



Board of Directors Board Meeting Minutes

Tuesday, January 28, 2020 at 5:30 PM
 2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

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	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	A	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso López-Vasquez	P	Fred Perea	P

P= Present, A=Absent, PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano, Community Services Manager
Mona Manglona, Chief Program Officer	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist

GUESTS

Carlos Martinez

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Ms. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Manglona, Chief Program Officer.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** A motion was made by Commissioner Stout to approve the Consent Agenda which was comprised of the following: December 3, 2019 Board Meeting Minutes, November 2019 and December 2019 Community Services Report, November 2019 and December 2019 Patient Assistance Program Report, November 2019 and December 2019, Adult Basic Education Report, November 2019 and December 2019 Weatherization Program Report, November 2019 and December 2019 Housing Services Report, the November 2019 and December 2019 Human Resource Report, and the 4th Quarter Client Satisfaction Report for October, November and December of 2019. The motion was seconded by Mr. Bosquez. The motion passed unanimously.

V. Committee Reports

- a. **Executive Committee:** Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was contract activity under the DOE Contract with Amendment 1 which increases the grant funding to \$337,531.00 for the current program year. Ms. Ponce reported on the contract activity under the 2020 CSBG Contract with the first quarterly installment of \$167,521.00. Ms. Ponce reported on the contract activity under the 2020 LIHEAP Contract which was \$158,801.00 less than the 2019 initial allocation of \$5,992,243.00. Ms. Ponce reported on the 2020 CEAP Contract which was \$684,768.00 less than the 2019 initial allocation of \$5,992,243.00. Ms. Ponce explained that TDHCA was contacted and their explanation was that the federal government only provided 90% of the full allocation, but that they expected the remainder to be eventually dispersed. Ms. Ponce reported on the monitoring at our CHDO properties that took place on November 12, 2019. The monitoring report identified 47 items that must be repaired by December 12, 2020, all repairs have been made and the closing letter was received on December 19, 2019 stating the monitoring was closed. Ms. Ponce reported that TDHCA sent a formal letter on December 5, 2019 notifying of the monitoring of the PY19 CEAP, CSBG, DOE, and LIHEAP WAP programs. Ms. Ponce reported that the requested documents were submitted on time and the in-person monitoring activities will take place the week of February 3, 2020. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce reported on the Organizational Standards Report that was submitted on September 30, 2019. Ms. Ponce informed the board that we met our 2019 goal of 90 percent of standards met and have increased our score from the previous year. Ms. Ponce gave her Executive Director's Report informing the board that the job opening for the Executive Assistant was posted and that interviews are being scheduled for the week of February 3, 2020. Ms. Ponce reported that the RFP for Strategic Planning was posted and will close on February 18, 2020. Ms. Ponce reported that applications for 2020 were available as of December 2, 2019, and most Centers were fully booked until the end of February 2020. Ms. Ponce reported on staffing activities for December and January which included a change to G-Suite for our email service, staff training for 2020 which included information on our updated Standard Operating Procedures manual, and that we were in collaboration with national and local Census 2020 efforts. Ms. Ponce reported on the CEAP rule changes and that there is no longer priority for disconnection notices, 12 months of payments are allowable for eligible clients, and the first payment can allow two different utility payments to be made. Ms. Ponce reported that the focus for the 1st quarter of 2020 is to work on our MOUs, HR Employee Handbook, job descriptions, and Fiscal Policies. **No action was taken.**
- b. **Finance Committee:** Mr. Bosquez provided a summary of activity at the last Finance Committee and presented the November 2019 and December 2019 Finance Reports. **Mr. Bosquez made a motion to accept the November 2019 and December 2019 Finance Reports. Mr. Escobedo seconded the motion. The motion passed unanimously.**

VII. New Business

- a. **Presentation of the 2020 Budget Calendar:** Mr. Dominguez, Chief Financial Officer, presented Project BRAVO's 2020 Budget Calendar to the board, informing the board of key dates and the projected 2020 Budget Presentation in February 2020. Ms. Carreon commended Mr. Dominguez for his meticulous and detailed presentation of the budget and his reports in the Finance Committee. **No action was taken.**
- b. **Nominate and Approve Members of the Board to Serve as Signatories for the United Bank and Chase Bank Accounts:** Ms. Ponce asked the board for nominations for Board Members to serve as signatories for the United Bank and Chase Bank Accounts. Ms. Reed, Ms. St. Leon, and Mr. López-Vasquez were nominated to serve as signatories. **A motion was made by Mr. Bosquez to approve Ms. Gabriella Reed, Ms. Marla Jo St. Leon, and Mr. Alfonso López-Vasquez to serve as Signatories for the United Bank and Chase Bank Accounts. Ms. Carreon seconded the motion. The motion passed unanimously.**

- c. **Discuss and Take Action to Remove Elke Cumming, Omar Rodriguez, and Fernando Fernandez from the Signature Cards for the United Bank and Chase Bank accounts:** Mr. Dominguez informed the board that Ms. Cumming, Mr. Rodriguez, and Mr. Fernandez are no longer members of the board and proposed action to remove them from the Signature Cards for United Bank and Chase Bank accounts. **A motion was made by Mr. López-Vasquez to remove Elke Cumming, Omar Rodriguez, and Fernando Fernandez from the Signature Cards for the United Bank and Chase Bank accounts. Ms. Reed seconded the motion. The motion passed unanimously.**

- d. **Review and Ratify the Line of Credit Agreement with United Bank:** Mr. Dominguez informed the board of Project BRAVO's Line of Credit Agreement with United Bank and proposed action to ratify the Line of Credit agreement. **A motion was made by Ms. St. Leon to Ratify the Line of Credit Agreement with United Bank. Mr. Mesta seconded the motion. The motion passed unanimously.**

- e. **Presentation of the 2020 Project BRAVO Board Meeting Calendar:** Ms. Ponce presented the 2020 Board Meeting Calendar to the board informing them of board meeting dates and upcoming opportunities for board training at conferences. **No action was taken.**

- f. **Resolution to Accept the 2020 CSBG Contract:** Ms. Ponce informed the board that a resolution is required to accept the 2020 CSBG Contract that was presented in the Contract Activity Report. **A motion was made by Ms. Carreon to accept the 2020 CSBG Contract Resolution. Commissioner Stout seconded the motion. The motion passed unanimously.**

- g. **Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020:** Ms. Ponce informed the board that the resolution will allow the Executive Director to sign contracts, amendments, and agreements on behalf of Project BRAVO in order to ensure business can be conducted on a timely basis. **A motion was made by Ms. St. Leon to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2020. Mr. Perea seconded the motion. The motion passed unanimously.**

- h. **Review Conference Training Opportunities for 2020:** Ms. Ponce presented an overview of upcoming conference trainings in 2020 that board may attend. Mr. Mesta inquired if any conferences offer CEUs, specifically law-related credits. Ms. Ponce informed the board that the CAPLAW Conference does offer learning credits and most other conferences offer CEUs. Ms. Ponce informed the board that the Executive Committee discussed that priority should be granted to board members in this order: Low-Income Representatives who have not attended a conference, board members who have not attended a conference, and finally, board members who have attended a conference in 2019. The opportunities to attend a conference will be dictated by the annual budget that is still in the process of being finalized. Ms. Reed informed the board that a survey should be disseminated that will ask each board member to rank their interest in attending a specific training. **No action was taken.**

- i. **Notice of Completion of the Twenty Year Affordability Period and Full Payment of Note for the Glenwood CHDO Property:** Ms. Ponce informed the board that Project BRAVO has completed the full note payment for the Glenwood property and that Project BRAVO is now proud owners of that property. **No action was taken.**

VIII. Old Business

- a. **Discuss and accept the Annual Performance Appraisal for the Executive Director:** Ms. Reed stated that more time was needed to gather board input for Ms. Ponce's annual appraisal. Ms. Reed requested to table the item for the next board meeting. **No action was taken.**

IX. 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.

- X. **Community Updates:** Ms. Carreon provided updates on a park being built in her respective districts. Mr. López-Vasquez informed the board of a not-for-profit established by the alumni of Tornillo School District, one project that is the process of being adopted is to recognize Tornillo Veterans that has a significant population of Veterans. Ms. Reed provided an update on a clinic that will be opened monthly for advanced directives and medical power of attorneys, additionally they will be going to outlying clinics such as in Fabens. **No action was taken.**
- XI. **Confirm Next Meeting Date/Time:** The meeting was confirmed for February 25, 2020 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.
- XII. **Adjournment: The meeting was adjourned at 6:22 PM.**

