



COMMUNITY ACTION | OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES September 07, 2023, 17:30 hours Blue Federal Credit Union World Headquarters

I. Call to Order:

- a. Board Chair, Ellie Gardner, called the meeting to order at 5:31 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
 Mr. Patrick Brady
 Ms. Olivia Samson (E)
 Ms. Rachel Meeker
 Mr. Justin Irish
 Ms. Lois Prickett
 Ms. Amanda Newell (E)
 Mr. Jason Pearl
 Ms. MacKenzie Howard
 Mr. Sean Michaels

Staff Present

- Tim Ernst, Chief Executive Officer
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
- Dee Determann, Director of Human Resources
- Eric Walsh, Social Services Program Director
- Jennifer Quinlivan, Clinical Project Director
- Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
- Brent Dolence, Staff Contract Accountant

Guest(s) present:

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

IV. Introductions

- a. Jennifer Quinlivan introduced herself to the Board.

V. Positive News

- a. Crossroads Healthcare Clinic hosted their annual Homeless Clinic Outreach BBQ with great success. Many community members turned out for the event, and a full CALC staff.

VI. Crossroads Healthcare Clinic for the Homeless Board Agenda

Start: 1740: Ms. MacKenzie Howard provided a brief update on the program noting that there are 26 new clients, the mobile remains suspended due to staffing issues, the FCC/ACP Outreach position has been filled and the new Behavioral Health Clinician will start on the 25th of September. CRMC will be providing coverage for our Nurse Practitioner while she is out on medical leave. The Clinic has also received an additional COVID-19 Bridge Funding grant.

- a. UDS Reports - Vote
 - i. Mr. Patrick Brady made a motion to approve the UDS reports for July. Ms. Rachel Meeker seconded the motion. It carried without dissent.
- b. Ms. Jennifer Quinlivan as Clinical Project Director - Vote
 - i. Ms. Rachel Meeker made the motion to vote for Ms. Jennifer Quinlivan as the Clinical Project Director for the Crossroads Healthcare Clinic for the Homeless. Mr. Patrick Brady seconded the motion. It carried without dissent.
- c. Standing orders for R.N. - Acceptance
 - i. Mr. Patrick Brady made a motion to modify the verbiage stating accept and not approve the standing orders as written. Ms. Rachel Meeker seconded the motion to modify the verbiage. Mr. Patrick Brady made a motion to accept the amended verbiage. Ms. Rachel Meeker seconded the amended motion. It carried without dissent.
- d. Update on the Billing System - Discussion
 - i. Ms. CJ Luce provided a brief update on the status of the billing system. Ms. Carolyn Ernst is manually entering the information as it is not compatible with EPIC at this time. There are approximately 75 patients currently entered. Medicare/Medicaid is taking up to 90 days to process and EFT is set up. Additionally, TriCare, Blue Cross Blue Shield and Cigna are set up and ready.
- e. Update on HRSA Grant - Discussion
 - i. The HRSA Grant is nearing completion, due on 20-September-2023. There are 5 sections that the Board needs to review and vote to approve. This will be done via e-vote.

The Crossroads Healthcare Clinic Board ended at 18:08.

VII. CSBG Tripartite Board Agenda

Start 1808: Mr. Sean Michaels provided a brief update on the Social Services and Veteran Housing programs noting the statistics are stable across the board. Additionally, he mentioned the completion of the CSBG on-site audit. Mr. Timothy Ernst brought before the Board for discussion and vote a grant opportunity from CSBG in Platte County. A lengthy discussion was had on the grant including sub-recipients and flow of the grant, along with board participation and approvals. The contract will be sent to the Board for review with an e-vote pending.

- a. CSBG Monthly report for July 2023 – Vote
 - i. Mr. Patrick Brady made a motion to approve the CSBG Monthly report for July 2023. Mr. Jason Pearl seconded the motion. It passed without dissent.
- b. Social Services Committee Chair – Vote
 - i. Mr. Patrick Brady nominated Mr. Sean Michaels as Social Services Committee Chair. Mr. Jason Pearl seconded the motion. It carried without dissent.
- c. CSBG Audit Update – Discussion
 - i. Mr. Eric Walsh covered the audit with the Board along with the recommendations for including a selection policy and the wait list criteria for CSBG.

