



2000 Texas Avenue
El Paso, TX 79901
(915) 562-4100
www.projectbravo.org

Board of Directors Annual Meeting Agenda

January 29, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, January 29, 2019 at 5:30 PM at Project BRAVO located at 2000 Texas Street, El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

Per the Board Bylaws, members of the public may address the Board of Directors at the meeting by calling the Executive Assistant at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Swearing in of New Member Marla Jo St. Leon to Represent Low-Income Districts IV to the Project BRAVO Board of Directors, per **Organizational Standard 5.1**.....Omar Rodriguez, Board Vice Chair

V. Board Training: Presentation of the 2018 Project BRAVO Annual Report.....Laura Ponce, Executive Director

VI. Consent Agenda.....Omar Rodriguez, Board Vice Chair

- a. December 4, 2018 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - November & December 2018 Community Services
 - November & December 2018 Patient Assistance Program
 - November & December 2018 Adult Basic Education
 - November & December 2018 Weatherization & HVAC Repair Services
 - November & December 2018 Housing Services
 - November & December 2018 Human Resources
 - 2018 Client Satisfaction Survey 4th Quarterly Report, per **Organizational Standard 1.3**

VII. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and Accept the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report
- b. **Finance Committee**
Review and accept the November & December 2018 Finance Reports, per **Organizational Standard 8.7**
.....Jacqueline Salais, Finance Committee Member | Page_____

VII. New Business

- a. Present the 2019 Project BRAVO Board Meeting Calendar.....Laura Ponce, Executive Director | Page_____
- b. Resolution to Accept the 2019 CSBG Contract.....Laura Ponce, Executive Director | Page_____
- c. Review and Approve Project BRAVO's Mission Statement Addressing Poverty and the Organization's Programs and Services Are Aligned with the Mission, per **Organizational Standard 4.1**
.....Laura Ponce, Executive Director | Page_____
- d. Review Board of Directors Committee Assignments for 2019.....Laura Ponce, Executive Director | Page_____
- e. Review and Approve the Community Housing Development Organization (CHDO) Statement of Operating Procedures..... Laura Ponce, Executive Director | Page_____
- f. Review and Update Project BRAVO's Board of Directors Contact Information.....
.....Laura Ponce, Executive Director

VIII. Old Business

- a. Discuss and Accept the Annual Performance Appraisal for the Executive Director, per **Organizational Standard 7.4**.....Omar Rodriguez, Board Vice Chair

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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



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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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, February 26, 2019 at 5:30 PM

XII. Adjournment



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Board of Directors Annual Meeting Agenda

February 26, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, February 26, 2019 at 5:30 PM at Project BRAVO located at 2000 Texas Street, El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. January 29, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - January 2019 Community Services
 - January 2019 Patient Assistance Program
 - January 2019 Adult Basic Education
 - January 2019 Weatherization & HVAC Repair Services
 - January 2019 Housing Services
 - January 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and Accept the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report



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b. **Finance Committee**

Review and accept the January 2019 Finance Reports, per **Organizational Standard 8.7**.....
.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Review and Approve the Project BRAVO 2019 Operations & Salaries Budget.....
.....Martin Dominguez, Chief Financial Officer | Page_____
- b. Review and Approve First Amendment to Lease Agreement Between the Housing Authority of the City of El Paso (HACEP) and Community Action Program Project BRAVO, Inc. for Period Covering May 1, 2019 to May 1, 2023.....
.....Laura Ponce, Executive Director | Page_____
- c. Approve Members of the Board to Serve as Signatories for the United Bank and Chase Bank Accounts.....
.....Laura Ponce, Executive Director | Page_____
- d. Review and Approve Resolution to Extend CSBG Contract #61180002857 to May 31, 2019.....
.....Laura Ponce, Executive Director | Page_____
- e. Review and Approve Mileage Allowance Increase from 54.5 Cents to 58.0 Cents per Mile.....
.....Laura Ponce, Executive Director | Page_____
- f. Discuss Board Offsite Meeting Locations and Dates.....
.....Laura Ponce, Executive Director | Page_____

VIII. Old Business

- a. Discuss and Accept the Annual Performance Appraisal for the Executive Director, per **Organizational Standard 7.4**.....
.....Elke Cumming, Board Chair

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, March 19, 2019 at 5:30 PM

XII. Adjournment



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Board of Directors Annual Meeting Agenda

March 19, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, March 19, 2019 at 5:30 PM at Project BRAVO located at 2000 Texas Street, El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. February 26, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - February 2019 Community Services
 - February 2019 Patient Assistance Program
 - February 2019 Adult Basic Education
 - February 2019 Weatherization & HVAC Repair Services
 - February 2019 Housing Services
 - February 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and Accept the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report



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b. Finance Committee

The February 2019 Finance Reports will be presented on April 30, 2019.