Board of Directors Board Meeting Minutes

Tuesday, February 25, 2020 at 5:30 PM

2000 Texas Ave., El Paso, TX 79901

BOARD MEMBERS

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	P
Judge Nina Serna	A	Sylvia Carreon	A	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso López-Vasquez	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 Coordinator	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Gabriella M. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda: A motion was made by Fred Perea to approve the Consent Agenda which was comprised of the following: January 28, 2020 Board Meeting Minutes, January 2020 Community Services Report, January 2020 Patient Assistance Program Report, January 2020, Adult Basic Education Report, January 2020 Weatherization Program Report, January 2020 Housing Services Report, and the January 2020 Human Resource Report. The motion was seconded by Fernando Escobedo. The motion passed unanimously.**
- V. **Committee Reports**
 - a. **Executive Committee:** Agenda item was originally tabled by Ms. Ponce when the required reports were thought to be missing from the packet, then the tabling was rescinded by Alfonso López-Vasquez once the reports were found. Ms. Ponce went over the Contract Activity Report, Program Monitoring Status Report, Board Roster & Vacancies Report, Organizational Standards Report, and Executive Director’s Report. Ms. Ponce presented the Contract Activity Report, informing the board that there was contract activity under the LIHEAP Contract on Amendment 4 that extends the contract through March 31, 2020. Ms. Ponce reported on the contract activity under the 2019 CEAP Contract on Amendment 4 that states operational updates to correspond closer to the 2020 contract. Ms. Ponce reported on the contract activity under the CSBG Contract on Amendment 1 that the first quarterly allocation has been completed due to the fact that only 90% of the funds had been released to all beneficiaries of the grant to make sure no unused funds were released. Ms. Ponce reported on the monitoring

report released on February 25, 2020 where there was a finding. The finding consisted of \$6,000.00 worth of services being granted to a client when they were ineligible. The error occurred because there were some improper documents making her income lower, but once the correct documents were calculated her income was over the limit by less than 1%, resulting in around \$3,000.00 disallowed costs that Project BRAVO must pay back. Corrective actions include additional training to ensure proper income calculation, plus one-on-one training for the employee responsible for the error. Other findings included the weatherization program, however the corrective actions have already been implemented to close any concerns. The Executive Committee will review the closed report in March 2020. Mr. Escobedo asked for clarification on Project BRAVO's stance on the \$3,000.00, asking if they had to be paid back. Laura Ponce confirmed that Project BRAVO does and has paid back the \$3,000.00. Ms. Ponce reported on the monitoring of the HUD Desk Performance Review. Since this is the first review under the UnidosUS contract, they can go over the review to ensure compliance before the actual review. Ms. Ponce presented the updated Board Member Roster and stated the bylaws for terms and announced the need for an election later in 2020, with plans for the board to begin the election process in June. The elections will be for three Low Income Representatives. Ms. Ponce presented the list of Organizational Standards that will be under review or completed through board action for the month of February. Executive Director's report shows that Community Services spending is at 18% of the obligated amount which is on track to spend the required amount by the next benchmark, which is 30% by March 31. TACAA meeting shows that Project BRAVO is in 1st place for spending under the LIHEAP Weatherization Program, and among the top 30 percent for CAP. Ms. Ponce said she was proud of the accomplishments despite shift in management, also stating positive customer surveys as a result of these changes. Ms. Ponce informed the board about the process of implementing TimeClock to help employees track tasks pertaining to specific grants and to minimize the degree of error with plans to implement the service in early April. There is end of year reporting for 2019 for TDHCA requiring approximately 2 months to provide required data to close out 2019 properly. Ms. Ponce reminded the Board that Project BRAVO will be one of 8 organizations being recognized by UnidosUS at the Capitol Awards for their response efforts following the El Paso shooting. Ms. Ponce reported that there will be a production company in town filming a documentary and are in need of a person over 50 that recently became a citizen that is looking to vote for the first time in the upcoming election. Ms. Ponce asked the Board if they know anyone that fits the criteria to reach out to her. **No action was required.**

- b. **Finance Committee:** Laurencio Bosquez presented the Committee's findings from the proposed 2020 Operations Budget presented at the previous committee meeting. Mr. Bosquez stated that the new 2020 Obligation benchmarks will be met or surpassed by the March 31 deadline. Mr. Bosquez stated that some of the agreements after reviewing the budget were the investing in vehicles and the proposed 5% increase. Mr. Bosquez informed the board that the motion for new the Finance Committee to present the proposed budget to the board was passed unanimously. **A motion was made by Mr. López-Vasquez to accept the reports. The motion was seconded by Xochitl Rodriguez. The motion passed unanimously.**

VII. New Business

- a. **Presentation of the 2020 Project BRAVO Salaries & Operations Budget:** Mr. Dominguez, Chief Financial Officer, presented Project BRAVO's 2020 Salaries & Operations Budget to the board with a budget of \$8,937,762.00. Mr. Dominguez presented an introduction letter issued by Executive Director Laura Ponce, and echoed the significance of the organization's accomplishments despite hardships including changes in management. Some of the key allocations for the budget include a 5% salary increase for all staff and an investment in new vehicles for the weatherization department. Mr. Dominguez stated a difference in the budget amount from previous years due to a substantial difference in the carry-over budget from the previous year than the one that was seen in 2019 as well as only receiving 90% of the allocations from both LIHEAP and CAP. The board members reviewed the budget through directions from Mr. Dominguez, who pointed out budget items, funding sources, salaries and fringe benefit amounts. Under the proposed salary increase Mr. Dominguez explained that the 5% salary increase was determined by two factors: merit and adjustment for cost of living. The increase in travel expenses was justified by Mr. Dominguez as expenses that align with the Executive Director's views of capacity

building. The supplies budget was lowered as a result of a decrease in funding, but an increase in janitorial supplies was included in anticipation of a need to disinfect and clean in preparation of a potential Covid-19 outbreak. The Equipment and Leasing budget was determined through the need for new vehicles and equipment purchases that include software as well as the TimeClock system. The Professional Services portion of the budget is to be used for consulting, auditing, and legal fees that are required yearly. The Rent & Utilities budget was composed with a projected increase of 1.34% over 2019. The Direct Services budget was composed with a suggested decrease while operating under the impression of lower allocations from LIHEP and Cap, but the organization is still striving to operate under the more conservative budget. Insurance costs are expected to increase through the reevaluation of property value. The Other Expenses section of the budget accounts for conference expenses. Mr. Dominguez presented the Board with a Schedule of Proposed Salaries and Wages including the proposed increase. Mr. Dominguez presented the Operating Budget broken down into different grants and their contributions to specific budget items. There were no questions following Mr. Dominguez's presentation of the budget. Ms. Reed addressed the Board and stated that the Finance Committee had previously looked into the budget in detail and presented no issues or discussions and agreed to present to the rest of the board. Ms. Reed stated that the 5% increase was a reasonable amount given the adjustment for inflation and the accomplishments of the organization.

- b. Review and Approve Mileage Allowance Decrease from 58 Cents per Mile to 57.5 Cents per Mile per IRS Guidelines:** Mr. Dominguez presented the Board with proof of the changes to mileage reimbursements provided by the IRS and made his recommendation to the Board to adhere to the guidelines. **A motion was made by Ms. Rodriguez to approve the mileage allowance decrease from 58 cents to 57.5 cents per mile. The motion was seconded by Mr. López-Vasquez. The motion passed unanimously.**
- c. Review and Approve Compensation for the Executive Director:** Agenda item was moved to be reviewed during the Executive Session and provide an action afterwards. After discussion during the Executive Session, **a motion was made by Mr. Escobedo to approve compensation for the Executive Director. The motion was seconded by Alberto Mesta. The motion passed unanimously.**
- d. Call for Volunteers to Serve on a Human Resources Ad Hoc Committee to Review Job Descriptions and the Employee Handbook:** Ms. Ponce informed the Board of a project to update job descriptions and the employee manual, with plans to bring the changes to the Board for approval by June. Ms. Ponce let the board know that based off bylaws, an Ad Hoc Committee could be formed to assist in the changes and asked for three members of the board to volunteer to serve on said committee. Commissioner David Stout, Marla Jo St. Leon, and Fred Perea agreed to be the three volunteers from the Board of Directors.

