



COMMUNITY ACTION OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES

September 5, 2024, 17:30 hours

1700 Westland Road, CALC Campus

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 17:34 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. Shea Sparks **(UE)**
Ms. MacKenzie Howard
Mr. Sean Michaels
Mr. Isaac Lloyd
Ms. Liz Vigil
Ms. Wanda Maloney
Ms. Sara Vigil
Ms. Rebecca Ogletree
Mr. Malcolm Ervin

Staff Present

- Tim Ernst, Chief Executive Officer
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
- Eric Walsh, Social Services Program Director
- Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
- Kyle Flesch, Director of Crossroads Healthcare Clinic
- Dee Determan, Human Resources **(E)**

Guest(s) present: Elyssa Robbins, Taylor Ferguson

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

IV. Introductions: None

V. Positive News

- A. Ms. Taylor Ferguson presented the good news story regarding a Public Housing client of CHA that needed additional assistance. Working with Ms. Ferguson and Ms. Herndon, the client was able to get into Polaris. A lady that worked there was a former Project Hope Client and was excited and proud for Ms. Herndon and Ms. Ferguson to see her working in her profession and that she remained self-sufficient.
- B. Ms. Elyssa Robbins was presented with her 1-year pin.
- C. Ms. Debbie Herndon was not present for her 10-year plaque. It will be presented later.

VI. Crossroads Healthcare Clinic for the Homeless Agenda

Start 1747: *Ms. Isaac Lloyd 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** -*Ms. Lois Prickett made a motion to accept the UDS reports. Ms. Mackenzie Howard seconded. It carried without dissent.*
- B. *Mr. Kyle Flesch provided an update on the Registered Nurse position, noting that the focus will be on the MAT program and the mobile clinic. Due to the increased MAT funding, Crossroads Healthcare Clinic will need to double the patient count. The RN can assist with this endeavor.*

END 1801: *Mr. Sean Michaels made a motion to end the Crossroads Healthcare Clinic for the Homeless agenda. Mr. Isaac Lloyd seconded. It carried without dissent.*

VII. CSBG Tripartite Board Agenda

Start: 1801: *Ms. Mackenzie Howard made a motion to enter into the Tripartite Portion of the Board Meeting. Mr. Sean Michaels seconded the motion. It carried without dissent.*

- A. **CSBG Monthly Report & Financials** - *Ms. Mackenzie Howard made a motion to approve the CSBG monthly report. Mr. Sean Michaels seconded the motion. It carried without dissent.*
- B. **Platte County Services for Seniors:** Mr. Timothy Ernst and Mr. Eric Walsh provided updates noting that Program Director position is being advertised and there are a few contractual line items that are being reviewed and negotiated. Mr. Ernst hopes to have a contract in place this week.
- C. **Update on Sublette and Lincoln County:** Mr. Eric Walsh noted that CALC has been approved to take over the CSBG grant in the two (2) counties. Advertising for the Case Manager position has begun with applicants being reviewed.

END: 1820.

VIII. General Board Agenda

START: 1820: *Ms. Lois Prickett made a motion to enter into the General Board agenda. Mr. Sean Michaels seconded the motion, and it carried without dissent.*

- A. **Consent Agenda** – *Mr. Isaac Lloyd made a motion to approve the consent agenda. Mr. Liz Vigil seconded the motion. It carried without dissent.*
- B. **Hiring Update: HR/Fiscal** – No updates. Current interviews did not go well.
- C. **Job Description Program Director (Platte Co.)** - An offer was made and then was turned down. Mr. Ernst is scheduling a remote meeting to discuss a current staff member stepping in as Interim Director until hiring can occur.

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

- A. **Signature Cards for ANB** – New signature cards for ANB banking were presented at the meeting and signed onsite by the Executive Board.

X. Correspondence – Mr. Timothy Ernst noted the formal notification for the increase in CSBG funding. Mr. Ernst also noted the e-mail regarding the award of Lincoln and Sublette Counties.

XI. Old Business: Date for Strategic Planning has been set for January 9th. It will be an all-day event at LCCC and hosted by Melissa Martin. The plan will focus on our 1 and 3 year goals and will include not just Laramie but all the counties.

XII. New Business: None.

XIII. Committee Report Highlights

- A. **Executive:** Nothing additional.
- B. **Finance:** Nothing additional.
- C. **Social Services:** Mr. Sean Michaels provided an update on Darnell noting that the city denied the insurance claim due to WARM. An out of state attorney must be located as all local attorneys have a conflict of interest. Currently, CALC is \$30,000 invested. Mr. Ervin made a motion to move the Darnell discussion to Executive Session due to the legal aspects. Mr. Isaac Lloyd seconded the motion. The discussion ended. Mr. Sean Michaels continued the update with program numbers noting the success.
- D. **Kinship:** Unofficial onsite review noted only a few issues with paperwork and the lack of one policy which will be addressed immediately. Mr. Eric Walsh noted that the auditor questioned a utility line item when the budget was approved by the state. Follow up on that issue will occur.

E. **Crossroads:** Nothing additional.

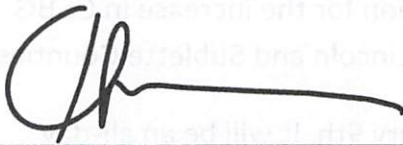
F. **Farmers Market/Fundraising:** Gala will be April 12th at the Atlas with a theme of Breakfast at Tiffanys. The 4th Farmers Market was most successful with \$68,234 in sales.

XIV. Executive Session: Mr. Isaac Lloyd made a motion to enter into Executive Session at 1913. Ms. Lois Prickett seconded the motion. Ms. Lois Prickett made a motion to end Executive Session at 1943. Ms. Wanda Maloney seconded the motion. Ms. Rebecca Ogletree made a motion to open the meeting at 1944. Ms. Lois Prickett seconded the motion.

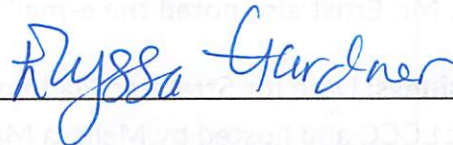
XV. For the Good of The Order: **None**

XVI. Adjournment of CALC Board Meeting

A. Mr. Sean Michaels made a motion to adjourn the meeting. Ms. Liz Vigil seconded the motion. It carried without dissent. CALC Board of Directors Meeting **ended at 1945.**



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



Ms. Elyssa Gardner, Board Chair