



Board of Directors Meeting Agenda January 31, 2023

The January Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, January 31, 2023, at 5:30 PM 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agenda shall be acted upon by one vote without separate discussion, unless a board member requests that an item be withdrawn for individual consideration. Any board member can request an item be withdrawn for individual consideration.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 December 6, 2022 per **Organizational Standards 5.5, 5.9, & 8.7** | Page_____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. November & December 2022 Community Services, Weatherization & HVAC, and Housing Services | Page_____
 - 2. November & December 2022 Human Resources | Page_____
 - 3. November & December 2022 Strategic Plan | 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 Accept the November & December 2022 Finance Reports, per **Organizational Standard 8.7:**
Fernando Escobedo | No Reports

VI. New Business

- A. Resolution to Authorize the Executive Director to Sign Contracts and Agreements on Behalf of Project BRAVO for Fiscal Year 2023: *Laura Ponce, Executive Director* | Page_____
- B. Discuss and Approve Second Term Appointments for Private Sector Representatives Alberto Mesta, Loren Cartagena, and Fred Perea: *Laura Ponce, Executive Director*
- C. Affirm the Approval of the Letter of Engagement with Wipfli for Accounting Services: *Laura Ponce, Executive Director* | Page_____
- D. Presentation of the 2023 Meeting Calendar: *Laura Ponce, Executive Director* | Page_____
- E. Approve Contractor for Facility Cleaning Services and Authorize the Executive Director to Negotiate the Final Contract: *Laura Ponce, Executive Director* | Page_____
- F. Approve Contractor for Audit Services and Authorize the Executive Director to Negotiate the Final Contract: *Laura Ponce, Executive Director* | Page_____

VII. Old Business

- A. Update on Amistad Homeowner Utility Assistance Project: *Laura Ponce, Executive Director*
- B. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4:** *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:** Tuesday, February 28, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda March 14, 2023

The March Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, March 14, 2023, at 5:30 PM 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.

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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 January 31, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. January & February 2022 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. January & February 2022 Human Resources | Page _____
 - 3. January & February 2022 Strategic Plan | Page _____

V. Committee Reports

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

Review the following:

- 1. Executive Director Report

B. Finance Committee

- 1. Review and Accept the November & December 2022 Finance Reports, per **Organizational Standard 8.7:** Alberto Mesta, Jr. | Page _____



VI. New Business

- A. Review and Approve the 2023 Project BRAVO Operating Budget per **Organizational Standard 8.9**: *Laura Ponce, Executive Director* | Attachment

VII. Old Business

- A. Update on the Conclusion of the Amistad Homeowner Utility Assistance Project: *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:** Tuesday, March 28, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda March 28, 2023

The March Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, March 28, 2023, at 5:30 PM 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.

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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 March 14, 2023 per **Organizational Standards 5.5, 5.9, & 8.7**
| 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 Accept the January 2023 Finance Reports, per **Organizational Standard 8.7:** Alberto Mesta, Jr. | Page_____



VI. New Business

- A. Review and Approve a Resolution Authorizing the Grant Application, Acceptance, and Execution for the Hueco Tanks Colonia Solar Hydropanel Healthy Drinking Water Project: *Laura Ponce, Executive Director* | Page_____
- B. Review and Approve Compensation for the Executive Director, per **Organizational Standard 7.5**: *Fernando Escobedo, Board Chair* | Handout
- C. Discuss and Approve Christina Sanchez as the Fifth Member of the Executive Committee per Project BRAVO Bylaws: *Laura Ponce, Executive Director*

VII. Old Business

- A. Discuss Process for the 2022 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *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: Monday, April 24, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda April 24, 2023

The March Meeting of the Board of Directors of Project BRAVO, Inc. will be held Monday, April 24, 2023, at 5:30 PM 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.

