



Board of Directors Board Meeting Minutes
 Tuesday, January 29, 2019 at 5:30 PM
 Project BRAVO, Inc., 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	P	Elke Cumming	A
State Sen. Jose Rodriguez	A	Laurencio Bosquez	A	Jacqueline Salais	P
Commissioner David Stout	P	Alfonso López-Vasquez	P	Omar Rodriguez	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	Martha Hernandez, HR Specialist

GUESTS

Alberto Halpern
 Delia Rodriguez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Mr. Rodriguez, Board Vice-Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Swearing in of New Member Marla Jo St. Leon to Represent Low-Income District IV to the Project BRAVO Board of Directors:** Ms. Ponce welcomed Ms. St. Leon as the newly elected Low-Income District IV Representative. Ms. St. Leon introduced herself to the board, stating her experience working for El Paso Water Utilities and excitement to work with Project BRAVO. **Ms. St. Leon was sworn in by Mr. Rodriguez, Board Vice-Chair.**

V. Board Training: Presentation of the 2018 Project BRAVO Annual Report: Ms. Ponce presented the 2018 Annual Report, stating that majority of copies will be sent out electronically and made available on our website and that a limited amount will be provided in hard copy to funders and sponsors to minimize paper waste. Ms. Ponce informed the board that the Annual Report is part of the Organizational Standards requirements and that it highlights 2018's programs and services, outcomes, the impact we had, and our fiscal management. Mr. Rodriguez inquired on what the measures and success points were for the First Time Home-buyers Program. Ms. Ponce responded that each client attends classes because they want to buy a home and that additional modules are required after attending classes. Ms. Ponce informed the board that each client works on their budget and one-on-one with the housing counselor. Mr. López-Vasquez inquired if specific lending institutions were being used, Ms. Ponce informed the board that we do not refer clients to any specific lending institution. Ms. Reed inquired if a specific realtor is recommended to clients, Ms. Ponce informed the board that we leave it up to the household to decide how they want to move forward with the process and that we do not steer them towards a specific institution or realtor. Mr. Fernandez stated the importance of branding and keeping our reports uniformed and available to the public, Ms. Ponce informed the board that the 2018 Annual Report will be posted on our website and social media. **No action was taken.**

VI. Consent Agenda: The minutes were pulled from the Consent agenda. **A motion was made by Ms. Reed to approve December 2018 Board Meeting Minutes with correction to a typo on the minutes, Commissioner Stout seconded the motion. The motion passed unanimously.**

Mr. López-Vasquez made a motion to approve the Consent Agenda which was comprised of the following: November and December 2018 Community Services Report, November and December 2018 Patient Assistance Program Report, November and December 2018 Adult Basic Education Report, November and December 2018 Weatherization Program Report, November and December 2018 Housing Services Report, November and December 2018 Human Resource Report, and the 2018 4th Quarter Client Satisfaction Report. The motion was seconded by Ms. Salais. The motion passed unanimously.

VII. Committee Reports

a. Executive Committee: Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce reported that we have all our new contracts for the year and the LIHEAP and CEAP contract amounts are higher than the previous year's. Ms. Ponce reported on the monitoring report status and the current monitoring for the CDBG 44th year. Ms. Ponce informed the board that we received a notice of monitoring that is likely going to be a desk review and that they are requesting some additional information, however we do not foresee any issues moving forward. Ms. Ponce reported on the Board Roster, stating that Ms. St. Leon is up to date with all her required board training. Ms. Ponce noted that State Senator Jose Rodriguez office is in the process of finding a Representative to serve on his seat as the previous representative is no longer working for the Senator. Mr. Rodriguez inquired if Project BRAVO has expressed any concern for the turnover, Ms. Ponce reported that Ms. Cumming has reached out to State Senator Rodriguez's office. Commissioner Stout noted that the staffing changes in the Capitol and State offices has attributed to the turnover. Ms. Ponce reported on the Organizational Standards report, informing the board of the required standards being met at each meeting. Ms. Ponce delivered her Executive Director's report, informing the board that we are in the process of finalizing the 2019 budget and commended Mr. Dominguez for diligently working on the budget. Ms. Ponce informed the board that there will be a new item where we will be seeking funds to match a retirement plan in which we are starting the process of looking for a vendor who provides retirement plans for an organization like Project BRAVO. Ms. Ponce reported that the 2019 Budget will be presented to the board at the February meeting. Ms. Ponce reported that we submitted for the CSBG Discretionary Funds of \$23,968 that we plan to use for the Transitioning Out of Poverty program towards education and training. Ms. Ponce reminded the board of the upcoming Immigration Summit being organized with the National Community Action Partnership. Ms. Ponce informed the board that we in the planning phase and that we are finalizing content to be presented. **No action was taken.**

- b. **Finance Committee:** Ms. Salais reported that the Finance Committee met and reviewed the financial statements for November and December 2018. Ms. Salais reported that no major adjustments are anticipated. Ms. Salais informed the board that they also reviewed preliminary documents on the 2019 budget. Ms. Salais reported that they reviewed collections from the apartments and that there are only a few late payments but nothing of major concern. Ms. Salais recommended the reports be accepted. **Ms. Salais made a motion to accept the November 2018 and December 2018 Finance Report, Commissioner Stout seconded the motion. The motion passed unanimously.**

VIII. New Business

- a. **Present the 2019 Project BRAVO Board Meeting Calendar:** Ms. Ponce introduced the 2019 schedule for board meetings highlighting specific meeting dates that are rescheduled due to upcoming conferences, three-day weekends, and the holiday season. Mr. Rodriguez inquired if all meetings will be held at the Central Office location. Ms. Ponce reported that the Executive Committee will discuss when to hold off-site meetings per Mr. López-Vasquez's earlier recommendation to have meetings at different locations. **No action was taken.**
- b. **Resolution to Accept the 2019 CSBG Contract:** Ms. Ponce informed the board that contracts with TDHCA regarding amendments or new contracts require board approval acknowledging receipt of the new contract. **Mr. Rodriguez made a motion to accept the Resolution to Accept the 2019 CSBG Contract. Ms. Reed seconded the motion. The motion passed unanimously.**
- c. **Review and Approve Project BRAVO's Mission Statement Addressing Poverty and that the Organization's Programs and Services are Aligned with the Mission:** Ms. Ponce informed the board that per our organizational standards requirements, the organization's mission statement has to be reviewed and approved by the Board of Directors every five years. Ms. Ponce informed the board that the mission statement must be reflected in Project BRAVO's programs and services being that they are aligned with addressing poverty. Mr. López-Vasquez recommended that the wording be looked at for a more reflective vocabulary of the message. Ms. Ponce responded that during Strategic Planning, an agenda item can be added to reword the mission statement if needed. **Mr. Rodriguez made a motion to approve the Project BRAVO's Mission Statement Addressing Poverty and that the Organization's Programs and Services are aligned with the Mission. Ms. Reed seconded the motion. The motion passed unanimously.**
- d. **Review Board of Directors Committee Assignments for 2019:** Ms. Ponce reported that Ms. Cummings has provided committee assignments for all the members of the board and that we will start making arrangements to have meetings for the committees. Ms. Ponce noted that the Code of Conduct Committee will meet when concern arises if a Code of Conduct complaint is made. Mr. López-Vasquez inquired if the Code of Conduct can be found online, Ms. Ponce responded that it will be made available on our website. Mr. Fernandez inquired if a Strategic Planning Committee will be assembled, Ms. Ponce reported that we will be contracting for the strategic planning process and that if needed, an Ad Hoc committee is available for any additional committees. **No action was taken.**
- e. **Review and Approve the Community Housing Development Organization (CHDO) Statement of Operating Procedures:** Ms. Ponce informed the board that we are in the process of renewing our agreement with the City of El Paso regarding our affordable apartment units. Ms. Ponce informed the board that part of the application process is that we provide a board approved Statement of Operating Procedures outlining our organization, the purpose of the affordable apartments, and how the service fits into the scope of programs of services provided by Project BRAVO. Ms. Reed inquired if the Statement of Operation Procedures was originated from last year's application, Ms. Ponce informed the board that this is a new form requirement. Mr. López-Vasquez proposed that Project BRAVO promote its programs and resources holistically and to move from having a cluster of poverty to a cluster of opportunity. Ms. Ponce reported that clients in the affordable housing program are also referred to and participate in Project BRAVO's other programs and resources. Ms. Reed inquired on the format of the Statement

of Procedures, noting that the document can be hard to read and not user-friendly due to the style in which it was written. Ms. Reed noted that if it is not a document to be consumed by the public and is more for the purpose of stating the operating procedures and not for the public then she is content with the formatting. **Ms. Reed made a motion to approve the Community Housing Development Organization (CHDO) Statement of Operating Procedures. Mr. Rodriguez seconded the motion. The motion was passed unanimously.**

f. Review and Update Project BRAVO's Board of Directors Contact Information: Members of the board reviewed the contact information document and were instructed to submit their updated forms. Ms. Ponce informed the board that the forms are updated annually and that the information was used for communication that is required by our funders and to ensure board members met residency requirements outlined in the board bylaws. **No action was taken.**

II. Old Business

a. Discuss and Accept the Annual Performance Appraisal for the Executive Director: Item was tabled.

IX. Adjourn to Executive Session

There was no Executive Session.

X. Community Updates: Mr. López-Vasquez informed the board that the Annunciation House Migrant Shelter is running low on supplies, specifically food, shoes, clothing, and toiletry. Ms. Ponce followed up by informing the board that donations can be dropped off at a Project BRAVO location and we would deliver them to the shelter. Ms. Reed informed the board of the upcoming Love Conference for Senior Citizens on February 9, 2019 at the EPCC Campus, 9050 Viscount Building A, where programs and services such as free living wills will be provided. The event is from 10:00 AM to 3:00 PM. **No action was taken.**

XI. Confirm Next Meeting Date/Time: The meeting was confirmed for February 26, 2019 at 5:30 PM.

XII. Adjournment: Ms. Reed made a motion to adjourn the meeting and Mr. Rodriguez seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:30 PM.**



Board of Directors Board Meeting Minutes
 Tuesday, February 26, 2019 at 5:30 PM
 Project BRAVO, Inc., 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	A	Elke Cumming	P
State Sen. Jose Rodriguez	A	Laurencio Bosquez	P	Jacqueline Salais	A
Commissioner David Stout	PY	Alfonso López-Vasquez	P	Omar Rodriguez	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Armida Patiño, Center Supervisor	Martha Hernandez, HR Specialist

GUESTS

Alberto Halpern
 Delia Rodriguez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda: A motion was made by Mr. López-Vasquez to approve January 2019 Board Meeting Minutes, Mr. Rodriguez seconded the motion. The motion passed unanimously.**

Ms. Reed made a motion to approve the Consent Agenda which was comprised of the following: January 2019 Community Services Report, January 2019 Patient Assistance Program Report, January 2019 Adult Basic Education Report, January 2019 Weatherization Program Report, January 2019 Housing Services Report, and the January 2019 Human Resource Report. The motion was seconded by Mr. Rodriguez. The motion passed unanimously.

