



**Board of Directors Annual Meeting Agenda
January 26, 2021**

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, January 26, 2021, at 1:30 PM via Google Meet.

Effective March 16, 2020, the Governor of Texas, Greg Abbott, has temporarily suspended a limited number of open meeting laws in response to the COVID-19 disaster. In an effort to adhere to Center for Disease Control guidelines to limit social contact, Project BRAVO will be conducting the meeting through video and teleconference.

Members of the public may join the meeting by emailing acortez@projectbravo.org to request an electronic invitation or call toll free (252) 460-9168; PIN: 461 325 801#. A copy of the agenda and board packet will be posted at www.projectbravo.org under the "Resources"/"Board of Directors" tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public if it is not on the agenda. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Gabriella Reed, Board Chair

- A. Review and approve the meeting minutes from December 1, 2020, per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
 - 1. November & December 2020 Community Services | Page _____
 - 2. November & December 2020 Weatherization & HVAC Services | Page _____
 - 3. November & December 2020 Housing Services | Page _____
 - 4. November & December 2020 Human Resources | Page _____
 - 5. November & December 2020 COVID Relief Programs | Page _____
 - 6. December 2020 Strategic Plan | Page _____



V. Committee Reports

A. Executive Committee: *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page_____
- 2. Program Monitoring Report | Page_____
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page_____
- 4. Organizational Standards Report | Page_____
- 5. Executive Director Report

B. Finance Committee

- 1. Review and Accept the November & December 2020 Finance Report, per **Organizational Standard 8.7**
.....*Laurencio Bosquez,*
Treasurer | Page_____

VI. New Business

- A. Questions & Answers Session for Potential Public Sector Board Representative Senator César J. Blanco to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion. If Approved, Swearing-in Ceremony will Follow, per **Organizational Standard 5.1**.....*Laura Ponce, Executive Director* | Page_____
- B. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Article V - Selection Procedures, Section B. Representatives of the Low-Income.....*Laura Ponce, Executive Director* | Page_____
- C. Review and Approve the Project BRAVO Bylaws Proposed Change for the Following Section Regarding the Process for Electing Low-Income Representatives: Appendix II: Guidelines for Electing Area Representatives to the Board of Directors of Project BRAVO, Inc.*Laura Ponce, Executive Director* | Page_____
- D. Call for Volunteers to Serve on the Low-Income Representative Election Committee Per Guidelines Provided in Appendix II of the Project BRAVO Board of Directors Bylaws.....*Laura Ponce, Executive Director*
- E. Approve Fernando Fernandez and Alberto Mesta as Members of the Finance Committee for 2021.....
.....*Laura Ponce, Executive Director*
- F. Presentation of the 2020 Project BRAVO Board Meeting Calendar.....



.....Laura Ponce, Executive Director | Page_____

G. Resolution to Accept the 2021 CSBG Contract.....Laura Ponce, Executive Director | Page_____

H. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020.....Laura Ponce, Executive Director | Page_____

I. Presentation of the 2020 Budget Calendar per Organizational Standard 8.9.....Martin Dominguez, Chief Financial Officer | Page_____

J. Review and Ratify the United Bank Line of Credit Draw for \$355,476.38 in December 2020.....Martin Dominguez, CFO | Page_____

K. Authorize the Executive Director to Contract a Consultant to Complete the 2021 Community Assessment for Project BRAVO, per **Organizational Standards 1.2, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5 & 6.4**.....Laura Ponce, Executive Director

VII. Old Business

A. Discuss and accept the Annual Performance Appraisal for the Executive Director, per **Organizational Standard 7.4**.....*Gabriella Reed, Board Chair*

VIII. Adjourn to Executive Session: *Gabriella Reed, Board Chair*

This meeting is to be closed to review and discuss personnel matters under Tex. Gov't Code 551.074. Should any final action, decision, or vote be required in the opinion of the Board of Directors with regard to any matter considered in such a closed meeting, then the Board may take action, decision, or vote on a matter posted for closed meeting when it reconvenes in open session.

IX. Community Updates: *Board Members*

X. Confirm Next Meeting Date/Time: Tuesday, February 23, 2021 at 1:30 PM via Google Meet



XI. Adjournment