VIII. Old Business

- a. Discuss and accept the Annual Performance Appraisal for the Executive Director:** Agenda item to be discussed under the Executive Session with the motion being made after the Executive Session. **A movement was made by Mr. Lopez-Vasquez to accept the Annual Performance Appraisal for the Executive Director. The motion was seconded by Mr. Bosquez. The motion passed unanimously.**
 - i. Two Minute break**

IX. 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 Alfonso López-Vasquez to return from Executive Session. The motion was seconded by Laurencio Bosquez. The motion passed unanimously.

A motion was made by Marla Jo St. Leon to approve compensation for the Executive Director. The motion was seconded by Xochitl Rodriguez. The motion passed unanimously.

X. Community Updates:

There were no community updates.

XI. Confirm Next Meeting Date/Time: The meeting was confirmed for Tuesday March 31, 2020 at 5:30 PM at 2000 Texas Ave., El Paso, TX 79901.

XII. Adjournment: Mr. Bosquez made a motion to adjourn the meeting, Ms. St. Leon seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:41 PM.

Board of Directors Board Meeting Minutes

Wednesday, March 18, 2020 at 12:00 PM

Remote video call through Google Meet

BOARD MEMBERS

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	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso López-Vasquez	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 Coordinator	Mike Martinez, WAP Manager
Martin Dominguez, Chief Financial Officer	Martha Hernandez, HR Specialist
Mona Manglona, Chief Programs Officer	

GUESTS

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 12:00 PM by Gabriella M. Reed, Board Chair.

- II. **Certification of Quorum** – Quorum was certified by Laura Ponce, Executive Director.

- III. **Public Comment** – There was no public comment.

IV. New Business:

- a. **Discuss Potential Changes to Policies and Procedures to Minimize the Impact of COVID-19 Outbreak on Project Bravo Clients, Employees, and Other Stakeholders:** Ms. Ponce presented changes to implement going forward to minimize the contagion and spread of COVID-19 for all those involved with Project BRAVO. Ms. Ponce informed the Board of a Communication Plan that allows clients to receive text messages to inform them about changes. Social media is being used to alert the community of changes to the organization and valuable information regarding services. There is also a purchase of tools being made in order to allow staff to telecommute. **No action was taken.**
- b. **Review and Approve Board Resolution Regarding the Payment of Salaries and Fringe Benefits in the Event of an Epidemic, Pandemic, or Disaster:** Ms. Ponce presented a resolution that allows Project BRAVO to offer flexibility of sick leave documentation requests, telecommuting, and payment of salaries and fringe benefits for employees who have exhausted their annual/vacation and sick leave. It was explained that the purpose of the resolution is to allow Project BRAVO to follow guidelines set by the CDC and WHO while continuing the operation of the agency. **A motion was made by Fred Perea to approve the Board Resolution Regarding the Payment of Salaries and Fringe Benefits in the Event of an Epidemic, Pandemic, or Disaster. The motion was seconded by Laurencio Bosquez. The motion passed unanimously.**

V. Old Business

- a. None

VI. 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.

VII. Community Updates

Xochitl Rodriguez informed the board of changes being made at Senator Jose Rodriguez' office in order to accommodate for the guidelines set by the CDC and WHO during the Pandemic. **No action was taken.**

- VIII. Confirm Next Meeting Date/Time:** The meeting was tentatively confirmed for Tuesday, April 28, 2020 at 5:30 PM at 2000 Texas Ave.

IX. Adjournment: Mr. Bosquez made a motion to adjourn the meeting, Ms. Rodriguez seconded the motion. The motion passed unanimously and the meeting was adjourned at 12:32 PM.



Board of Directors Board Meeting Minutes

Tuesday, May 19, 2020 at 1:00 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	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	P	Fred Perea	P

P=Present, A=Absent. PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:05 PM by Alfonso Lopez-Vazquez, Vice-Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** The consent agenda was opened for discussion. Clarification was requested by Alfonso Lopez-Vasquez on meeting minutes for February and March. Mr. Lopez-Vasquez asked why item 5A is titled Executive Committee Report and clarification was provided. **A motion was made by Laurencio Bosquez to approve the Consent Agenda which was comprised of the following: February 25, 2020 and March 18, 2020 Board Meeting Minutes, February & March 2020 Community Services Reports, February & March 2020 Patient Assistance Program Reports, February & March 2020 Adult Basic Education Reports, February & March Weatherization &**

HVAC Repair Services Reports, February & March Housing Services Reports, March 2020 Human Resources Report, and First Quarter Client Satisfaction Report for January, February & March 2020. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.

V. **Committee Reports:**

A. **Executive Report:** No action was required.

B. **Financial Report:** A motion was made by _____ to accept the May 2020 Financial reports. The motion was seconded by _____. The motion passed unanimously.

VI. **New Business:**

A. **Present and Discuss Project BRAVO's Priority System for Mortgage and Rental**

Assistance: Ms. Ponce presented on Project BRAVO's plan to apply for funds from the City of El Paso and other sources to provide emergency rental and mortgage assistance. She informed the board of the proposed process to determine priority for providing housing assistance to applicants. Priority will be given to those that have or have had COVID-19, those with eviction notices, and those at risk of mortgage default. Ms. Ponce informed the board of the partnerships in place with Texas Rio Grande Legal Aid to provide legal services to households with eviction notices and the City/County Department of Health to identify families with active COVID-19 cases. **No action was required.**

B. **Board Resolution for El Paso Community Action Program, Project BRAVO, Inc.'s Application Submission to the HOME Program Single Family Activities Reservation System:**

A resolution was presented to support Project BRAVO's application to the Home Program Single Families Activities Reservation System, a program that provides rental and mortgage assistance to low-income households. It is proposed for the Board of Directors to set aside cash reserves of \$15,000 and/or use the \$500,000 line of the credit with United Bank of Paso del Norte in order to meet the financial obligations to administer the HOME funds. **A motion was made by Mr. Lopez-Vasquez to accept the Board Resolution for El Paso Community Action Program, Project BRAVO, Inc.'s Application Submission to the HOME Program Single Family Activities Reservation System. The motion was seconded by Fred Perea. The motion passed unanimously.**

VII. **Old Business:**

A. **Policies and Procedures in Place to Minimize the Impact of the COVID-19 Outbreak on Project BRAVO Clients, Employees, and Other Stakeholders.** Ms. Ponce informed the board that Project BRAVO continues to be closed to the public. She spoke about the measures taking place to work remotely and the precautions taken by staff when they are in the office. **No action was required.**

B. **Update on the 2020 Project BRAVO Strategic Plan:** Mona Manglona presented the updates on the 2020 Project BRAVO Strategic plan which include moving the Strategic Planning Retreat

from an in-person retreat to a virtual one. Details regarding the retreat will be announced in the near future. **No action was required.**

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. Reed announced UMC is at near-capacity with COVID-19 positive cases.. Commissioner Stout spoke on the Governor's decision to begin reopening the state and the effects it has on the County of El Paso.
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, June 23, 2020 through Google Meet.
- XI. Adjournment:** Mr. Lopez-Vasquez made a motion to adjourn the meeting, Ms. St. Leon seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:45 PM.



Board of Directors Board Meeting Minutes

Tuesday, June 23, 2020 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	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	P	Fred Perea	P

P=Present, A=Absent. PY=Proxy

STAFF

Laura Ponce, Executive Director	Ema Marciscano
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:30 PM by Gabriella M. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Laura Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** The consent agenda was opened for discussion. **A motion was made by Alfonso Lopez-Vasquez to approve the Consent Agenda which was comprised of the following: May 19, 2020 Board Meeting Minutes, April & May 2020 Community Services Reports, April & May 2020 Weatherization & HVAC Repair Services Reports, April & May 2020 Housing Services Reports, and May 2020 Human Resources Reports. The motion was seconded by Laurencio Bosquez. The motion passed unanimously.**