V. Committee Reports

- a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce reported on the monitoring report status and that we have submitted all our documentation for the CDBG 44th Year monitoring and it is now closed. Ms. Ponce reported on the Board Roster, informing the board that we are waiting on State Senator Rodriguez's office to appoint his representative to serve on his seat and that State Senator Rodriguez was contacted directly by Mr. Rodriguez, Mr. Bosquez, and Ms. Manglona when they visited his office in the Capital the previous week. Ms. Ponce delivered her Executive Director's report, informing the board of the efforts towards planning and coordinating the upcoming Immigration Summit in April in conjunction with the National Community Action Partnership. Ms. Ponce informed the board that she is in the process of finalizing speakers and panelists for the summit and that if board members are interested in attending to confirm their attendance and ensure they can attend the three day summit. Ms. Cumming inquired if there is a cost to attend. Ms. Ponce responded that there is a \$400 registration fee that Project BRAVO will cover it as it falls under our grants as board training. Ms. Ponce updated the board on the new funding from UnidosUS for the Housing Counseling program. Project BRAVO staff is working on strategies on how to use the HUD funding from UnidosUS and the City of El Paso's CDBG grant to ensure there is no overlap while increasing our capacity to serve our clients through our programs. Ms. Ponce informed the board that Project BRAVO is the only HUD certified agency in El Paso providing free housing counseling for first time homebuyers and foreclosure prevention aside from GECU that provides counseling to their clients. **No action was taken.**
- b. **Finance Committee:** Mr. Rodriguez reported that the Finance Committee met and reviewed the financial statements for January 2019. Mr. Rodriguez reported that they reviewed the 2019 budget and a few corrections were made consisting of an increase in \$15,000. Ms. Reed inquired what corrections were made. Mr. Rodriguez responded that there was one correction on the apartments and the starting date of the anticipated hire of the Chief Programs Officer was pushed back as the hiring process is still ongoing. **Ms. Reed made a motion to accept the January 2019 Finance Report, Judge Serna seconded the motion. The motion passed unanimously.**

VI. New Business

- a. **Review and Approve the Project BRAVO 2019 Operations & Salaries Budget:** Mr. Dominguez, Chief Financial Officer, presented Project BRAVO's 2019 Operations & Salaries Budget to the board. Mr. Dominguez provided information on each section of the report and opened the floor for questions and answers. Ms. Reed inquired on the increase of the travel budget, Mr. Dominguez informed the board that due to specific certifications required for Weatherization employees, there is a need to send them out of state to receive the necessary required certifications. Mr. Fernandez inquired on the nature of the advertising budget, Mr. Dominguez informed the board that the budget primarily covers advertising expenses for job postings as well as advertising board elections. Ms. Reed inquired if posting job openings and notices in the local newspaper is effective. Ms. Ponce informed the board that when jobs are posted in the local newspaper, the job is also posted in the affiliated job search online database which expands the reach of the posting. Mr. Dominguez reported that due to the postponement of the hiring of the Chief Programs Officer, the budget reflects a cost savings which makes up majority of the \$15,600 difference referred to in the Finance Committee report. Mr. Rodriguez recognized Mr. Dominguez for the efficiency and thorough preparation of the budget report. **Mr. Rodriguez made a motion to approve the Project BRAVO 2019 Operations & Salaries Budget, Mr. Bosquez seconded the motion. The motion passed unanimously.**

- b. Review and Approve First Amendment to Lease Agreement between the Housing Authority of the City of El Paso (HACEP) and Community Action Program Project BRAVO, Inc.:** Ms. Ponce reported that the current lease for the property on 8908 Old County Rd. is reaching the end of the five year agreement. Ms. Ponce informed the board that we would like to amend the agreement for another five year extension with one percent annual escalation. Ms. Ponce presented the study conducted showing the prices of other properties in the area provided by commercial realtors showing that utilities are not included and that the costs range from \$25,000 to \$45,000 per year. Mr. López-Vasquez inquired on whether safety was factored in to the lease analysis. Ms. Ponce reported that we did not conduct a formal safety assessment and that the property is located by a senior housing complex and near public transportation which makes it a suitable location. Mr. Rodriguez inquired if the lease covered the entire building, Ms. Ponce informed the board that the lease covers the conference room, three office spaces, and the reception area, and that the GED classroom and computer lab is shared space, however Project BRAVO has priority over those spaces. **Ms. Reed made a motion to approve the First Amendment to Lease Agreement between the Housing Authority of the City of El Paso (HACEP) and Community Action Program Project BRAVO, Inc., Judge Serna seconded the motion. The motion passed unanimously.**
- c. Approve Members of the Board to Serve as Signatories for the United Bank and Chase Bank Accounts:** Ms. Ponce informed the board of the current signatories for the United Bank and Chase Bank are Elke Cumming, Fernando Fernandez, and Omar Rodriguez. Ms. Ponce inquired if any changes need to be made on the current signatories. Mr. López-Vasquez inquired if the bylaws stated whether the Chair of the Finance Committee should serve as a signatory. Ms. Ponce reported that we will review the bylaws and report to the board whether the bylaws state who serves as signatories. Mr. Dominguez included that signatories in the past have been board members who can be present and conveniently available when second signatures are needed. **Mr. López-Vasquez made a motion to approve the Members of the Board: Elke Cumming, Omar Rodriguez, and Fernando Fernandez as Signatories for the United Bank and Chase Bank Accounts, Judge Serna seconded the motion. The motion passed unanimously.**
- d. Review and Approve Resolution to Extend CSBG Contract #61180002857:** Ms. Ponce informed the board that this is a contract we approve on a yearly basis when there is still funding available. Ms. Ponce reported that there is still funding available from the 2018 CSBG contract and that a motion is needed to extend the contract to May 31, 2019. **Mr. Rodriguez made a motion to approve the Resolution to Extend CSBG Contract #61180002857 to May 31st, 2019, Mr. Bosquez seconded the motion. The motion passed unanimously.**
- e. Review and Approve Mileage Allowance Increase from 54.5 Cents to 58.0 Cents per Mile:** Ms. Ponce reported that the mileage allowance increase requires board approval to increase it from 54.5 cents to 58.0 cents which is the IRS rate. Ms. Cumming inquired if this increase is reflected in the budget, Ms. Ponce informed the board that the mileage allowance increase is reflected in the 2019 budget. **Ms. Reed made a motion to approve the Mileage Allowance Increase from 54.5 center to 58.0 cents per mile, Mr. Rodriguez seconded the motion. The motion passed unanimously.**
- VII. Adjourn to Executive Session: A motion was made by Mr. Rodriguez to enter into Executive Session, Mr. López-Vasquez seconded the motion. The motion passed unanimously.**

The meeting entered executive session. **No action was taken.**

A motion was made by Mr. Rodriguez to adjourn the Executive Session, Ms. Reed seconded the motion. The motion passed unanimously.

VIII. Old Business

- a. **Discuss and Accept the Annual Performance Appraisal for the Executive Director: A motion was made by Mr. Rodriguez to Accept the Annual Performance Appraisal for the Executive Director that will be filed in the Human Resources department, Judge Serna seconded the motion. The motion passed unanimously.**

- IX. Community Updates:** Mr. Rodriguez and Mr. Bosquez updated the board about their visit to the Texas State Capitol and Advocacy Training on behalf of the Texas Association of Community Action. Mr. Rodriguez informed the board of their visits with Texas State Senator Rodriguez and the Texas State Representatives. Mr. Bosquez provided updates of his experience during the training and legislative visits. Mr. López-Vasquez provided an update on the Nazareth House, informing the board that the shelter is regularly fully occupied and that they are still accepting donations. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for March 19, 2019 at 5:30 PM.

- XI. Adjournment:** Mr. Rodriguez made a motion to adjourn the meeting, Judge Serna seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:43 PM.



Board of Directors Board Meeting Minutes
 Tuesday, March 19, 2019 at 5:30 PM
 Project BRAVO, Inc., 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	A	Marla Jo St. Leon	P	Fernando Fernandez	A
Judge Nina Serna	A	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Jacqueline Salais	P
Commissioner David Stout	PY	Alfonso López-Vasquez	P	Omar Rodriguez	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	

GUESTS

Valeria Contreras for Commissioner David Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:33 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** A motion was made by Mr. Bosquez to approve the Consent Agenda which was comprised of the following: February 26, 2019 Board Meeting Minutes, February 2019 Community Services Report, February 2019 Patient Assistance Program Report, February 2019 Adult Basic Education Report, February 2019 Weatherization Program Report, February 2019 Housing Services Report, and the February 2019 Human Resource Report. The motion was seconded by Ms. St. Leon. The motion passed unanimously.
- V. **Committee Reports**
 - a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director’s Report. Ms. Ponce reported that there is currently activity on three contracts. Ms. Ponce informed the board of the 2018 CEAP and 2018 LIHEAP contract activity which has had no increase in funding and that the activity resulted in the movement of funds from administration to direct services. Mr. López-Vasquez commended Project BRAVO staff for its

efficiency that allows the organization to move funding from administration costs to direct services. Ms. Ponce reported on the DOE contract and informed the board that there were some changes to the wording in the contract. The only direct impact from the changes is that we are now required to notarize Declaration of Income Statements for this particular grant. Ms. Ponce informed the board that we are in the process of operationalizing a process for this new change. Ms. Ponce reported on a current open monitoring for the 44th Year CDBG Contract for First Time Homebuyers that we received in March and the monitoring will take place on April 30th, 2019. Ms. Ponce informed the board that we are in the process of reviewing our files and ensuring that we are in compliance with the program. Ms. Ponce presented the board roster update and informed the board that Ms. Rodriguez will begin her orientation and training to fulfill her section of the roster. Ms. Ponce presented the organizational standards report, listing the organizational standards being met this meeting. Ms. Ponce gave her Executive Director's report, informing the board of a call that was put out to board members to support the CSBG Reauthorization bill. Ms. Ponce reported that she will be meeting with Congresswoman Escobar in Washington, D.C. next week to talk about Project BRAVO and the impact of the CSBG Reauthorization bill and is coordinating a similar meeting with Congressman Hurd. Ms. Ponce provided updates on the Immigration Summit, informing the board that panelists and speakers are being finalized and that two board members have been registered to attend. Ms. Ponce informed the board that the Chief Program Officer job description has been finalized and that we are in the process of posting the opening and evaluating platforms for posting no later than Monday. Ms. Ponce reported that we have signed our engagement letter for our Fiscal Audit and that we are waiting to hear back on when the audit is scheduled this year. Ms. Ponce reported that for the next couple of months we will be focusing on procurement for Strategic Planning, Client Database, and Legal Services. Ms. Ponce reported that we will inform the board when the procurement process opens, however the board cannot be involved once the procurement process begins and that if the board receives any questions to refer them to Ms. Manglona. **No action was taken.**

