



COMMUNITY ACTION

OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES

January 4, 2024, 17:30 hours
1920 Evans Ave., Cheyenne WY 82001

I. Call to Order:

- a. Board Chair, Ellie Gardner, called the meeting to order at 17:42 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
Ms. Rachel Meeker
Mr. Justin Irish (E)
Ms. Lois Prickett
Ms. Amanda Newell
Mr. Jason Pearl
Ms. MacKenzie Howard
Mr. Sean Michaels
Ms. Liz Vigil
Mr. Malcolm Ervin, Ex Officio Member (RA)

Staff Present

- Tim Ernst, Chief Executive Officer
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board (RA)
- 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

Guest(s) present: none

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

IV. Introductions

- a. Ms. Liz Vigil introduced herself to the Board as our newest Board member.

V. Positive News

- a. Mr. Timothy Ernst shared positive news regarding the closing date of the new building. Ms. Ellie Gardner shared a positive story of community collaboration in helping a mother spend Christmas with her three children.

VI. Crossroads Healthcare Clinic for the Homeless Agenda

Start: 1750: Mr. Patrick Brady made a motion to enter the Crossroads Healthcare Clinic for the Homeless agenda. Mr. Jason Pearl seconded the motion. It carried without dissent. Ms. Lois Prickett provided an update stating that the clinic will review how to improve no shows (70) and decrease cancellations (45). Overall, there were 251 completed visits in December. Additionally, the 2024 HRSA grant has been accepted and 2 clarifications/questions were addressed. CALC will need to return approximately \$42,000 of the 2023 HRSA grant.

- a. UDS Reports – Vote
 - i. Mr. Patrick Brady made a motion to approve the UDS reports for December. Ms. Olivia Samson seconded. It carried without dissent.
- b. Update on Billing – Discussion
 - i. A discussion was had regarding billing with Ms. Jennifer Quinlivan stating that she is researching funding sources to hire a biller by the end of January. Additionally, the automation between Epic and Trizetto won't be completed until August of 2024.

Mr. Patrick Brady made a motion to end the Crossroads Healthcare Clinic for the Homeless agenda. Ms. Amanda Newell seconded the motion. **The Crossroads Healthcare Clinic for the Homeless Board ended 1800.**

VII. CSBG Tripartite Board

Start 1800: Mr. Patrick Brady made a motion to enter the CSBG Tripartite Board. Miss Amanda Newell seconded the motion. Mr. Sean Michaels provided an update on the social services programs noting that there are 20 active participants in Project Hope, the SRO's, Family Housing and the Veteran Housing are all full and the waitlist decreased from 25 to 10. 4 are on the waiting list for family housing. Mr. Malcolm Ervin mentioned that Platte County and Services for Seniors greatly enjoyed the holiday baskets that we given out stating it was a success.

- i. CSBG Monthly Reports – VOTE
 - 1. Mr. Sean Michaels made a motion to approve the UDS reports for November and December. Ms. Amanda Newell seconded the motion. It carried without dissent.

Mr. Patrick Brady made a motion to end the CSBG Tripartite Board. Ms. Olivia Samson seconded. It carried without dissent. The CSBG Tripartite Board ended at 1809.

VIII. General Board Agenda 1809

- a. **Consent Agenda**
 - i. Mr. Patrick Brady made a motion to move sub items b – f into the consent agenda for time and voted to approve the consent agenda. Ms. Amanda Newell seconded the motion. It carried without dissent.
- b. Issac Lloyd – application

- i. Mr. Patrick Brady made a motion to accept the application of Mr. Issac Lloyd pending the nomination/approval by the County Commissioners. Ms. Rachel Meeker seconded the motion. It carried without dissent.
- c. Creation of Executive Group on Boardable – Discussion: Access would be limited to Executive Team only; permission would be granted for members to review notes through the Board Chair. This would house the Executive Session minutes for audit purposes. This item was agreed upon.
- d. Logo Design – TABLED
- e. Committee Reminders: a reminder was given to delete old committee and meeting dates in personal calendars. All new meetings will end with 2024.

IX. Correspondence

- a. Letter from Department of Health RE: Audit not filed. Issue has been resolved.
- b. Email from ANB Bank RE: Closing Date on January 9th.

X. Committee Reports

a. Executive Committee

- i. Kellogg Final Report is on Boardable for review under Documents tab on left side. Discussion will be held next month on how to proceed.

b. Finance Committee

- i. Finance Reports – Vote
 1. Mr. Jason Pearl voted to approve the Finance Reports. Mr. Patrick Brady seconded the motion. It carried without dissent.
- ii. Audit update: the 2022 audit is near completion and 2023 will be completed by 31-March-2024.
- iii. Summary of Financial Activity: Brief discussion was had regarding a few costs of the building and the interest being gained at ANB vs. RBC.

c. Kinship Support Services Committee

- i. Mr. Patrick Brady provided a brief update noting that the site audit showed improvement and we are moving in the right direction. Mr. Eric Walsh mentioned December's support group shifted from a child focus to the ORC focus and was enjoyed by all. Adopt a Family was successful with 126 gifts to 21 kids, and 16 families. Mr. Timothy Ernst presented a change in Kinship, mentioning that in an effort to alleviate some of Eric's workload, Avery has been offered a Kinship Supervisor position. Avery would report to Eric but be responsible for the day-to-day activities and oversight of Kinship including WyHS.

d. Farmer's Market Committee

- i. 2024 Market Budget – Vote
 1. Mr. Sean Micheals made a motion to approve the 2024 Market Budget as presented. Mr. Patrick Brady seconded the motion. It carried without dissent.
- ii. Market Assistant – Discussion

1. A discussion was had regarding pay and compensation should it be an internal employee. Pros and cons were discussed. Ms. Dee Determann will draft a job description and research employee payment options for review at next meeting.
- iii. Sponsorships: Ms. Ellie Gardner noted that sponsorships will be critical this year without a gala. We already have 4 dedicated sponsors, but to start seeking sponsors now.

e. Fundraising Committee

- i. Dine to Donate at Texas Roadhouse, January 17 from 3 to 9pm. Board involvement will be needed.

f. Building Committee

- i. Signing date: Tuesday January 9 at 1000.
- ii. Mr. Patrick Brady and Mr. Timothy Ernst updated the Board on several aspects of the construction budget, the clinical concepts, move dates and areas in which costs may be cut. Once the final plan, permits and budget are in place, it will be brought before the board for a vote. Additionally, all utilities and insurance have been transferred and in place.

XI. Strategic Planning Metrics Update: None

XII. Old Business: None

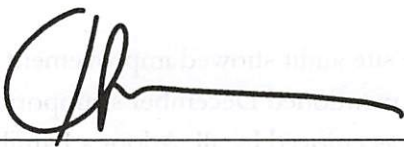
XIII. New Business: None

XIV. Executive Session: None

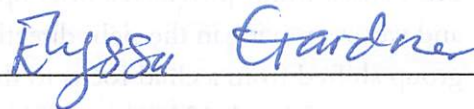
XV. For the Good of The Order: None

XVI. Adjournment of CALC Board Meeting

- a. Mr. Patrick Brady made a motion to adjourn the CALC Board meeting at 19:25. Ms. Olivia Samson seconded the motion. It carried without dissent.



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



Ms. Elyssa Gardner, Board Chair