



**Board of Directors Meeting Agenda**  
**October 26, 2021, 1:30 PM**

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A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, October 26, 2021, at 1:30 PM in person at the Project Amistad Board Room located at 3210 Dyer St, El Paso, TX 79930 or via Google Meet.

Project BRAVO is taking precautionary measures to minimize the spread of COVID-19. Members of the public that wish to attend the board meeting have three options: request a link to attend the meeting virtually by emailing [acortez@projectbravo.org](mailto:acortez@projectbravo.org), call into the meeting at 1 (774) 260-5369, or attend the meeting at the Project Amistad Board Room located at 3210 Dyer Street. All board members, staff, and members of the public that attend the in-person meeting must wear a mask over the mouth and nose, keep social distance, and sit or stand in their designated areas.

A copy of the agenda and board packet will be posted at [www.projectbravo.org](http://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.

- I. **Call to Order**
- II. **Certification of Quorum**
- III. **Public Comment**
- IV. **Consent Agenda: *Gabriella Reed, Board Chair***
  - A. Review and approve the meeting minutes from September 28, 2021, per **Organizational Standards 5.5, 5.9, & 8.7** | Page\_\_\_\_\_
  - B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9, & 6.5**
    - 1. September 2021 Community Services | Page\_\_\_\_\_
    - 2. September 2021 Weatherization & HVAC Services | Page\_\_\_\_\_
    - 3. September 2021 Housing Services | Page\_\_\_\_\_
    - 4. September 2021 Human Resources | Page\_\_\_\_\_
    - 5. September 2021 COVID Relief Programs | Page\_\_\_\_\_
    - 6. September 2021 Strategic Plan | Page\_\_\_\_\_
    - 7. 3rd Quarter Customer Satisfaction Survey Report | 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 Accept the September 2021 Finance Reports, per **Organizational Standard 8.7**, *Laurencio Bosquez, Treasurer* | Page \_\_\_\_\_

## VI. New Business

- A. Accept to the Board of Directors the Newly Elected Low-Income Representatives for District III Lower Valley & Far Eastside, Laurencio Bosquez (second term), and District IV Northeast, Marla Jo St. Leon (second term), *Laura Ponce, Executive Director* | Page \_\_\_\_\_
- B. Call for volunteers to to serve on the Nominating Committee to Determine the 2022 Slate of Officers: *Gabriella Reed, Board Chair*
- C. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents: *Laura Ponce, Executive Director* | Page \_\_\_\_\_, Plan Documents Attached Separately
- D. 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
- E. Review and Approve Resolution Requesting an Extension for the 2021 CSBG Contract: *Laura Ponce, Executive Director* | Page \_\_\_\_\_
- F. Review and Ratify the Line of Credit Agreement with United Bank: *Martin Dominguez, Chief Financial Officer* | Page \_\_\_\_\_
- G. Review and Approve Resolution for Payout of Annual Leave to Employees: *Laura Ponce, Executive Director* | Page \_\_\_\_\_
- H. Review and Approve Resolution for Office Closure for December 23, 2021 to January 3, 2021: *Laura Ponce, Executive Director* | Page \_\_\_\_\_
- I. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Gabriella Reed, Board Chair*



**VII. Old Business**

None

**VIII. Adjourn to Executive Session:** *Gabriella Reed, 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:** Tuesday, December 7, 2021, time and location TBD

**XI. Adjournment**