



Board of Directors Board Meeting Minutes

Tuesday, January 25, 2022 at 5:00 PM
at 2000 Texas Ave. El Paso TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	P	Marla Jo St. Leon	V	Fernando Escobedo	P
Judge Nina Serna	V	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	A	Loren Cartagena	V
Senator César Blanco	P	Paulina López	P	Fred Perea	P

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

STAFF

P: Laura Ponce, Executive Director	P: Martin Dominguez, Chief Financial Officer
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mona Mangloña Jacobs, Chief Program Officer
V: Ema Marciscano, Community Services Manager	V: Martha Hernandez, HR Specialist
V: Mike Martinez, Weatherization Manager	

GUESTS

P: Cassandra Urrutia, Office of Senator Blanco
P: Cynthia Renteria, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:00 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Senator Blanco to approve the Consent Agenda which consisted of the following: **October 25, 2021 Board Minutes, December 07, 2021 Board Minutes, October 2021 Community Services Report, November 2021 Community Services Report, December 2021 Community Services Report, October 2021 Weatherization Program Report, November 2021 Weatherization Program Report, December 2021 Weatherization Program Report, October 2021 Housing Program Report, November 2021 Housing Program Report, December 2021 Housing Program Report, October 2021 Human Resources Report, November 2021 Human Resources Report, December 2021 Human Resources Report, October 2021 Strategic Plan Report, November 2021 Strategic Plan Report, and the December 2021 Strategic Plan 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 a procurement for Weatherization and HVAC services was underway as a result of findings in a monitoring from TDHCA. The findings were related to errors made during the procurement for the existing contract. Ms. Ponce stated that the options as a result of the finding were to re-procure within 30 days to remove the finding, or close the monitoring without resolving the finding and reprocure with a timeline longer than 30 days. Ms. Ponce stated that procuring within 30 days would result in a process that would be rushed and may lead to less than optimal proposals. The management team decided to close the monitoring with the finding unresolved and procure the Weatherization and HVAC contracts with a timeline that would lead to a fair and diligent process. Ms. Ponce stated that due to the high volume of applications received in the first month of the year, Project BRAVO implemented Open and Closed Application Process to properly process applications received. Mr. Perea asked what are the options for members of the public when the application process is closed. Ms. Ponce announced that we can refer clients to other organizations providing services or let clients know to contact their utility companies to make arrangements until they can submit an application. Ms. Ponce announced we are in the process of procuring Temporary Staffing Services since we will be requiring additional staff to expend ARA Funds. Ms. Ponce reviewed activity related to Texas Association of Community Action Agencies (TACAA.) Ms. Ponce will be traveling to Austin for the first in-person board meeting, plus hosting the first Energy Summit for energy providers, TDHCA and CEAP sub-recipients. The purpose of the summit is to discuss strategies to help agencies expend 100% of CEAP funds across Texas. **No action was taken.**
- B. Financial Committee: Review and accept the September, October, November and December 2021 Finance Reports:** Mr. Mesta announced that the Finance committee reviewed the documents in detail at the previous Finance Committee meeting and called on the board to approve the finance reports. **A motion was made by Alberto Mesta to accept the September, October, November and December 2021 Finance Reports, Senator Blanco seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Swear in Public Sector Board Representative Christina Sanchez to Serve on the Project BRAVO Board of Directors as Designee for County Attorney Jo Anne Bernal:** Mr. Perea presented the Project BRAVO New Board Member Oath, which Ms. Sanchez repeated. **No action was needed.**
- B. Presentation of the 2022 Budget Calendar:** Mr. Dominguez presented the 2022 Budget Calendar and provided information on budget items for 2022. **No action was needed.**
- C. Review and Approve Amendment to 403b Plan Document:** Ms. Ponce provided the amendment to the 403b Plan Document for approval. **A motion was made by Christina Sanchez to approve the Amendment to 403b Plan Document. The motion was seconded by Commissioner Stout. The motion passed unanimously.**
- D. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO:** Ms. Ponce announced an annual request to authorize the Executive Director to sign Contracts and Agreements on behalf of Project BRAVO. **A motion was made by Senator Blancoto Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO. The motion was seconded by Sylvia Carreon. The motion passed unanimously.**

VII. Old Business:

- A. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Mr. Perea announced that the evaluation is still in process and that the evaluation will be approved in February's meeting along with an item regarding compensation. **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:** Commissioner Stout called on the board to vote in the upcoming primary elections. Ms. Carreon provided updates on redistricting in our community. Ms. Carreon called on board and members of the public to participate whenever possible. Ms. Carreon announced the Penrose Neighborhood association is hosting a Valentine's Day Car Show and invited Project BRAVO to attend and share information on the organization with the community. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 01, 2022, with time and location To be Determined.
- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 5:52 PM.**