



March Board of Directors Board Meeting Minutes

Tuesday, April 30, 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	Elvia Cera, Weatherization Technician
Yvonne Saenz, Weatherization Representative	

GUESTS

Lina Mendez, Office of Senator Blanco
Paulina Tamayo, Office of Commissioner Stout
Luz Vargas, Office of Judge Serna
Patricia Osmond, Weatherization Client

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 Christina Sanchez to approve the Consent Agenda which consisted of the following: March 26, 2024 Board Minutes, March 2024 Community Services, Weatherization & HVAC, and Housing Services Reports, and the March 2024 Human Resources Report. The Customer Satisfaction Report for 1st Quarter of 2024 was pulled out of the Consent Agenda. The motion was seconded by Fred Perea. The motion passed unanimously.

Ms. Ponce presented additional information on the Customer Satisfaction Report for 1st Quarter of 2024 noting the increase in submissions from prior reports due to the recent efforts to mail paper surveys to utility assistance clients following their approval for services rather than solely relying on responses through text message. A motion was made by Christina Sanchez to approve the Customer Satisfaction Report for 1st Quarter of 2024. The motion was seconded by Alberto Mesta. 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, which is longer than the past two application periods were able to remain open. Ms. Ponce urges that clients be advised to apply before the busy summer season to prevent delays in services. Ms. Ponce explained the procurement process for the Case Management Software vendor, the results of which will be presented to the board at the next board meeting. Ms. Ponce announced the high likelihood of funding from the Wells Fargo Foundation for 30 households in Hueco Tanks and other Colonias to receive SOURCE hydropanels for safe drinking water. **No action was taken.**
- B. Financial Committee: Review and accept the March 2024 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Monday, April 29 to review the March 2024 Finance Reports. Concerns regarding the formatting of the Statement of Cash Flows were presented to Wipfli. A new sheet will be presented to the Finance Committee in May and both the March and April 2024 Finance Reports will be presented to the board for approval. The Finance Committee agreed to table the March 2024 financials pending the changes to the Statement of Cash Flows. **No action was taken.**

VI. New Business:

- A. Update on the 2023 Fiscal Audit and Filing of 2023 Form 990, per Organizational Standards 8.1 & 8.6:** Ms. Ponce stated that the process to complete the 2023 Fiscal Audit and Filing of the 2023 Form 990 has commenced with a meeting between Project BRAVO, the Board Treasurer Fernando Escobedo, and staff from Strickler & Prieto to address concerns and to avoid delays in completing the Fiscal Audit and Form 990. Mr. Escobedo and Ms. Ponce stated that the Strickler & Prieto team presented information that should make the process for completing the 2023 Fiscal Audit and Form 990 more efficient. **No action was taken.**
- B. Call for a Volunteer to Serve as the Fifth Member of the Executive Committee** Ms. Ponce explained that the Executive Committee is composed of five members: the four board officers and another member from the board. Ms. Christina Sanchez volunteered to serve as the fifth member. **No action was taken.**

VII. Old Business:

- A. Update on the Community Needs Assessment and Strategic Plan Process:** Ms. Ponce announced the current progress on the Community Needs Assessment and Strategic Plan process. A presentation is scheduled for the next board meeting by Measurement Resources, the consulting firm working on the project. **No action was taken.**
- B. Update on the Northeast Low-Income Representative Election:** Ms. Ponce announced the candidates on the May 9th ballot as Louis Castillo and Irma Maynez. April 30 was the last day to request a ballot. The deadline to submit ballots is May 2nd to ensure they are received by May 9th. The winning candidate will be affirmed and sworn in at the next board meeting. **No action was taken.**

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. **There was no Executive Session.**

IX. Community Updates: There were no Community Updates. **No action was taken.**

X. Confirm Next Meeting Date/Time: The meeting was confirmed for Tuesday, June 4, 2024, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

XI. Adjournment: **Fernando Escobedo made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 5:58 PM.**