



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES March 7, 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 17:38 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  
Ms. Lois Prickett  
Ms. Amanda Newell (E)  
Mr. Jason Pearl  
Ms. MacKenzie Howard (E)  
Mr. Sean Michaels  
Ms. Liz Vigil  
Mr. Malcolm Ervin, Ex Officio Member (E)

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

#### 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

**Guest(s) present:** Taylor Ferguson, Project Hope Case Manager; Eli Burgess, Veteran Housing Case Manager; Ashlie Vassar, Project Hope Case Manager

#### IV. Introductions

- a. Mr. Eli Burgess, Ms. Ashlie Vassar and Ms. Taylor Ferguson introduced themselves to the Board.

#### V. Positive News

- a. Ms. Taylor Ferguson provided the good news story regarding a mother who had her children in Foster Care and is now housed, has her GED and custody of her children.
- b. Mr. Eli Burgess and Ms. Ashlie Vassar both received their 2 year service pin and recognition from the board of directors.

#### VI. CSBG Tripartite Board

**Start 1823:** Ms. Lois Prickett made a motion to ender the Tripartite Board. Mr. Patrick Brady seconded the motion. It carried without dissent. Mr. Sean Michaels provided an update on CSBG noting that Project Hope currently has 20 clients, housing is full with a wait list and the Veteran Housing is also full. CALC is still waiting on estimates for repairs at the Darnell house from the city caused flooding, but the client is in the unit under livable conditions. Items were replaced for the client such as a new bed and bedding and some children's toys. The back yard will be addressed as the weather warms. Mr. Patrick Brady requested we break out the monthly CSBG summary and the financials for 2 separate votes in future meetings.

- i. CSBG Monthly Reports – **VOTE**

1. Mr. Patrick Brady made a motion to approve the CSBG Monthly reports. Mr. Jason Pearl seconded the motion. It carried without dissent.

- ii. Update on Platte County: Mr. Tim Ernst provided an update to the board on the visit to Platte County and how CALC was well received by the commissioners, DFS and Public Health. Easter baskets will be provided and tokens and transportation to the farmer's market will also be discussed and implemented.

Mr. Sean Michaels made a motion to end the CSBG Tripartite Board. Mr. Patrick Brady seconded. It carried without dissent. The CSBG Tripartite Board ended at 1848.

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

**Start: 1753:** Mr. Sean Michaels made a motion to enter the Crossroads Healthcare Clinic for the Homeless Agenda. Mr. Patrick Brady seconded the motion. It carried without dissent. Ms. Lois Prickett provided an update on the clinic noting that despite having a 30% no show rate, the national average is approximately 50%. CHC saw 280 patients in January, with 20 of those being new. The clinic has posted for an MA position as the RN will end the of the month due to COVID grant ending. 240 Back claims were filed, and EPIC has not processed year end information at this time, so no UDS reports are available.

- a. Annual UDS Reports – **TABLED until EPIC processes year end data.**

Mr. Jason Pearl made a motion to end the Crossroads Healthcare Clinic for the Homeless agenda. Mr. Sean Michaels seconded the motion. The **Crossroads Healthcare Clinic for the Homeless Board ended 1823.**

- VIII. General Board Agenda 18:48** Mr. Sean Michaels made a motion to enter into the General Board agenda. Mr. Patrick Brady seconded the motion, and it carried without dissent.
- a. **Consent Agenda**
    - i. Mr. Sean Michaels made a motion to approve the Consent Agenda. Mr. Patrick Brady seconded the motion. It carried without dissent.
  - b. **Board Application: A. Kelley**
    - i. Mr. Sean Michaels made a motion to approve the application of Ms. Anika Kelly. Ms. Rachel Meeker seconded the motion. It carried without dissent.
  - c. **Modification of Mission Statement to remove ‘Laramie County’ – Discussion**
    - i. A brief discussion was had regarding the expansion into Platte County and how to approach that with naming/branding. Considerations and suggestions will be accepted for future implementation.
  - d. **Approval of organizational chart**
    - i. Mr. Patrick Brady made a motion to approve the organizational chart changes. Mr. Sean Michaels seconded the motion. It carried without dissent.
- IX. Correspondence**
- a. Wyoming Dept. of Health
- X. Committee Reports**
- a. **Executive Committee**
    - i. Tim provided an update on the building demo. Traci and Tim will be moving to 1700 Westland throughout the month. April meetings will be held in 1700.
    - ii. Kellogg Update – moved to executive session.
  - b. **Finance Committee** Ms. CJ Luce provided on update on the transfer to ANB bank and the associated credit cards. Ms. Rachel Meeker presented a discussion on credit cards controls, points of review and additional considerations that should be brought up. This will be remanded to finance to discuss in more detail. Additionally, HRSA and the VA have been moved, and approximately 90% of auto pay accounts have been successfully transferred.
    - i. Finance Reports – TABLED as they were not accessible
      - 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 April board meeting.
    - ii. Audit update: 2022 Completed
    - iii. Special audit board meeting: 3/26/24 via Blue FCU or Zoom.
  - c. **Kinship Support Services Committee**
    - i. Mr. Isaac Lloyd provided an update on the Kinship Support Services noting that the support group is seeing an age barrier. No new referrals to ORC have been noted, and 0 guardianship for the month. There are 24 on the WyHS waitlist with 29 on the PERS waitlist. CALC declined the Foster Closet acquisition as there was no room for storage and it would require an excessive amount of the supervisors time to maintain and did not make sense to take it on at this time. Mr. Timothy Ernst mentioned that the legislatures declined

the 1 million dollars to WyHS programs as they could not agree on the budget, so funding remains the same.

**d. Farmer's Market Committee**

- i. Contract with CFD signed. Deposit was given and is refundable.
- ii. Sponsorship Updates: 9,500 at this time
- iii. CALC market branded items purchased (bottles, mason jars, coolers and piggies)

**e. Fundraising Committee**

- i. \$350 Roadhouse fundraiser
- ii. 67.80 Freddy's
- iii. Several online donations from Pi Day (163) and St. Patrick's Day (56)
- iv. WyoGives – July 10 11 to 2 – family fun event
- v. Open House – August 13 530-730 – formal invite only event
- vi. Spring gala 2025 – April 12th

**XI. Strategic Planning Metrics Update:** 2023 has been completed. Working on 2025/25. Mr. Tim Ernst will research other options on hiring for the next segment of our strategic planning.

**XII. Old Business:** None

**XIII. New Business:** None

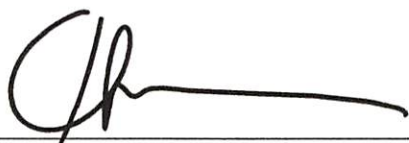
**XIV. Executive Session:**

- a. Mr. Patrick Brady made a motion to enter into Executive Session at 1953. Mr. Sean Michaels seconded the motion. It carried without dissent.
- b. Mr. Patrick Brady made a motion to exit Executive Session at 2030 and open the meeting. Mr. Sean Michaels 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 meeting. Mr. Sean Michaels seconded. The meeting was adjourned at 2031.



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



Ms. Elyssa Gardner, Board Chair