- b. **Finance Committee:** Mr. Bosquez informed the board that the Finance Committee did not meet in March. Mr. Bosquez asked that the approval of the February 2019 Finance reports be tabled. **This item was tabled.**

VII. New Business

- a. **Question & Answer Session for Potential Board Member Xochitl Rodriguez, Director of Constituent Services for the Office of State Senator Jose Rodriguez. Approval Pending Board Discussion. If Approved, Swearing-In Ceremony will follow:** Ms. Ponce requested that Agenda Item VI A. be moved up before agenda item V to provide Senator José Rodríguez's proposed appointee an opportunity to participate in board business. Ms. Rodriguez introduced herself to the board and provided information on her background and experience. Ms. Cumming informed the board of Ms. Rodriguez's interview by the Executive Committee and their recommendation to appoint her as State Senator Jose Rodriguez's representative. **A motion was made by Ms. Carreon to approve Ms. Rodriguez as State Senator Jose Rodriguez's representative. Mr. Rodriguez seconded the motion. The motion passed unanimously.**

Ms. Cumming proceeded with the swearing-in ceremony for Ms. Rodriguez.

- b. **Annual Review and Affirmation by the Board of Directors for the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter:** Ms. Ponce informed the board of the annual review and affirmation of the Code of Conduct by the Board of Directors. Ms. Ponce instructed the board to fill out the appendices and that a notary is present for those who need their forms notarized. **No action was taken.**

VIII. Old Business

- a. **Update on Immigration Summit on April 3-5, 2019:** Ms. Ponce reiterated her updates in her Executive Report in agenda item five. **No action was taken.**

IX. 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.

X. Community Updates: Mr. López-Vasquez informed the board that the Nazareth House is in need of more volunteers to assist the shelter, specifically on Friday March 22nd as they are short on help with the influx of people coming in this week. Ms. Cumming inquired if Mr. López-Vasquez could be the point-of-contact if someone wanted to volunteer. Mr. López-Vasquez informed the board that they could contact him and that the volunteers will partake in non-intrusive volunteer work such as passing out supplies. **No action was taken.**

XI. Confirm Next Meeting Date/Time: The meeting was confirmed for April 30, 2019 at 5:30 PM.

XII. Adjournment: Mr. Rodriguez made a motion to adjourn the meeting, Ms. Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:56 PM.



Board of Directors Board Meeting Minutes
 Tuesday, April 30, 2019 at 5:30 PM
 Project BRAVO, Inc., 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Jacqueline Salais	A
Commissioner David Stout	P	Alfonso López-Vasquez	P	Omar Rodriguez	A

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	

GUESTS

Alberto Halpern
 Delia Rodriguez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda: A motion was made by Mr. López-Vasquez to approve the Consent Agenda which was comprised of the following: March 19, 2019 Board Meeting Minutes, March 2019 Community Services Report, March 2019 Patient Assistance Program Report, March 2019 Adult Basic Education Report, March 2019 Weatherization Program Report, March 2019 Housing Services Report, and the March 2019 Human Resource Report. The motion was seconded by Ms. Carreon. The motion passed unanimously.**
- V. **Committee Reports**
 - a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director’s Report. Ms. Ponce reported on Amendment 4 of the FY 2018 CSBG contract which extends the contract date from March 31st to May 31st, 2019. Ms. Ponce reported on the CSBG Discretionary Contract which increases the per client cap on funding towards training support for Transitioning Out of Poverty clients. Ms. Ponce reported on Amendment 1 for the FY 2019 CEAP contract that added clarifying language related to new processes that require alien status verification

and access to the SAVE database for nonprofits. In late March, upon receiving notification of the update, staff were trained, procedures were updated, and processes were implemented. Ms. Ponce stated that on April 12th all Project BRAVO centers were in compliance for clients that receive services for CEAP or LIHEAP grants. Ms. Ponce clarified that the changes in policy no longer requires us to store copies of sensitive client documents. Ms. Ponce provided the Monitoring report, informing the board that as of April 29th TDHCA monitors have been onsite for the CSBG Discretionary monitoring. Ms. Ponce informed the board that the CDBG 44th Year contract is also being monitored by the City for the First Time Homebuyers Program. Ms. Ponce reported that Texas Mutual Payroll Audit will be conducting their monitoring in the following week. Ms. Ponce informed the board to review the board roster and report any areas that require revision. Ms. Ponce provided the Organizational Standards report. Ms. Ponce provided her Executive Director report. Ms. Ponce informed the board that we are currently seeking more clients for Utility Assistance and that we have been posting on our website and social media informing the public of the program availability. Mr. López-Vasquez inquired if we utilize radio and television programs to advertise our services, Ms. Ponce informed the board that we have used those media avenues in the past. Commissioner Stout inquired if any flyers were available, Ms. Ponce informed the board that flyers will be sent to the board via email. Ms. Ponce reported that we are in the process of setting timelines for our Fiscal Audit and that we expect to have our auditors in-house by late May or early June and that the auditors may contact board members. Ms. Ponce provided an update on the procurement process for Case Management Software, stating that we received seven letters of interest and that a vendor recommendation will be provided by the next board meeting. Ms. Cumming inquired on the status of the hiring for the CPO position, Ms. Ponce informed the board that the application process has closed and they are now reviewing applications. **No action was taken.**

- b. **Finance Committee:** Mr. Bosquez informed the board that the Finance Committee met and reviewed the February and March Finance Reports and highlighted that the 2018 CEAP and LIHEAP contracts have been fully completed. The board commended Mr. Martinez and Ms. Perez on the completion of the contracts. Mr. Bosquez recommended that the February 2019 and March 2019 Finance Reports be accepted. **Mr. Bosquez made a motion to accept the February 2019 and March 2019 Finance Reports; Judge Serna seconded the motion. The motion passed unanimously.**

VII. New Business

- a. **Annual Review of Executive Director's Compensation:** Ms. Ponce informed the board that per our Organizational Standards, the annual review of the Executive Director's compensation by the board is required to ensure that the Executive Director's salary is in line with the market. Ms. Ponce presented on the dataset of Executive Directors' salaries in other nonprofit organizations in the area based on their Form 990s. Ms. Cumming reported that the Executive Committee reviewed the salary comparison and that there were no major concerns. **Ms. Reed made a motion to approve the review of the Executive Director's Compensation; Mr. Bosquez seconded the motion. The motion passed unanimously.**
- b. **Review and Approve Direct Deposit policy for Human Resources Manual:** Ms. Ponce informed the board of Project BRAVO's decision to implement the direct deposit policy for employees. Ms. Ponce informed the board that issues such as delayed mail due to extreme weather, instances where checks are delivered late, or when the pay date falls on a holiday, we can ensure that all employees receive their checks on time with direct deposit. Ms. Ponce informed the board that employees will also be able to retrieve their pay stubs online and will have access to it at any time and for employees with limited access to a computer, supervisors will be able to print their pay stubs upon request. Ms. Cumming inquired if any employees expressed concern over the policy, Ms. Ponce informed the board that employees were informed of the policy two months before and were given information on banks that do not charge fees. Ms. Cumming confirmed that the Executive Committee reviewed the policy and the only concern was access to a computer in which Ms. Ponce assured that supervisors will assist employees who request their paystubs. Ms. Reed identified a mistype in the policy on the word 'designate' which should state 'designated.' **Ms. Reed made a motion to approve the Direct Deposit policy for Human Resources Manual with the change of the word 'Designate' to 'Designated'; Judge Serna seconded the motion. The motion passed unanimously.**

- c. **Discuss Upcoming Conferences for Board Members:** Ms. Ponce informed the board of upcoming conferences in which board members can attend, listing the CAPLAW Conference, UnidosUS National Convention, WIPFLI, and the National CAP Annual Conference. Mr. Fernandez inquired the dates of the conferences and Ms. Cumming requested that descriptions to the conferences be provided. Ms. Ponce informed the board that dates and details on all the conferences listed will be emailed to members of the board. **No action was taken.**
- d. **Update on Competitive Procurement for Case Management Software:** Ms. Ponce reiterated her statements from her Executive Director's Report, noting that we are in the process of the procurement for Case Management Software and that a recommendation will be given to the board by the next board meeting. **No action was taken.**

VIII. Old Business

- a. **Update on Offsite Board Meeting Locations:** Ms. Ponce informed the board that the next meeting will be located at our Westside Office which is situated at Canutillo Elementary School. Ms. Ponce reported that the public and community leaders have been invited to attend the meeting and the protocol for public comment has been made available to the public. Ms. Ponce reported that offsite meeting locations for July-August will be provided at the next meeting. Ms. Cumming emphasized that the next meetings will be offsite and to make note of the locations and correspondence regarding the meetings. **No action was taken.**

IX. 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.

- X. **Community Updates:** Ms. Reed informed the board that on May 11th, 2019, Adult Protective Services will be hosting Purple Day at Bassett Place where free legal services will be provided such as living wills. Mr. López-Vasquez informed the board of the new migrant facility, fully operational, and that now houses 200-500 migrants. Mr. López-Vasquez invited members of the board to visit the facility and encouraged them to volunteer or assist the facility's efforts to help the migrants. Mr. López-Vasquez emphasized that fluent Spanish speaking volunteers are critically needed to help with the processes in the facility such as travel. Ms. Ponce provided an update on the success of the Immigration Summit. Mr. Bosquez emphasized the success and educational impact of the summit. Mr. López-Vasquez expressed the lack in a Call to Action and that more efforts towards a "Where do we go from here?" would have been beneficial. **No action was taken.**
- XI. **Confirm Next Meeting Date/Time:** The meeting was confirmed for May 21, 2019 at 5:30 PM at 7000 5th St., Canutillo, TX 79835.
- XII. **Adjournment:** Ms. Carreon made a motion to adjourn the meeting, Ms. Cumming seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:18 PM.



