



# COMMUNITY ACTION

OF LARAMIE COUNTY

**BOARD OF DIRECTORS MEETING MINUTES**  
**May 2, 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 17:36 pm.

**II. Community Action Mission Statement:**

- a. Community Action of Laramie County is a leader dedicated to reducing poverty 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 Prickett  
Ms. Amanda Newell  
Ms. MacKenzie Howard  
Mr. Sean Michaels  
Mr. Isaac Lloyd  
Ms. Liz Vigil (E)  
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; Christina McMinn, WyHS ACC, Taylor Ferguson, Social Services Case Manager

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

**IV. Introductions:** Kyle Flesch, Prospective Clinic Project Director

**V. Positive News**

- a. Ms. Christina McMinn shared a story of a 93-year-old male on hospice for cancer and dementia who was taken care of by his wife. He passed away in January 2024. The day before the wake, the widow called in tears completely overwhelmed and uncertain as to how she would be able to do everything. Within 2 hours, Christina visited her, enrolled her on our program, got her enrolled with a PERS unit and the entire house cleaned for the wake.
- b. Taylor was presented with her two-year pin.
- c. Eric was presented with his six-year pin.

**VI. Crossroads Healthcare Clinic for the Homeless Agenda**

**Start 1756:** Mr. Sean Michaels made a motion to enter into the Crossroads Healthcare Clinic for the Homeless Agenda. Ms. Lois Prickett seconded the motion. It carried without dissent. Ms. Mackenzie Howard presented a brief update on the clinical hours being out of HRSA compliance due to the requirements of the landlord.

Ms. Ellie Gardner called to vote for the hours to become compliant with HRSA regulations effective July 1. Ms. Olivia Samson voted to accept the non-traditional hours. Mr. Isaac Lloyd seconded the motion. It carried without dissent. The Crossroads Healthcare Clinic for the Homeless agenda ended at 1817.

- A. UDS Reports -Ms. Lois Prickett made a motion to accept the year-to-date UDS reports. Ms. Olivia Samson seconded. It carried without dissent.
- B. Mr. Kyle Flesch has been offered the Clinical Project Director position and will discuss it with his family before rendering a permanent decision.
- C. Medicare and Medicaid have been back dated and submitted to June.
- D. The voted upon clinic hours are Monday, Tuesday, Thursday 0730 – 1200, 1300 to 1700 hours. Wednesday 0730 – 1200, 1300 – 1900 hours. Friday 0730 – 1130. The mobile clinic would arrive at Comea Homeless Shelter at 0745 on Wednesdays to accommodate our clients prior to first bus on public transit.

## **VII. CSBG Tripartite Board Agenda**

- a. **Start: 1817:** Ms. Amanda Newell made a motion to enter the CSBG Tripartite Board Agenda. Ms. Olivia Samson seconded the motion. It carried without dissent. Mr. Sean Michaels provided an update on social services noting that the Darnell house has secured a contractor to repair the flooding damage and a deposit of \$18,000 has been made. It was also noted that Mr. Eli Burgess saved a veteran's life by noting the signs of a stroke and calling 911. It was also mentioned that Fort Collins CO VA program would like to work with CALC and model after our program as they develop theirs.
  - A. CSBG Quarterly Report
    1. Mr. Sean Michaels made a motion to approve the CSBG Monthly Financials. Mr. Isaac Lloyd seconded. It carried without dissent.
  - B. CSBG Financials
    - a. Mr. Patrick Brady made a motion to approve the quarterly CSBG financials. Ms. Olivia Samson seconded the motion. It carried without dissent.
  - C. Reminder of special board meeting on 5/16 regarding the CSBG Grant. This will be held at the CALC offices 1730 – 1815.

Ms. Mackenzie Howard made a motion to end the CSBG Tripartite Board agenda. Ms. Olivia Samson seconded the motion. The CSBG Tripartite Board ended 1840.

## **VIII. General Board Agenda 18:41** 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
  - A. Ms. Olivia Samson made a motion to approve the consent agenda. Mr. Sean Michaels seconded the motion. It carried without dissent.
  - B. Annual Leave Policy – moved to Executive Session per Ms. Ellie Gardner.
  - C. Articles of Restatement
    - a. Ms. Olivia Samson made a motion to approve the Articles of Restatement. Mr. Isaac Lloyd seconded the motion. It carried without dissent.
  - D. Twenty-Third Amended By-Laws
    1. Ms. Olivia Samson made a motion to approve the twenty-third amended by-laws. Ms. Lois Prickett seconded the motion. It carried without dissent.
  - E. Wanda Maloney Board Application
    - a. Ms. Olivia Samson made a motion to accept the application. Mr. Sean Michaels seconded the motion. Mr. Patrick Brady motioned to amend the vote making the term effective July 1 as elections are being held and would provide a fresh

term start date. The amended motion was accepted, and Ms. Maloney will begin her term July 1, 2024.

- F. A brief discussion was had regarding implementing Platte County as a voting member of the Board. Currently, Mr. Malcom Ervin is Ex Officio. The board would be expanded to 15 seats, 3 dedicated to Platte County.

**IX. Correspondence - None**

**X. Committee Reports**

**a. Executive Committee**

- A. Directors and Officers Insurance will need to be resubmitted for renewal.

- b. **Finance Committee** Ms. Olivia Samsom provided an update on the finance committee and that they approved the addition of a budgeting tool in Netsuite that will cost up front but be cost saving in the long term.

- A. Finance Reports – March

- 1. Mr. Seam Michaels made a motion to approve the March financial reports. Ms. Anika Kelley seconded the motion. It carried without dissent.

**c. Kinship Support Services Committee**

- A. Mr. Isaac Lloyd provided an update on the Kinship Support Services noting that the support group is steady, There is a decrease in the WYHS budget and to compensate, PERS slots have decreased to accommodate. The onsite practice audit on 4/19 was good.

**d. Farmer's Market Committee**

- A. Sponsorships are needed.
- B. KGWN will do an interview.
- C. Board sign-up sheet was passed around

**e. Fundraising Committee**

- A. WyoGives – July 10 11 to 2 – sign-up sheet was passed around

**XI. Strategic Planning Metrics Update: One day recommended: tentative August 3**

**XII. Old Business: None**

**XIII. New Business: None**

**XIV.** Executive Session:

- A. Entered session: 1945 Ms. Olivia Samson made a motion to enter Executive Session. Mr. Isaac Lloyd seconded the motion. It carried without dissent.
- B. Ended session: 2043 Mr. Sean Michaels made a motion to end Executive Session. Ms. Olivia Samson seconded. It carried without dissent.
- C. Opened Meeting 2043 Ms. Olivia Samson made a motion to open the meeting. Mr. Isaac Lloyd seconded. It carried without dissent.
  - 1. Member discussion: Mr. Isaac Lloyd made a motion to approve the member discussion. Ms. Olivia Samson seconded. It carried without dissent.
  - 2. Mr. Isaac Lloyd made a motion to approve the personnel discussion. Ms. Amanda Newell seconded. It carried without dissent.

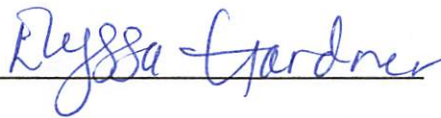
**XV.** For the Good of The Order: None

**XVI.** Adjournment of CALC Board Meeting

- a. Mr. Sean Michaels made a motion to adjourn the meeting. Mr. Isaac Lloyd seconded the motion. It carried without dissent at 20:44.



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



Ms. Elyssa Gardner, Board Chair