea, Ms. Carreon, and Ms. Cartagena. **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 Laurencio Bosquez to go into Executive Session. The motion was seconded by Loren Cartagena. The motion passed unanimously. The Executive Session started at 6:23 PM.**

**A motion was made by Fernando Escobedo to return from Executive Session. The motion was seconded by Commissioner Stout. The motion passed unanimously. The Executive Session ended at 6:39 PM.**

**IX. Community Updates:** No community updates. **No updates were provided.**

**X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, September 27, 2022, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

**XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Commissioner Stout seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:41 PM.



**Board of Directors Board Meeting Minutes**

Tuesday, August 23, 2022 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	P	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Vacant		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
Martin Dominguez, Chief Finance Officer	

**GUESTS**

Johnathan Cereceres, Office of Senator Blanco

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:32 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 Christina Sanchez to approve the Consent Agenda which consisted of the following: August 23, 2022 Board Minutes, August 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, August 2022 Human Resources Report, August 2022 Strategic Plan Report, and the 2022 Client Satisfaction Report. The motion was seconded by Marla St. Leon. 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 all Project BRAVO centers will be open to the public as of October 31, 2022. The

application process will continue unchanged, but clients will have the opportunity to ask staff questions in person. Ms. Ponce announced applications for electric, gas, and propane Utility Assistance will not be accepted until January 2023, water assistance is still available in the current year, along with other services such as the Patient Assistance Program, Housing department, and Career and Academic REadiness Program. Ms. Ponce announced the beginning of consulting services to look at and provide recommendations in regards to reorganization at Project BRAVO, with further details being presented during the action item. Ms. Ponce announced free-of-charge IT security assessment services from Makios Technology to provide recommendations on the effectiveness of existing IT infrastructure to ensure the best cybersecurity measures are being followed. **No action was taken.**

- B. Financial Committee: Review and accept the August 2022 Finance Reports:** Mr. Mesta announced that the Finance committee met and reviewed the August 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Alberto Mesta to accept the August 2022 Finance Reports. Laurencio Bosquez seconded the motion. The motion passed unanimously.**

## **VI. New Business:**

- A. Approve the Addition of Ema Marciscano, Community Services Manager, and Mike Martinez, Weatherization & Maintenance Manager, to the United Bank Account with Authority to Sign Checks:** Ms. Ponce presented the option to have two staff members to be her signatories to reduce the need for board signatory support during her leave. Processes and procedures have been defined to minimize risk to the organization. **A motion was made by Christina Sanchez to Approve the Addition of Ema Marciscano, Community Services Manager, and Mike Martinez, Weatherization & Maintenance Manager, to the United Bank Account with Authority to Sign Checks. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- B. Review and Approve the Emergency Succession Plan for El Paso Community Action Program Project BRAVO, Inc:** Ms. Ponce announced the updated Emergency Succession Plan which requires formal board approval. **A motion was made by Christina Sanchez to Approve the Emergency Succession Plan for El Paso Community Action Program Project BRAVO, Inc. Senator Blanco seconded the motion. The motion passed unanimously.**
- C. Discuss the Upcoming Consultant Projects for El Paso Community Action Program Project BRAVO:** Ms. Ponce announced that Project BRAVO applied and was granted two consulting projects with the Texas Department of Housing and Community Affairs prior to the pandemic. The projects were put on hold but have resumed in the Fall of 2022. MGT Consulting will provide services to review the Cost Allocations Plan and make recommendations to improve the plan. The Edwards Consulting Group, a sub-contractor for the National Community Action Partnership, will analyze the structure of the organization and provide suggestions as far as staff reorganization and/or service procedures. **No action was taken.**

## **VII. Old Business:**

- A. Update on the Filing of the Form 990:** Mr. Dominguez provided an update on the Filing of the Form 990 prior to the November 15 deadline by the IRS. **No action was taken.**
- B. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Project BRAVO is no longer providing assistance for Gas

and Electric, but the eligible clients can receive Water Bill assistance. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**

- C. Update on the Election for the Westside Low-Income Representative Election:** Ms. Ponce presented the timeline for the upcoming Election for the Westside Low-Income Representative. **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 Christina Sanchez to go into Executive Session. The motion was seconded by Loren Cartagena. The motion passed unanimously. The Executive Session started at 6:11 PM.**

**A motion was made by Christina Sanchez to return from Executive Session. The motion was seconded by Senator Blanco. The motion passed unanimously. The Executive Session ended at 6:25 PM.**

