



Board of Directors Board Meeting Minutes

Monday, October 30, 2023 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 | A | Marla Jo St. Leon | A | Fernando Escobedo, Jr. | P |
| Judge Nina Serna | PY | Sylvia Carreon | P | Alberto Mesta, Jr. | P |
| Commissioner David Stout | PY | Laurencio Bosquez | P | Loren Cartagena | P |
| Senator César Blanco | PY | Luis Perez | P | Fred Perea | P |

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

STAFF

| | |
|--|---|
| Laura Ponce, Executive Director | Jessie Vasquez, Housing Programs Manager |
| Andrea Cortez, Exec. Assistant & Outreach Coord. | Mike Martinez, Weatherization and Maintenance Manager |
| Jess Ervin, Manager, Wipfli (Virtually) | Cheryl Dunn Donley, Manager, Wipfli (Virtually) |

GUESTS

Arely Villalobos, Office of Senator Blanco

Lucy Vargas, Office of Judge Nina Serna

Dr. Cynthia Renteria, Office of Commissioner Stout

Marcie Carrillo

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Fernando Escobedo.
- II. **Certification of Quorum** – Quorum was certified by Andrea Cortez, Executive Assistant & Outreach Coordinator.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. A motion was made by Alberto Mesta to approve the Consent Agenda which consisted of the following: **September 27, 2023 Board Minutes, September 2023 Community Services, Weatherization & HVAC, and Housing Services Reports, September 2023 Human Resources Report, September 2023 Strategic Plan Report, and the July-September Client Satisfaction Report. The motion was seconded by Loren Cartagena. 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 acceptance of the Program Year 2024 Community Services Block Grant Proposed Budget and the Community Action Plan by the Texas Department of Housing and Community Affairs. Ms. Ponce announced the submission of the Service Delivery Plan on October 27. Ms. Ponce announced the deadline to submit applications for 2023 Project BRAVO services is November 3. Ms. Ponce announced that

Project BRAVO is on track to spend and close out the 2023 contracts, meaning the organization will close from December 22 to January 1. Ms. Ponce announced Project BRAVO is participating in the City of El Paso's Solar for All grant application to provide solar panels for homes. Ms. Ponce took input from the board regarding legal issues that may be presented in the installation of the panels. Ms. Ponce announced a partnership with the EPA to provide community presentations and Train the Trainer sessions for Lead Awareness. Ms. Ponce announced her return from the UnidosUS board meeting in Washington, DC after becoming a board member and shared her experience and importance of Project BRAVO's role in the organization. **No action was taken.**

- B. Financial Committee: Review and accept the September and August 2023 Finance Reports:** Mr. Mesta announced that the Finance Committee met on Wednesday, October 25 to review the September and August 2023 Finance Reports. **A motion was made by Fred Perea to accept the September and August 2023 Finance Reports. Loren Cartagena seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Call for Volunteers to Serve on the Nominating Committee to Determine the 2024 Slate of Officers:** Board Chair Fernando Escobedo asked for volunteers to serve on a committee with him to determine the slate of officers for the 2024 board of directors. Luis Perez, Loren Cartagena, and Fred Perea volunteered to serve on the committee. **No action was taken.**
- B. Review and Approve Resolution Requesting an Extension for the 2023 CSBG Contract:** Ms. Ponce presented the resolution requesting an extension for the 2023 CSBG Contract, an action that is completed on an annual basis. **A motion was made by Sylvia Carreon to approve the Resolution Requesting an Extension for the 2023 CSBG Contract. Luis Perez seconded the motion. The motion passed unanimously.**
- C. Review and Ratify the Line of Credit Agreement with First American Bank:** Ms. Ponce provided information regarding the line of credit extension. **A motion was made by Sylvia Carreon to Ratify the Line of Credit Agreement with First American Bank. Alberto Mesta seconded the motion. The motion passed unanimously.**
- D. Review and Approve "Second Amendment to Lease Agreement" with HOME (Housing Authority of the City of El Paso) for 8909 Old County Road:** Ms. Ponce asked for approval for the renewal of the lease with HOME (Housing Authority of the City of El Paso) for 8909 Old County Road. **A motion was made by Sylvia Carreon to Approve "Second Amendment to Lease Agreement" with HOME (Housing Authority of the City of El Paso) for 8909 Old County Road. Loren Cartagena seconded the motion. The motion passed unanimously.**
- E. Review the "El Paso Community Action Program Project BRAVO Code of Conduct Policy" per Organizational Standard 5.6:** Ms. Ponce presented the Code of Conduct to the board. Ms. Ponce provided examples of how the code could be violated and what forms and procedures should be followed to stay in compliance. Board members were asked to sign their acknowledgement forms and submit them to Project BRAVO. **No action was taken.**
- F. Report Presentation on Organization-wide, Comprehensive Risk Assessment, per Organizational Standard 4.6:** Ms. Ponce offered the overview to the board that contains recommendations related to Risk Management Basics, including the assignment of responsibility for risk management, risk oversight, and risk committees. **No action was taken.**

VII. Old Business:

- A. Follow-up on the Project BRAVO Bylaws “Article XI Meetings, Section 16, Action by Telephone” and Distribution of Final Copy of the Recently Updated Bylaws to the Board of Directors:** Ms. Ponce followed up on questions from the previous board meeting where the updates to the Bylaws were presented. Ms. Ponce asked our attorneys to recommend updated language on Project BRAVO Bylaws “Article XI Meetings, Section 16, Action by Telephone,” since there may have been changes to best practices since the pandemic. The attorneys stated that no changes were required and so the Bylaws approved at the previous meeting are considered the final approved copy that was presented to the board. Ms. Ponce asked board members to sign the Bylaws acknowledgement form and return it to Project BRAVO. **No action was taken.**

- B. Update on the 2022 Fiscal Audit per Organizational Standards 8.1:** Jess Ervin provided the board with an update on the progress of the 2022 Fiscal Audit and Form 990, detailing the plan to present the Form 990 on November 14, 2023, and the Fiscal Audit as soon as possible. **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:** Ms. Carreon announced a community presentation on property taxes and a voter guide on Thursday, November 2. Ms. Carreon announced that all city community centers will have Halloween celebrations on Tuesday, October 31. Dr. Renteria announced the County building will have indoor trick or treating and Commissioner Stout’s office will be participating in the festivities. Dr. Renteria announced there will be a community cleanup in South Central El Paso with dumpsters available for residents to dispose of trash. Ms. Ponce announced that Project BRAVO’s central center will host trick or treating for the Rayito del Sol daycare facility. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** A special meeting was confirmed for Tuesday, November 14, 2023, at 5:30 PM at Project BRAVO’s administrative offices at 2000 Texas Avenue. The annual meeting is scheduled for Tuesday, December 7, 2023 at 5:30 PM at Project BRAVO’s administrative offices at 2000 Texas Avenue.

- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Loren Cartagena seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:20 PM.