Board of Directors Board Meeting Minutes
 Tuesday, May 21, 2019 at 5:30 PM
 Project BRAVO, Inc., 7000 5th St., Canutillo, TX 79835

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	A	Fernando Fernandez	A
Judge Nina Serna	A	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Jacqueline Salais	A
Commissioner David Stout	P	Alfonso López-Vasquez	P	Omar Rodriguez	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	

GUESTS

Alberto Halpern
 Amy Hernandez, District Director for the Office of Representative Joe Moody

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:34 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.

Ms. Hernandez, District Director for the Office of Representative Joe Moody provided her brief remarks. Ms. Hernandez informed the board that Representative Moody’s district offices are available if meeting or event space is needed. Ms. Hernandez acknowledged the work that Project BRAVO does for the community.

- IV. **Consent Agenda: A motion was made by Commissioner Stout to approve the Consent Agenda which was comprised of the following: April 30, 2019 Board Meeting Minutes, April 2019 Community Services Report, April 2019 Patient Assistance Program Report, April 2019 Adult Basic Education Report, April 2019 Weatherization Program Report, April 2019 Housing Services Report, and the April 2019 Human Resource Report. The motion was seconded by Mr. López-Vasquez. The motion passed unanimously.**

V. Committee Reports

- a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce reported that a DOE Contract amendment was approved and administrative funds were reallocated to materials, program support, and labor as we are approaching the end of the contract. Ms. Ponce updated the board on the status of the three recent monitorings, informing the board that we are waiting on the monitoring reports from CDBG 44th Year Contract monitoring, TDHCA monitoring, and Texas Mutual Payroll monitoring. Ms. Ponce informed the board of two recently scheduled monitorings on our CHDO properties at Cypress and Nino Aguilera to be conducted by June 5th, 2019 and June 10th, 2019. Ms. Ponce informed the board that we are in the process of reviewing the requested documentation before submitting it. Ms. Ponce informed the board to review the board roster and report any areas that require revision. Ms. Ponce provided the Organizational Standards report, referencing Organizational Standard 9.2 which will be fulfilled by the board's pending approval of the Case Management contract. Ms. Ponce provided her Executive Director report, informing the board that we are in the process of scheduling interviews with potential CPO candidates and that they have gone through all submitted applications. Ms. Ponce updated the board on the procurement for Case Management Software, informing the board that the procurement has been completed and that we are now in the process of preparing for two upcoming procurements for Legal Services and Strategic Planning Consultant. Ms. Ponce reported that Project BRAVO's Retirement Committee has been formed and that they are in the process of fact finding and researching on information relevant to the Retirement Plan. Ms. Ponce reported that we have been working on grants that are due and following up on current grants citing the UnidosUS Housing Counseling Grant Cycle and the CDBG 45th Year Grant. **No action was taken.**
- b. **Finance Committee:** Mr. Bosquez informed the board that the Finance Committee met and reviewed the April Finance Reports, reporting that the 2018 CEAP and LIHEAP contracts have been fully completed. Mr. Bosquez reported that the CSBG contract has been closed as of today. Ms. Reed inquired on the circular markings on pages 23 and 26. Mr. Dominguez responded that for our purposes we keep track of program services separately to see the cost made directly to program services. Mr. Dominguez clarified that the circled numbers indicate that we underspent in direct administration under the grant and were able to put more money into direct services. Mr. Bosquez recommended that the April 2019 Finance Reports be accepted. **Ms. Reed made a motion to accept the April 2019 Finance Reports. Mr. Rodriguez seconded the motion. The motion passed unanimously.**

VII. New Business

- a. **Review and Approve Vendor for Case Management Software Contract per the Recommendation by the Case Management Software Proposal Review Committee:** Ms. Ponce presented the Executive Report for the Case Management Software procurement and informed the board of the RFP Review Committee's vendor recommendation to award CAPLUCK, Inc. (CAP60) the Case Management Software contract. Mr. López-Vasquez made note of the Small Business/Minority/Women category in the scoring rubric and that we are an agency seeking to address equity and diversity. Ms. Ponce informed the board that the vendor did fall under the minority category, however, did not submit the required documentation and that it was reflected in the scoring. **Mr. Bosquez made a motion to approve CAPLUCK, Inc. (CAP60) as the awarded vendor for Case Management Software per the recommendation by the review committee. Ms. Rodriguez seconded the motion. The motion passed unanimously.**

VIII. Old Business

- a. **Update on Upcoming Conferences:** Ms. Ponce informed the board that Ms. Manglona has been in the process of collecting survey responses from board members on their preferences and availability for upcoming conferences. Ms. Ponce informed the board that we will be moving forward with assigning conferences and preparing travel documents for board members. **No action was taken.**

- b. **Update on Offsite Board Meeting Locations:** Ms. Ponce welcomed the board members to our Westside Office and informed them of the importance of the Westside location and the ease of access for the community and parents who are in the area given the close proximity to the school. Ms. Ponce informed the board that we are finalizing the other meeting sites for the upcoming months and that the June meeting will be located at the Socorro Independent School District Service Center, in July we will be meeting at our Ysleta Center, and in August we will be working with Representative Moody's office to survey their conference room to ensure it can accommodate our meeting. Mr. López-Vasquez expressed his thanks to the Executive Committee for approving his recommendation to have the offsite board meetings, stating the importance of transparency in the community. Mr. Rodriguez inquired on the methods used to promote the board meetings. Ms. Ponce informed the board that we utilized online resources. Ms. Manglona clarified that board meeting agendas with the location are posted at each of our centers and that information was shared on our social media and received substantial online interactions on Facebook. Mr. Rodriguez suggested a venue at Montana Vista for future board meetings.

IX. 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.

- X. **Community Updates:** Mr. López-Vasquez expressed the need for volunteers and resources at the migrant shelters reporting that the influx of migrants and the limited manpower and resources have made processing and assisting the families difficult. Ms. Rodriguez stated that tents have been set up at the underpass where we have been seeing more migrants trying to cross over but due to the lack of resources, transportation has been an issue. Commissioner Stout reported that funding is being allocated to assist in the transportation crisis and that the City is working to find solutions to increase resources. **No action was taken.**
- XI. **Confirm Next Meeting Date/Time:** The meeting was confirmed for June 25, 2019 at 5:30 PM at 12440 Rojas Dr., El Paso, TX 79928 at the Socorro Independent School District Service Center.
- XII. **Adjournment: Mr. Rodriguez made a motion to adjourn the meeting, Mr. Bosquez seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:03 PM.**



Board of Directors Board Meeting Minutes
 Tuesday, July 30, 2019 at 5:30 PM
 Project BRAVO, Inc., 12440 Rojas Dr., El Paso, TX 79928

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	A	Laurencio Bosquez	P	Jacqueline Salais	P
Commissioner David Stout	A	Alfonso López-Vasquez	P	Omar Rodriguez	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	Martha Hernandez, HR Specialist

GUESTS

Delia Rodriguez
 Orlando Reed, El Paso County Attorney Intern

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:33 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** The May 21, 2019 board minutes and the programmatic reports were both pulled from the Consent Agenda. The May 21, 2019 board minutes required a date correction on page 5 and the programmatic reports were not printed in the correct format. The Consent Agenda items were moved to the regular agenda.

A motion was made by Mr. López-Vasquez to approve the May 21, 2019 board minutes with correction to the date on page 5, Ms. Reed seconded the motion. The motion passed unanimously. Mr. López-Vasquez made a motion to approve the programmatic reports which was comprised of the following: May & June 2019 Community Services Report, May & June 2019 Patient Assistance Program Report, May & June 2019 Adult Basic Education Report, May & June 2019 Weatherization Program Report, May & June 2019 Housing Services Report, and the May & June 2019 Human Resource Report with the notion that there will be a reprint of the official packet with the reports in the correct orientation formatting, Ms. Reed seconded the motion. The motion passed unanimously.

V. Committee Reports

- a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, Client Satisfaction 2nd Quarterly Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that under the 2018-2019 DOE contract, we had requested an amendment to move funds from administration to direct services and that we received the amendment and were able to transfer the funds. Ms. Ponce reported that for the 2019-2020 DOE contract, we received the initial contract award which shows an increase of \$28,919.00 compared to the 2018-2019 DOE grant. Ms. Reed inquired on how we were awarded the additional funds, Ms. Ponce responded that we are the designee for these funds as the designated Community Action Agency in El Paso County. Ms. Ponce reported that all monitorings from last month's report have been successfully closed.. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate, Ms. Ponce reminded the board that members may have up to four absences before they are automatically withdrawn from the board. Ms. Ponce reported on the Organizational Standards Report that will be completed at the board meeting. Ms. Ponce reported on the Client Satisfaction 2nd Quarterly Report which shows an average rating of 4.56 out of 5. Ms. Ponce informed the board that there was a short period of time when the client satisfaction portal was experiencing technical difficulties and the website was down. Ms. Ponce gave her Executive Director's Report informing the board that there are six interviews scheduled for the CPO position and that there should be a hiring by the next board meeting. Ms. Ponce reported that we have completed the Legal Services procurement and that we will be moving on to the Strategic Planning procurement. Ms. Ponce informed the board that we will be holding the CSBG Hearing on the 2020 CSBG Budget and CAP Plan, Mr. López-Vasquez proposed that efforts should be made to increase outreach and participation during the public hearing. Ms. Ponce reported that one of our Housing Counselors, Jessie Vasquez, has passed the HUD Certification Exam and that our agency is among the elite 26% of HUD Certified Agencies that has a counselor who has passed the test up to now. Ms. Ponce informed the board that TDHCA trainers were onsite two weeks before to conduct a review of our procedures and provide training and recommendations to improve our processes and that the training provided impactful and positive feedback. Ms. Ponce reported that Ms. Perez, Ms. Manglona and herself will be attending the National CAP National Conference. Ms. Ponce informed the board that she will be presenting on a panel on Poverty, Equity, and Migration issues and will be presenting with Ms. Manglona on Marketing for Nonprofits: Unifying Branding, Storytelling, and Online Media Strategies to Increase Visibility. **No action was taken.**
- b. **Finance Committee:** Mr. Bosquez informed the board that the Finance Committee met on June 24, 2019 to review the May Finance Reports, reporting that the CEAP production has not met the 70 percent expenditure and obligation of funds TDHCA requires per new TAC rules. Project BRAVO is confident that the contract will be fully expended as most of the spending is expected to occur during the summer months. Mr. Bosquez provided highlights on each of the contract updates and reported that the Wells Fargo grant has been fully spent. Mr. Bosquez reported that they met at the last Finance Committee meeting to review the fiscal audit draft by Strickler & Prieto and that in the initial review they reported no findings. Mr. Bosquez commended Ms. Ponce and Mr. Dominguez on a job well done. **Mr. López-Vasquez made a motion to accept the May 2019 Finance Reports. Ms. Reed seconded the motion. The motion passed unanimously.**