The CSBG Tripartite Board ended at 18:39.

VIII. General Board Agenda start 18:39

- a. Consent Agenda – Vote
 - i. Mr. Patrick Brady made a motion to approve the Consent agenda that includes the August 2023 Board Minutes and the August 2023 CEO Report. Ms. Rachel Meeker seconded the motion. It carried without dissent.

IX. Correspondence

- a. Mr. Timothy Ernst noted the CSBG official letter from the 2023 audit, previously discussed.

X. Committee Reports

- a. **Executive Committee**
 - i. Ms. Judy Moss, County Commissioner Appointee, has resigned from the Board.
 - ii. Ms. Ellie Gardner provided an update regarding the Kellogg Foundation and the status of the capital campaign.
 - iii. Ms. Ellie Gardner reminded each committee to report back to the whole Board and stressed the importance of the committees themselves. It was noted that if a member was unable to attend a committee meeting, to notify Mr. Tim Ernst, Ms. Ellie Gardner and the committee chair.
- b. **Finance Committee**
 - i. Finance Reports – Vote
 1. Mr. Patrick Brady voted to approve the July Finance Reports. Mr. Jason Pearl seconded the motion. It carried without dissent.
 - ii. Audit Update – 2022 audit is nearly completed, with many of the submissions being applied towards the 2023 audit as well.
 - iii. Ms. Rachel Meeker mentioned they are working on an investment policy.
 - iv. Budget to actual functionality in Netsuite will be live 9/8/23.

c. Kinship Support Services Committee

- i. Mr. Eric Walsh provided a brief update on the Social Services and Kinship Programs mentioning the progress the new employees are making. Christina is the new ACC for the WyHS Program, Jasmine is a new homemaker and Avery is settling in quickly to the ACC for the Title III-E Program. Mr. Tim Ernst mentioned that a board member will randomly pull charts to ensure compliance with the corrective action plan in place.
- ii. Kinship Committee Chair – Vote
 1. Mr. Patrick Brady made a motion to nominate Mr. Justin Irish as the Kinship Committee Chair. Ms. Rachel Meeker seconded the motion. It carried without dissent.

d. Farmer's Market Committee

- i. Ms. Ellie Gardner and Mr. Patrick Brady touched on the highlights of the market season thus far, noting that overall sales have surpassed any years prior, and we are already near the total profits made in 2022 at this year's halfway mark. It was also mentioned that Taylor, a self-sufficiency case manager, will be doing her internship at the market for the remainder of the season. Finally, the Board has made a decision to allow leashed, well-behaved dogs at the market citing no city or state ordinance prohibiting such as we are an open-air market.

e. Fundraising Committee

- i. Tickets for the gala are now live. The focus now needs to be on acquiring auction items for the silent auction.

XI. Strategic Planning Metrics Update

- a. All Q2 and Q3 goals are on track to be completed on time.

XII. Old Business: None

XIII. New Business: None

XIV. Executive Session

- a. Mr. Patrick Brady made a motion to enter into Executive Session at 19:33. Mr. Jason Pearl seconded the motion. It carried without dissent.
- b. A discussion was held regarding a new board member.
- c. A discussion was held regarding personnel.
- d. Mr. Jason Pearl made a motion to end Executive Session at 19:59. Ms. Rachel Meeker seconded the motion. It carried without dissent.
- e. Ms. Rachel Meeker made a motion to open the meeting at 19:59. Mr. Patrick Brady seconded the motion. It carried without dissent.

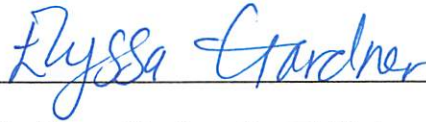
XV. For the Good of The Order: None

XVI. Adjournment of CALC Board Meeting

- a. Mr. Patrick Brady made a motion to adjourn the CALC Board meeting at 20:00. Mr. Justin Irish seconded the motion. It carried without dissent.



Traci Kyser, Executive Assistant, Assistant
Secretary to the Board of Directors



Ms. Elyssa Gardner, Board Chair