



**Board of Directors Board Meeting Minutes**

Friday, March 04, 2022 at 12:00 PM  
at 2000 Texas Ave. El Paso TX 79901

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

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

**STAFF**

P: Laura Ponce, Executive Director	P: Martin Dominguez, Chief Financial Officer
P: Andrea Cortez, Exec. Assistant & Outreach Coord.	V: Mike Martinez, Weatherization Manager
V: Ema Marciscano, Community Services Manager	

**GUESTS**

Jose Gutierrez, TechVac

Cynthia Renteria, Office of  
Commissioner Stout

Lucy Vargas, Office of Judge Nina  
Serna

**PROCEEDINGS**

- I. **Call to Order** – The meeting was called to order at 12:04 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- III. **Public Comment** – There was no public comment.
- IV. **New Business:**
  - A. **Presentation of the 2022 Project BRAVO Salaries & Operations Budget:** Mr. Dominguez presented the 2021 Project BRAVO Salaries & Operations Budget. Mr. Dominguez reported that the 2021 Project BRAVO Salaries & Operations Budget was thoroughly reviewed and approved for presentation to the Board by the Finance Committee. Mr. Dominguez provided an overview of key budget areas and the additions of full-time positions. **A motion was made by Sylvia Carreon to approve the 2022 Project BRAVO Salaries & Operations Budget. Fernando Escobedo seconded the motion. The motion passed unanimously.**

- B. Approve Contractor for Weatherization Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process taken to procure weatherization services. The Executive Report provided in the packet **A motion was made by Sylvia Carreon to Approve High Ridge Construction as the Contractor for Weatherization Services and Authorize the Executive Director to Negotiate the Final Contract. Fernando Escobedo seconded the motion. The motion passed unanimously.**
- C. Approve Contractor for HVAC/Heating and Cooling Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process taken to procure HVAC services. **A motion was made by Christina Sanchez to Approve High Ridge Construction as the Contractor for HVAC/Heating and Cooling Services and Authorize the Executive Director to Negotiate the Final Contract. Marla Jo St. Leon seconded the motion. The motion passed unanimously.**
- D. Review and Approve Compensation for the Executive Director:** Mr. Perea announced the Board discussed the evaluation as proposed. The Board finalized discussions during an Executive Session. **A motion was made by Paulina Lopez to Approve Compensation for the Executive Director as presented in the 2022 Salaries & Operations Budget. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.**

**V. Old Business:**

- A. Discuss Process for the 2021 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** The Board adjourned for Executive Session to discuss and finalize the 2021 Performance Evaluation for Laura Ponce, the Project BRAVO Executive Director. **A motion was made by Fernando Escobedo to approve the 2021 Performance Evaluation of Laura Ponce, the Project BRAVO Executive Director. The motion was seconded by Loren Cartagena. The motion passed unanimously.**

**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.

**The board adjourned to Executive Session to discuss the 2021 Performance Evaluation and 2022 salary for Laura Ponce, the Executive Director of Project BRAVO.**

- VII. Community Updates:** There were no community updates. **No action was taken.**

- VIII. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 29, 2022, at 5:00 PM at 2000 Texas Ave., El Paso, TX 79901.

- IX. Adjournment:** Sylvia Carreon made a motion to adjourn the meeting. Marla Jo St. Leon seconded the motion. **The motion passed unanimously and the meeting was adjourned at 1:10 PM.**