VII. New Business

- a. **Review and Approve Vendor for Legal Services Contract per the Recommendation by the Legal Services Evaluation Committee:** Ms. Ponce presented the Executive Report for the Legal Services procurement and informed the board of the RFP Review Committee's vendor recommendation to award ScottHulse P.C. the Legal Services contract. Mr. López-Vasquez inquired on how the attorney qualifications were evaluated, Ms. Ponce informed the board that attorney qualifications which included resumes and a description of their experience working with similar organizations. **Mr. Bosquez made a motion to approve ScottHulse P.C. as the awarded vendor for the Legal Services contract per the recommendation by the review committee. Ms. St. Leon seconded the motion. The motion passed unanimously.**

- b. Discuss Term End Dates for Board Members Elke Cumming and Fernando Fernandez:** Ms. Ponce informed the board that board members Elke Cumming and Fernando Fernandez are reaching their term end dates and that the Executive Committee met and discussed potential areas of representation to seek candidates to fill in the both vacancies on the board. Ms. Ponce reported that suggestions from the Executive Committee included: youth organizations, educational institutions, organizations that provide services for the previously incarcerated, and legal organizations. Ms. Ponce proposed a timeline in which applications will be sent out and inquired if board members can submit any further recommendations. **No action was taken.**
- c. Update on the 2020 CSBG Budget and CAP Plan:** Ms. Ponce informed the board that the 2020 CSBG Budget and CAP Plan will be presented at the upcoming Public Hearing on August 20, 2019 at 12:00 PM. Ms. Ponce informed the board that the presentation will be live streamed on our Facebook page to increase accessibility for those who cannot attend in person. Ms. Ponce informed the board that the CAP Plan will be in a similar format to the previous year but will include an update on the National Performance Indicators. **No action was taken.**
- d. Discuss CEAP Grant Funds:** Ms. Ponce informed the board on the current status of the CEAP Grant Funds with attention to the recent de-obligation policies as listed in the Texas Administrative Code. Ms. Ponce informed the board that agencies are required to meet the 70 percent spent and obligated threshold by June 2019. Ms. Ponce informed the board that Project BRAVO was not able to meet the threshold due to the reasons that majority of Project BRAVO spending occurs during the summer months when utility bills are higher due to extreme weather. If 70 percent of funds are spent or obligated by June, it would put Project BRAVO in a position of having less funding available to be spent during the summer months in order to assist those in need. Ms. Reed inquired what the funding was mainly spent on during the summer and if funds can be spent proactively to pay off the bills during the summer months. Ms. Ponce reported that Project BRAVO's current process does work that way in which funds are obligated through UA credits where six to eight payments are reserved ahead of time. Ms. Ponce informed the board that great efforts are being put into outreach and creating partnerships with the Housing Authority to begin application drop offs at their housing properties. Ms. Ponce clarified that our expenditures are closely aligned to our expenditures in 2018 and that it is not that we are behind in terms of our spending, it is that we are not able to meet the 70 percent expenditure by June 30th. Ms. Ponce reported that we are working on strategies to improve our processes for 2020, which includes utilizing online applications to do things more efficiently and increase the number of clients we see. Ms. Cumming inquired if there will be another public comment period in 2020 to express concerns about the requirement. Ms. Ponce responded that we can provide public comment only if an amendment is made to the rule in the Texas Administrative Code. Ms. Ponce reported that we are working on the issue and will keep the board updated. **No action was taken.**
- e. 2019 Paint-A-Thon Updates:** Ms. Ponce reported that we are in the process of preparing for the 33rd Annual Paint-A-Thon event on October 12, 2019 and the backup date on October 26, 2019. Ms. Ponce made a call for volunteers from the board to assist in home assessments, starting a team of volunteers, or being a runner on the day of the event to assist teams with any additional materials or assistance needed. Ms. Ponce reported that it will be a great experience to meet those we serve and learn more about what we do and the impact we make. Ms. Reed and Judge Serna volunteered to forms teams and recruit volunteers.

VIII. Old Business

None.

IX. 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.

X. Community Updates: Ms. Cumming reported that today is International Human Trafficking Awareness Day and that the Paso Del Norte Center of Hope offers free community education and resources and will be able to come out and provide the information. Ms. Carreon expressed her interest in having the community education provided for the Neighborhood Associations. Mr. López-Vasquez suggested to have the members of the audience introduce themselves to the board. Members of the audience introduced themselves and the organizations they represented. **No action was taken.**

XI. Confirm Next Meeting Date/Time: The meeting was confirmed for August 20, 2019 at 5:30 PM with the pending location at the El Paso Community College Transmountain Campus on 9570 Gateway N Blvd, El Paso, TX 79924.

XII. Adjournment: Ms. Reed made a motion to adjourn the meeting, Judge Serna seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:39 PM.



Board of Directors Board Meeting Minutes

Tuesday, August 20, 2019 at 5:30 PM
 EPCC Transmountain Campus
 9570 Gateway N. Blvd., El Paso, TX 79924

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	A	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Jacqueline Salais	A
Commissioner David Stout	P	Alfonso López-Vasquez	P	Omar Rodriguez	A

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Marisela Perez, Community Services Manager	Martha Hernandez, HR Specialist

GUESTS

Phillip Strickler, Strickler & Prieto LLP
 Raul Campos, EPCC Campus Security

Carlos A. Martinez, Office of Commissioner Stout
 Delia Rodriguez

PROCEEDINGS

I. Call to Order – The meeting was called to order at 5:34 PM by Ms. Cumming, Board Chair.

Ms. Cumming requested a moment of silence in honor of the recent mass shooting in El Paso. Ms. Cumming expressed that Project BRAVO has joined the efforts to assist the victims and their families in partnership with the Victims Assistance program. **No action was taken.**

II. Certification of Quorum – Quorum was certified by Ms. Manglona, Executive Assistant.

III. Public Comment – There was no public comment.

IV. Presentation: Presentation of the 2018 Financial & Compliance Audit for El Paso CAP, Project BRAVO by Phillip Strickler, Managing Partner, Strickler & Prieto LLP. Mr. Strickler provided an overview of the highlights of the Financial & Compliance Audit stating that Project BRAVO’s controls are solid and that there were no findings. Ms. Ponce informed the board that the Finance Committee previously met with Strickler & Prieto, LLP where they reviewed the audit in detail. Mr. Strickler inquired if there were any questions from the board, there were none. Ms. Ponce commended Mr. Dominguez and his staff for a job well done in preparing and finalizing the audit and for him and his team’s diligent work. **A motion was made by Mr. Bosquez to approve the 2018 Financial & Compliance Audit for El Paso CAP, Project BRAVO as presented, Judge Serna seconded the motion. The motion passed unanimously.**

V. **Consent Agenda: A motion was made by Commissioner Stout to approve the Consent Agenda which was comprised of the following: July 30, 2019 Board Meeting Minutes, July 2019 Community Services Report, July 2019 Patient Assistance Program Report, July 2019 Adult Basic Education Report, July 2019 Weatherization Program Report, July 2019 Housing Services Report, and the July 2019 Human Resource Report. The motion was seconded by Ms. Reed. The motion passed unanimously.**

VI. **Committee Reports**

a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was no contract activity. Ms. Ponce reported Project BRAVO received notice of an upcoming file review for our Glenwood property on September 16, 2019 and that we are in the process of preparing all the necessary documents requested. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate, Ms. Ponce reminded the board that members may have up to four absences before they are automatically withdrawn from the board. Ms. Ponce reported on the Organizational Standards Report that will be completed at the board meeting. Ms. Ponce gave her Executive Director's Report, informing the board that the Chief Program Officer position has been filled by Jose Santos and that we expect his professional experience to be a great asset to Project BRAVO's work and that his joining the team will promote synergy and help us improve our program outcomes. Ms. Ponce informed the board that his expected start date is on August 25, 2019. Ms. Ponce informed the board of upcoming deadlines for TDHCA related reports which include the Community Services Block Grant (CSBG) Budget submission, Community Action Program (CAP) Plan, and the Organizational Standards submission. Ms. Ponce informed the board that we are in the process of planning and preparing for updates to our policies, employee handbook, and other Human Resources-related documents as we review our risk assessment. Ms. Ponce reported that in response to the recent shooting in El Paso, we have prepared a staff training to cover Active Shooter training by Texas Tech Police and trauma informed care which will be offered in English and Spanish by the University of Texas at El Paso's Counseling and Psychology Department. Ms. Ponce reported on her recent Texas Association of Community Action Agencies (TACAA) Quarterly Meeting which provided further insight to the CEAP De-obligation policies by TDHCA. Ms. Ponce informed the board that a representative from TDHCA attended the meeting and reported that approximately 80 percent of agencies in Texas have triggered de-obligation and the reasoning behind TDHCA's emphasis on the 70 percent expenditure threshold is due to the changes in interpretation of the federal statute regarding CEAP funds. **No action was taken.**

b. **Finance Committee:** Mr. Bosquez informed the board that the Finance Committee met to review the June and July 2019 Finance Reports, reporting that there has been an increase in direct services production and that efforts are being made to meet the 80 percent threshold for CSBG. Mr. Bosquez reported that more outreach has been conducted in addition to the hiring of an additional case manager to increase production. Mr. Bosquez reported that the DOE 2018 grant has been completed and that 32 percent of the LIHEAP grant has been spent as of July 2019. Mr. Bosquez reported that an additional employee has been hired in the WAP department to increase production. **Ms. Reed made a motion to accept the June and July 2019 Finance Reports. Ms. St. Leon seconded the motion. The motion passed unanimously.**

