



COMMUNITY ACTION

OF LARAMIE
COUNTY

September 4, 2025, at 5:30 pm
1700 Westland Road, Cheyenne, WY 82001

Call To Order: 1732 by MacKenzie Howard, Meeting Chair

- I. Community Action of Laramie County Mission Statement: 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.
- II. Roll Call
 - a. Traci Kyser called roll

Board Members' Present:

Mr. Isaac Lloyd **(E)**
Ms. Olivia Samson **(E)**
Ms. MacKenzie Howard
Ms. Lois Prickett
Mr. Sean Michaels
Ms. Liz Vigil
Ms. Wanda Maloney
Mr. Malcolm Ervin **(RA)**
Mr. Bob Moen
Ms. Andrea Williams
Ms. Sarah Vali

Staff Present:

Timothy Ernst, Chief Executive Officer
Mikey Stout, Chief Operations/Financial Officer
Kris Montez, Chief People Officer/Fiscal
Sara Vigil, Director of Healthcare Services
Jessica Sayers, Director of Social Services
Traci Kyser, Director of Fundraising/Exec Asst.

Guests:

Johnnie Worster, Wyoming In Home Services

RA = Remote Attendance

E = Excused Absence

UE = Unexcused Absence

- I. Introductions:
 - a. Ms. Jessica Sayers – Director of Social Services
 - b. Ms. Sharon Unislowski – Veteran Case Manager
- II. Positive News
 - a. Wyoming In-Home Services: Ms. Sara Vigil shared a brief overview of the program and its function and purpose and then Ms. Johnnie Worster shared good news of the department and the progress the team has made. This includes a successful onsite visit, hiring the 3rd CNA for the team and moving into personal care duties.
 - b. Debbie was mentioned for 11 years of service
- III. Executive Session: Due to recent personnel events, Executive Session was moved to the start of the meeting, and all staff were asked to leave. Mr. Sean Michaels made a motion to enter into **Executive Session at 1748**. Ms. Lois Prickett seconded the motion, and it carried without dissent. Ms. Lois Prickett made a motion to **end Executive Session at 1944**, and to open the meeting. Mr. Bob Moen seconded the motion. It carried without dissent.
- IV. Crossroads Healthcare for the Homeless Board Agenda

Start: 1949 Ms. Wanda Maloney made a motion to enter the Crossroads Healthcare Board Agenda. Mr. Bob Moen seconded. It carried without dissent.

 - a. **After Hours Emergency Care Policy:** Mr. Bob Moen made a motion to approve the After Hours Care Policy as presented. Ms. MacKenzie Howard seconded the vote. It carried without dissent.
 - b. **Updated Sliding Fee Scale:** Ms. Lois Prickett made a motion to approve the Updated sliding fee scale as presented. Mr. Bob Moen seconded the motion. It carried without dissent.
 - c. **After Hours Call Policy:** Ms. Lois Prickett made a motion to approve the after hours call policy as presented. Ms. Wanda Maloney seconded the motion. It carried without dissent.
 - d. **Updated Self-Pay, Billing and Collections Policy:** Ms. Lois Prickett made a motion to approve the self-pay, billing and collections policy. Mr. Bob Moen seconded the motion. It carried without dissent.
 - e. **Form 5A Scope of Services – OB services:** Ms. Lois Prickett made a motion to approve the Scope of Services. Mr. Bob Moen seconded the motion. It carried without dissent.
 - f. **Form 5A Scope of Services – Column II Behavioral Health:** Ms. Lois Prickett made a motion to approve the Scope of Services. Mr. Sean Michaels seconded the motion. It carried without dissent.

End: 1955 Ms. Wanda Maloney made a motion to end the CHC agenda. Ms. Lois Prickett seconded. The motion carried without dissent.

V. CSBG Tripartite Board Agenda

Start 1955 Mr. Sean Michaels made a motion to enter the CSBG Tripartite agenda. Ms. Wanda Maloney seconded. The motion carried without dissent.

- a. **July Monthly Report:** Mr. Sean Michaels made a motion to approve the July CSBG report as presented. Mr. Bob Moen seconded the motion. It carried without dissent.
- b. **No June report will be submitted due to staff transition.**
- c. **Quarterly Report:** Mr. Sean Michaels made a motion to approve the CSBG Quarterly Reports as presented. Ms. Liz Vigil seconded the motion. It carried without dissent.
- d. **Tentative update on CSBG OSV:** Mr. Tim Ernst provided a brief update on the OSV noting the program did well with no apparent CAP's put into place, but recommendations were noted. Awaiting official and final report.

End: 1958 – Mr. Bob Moen made a motion to end the CSBG Tripartite agenda. Ms. Wanda Maloney seconded. The motion carried without dissent.

VI. General Board Agenda

Start: 1958 Mr. Bob Moen made a motion to enter the General Board agenda. Mr. Sean Michaels seconded. The motion carried without dissent.

- a. **Consent Agenda:** Ms. Lois Prickett made a motion to approve the consent agenda which included August Minutes. Ms. Wanda Maloney seconded the motion. It carried without dissent.
- b. **Vote on Vice Chair** – Tabled until October

VII. Fiscal Reporting

- a. **July 2025 Financial Statements:** Mr. Sean Michaels made a motion to approve the July financial statements. Mr. Bob Moenl seconded. The motion carried without dissent.

VIII. Strategic Planning Updates – Tabled until October

IX. Correspondence

- a. None.

X. Old Business

- a. VA OSV has been extended by 1 (one) month, into October, due to a new Program Director and a new Case Manager.

XI. New Business

- a. **Moving Board Meetings to alternate day:** Tabled until October.

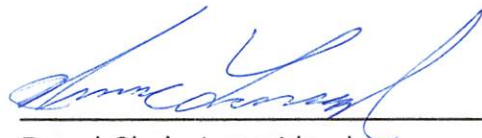
XII. Committee Reports

- a. Executive – Items were addressed in Executive Session
- b. Finance – None
- c. Social Services – None
- d. Crossroads – None
- e. Fundraising - Discussion on filling open market shifts with the two (2) resignations.

XIII. For the Good of the Order - None

XIV. Adjournment of Meeting

- a. *Mr. Bob Moen made a motion to end the CALC Board Meeting for August 2025. Mr. Sean Michaels seconded. It carried without dissent. The August Board Meeting ended at 2012.*



Board Chair: Isaac Lloyd



Asst. Secretary to the Board: Traci Kyser