V. Committee Reports:

- A. Executive Report:** Ms. Ponce went over the Contract Activity Report which included funds from CSBG CARES and CEAP CARES. These funds will be used to help those financially affected by COVID-19 through utility assistance and other services. An additional \$1.8 million in CEAP funds were awarded to Project BRAVO and must be spent by August 21, 2020. Ms. Ponce went over the Program Monitoring Status Report. The HUD desk review is on hold as we wait for further instructions due to delays caused by the pandemic. The City of El Paso is conducting desk reviews to examine customer files for three of our CHDO apartment complexes, and we recently received a closing letter for the Cypress complex with no findings. Ms. Ponce also reviewed the Board Roster and Organizational Standards Reports. During the Executive Director's Report, Ms. Ponce announced the opportunity for the board to participate in the National CAP's 2020 virtual conference. Ms. Ponce announced that there is enough funding in our budget for all board members to attend since all other conferences for the year have been cancelled and travel costs will not be incurred for the virtual conference. Ms. Ponce announced that the Weatherization Program has been suspended due to risks of COVID-19 exposure to staff and clients, but HVAC repair services continue since close client contact has been eliminated. Project BRAVO is exploring options to use the Weatherization funds for utility assistance or potential contract extensions if offered by TDHCA in order to stay in compliance with existing LIHEAP and DOE contracts. **No action was taken.**
- B. Financial Report:** Martin Dominguez, CFO, announced that the organization is still going strong despite circumstances, and announced that essentially for every \$1 in liabilities, the organization has \$1.60 in assets. The negative balances are indicative of refunds issued for cancelled travel and conferences. Direct services dropped from \$488,000 to \$454,000 from April to May, the drop is related to the inability to provide weatherization services. Ms. Reed asked if there will be no penalties for being unable to provide weatherization. Ms. Ponce responded that we have no information at this time about penalties, but the entire state of Texas has the same problem. Mr. Escobedo wanted to confirm if there was a required liabilities to asset ratio for the organization and Mr. Dominguez informed the Board that there are no official requirements, the ratios are an internal method of measuring productivity. Mr. Lopez-Vasquez requested financial committee meetings to resume in order to review reports prior to Board Meetings. Finance Chair Laurencio Bosquez confirmed that there will be Finance Committee meetings beginning in July. **A motion was made by Mr. Bosquez to accept the April & May 2020 Financial reports. The motion was seconded by Ms. Carreon. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve the Board Resolution for El Paso Community Action Program, Project BRAVO, Inc.'s Application Submission to the City of El Paso, Department of Community and Human Development COVID-19 Response + Recovery Notice of Funding:** Ms. Ponce described the application process and presented a resolution to show that the Project BRAVO Board of Directors is in support of the application for funds through the City of El Paso's NOFA. **A motion was made by Commissioner Stout to accept the Board Resolution for El Paso Community Action Program, Project BRAVO, Inc.'s Application Submission to the City of El Paso, Department of Community and Human Development COVID-19 Response + Recovery Notice of Funding. The motion was seconded by Mr. Perea. The motion passed unanimously.**

- B. Call for Volunteers to Serve on the Executive Committee:** Ms. Gabriella Reed announced an opening on the Executive Committee for the at large seat. Ms. Reed described the activities of the committee. Interested board members were encouraged to send notice by email of their interest. **No action was taken.**
- C. Update on the 2019 Fiscal Audit and Filing of 2019 Form 990, per Organizational Standards 8.1 & 8.6:** Ms. Ponce announced that the fiscal audit process has commenced and that the board will receive updates at upcoming board meetings n. **No action was taken.**
- D. Discuss the Results of Needs Assessment Surveys Conducted by Measurement Resources Company and Project BRAVO and Present Action Project BRAVO is Taking to Address the Identified Needs:** Ms. Ponce reviewed the results of the Needs Assessment from data gathered from low-income clients, stakeholders, board members, and staff. Ms Ponce announced that the top identified needs were basic needs (ex. food, household supplies, medicine), rent assistance, utility assistance, job search services, and mortgage assistance. The results of the Needs Assessment will guide the organization on how to distribute CSBG CARES funds. Ms. Ponce announced that the next step is to create a community action plan showing Project BRAVO intends to offer services that will address the top five needs. Utility assistance and job search services are currently being offered by existing programs. The Emergency Housing Program Assistance Program was developed to respond to the needs identified and will provide rental and mortgage assistance using CSBG CARES funds as well as other grants that we have been awarded to Project BRAVO. Project BRAVO has formed a partnership with the El Paso Community Foundation, the City of El Paso, and the County of El Paso to provide a limited use debit card to households affected by COVID-19. The debit card can be used for food, medicine, cleaning supplies, and other basic need items available at grocery stores, supermarkets, and pharmacies. Ms. Ponce thanked Senator Rodriguez's office for first bringing together the Coalition for the Common Good that led to Project BRAVO receiving City and county funding for the new programs. Ms. Ponce also thanked Commissioner Stout for his role in ensuring the County allocated funds for the debit card program. **No action was taken.**
- E. Review and Approve Proposed Statement of Support by Project BRAVO for the Black Lives Matter Movement:** Ms. Ponce announced that recently, the National Community Action Partnership released a statement in support of the Black Lives Matter movement. Ms. Ponce presented the proposed statement and social media graphic to be sent out to employees and Community partners. Ms. Reed asked for clarification regarding the statement's origination. Ms. Ponce clarified that a statement was issued by another Texas CAP and edits were made to tailor it to action Project BRAVO will take. Mr. Lopez-Vasquez and Ms. Carreon raised concerns about the statement and that there may be political repercussions if it is released. Mr. Perea stated that if the movement is being supported by the National CAP, therefore the support should be echoed through our organization. **A motion was made by Mr. Mesta to accept the Proposed Statement of Support by Project BRAVO for the Black Lives Matter Movement. The motion was seconded by Commissioner Stout. Mr. Lopez-Vasquez and Mrs. Carreon voted against the motion. The motion passed.**

VII. Old Business:

- A. Update on the 2020 Project BRAVO Strategic Plan and Scheduled Virtual Meeting for July 2, 2020, per Organizational Standard 6.1.** Ms. Monglona provided information on the strategic planning session and announced the preparation materials will be sent out by June 24th to the board. She asked the board to review the materials prior to the virtual meeting scheduled for July 2, 2020 at 12:00 PM. Ms. Manglona asked those who have not received a link to the retreat to notify Ms. Cortez. **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. Reed congratulated Alberto Mesta for receiving the Albert Armendariz Award from the El Paso Bar Association. Commissioner Stout extended an invitation to all present to a community meeting on Wednesday at 5:00 PM PM via Facebook. The meeting will provide updates regarding Black Lives Matter issues, reimagining public safety, and other pressing topics at the moment.
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 28, 2020 at 1:30 PM through Google Meet.
- XI. Adjournment:** Mr. Perez made a motion to adjourn the meeting, Mr. Bosquz seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:46 PM.



Board of Directors Board Meeting Minutes

Tuesday, July 28, 2020 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	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	A
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	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.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, EHPA Manager

GUESTS

Alyssa Pettey, Research Associate, Measurement Resources Company
 Carlos A. Martinez, Office of Commissioner Stout
 Sheri Chaney Jones, Research Associate, Measurement Resources Company

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:41 PM by Ms. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** The consent agenda was opened for discussion. Mr. Lopez-Vasquez made recommendations regarding the minutes: Mr. Lopez-Vasquez recommended condensing sentences, and asked for clarification regarding all conferences being cancelled except for the CAP Conference. Ms. Ponce clarified that the only two conferences that have not been cancelled are the UnidosUS conference and the CAP Conference. Ms. Reed asked if there were substantive changes to the

minutes. Mr. Lopez-Vasquez asked if fees for the CAP Conference could be done on a per-session basis. Ms. Ponce confirmed that it is not possible, attendees must pay for the entire conference. Ms. Reed asked if Mr. Lopez-Vasquez would like for that statement to be added to the minutes, and Mr. Lopez-Vasquez stated that whenever a board member makes a request it should be stated on the agenda, and Ms. Reed agreed. Ms. Ponce announced that suggestions to the minutes could be done prior to the meeting. **A motion was made by Ms. Carreon to approve the Consent Agenda which consisted of the following: June 23, 2020 Board Meeting Minutes, June 2020 Community Services Report, June 2020 Weatherization Program Report, June 2020 Housing Services Report, and the June 2020 Human Resource Report. The motion was seconded by Ms. St Leon. The motion passed unanimously.**