- IX. Community Updates:** Christina Sanchez announced El Paso Community College's plans to form a redistricting committee and called on those interested to volunteer on the committee to apply before October 24. Commissioner Stout provided an update on the election process for the UMC bond. Senator Blanco announced a Shred Event will be hosted in collaboration with the Area Agency on Aging on October 1 from 10 AM - 2 PM to allow seniors to properly discard medical, financial, and Social Security documents to reduce the risk of identity theft. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, November 1, 2022, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:39 PM.**



**Board of Directors Board Meeting Minutes**

Tuesday, November 1, 2022 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	P	Marla Jo St. Leon	P	Fernando Escobedo	A
Judge Nina Serna	PY	Sylvia Carreon	A	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martin Dominguez, Chief Finance Officer
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager
Mike Martinez, Weatherization Manager	

**GUESTS**

None

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 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 Christina Sanchez to approve the Consent Agenda which consisted of the following: September 27, 2022 Board Minutes, September 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, September 2022 Human Resources Report, and the September 2022 Strategic Plan Report. The motion was seconded by Alberto Mesta. 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 all centers opened to the public on October 31 to assist clients with filling out applications. Form 990 will be reviewed during the meeting, which is the final task for the auditors before

procuring for auditor services with a committee composed of accountants. Project BRAVO is focusing on end of year planning to close out contracts, store or dispose of files, and train staff for the following contract year. The 2023 operations budget planning process has begun. **No action was taken.**

- B. Financial Committee: Review and accept the September 2022 Finance Reports:** Mr. Mesta announced that the Finance committee met and reviewed the September 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Marla Jo St. Leon to accept the September 2022 Finance Reports. Laurencio Bosquez seconded the motion. The motion passed unanimously.**

## **VI. New Business:**

- A. Review and Approve the 2021 Form 990:** Martin Dominguez stated that our auditor, Phillip Strickler, presented the Form 990 in detail to the Finance Committee. **A motion was made by Commissioner Stout to Approve the El Paso CAP Project BRAVO, 2021 Form 990. Laurencio Bosquez seconded the motion. The motion passed unanimously**
- B. Call for volunteers to serve on the Nominating Committee to Determine the 2023 Slate of Officers:** Ms. Ponce asked for volunteers to serve on a committee with Board Chair Fred Perea to determine the slate of officers for the 2023 board of directors. Commissioner Stout and Loren Cartagena volunteered to serve on the committee. **No action was taken.**
- C. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents:** Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Christina Sanchez to adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
- D. Review and Approve the Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits:** Ms. Ponce presented the document and answered questions regarding the benefits for employees. **A motion was made by Christina Sanchez to adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits. Marla Jo St Leon seconded the motion. The motion passed unanimously.**
- E. Review and Approve Resolution Requesting an Extension for the 2022 CSBG Contract:** Ms. Ponce presented the resolution requesting an extension for the 2022 CSBG Contract, an action that is completed on an annual basis. **A motion was made by Commissioner Stout to approve the Resolution Requesting an Extension for the 2022 CSBG Contract. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
- F. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director:** Ms. Ponce discussed the process to complete the annual performance evaluation for the Executive Director to have the evaluation complete by January 2023. Mr. Perea asked Ms. Ponce submit a self evaluation for the board to review. **No action was taken.**

## **VII. Old Business:**

- A. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**

- B. Update on the Election for the Westside Low-Income Representative:** Ms. Ponce provided an update to the board on the Election for the Westside Low-Income Representative. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **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 Stout to go into Executive Session. The motion was seconded by Christina Sanchez. The motion passed unanimously. The Executive Session started at 6:01 PM.**

**A motion was made by Christina Sanchez to return from Executive Session. The motion was seconded by Commissioner Stout. The motion passed unanimously. The Executive Session ended at 6:10 PM.**

- IX. Community Updates:** Christina Sanchez announced it was the last week to early vote. **No updates were provided.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, December 6, 2022, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Marla Jo S.t Leon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:10 PM.**





**Board of Directors Board Meeting Minutes**

Tuesday, December 6, 2022 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	P	Marla Jo St. Leon	A	Fernando Escobedo	A
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	A
Commissioner David Stout	A	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Vacant		Fred Perea	P

*P=In Person, A=Absent, PY=Proxy*

**STAFF**

Laura Ponce, Executive Director	Martin Dominguez, Chief Finance Officer
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager
Martha Hernandez, HR Representative	

**GUESTS**

Luis Perez

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 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 Lauencio Bosquez to approve the Consent Agenda which consisted of the following: November 01, 2022 Board Minutes, October 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, October 2022 Human Resources Report, and the October 2022 Strategic Plan Report. The motion was seconded by Christina Sanchez. 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 that the 2022 CSBG contract was extended to March 31, 2023. This extension is requested on a yearly basis to bridge one fiscal year into the next. Ms. Ponce announced that December 15 is the last day to apply for 2022 services. 2023 applications will be posted on January 4 online and at all centers. Ms. Ponce announced that Omar Rodriguez, former board member, will head the evaluation for Audit Service proposals. The results of the procurement will be brought to the board at January’s meeting.

