



# COMMUNITY ACTION OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES February 1, 2024, 17:30 hours Blue Federal Credit Union World Headquarters

### I. Call to Order:

- a. Board Chair, Ellie Gardner, called the meeting to order at 17:31 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.

<u>Members Present</u>	<u>Staff Present</u>
Ms. Ellie Gardner	• Tim Ernst, Chief Executive Officer
Mr. Patrick Brady	• CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Ms. Olivia Samson	• Dee Determann, Director of Human Resources
Ms. Rachel Meeker	• Eric Walsh, Social Services Program Director
Mr. Justin Irish (E)	• Jennifer Quinlivan, Clinical Project Director
Ms. Lois Prickett	• Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
Ms. Amanda Newell (E)	
Mr. Jason Pearl (E)	
Ms. MacKenzie Howard	
Mr. Sean Michaels (RA)	
Ms. Liz Vigil	
Mr. Malcolm Ervin, Ex Officio Member (E)	
	<b>Guest(s) present:</b> Avery Deary, Kinship, Clarissa Walsh, Office Manager, Isaac Lloyd, tentative/pending Board Member
E = Excused Absence	
RA = Remote Attendance	
UE = Unexcused Absence	

#### IV. Introductions

- a. Mr. Isaac Llyod introduced himself to the Board. Ms. Clarissa Walsh introduced herself to the Board and Mr. Avery Deary introduced himself to the Board.

#### V. Positive News

- a. Mr. Avery Deary shared a Kinship Guardianship story of two brothers.

#### VI. CSBG Tripartite Board

**Start 1749:** Ms. Olivia Samson made a motion to enter the CSBG Tripartite Board. Mr. Patrick Brady seconded the motion. It carried without dissent. Mr. Sean Michaels provided an update on the social services programs noting that there are 24 active participants in Project Hope and will increase to 30 between the 2 case managers, the SRO's, Family Housing and the Veteran Housing are all full and the Veteran Housing has doubled their income since last year at this time. Mr. Micheals also noted that Mr. Ernst and Mr. Walsh will be traveling to Wheatland to complete a needs assessment in Platte County in March and mentioned the flooding that our Darnell residence experienced due to the broken city water main. The unit was checked by professionals and deemed safe to live in. We attempted to file a claim, but it is not a viable claim under our insurance. Estimated cost of damages is approximately \$18,000. The client is currently residing in the unit. Mr. Eric Walsh provided an update on CAP60, the reporting database, noting that the mapping is wrong, and he is working with the state to correct and simplify the reporting.

- i. CSBG Monthly Reports – **VOTE**

1. Ms. Rachel Meeker made a motion to approve the CSBG monthly reports for December. Mr. Patrick Brady seconded the motion. It carried without dissent.

- ii. CSBG Quarterly Reports – **VOTE**

1. Ms. Rachel Meeker made a motion to approve the CSBG Quarterly reports for CSBG. Mr. Patrick Brady seconded the motion. It carried without dissent.

- iii. ACP\_FCC Grant Update

1. Mr. Eric Walsh mentioned that the ACP grant has ended, and the outreach coordinator has been resigned from her position.

- iv. Conflict of Interest and By-Law Acknowledgment – **DISCUSSION**

1. Mr. Walsh explained the need for all board members to sign the Conflict of Interest Statement and the acknowledgment of the By-Laws. This will be done annually in January to stay current with CSBG reporting requirements.

Mr. Patrick Brady made a motion to end the CSBG Tripartite Board. Ms. Lois Prickett seconded. It carried without dissent. The CSBG Tripartite Board ended at 1810.

#### VII. Crossroads Healthcare Clinic for the Homeless Agenda

**Start: 1811:** Ms. Olivia Samson made a motion to enter the Crossroads Healthcare Clinic for the Homeless agenda. Ms. Rachel Meeker seconded the motion. It carried without dissent. Ms. Mackenzie Howard provided an update noting that the clinic had 220 appointments, 211 were established patients with 9 new patients. They have begun tracking cancellations and no shows in an effort to identify ways to reduce this number. CALC has received the 2024 HRSA award in the

amount of \$566,000. The Federal poverty guidelines have been updated and the sliding scale has been re-worked accordingly and is comparable to other clinics in the area. The mobile unit will be community resources for half a day, one time per week and in March will begin going back out to the rural county areas like Pine Bluffs, Carpenter, Burns and Hillsdale.

a. **Annual UDS Reports – VOTE**

i. Mr. Patrick Brady made a motion to approve the yearly UDS reports for 2023. Ms. Rachel Meeker seconded. It carried without dissent.

b. **Approval of RN Job Description – VOTE**

i. Ms. Rachel Meeker made a motion to approve the RN job description. Mr. Patrick Brady seconded the motion. It carried without dissent.

c. **Medication Policy – VOTE**

i. Ms. Olivia Samson made a motion to approve the Medication Policy. Ms. Rachel Meeker seconded the motion. It carried without dissent.