V. Committee Reports:

A. Executive Report: Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce presented the Contract Activity Report, informing the board that there are three new grants. The \$20,000 El Paso Community Foundation infrastructure grant will be used for technology, and other support needed for CARES Act funded programs. The \$7,250 UnidosUS technology support grant will be used for technology upgrades by the Housing Counseling Program. The \$1.5 million City of El Paso CARES funds will be used to provide rental assistance to qualifying households within the City limits. Ms. Ponce provided updates on monitoring reports. Mr. Lopez-Vasquez asked for clarification on the amount received for COVID assistance, asking if it was \$1.7 million. Ms. Ponce clarified that for CSBG CARES funds, the organization received a little more than that, but \$1.7 million is designated for direct services. Mr. Lopez Vasquez stated that in the previous Executive Committee meeting Ms. Ponce stated the organization had received \$1.8 million in funding. Ms. Ponce clarified that the \$1.8 million was for CEAP funding and was used for utility assistance. CSBG CARES funds are mostly going to be used for rent and mortgage assistance. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce reminded the board that there are three Low-Income Representatives serving on the board that will be terming out at the end of the year. Ms. Ponce stated that the Executive Committee is discussing ways to resolve the issue and stay compliant with bylaws. Action will be brought to the board at the next meeting. Ms. Ponce gave her Executive Director's Report. She introduced Ms. Martha Vargas, the EHPA Program Manager, who started two weeks prior to the meeting. Ms. Ponce announced TDHCA gave a one month extension to all CAPs for the completion of the Organizational Standards, and so next month's board meeting will be on the 25th instead of a week earlier as previously scheduled since there is more time to submit the final Organization Standards. The 2021 CSBG Budget and CAP Plan are due September 1st and will be presented at a public hearing in August. The EHPA Program hired staff at the beginning of July, signed the contract with the City on the 16th of July, and officially launched on the 20th of July. The contract with the City for the El Paso Community Card was signed by the Community Foundation on the 16th of July. The card will offer up to \$1,000 of assistance to families to help them with groceries, essential items, and medical supplies at grocery stores and pharmacies. We are in the process of submitting information to receive UnidosUS Housing counseling funds for the next funding cycle. The \$40,000 CDBG 46th year contract for housing counseling will begin in September. Ms. Ponce stated that we are in the process of renewing our weatherization and HVAC repair contract with High Ridge and it will be brought to the board no later than the September meeting. Ms. Ponce thanked the management team for their hard

work in recent months: Mr. Dominguez worked on the fiscal audit while simultaneously developing budgets for multiple new grants; Ms. Manglona built a new program from the ground up in less than two months; Ms. Marciscano has been supervising the majority of staff while they worked from home; Mr. Martinez did a great job shifting his department's efforts from weatherization to only HVAC repair to keep his team safe; and Ms. Cortez kept the public informed of changes through public relations and our social media as the changes came in. **No action was taken.**

- B. Financial Report:** The Finance Committee presented the June 2020 Finance Reports. Mr. Bosquez stated he reviewed the financials along with the Finance Committee and reported that all the grants are on track except for weatherization, which is on hold during the pandemic. Mr. Bosquez recommended to the Board to accept the reports. **A motion was made by Mr. Bosquez to accept the June 2020 Financial reports. The motion was seconded by Ms. Carreon. The motion passed unanimously.**

VI. New Business:

- A. Approve the Executive Committee's recommendation of Fred Perea as the fifth member of the Executive Committee:** Ms. Reed stated Mr. Perea volunteered to serve as the fifth member of the Executive Committee. The Executive Committee recommended that the board accept Mr. Perea as the fifth member. **A motion was made by Commissioner David Stout to approve Mr. Perea as the fifth member of the Executive Committee. Mr. Bosquez seconded the motion. The motion passed unanimously.**
- B. Review and approve the Project BRAVO Mission and Vision Statements, per Organizational Standard 4.1:** Ms. Ponce gave a recap on how the Mission and Vision statements were developed and presented the statements. The Vision statement is *To bridge access to opportunities for residents of El Paso County to achieve equity and elevate their quality of life through education and social services that lead to self-sufficiency.* The Mission statement is *Project BRAVO builds bridges to opportunities that help individuals and families thrive in our Borderland community.* Ms. Reed thanked Ms. Ponce for taking into consideration recommendations given at the Executive Committee. **A motion was made by Ms. Carreon to approve the Project BRAVO Mission and Vision Statements. Ms. St. Leon seconded the motion. The motion passed unanimously.**
- C. Review and approve the 2020 Project BRAVO Strategic Plan, per Organizational Standards 6.1, 6.2, 6.3, & 6.4 :** Sherri Jones and Alyssa Pettey from Measurement Resources Company presented the 2020 Strategic Plan to the Board of Directors. Ms. Ponce presented the goals: 1. Expanding Holistic Service Options to Adapt to El Paso County's Emerging Needs; 2. Strengthen Communication and Outreach; 3. Diversify Funding Sources; and 4. Investing in People, Technology, and Strategic Data Collection and Impact Measurement. Ms. Reed asked for updates on the strategic plan efforts to be presented to the Board every other month. **A motion was made by Ms. St. Leon to approve the 2020 Project BRAVO Strategic Plan. Ms. Carreon seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Update on the 2019 Fiscal Audit and filing of the Form 990, per Organizational Standards 8.1, 8.3, 8.4 & 8.6:** Mr. Dominguez presented the copy of the extension received from the IRS for the submission of the Form 990. The extension moved the deadline to November 15. The first draft of the 2019 Fiscal Audit has been received and the opinion is unmodified which means there were no findings or weaknesses found. The audit report will be reviewed by the Finance Committee and presented to the board at the August meeting. **No action was taken.**
- B. Update on the Submission of the Needs Assessment and CAP Plan for the CSBG CARES Funds:** Ms. Ponce stated that the CSBG CARES funds budget and CAP Plan were submitted and accepted by TDHCA. Ms. Reed asked if there will be separate auditing procedures for those funds. Ms. Ponce stated that the fiscal audit covers all grants. Mr. Perea asked how the board assesses spending and program benchmarks for CARES funds. Ms. Ponce pointed to the areas in the financial and program reports that provide benchmarks for all grants, including CARES funds. **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. Reed gave well wishes to Commissioner Stout for a speedy recovery. Commissioner Stout thanked Ms. Reed. Ms. Reed announced that the County continues to work from home, and the Attorney General said only school officials can determine if students should learn from home or not. Ms. Cartagena stated that Socorro ISD's summer meal service will be returning in the next few weeks. The program offers free breakfast and lunch for children 18 and under. Ms. Rodriguez stated that the deadline to apply for P-EBT has been extended to August and asked for the board to remind anyone who may be eligible to apply. Ms. Reed recommended Project BRAVO to memorialize the anniversary of the August 3rd shooting. Commissioner Stout announced United Way's efforts to commemorate the event this coming weekend, and recommended Project BRAVO do a call for people to do an act of kindness on August 3rd. Ms. Ponce thanked the board for their recommendations and stated she would follow through. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, August 25, 2020 at 1:30 PM through Google Meet.
- XI. Adjournment:** Ms. Carreon made a motion to adjourn the meeting, Ms. Rodriguez seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:28 PM.



Board of Directors Board Meeting Minutes

Tuesday, August 25, 2020 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	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	A	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	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.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, EHPA Manager

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:31 PM by Ms. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** The consent agenda was opened for discussion. Mr. Lopez-Vasquez mentioned that the minutes excluded his comment at the last meeting regarding the inquiry on distribution of information regarding services offered by Project BRAVO. **A motion was made by Marla Jo St. Leon to table the July 28 Meeting Minutes. The motion was seconded by Fred Perea. The motion passed unanimously. Consent Agenda which consisted of the following: July 2020 Community Services Report, July 2020 Weatherization Program Report, July 2020 Housing Services Report, and the July 2020 Human Resource Report. The motion was seconded by Fred Perea. The motion passed unanimously.**

