



BOARD OF DIRECTORS MEETING MINUTES November 17, 2022

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:32 pm.

II. Community Action Mission Statement:

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

III. ROLL CALL:

A. Traci Kyser called the roll.

Members Present

Ms. Ellie Gardner
Ms. Kat Jaber
Ms. Rachel Meeker
Mr. Patrick Brady
Mr. Albert Rosario
Mr. Trevor Smith
Ms. Catherine Young (RA)
Ms. Lois Pricket
Ms. Olivia Samson
Ms. Amanda Newell (RA)
Mr. Jason Pearl

Staff Present

Tim Ernst, Chief Executive Officer
CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Traci Kyser, Executive Assistant, Farmer's Market Manager,
Assistant Secretary to the Board
Eric Walsh, SS/VA/Kinship Program Director
Eli Burgess, ERAP Team Lead

Guest(s) present: Scott Cheney (RA)

E = Excused Absence
RA = Remote Attendance
UE = Unexcused Absence

IV. Introductions:

A. No introductions.

- V. Positive News:
- A. Ms. Kat Jaber, Ms. Ellie Gardner and Mr. Patrick Brady shared their insights and take-aways from our gala event which was a huge success. Plans for next year will begin after the holidays.
- VI. Correspondence:
- A. Tim Ernst shared that he received a letter from the Office of Head Start regarding the audit. The letter did not require a response. Head Start will be a part of our 2022 audit covering three (3) months.
- VII. Consent Agenda:
- A. Chief Executive Officer Report for October - VOTE
- a) Mr. Patrick Brady made a motion to approve the Chief Executive Officer's Report for October, and Mr. Trevor Smith seconded. The motion carried without dissent.*
- B. Approval of Minutes for October - VOTE
- a) Mr. Patrick Brady made a motion to approve the minutes from October and Mr. Trevor Smith seconded. The motion carried without dissent.*
- VIII. Standing and Special Reports:
- A. Executive Committee
1. Updated organizational chart – VOTE
- a) This item has been tabled until January pending new hiring in December.*
2. Update on Blue Cross Blue Shield: DISCUSSION
- a) A brief discussion was provided by Mr. Timothy Ernst regarding the premium increase in the employee benefits through Blue Cross Blue Shield.*
- B. Finance Committee
1. October Financial Reports
- a) Mr. Jason Pearl made a motion to approve the October Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.*
- C. Self Sufficiency / Veteran's Services Committee
- No urgent business from the committee
1. CSBG Monthly Report for October
- a) This item was tabled until January.*

D. Crossroads Healthcare Committee

1. Patient Demographic Report for October - VOTE

a) *Ms. Kat Jaber made a motion to approve the patient demographic report for October. Mr. Patrick Brady seconded the motion. It carried without dissent.*

2. Quality Assurance Measures for October – VOTE

a) *Mr. Trevor Smith made a motion to approve the Quality Assurance Measures for October. Mr. Patrick Brady seconded the motion. The motion carried without dissent.*

E. Kinship Support Services Committee

No urgent updates from the committee

F. Farmers Market Committee

a) *After Action Meeting discussion has been tabled until January.*

G. Fundraising Committee

No updates from the committee

IX. Old Business:

X. New Business:

XI. Executive Session:

A. *Adjourned at 6:24*

XII. For the good of the order:

XIII. Adjournment:

A. *Miss Ellie Gardner adjourned the meeting at 6:24 PM*

Respectfully Submitted,

Approved,



Traci Kyser
Executive Assistant

Ms. Ellie Gardner
Board Chair