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 Unislawski – 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