VII. New Business

- a. Question & Answer Session for Potential Board Member Xochitl Rodriguez, Director of Constituent Services for the Office of State Senator Jose Rodriguez. Approval Pending Board Discussion. If Approved, Swearing-In Ceremony will Follow.....Elke Cumming, Board Chair | Page_____
- b. Annual Review and Affirmation by the Board of Directors for the Code of Conduct Policy which includes Appendix B, Statement of Financial Interest and Appendix C, Affidavit of Substantial Financial Interest in Procurement Matter.....Laura Ponce, Executive Director | See Attachment

VIII. Old Business

- a. Update on Immigration Summit on April 3-5, 2019.....Laura Ponce, Executive Director | Page_____

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, April 30, 2019 at 5:30 PM

XII. Adjournment



Board of Directors Annual Meeting Agenda

April 30, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, April 30, 2019 at 5:30 PM at Project BRAVO located at 2000 Texas Street, El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. March 19, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page 3
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page 6
 - March 2019 Community Services
 - March 2019 Patient Assistance Program
 - March 2019 Adult Basic Education
 - March 2019 Weatherization & HVAC Repair Services
 - March 2019 Housing Services
 - March 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and Accept the following reports:
 - Contract Activity Report..... | Page 13
 - Program Monitoring Status Report..... | Page 14
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page 15
 - Organizational Standards Report..... | Page 17
 - Executive Director's Report



b. **Finance Committee**

Review and accept the February 2019 and March 2019 Finance Reports, per Organizational Standard 8.7
.....Laurencio Bosquez, Finance Chair | Page 18

VII. New Business

- a. Annual Review of Executive Director's Compensation.....Laura Ponce, Executive Director | Page 52
- b. Review and Approve Direct Deposit policy for Human Resources Manual.....
.....Laura Ponce, Executive Director | Page 53
- c. Discuss Upcoming Conferences for Board Members.....Laura Ponce, Executive Director
- d. Update on Competitive Procurement for Case Management Software.....
..... Laura Ponce, Executive Director

VIII. Old Business

- a. Update on Offsite Board Meeting Locations..... Laura Ponce, Executive Director

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, May 21, 2019 at 5:30 PM at 7000 5th St. Canutillo, TX 79835

XII. Adjournment



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Board of Directors Annual Meeting Agenda May 21, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, May 21, 2019 at 5:30 PM at Project BRAVO Westside Center located at 7000 5th Street, Canutillo, TX 79835.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. April 30, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - April 2019 Community Services
 - April 2019 Patient Assistance Program
 - April 2019 Adult Basic Education
 - April 2019 Weatherization & HVAC Repair Services
 - April 2019 Housing Services
 - April 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and accept the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report



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b. Finance Committee

Review and accept the April 2019 Finance Reports, per Organizational Standard 8.7.....
.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Review and Approve Vendor for Case Management Software contract per the Recommendation by the Case Management Software Proposal Review Committee.....Laura Ponce, Executive Director | Page_____

VIII. Old Business

- a. Update on Upcoming Conferences..... Laura Ponce, Executive Director
- b. Update on Offsite Board Meeting Locations..... Laura Ponce, Executive Director

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, June 25, 2019 at 5:30 PM at 12440 Rojas Dr. El Paso, TX 79928 – Socorro Independent School District Service Center

XII. Adjournment



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Board of Directors Annual Meeting Agenda

July 30, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, June 25, 2019 at 5:30 PM at the Socorro Independent School District – District Service Center located at 12440 Rojas Dr., El Paso, TX 79928.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. May 21, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - May & June 2019 Community Services
 - May & June 2019 Patient Assistance Program
 - May & June 2019 Adult Basic Education
 - May & June 2019 Weatherization & HVAC Repair Services
 - May & June 2019 Housing Services
 - May & June 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review and accept the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Client Satisfaction 2nd Quarterly Report..... | Page_____
 - Executive Director's Report



