



February Board of Directors Board Meeting Minutes

Tuesday, February 27, 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	A	Vacant		Fernando Escobedo, Jr.	P
Judge Nina Serna	A	Sylvia Carreon	A	Alberto Mesta, Jr.	P
Commissioner David Stout	PY	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	PY	Luis Perez	A	Fred Perea	P

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

STAFF

Laura Ponce, Executive Director (Virtual)	Jessie Vasquez, Housing Programs Manager
Andrea Cortez, Exec. Assistant & Outreach Coord.	Martha Hernandez, HR Specialist
Ema Marciscano, Community Services Manager	Cheryl Dunn Donley, Wipfli (Virtual)

GUESTS

Arely Villalobos, Office of Senator Blanco

Paulina Tamayo, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:29 PM by Alberto Mesta, Vice 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 Fred Perea to approve the Consent Agenda which consisted of the following: December 05, 2024 Board Minutes, January 2024 Community Services, Weatherization & HVAC, and Housing Services Reports, and the January 2024 Human Resources Report. The motion was seconded by Senator Blanco. 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 that the next Open Application Period will begin on March 18. Ms. Ponce announced that to balance the limited funds and high demand for utility assistance, Project BRAVO has had to limit the number of payments and credits per household. Ms. Ponce announced that she has given San Elizario ISD a notice on the center closure and worked amicably to ensure any Project BRAVO property and staff can be relocated accordingly by the end of March. Ms. Ponce informed the board about the Reduction In Force Process and that it should be completed by March 21. **No action was taken.**

- B. Financial Committee: Review and accept the December 2023 and January 2024 Finance Reports:** Fernando Escobedo announced that the Finance Committee met on Friday, February 23 to review the December 2023 and January 2024 Finance Reports. **A motion was made by Fernando Escobedo to accept the December 2023 and January 2024 Finance Reports. Laurencio Bosquez seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Review and Approve Resolution for Acceptance of the 2024 CSBG Contract:** Ms. Ponce presented the resolution accepting the 2024 CSBG contract. **A motion was made by Senator Blanco to Approve Resolution for Acceptance of the 2024 CSBG Contract. The motion was seconded by Laurencio Bosquez. The motion passed unanimously.**
- B. Approve Vendor for Community Assessment & Strategic Plan Consultative Services and Authorize the Executive Director to Negotiate the Final Contract:** Ms. Ponce explained the process to procure the Community Assessment & Strategic Plan Consultative Services vendor. Management Resources Company received the highest evaluation scores, making them the recommended vendor for the procurement by the Review Committee. **A motion was made by Senator Blanco to Approve Management Resources Company as the Vendor for Community Assessment & Strategic Plan Consultative Services and Authorize the Executive Director to Negotiate the Final Contract. The motion was seconded by Fred Perea. The motion passed unanimously.**
- C. Review and Approve the 2024 Project BRAVO Operating Budget per Organizational Standard 8.9:** Ms. Ponce presented the 2024 Project BRAVO Salaries & Operations Budget to the board. Ms. Ponce reported that the 2024 Project BRAVO Salaries & Operations Budget was prepared according to the reduction in CEAP funding and was thoroughly reviewed and approved for presentation to the Board by the Finance Committee. Ms. Ponce answered questions provided from the board. **A motion was made by Fernando Escobedo to Approve the 2024 Project BRAVO Operating Budget per Organizational Standard 8.9. Senator Blanco seconded the motion. The motion passed unanimously.**
- D. Review and Approve Amendment to 403(b) Plan Document:** Ms. Ponce presented an amendment to the 403(b) Plan Document that states employees can only take out one (1) 403(b) loan at a time. This will allow Project BRAVO to reduce Project BRAVO's administrative costs of processing and overseeing the loans. **A motion was made by Fernando Escobedo to Approve Amendment to 403(b) Plan Document. Fred Perea seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. Review and Approve the Amended 2022 Form 990 for Project BRAVO per Organizational Standard 8.6:** Ms. Ponce presented the amended 2022 Form 990. Cheryl Dunn Donley explained the changes between the original and amended 2022 Form 990. The changes were needed since the 2022 Fiscal Audit was not completed until after the original 2022 Form 990 was submitted to the IRS. **A motion was made by Fernando Escobedo to Approve the Amended 2022 Form 990 for Project BRAVO. Senator Blanco seconded the motion. The motion passed unanimously.**
- B. Update on 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 delivered after the packet was finalized. The agreement will be presented in the March meeting for board ratification. **No action 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. **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:** Alberto Mesta announced TRLA's Legal Clinic offering nonprofit compliance advice for individuals seeking to start their own non profit organization. Commissioner Stout spoke on El Paso County's plan to ask voters to approve a \$500 million bond. Commissioner Stout spoke about the County's process for requesting input from the public on how the bond funds may be spent if approved. Senator Blanco shared details on a pro-bono citizenship workshop hosted by his office. Individuals could set an appointment by contacting the Senator's office. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, March 26, 2024, at 5:30 PM at Project BRAVO's administrative offices at 2000 Texas Ave.

- XI. Adjournment:** Fernando Escobedo made a motion to adjourn the meeting. Senator Blanco seconded the motion. **The motion passed unanimously and the meeting was adjourned at 6:36 PM.**