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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 March 28, 2023 per **Organizational Standards 5.5, 5.9, & 8.7**
| Page _____
- B. Review and approve the following program reports, per Organizational Standard 5.9, & 6.5
 - 1. March 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. March 2023 Human Resources | Page _____
 - 3. March 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 Accept the March & February 2023 Finance Reports, per **Organizational Standard 8.7:**
Alberto Mesta, Jr. | Page_____

VI. New Business

- A. Update on Bipartisan Infrastructure Law Weatherization Assistance Program : *Laura Ponce, Executive Director*

VII. Old Business

- A. None.

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:** Tuesday, May 30, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda June 27, 2023

The June Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, June 27, 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.

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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 April 24, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. April & May 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. April & May 2023 Human Resources | Page _____
 - 3. April & May 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 Accept the February, March, April & May 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page_____

VI. New Business

- A. Update on the 2022 Fiscal Audit and Filing of 2021 Form 990, per **Organizational Standards 8.1 & 8.6**: *Laura Ponce, Executive Director*
- B. Approve Laura Ponce as the Primary Signatory as President for El Paso Community Action Program Project BRAVO, Inc. for the J.P. Morgan Chase Bank Account : *Laura Ponce, Executive Director*
- C. Reaffirm Laura Ponce, Executive Director and Approve the Addition of Ema Marciscano, Community Services Manager, and Mike Martinez, Weatherization & Maintenance Manager, as Signatories to the First American Bank Account with Authority to Sign Checks : *Laura Ponce, Executive Director*
- D. Request Volunteers from the Board to serve as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc. : *Laura Ponce, Executive Director*
- E. Approve the Stated Board Members as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc. : *Laura Ponce, Executive Director*

VII. Old Business

- A. None.

VIII. Adjourn to Executive Session: *Fernando Escobedo, Board Chair*

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IX. Community Updates: *Board Members*

- X. **Confirm Next Meeting Date/Time:** Tuesday, July 25, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda July 25, 2023

The June Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, July 25, 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.

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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 June 27, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. June 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. June 2023 Human Resources | Page _____
 - 3. June 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 Accept the April, May & June 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page_____

VI. New Business

- A. Review and Approve Contract Amendment No. 1 for the HVAC/Heating and Cooling Service Agreement with High Ridge Construction, Inc.: Laura Ponce | Page_____
- B. Review and Approve Contract Amendment No. 1 for the Weatherization Service Agreement with High Ridge Construction, Inc.: Laura Ponce | Page_____
- C. Call for Volunteers to Serve on the Fundraising Ad Hoc Committee: *Laura Ponce, Executive Director*

VII. Old Business

- A. Update on the 2022 Fiscal Audit and Filing of 2022 Form 990, per **Organizational Standards 8.1**: Laura Ponce, Executive Director

VIII. Adjourn to Executive Session: *Fernando Escobedo, Board Chair*

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IX. Community Updates: *Board Members*

- X. Confirm Next Meeting Date/Time:** Tuesday, August 29, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda August 29, 2023

The August Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, August 29, 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.

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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 July 25, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page_____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. July 2023 Community Services, Weatherization & HVAC, and Housing Services | Page_____
 - 2. July 2023 Human Resources | Page_____
 - 3. July 2023 Strategic Plan | 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 July 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page_____

VI. New Business

- A. Review and Approve the “Texas Department of Housing and Community Affairs Community Services Block Grant Proposed Budget, Program Year 2024”: Laura Ponce | Page_____
- B. Review and Approve the Community Services Block Grant Community Action Plan, Program Year 2024 per **Organizational Standards 2.1, 4.2, 4.3 & 4.4**: Laura Ponce | Page_____
- C. Review and Approve the “El Paso Community Action Program Project BRAVO Employee Handbook, Revised August 24, 2023”, per **Organizational Standards 7.1, 7.6 & 7.7**: Laura Ponce | Separate Attachment

VII. Old Business

- A. Update on the 2022 Fiscal Audit, 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:** Tuesday, September 26, 2023, at 5:30 PM

XI. Adjournment



Board of Directors Meeting Agenda September 26, 2023

The August Meeting of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, September 26, 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.

