



Board of Directors Board Meeting Minutes

Tuesday, June 27, 2023 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	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	PY	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Luis Perez	P	Fred Perea	P

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

STAFF

Laura Ponce, Executive Director	Martha Hernandez, Human Resources Specialist
Andrea Cortez, Exec. Assistant & Outreach Coord.	Ema Marciscano, Community Services Manager

GUESTS

Arely Villalobos, Office of Senator Blanco
Lucy Vargas, Office of Commissioner Stout

Cynthia Renteria, Office of Commissioner Stout

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:31 PM by Fernando Escobedo.
- 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 Sylvia Carreon to approve the Consent Agenda which consisted of the following: April 24, 2023 Board Minutes, April & May 2023 Community Services, Weatherization & HVAC, and Housing Services Reports, April & May 2023 Human Resources Report, the April & May 2023 Strategic Plan Report, and the January - March 2023 Customer Satisfaction 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 Project BRAVO has been accepting applications for Utility Assistance, HVAC repair and Weatherization since June 1. There was a cap of 300 online applications, but paper applications continue to be accepted. Ms. Ponce announced phase two of the partnership with Wipfli that will cover the formation of a Policies and Procedures handbook to serve as a guide for current and future staff. Ms. Ponce announced that three Project BRAVO staff members have received their Certified Community Action Professional (CCAP) Program Credentials. The CCAP credential recognizes individuals who have demonstrated knowledge and application of the core competencies required to effectively carry out the

vision, mission, purpose, and values of the Community Action movement. In order to receive the credentials, the individuals had to undertake hours of studying, creating a portfolio, and passing an intensive test, among other duties. The credential is widely respected in Community Action due to the purpose of the program, which includes guidance for individuals towards effective leadership within Community Action plus the recognition and elevation of the professional status of those that earn the CCAP credential. **No action was taken.**

- B. Financial Committee: Review and accept the February, March, April & May 2023 Finance Reports:** Mr. Mesta announced that the Finance Committee met on Wednesday, June 21 to review the February, March, April & May 2023 Finance Reports as the February and March detailed reports had not been reviewed by the committee. Mr. Escobedo noticed discrepancies in the reports and requested clarification at the Finance Committee meeting. The discrepancies were investigated and human error was determined to be the cause. The Finance Committee requested that the February and March 2023 reports be corrected and resubmitted for board approval. The Finance Committee asked that the April and May 2023 reports be tabled. The Finance Committee also provided information of discussion that occurred during the finance committee regarding the process and timing for reimbursements by TDHCA for reimbursements and payments. **A motion was made by Christina Sanchez to accept the corrected February & March 2023 Finance Reports and table the April & May 2023 Finance Reports. Commissioner Stout seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Update on the 2022 Fiscal Audit and Filing of 2022 Form 990, per Organizational Standards 8.1 & 8.6:** Ms. Ponce announced the beginning of the 2022 Fiscal Audit with firm Strickler & Prieto. Ms. Ponce also announced the approval of an extension on the filing of the 2022 Form 990, an extension that is requested annually. **No action was taken.**
- 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:** Ms. Ponce reported an outdated signatory form for the J.P. Morgan Chase Bank Account that requires action by the board to name Ms. Ponce as President of Project BRAVO so that the forms can be updated. **Marla Jo St. Leon made a motion to Approve Laura Ponce as the Primary Signatory and President for El Paso Community Action Program Project BRAVO, Inc. for the J.P. Morgan Chase Bank Account. Christina Sanchez seconded the motion. The motion passed unanimously.**
- 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:** Ms. Ponce called on a motion to reapprove Project BRAVO staff members as signatories to the First American Bank Account. **Christina Sanchez made a motion to 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. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- 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.:** Ms. Ponce called on the board for volunteers to be signatories for the First American Bank Account and J.P. Morgan Chase Bank Account. Alberto Mesta, Sylvia Carreon, and Marla Jo St. Leon volunteered. **No action was taken.**

- 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.:** A motion was needed to approve Alberto Mesta, Sylvia Carreon, and Marla Jo St. Leon as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account. **Marla Jo St. Leon made a motion to approve Alberto Mesta, Sylvia Carreon and Marla Jo St. Leon as Signatories for the First American Bank Account and J.P. Morgan Chase Bank Account for El Paso Community Action Program Project BRAVO, Inc.. Fred Perea seconded the motion. The motion passed unanimously.**

VII. Old Business:

- A. None.**

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: No community updates. **No action was taken.**

- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 25, 2023, 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. Marla Jo St. Leon seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:05 PM.**