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b. Finance Committee

- i. Review and accept the May 2019 Finance Reports, per Organizational Standard 8.7.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Review and Approve Vendor for the Request for Proposal for Legal Services.....
.....Laura Ponce, Executive Director | Page_____
- b. Discuss Term End Dates for Board Members Elke Cumming and Fernando Fernandez.....
.....Laura Ponce, Executive Director
- c. Update on the 2020 CSBG Budget and CAP Plan.....Laura Ponce, Executive Director
- d. Discuss CEAP Grant Funds.....Laura Ponce, Executive Director
- e. 2019 Paint-A-Thon Updates.....Laura Ponce, Executive Director

VIII. Old Business

- a. None.

IX. Adjourn to Executive Session.....Omar Rodriguez, Board Vice Chair

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X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, August 20, 2019 at 5:30 PM at PENDING

XII. Adjournment

Board of Directors Annual Meeting Agenda

August 20, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, August 20, 2019 at 5:30 PM at the El Paso Community College Transmountain Campus located at 9570 Gateway N Blvd, El Paso, TX 79924.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Presentation: Presentation of the 2018 Financial and Compliance Audit for El Paso CAP, Project BRAVO Inc. **per Organizational Standards 8.1, 8.3**.....Phillip Strickler, Managing Partner, Strickler & Prieto LLP

V. Consent Agenda.....Elke Cumming, Board Chair

- a. July 30, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - July 2019 Community Services
 - July 2019 Patient Assistance Program
 - July 2019 Adult Basic Education
 - July 2019 Weatherization & HVAC Repair Services
 - July 2019 Housing Services
 - July 2019 Human Resources

VI. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report

b. Finance Committee

- Review and accept the June 2019 & July 2019 Finance Reports, per **Organizational Standard 8.7**.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Update on Project BRAVO Efforts to Support the Victims of the August 3rd Shooting.....Laura Ponce, Executive Director
- b. Report of Project BRAVO's 2019 Risk Assessment, per **Organizational Standard 4.6**.....Laura Ponce, Executive Director | Page_____
- c. Update on Strategic Plan, per **Organizational Standard 6.5**.....Laura Ponce, Executive Director | Page_____
- d. Fundraising Committee Updates.....Laura Ponce, Executive Director

VIII. Old Business

- a. Review and approve the 2020 Community Services Block Grant (CSBG) Budget.....Laura Ponce, Executive Director | See Attachment
- b. Update on Chief Program Officer Hiring.....Laura Ponce, Executive Director
- c. Update on Paint-A-Thon Home Assessments.....Laura Ponce, Executive Director

IX. Adjourn to Executive Session.....Elke Cumming, Board Chair

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X. Community Updates.....Board Members

- a. UnidosUS Conference Recap.....Elke Cumming, Board Chair; Xochitl Rodriguez, Board Member

XI. Confirm Next Meeting Date/Time: Tuesday, September 24, 2019 at 5:30 PM at 2000 Texas Ave.

XII. Adjournment

Board of Directors Annual Meeting Agenda

September 24, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, September 24, 2019 at 5:30 PM at Project BRAVO Central Center located at 2000 Texas Ave., El Paso, TX 79901.

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I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Presentation: Presentation of the 2018 Form 990 for El Paso CAP, Project BRAVO, Inc. per **Organizational Standards 8.6 & 8.7**.....Phillip Strickler, Strickler & Prieto LLP

V. Consent Agenda.....Elke Cumming, Board Chair

- a. August 30, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - August 2019 Community Services
 - August 2019 Patient Assistance Program
 - August 2019 Adult Basic Education
 - August 2019 Weatherization & HVAC Repair Services
 - August 2019 Housing Services
 - August 2019 Human Resources

