



Board of Directors Board Meeting Minutes

Tuesday, June 28, 2022 at 5:30 PM
at 304 Texas, El Paso, TX 79901

Public	P/A/PY	Low Income Rep.	P/A/PY	Private	P/A/PY
Christina Sanchez	A	Marla Jo St. Leon	P	Fernando Escobedo	P
Judge Nina Serna	A	Sylvia Carreon	P	Alberto Mesta	P
Commissioner David Stout	P	Laurencio Bosquez	P	Loren Cartagena	P
Senator César Blanco	P	Vacant		Fred Perea	P

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

STAFF

Laura Ponce, Executive Director	Martha Hernandez, HR Representative
Andrea Cortez, Exec. Assistant & Outreach Coord.	Mona Mangloña Jacobs, Chief Program Officer
Ema Marciscano, Community Services Manager	Mike Martinez, Weatherization Manager

GUESTS

Johnathan Cereceres, Office of Senator Blanco

PROCEEDINGS

- I. **Call to Order** – The meeting was called to order at 5:30 PM by Fred Perea.
- II. **Certification of Quorum** – Quorum was certified by Ms. Ponce, Executive Director.
- 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: May 26, 2022, January 25, 2022 and October 26, 2021 Board Minutes, May 2022 Community Services, Weatherization & HVAC, and Housing Services Reports, January, February, May 2022 Human Resources Report, and the May 2022 Strategic Plan 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 including the addition of the LIHWAP contract for water assistance, Program Monitoring Report, Board Roster Report, and Organizational Standards Report. Ms. Ponce gave her Executive Director’s Report. Ms. Ponce offered an update on management’s progress to update the Employee Handbook. Ms. Ponce updated the board on

the progress of the 2021 Fiscal Audit and that there are currently no concerns. Ms. Ponce announced the resignation of Chief Operations Officer Mona Jacobs, who accepted a job offer to be the Chief Program Officer with the Community and Economic Development Association of Cook County, Inc. in Chicago, Illinois. Ms. Jacobs' last day at Project BRAVO will be July 15. Ms. Ponce stated that the new role is still within the Community Action Network and looks forward to her continued success. The board congratulated Ms. Jacobs. **No action was taken.**

- B. Financial Committee: Review and accept the May 2022 Finance Report:** Mr. Mesta announced that the Finance committee met and reviewed the May 2022 financial reports in detail and made the recommendation to approve the report. **A motion was made by Alberto Mesta to accept the May 2022 Finance Reports, Commissioner Stout seconded the motion. The motion passed unanimously.**

VI. New Business:

- A. Accept the Resignation of Paulina Lopez, Board Secretary and Low-income Representative for the Westside:** Mr. Perea mentioned that with the resignation of the secretary, a call for interest to fill the secretary role for the remainder of 2022. Marla Jo St Leon volunteered to serve as secretary. **A motion was made by Fernando Escobedo to Accept the Resignation of Paulina Lopez, Board Secretary and Low-income Representative for the Westside. Laurencio Bosquez seconded the motion. The motion passed unanimously.**
- B. Call for volunteers to Serve on the Low Income Representative Elections Committee:** Ms. Ponce called on volunteers to serve on the Low Income Representative Elections Committee for the August elections. Volunteers can sign up any time after the meeting by contacting Ms. Ponce. **No action was taken.**
- C. Review and Approve a Change in the Mileage Rate to from 58.5 Cents per Mile to the IRS Mileage Rate for the Remainder of 2022 of 62.5 Cents per Mile, Effective July 1, 2022:** Ms. Jacobs informed the Board of the changes to the mileage reimbursement amount that was updated in the IRS guidelines for the remainder of 2022 and recommended the Board's approval to ensure compliance with the guidelines. **A motion was made by Laurencio Bosquez to Approve a Change in the Mileage Rate to from 58.5 Cents per Mile to the 2022 IRS Mileage Rate of 62.5 Cents per Mile. The motion was seconded by Marla Jo St. Leon. The motion passed unanimously.**
- D. Action to Remove Mona Jacobs, COO, from the Signature Card and Other Project BRAVO Financial Accounts on or After July 15, 2022:** Ms. Ponce called on action to remove Mona Jacobs from signature cards as a formality following her last day at Project BRAVO. **A motion was made by Fernando Escobedo to Remove Mona Jacobs, COO, from the Signature Card and Other Project BRAVO Financial Accounts on or After July 15, 2022. The motion was seconded by Loren Cartagena. The motion passed unanimously.**
- E. Update on Amistad Homeowner Utility Assistance Project:** Ms. Ponce announced to the board Project BRAVO's involvement in the Amistad Homeowner Utility Assistance Project to transfer clients that were ineligible for assistance from Amistad. Ms. Ponce answered questions from the Board and provided clarification on specific details of the project. **No action was taken.**

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:** Senator Blanco and Commissioner Stout County added to the discussion on the Amistad Homeowner Utility Assistance Project and provided potential alternative solutions to ensure as many affected households are assisted. Commissioner Stout announced a proposed \$400 million bond for the county hospital UMC. He provided details included in the bond and the legislative process, and urged community involvement. **No action was taken.**
- X. Confirm Next Meeting Date/Time:** The meeting was confirmed for Tuesday, July 26, 2022, with time and location To be Determined.
- XI. Adjournment:** Senator Blanco made a motion to adjourn the meeting. Sylvia Carreon seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:33 PM.