



Board of Directors Annual Meeting Agenda September 28, 2021

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, September 28, 2021, at 1:30 PM in person at the Project BRAVO Ysleta Center located at 8908 Old County Road or via Google Meet.

Project BRAVO is taking precautionary measures to minimize the spread of COVID-19. Members of the public that wish to attend the board meeting have three options: request a link to attend the meeting virtually by emailing acortez@projectbravo.org, call into the meeting at (731) 327-2264, or attend the meeting at the Ysleta Center located at 8908 Old County Road. All board members, staff, and members of the public that attend the in-person meeting must wear a mask over the mouth and nose, keep social distance, and sit or stand in their designated areas.

A copy of the agenda and board packet will be posted at www.projectbravo.org 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 August 24, 2021, per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
 - B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9, & 6.5**
 1. August 2021 Community Services | Page _____
 2. August 2021 Weatherization & HVAC Services | Page _____
 3. August 2021 Housing Services | Page _____
 4. August 2021 Human Resources | Page _____
 5. August 2021 COVID Relief Programs | Page _____
 6. August 2021 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 July and August 2021 Finance Reports, per **Organizational Standard 8.7**, *Laurencio Bosquez, Treasurer* | Page_____

VI. New Business

- A. Review and Approve the 2020 Form 990, per **Organizational Standard 8.6:** *Martin Dominguez, Chief Financial Officer* | Page_____
- B. Review and Approve Contract Amendment 4: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 4: Extension to Weatherization Service Agreement with High Ridge Construction: *Laura Ponce, Executive Director & Mona Jacobs, Chief Program Officer* | Page_____
- C. Presentation of the the 2020 Annual Report, per **Organizational Standards 2.3, 4.4:** *Laura Ponce, Executive Director* | Page_____

VII. Old Business

- A. Update on the Low-Income Representative Elections and Call for Volunteer to Serve on the Counting Committee: *Laura Ponce, Executive Director*

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

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

IX. Community Updates: *Board Members*

- X. Confirm Next Meeting Date/Time:** Tuesday, October 26, 2021, time and location TBD

XI. Adjournment