



# COMMUNITY ACTION

OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES June 6, 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 17:32 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 Pricket  
Ms. Amanda Newell  
Ms. MacKenzie Howard (E)  
Mr. Sean Michaels  
Mr. Isaac Lloyd  
Ms. Liz Vigil  
Ms. Wanda Maloney  
Mr. Malcolm Ervin, Ex Officio Member

#### **Staff Present**

- Tim Ernst, Chief Executive Officer
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
- Kyle Flesch, Director of Crossroads Healthcare Clinic
- 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:** none

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

**IV. Introductions:** Wanda Maloney, new Board Member effective July (already voted in).

**V. Positive News**

- A. Ms. Traci Kyser presented the good news story of the Farmers Market which currently has 34 vendors and through our outreach to the vendors that FunBiz at CFD did not contact, have several prospective new vendors.
- B. Tina was not present for her 2-year pin.
- C. Tim was presented with his 8-year pin.

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

**Start 1743:** Ms. Olivia Samson made a motion to enter the Crossroads Healthcare Clinic portion of the Board Meeting. Mr. Sean Michaels seconded the motion. It carried without dissent.

- A. **UDS Reports** -*Mr. Patrick Brady made a motion to accept the UDS reports. Ms. Olivia Samson seconded. It carried without dissent.*
- B. **Kyle Flesch, Director of Crossroads Healthcare Clinic** – *Ms. Olivia Samson made a motion to vote Mr. Kyle Flesch as the Director. Ms. Lois Prickett seconded the motion. It carried without dissent.*

**END: 1744**

**VII. CSBG Tripartite Board Agenda**

**Start: 1745:** Mr. Sean Michaels made a motion to enter into the Tripartite Portion of the Board Meeting. Ms. Amanda Newell seconded the motion. It carried without dissent.

- A. **CSBG Monthly Report** -*Mr. Sean Michaels made a motion to approve the quarterly CSBG monthly report. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- B. **CSBG Financial Report** – *Mr. Sean Michaels made a motion to accept the CSBG Financial Report. Mr. Patrick Brady seconded the motion. It carried without dissent.*

**END: 1746**

## VIII. General Board Agenda

**START: 1746:** Mr. Sean Michales made a motion to enter into the General Board agenda. Ms. Olivia Samson seconded the motion, and it carried without dissent.

- A. **Consent Agenda** – *Mr. Sean Michaels made a motion to approve the consent agenda. Mr. Patrick Brady seconded the motion. It carried without dissent.*
- B. **Organizational Chart** – *Ms. Olivia Samson made a motion to approve the organizational chart. Ms. Amanda Newell seconded the motion. It carried without dissent.*
- C. **Title III Grant** – *Agenda originally showed as WyHS grant. This was an error. Ms. Olivia Samson and Mr. Sean Michaels made respective motions to approve grant as originally noted. The grant was submitted through a new online portal that does not allow printing or screen shots; thus, the Board was unable to view the proposed grant. It was requested that the minutes reflect the frustration of the Board not being able to see an item they are expected to vote on. Mr. Eric Walsh logged into the portal to show the Board the items proposed. A lengthy discussion ensued about the portal submission portion of the grant versus the grant being contracted and accepted by the agency. Mr. Patrick Brady made a motion to accept the corrected Title III grant topic and submission of the application. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- D. **Policy Votes** – *Ms. Lois Prickett noted inconsistent verbiage in 1 of the policies. Mr. Patrick Brady voted to amend the vote and adopt the changes suggested by Ms. Lois Prickett on the Child and Vulnerable Adult Abuse and Neglect Reporting Policy, section 4 and 5. Ms. Ellie Gardner accepted the amendment. Mr. Patrick Brady made a motion to accept the remaining policies. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- E. **Job Descriptions** – *Ms. Amanda Newell made a motion to accept the updated job description. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- F. **Key and Badge Policy and Directive** – *Mr. Sean Michaels made a motion to accept the Key and Badge Policy. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- G. **Karajanis Board Application;** Sparks Board Application; Vigil Board Application; Ogletree Board Application were all tabled until July.
- H. **WyoGives** Update was presented by Ms. Ellie Gardner.
- I. **Open House** update was presented by Mr. Tim Ernst.
- J. **Clinical Move** Updates was presented by Mr. Tim Ernst.

**IX. Fiscal Reports** – Mr. Isaac Lloyd made a motion to accept the Fiscal Reports as presented. Mr. Sean Michaels seconded the motion. It carried without dissent.

**X. Correspondence** – GPD Onsite Executive Summary: It was noted that there were 3 findings, 2 of which have already been corrected. We scored within the top 5% of audits in the nation.

**XI. Old Business:** Strategic Planning will be revisited January/February of 2025.

**XII. New Business:** None

**XIII. Committee Report Highlights**

**A. Executive**

A. CALC All Staff Retreat June 12

B. Insurance is in place, fully covered including construction area

**B. Finance:** None

**C. Social Services:** Darnell house has all repairs completed and bill submitted to insurance for over \$29,000. Waiting on insurance / city to reimburse.

**D. Kinship:** 2 eyeglass vouchers redeemed, 2 new homemakers

**E. Crossroads:** New policy on medication dispensing effective immediately and new hours effective July 1. HRSA gave another grant for training in UDS+ - updates to follow.

**XIV. Executive Session:** **None**

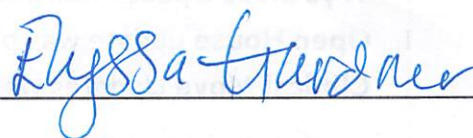
**XV. For the Good of The Order:** **None**

**XVI. Adjournment of CALC Board Meeting**

A. Mr. Patrick Brady made a motion to adjourn the meeting. Mr. Sean Michaels seconded the motion. It carried without dissent. CALC Board of Directors Meeting **ended at 1903.**



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



Ms. Elyssa Gardner, Board Chair