V. Committee Reports:

A. Executive Report: Ms. Ponce went over the Contract Activity Report, Program Monitoring Report, Board Roster Report, Organizational Standards Report, and Executive Director's Report. Ms. Ponce reviewed the Contract Activity Report with the Executive Committee which included amendments to two existing contracts. An amendment was made to the CSBG discretionary funds that provide training and employment supports to clients working on Transitioning Out of Poverty. Previously, the contract only defined eligible households as "low-income" and affected by COVID-19. The amendment offers clarification and defines the income level at 200% FPL for households served with these funds. There was no financial impact. The other amendment was made to DOE funds that are used to weatherize homes that go over the cap for LIHEAP funds. Through the amendment, the contract is extended from one year to two, and included the funds for the next term. The funds for the 2020-2021 are for \$371,112.00, bringing the full contract award to \$708,743.00. An additional entry by the El Paso Community Foundation was made the day before and did not enter the packet on time. The contracts are used for the Debit Card Program through funds from the city and the county to allow people going through hardship caused by COVID-19 to purchase necessities. The contract was received on August 10, which included an additional \$1 million dollars from the city, bringing all awards from the city for this contract to \$2.5 million and \$.5 million from the county. Qualifying applicants can receive up to \$1,000: \$400 per adult, an additional \$400 for any adults after, capped at \$800 for two or more adults in the household, and \$200 if children are in the household, capped at \$200 for any children in the home. Ms. Ponce reviewed the Program Status Report with the Executive Committee. The HUD Desk Review was completed. There were no findings and the monitoring was closed on July 29, 2020. The City of El Paso Desk Performance Review for Baycourt took place before the July 27, 2020 deadline. There were no findings and the monitoring was closed on July 30, 2020. The City of El Paso Desk Performance Review for Nino Aguilera took place before the July 27, 2020 due date and there were no findings. The monitoring closed on July 22, 2020. Ms. Ponce let the board know that Project BRAVO received notice from TDHCA on August 13 that they would be conducting a desk monitoring review. The previous monitoring was from December 2019 to February 2020 in review of program year 2019, and this review is for program year 2020. Ms. Ponce instructed the board to review the board roster and ensure that their information is accurate. Ms. Ponce went through the Organizational Standards that can be met during the meeting if all items are approved, including the CAP Plan and the Auditing Report. Ms. Ponce gave her Executive Director's Report. Ms. Ponce announced that the organization has been busy with the fiscal audit, the TDHCA monitoring, preparing the 2021 CSBG budgets, plus the implementation of the COVID response programs. The negotiation for the new contract amendment with weatherization/HVAC repair contractor High Ridge is still in negotiation, with expectations to have the amendment and updated price list at the next meeting for board review. Ms. Ponce reminded the board of an invitation that was sent out for board members to virtually attend the Capitol Awards, where Unidos US will honor El Paso organizations, including Project BRAVO, for their action in response to the August 3rd shooting. The acceptance speech was pre-taped in downtown El Paso by the Paisano bridge with the other organizations, including Texas RioGrande Legal Aid. Mr. Mesta congratulated Ms. Ponce on her delivery of the speech, and stated his excitement to watch the ceremony and see all agencies receive the award. Commissioner Stout offered his congratulations to both Project BRAVO and TRLA for their work to receive the honor. Ms. Reed also announced her excitement to watch the organizations accept the award. **No action was taken.**

- B. Financial Report:** Financial reports for July 2020 will be discussed during the September 2020 meeting to allow time for the presentation and board action related to the 2019 Financial and Compliance Audit Report, the 2021 CAP Plan, and the 2021 CSBG Budget. **No action was taken.**

VI. New Business:

- A. Presentation of the El Paso CAP Project BRAVO, 2019 Financial and Compliance Audit Report, per Organizational Standards 8.1 & 8.3:** Ms. Reed welcomed Mr. Strickler to present the 2019 Financial and Compliance Audit Report. Mr. Strickler started by presenting the Opinion page, stating that the audit presented had an unqualified opinion, meaning there were no findings. Mr. Lopez-Vasquez interjected and requested that Mr. Strickler announce the number of the pages as he went through to facilitate the board's examination, Mr. Strickler agreed. Mr. Strickler opened up the floor to questions. Ms. Reed asked Mr. Strickler for more information regarding a \$9,000 deficit mentioned during the presentation. Mr. Strickler mentioned that in regards to expenses, the organization spent a little more than what was received in funding. Mr. Dominguez clarified by stating that in the middle of December, a budget amendment for the CEAP 2019 grant was submitted in hopes of spending 100% of the grant by December 31st, but unfortunately the process took longer than anticipated, causing the organization to exceed their spending in materials and labor. Knowing that the amendment would be approved in time, Mr. Dominguez decided to leave the expenditure in place. Ms. Reed asked if it was more of a timing issue rather than a true deficit, which Mr. Dominguez stated that it was due to timing. Ms. Ponce asked Mr. Strickler to clarify what the administrative percentage for 2019 was, and Mr. Strickler stated that it was 9%, or about \$900,000 for an organizational budget of \$9.9 million. Mr. Strickler mentioned that the industry standard for nonprofits is administrative expenses under 20%. **No action was taken.**
- B. Review and Approve the El Paso CAP Project BRAVO, 2019 Financial and Compliance Audit Report, per Organizational Standard 8.4:** Ms. Reed asked for a motion to approve the 2019 Financial and Compliance Audit Report presented by Mr. Strickler as part of item A. Mr. Lopez Vasquez mentioned that it would be appropriate for a member of the Finance Committee that looked onto the audit in depth to make the motion. **A motion was made by Mr. Escobedo to approve the El Paso CAP Project BRAVO, 2019 Financial and Compliance Audit Report. Alfonso Lopez-Vasquez seconded the motion. The motion passed unanimously.**
- C. Review and Approve the 2021 CAP Plan, per Organizational Standards 4.2 & 4.3:** Ms. Ponce presented the CAP Plan. Ms. Ponce explained that the CAP Plan provides the state a plan of anticipated program outcomes for programs and services provided in the upcoming year. Ms. Ponce offered the board time to ask questions regarding the CAP Plan, no questions were asked. **A motion was made by Commissioner Stout to approve the 2021 CAP Plan. Alberto Mesta seconded the motion. The motion passed unanimously.**
- D. Review and Approve the 2021 CSBG Budget:** Mr. Dominguez presented the 2021 CSBG Budget. Mr. Dominguez mentioned that most of the budget goes to personnel, and that the reason for this is the intangible services staff provides. Mr. Dominguez reviewed all pages of the budget during his presentation. Mr. Dominguez opened up the floor to questions. Ms. Reed mentioned that Ms. Ponce did an excellent job presenting the budget during the public hearing and expressed her appreciation for the accessibility of the budget for the community. Mr. Lopez-Vasquez mentioned an observation, stating his appreciation for accounting for adjustments needed given the situation at hand with the pandemic. **A motion was made by Mr. Lopez-Vasquez to approve the 2021 CSBG Budget. Ms. St. Leon seconded the motion. The motion passed unanimously.**

- E. Review and Approve a Resolution to Postpone the 2020 Low-Income Representative Elections due to the COVID-19 Public Health Emergency:** Ms. Ponce stated that she met with Project BRAVO's attorney, and they suggested a resolution and not a bylaws change for the change needed to extend the terms of the Low-Income Representatives whose term will expire in December. The resolution states that once the board deems it safe to hold elections, the election process will take three month. Mr.Perea asked if there would be a deadline to lift the resolution. Ms. Ponce stated that there was no deadline, but that any board member could request for the lifting of the resolution to be included in an agenda for board discussion. **A motion was made by Commissioner Stout to approve the Resolution to postpone the 2020 Low-Income Representative Elections due to the COVID-19 Public Health Emergency. Mr. Mesta seconded the motion. The motion passed unanimously.**
- F. Review and Approve the Emergency Succession Plan for El Paso Community Action Program Project BRAVO, Inc, per Organizational Standard 4.5:** Ms. Ponce presented the succession plan, explaining the hierarchy in the organization, and the steps the board would have to follow if she were unable to perform her duties as Executive Director. **A motion was made by Mr. Lopez-Vasquez to approve the Emergency Succession Plan for El Paso Community Action Program Project BRAVO, Inc. Mr. Escobedo seconded the motion. The motion passed unanimously.**
- G. Call for Volunteers to Serve on an Ad Hoc Membership Committee to Fill Senator José Rodríguez's Board Seat Upon His Retirement:** Ms. Reed stated that with Senator Jose Rodriguez's retirement, the board would have to find a way to replace his seat. Ms. Reed asked for volunteers to form a committee to determine the nomination process. Xochitl Rodriguez asked if it would make sense for her to participate since she represents Senator Rodriguez, and Ms. Ponce said there was no issue. Mr. Lopez-Vasquez expressed that a person with knowledge of elected officials should participate, and asked Ms. Carreon to consider serving on the committee. Ms. Ponce stated her appreciation for all of the designees Senator Rodriguez appointed, which were always formidable women. Ms. Rodriguez stated that it is an honor for Senator Rodriguez to have a seat on Project BRAVO's board. **Commissioner Stout, Xochitl Rodriguez, Fred Perea and Sylvia Carreon all agreed to volunteer to Serve on an Ad Hoc Membership Committee to Fill Senator José Rodríguez's Board Seat Upon His Retirement.**

VII. Old Business:

- A. Update on the Filing of the Form 990, per Organizational Standard 8.6:** Mr. Dominguez stated that the IRS sent a notice that the deadline to file the Form 990 was extended to November 15, 2020. Mr. Domiguez stated that data from the financial report would be used to fill out the form. Mr. Dominguez clarified that since the data is compiled, it should not take the auditors long to complete the form. Mr. Dominguez is hopeful that there will be a draft to present to the board at the end of September, and have it ready for board review and approval at October's meeting. **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 urged everyone to fill out the Census since there is a month left for people to complete their forms. Given the goals the Complete Count Committee set, they have four weeks for 150,000 people to be accounted for in the Census. Commissioner Stout expressed the importance of Census data and the consequences the community could face if people do not complete their forms. Mr. Lopez-Vasquez seconded the importance of the Census and credited the lack of participation to cynicism of the program. Mr. Lopez-Vasquez mentioned that this could be solved by sharing materials such as a post Project BRAVO shared on social media on how to distinguish a Census taker. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, September 29, 2020 at 1:30 PM through Google Meet.
- XI. Adjournment:** Commissioner Stout made a motion to adjourn the meeting, Mr. Lopez Vasquez seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:32 PM.