VII. **New Business**

a. **Update on Project BRAVO Efforts to Support the Victims of the August 3rd Shooting:** Ms. Ponce informed the board that Project BRAVO had been actively involved in working with community partners to assist victims and their families that qualify for our programs and services. Ms. Ponce informed the board that we have since partnered with the Victims Assistance Center where we have made direct contact with the FBI who now have copies of our program application to disseminate to victims and their families who qualify for our programs. Ms. Ponce reported that we have met with the El Paso Community Foundation to discuss a potential contract to assist in the administration of services through the Victims' Fund as Project BRAVO has the experience of case

management and direct client services. Ms. Reed inquired on the role Project BRAVO will have if they work with the Community Foundation, Ms. Ponce responded that if there is a contract, Project BRAVO would be administer the services and the Community Foundation would be the Fiscal Agent in which the funds derive from. Ms. Reed inquired if any Project BRAVO employees or their families were directly impacted by the shooting, Ms. Ponce informed the board that there were no Project BRAVO employees or family members directly impacted. Ms. Rodriguez inquired if the services for the victims provided by Project BRAVO would only be provided to direct victims, Ms. Ponce informed the board that currently the victim assistance funds can only be expensed to provide assistance to U.S. citizens who are Texas residents. Mr. López-Vasquez inquired about the proposed \$20,000 that was suggested to be donated to the Victims' Fund and that there be board action to determine the use of those funds. Ms. Cumming reiterated the discussion by the Executive Committee that the funds would not be directly donated and instead, they will be set aside for when a more streamlined process of how those funds would be used to help the victims is identified. Mr. Dominguez informed the board that the Open Meetings Act disallows additional agenda items under new business as it is required that the public be made aware of new items 72 hours before board action is taken. Ms. Ponce informed the board that it is Project BRAVO's interest to be connect families to resources and that we will add the discussion of donation to the victims fund to the next board meeting agenda in September 2019. **No action was taken.**

- b. Report of Project BRAVO's 2019 Risk Assessment:** Ms. Ponce reported to the board the 2019 Risk Assessment report that was comprised of the organization-wide risk assessment report, a listing of the elements covered in the risk assessment process, and next steps to improve and implement risk assessment policies and procedures. **No action was taken.**
- c. Update on Strategic Plan:** Ms. Ponce provided an update on Project BRAVO's strategic plan goals. Board members were provided materials that presented the progress on all strategic plan goals. Ms. Ponce informed the board that we are in the process of finalizing procurement documents for a Strategic Planning Consultant. **No action was taken.**
- d. Fundraising Committee Updates:** Ms. Ponce informed the board that the Fundraising Committee had a series of meetings at the beginning of the year and that there is a need to elect a Fundraising Committee chair. Ms. Ponce informed the board that the election of a chair will be on their next agenda item. **No action was taken.**

VIII. Old Business

- a. Review and approve the 2020 Community Services Block Grant (CSBG) Budget:** Ms. Ponce presented the 2020 CSBG Budget to the board providing an overview of each section of the budget and inquiring if there were any questions from the board. **A motion was made by Ms. Reed to approve the 2020 Community Services Block Grant. Mr. Bosquez seconded the motion. The motion passed unanimously.**
- b. Update on Chief Program Officer Hiring:** Ms. Ponce reiterated to the board that the Chief Program Officer position has been filled by Mr. Santos and that his start date will be on August 25, 2019. Ms. Reed inquired what his recent work experience included, Ms. Ponce reported that he has worked in healthcare and was recently a professor at Parks University. **No action was taken.**
- c. Update on Paint-A-Thon:** Ms. Ponce made a call for volunteers from the board to assist in home assessments for the 2019 33rd Annual Paint-A-Thon. Ms. Manglona reported that we have received approximately 45 applications and that 22 applications qualified for services. Ms. Manglona informed the board that she will send out home assignments for volunteers to assess by the end of the week. Ms. Reed, Ms. St. Leon, Ms. Cumming, and Judge Serna volunteered to conduct home assessments. **No action was taken.**

IX. 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.

X. Community Updates

- a. UnidosUS Conference Recap:** Ms. Cumming and Ms. Rodriguez provided a recap of the UnidosUS Conference they attended in San Diego, CA. Ms. Cumming highlighted key topics in the conference such as the movement to professionalize housing counselors, resources for housing counseling certification, and the support received by Latinx leaders from across the nation regarding the El Paso shooting that occurred at the same time as the conference. Ms. Rodriguez reiterated the support received from the UnidosUS community.

Ms. Reed informed the board that the El Paso Bar Association will be offering community training on topics such as legal assistance, guardianship, wills, and other legal procedures to assist victims, family members, and those impacted by the recent shooting in El Paso. Ms. Reed updated the board on the County's efforts to assist the community on issues that affect those impacted by the shooting. Commissioner Stout reiterated the County's efforts to work on funding and preparing for the potential impact on taxpayers due to the aftermath of the shooting. Ms. Reed and Commissioner Stout reported that the County hired additional medical examiners and worked closely with the doctors and hospitals to ensure that those affected receive the medical assistance they require. Mr. López-Vasquez updated the board on his work and the recent changes at the migrant shelter. **No action was taken.**

- XI. Confirm Next Meeting Date/Time:** The meeting was confirmed for September 24, 2019 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.

- XII. Adjournment:** Mr. Fernandez made a motion to adjourn the meeting, Judge Serna seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:42 PM.



Board of Directors Board Meeting Minutes

Tuesday, September 24, 2019 at 5:30 PM
 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	A	Fernando Fernandez	P
Judge Nina Serna	P	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Jacqueline Salais	A
Commissioner David Stout	A	Alfonso López-Vasquez	P	Omar Rodriguez	A

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Jose Santos, Chief Program Officer	Martha Hernandez, HR Specialist

GUESTS

Brad Voge, Strickler & Prieto LLP

Delia Rodriguez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:31 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Presentation:** Presentation of the 2018 Form 990 for El Paso CAP, Project BRAVO, Inc. by Brad Voge, Representative from Strickler & Prieto, LLP. Mr. Voge provided an overview of the Form 990 and discussed the revisions that were made from the Finance Committee, stating that the changes were made to wording and not the substance of the Form 990. Ms. Ponce informed the board that the Finance Committee met with Strickler & Prieto, LLP the previous Friday where they reviewed the Form 990 in detail. Mr. Voge inquired if there were any questions from the board, Ms. Reed inquired if the changes were suggested from the Finance Committee or the auditor, and Mr. Voge informed the board that the changes were identified from the committee. **No action was taken.**
- V. **Consent Agenda:** A motion was made by Ms. Carreon to approve the Consent Agenda which was comprised of the following: August 20, 2019 Board Meeting Minutes, August 2019 Community Services Report, August 2019 Patient Assistance Program Report, August 2019 Adult Basic Education Report, August 2019 Weatherization Program Report, August 2019 Housing Services Report, and the August 2019 Human Resource Report. The motion was seconded by Ms. Reed. The motion passed unanimously.

A motion was made by Ms. Reed to move the New Business agenda item up in the agenda. Ms. Rodriguez seconded the motion. The motion passed unanimously.

VI. New Business

- a. **Review and Approve the El Paso Community Action Program Form 990:** A motion was made by Mr. Bosquez to approve the 2018 Form 990 for El Paso CAP, Project BRAVO as presented, Ms. Reed seconded the motion. The motion passed unanimously.
- b. **Accept the resignation of Omar Rodriguez, Vice Chair, and Private Sector Representative:** Members of the board reviewed Mr. Rodriguez's Letter of Resignation and with regrets, accepted Mr. Rodriguez's resignation. **Mr. Fernandez made a motion to accept the resignation of Omar Rodriguez, Vice Chair, and Private Sector Representative. Mr. Bosquez seconded the motion. The motion passed unanimously.**
- c. **Accept the resignation of Jacqueline Salais, Private Sector Representative:** Members of the board reviewed Ms. Salais' Letter of Resignation and with regrets, accepted Ms. Salais' resignation. **Ms. Reed made a motion to accept the resignation of Jacqueline Salais, Private Sector Representative. Ms. Rodriguez seconded the motion. The motion passed unanimously.**
- d. **Discuss and Approve Bylaws Change to Article VI, Section D, Number 2 per Recommendation by the Executive Committee:** Ms. Cumming informed the board that the Executive Committee recommends the change to Article VI, Section D, Number 2 of the Bylaws which strikes the clause that inhibits representatives to serve as officers on the Project BRAVO Board of Directors. Mr. López-Vasquez stated that the change may pose a conflict of interest as representatives serve on behalf of their elected official. Mr. López-Vasquez inquired on the history of the clause. Ms. Ponce informed the board that there is no documentation that notes the history of the clause or the reasoning behind that inclusion of the restriction and that the clause is currently not required under any guidelines presented by TDHCA, the National CAP, or other governing legislation. **A motion was made by Mr. Fernandez to approve the bylaws change to Article VI, Section D, Number 2. Mr. Bosquez seconded the motion. The motion passed with 4 votes in favor, 1 against, and 2 abstentions.**
- e. **Discuss the Officer Vacancy for Vice Chair and Accept Nominations from the Floor for the Position of Vice Chair for the Project BRAVO Board of Directors:** Ms. Ponce informed the board that with Mr. Rodriguez's resignation, there is an officer vacancy for Vice Chair for the remaining two meetings of Mr. Rodriguez's term as Vice Chair. Ms. Carreon nominated Mr. López-Vasquez for the position of Vice Chair. Mr. López-Vasquez accepted the nomination. A blind ballot election was conducted.
- f. **Election for Position, Counting of the Ballots, Review of Election Results, and Approval of Election Results for 2019 Vice Chair Position for the Project BRAVO Board of Directors:** The ballots were counted by Ms. Manglona and the results were reported to the board showing that Mr. López-Vasquez won the election for the Vice Chair Position by unanimous vote.
- g. **Call for Volunteers to Serve on the Finance Committee:** Mr. Fernandez and Ms. Carreon volunteered to serve on the Finance Committee. **No action was taken.**
- h. **Review and Approve Contract Amendment 2: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 2: Extension to Weatherization Service Agreement with High Ridge Constructions:** Ms. Cumming inquired on the performance of High Ridge, Mr. Ponce informed the board that there are areas of improvement and that discussions are in the process to make those improvements. Mr. Martinez informed the board that High Ridge has effectively worked with Project BRAVO over the past year. **Mr. Fernandez made a motion to approve Contract Amendment 2: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 2: Extension**

to Weatherization Service Agreement with High Ridge Constructions. Ms. Carreon seconded the motion. The motion passed unanimously.