VI. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report

b. Finance Committee

- Review and accept the August 2019 Finance Reports, per **Organizational Standard 8.7**.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Review and Approve the El Paso Community Action Program Form 990, per **Organizational Standards 8.6 & 8.7**.....Laura Ponce, Executive Director | See Attachment
- b. Accept the resignation of Omar Rodriguez, Vice Chair, and Private Sector Representative.....Laura Ponce, Executive Director | Page_____
- c. Accept the resignation of Jacqueline Salais, Private Sector Representative.....Laura Ponce, Executive Director | Page_____
- d. Discuss and Approve Bylaws Change to Article VI, Section D, Number 2 per Recommendation by the Executive Committee.....Laura Ponce, Executive Director | Page_____
- e. Discuss the Officer Vacancy for Vice Chair and Accept Nominations From the Floor for the Position of Vice Chair for the Project BRAVO Board of Directors.....Laura Ponce, Executive Director
- f. Election for Position, Counting of the Ballots, Review of Election Results, and Approval of Election Results for 2019 Vice Chair Position for the Project BRAVO Board of Directors.....Laura Ponce, Executive Director
- g. Call for Volunteer to Serve on the Finance CommitteeLaura Ponce, Executive Director
- h. Review and Approve Contract Amendment 2: *Extension to HVAC/Heating and Cooling Service Agreement & Amendment 2: Extension to Weatherization Service Agreement with High Ridge Construction*.....Laura Ponce, Executive Director | Page_____

VIII. Old Business

- a. Update on Paint-A-Thon Event on October 12thLaura Ponce, Executive Director
- b. Update on Board Member Recruitment.....Laura Ponce, Executive Director

IX. Adjourn to Executive Session.....Elke Cumming, Board Chair

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X. Community Updates.....Board Members



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XI. Confirm Next Meeting Date/Time: Tuesday, October 29, 2019 at 5:30 PM at 2000 Texas Ave.

XII. Adjournment

Board of Directors Annual Meeting Agenda

October 29, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, October 29, 2019 at 5:30 PM at Project BRAVO Central Center located at 2000 Texas Ave., El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

Per the Board Bylaws, members of the public may address the Board of Directors at the meeting by calling or emailing the Executive Assistant at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Presentation: Presentation of the 2019 CAP Plan for El Paso CAP, Project BRAVO, Inc. per **Organizational Standards 8.6 & 8.7**.....Laura Ponce, Executive Director | Page _____

V. Consent Agenda.....Elke Cumming, Board Chair

- a. September 24, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page _____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page _____
 - September 2019 Community Services
 - September 2019 Patient Assistance Program
 - September 2019 Adult Basic Education
 - September 2019 Weatherization & HVAC Repair Services
 - September 2019 Housing Services
 - September 2019 Human Resources

VI. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review the following reports:
 - Contract Activity Report..... | Page _____
 - Program Monitoring Status Report..... | Page _____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page _____
 - Organizational Standards Report..... | Page _____
 - 3rd Quarter Client Satisfaction Survey Report..... | Page _____
 - Executive Director's Report

VII. New Business

- a. Questions & Answers Session for Potential Private Sector Board Member Loren Cartanega to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion. If Approved, Swearing-In Ceremony will Follow, per **Organizational Standard 5.1**.....Laura Ponce, Executive Director | Page_____
- b. Questions & Answers Session for Potential Private Sector Board Member Fred Parea to Serve on the Project BRAVO Board of Directors. Approval Pending Board Discussion. If Approved, Swearing-In Ceremony will Follow, per **Organizational Standard 5.1**.....Laura Ponce, Executive Director | Page_____
- c. Discuss the Annual Performance Appraisal for the Executive Director, per **Organizational Standard 7.4**.....
.....Laura Ponce, Executive Director
- d. Review and Approve Project BRAVO's 2020 Community Action Program Plan, per **Organizational Standard 2.1, 4.2, 4.3**.....Laura Ponce, Executive Director | Page_____
- e. Discuss and Affirm Project BRAVO Application's for Community Development Block Grant (CDBG) 46th Year Application for First Time Homebuyer's Counseling Grant.....Laura Ponce, Executive Director | Page_____
- f. Review and Approve Board Resolution for 2019 CSBG Contract # 61190003049.....
.....Laura Ponce, Executive Director | Page_____
- g. Update on El Paso Giving Day on November 14, 2019.....Laura Ponce, Executive Director
- h. Call for Volunteers for the Nominating Committee & for Nominations for the 2020 Project BRAVO Board Officers.....Laura Ponce, Executive Director

VIII. Old Business

- a. Update on 33rd Annual Paint-A-Thon.....Laura Ponce, Executive Director

IX. Adjourn to Executive Session.....Elke Cumming, Board Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, December 4, 2019 at 5:30 PM at 2000 Texas Ave.

