COMMUNITY ACTION OF LARAMIE COUNTY

August 7, 2025, at 5:30 pm
1700 Westland Road, Cheyenne, WY 82001

Call To Order: 1735

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

Staff Present:
Timothy Ernst, Chief Executive Officer

Sara Vigil, Crossroads Healthcare Program Director
Kris Montez, Director of Human Resources/Fiscal
Traci Kyser, Director of Fundraising/Exec Asst.
Mikey Stout, Chief Financial Officer

Guests:

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

I. Introductions:

   a. None.

II. Positive News

   a. Crossroads: Ms. Sara Vigil shared a story of a patient who was in terrible shape, being sent to the ER for treatment. Working with Trish over the past year, they were able to finally get their SSDI including back pay and in the spirit of wrap around care, worked with case managers to get housing, groceries and enrolled in WyHS for assistance in home.
   b. Recognition: Traci received her 4 year pin.
   c. Farmers Market: The market with the fair generated $17,825 in sales

III. Strategic Planning: Ms. Melissa Martin was onsite to facilitate strategic planning and encourage continued development.

   a. Management: Change of Scope from mobile clinic to telehealth. Goal is about 80% accomplished.
   b. Board: Training and Roles require development. 50% completed.
   c. Marketing: Due to financial constraints, a Lead and Budget are 0% completed. Communications are 80% completed.
   d. Fundraising: Billing is 75% completed; Wage study has not been shared; increase in funding approximately 32% completed.
   e. Staffing: 95% completed, job descriptions, internal support and resources
   f. Partnerships: 33% completed with fliers, pamphlets and highlighted information.

IV. Crossroads Healthcare for the Homeless Board Agenda

***Start**: 1848 Ms. Olivia Samson made a motion to enter CHC agenda. Mr. Sean Michaels seconded. The motion carried without dissent.*

   a. No items to address.

***End**: 1749 Ms. Lois Prickett made a motion to end the CHC agenda. Ms. Olivia Samson seconded. The motion carried without dissent.*

V. CSBG Tripartite Board Agenda

***Start** 1849 Ms. Olivia Samson made a motion to enter the CSBG Tripartite agenda. Ms. Sarah Vali seconded. The motion carried without dissent.*

   a. *Ratify May's Report from June: Mr. Isaac Lloyd made a motion to approve the ratification of the May CSBG report. Ms. Olivia Samson seconded the motion. It carried without dissent.*
   b. No June report was presented due to the open position. June and July reports will be addressed in September.

***End:** 1850 – Ms. Lois Prickett made a motion to end the CSBG Tripartite agenda. Ms. Wanda Maloney seconded. The motion carried without dissent.*

VI. General Board Agenda

***Start:** 1850 Ms. Olivia Samson made a motion to enter the General Board agenda. Mr. Bob Moen seconded. The motion carried without dissent.*

a. Consent Agenda: *Mr. Sean Michaels made a motion to approve the consent agenda which included the ratification of June's Board Minutes and July Minutes. Ms. Olivia Samson seconded the motion. It carried without dissent.*

VII. Fiscal Reporting

a. June 2025 Financial Statements – VOTE: *Mr. Bob Moen made a motion to approve the June financial statements. Ms. Liz Vigil seconded. The motion carried without dissent.* It is noted that a revised report was submitted the day of the board meeting by the Chief Financial Officer due to a threshold being surpassed. Ms. Olivia Samson, Treasurer, noted that she had an opportunity to review the revised report and recommended approving the revised report as presented.

VIII. Strategic Planning Updates – See above

IX. Correspondence

a. None.

X. Old Business

a. None.

XI. New Business

a. Update on open positions – Moved to Executive Session

XII. Committee Reports

a. Executive – Mr. Isaac Lloyd is stepping down as Vice Chair but remaining on the Board. A discussion was held on considering nominations for the position, but voting would not occur until September. Ms. Olivia Samson nominated Mr. Bob Moen who declined; Ms. MacKenzie Howard nominated Mr. Sean Michaels who declined; Ms. Liz Vigil nominated Ms. Wanda Maloney who accepted the nomination.

b. Finance – Up to date on payments from all grants

c. Social Services – The Board was notified of Lawrence's retirement party, and to fill the maintenance position, CALC will only hire part time. The properties received hail damage in the last storm and there is a meeting with our insurance company to address concerns.

d. Crossroads – Insurance payments are coming in, almost finished with submitting HRSA OSV items. WyHS is moving under the medical services and Sara as their Director. Walk-In hours at the clinic are changing to any time and finally, committee meetings are moving to the 3rd Tuesday at noon.
e. Fundraising - Cheyenne Farmers Market starts August 9 and Cruise Night on the 16th.

XIII. Executive Session

a. Mr. Isaac Lloyd made a motion to enter Executive Session. Ms. Olivia Samson seconded the motion. Start: 1927. Discussion occurred. Ms. Olivia Samson made a motion to end Executive Session. Mr. Bob Moen seconded. Ms. Olivia Samson made a motion to open the meeting with Ms. Wanda Maloney seconded the motion. Executive Session ended at 19:59.

XIV. For the Good of the Order

XV. Adjournment of Meeting

a. *Ms. Olivia Samson made a motion to end the CALC Board Meeting for July 2025. Mr. Bob Moen seconded. It carried without dissent. The June Board Meeting ended at 2000.*

Mackenzie Howard

Board Secretary: Mackenzie Howard

Asst. Secretary to the Board: Traci Kyser