



**Board of Directors Board Meeting Minutes**

Tuesday, August 24, 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	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	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

Cassandra Urrutia, Office of Senator Blanco

Mayela Granados, Office of Senator Blanco

Phillip Strickler, CPA.CITP, Managing Partner, Strickler & Prieto, LLP

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 1:33 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: July 27, 2021 Board Minutes, July 2021 Community Services Report, July 2021 Weatherization Program Report, July 2021 Housing Program Report, July 2021 Human Resources Report, July 2021 COVID Relief Programs Report, and the July 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 presented a graphic from the health department regarding cases of COVID. Ms. Ponce announced that due to the trends being seen, measures will be taken to ensure safety of staff, including a limitation of staff at the centers. Employees may work no more than two days a week at the office until cases decline. Ms. Ponce announced plans for the Weatherization contract with High Ridge to be renewed in a month, and that board approval is required. Ms. Ponce stated that this would be the fourth and final amendment to the contract per state and federal regulations, and that the procurement for a new weatherization contract will begin late in 2020. **No action was taken.**
- B. Financial Committee: Review and accept the July 2021 Finance Reports:** Ms. Ponce announced that due to the presentation of financial matters such as the 2020 Annual Audit and the CSBG Budget, the July 2021 Financial Reports will be presented at the September board meeting. **No action was taken.**

## VI. New Business:

- A. Presentation of the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report:** Phillip Strickler presented the 2020 Financial and Compliance Audit Report to the board of directors. TMr. Strickler stated that his firm is providing an unqualified opinion, or in other words clean opinion for Project BRAVO's 2020 financial audit. Ms. Ponce stated that the Finance Committee reviewed the audit report in detail at their previous meeting and invited members of the committee to share their experience. Mr. Laurencio Bosquez stated that after review, he recommended that the board accept the report. Ms. Sylvia Carreon stated that questions were asked and answered at the meeting. Ms. Carreon congratulated the Project BRAVO team for their efforts. **No action was taken.**
- B. Review and Approve the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report:** Following the presentation, Ms. Ponce called on the board to make a motion regarding the 2020 Financial and Compliance Audit Report. **A motion was made by Marla Jo St. Leon to Approve the El Paso CAP Project BRAVO, 2020 Financial and Compliance Audit Report. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- C. Review and Approve the 2022 CAP Plan:** Ms. Ponce presented the 2022 CAP plan in detail and answered questions regarding the process and the plan itself. Loren Cartagena asked where the public could find information regarding secondary education services. Ms. Jacobs provided the board with an email to contact Career and Academic Readiness Advisors to learn more about the program. Ms. Ponce called on the Board to approve the plan. **A motion was made by Paulina Lopez to Approve the 2022 CAP Plan. Alberto Mesta seconded the motion. The motion passed unanimously.**
- D. Review and Approve the 2022 CSBG Budget:** Mr. Dominguez presented the 2022 CSBG Budget in detail and answered questions. Mr. Dominguez stated the public hearing for the 2022 CSBG budget was presented to the public on August 16, 2021. **A motion was made by Marla Jo St. Leon to Approve the 2022 CSBG Budget. Fernando Escobedo seconded the motion. The motion passed unanimously.**

**VII. Old Business:**

- A. Discuss Update on Open Meetings Act Stating that All Open Meeting Requirements will Resume on September 1, 2021:** Ms. Ponce announced Governor Abbott has lifted the act that suspended open meetings effective September 1st. If a reasonable case can be made, meetings may be held virtually. Ms. Ponce called on a discussion. Board members agreed to have Ms. Ponce speak to the legal council and TDHCA to seek an exemption to keep meetings virtual. Ms. Ponce stated options for in person meeting spaces that could be used. **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:** Sylvia Carreon announced that there is a meeting she is interested in attending redistricting and other projects that will be discussed at the county level and invited members to attend. Commissioner Stout thanked Sylvia for her interest in the project and also invited interested members to attend. Senator Cesar Blanco announced two events his office would be administrating, including a box fan giveaway for seniors on September 10 as well as a vaccination clinic at Ascarate on September 18. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, September 28, 2021 with time and location To be Determined.
- XI. Adjournment:** Senator Blanco made a motion to adjourn the meeting, Paulina Lopez seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:35 PM.