



Board of Directors Meeting Agenda October 30, 2023

The **October** Meeting of the Board of Directors of Project BRAVO, Inc. will be held Monday, October 30, 2023, at 5:30 PM MT at the Project BRAVO Central Center located at 2000 Texas Avenue, El Paso, TX 79901.

A copy of the agenda and board packet will be posted at www.projectbravo.org under the “Resources”/“Board of Directors” tabs. Members of the public may address the Board of Directors at the meeting by calling the Executive Assistant (915) 562-4100 ext. 114 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 if it is not on the agenda. Rather, at the Chairperson’s discretion, the item may be assigned to a committee for review.

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agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. Consent Agenda: *Fernando Escobedo, Board Chair*

- A. Review and approve the meeting minutes from September 26, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 1.3, 5.9, & 6.5**
 - 1. September 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. September 2023 Human Resources | Page _____
 - 3. September 2023 Strategic Plan | Page _____
 - 4. Customer Satisfaction Report | Page _____

V. Committee Reports

A. Executive Committee: *Laura Ponce, Executive Director*

Review the following reports:

- 1. Contract Activity Report | Page _____
- 2. Program Monitoring Report | Page _____
- 3. Board Roster Report, per **Organizational Standards 1.1, 5.1, 5.4, 5.5, 5.6, & 5.7** | Page _____
- 4. Organizational Standards Report | Page _____
- 5. Executive Director Report



B. Finance Committee

1. Review and Approve the August and September 2023 Finance Reports, per **Organizational Standard 8.7:** Alberto Mesta, Jr. | Page_____

VI. New Business

- A. Call for Volunteers to to Serve on the Nominating Committee to Determine the 2024 Slate of Officers: Fernando Escobedo, Board Chair
- B. Review and Approve Resolution Requesting an Extension for the 2023 CSBG Contract: Laura Ponce, Executive Director | Page _____
- C. Review and Ratify the Line of Credit Agreement with First American Bank: Laura Ponce, Executive Director | Page _____
- D. Review and Approve “Second Amendment to Lease Agreement” with HOME (Housing Authority of the City of El Paso) for 8909 Old County Road: Laura Ponce, Executive Director | Page_____
- E. Review the “El Paso Community Action Program Project BRAVO Code of Conduct Policy”per **Organizational Standard 5.6:** Laura Ponce, Executive Director | Page_____
- F. Report Presentation on Organization-wide, Comprehensive Risk Assessment, per **Organizational Standard 4.6,** Laura Ponce, Executive Director | Page_____

VII. Old Business

- A. Follow-up on the Project BRAVO Bylaws “Article XI Meetings, Section 16, Action by Telephone” and Distribution of Final Copy of the Recently Updated Bylaws to the Board of Directors: Laura Ponce, Executive Director | Page_____
- B. Update on the 2022 Fiscal Audit and Form 990, per **Organizational Standard 8.1:** Laura Ponce, Executive Director

VIII. Adjourn to Executive Session: *Fernando Escobedo, 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 a closed meeting, then the Board may take action or vote on a matter posted for closed meeting when it reconvenes in open session.

IX. Community Updates: *Board Members*

X. Confirm Next Meeting Date/Time:

Special Meeting Tuesday, November 14, 2023, at _____
Annual Meeting Tuesday, December 5, 2023, at 5:30 PM

XI. Adjournment