Board of Directors Board Meeting Minutes

Tuesday, September 29 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	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	A	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	P	Fred Perea	A

P=Present, A=Absent. PY=Proxy

STAFF

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

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:31 PM by Ms. Reed, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Board Presentation: Presentation of the 2019 Form 990 for El Paso CAP, Project BRAVO, Inc. per Organizational Standard 8.6:** Michelle Duncan of Strickler & Prieto LLP presented Project BRAVO’s 2019 Form 990 to the board of directors. The review included sections of the Form 990 that detailed total revenues, total expenses, program service accomplishments, highest paid vendors, and other pertinent financial information. In her closing remarks, Ms. Duncan stated the intense review process that goes into preparing the Form 990, including Mr. Dominguez’s involvement in the process. Ms. Reed asked for clarification regarding specific numbers that did not match exactly to the form, and Ms. Duncan clarified that she rounded up during her

presentation. Mr. Lopez Vasquez stated an observation regarding rounding numbers, and requested the records show that the presentation had the rounded-up numbers. **No action was taken.**

V. Board Training: Board Roles and Responsibilities, per Organizational Standard 5.8: Ms. Ponce provided the training regarding board roles and responsibilities. Ms. Ponce stated that presentation slides were provided by TDHCA and that additional information was provided on items related to Project BRAVO. **No action was taken.**

VI. Consent Agenda: A motion was made by Commissioner Stout to approve the Consent Agenda which consisted of the following: July 28, 2020 Board Minutes, August 25, 2020 Board Minutes, August 2020 Community Services Report, August 2020 Weatherization Program Report, August 2020 Housing Services Report, the August 2020 Human Resource Report, and the August 2020 Strategic Plan Report. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.

VII. 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 talked about strategies being implemented to increase applications for CARES funded programs, including a live phone bank on Univision Channel 26. Ms. Ponce informed the board that Project BRAVO is conducting weatherization again and using appropriate procedures to take into consideration the safety of both staff and the people living in the households serviced. Ms. Reed asked if households receiving weatherization services are required to fill out a waiver, and Ms. Ponce responded that participants are required to fill out a waiver. Mr. Lopez thanked Ms. Ponce for the efforts taken to ensure the safety of both clients and staff. **No action was taken.**

B. Financial Committee: Review and accept the July & August 2020 Finance Reports: Mr. Bosquez stated that July and August 2020 Financial Reports were reviewed in detail at the Finance Committee meeting on September 24 meeting. **A motion was made by Mr. Bosquez to approve the July & August 2020 Finance Reports. Ms. Carreon seconded the motion. The motion passed unanimously.**

VIII. New Business:

A. Review and Approve the 2019 Form 990, per Organizational Standard 8.6: A motion was made by Mr. Lopez Vasquez to approve the Project BRAVO 2019 Form 990. Ms. Carreon seconded the motion. The motion passed unanimously.

B. Review the 2019 Annual Report, per Organizational Standard 2.3: Ms. Manglona presented Project BRAVO's 2019 Annual Report. **No Action was taken.**

C. Review and Approve Contract "Amendment 3: Extension to HVAC/Heating and Cooling Service Agreement" & "Amendment 3: Extension to Weatherization Service Agreement with High Ridge Construction": Ms. Ponce presented the two contract amendments for High Ridge Construction to provide HVAC repair and weatherization work. The vendor requested a six and a half (6.5%) percent increase for labor. A financial analysis was conducted and the increase did not represent an increase above current market prices for the majority of items, but Ms. Ponce requested that the board grant her the authority to continue negotiating with the vendor on the price of a small group of items that were slightly above our market analysis. Ms. Ponce will provide an update at the following board meeting on

the conclusion of these negotiations. **A motion was made by Mr. Lopez Vasquez to approve Amendment 3: Extension to HVAC/Heating and Cooling Service Agreement & Amendment 3: Extension to Weatherization Service Agreement with High Ridge Construction as well as to negotiate with the vendor to finalize the price list. Ms. St. Leon seconded the motion. The motion passed unanimously.**

- D. Review and Approve the Project BRAVO Bylaws with the Following Change: Article XI, Number 6, Written Notice of the Meeting and Receipt of Board Packet Timeline Will Change From Three (3) Days to Five (5) Days: . A motion was made by Mr. Lopez Vasquez to approve the Project BRAVO Bylaws change. Mr. Bosquez seconded the motion. The motion passed unanimously.**

IX. Old Business:

- A. Update from the Ad Hoc Membership Committee to Fill Senator Jose Rodriguez's Board Seat Upon His Retirement:** Ms. Ponce provided an update on the activities of the Membership Committee. Mr. Perea was chosen as the chair of the committee, and a list of potential candidates was developed, with Congresswoman Veronica Escobar being the first choice. A letter has been sent to the Congresswoman, and Project BRAVO is awaiting her response. **No action was taken.**

X. 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.

- XI. Community Updates:** Ms. Reed congratulated Ms. Carreon on the City Council's vote to name a recreation center in her honor. Ms. Carreon has volunteered and been a leader for the El Paso's Neighborhood Association for many years and was critical to the building of the much needed recreation center that is located in Lomaland Park. Ms. Carreon congratulated Project BRAVO's staff for the UnidosUS Capital Awards recognition which included a touching video tribute. Congratulations was also extended to Mr. Mesta who was also honored as the representative of TRLA at the UnidosUS Capital Awards ceremony. Commissioner Stout reminded the group of the five day extension for the U.S. Census and the hope that the count will be extended to October 31st. Ms. Reed reminded the group about the deadline of October 5th and the importance of voting. Ms. Reed also informed the group of the mobile flu vaccine clinics October 6 and 7 and that people without insurance can self pay \$10 for their vaccine and Ms. Cartagena asked that the information be emailed to the group. **No action was taken.**

- XII. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, October 27, 2020 at 1:30 PM through Google Meet.

- XIII. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Laurencio Bosquez seconded the motion. The motion passed unanimously and the meeting was adjourned at 2:51 PM.



Board of Directors Board Meeting Minutes

Tuesday, October 27 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	P
Judge Nina Serna	P	Sylvia Carreon	P	Alberto Mesta	P
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Alfonso Lopez-Vasquez	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.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, EHPA Manager

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

Carl Dwyer

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:33 PM by Mr. Bosquez.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** A motion was made by Alfonso Lopez Vasquez to approve the Consent Agenda which consisted of the following: September 27, 2020, Board Minutes, September 2020 Community Services Report, September 2020 Weatherization Program Report, September 2020 Housing Services Report, the September 2020 Human Resource Report, and the September 2020 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. **No action was taken.**
- B. Financial Committee: Review and accept the July & August 2020 Finance Reports:** Mr. Bosquez stated that September 2020 Financial Reports were reviewed in detail at the Finance Committee meeting on October 22. **A motion was made by Judge Serna to approve the September 2020 Finance Reports. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Call for volunteers to serve on the Nominating Committee to Determine the 2021 Slate of Officers:** Ms. Reed asked for volunteers to serve on a committee that determines officer positions for the board for the 2021 year. Fred Perea and Sylvia Carreon volunteered to serve on the committee. **No action was taken.**
- B. Review Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents:** Ms. Ponce presented the document. **A motion was made by Laurencio Bosquez to adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents. Judge Serna seconded the motion. The motion passed unanimously.**
- C. Review Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits:** Ms. Ponce presented the document. **A motion was made by Commissioner Stout to adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- D. Review and Approve Resolution Requesting an Extension for the 2020 CSBG Contract:** Ms. Ponce presented the resolution requesting an extension for the 2020 CSBG Contract. **A motion was made by Judge Serna to approve the Resolution Requesting an Extension for the 2020 CSBG Contract. Fred Perea seconded the motion. The motion passed unanimously.**
- E. Review and Approve Resolution for Payout of Annual Leave to Employees:** Ms. Ponce presented a resolution that allows employees to cash out annual leave balances. The reasoning for this resolution is that it has been difficult for employees to take time off due to the workload and emergencies resulting from the ongoing pandemic. Ms. Ponce clarified that guidelines regarding payouts were being discussed by management and she will provide a report to the board at the upcoming meeting. **A motion was made by Commissioner Stout to approve the Resolution for Payout of Annual Leave to Employees. Judge Serna seconded the motion. The motion passed unanimously.**
- F. Review and Approve Resolution for Office Closure for December 24, 2020 to January 1, 2021:** Ms. Ponce presented a resolution that allows for offices to close without penalty to employees' time off balances. **A motion was made by Judge Serna to approve the Resolution for Office Closure for December 24, 2020 to January 1, 2021. Fred Perea seconded the motion. The motion passed unanimously.**

