



Board of Directors Board Meeting Minutes

Tuesday, June 29, 2021 at 1:30 PM

Virtual Meeting Through Google Meet

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

P=Present, A=Absent, PY=Proxy

STAFF

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

GUESTS

Carlos Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella Reed.
- 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 Sylvia Carreon to approve the Consent Agenda which consisted of the following: **May 25, 2021 Board Minutes, May 2021 Community Services Report, May 2021 Weatherization Program Report, May 2021 Housing Program Report, May 2021 Human Resources Report, May 2021 COVID Relief Programs Report, and the May 2021 Strategic Plan 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 organization's focus on completing Organizational Standards by the September 30th, 2021 deadline, including the CSBG CAP Plan and budget for the 2022 program year. As a requirement, there will be a public hearing to present the CSBG CAP Plan and budget. There will be a separate hearing to present the results of the Community Assessment to the public. Both hearings will be held in early August. Ms. Ponce informed the board of efforts to complete the updates to the HR Manual to comply with the Organizational Standards. **No action was taken.**
- B. **Financial Committee: Review and accept the May 2021 Finance Reports:** Ms. Carreon 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 Fred Perea to accept the May 2021 Finance Reports, Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. **Accept to the Board of Directors the Newly Elected Low-Income Representatives for District I Westside, Paulina Lopez (first term), and District II Central & Eastside, Sylvia Carreon (second term):** Ms. Ponce reviewed the results of the June 14, 2021 Low-Income Representative elections and requested for the Board to accept the results and proceed with the swearing in of Paulina López. **A motion was made by Marla Jo St. Leon to accept to the Board of Directors the Newly Elected Low-Income Representatives for District I Westside, Paulina López (first term), and District II Central & Eastside, Sylvia Carreon (second term). Commissioner Stout seconded the motion. The motion passed unanimously.** Paulina López was sworn into the Project BRAVO Board of Directors.
- B. **Discuss Process and Timeline for Low-Income Representative Election for District III Lower Valley & Far Eastside:** Ms. Ponce announced that there were no votes casted in the District III election, resulting in a representative not being elected. Ms. Ponce stated the option to combine the election with the District IV election that will be held in October 2021, and opened the floor to discussion. The board agreed by consensus that the elections for District III could be delayed until October, but they wanted confirmation that Mr. Bosquez wants to continue to serve on the board of directors. The board asked Ms. Ponce to confirm Mr. Bosquez's interest in continuing to serve until the October election. **A motion was made by Gabriella Reed to table the action item for the July 27, 2021 meeting pending a discussion with Laurencio Bosquez. Fred Perea seconded the motion. The motion passed unanimously.**
- C. **Review and Approve Vendor for Managed Printing Services contract per the Recommendation by the Managed Printing Services Review Committee:** Ms. Ponce presented the Executive Report on the RFP for Managed Printing Services. Ms. Ponce informed the board of the Review Committee's selected vendor, Spectrum Technologies. **A motion was made by Beto Mesta to Approve Spectrum Technologies as the Vendor for the Managed Printing Services contract per the Recommendation by the Managed Printing Services Review Committee. Sylvia Carreon Seconded the motion. The motion passed unanimously.**

- D. Discuss Timeline for the Project BRAVO Board of Directors to Resume In-Person Board Meetings:** Due to the high rate of vaccination in El Paso, Ms. Ponce asked the board if the group is ready to meet in person and stated that steps would be taken to secure a large room to lower the risk of COVID-19 infection. The board discussed the matter and agreed to continue meeting virtually until Governor Abbott lifts the Executive Order. **A motion was made by Fred Perea to continue virtual meetings until the ordinance regarding Public Meetings is lifted. Beto Mesta seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the Start of the Processes to Complete the 2020 Annual Fiscal Audit and IRS Form 990:** Martin Dominguez provided an update to the Board on the 2020 Annual Fiscal Audit and the IRS Form 990 that the process will initiate in July 2021. **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:** Gabriella Reed announced that there have been no reported cases of the Delta variant at UMC and that vaccines continue to be available. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 27, 2021 at 1:30 PM through Google Meet.
- XI. Adjournment:** Marla Jo St Leon made a motion to adjourn the meeting, Sylvia Carreon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:16 PM.**