



**Board of Directors Board Meeting Minutes**

Tuesday, January 31, 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	P	Fernando Escobedo	A
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	A	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Luis Perez	P	Fred Perea	P

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

**STAFF**

Laura Ponce, Executive Director	Mike Martinez, Weatherization Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager
Martha Hernandez, HR Representative	

**GUESTS**

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 5:30 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 Lauencio Bosquez to approve the Consent Agenda which consisted of the following: December 6, 2022 Board Minutes, November & December 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, November & December 2022 Human Resources Report, and the November & December 2022 Strategic Plan Report. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.
- V. **Committee Reports:**
  - A. **Executive Committee:** Ms. Ponce informed the board that Wipfli, an accounting firm with vast experience in Community Action, was contracted on January 18, 2023, to provide accounting services due to the changes in staffing in the Finance Department. Ms. Ponce introduced Cheryl Dunn Donley and Kristy Gamble of Wipfli and briefly explained the services they will be providing to Project BRAVO. Ms. Ponce also provided the Contract Activity Report, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. **No action was taken.**

- B. Financial Committee: Review and accept the November and December 2022 Finance Reports:** Ms. Ponce asked to table the reports for November, December and January due to the recent change in the Finance Department organizational structure. The reports for November, December and January were tabled. **No action was taken.**

**VI. New Business:**

- A. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2023:** 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 Sylvia Carreon to accept Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2023. Senator Blanco seconded the motion. The motion passed unanimously.**
- B. Discuss and Approve Second Term Appointments for Private Sector Representatives Alberto Mesta, Loren Cartagena, and Fred Perea:** Ms. Ponce announced the requirement for the board to approve a second term for three of the four Private Sector Representatives. **A motion was made by Senator Blanco to Approve Second Term Appointments for Private Sector Representatives Alberto Mesta, Loren Cartagena, and Fred Perea. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- C. Affirm the Approval of the Letter of Engagement with Wipfli for Accounting Services:** Ms. Ponce explained the process taken to contract Wipfli for services and presented the contract for discussion. Ms. Ponce answered questions from the Board regarding the contract. **A motion was made by Loren Cartagena to affirm the Approval of the Letter of Engagement with Wipfli for Accounting Services. The motion was seconded by Alberto Mesta. The motion passed unanimously.**
- D. Presentation of the 2023 Meeting Calendar:** Ms. Ponce presented the meeting dates for the 2023 calendar year. In general, the board will meet the last Tuesday of the month except for months where there are conflicts with holidays or conferences. **No action was taken.**
- E. Approve Contractor for Facility Cleaning Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process to procure Facility Cleaning Services. **A motion was made by Sylvia Carreon to Approve X Cleaning Professionals as the Contractor for Facility Cleaning Services and Authorize the Executive Director to Negotiate the Final Contract. Senator Blanco seconded the motion. The motion passed unanimously.**
- F. Approve Contractor for Audit Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process to procure Audit Services. **A motion was made by Sylvia Carreon to Approve Strickler & Prieto as the Contractor for Audit Services and Authorize the Executive Director to Negotiate the Final Contract. Alberto Mesta seconded the motion. The motion passed unanimously.**

**VII. Old Business:**

- A. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce provided an update to the board on Amistad's Homeowner Utility Assistance Project. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**

- B. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director:** Mr. Perea requested to adjourn to Executive Session to discuss the process for the 2022 Performance Evaluation of the Project BRAVO Executive Director. **A motion was made by Marla Jo St. Leon to adjourn to Executive Session. Alberto Mesta seconded the motion. The motion passed unanimously. Executive session began at 6:52 PM. A motion was made by Laurencio Bosquez to return from Executive Session. Senator Blanco seconded the motion. The motion passed unanimously. Executive session ended at 7:22 PM.**

**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.

**A motion was made by Marla Jo St. Leon to adjourn to Executive Session. Loren Cartagena seconded the motion. The motion passed unanimously. Executive session began at 6:05 PM. The motion passed unanimously. Executive session ended at 6:44 PM. No action was taken.**

- IX. Community Updates:** Laurencio Bosquez thanked the board for the donations they provided to his church during the holidays for their toy and clothing drive for children living in orphanages in Mexico. The church will continue accepting non-perishable food donations for children as well as elderly adults. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, February 28, 2023, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Christina Sanchez seconded the motion. **The motion passed unanimously and the meeting was adjourned at 7:29 PM.**