



May Board of Directors Board Meeting Minutes

Tuesday, June 04, 2024 at 5:30 PM
at 2000 Texas, El Paso, TX 79901

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

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

STAFF

Laura Ponce, Executive Director (Virtual)	Jessie Vasquez, Housing Programs Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, Weatherization Manager
Ema Marciscano, Community Services Manager	Martha Hernandez, Human Resources Specialist

GUESTS

Paulina Tamayo, Office of Commissioner Stout
Luz Vargas, Office of Judge Serna
Patricia Osmond, Weatherization Client
Anabel Tarango, Guest of Louis Castillo

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Luis Perez, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Andrea Cortez, Executive Assistant & Outreach Coordinator.
- III. **Public Comment** – Public Comment was made by Ms. Patricia Osmond regarding concerns with her experience in the weatherization program. Board Chair Luis Perez tasked the Code of Conduct Committee to address Ms. Osmond’s concerns.
- IV. **Consent Agenda:**
 - A. A motion was made by Fernando Escobedo to approve the Consent Agenda which consisted of the following: April 30, 2024 Board Minutes, April 2024 Community Services, Weatherization & HVAC, and Housing Services Reports, and the April 2024 Human Resources Report. The motion was seconded by Sylvia Carreon. The motion passed unanimously.
- V. **Committee Reports:**
 - A. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director’s Report. Ms. Ponce announced the application process has been open since April 15. Ms. Ponce reminded the board

that historically in pre-COVID years, the application process is typically slow between March and June, with applications increasing with higher temperatures. Ms. Ponce explained the current benefits provided to applicants based on 2024 funding levels. Ms. Ponce announced the success of Project BRAVO's inaugural Homeowner Expo on Saturday, June 1. Attendees were connected to resources that will assist in the homebuying process, including meetings with lenders, inspectors, realtors, and more. Ms. Ponce announced Project BRAVO's progress of the BankOn program following a grant that was received earlier in 2024. The project is in the research and planning phase, but there are events expected through October to urge unbanked individuals in the area to connect to a banking service that fits their needs through low monthly service costs, no overdraft fees, and more. **No action was taken.**

- B. Financial Committee: Review and accept the March and April 2024 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Tuesday, May 28 to review the March and April 2024 Finance Reports. Additional agenda items reviewed during the Finance Committee Meeting included status updates on the 2023 Audit and the Form 990. The committee called on a motion to approve the March and April 2024 Finance Report. **A motion was made by Laurencio Bosquez to approve the March and April 2024 Finance Reports. The motion was seconded by Loren Cartagena. The motion passed unanimously.**

VI. New Business:

- A. Accept Louis Castillo to the Board of Directors as the Newly Elected Low-Income Representative for District IV Northeast. Swearing in ceremony for new board member will immediately follow:** Ms. Ponce reviewed the results of the May 09, 2024 Low-Income Representative election and requested for the Board to accept the results and proceed with the swearing in of Louis Castillo. **A motion was made by Fernando Escobedo to accept to the Board of Directors the Newly Elected Low-Income Representative for District IV Northeast, Louis Castillo (first term). Sylvia Carreon seconded the motion. The motion passed unanimously.** Louis Castillo was sworn into the Project BRAVO Board of Directors.
- B. Approve Vendor for Case Management Software and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process to procure the Case Management Software vendor. Cap60 received the highest evaluation scores, making them the recommended vendor for the procurement by the Review Committee. **A motion was made by Sylvia Carreon to Approve Cap60 as the Vendor for Case Management Software and Authorize the Executive Director to Negotiate the Final Contract. The motion was seconded by Louis Castillo. The motion passed unanimously.**
- C. Update on the Ownership Status of Properties Located at Virginia Ave., N. Glenwood Ave., and Concepcion St.:** Ms. Ponce announced the Release of Liens for the properties located at Virginia Ave., N. Glenwood Ave., and Concepcion St. were received and filed with the COunty following the final payments for the properties. **No action was taken.**
- D. Discuss the Vision for the Upcoming 60th Anniversary of El Paso Community Action Program Project BRAVO in May of 2025:** Ms. Ponce announced Project BRAVO will celebrate 60 years since being founded on May 18, 1965 and plans on having a fundraising celebration to commemorate the occasion, along with other activities such as public proclamations. Ms. Ponce briefly touched on the history of Community Action Agencies and the importance of El Paso Community Action Program Project BRAVO. **No action was taken.**

VII. Old Business:

- A. Update on the Community Needs Assessment and Strategic Plan Process:** Elizabeth Patford from Measurement Resources provided a presentation on the current progress on the Community Needs Assessment and Strategic Plan process. Strategic planning sessions with Board members and other stakeholders will be scheduled for mid-September. **No action was taken.**

- B. Update on the 2023 Fiscal Audit and Filing of 2023 Form 990, per Organizational Standards 8.1 & 8.6:** Ms. Ponce updated the Board on the current progress of the 2023 Fiscal Audit and Filing of the 2023 Form 990. The initial documents were uploaded to the auditor's portal by Project BRAVO and Wipfli staff by the deadline. Additional documents will be requested periodically and staff is working to adhere to the requests in a timely manner. **There was no Executive Session.**

VIII. Adjourn to Executive Session:

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

A motion was made by Fernando Escobedo to adjourn to Executive Session. Loren Cartagena seconded the motion. The motion passed unanimously. Executive session began at 6:21 PM.

A motion was made by Sylvia Carreon to adjourn the Executive Session. Fernando Escobedo seconded the motion. Executive session ended at 6:45 PM. The motion passed unanimously. **No action was taken.**

- IX. Community Updates:** Paulina Talamayo announced the possibility of the County of El Paso going out to bond following an approval by the Commissioners Court. She urged the community to participate in upcoming public meetings and surveys. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, June 25, 2024, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Fernando Escobedo seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:50 PM.**