VII. Committee Reports

- a. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was contract activity under the CEAP contract which adds an additional \$139,801 to our CEAP 2019 contract. Ms. Ponce reported on the contract activity under the LIHEAP contract which moved funds from program, material, and support to health and safety which was initiated by TDHCA. Ms. Ponce reported on the Wells Fargo contract award for FY 2019-2020 for \$7,500 for the Financial Empowerment & Housing Counseling Program. Ms. Ponce reported that the file review for our Glenwood property on September 16, 2019, has been closed and no findings were reported. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce reported on the Organizational Standards Report that will be completed at the board meeting. Ms. Ponce gave her Executive Director's Report stating that we updated our Memorandum of Understanding and are in the process of signing new MOUs with our Community Partners which are required to count program outcomes. Ms. Ponce informed the board of recent staffing changes and that the internal hiring process for the Community Services Manager has taken place as will the upcoming two positions in the next week. Mr. Fernandez inquired how many internal candidates applied for the Community Services Manager, Ms. Ponce reported that two candidates had applied and that both have relevant experience for the position. Ms. Ponce put out a call to action for board members to spread the word to other organizations and community partners who may know of people who may qualify for utility assistance and weatherization services. Ms. Ponce introduced our newly hired Chief Program Officer, Mr. Santos to the board. Mr. Santos introduced himself to the board and his desire to work diligently to achieve program goals and outcomes. Ms. Ponce informed the board that the CDBG Housing Counseling grant has been completed and that 100 percent of program outcomes were met. Ms. Ponce provided an overview of the presentation she provided along with Ms. Manglona at the 2019 National CAP Conference and the positive feedback and turnout they received. Ms. Ponce notified the board that she will be attending the Region VI Conference in October and will be presenting on a panel that will discuss the Public Charge Rule that will be effective in October of 2019. **No action was taken.**
- b. Finance Committee:** Mr. Bosquez informed the board that the Finance Committee met to review the August 2019 Finance Reports and provided an overview of the progress of expenditures and production. **Mr. Fernandez made a motion to accept the August 2019 Finance Reports. Ms. Reed seconded the motion. The motion passed unanimously.**

VIII. Old Business

- a. Update on Paint-A-Thon Event on October 12:** Ms. Ponce reported to the board that we have identified 14 teams of volunteers and 15 homes and that we are in the process of seeking one more volunteer team. Ms. Ponce made a call for volunteers from the board to participate in the event and the Volunteer Appreciation Event following the painting of homes. **No action was taken.**
- b. Update on Board Member Recruitment:** Ms. Ponce provided an update on board member recruitment for the two upcoming private sector vacancies. Ms. Ponce reported that several agencies were contacted with the recommendations of the board. **No action was taken.**

IX. 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.

- X. Community Updates:** Ms. Reed informed the board that she will be changing positions and will be moving to the County's hospital unit. Ms. Reed shared an upcoming event for Wise Latinas on September 28, 2019, that will cover ending sexual violence. Ms. Rodriguez shared an upcoming event on Texas Gun Sense Initiatives on October 21, 2019, student voting initiatives that are in the process, and the Immigration Advisory Committee that is working on remote conference centers to improve representation for immigrants. Mr. Fernandez shared the event Crimes Against the Elderly being hosted by Adult Protective Services on October 1, 2019. **No action was taken.**
- XI. Confirm Next Meeting Date/Time:** The meeting was confirmed for October 29, 2019 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.
- XII. Adjournment:** Ms. Carreon made a motion to adjourn the meeting, Ms. Reed seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:29 PM.



Board of Directors Board Meeting Minutes

Tuesday, October 29, 2019 at 5:30 PM

2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	A
Judge Nina Serna	PY	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso López-Vasquez	P	<i>Vacant</i>	

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Martin Dominguez, Chief Financial Officer
Mona Manglona, Executive Assistant	Mike Martinez, WAP Manager
Jose Santos, Chief Program Officer	Martha Hernandez, HR Specialist

GUESTS

Carlos A. Martinez

Maya Holguin

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Executive Assistant.
- III. **Public Comment** – There was no public comment.
- IV. **Questions & Answers for Potential Private Sector Board Member Loren Cartagena to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion:** Ms. Ponce welcomed Ms. Cartagena to the board. Ms. Cartagena introduced herself and provided an overview of her education, work experience, and her desire to serve on the Project BRAVO Board of Directors. **A motion was made by Ms. Reed to Approve Ms. Cartagena to serve as a private sector board member on the Project BRAVO Board of Directors. Ms. St. Leon seconded the motion. The motion passed unanimously.**
- V. **Presentation of the 2019 CAP Plan for El Paso CAP, Project BRAVO Inc.:** Ms. Ponce provided an overview of the 2019 CAP Plan, informing the board of the identified needs, services, and outcomes during 2019. Ms. Ponce discussed the formatting of the CAP Plan and key definitions and codes that are used statewide and nationwide to identify needs, services, and outcomes. Ms. Reed inquired if we are required to report undocumented clients, Ms. Ponce informed the board that we are not required to report undocumented clients to the state. Commissioner Stout inquired about page 10 of the CAP Plan on whether any gaps were identified for elderly resources. Ms. Ponce responded that through our partnerships with other agencies who provide services for elderly resident of El Paso, there were no gaps in services reported. **No action was taken.**

VI. Consent Agenda: A motion was made by Mr. López-Vasquez to approve the Consent Agenda which was comprised of the following: September 24, 2019 Board Meeting Minutes, September 2019 Community Services Report, September 2019 Patient Assistance Program Report, September 2019 Adult Basic Education Report, September 2019 Weatherization Program Report, September 2019 Housing Services Report, and the September 2019 Human Resource Report. The motion was seconded by Mr. Bosquez. The motion passed unanimously.

VII. Committee Reports

- a. Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was contract activity under the CEAP contract which adds an additional \$16,732 to our CEAP 2019 contract and extends the contract from December 31, 2019 to March 31, 2020. Ms. Ponce reported on the contract activity under the CSBG contract which transfers \$284,000.00 to be used for direct client services. Ms. Ponce reported that there was no monitoring activity. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce reported on the Organizational Standards Report that will be completed at the board meeting. Ms. Ponce gave her Executive Director's Report where she introduced Ms. Marciscano as the new Community Services Manager. Ms. Ponce informed the board of the upcoming UnidosUS Convening that will take place in El Paso November 7th and November 8th, 2019. Ms. Ponce informed the board that we are working on board recruitment for the two upcoming private sector board vacancies in 2020. Ms. Ponce updated the board on the timeline of CEAP expenditures with the projection of full expenditure by mid-January and an end goal of February for the CSBG funds. Ms. Ponce reported that Project BRAVO's last day to see clients for the 2019 calendar year will be on December 5, 2019 as we prepare for 2020 appointments and staff training for the new year. Ms. Ponce informed the board of Project BRAVO's closure during the week of December 23rd to January 1st, 2020. Ms. Ponce reported on the recent submission of the housing counseling grant for the Homebuyer Education & Counseling Program (HECP) with the City of El Paso. **No action was taken.**
- b. Finance Committee:** The September Finance Committee Report was tabled and will be presented at the December Board of Director's meeting. **No action was taken.**

VIII. New Business

- a. Questions & Answers Session for Potential Private Sector Board Member Fred Parea to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion:** This item was tabled and will be reviewed and discussed at the December Board of Director's meeting. **No action was taken.**
- b. Discuss the Annual Performance appraisal for the Executive Director:** Ms. Ponce informed the board that we are approaching the end of the year which requires for the performance appraisal of the Executive Director. Ms. Cumming informed the board that the evaluation will be conducted in December and that the results of the Executive Director's Performance Appraisal will be reported in the January Board of Director's meeting.
- c. Review and Approve Project BRAVO's 2020 Community Action Program Plan:** A motion was made by Ms. Rodriguez to Approve Project BRAVO's 2020 Community Action Program Plan. Ms. Carreon seconded the motion. The motion passed unanimously.
- d. Discuss and Affirm Project BRAVO's Application for Community Development Block Grant (CDBG) 46th Year Application for First Time Homebuyer's Counseling Grant:** Ms. Ponce provided an overview of the CDBG application and informed the board of the change in the name "First Time Homebuyer" to "Homebuyer Education & Counseling Program (HECP)." **Ms. Reed made a motion to Affirm Project BRAVO's Application for Community Development Block Grant (CDBG) 46th Year Application for First Time Homebuyer's Counseling Grant. Ms. St. Leon seconded the motion. The motion passed unanimously.**

- e. **Review and Approve Board Resolution for 2019 CSBG Contract #61190003049:** Ms. Ponce discussed the board resolution with the board and informed them of the transfer of \$284,000.00 to the “Other” category and the extension of the end date to March 31, 2020. **Mr. Bosquez made a motion to Approve Board Resolution for 2019 CSBG Contract #61190003049. Ms. Carreon seconded the motion. The motion passed unanimously.**
- f. **Update on El Paso Giving Day:** Ms. Ponce informed the board of the upcoming El Paso Giving Day on November 14th, 2019. Ms. Manglona provided an overview of the donation process, ways to conduct outreach, and strategies to increase donations and awards. **No action was taken.**
- g. **Call for Volunteers for the Nominating Committee & for Nominations for the 2020 Project BRAVO Board Officers:** Ms. Ponce informed the board of the upcoming 2020 Board Officers nomination and election process. Ms. Cumming informed the board that there will be three committee members that will accept and review nominations of the four officer positions for the 2020 Project BRAVO Board Officers. Ms. Reed and Ms. St. Leon were appointed to the committee. **No action was taken.**

VIII. Old Business

- a. **Update on 33rd Annual Paint-A-Thon:** Ms. Ponce reported to the board that the event was a success and that the homeowners and volunteers were both happy to be a part of such a great event. Ms. Manglona reported that the event had a positive turnout and that we appreciate all the support from our volunteers and our funder. **No action was taken.**

IX. 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.

- X. **Community Updates:** Ms. Cumming provided an update on a conference she attended for UnidosUS Health & Housing. Ms. Cumming informed the board of the correlation that was reported between health and housing standards and provided the board with an overview of the conference. Ms. Rodriguez informed the board of the upcoming clothing drive in partnership with UTEP which is seeking cold weather clothing to be donated to Centro de San Vicente. Ms. Rodriguez informed the board of the upcoming Sick of It Texas event which is a door to door block walk and that more information will be provided. **No action was taken.**
- XI. **Confirm Next Meeting Date/Time:** The meeting was confirmed for December 3, 2019 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.
- XII. **Adjournment:** Ms. Carreon made a motion to adjourn the meeting, Ms. Rodriguez seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:37 PM.**



Board of Directors Board Meeting Minutes

Tuesday, December 3, 2019 at 5:30 PM
 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Gabriella M. Reed	P	Marla Jo St. Leon	P	Fernando Fernandez	P
Judge Nina Serna	A	Sylvia Carreon	P	Elke Cumming	P
Xochitl Rodriguez	PY	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso López-Vasquez	P	Fred Perea	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Mona Manglona, Chief Program Officer	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Betsabee Lara, Center Supervisor	

GUESTS

Alberto Mesta
 Fernando Escobedo Jr.
 Delia Rodriguez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:33 PM by Ms. Cumming, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Chief Program Officer.
- III. **Public Comment** – There was no public comment.
- IV. **Questions & Answers for Potential Private Sector Board Member Fred Perea to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion:** Ms. Ponce welcomed Mr. Perea to the board. Mr. Perea introduced himself and provided an overview of his education, work experience, and desire to serve on the Project BRAVO Board of Directors. **A motion was made by Mr. Fernandez to Approve Mr. Perea to serve as a private sector board member on the Project BRAVO Board of Directors. Ms. Carreon seconded the motion. The motion passed unanimously. Mr. Perea was sworn in to the Project BRAVO Board of Directors.**
- V. **Questions & Answers for Potential Private Sector Board Member Alberto Mesta to Serve on the Project BRAVO Board of Directors in the term beginning January 2020. Approval Pending Board Discussion:** Ms. Ponce welcomed Mr. Mesta to the board. Mr. Mesta introduced himself and provided an overview of his education, work experience, and desire to serve on the Project BRAVO Board of Directors. **A motion was made by Mr. Bosquez to Approve Mr. Mesta to serve as a private sector board member on the Project BRAVO Board of Directors in the**

term beginning January 2020. Ms. Reed seconded the motion. The motion passed unanimously. Mr. Mesta was sworn into the Project BRAVO Board of Directors.

