



March Board of Directors Board Meeting Minutes

Tuesday, March 26, 2024 at 5:30 PM

at 2000 Texas, El Paso, TX 79901

| Public | P/A/PY | Low Income Rep. | P/A/PY | Private | P/A/PY |
|--------------------------|--------|-------------------|--------|------------------------|--------|
| Christina Sanchez | P | Vacant | | Fernando Escobedo, Jr. | P |
| Judge Nina Serna | PY | Sylvia Carreon | P | Alberto Mesta, Jr. | P |
| Commissioner David Stout | P | Laurencio Bosquez | A | Loren Cartagena | P |
| Senator César Blanco | PY | Luis Perez | P | Fred Perea | A |

P=In Person, A=Absent, PY=Proxy

STAFF

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| Laura Ponce, Executive Director (Virtual) | Jessie Vasquez, Housing Programs Manager |
| Andrea Cortez, Exec. Assistant & Outreach Coord. | Mike Martinez, Weatherization Manager |
| Ema Marciscano, Community Services Manager | Kristy Gamble, Wipfli (Virtual) |

GUESTS

Lina Mendez, Office of Senator Blanco Paulina Tamayo, Office of Commissioner Stout Luz Vargas, Office of Judge Serna

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Luis Perez, Board Chair.
- II. **Certification of Quorum** – Quorum was certified by Andrea Cortez, Executive Assistant & Outreach Coordinator.
- III. **Public Comment** – There was no public comment.
- IV. **Consent Agenda:**
 - A. **A motion was made by Fernando Escobedo to approve the Consent Agenda which consisted of the following: February 27, 2024 Board Minutes, February 2024 Community Services, Weatherization & HVAC, and Housing Services Reports, and the February 2024 Human Resources 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 Open Application Period ran from March 18 to March 19. The process closed when the cap of 900 applications were received. These applications will be scheduled and processed in April. The next Open Application Period is scheduled for April 15 in which 900 applications will be received to be scheduled and processed in May. Ms. Ponce announced that Project BRAVO is in the planning stages for a procurement for a permanent Accounting Firm. Hiring Wipfli was considered an emergency solution. The current plan is to complete the fiscal audit from April through June, complete the Form 990 by June or

July, post the RFP in June and have the approved vendor start in late July or early August. Ms. Ponce announced that notices for the Request for Proposals for Case Management Software have been posted by the El Paso Times and on Project BRAVO's website and interested vendor list. Ten Letters of Interest were received within the first two days of posting. **No action was taken.**

- B. Financial Committee: Review and accept the February 2024 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Thursday, March 21 to review the February 2024 Finance Reports. **A motion was made by Fernando Escobedo to accept the February 2024 Finance Reports. Sylvia Carreon seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Update on the Community Assessment and Strategic Plan Process:** Ms. Ponce stated that the Community Assessment process with Measurement Resources has begun. Community and board meetings will be scheduled and board members will be contacted to participate. **No action was taken.**
- B. Review and Acknowledge Receipt of the El Paso Community Action Program – Project BRAVO, Inc. Code of Conduct Policy, per Organizational Standard 5.6:** Ms. Ponce presented the El Paso Community Action Program – Project BRAVO, Inc. Code of Conduct Policy and asked Board Members to submit signed receipts acknowledging receiving the policy. Board members must review and submit their acknowledgement every two years in order to comply with Organizational Standards. **No action was taken.**

VII. Old Business:

- A. Review and Ratify the Line of Credit Extension with First American Bank:** Ms. Ponce announced that the final agreement for the Line of Credit Extension with First American Bank was approved prior to the last Board of Directors meeting. Due to the documents being delivered after the packet was finalized, the agreement could not be reviewed and ratified until the March 2024 meeting. **A motion was made by Fernando Escobedo to Ratify the Line of Credit Extension with First American Bank. Christina Sanchez seconded the motion. The motion passed unanimously.**
- B. Update on the Northeast Low-Income Representative Election:** Ms. Ponce presented the final timeline for the current Low-Income Representative Elections. Public notices calling for candidates have been posted by KVIA, the El Paso Times, and Project BRAVO's website, social media pages, and contact list. One candidate has submitted their Letter of Intent. Interested members have until April 17 to submit a Letter of Intent. Elections will be May 9th and anyone residing in the Northeast is welcome to request a ballot and vote for the elections. **No action was taken**
- C. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per Organizational Standard 7.4:** Ms. Ponce stated that the Board Chair will reach out to board members individually to receive feedback on the Executive Director's performance in 2023. Process has been delayed by items such as the budget and related items. The evaluation is not due until Organizational Standards are required in October. **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. Ponce congratulated Christina Sanchez for winning her primary race for El Paso's next county attorney. Ms. Sanchez thanked those congratulating her but emphasized low voter turnout and urged people to vote in the May runoff elections and the November elections. Sylvia Carreon mentioned an issue the Mission

Valley is having with the proposed construction of a cement plant in the area that will affect the health and environment in the neighboring community. The concerns and opposing views will be taken to the City Council. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, April 30, 2024, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.
- XI. Adjournment:** Christina Sanchez made a motion to adjourn the meeting. Commissioner Stout seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:00 PM.