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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 August 29, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9, & 6.5**
 - 1. August 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. August 2023 Human Resources | Page _____
 - 3. August 2023 Strategic Plan | 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 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page _____

VI. New Business

- A. Discussion and Acceptance of The Frugal CFO, LLC as a Private Sector Board Seat and Fernando Escobedo, Jr. as the Designated Board Member: Laura Ponce | Page _____
- B. Review and Approve Proposed Bylaws Changes as Recommended by the Staff and Project BRAVO Attorney, per **Organizational Standard 5.3**: Laura Ponce | Page _____
- C. Present the Project BRAVO 2022 Annual Report, per **Organizational Standard 2.3**: Laura Ponce | Page _____
- D. Discussion on Board Governance & Responsibilities Training, per **Organizational Standard 5.8**: Laura Ponce | Page _____
- E. Discussion on El Paso Giving Day Efforts: Andrea Cortez, | Page _____

VII. Old Business

- A. 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:** Monday, October 30, 2023, at 5:30 PM

XI. Adjournment



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.

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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



Board of Directors Special Meeting Agenda November 14, 2023

The **Special Meeting** of the Board of Directors of Project BRAVO. will be held Tuesday, November 14, 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.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. New Business

A. None

V. Old Business

A. Review and Approve the Fiscal Year 2022 Form 990, **per Organizational Standard 8.6**: Laura Ponce, Executive Director | Page_____

VI. 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.

VII. Community Updates: *Board Members*

VIII. Confirm Next Meeting Date/Time:

Annual Meeting Tuesday, December 5, 2023, at 5:30 PM

IX. Adjournment



Board of Directors Annual Meeting Agenda December 5, 2023

The **2023 Annual Meeting** of the Board of Directors of Project BRAVO, Inc. will be held Tuesday, December 5, 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 October 30, 2023 and November 14, 2023 per **Organizational Standards 5.5, 5.9, & 8.7** | Page _____
- B. Review and approve the following program reports, per **Organizational Standard 5.9 & 6.5**
 - 1. October 2023 Community Services, Weatherization & HVAC, and Housing Services | Page _____
 - 2. October 2023 Human Resources | Page _____
 - 3. October 2023 Strategic Plan | 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 October 2023 Finance Reports, per **Organizational Standard 8.7**: Alberto Mesta, Jr. | Page _____

VI. New Business

- A. Presentation of the Nominating Committee 2024 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: *Laura Ponce, Executive Director*
- B. Officer elections, counting of the ballots, review of election results, and approval of election results for 2023 officers for the Project BRAVO Board of Directors: *Laura Ponce, Executive Director*
- C. Call for volunteers to serve on the Finance, Fundraising, and Code of Conduct Committees for 2024: *Laura Ponce, Executive Director*
- D. Discuss Process for the 2023 Performance Evaluation of the Project BRAVO Executive Director per **Organizational Standard 7.4**: *Laura Ponce, Executive Director* | Page _____
- E. Review and Approve the Resolution to Adopt the Project BRAVO Medical Cafeteria Plan & Plan Documents: *Laura Ponce, Executive Director* | Page _____, Plan Documents Attached Separately
- F. Review and Approve the Resolution to Adopt the Project BRAVO Cafeteria Plan for Other Benefits & Plan Documents for Other Benefits: *Laura Ponce, Executive Director* | Page _____, Plan Documents Attached Separately
- G. Accept the Resignation of Marla Jo St. Leon, Board Secretary and Low-income Representative for the Northeast: *Fernando Escobedo, Board Chair* | Page _____
- H. Discuss and take possible action regarding *Sandra Trejo v. El Paso County Community Action Program Project Bravo*, in the 243rd Judicial District Court, Cause No. 2023-DCV-0501: Rosemary Marin, Attorney, ScottHulse PC

VII. Old Business

- A. 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:** Monday, January 29, 2024, at 5:30 PM

XI. **Adjournment**