VI. Questions & Answers for Potential Private Sector Board Member Fernando Escobedo Jr. to Serve on the Project BRAVO Board of Directors in the term beginning January 2020. Approval Pending Board Discussion: Ms. Ponce welcomed Mr. Escobedo to the board. Mr. Escobedo introduced himself and provided an overview of his education, work experience, and desire to serve on the Project BRAVO Board of Directors. **A motion was made by Commissioner Stout to Approve Mr. Escobedo to serve as a private sector board member on the Project BRAVO Board of Directors in the term beginning January 2020. Mr. López-Vasquez seconded the motion. The motion passed unanimously. Mr. Escobedo was sworn into the Project BRAVO Board of Directors.**

VII. Consent Agenda: A motion was made by Ms. Reed to approve the Consent Agenda which was comprised of the following: October 29, 2019 Board Meeting Minutes, October 2019 Community Services Report, October 2019 Patient Assistance Program Report, October 2019 Adult Basic Education Report, October 2019 Weatherization Program Report, October 2019 Housing Services Report, and the October 2019 Human Resource Report. The motion was seconded by Ms. St. Leon. The motion passed unanimously.

VIII. Committee Reports

a. Executive Committee: Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was contract activity under the 45th Year CDBG contract which supports the Homebuyer Education and Counseling Program which an amount of \$40,000. Ms. Ponce reported on the contract activity under the CSBG contract which extends the contract end date to March 31, 2020. Ms. Ponce reported on the contract activity under the LIHEAP contract which extends the contract end date to March 31, 2020. Ms. Ponce reported on the monitoring at our CHDO properties that took place on November 12, 2019. The monitoring report identified 47 items that must be repaired by December 12, 2020. Ms. Ponce informed the board that maintenance staff is in the process of finalizing these repairs. Ms. Ponce reported on a PY19 CEAP, CSBG, DOE, and LIHEAP WAP monitoring by TDHCA received on November 21, 2019. Ms. Ponce reported that the requested documents were in the process of being uploaded and that monitoring activities will take place on the week of February 3, 2020. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce reported on the Organizational Standards Report that will be completed at the board meeting. Ms. Ponce gave her Executive Director's Report informing the board of her upcoming meeting with Congressman Will Hurd on December 13, 2019 regarding the CSBG Reauthorization Bill. Ms. Ponce invited the board to attend the meeting. Ms. Ponce reported that on May 18, 2020, Project BRAVO will celebrate its 55th Anniversary and that she is working on obtaining a proclamation from the City and County and organizing an event for the occasion. Ms. Ponce reported that the 2020 Client Application is now available, Project BRAVO's last day to see clients for the 2019 calendar year will be on December 5, 2019, and that we are scheduling for 2020 appointments and staff training for the new year. Ms. Ponce informed the board of Project BRAVO's closure during the week of December 23rd to January 1st, 2020. Ms. Ponce informed the board that she along with Mr. Dominguez provided Technical Assistance to another Community Action Agency as requested by TDHCA. Ms. Ponce informed the board that another CAA is requesting technical assistance and Project BRAVO's best practices. Ms. Ponce informed the board of her CCAP candidacy and that the testing is scheduled for April 2020 and that she is seeking support from the board to partake in the CCAP candidacy requirements. Mr. Fernandez and Mr. López-Vasquez inquired on the CCAP candidacy requirements and timeframe of completion. Ms. Ponce informed the board that the requirements include a project that encompasses a completed task she has worked on during her time as Executive Director of Project BRAVO, weekly meetings, and testing in April 2020. Mr. Fernandez inquired if other Project BRAVO employees can apply to be a CCAP, Ms. Ponce informed the board that other employees may apply if they meet the requirements. **No action was taken.**

- b. **Finance Committee:** The Finance Committee presented the September 2019 and October 2019 Finance Reports. **Ms. Reed made a motion to accept the September 2019 and October 2019 Finance Reports. Mr. Fernandez seconded the motion. The motion passed unanimously.**

IX. New Business

- a. **Review and Approve the Resolution to Adopt the Project BRAVO “Medical Cafeteria Plan”:** Ms. Ponce provided an overview of the Project BRAVO “Medical Cafeteria Plan” informing the board of the medical benefits provided to Project BRAVO employees on a pretax basis. **Mr. Bosquez made a motion to Approve the Resolution to Adopt the Project BRAVO “Medical Cafeteria Plan”. Mr. Fernandez seconded the motion. The motion passed unanimously.**
- b. **Review and Approve the Resolution to Adopt the Project BRAVO “Other Flexible Benefits Cafeteria Plan”:** Ms. Ponce provided an overview of the Project BRAVO “Other Flexible Benefits Cafeteria Plan” informing the board of the insurance benefits provided to Project BRAVO employees on a pretax basis. **Ms. Reed made a motion to Approve the Resolution to Adopt the Project BRAVO “Medical Cafeteria Plan”. Ms. St. Leon seconded the motion. The motion passed unanimously.**
- c. **Review and Approve the Resolution to “Establish a Plan”, a 403(b) Thrift Plan to provide retirement benefits for employees of Project BRAVO and authorize the Executive Director and other agents of Project BRAVO to take further action as needed to establish the Plan:** Ms. Ponce informed the board that we finalized the procurement for a 403(b) Retirement Plan. Ms. Ponce reported that the CFO and HR Specialist provided support to the Staff Retirement Committee. Ms. Ponce reported that the award went to Mutual of America whom have experience working with other CAP agencies. Ms. Reed inquired on the financial impact that plan will have on Project BRAVO and if participation is required. Ms. Ponce responded that Project BRAVO will provide a 2.75 employer income march and that staff will have the option to waive the retirement benefits. Ms. Cartagena inquired on when the enrollment period will begin. Ms. Ponce informed the board that the open period will begin in January and staff will be provided training and educational materials on the benefits. Mr. Perea inquired who will oversee the retirement benefits, Ms. Ponce responded that HR will oversee the program. **A motion was made by Mr. López-Vasquez to Approve the Resolution to “Establish a Plan”, a 403(b) Thrift Plan to provide retirement benefits for employees of Project BRAVO and authorize the Executive Director and other agents of Project BRAVO to take further action as needed to establish the Plan. Commissioner Stout seconded the motion. The motion passed unanimously.**
- d. **Presentation of the Nominating Committee 2020 Slate of Officers for the Positions of Chair, Vice Chair, Secretary, and Finance Chair for the Board of Directors of Project BRAVO. Nominations From the Floor for Additions to the Ballot:** Ms. Cumming presented the Nominating Committee 2020 Slate of Officers for the Positions of Chair, Vice Chair, Secretary, and Finance Chair for the Board of Directors of Project BRAVO: Ms. Reed as Chair, Mr. López-Vasquez as Vice Chair, Ms. St. Leon as Secretary, and Mr. Bosquez as Treasurer. **No action was taken.**
- e. **Officer Elections, Counting of the Ballots, Review of Election Results, and Approval of Election Results for 2020 Officers for the Project BRAVO Board of Directors:** Ms. Manglona disseminated the Officer Election Ballots. The Ballot Counting and Review Committee consisted of Ms. Manglona and Ms. Marciscano. Ms. Cumming presented the results as follows: Ms. Reed as Chair, Mr. López-Vasquez as Vice Chair, Ms. St. Leon as Secretary, and Mr. Bosquez as Treasurer for the 2020 Officers for the Project BRAVO Board of Directors. **Commissioner Stout made a motion to Approve the 2020 Election Results for the Project BRAVO Board of Directors. Ms. Carreon seconded the motion. The motion passed unanimously.**
- f. **Call for Volunteers to Serve on the Finance, Fundraising, and Code of Conduct Committees:** Ms. Cumming provided an overview of each committee and made a call for volunteers to be members of the Finance,

Fundraising, and Code of Conduct Committees. Mr. Bosquez, Mr. Mesta, and Mr. Escobedo volunteered for the Finance Committee. Mr. López-Vasquez, Ms. Cartagena, and Ms. Carreon volunteered for the Fundraising Committee. Commissioner Stout, Mr. Parea, and Ms. Carreon volunteered for the Code of Conduct Committee. **No action was taken.**

- g. Service Award Presentations for Elke Cumming, outgoing Board Chair and Fernando Fernandez, outgoing Secretary:** Ms. Ponce presented a service award to Ms. Cumming and Mr. Fernandez for their dedication and commitment to Project BRAVO's Board of Directors and to the mission and vision of the organization. Ms. Cumming and Mr. Fernandez provided their remarks to the board. **No action was taken.**

VIII. Old Business

- a. Discuss and accept the Annual Performance Appraisal for the Executive Director: A motion was made by Mr. Fernandez to adjourn to Executive Session. Ms. Carreon seconded the motion. The motion passed unanimously.**

X. 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 Mr. Fernandez to adjourn to Executive Session. Ms. Carreon seconded the motion. The motion passed unanimously. The meeting adjourned at 6:55pm.

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

- XI. Confirm Next Meeting Date/Time:** The meeting was confirmed for January 28, 2020 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.

- XII. Adjournment:** The meeting was adjourned at 6:55 PM.