

Board of Directors Emergency Meeting Agenda

March 18, 2020, 12:00 PM

An emergency meeting of the Board of Directors of Project BRAVO, Inc. will be held Wednesday, March 18, 2020 at 12:00 PM, at Project BRAVO through a video and audio teleconference (instructed are listed below).

Per the Project BRAVO Board Bylaws an emergency meeting may be called when, "An emergency or an urgent public necessity exists only if immediate action is required because of: (1) an imminent threat to public health and safety; or (2) a reasonably unforeseeable situation. The emergency or urgent public necessity shall be clearly identified in the notice or supplemental notice. Tex. Gov't Code §551.045, as amended." The emergency meeting is being called to discuss matters related to the emergency declarations made by the Governor of Texas, Greg Abbott, and President of the United States, Donald J. Trump, on Friday, March 13, 2020, regarding the need to contain the outbreak of COVID-19.

Effective March 16, 2020, the Governor of Texas, Greg Abbot, has temporarily suspended a limited number of open meeting laws in response to the COVID-19 disaster. Please refer to the following link to get a full listing of the specific laws that are affected.

https://www.texasattorneygeneral.gov/sites/default/files/images/admin/2020/Press/Open%20Meeting%20Laws%20Subject%20to%20Temporary%20Suspension.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

In an effort to adhere to Center for Disease Control guidelines to limit social contact, Project BRAVO will be conducting the meeting through teleconference. Members of the public may join the meeting by emailing acortez@projectbravo.org to request an electronic invitation or call (541) 313-8634 PIN: 628-424-756#. A copy of the agenda and board packet will be posted at www.projectbravo.org under the "Resources"/"Board of Directors" tabs.

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.

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 1 hour 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. Rather, at the Chairperson's discretion, the item may be assigned to a committee for review.

I. Call to Order

II. Certification of Quorum

III. Public Comment

IV. New Business

- a. Discuss Potential Changes to Policies and Procedures to Minimize the Impact of the COVID-19 Outbreak on Project BRAVO Clients, Employees, and Other Stakeholders
- b. Review and Approve Board Resolution Regarding the Payment of Salaries and Fringe Benefits in the Event of an Epidemic, Pandemic, or Disaster.....Laura Ponce, Executive Director | Page 3

V. Old Business

- a. None

VI. Adjourn to Executive Session.....Gabriella Reed, 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 closed meeting, then the Board may take action, decision, 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: Tuesday, April 28, 2020 at 5:30 PM at 2000 Texas Ave.

IX. Adjournment

**BOARD RESOLUTION FOR THE
EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO, INC.
FLEXIBILITY OF SICK LEAVE, TELECOMMUTING, AND PAYMENT OF SALARIES AND FRINGE
BENEFITS IN THE EVENT OF AN EPIDEMIC, PANDEMIC, OR DISASTER**

At the Emergency Meeting of the Board of Directors of the El Paso Community Action Program, Project BRAVO, Inc. (Project BRAVO) on March 18, 2020, the following resolution was proposed and approved by the board.

WHEREAS Emergency Declarations were announced by the Governor of Texas, Greg Abbot, and the President of the United States of America, Donald J. Trump, on March 13, 2020;

WHEREAS the state and national Emergency Declarations were called in regards to the global outbreak of the coronavirus disease COVID-19;

WHEREAS guidance from the Centers for Disease Control (CDC) call for social distancing, telecommuting, flexible sick leave policies, paid sick leave, and other strategies to reduce contact between people who may be infected with COVID-19 and people who are not infected, thus reducing the rate of infection for the community;

WHEREAS guidance provided by the Office of Management and Budget on March 9, 2020, and the Texas Department of Housing and Community Services on March 13, 2020, call for board approved Personnel Policies or Fiscal Policies and Procedures to allow payment of salaries and fringe benefits once an employee has exhausted their annual/vacation and sick leave in the event of an epidemic, pandemic, or disaster;

WHEREAS current Personnel Policies and Fiscal Policies must be updated to allow flexibility of sick leave documentation requests, telecommuting, and payment of salaries and fringe benefits to employees who have exhausted their annual/vacation and sick leave in the event of an epidemic, pandemic, or disaster so that CDC and OMB guidelines may be followed by Project BRAVO;

The Board of Directors affirms the approval of this resolution and authorizes the Executive Director, Laura Ponce, to update the Personnel Policies and Fiscal Policies to allow for flexibility of sick leave documentation requests, telecommuting, and the payment of salaries and fringe benefits for employees who have exhausted their annual/vacation and sick leave in the event of an epidemic, pandemic, or disaster. The policies will be written and distributed to staff as soon as possible. The written policies will be presented and affirmed by the board at the next regularly scheduled board meeting.

Signed:

Gabriella Reed, Vice Chair or Presiding Officer