**COMMUNITY ACTION OF LARAMIE COUNTY, INC**

**Board of Directors MEETING MINUTES**

**July 21, 2022**

1. **Call to Order:**

Board Chair, Patrick Brady, called the meeting to order at 5:30 pm.

1. **Community Action Mission Statement:**

Community Action of Laramie County is a leader dedicated to reducing poverty in Laramie County by empowering people to achieve self-sufficiency through education, advocacy, intervention, and community partnerships.

1. **Roll Call:** Traci Kyser called the roll.

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| **Members Present**  Mr. Patrick Brady  Ms. Ellie Gardner  Ms. Jennifer Simpson  **Ms. Judy Collins (\*)**  Mr. Albert Rosario  Ms. Kat Jaber  Ms. Rachel Meeker  Mr. Trevor Smith  Ms. Catherine Young  Ms. Lois Prickett  VC Video Conference Attendance  \* Members Excused  \*\*Members Absent | **Staff Present**  Tim Ernst, Chief Executive Officer  CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board  Matthew Snyder, Crossroads Healthcare Clinic Program Director, and Chief Operating Officer  Traci Kyser, Executive Assistant & Farmer’s Market Manager, Assistant Secretary to the Board  Eric Walsh, SS Program Director  \*Staff Excused  Guest(s) present: Kristina Sarters, Kinship & James Fuller, VHS |

1. **Introductions:**

Jason Pearl introduced himself after re-joining the Board this month. Kristina, Kinship Program Manager, introduced herself and James Fuller, VA Case Manager introduced himself.

1. **Positive News:**

Eric Walsh shared a Project Hope success story.

1. **Correspondence:**

There was no correspondence.

1. **Consent Agenda:**
   1. Approval of Minutes
   2. Executive Director Report

Ms. Rachel Meeker made a motion to approve the Consent Agenda and Ms. Ellie Gardner seconded. The motion carried without dissent.

1. **Standing and Special Reports:**
2. **Executive Committee**
3. Election of Officers were held.
   * 1. Nomination for Board Chair: Ms. Kat Jaber made a motion to nominate Ms. Ellie Gardner for Board Chair. Mr. Trevor Smith seconded the motion. It carried without dissent.
     2. Nomination for Vice Chair: Ms. Ellie Gardner made a motion to nominate Ms. Kat Jaber as Vice Chair. Ms. Catherine Young seconded the motion. It carried without dissent.
     3. Nomination for Board Secretary: Ms. Kat Jaber made a motion to nominate Mr. Patrick Brady as Secretary. Ms. Ellie Gardner seconded the motion. It carried without dissent.
     4. Nomination for Treasurer: Ms. Kat Jaber made a motion to nominate Ms. Rachel Meeker as Board Treasurer. Ms. Catherine Young seconded the motion. It carried without dissent.
4. Board Orientation Poll was discussed. More information to follow at August Board Meeting.
5. **Finance Committee**
6. **June Financial Reports**

Ms. Catherine Young made a motion to approve the June Financial Reports. Ms. Ellie Gardner seconded the motion and it carried without dissent.

1. **June Credit Card Statements**

Ms. Kat Jaber made a motion to approve the June credit card statements. Ms. Ellie Gardner seconded the motion and it carried without dissent.

iii. A discussion was had on NetSuite being fully covered under the ARPA grant and the Go Live has had some expected hiccups and frustrations but will smooth out soon. Lunavi is no longer the IT support, and it has officially transitioned to TAGTechnologies and is going well.

**C. Self Sufficiency / Veteran’s Services Committee**

Mr. Eric Walsh shared with the Board the good news story on a young mother who has progressed through Project Hope and is now in school to be nurse on a scholarship.

1. **CSBG Monthly Report for June**

Ms. Catherine Young made a motion to approve the CSBG Report for June. Ms. Rachel Meeker seconded the motion and it carried without dissent.

1. **CSBG CARES Monthly Report for June**

Ms. Ellie Gardner made a motion to approve the CSBG CARES Monthly Report for June, Ms. Jennifer Simpson seconded. The motion carried without dissent.

1. **Crossroads Healthcare Committee**

1. **Patient Demographics Report for June**

Ms. Rachel Meeker made a motion to approve the Patient Demographics Report for June. Ms. Ellie Gardner seconded the motion and it carried without dissent.

1. **Quality Assurance Measures for June**

Ms. Rachel Meeker made a motion to approve the Quality Assurance Measures for June and Ms. Ellie Gardner seconded. The motion carried without dissent.

**iii. Confirm vote on changes to clinic hours**

* 1. **This was voted on in January and passed without dissent. Due to an oversight, the vote was not added to the January minutes. The confirmation of the vote in July session is to correct this error and ratify the changes of clinical hours.**

Ms. Rachel Meeker made a motion to approve the confirmation of the change in clinical hours and Ms. Kat Jaber seconded. Motion carried without dissent.

1. **Kinship Support Services Committee**

Ms. Rachel Meeker noted that Older Relative Caregiver participation has remained steady, and 2 families participated in the support group in June. The Summer Bash BBQ is planned for August, along with a back-to-school informative session as well as the support group.

A discussion was had regarding WyHS moving to a means tested program and the issues around that. WyHS has already lost participants due to this change. Mr. Tim Ernst informed the Board of the various legislative measures taking place and the budget cuts surrounding the program and the affect it is having statewide.

1. **Farmers Market Committee**
2. Sponsorships have reached $21,254 and has covered anticipated overhead costs.
3. The market has filled all the vendor slots
4. **Fundraising Committee**

i. Ms. Kat Jaber shared that she is working on a Glam Up & Give Back event, scheduled for November 5, 2022, from 6:00 – 9:00 pm at The Louise. The venue walk-through was successful. The catering bid has been obtained and will be discussed at the next committee meeting in August. The total number of attendees will be capped at 150 to allow room for various activities and will be open to anyone who purchases a ticket. The Summer fundraising event in 2023 has been passed to the fundraising committee.

1. **Old Business:**
   1. Attendance Policy
      1. The attendance policy is being modified to include an allowance of five (5) days of administrative time in the event of a COVID positive diagnosis from a doctor, healthcare center, or clinic. Once complete, it will go to the Policy committee for review
2. **New Business:**
   1. The 2022 Strategic Plan will be discussed monthly in the Board Meeting and input will be required by Program Directors and senior staff as necessary as to the standing of each item in the plan.
3. **Executive Session:**

Ms. Catherine Young made a motion to enter Executive Session at 6:38 pm and Ms. Ellie Gardner seconded the motion.

1. **For the good of the order:**
2. **Adjournment:**

Mr. Patrick Brady adjourned the meeting at 7:01 PM

Respectfully Submitted, Approved,

Traci Kyser Ms. Ellie Gardner

Executive Assistant Board Chair