Deadline for proposals is December 21. Ms. Ponce announced her appointment to the National Community Action Partnership's Energy Taskforce. Ms. Ponce shared a client success story of a family assisted by the HUD Certified Housing Counseling program that resulted in the Housing Counselors stopping the sale and foreclosure of their home on the day of sale. **No action was taken.**

- B. Financial Committee: Review and accept the October 2022 Finance Reports:** Ms. Carreon announced that the Finance committee met and reviewed the October 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Christina Sanchez to accept the October 2022 Finance Reports. Loren Cartagena seconded the motion. The motion passed unanimously.**

## **VI. New Business:**

- A. Accept to the Board of Directors the Newly Elected Low-Income Representative for District I Westside, Luis Perez (first term):** Ms. Ponce reviewed the results of the November 07, 2022 Low-Income Representative election and requested for the Board to accept the results and proceed with the swearing in of Luis Perez. **A motion was made by Christina Sanchez to accept to the Board of Directors the Newly Elected Low-Income Representative for District I Westside, Luis Perez (first term). Sylvia Carreon seconded the motion. The motion passed unanimously.** Luis Perez was sworn into the Project BRAVO Board of Directors.
- B. Presentation of the Nominating Committee 2023 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:** Mr. Perea presented the slate of officers that was determined by the Nominating Committee. The slate of officers that was presented was as follows: Fernando Escobedo for Board Chair, Loren Cartagena for Vice Chair, Fred Perea for Secretary, and Alberto Mesta for Treasurer. Mr. Perea called for nominations from the floor for additions to the ballot, to which there were none. **A motion was made by Sylvia Carreon to close nominations from the floor for the 2023 Slate of Officers for the positions of Chair, Vice Chair, Secretary, and Treasurer for the Board of Directors of Project BRAVO. Christina Sanchez seconded the motion. The motion passed unanimously.**
- C. 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:** The board members were handed a ballot and turned in their secret ballots for counting. Completed ballots were collected and counted by the Executive Assistant, Andrea Cortez, and the Chief Finance Officer, Martin Dominguez. The election results are as follows: Fernando Escobedo for Board Chair, Loren Cartagena for Vice Chair, Fred Perea for Secretary, and Alberto Mesta for Treasurer. **A motion was made by Laurencio Bosquez to accept the election results for the 2023 Officers for the Project BRAVO Board of Directors. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**
- D. Call for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees:** Ms. Ponce called on volunteers to serve on the Finance Committee, with elected Board Treasurer, Alberto Mesta, serving as chair. Sylvia Carreon and Fernando Escobedo volunteered to serve on the Finance Committee. Christina Sanchez, Fred Perea, and Luis Carlos Perez volunteered to serve on the Code of Conduct Committee. **No action was taken.**
- E. Review and Ratify the Line of Credit Agreement with United Bank:** Martin Dominguez provided information regarding the line of credit. Mr. Dominguez and Ms. Ponce answered questions from board members regarding how the organization uses the line of credit. **A motion was made by Laurencio**

**Bosquez to Ratify the Line of Credit Agreement with United Bank. Christina Sanchez seconded the motion. The motion passed unanimously.**

- F. Review and Approve Resolution for Office Closure for December 23, 2022 to January 2, 2023:** Ms. Ponce presented a resolution that allows for offices to close without penalty to employees' annual leave balances. **A motion was made by Sylvia Carreon to approve the Resolution for Office Closure for December 23, 2022 to January 2, 2023. Laurencio Bosquez seconded the motion. The motion passed unanimously.**

**VII. Old Business:**

- A. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**
- B. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director:** Mr. Perea provided an update to the board on the 2022 Performance Evaluation of the Project BRAVO Executive Director. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **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:** Laurencio Bosquez announced that his church in the Lower Valley is accepting donations for children living in orphanages in Mexico. Donations accepted include clothes and toys, and may be dropped off at Project BRAVO. The deadline for donations is December 20th. Christina Sanchez announced low voter turnout for runoff elections and encouraged board members and the public to encourage people to vote. Early voting is scheduled through December 13, with election day being Saturday December 17. Ms. Sanchez also announced that Bowie Jardin is looking for a board member. Ms. Sanchez announced that the senate confirmed Jaime Esparza as US attorney for Western District of Texas. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, January 31, 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. Christina Sanchez seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:30 PM.**