



COMMUNITY ACTION | OF LARAMIE COUNTY

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

Call To Order: 1735

❖ **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 **(E)**
Ms. Olivia Samson
Ms. MacKenzie Howard **(RA)**
Ms. Lois Prickett
Mr. Sean Michaels
Ms. Shae Sparks **(UE)**
Ms. Liz Vigil **(RA)**
Ms. Wanda Maloney
Ms. Rebecca Ogletree
Mr. Bob Moen
Ms. Sarah Vali **(RA)**
Mr. Malcolm Ervin **(E)**
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
(E) Sara Vigil, Crossroads Healthcare Program Director
Kris Montez, Director of Human Resources/Fiscal
(RA) Jeni DeSmith, Services for Seniors Program Dir.
(RA) Mistina Smith, Guernsey Site Manager
(RA) Blanche Thorson, Advisory Board President

RA = Remote Attendance

E = Excused Absence

UE = Unexcused Absence

❖ **Positive News**

- Project Hope – Taylor presented the board with a story regarding a single dad of six children working the program and they are now moving into the Darnell house on a CHA voucher. The children are excited to have more room and a yard.

❖ **Financial Audit:** JDS presented the final audit findings to the Board.

- *Mr. Sean Michaels made a motion to accept and approve the 2024 Financial Audit as presented. Ms. Wanda Maloney seconded the motion. It carried without dissent. It is noted that there were zero findings of fraud of mismanagement and 82 cents of every dollar we spend goes directly towards our mission.*

❖ **Strategic Planning Presentation:** Melissa Martin presented the final strategic plan.

❖ **Introductions:** Ms. Sarah Vali introduced herself.

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

- ***Start:** 1846 Ms. Olivia Samson made a motion to enter the Crossroads Healthcare Board. Ms. Lois Prickett seconded the motion. It carried without dissent.*
- ***Ratification of Year End UDS Reports – VOTE** Ms. Lois Prickett made the motion to approve the year End UDS Reports. Mr. Sean Michaels seconded the motion. It carried without dissent.*
 - ***End:** 1849 Ms. Lois Prickett made a motion to end the Crossroads Healthcare Board agenda. Mr. Sean Michaels seconded. It carried without dissent.*

❖ **CSBG Tripartite Board Agenda**

- *Start 1850 Mr. Sean Michaels made a motion to enter the CSBG Tripartite Board agenda. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- ***February CSBG Monthly Report – VOTE –** Mr. Sean Michaels made a motion to approve the January CSBG Monthly Report and the Quarterly report as presented. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- ***CSBG Platte County:** Mr. Eric Walsh provided a brief update on Platte noting that they are on track for spend down and are being creative with funds to assist clients*
- ***CSBG Sublette and Lincoln Counties:** Ms. Jo Hillstead has found office space and now has internet. She has enrolled two (2) clients.*
 - ***End:** 1854 Ms. Wanda Maloney made a motion to end the CSBG Tripartite Board agenda. Mr. Bob Moen seconded the motion. It carried without dissent*

❖ **General Board Agenda**

- **Start:** 1855 Ms. Lois Prickett made a motion to enter the General Board agenda. Ms. Rebecca Ogletree seconded the motion. It carried without dissent
- **Consent Agenda – VOTE** – Mr. Bob Moen made a motion to approve the consent agenda. Ms. Lois Prickett seconded the motion. It carried without dissent.
- **Update on Executive Orders and Federal Mandates:** Mr. Tim Ernst provided an update to the board on the orders from the Federal Government noting CSBG is unaffected through 2026, and the VA is currently unaffected grant wise, despite the 70,000 layoffs that are occurring. HRSA is a concern and will continue to monitor.
- **General Organizational Updates:** Mr. Tim Ernst provided an update on staffing noting that Eli, Ashlie, Clarissa and Debbra have all left and we were not filling Ashlie or Clarissa's position. The MA position will be filled with a paramedic and the Veteran Housing Case Manager will be filled.

❖ **Fiscal Reporting**

- **Ratify Financial Reports November, December, January & vote on February – VOTE:** Mr. Bob Moen made a motion to ratify the previous financial reports and accept the February financials as presented. Ms. Lois Prickett seconded the motion. It carried without dissent.
- It was also noted by the Board Chair that per our bylaws, monthly financial reports do not need a board vote, only organizational budgets must have a board vote. Moving forward, the board will be presented with a financial packet for review and discussion only and only annual organizational budgets will require a board vote.

❖ **Correspondence - None**

❖ **Old Business – None**

❖ **New Business - None**

❖ **Committee Reports**

- **Executive** – No updates
- **Finance** – Bundle changes in Paychex will save 45% annually in costs.
- **Social Services** – None
- **Crossroads** – None
- **Fundraising** – Auction items, discount on tables through March 25
- **Services for Seniors** – Transitional updates going well, CALC will remain on as consultants only for a couple of months.

- End 1943 *Mr. Sean Michaels made a motion to end the General Board meeting. Ms. Olivia Samson seconded the motion. It carried without dissent.*

❖ **Executive Session – none**

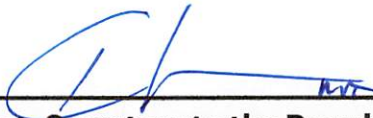
- ❖ **For the Good of the Order** – Tim offered a round of appreciation to the Services for Seniors as it was their last board meeting.

❖ **Adjournment of Meeting**

- The CALC Board Meeting for March 2025 ended at 1943.



Board Chair: Elyssa Gardner



Asst. Secretary to the Board: Traci Kyser