XII. Adjournment

Board of Directors Annual Meeting Agenda

December 3, 2019

A Regular meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, December 3, 2019 at 5:30 PM at Project BRAVO Central Center located at 2000 Texas Ave., El Paso, TX 79901.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order reflected on this meeting notice.

All items on the consent agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

Per the Board Bylaws, members of the public may address the Board of Directors at the meeting by calling the Executive Assistant at Project BRAVO at least 24 hours in advance of the scheduled meeting to place their name and topic on a list that will be given to the Board Chair on the day of the meeting. *The Executive Assistant position is in the process of being filled and so requests for Public Comment may be directed to the Executive Director.* There will be a 3-minute time limit to make a public comment presentation. Directors will not hold a discussion about the topic presented by a member of the public. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda.....Elke Cumming, Board Chair

- a. October 29, 2019 Board Meeting Minutes, per **Organizational Standards 5.5, 5.9, & 8.7**..... | Page_____
- b. Review and accept the following reports, per **Organizational Standard 5.9**..... | Page_____
 - October 2019 Community Services
 - October 2019 Patient Assistance Program
 - October 2019 Adult Basic Education
 - October 2019 Weatherization & HVAC Repair Services
 - October 2019 Housing Services
 - October 2019 Human Resources

V. Committee Reports

- a. **Executive Committee**.....Laura Ponce, Executive Director
Review the following reports:
 - Contract Activity Report..... | Page_____
 - Program Monitoring Status Report..... | Page_____
 - Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7**..... | Page_____
 - Organizational Standards Report..... | Page_____
 - Executive Director's Report

b. Finance Committee

- Review and accept the September 2019 and October 2019 Finance Reports, per **Organizational Standard 8.7**.....Laurencio Bosquez, Finance Chair | Page_____

VII. New Business

- a. Questions & answers session for potential private sector board member Fred Perea to serve on the Project BRAVO Board of Directors. Approval pending board discussion. If approved, swearing-in ceremony will follow, per **Organizational Standard 5.1**.....Laura Ponce, Executive Director | Page_____
- b. Questions & answers session for potential private sector board member Alberto Mesta to serve on the Project BRAVO Board of Directors. Approval pending board discussion. If approved, term will begin January, 2020, per **Organizational Standard 5.1**.....Laura Ponce, Executive Director | Page_____
- c. Questions & answers session for potential private sector board member Fernando Escobedo, Jr. to serve on the Project BRAVO Board of Directors. Approval pending board discussion. If approved, term will begin January, 2020, per **Organizational Standard 5.1**.....Laura Ponce, Executive Director | Page_____
- d. Review and approve Resolution to adopt the Project BRAVO “Medical Cafeteria Plan”
.....Laura Ponce, Executive Director | Page_____
- e. Review and approve Resolution to adopt the Project BRAVO “Other Flexible Benefits Cafeteria Plan”
.....Laura Ponce, Executive Director | Page_____
- f. Review and approve Resolution to “Establish a Plan”, a 403(b) Thrift Plan to provide retirement benefits for employees of Project BRAVO and authorize the Executive Director and other agents of Project BRAVO to take further action as needed to establish the Plan.....Laura Ponce, Executive Director | Page_____
- g. Presentation of the Nominating Committee 2020 Slate of Officers for the Positions of Chair, Vice Chair, Secretary, and Finance Chair for the Board of Directors of Project BRAVO. Nominations From the Floor for Additions to the Ballot.....Elke Cumming, Board Chair
- h. Officer Elections, Counting of the Ballots, Review of Election Results, and Approval of Election Results for 2020 Officers for the Project BRAVO Board of Directors.....Elke Cumming, Board Chair
- i. Call for Volunteers to Serve on the Finance, Fundraising, and Code of Conduct Committees.....
.....Laura Ponce, Executive Director
- j. Service Award Presentations for Elke Cumming, outgoing Board Chair and Fernando Fernandez, outgoing Secretary.....Laura Ponce, Executive Director



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VIII. Old Business

- a. Discuss and accept the Annual Performance Appraisal for the Executive Director per **Organizational Standard 7.4**.....Elke Cumming, Board Chair

IX. Adjourn to Executive Session.....Elke Cumming, Board Chair

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.

X. Community Updates.....Board Members

XI. Confirm Next Meeting Date/Time: Tuesday, January 28, 2020 at 5:30 PM at 2000 Texas Ave.

XII. Adjournment