d. **Pyxis Access Policy – VOTE**

i. Mr. Patrick Brady made the motion to approve the Pyxis Access Policy. Ms. Olivia Samson seconded the motion. It carried without dissent.

e. **Update on Billing – Discussion**

i. A discussion was had regarding billing with Ms. Jennifer Quinlivan stating that in light of the budget restrictions they are facing, she and Clarissa will take over billing and work together to do it in-house. Clarissa has a certificate in Coding/Billing and EPIC personnel will train in house at the clinic. Mr. Patrick Brady asked for a cost analysis on this endeavor to which Ms. Jennifer Quinlivan replied that it should not exceed more than 1 day per week.

f. **Federal Poverty Guidelines – Discussion**

i. The guidelines did not change significantly. A brief discussion was had on how to handle clients who refuse to disclose income verification.

Mr. Patrick Brady made a motion to end the Crossroads Healthcare Clinic for the Homeless agenda. Ms. Olivia Samson seconded the motion. **The Crossroads Healthcare Clinic for the Homeless Board ended 1825.**

**VIII. General Board Agenda 1826:** Mr. Patrick Brady made a motion to enter into the General Board agenda. Ms. Olivia Samson seconded the motion, and it carried without dissent.

a. **Consent Agenda**

i. Ms. Olivia Samson made a motion to approve the Consent Agenda. Mr. Patrick Brady seconded the motion. It carried without dissent.

**IX. Correspondence**

a. Wyoming Dept. of Health provided us with a 30-day extension for the 2022 audit.

**X. Committee Reports**

a. **Executive Committee**

i. Architect verified move in date for 4/1/2024 for building 1 and 2.

ii. 1920 Evans Update – Moved to Executive Session

iii. All Staff Training on 3/1/24 with Healthworks and UC Health Team on Adapting to Change in the Workplace.

- b. **Finance Committee** Ms. Olivia Samson provided a brief update from the Finance Committee noting that the vacant land has a closing date scheduled and sale will be complete. She also mentioned we received a grant from the county to assist in renovation costs at the new property.
  - i. Finance Reports – Vote
    - 1. A vote did not take place as the board was not able to see the financial reports in Boardable and will be emailed to the board for review with the vote tabled until March board meeting.
  - ii. Audit update: the 2022 audit is pending certification and 2023 will be completed by 31-March-2024.
- c. **Kinship Support Services Committee**
  - i. Ms. Rachel Meeker provided a brief update noting that the site audit showed improvement and we are moving in the right direction. Mr. Avery Deary is in training for New Supervisor Training and Crucial Conversations. Mr. Deary has also been trained on NetSuite and is filling his new role with confidence and purpose. She mentioned United Methodist continues to offer additional services and extras to our ORC participants.
  - ii. Approval of KSS Department Manager Job Description – **VOTE**
    - 1. Mr. Patrick Brady made a motion to approve the KSS Department Manager job description. Ms. Rachel Meeker seconded the motion. It carried without dissent.
- d. **Farmer’s Market Committee**
  - i. Approval of CFM Assistant Job Description – **VOTE**
    - 1. Ms. Rachel Meeker made a motion to approve the CFM Assistant Job Description. Mr. Patrick Brady seconded the motion. It carried without dissent.
  - ii. Sponsorship Updates: Checks Ice, Cheyenne Radiology Group, Specialty Counseling
  - iii. Market Dates will be August 10 – October 12. Contract with CFD has been signed.
  - iv. Working with Platte Co., we will bus seniors from Wheatland down to the market and provide tokens for them to use 2 - 3 times this season.
- e. **Fundraising Committee**
  - i. Micro Monthly Fundraisers.
  - ii. Freddy’s Fundraiser on 2/27/24 from 5 to 9pm for 15% back

**XI. Strategic Planning Metrics Update:** All goals have been met except for three (3). The biggest accomplishment being the purchase of 1700 Westland Road.

**XII. Old Business:** None

**XIII. New Business:** None

**XIV. Executive Session:**

- a. Mr. Patrick Brady made a motion to enter into Executive Session at 1858. Ms. Olivia Samson seconded the motion. It carried without dissent.
- b. Mr. Patrick Brady motioned item 3. Ms. Olivia Samson seconded. It carried without dissent.
- c. Mr. Patrick Brady made a motion to exit Executive Session at 1944 and open the meeting. Ms. Olivia Samson seconded the motion. It carried without dissent

**XV. For the Good of The Order: None**

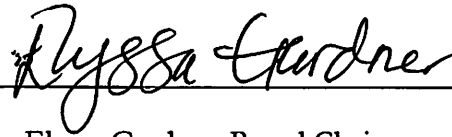
**XVI. Adjournment of CALC Board Meeting**

- a. Ms. Rachel Meeker made a motion to adjourn the CALC Board meeting at 19:45. Ms. Olivia Samson seconded the motion. It carried without dissent.



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



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Ms. Elyssa Gardner, Board Chair