



COMMUNITY ACTION

OF LARAMIE COUNTY

February 6, 2025, at 5:30 pm
1700 Westland Road, Cheyenne, WY 82001

Call To Order: 1734

❖ **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.

❖ **Roll Call**

➤ Traci Kyser called roll

Board Members' Present:

Ms. Ellie Gardner
Mr. Isaac Lloyd
Ms. Olivia Samson **(E)**
Ms. MacKenzie Howard **(RA)**
Ms. Lois Prickett
Mr. Sean Michaels
Ms. Shae Sparks **(E)**
Ms. Liz Vigil
Ms. Wanda Maloney **(RA)**
Ms. Rebecca Ogletree
Mr. Bob Moen
Mr. Malcolm Ervin **(RA)**
Ms. Sara Sellars **(RA)**
Ms. Rosemary Stefanatz, Ex
Officio **(RA)**

Staff Present:

Timothy Ernst, Chief Executive Officer
Mikey Stout, Chief Financial Officer & Asst. Treasurer
Eric Walsh, Social Services Program Director
Traci Kyser, Admin Asst., Director of Fundraising
Sara Vigil, Crossroads Healthcare Program Director
Kris Montez, HR & Fiscal Assistant
Jeni DeSmith, Services for Seniors Program Director
Mistina Smith, Guernsey Site Manager **(UE)**
Kimberly Allbright, Wheatland Site Manager
Blanche Thornson, Advisor

RA = Remote Attendance

E = Excused Absence

UE = Unexcused Absence

❖ **Introductions**

- No introductions

❖ **Positive News**

- Veterans Housing – the VA would like us to expand our VHS Bridge model to accept 4 additional vets as well as starting the process of looking at other models.

❖ **Crossroads Healthcare for the Homeless Board Agenda**

- *Start: 1739 Ms. Lois Prickett made a motion to enter the Crossroads Healthcare Board. Mr. Sean Michaels seconded the motion. It carried without dissent.*
- **November and Year End UDS Reports – VOTE** Ms. Lois Prickett made the motion to approve the year End UDS Reports. Mr. Bob Moen seconded the motion. Mr. Malcolm Ervin reminded us of the clarification on Medicare/Medicaid numbers and reporting clarification. The motion was retracted and the item tabled until March at which time we will ratify year end data and year to date as it is available in EPIC. It was noted that we need a vote prior to March 1, numbers will be presented via email with a deadline of 2/14 and an e-vote being sent on 2/21 due 2/26. The e-vote will be ratified in March.
- Ms. Sara Vigil provided an update on her transition, aligning processes for data capture and focusing on a patient centered clinic.
 - *End: 1751 Mr. Sean Michaels made a motion to end the Crossroads Healthcare Board agenda. Mr. Isaac Lloyd seconded. It carried without dissent.*

❖ **CSBG Tripartite Board Agenda**

- *Start 1751 Mr. Sean Michaels made a motion to enter the CSBG Tripartite Board agenda. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- **January CSBG Monthly Report & Quarterly Report– VOTE –** Mr. Sean Michaels made a motion to approve the January CSBG Monthly Report and the Quarterly report as presented. Mr. Isaac Lloyd seconded the motion. It carried without dissent.
- **CSBG Platte County:** Moving funds from staffing to medication assistance, utilities assistance and diapers. Baseline data has been entered into CAP60.
- **CSBG Sublette and Lincoln Counties:** Ms. Jo Hillstead has found office space and attends meetings across the county to inform the community. There has been push back moving away from emergency services, but she is pushing intensive case management.
 - *End: 1800 Mr. Bob Moen made a motion to end the CSBG Tripartite Board agenda. Mr. Sean Michaels seconded the motion. It carried without dissent*

❖ **General Board Agenda**

- *Start: 1800 Mr. Bob Moen made a motion to enter the General Board agenda. Mr. Sean Michaels seconded the motion. It carried without dissent*
- **Consent Agenda – VOTE** – *Mr. Isaac Lloyd made a motion to approve the consent agenda. Ms. Rebecca Ogletree seconded the motion. It carried without dissent.*
- **Board Applications – Review and Discuss:** *Mr. Malcolm Irvin made a motion to approve Sara Vali to the open position on the Board of Directors. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- **Medical Receptionist Job Description – VOTE-** *Mr. Bob Moen made a motion to approve the medical receptionist job description. Ms. Rebecca Ogletree seconded the motion. It carried without dissent.*
- **Presidential Executive Orders- Discussion** – A lengthy discussion was had regarding the current administrations Executive Orders and the affect of lack of available funding has on our programs at this time. The VA Grant and the Older Americans Act are largely unaffected for the time being. The primary grant affected is the HRSA grant. Cost cutting measures are being put into place and implemented across the organization although some measures will not have an immediate cost saving effect.

❖ **Fiscal Reporting**

- **Financial Reports November, December, January – VOTE** – This item was tabled as reports were not made available to the entire board. Voting on all past months will occur at March board meeting. Additionally, JDS, our audit firm will present its findings at the March board meeting. It was noted that there was one material finding that was human error and has been resolved. The audit must be submitted by 3/21/2025. It will be presented to Finance Committee on 3/4/25 and out to the board after review.

❖ **Correspondence**

- Noting daily correspondence regarding updates on current administrations efforts and changes.

❖ **Old Business – None**

❖ **New Business**

- Boardable Updates included ability to sign in with Microsoft account to connect to Share Point, One Drive and Teams within Boardable as well as edit MS Documents.
- Boardable training will occur in February and Better World Training in March.

❖ **Committee Reports**

- **Executive** – No updates
- **Finance** – No updates
- **Social Services** – Staff is struggling to fill Project Hope slots, considering hours of operation changes to match clinical hours.
- **Crossroads** – Ms. Sara Vigil provided a brief update on the direction of the clinic.
- **Fundraising** – Update on Gala and passed around sign up sheet for gala duties & reminder on auction items/sponsorships
- **Services for Seniors** – Moved to Executive Session
 - End 1926 *Mr. Isaac Lloyd made a motion to end the General Board meeting. Mr. Sean Michaels seconded the motion. It carried without dissent.*

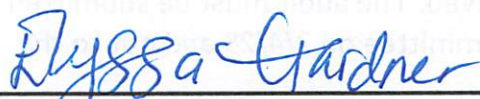
❖ **Executive Session**

- Start 1926 *Mr. Isaac Lloyd made a motion to enter Executive Session. Mr. Sean Michaels seconded the motion. It carried without dissent.*
- Mr. Isaac Lloyd made a motion to end Executive Session. Mr. Malcolm Ervin seconded the motion. Executive Session ended at 2058.
- Mr. Sean Michaels made a motion to open the meeting. Mr. Isaac Lloyd seconded. The meeting opened at 2058.
- Ms. Lois Prickett made a motion to adjourn the January Board Meeting. Ms. Rebecca Ogletree seconded. It carried without dissent.

❖ **For the Good of the Order** – Special Board meeting 2/13/2025 at 1730 pm. Remote.

❖ **Adjournment of Meeting**

- The CALC Board Meeting for January 2025 ended at 2059.



Board Chair: Elyssa Gardner



Asst. Secretary to the Board: Traci Kyser