



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES April 4, 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.

#### Members Present

Ms. Ellie Gardner  
Mr. Patrick Brady  
Ms. Olivia Samson  
Ms. Lois Pricket  
Ms. Amanda Newell  
Mr. Jason Pearl (UE)  
Ms. MacKenzie Howard  
Mr. Sean Michaels  
Mr. Isaac Lloyd  
Ms. Liz Vigil  
Ms. Anika Kelley  
Mr. Malcolm Ervin, Ex Officio Member

#### 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
- Traci Kyser, Executive Assistant, Farmer's Market Manager, Assistant Secretary to the Board

**Guest(s) present:** Tina Tripp, FNP, Clinical Director

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

I. Introductions

A. None

II. Positive News

A. Ms. Tina Tripp shared a story regarding a young man seen at Comea who was suicidal. Although the mobile clinic was booked with patients, staff made time for the gentleman and spent 45 minutes with him, talking him down. He then got access to medication and treatment with the help of community partners and is now off Fentanyl, Methamphetamines and has secured housing.

B. Ms. Tina Tripp also shared that Ms. LaTrisha Simms, our outreach case manager, is tied for 2nd spot in SOARs for the highest producing staff for success.

III. Crossroads Healthcare Clinic for the Homeless Agenda

**Start 1731:** Ms. Olivia Samson made a motion to enter into the CHC agenda. Mr. Patrick Brady seconded. Ms. Ellie Gardner provided an update to the board noting that Mr. Timothy Ernst will be meeting with Ms. Kathy Emmons at the health department to update on the move. It was also noted that Ms. Carol Hess will be cross training with the clinical staff on EPIC in preparation of the integration of sites. It was also noted that the discussion on the clinical hours must be addressed.

1. UDS Reports -TABLED as EPIC has not been updated at this time
2. The Clinical Program Director position remains open
3. There will be a Level 2 Pharmacy student assisting for the month of May
4. Debbra, the Medical Assistant has started work and is orientating well

B. Mr. Patrick Brady requested the Board be updated monthly on billing in regard to what has been submitted and what we have received percentage wise. Mr. Sean Michaels made a motion to end the Crossroads Healthcare Clinic Agenda. Mr. Isaac Lloyd seconded the motion. It carried without dissent. The Crossroads Healthcare Clinic for the Homeless Agenda ended at 1758.

IV. CSBG Tripartite Board Agenda

A. **Start: 1803:** Ms. Amanda Newell made a motion to enter the CSBG Tripartite Board Agenda. Mr. Sean Michaels seconded the motion. It carried without dissent. Mr. Sean Michaels provided an update on CSBG noting that Project Hope is full including the clients in Platte County, and housing units are 94% occupied. The easter baskets were well received and the 2025 Platte Co CSBG grant will be sought. A brief discussion was had regarding the dates and requirements.

1. CSBG Monthly Financials
  - a) *Ms. Amanda Newell made a motion to approve the CSBG Monthly Financials. Mr. Sean Michaels seconded. It carried without dissent.*
2. VA Audit in June – Discussion was had on the audit of the VA program in June for the Per Diem payments from 2021 to 2023.

V. Ms. Olivia Samson made a motion to end the CSBG Tripartite Board agenda. Mr. Patrick Brady seconded the motion. The **CSBF Tripartite Board ended 1832.**

**VI. General Board Agenda 18:32** 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

1. Mr. Sean Michaels made a motion to approve the Consent Agenda. Mr. Patrick Brady seconded the motion. It carried without dissent.

B. Organizational Chart

1. Ms. Olivia Samson made a motion to approve the organizational chart. Mr. Patrick Brady seconded the motion. It carried without dissent.

**VII. Correspondence**

A. Aging Division: Onsite September 5, 2024 for Kinship Support Services

B. Veterans Administration: Per Diem payments audit

**VIII. Committee Reports**

A. Executive Committee

1. Ms. Ellie Gardner discussed the open Vice Chair position and that it will remain open until elections in July.

2. Discussion and update on the clinical side of construction and that it is on track for the middle to end of June.

3. Final walk through of 1920 Evans.

B. **Finance Committee** Ms. Olivia Samsom provided an update on the finance committee and that they will review the credit card policy.

1. Finance Reports – January

a) *Mr. Sean Michaels made a motion to approve the January financial reports. Mr. Patrick Brady seconded the motion. It carried without dissent.*

2. Finance Reports – February

a) *Mr. Isaac Lloyd made a motion to approve the February financial reports. Mr. Patrick Brady seconded the motion. It carried without dissent.*

C. Kinship Support Services Committee

1. Mr. Isaac Lloyd provided an update on the Kinship Support Services noting that the support group is seeing an age barrier. There are 10 active adults in ORC with 21 children; there is an extensive list for PERS and WyHS currently has 60 clients between 2 homemakers.

D. Farmer's Market Committee

1. Sponsorships are at \$23,000 at this time pledged

2. 19 committed vendors with dozens of additional inquiries and applications sent

E. Fundraising Committee

1. WyoGives – July 10 11 to 2 – family fun event with Ranch Eats
2. Open House – August 13 530-730 – formal invite only event
3. Spring gala 2025 – April 12th

IX. **Strategic Planning Metrics Update:** Ms. Melissa Martin will assist with a 3-year plan.

X. Old Business: None

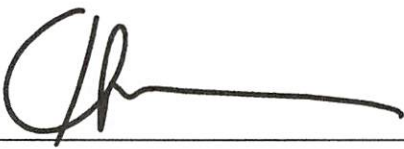
XI. **New Business:** Proposed Mission Statement, removing Laramie County. Mr. Patrick Brady made a motion to approve the new mission statement. Ms. Olivia Samson seconded. It carried without dissent.

XII. Executive Session: No Executive Session

XIII. For the Good of The Order: None

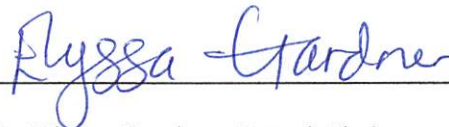
XIV. Adjournment of CALC Board Meeting

- A. Mr. Patrick Brady made a motion to adjourn the meeting. Ms. Olivia Samson seconded. The meeting was adjourned at 19:20.



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



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Ms. Elyssa Gardner, Board Chair