- G. Discuss Process for the 2020 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Reed discussed the process to complete the annual performance evaluation for the Executive Director and requested participation from the board. **No action was taken.**

VII. Old Business:

- A. Update from the Ad Hoc Membership Committee to Fill Senator Jose Rodriguez's Board Seat Upon His Retirement:** Fred Perea informed the board that State Representative Cesar Blanco has tentatively accepted Project BRAVO's invitation to serve on the Board pending his election for Texas State Senator. **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. Reed reminded the board of the deadline to vote in El Paso and encouraged everyone to vote. Ms. Reed also offered an update regarding the status of local hospitals in light of COVID-19. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, December 1, 2020 at 1:30 PM through Google Meet.
- XI. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting, Alfonso Lopez Vasquez seconded the motion. **The motion passed unanimously and the meeting was adjourned at 2:26 PM.**



Board of Directors Board Meeting Minutes

Tuesday, December 1, 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	A	Sylvia Carreon	P	Alberto Mesta	A
Xochitl Rodriguez	P	Laurencio Bosquez	P	Loren Cartagena	P
Commissioner David Stout	P	Vacant		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.	Mike Martinez, WAP Manager
Mona Manglona, Chief Programs Officer	Martha Hernandez, HR Specialist
Martin Dominguez, Chief Financial Officer	Martha Vargas, COVID Programs Manager

GUESTS

Carlos A. Martinez, Office of Commissioner Stout

Carl Dwyer

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 1:36 PM by Gabriella Reed. Note, Ms. Reed had to leave the meeting early due to a work emergency and Mr. Fred Perea chaired the meeting afterwards.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:** A motion was made by Laurencio Bosquez to approve the Consent Agenda which consisted of the following: October 27, 2020, Board Minutes, October 2020 Community Services Report, October 2020 Weatherization Program Report, October 2020 Housing Services Report, the October 2020 Human Resource Report, and the October 2020 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 the parameters that were used to determine employee cash out of vacation time as approved during the October 2020 board meeting per board request from the October meeting. Ms. Ponce let the board know that employees mentioned gratitude towards the board for approving the item. Ms. Ponce stated that Project BRAVO provided information regarding the closing of the application process for 2020 on November 13, challenges in screening applications, and high call volume. Ms. Ponce stated the application process for 2021 will include an online portal and the continuation of the drop box system. **No action was taken.**
- B. **Financial Committee: Review and accept the October 2020 Finance Reports:** Mr. Bosquez stated that October 2020 Financial Reports were reviewed in detail at the Finance Committee meeting on October 22nd. **A motion was made by Marla Jo St. Leon to approve the October 2020 Finance Reports. Xochitl Rodriguez seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. **Accept the resignation of Alfonso Lopez-Vasquez, Board Vice Chair and Low-income Representative for the Westside:** Mr. Perea presented the action item to the board. **A motion was made by Sylvia Carreon to Accept the resignation of Alfonso Lopez-Vasquez. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
- B. **Presentation of the Nominating Committee 2021 Slate of Officers for the positions of Chair, Vice Chair, Secretary, and Treasurer for the Board of Directors of Project BRAVO. Nominations from the floor for additions to the ballot:** Mr. Perea presented the slate of officers recommended by the Nominating Committee. Mr. Perea called for nominations from the floor and none were given. Ms. Ponce reminded the board that write-ins candidates are allowed on the ballot. **No action was taken.**
- C. **Officer elections, counting of the ballots, review of election results, and approval of election results for 2021 officers for the Project BRAVO Board of Directors:** Mr. Perea motioned for the board to vote via the link sent out prior to the meeting. Ms. Ponce presented the results of the election: Gabriella Reed was elected Board Chair, Fred Perea was elected Vice Chair, Marla Jo St. Leon was elected Secretary, and Laurencio Bosquez was elected Treasurer. **A motion was made by Sylvia Carreon to accept the results of the election. Xochitl Rodriguez seconded the motion. The motion passed unanimously.**
- D. **Call for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees:** Mr. Perea asked for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees. Sylvia Carreon volunteered to serve on the Finance Committee. The board asked Ms. Ponce to reach out to 2020 Finance Committee members Alberto Mesta and Fernando Escobedo, who were not present at the meeting, to see if they are interested in serving on the committee for 2021. Sylvia Carreon, Loren Cartagena, and Marla Jo St. Leon volunteered to serve on the Fundraising Committee. Commissioner Stout and Fred Perea volunteered to serve on the Code of Conduct Committee. Absent board members will receive invitations to volunteer for incomplete committees. The board stated that members for vacant positions will be approved in January's. **No action was taken.**

- E. Review and ratify the Line of Credit Agreement with United Bank:** Mr. Dominguez presented the board with information pertinent to the annual review of Project BRAVO's line of credit. The line of credit was increased from \$500,000 to \$800,000. **A motion was made by Laurencio Bosquez to ratify the Line of Credit Agreement with United Bank. Sylvia Carreon seconded the motion. The motion passed unanimously.**
- F. Discuss and take action to remove Alfonso Lopez-Vasquez from the signature cards for the United Bank and Chase Bank accounts:** Mr. Dominguez stated that a motion should be made to remove Alfonso Lopez Vasquez from bank signature cards as he has resigned as board member. **A motion was made by Sylvia Carreon to remove Alfonso Lopez-Vasquez from the signature cards for the United Bank and Chase Bank accounts. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- G. Discuss and approve Mona Mangloña Jacobs to serve as a signatory for the United Bank and Chase Bank accounts:** Mr. Dominguez explained the decision to have Mona Manglona serve as a signatory for the bank accounts to ensure continuity in the organization. **A motion was made by Sylvia Carreon to approve Mona Mangloña Jacobs to serve as a signatory for the United Bank and Chase Bank accounts. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
- H. Nominate and approve members of the Board to serve as signatories for the United Bank and Chase Bank accounts:** Mr. Dominguez called for two board members to volunteer to be signatories, and mentioned that their services would only be required if neither Laura Ponce nor Mona Manglona are available. **A motion was made by Marla Jo St. Leon to approve Marla Jo St. Leon and Sylvia Carreon to serve as signatories for the United Bank and Chase Bank accounts. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- I. Service Award Presentation to Xochitl Rodriguez, outgoing Public Elected Designee Board Member Representing Texas State Senator José R. Rodríguez:** Ms. Ponce presented Xochitl Rodriguez with the Project BRAVO Service Award for her service as a Designee Board Member representing Texas State Senator José R. Rodríguez. Ms. Rodriguez announced the plans to say goodbye to Senator Rodriguez through a video montage, and requested that board members familiar with the Senator participate. Ms. Ponce announced that Senator Rodriguez will also be honored by Project BRAVO through a virtual presentation on December 18 and invited the Board to participate. **No action was taken.**

VII. Old Business:

- A. Update from the Ad Hoc Membership Committee to Fill Senator Jose Rodriguez's Board Seat Upon His Retirement:** Fred Perea informed the board that Senator Elect César Blanco has formally accepted Project BRAVO's invitation to serve on the Board. **No action was taken.**
- B. Discuss Process for the 2020 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce updated the board on the process to complete the annual performance evaluation for the Executive Director and requested participation from the board. **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: Mr. Perea offered a reminder of it being Giving Tuesday and urged members to donate to a cause of their choosing. Board members shared holiday wishes with each other as it is the last meeting of the year. **No action was taken.**

X. Confirm Next Meeting Date/Time: The meeting was confirmed for Tuesday, January 26, 2021, at 1:30 PM through Google Meet.

XI. Adjournment: Fred Perea, acting Chair, adjourned the meeting at 2:42 PM.