



BOARD OF DIRECTORS MEETING MINUTES August 18, 2022

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:31 pm.

II. Community Action Mission Statement:

A. Community Action of Laramie County is a leader dedicated to reducing poverty in Laramie County by empowering people to achieve self-sufficiency through promoting access to healthcare, education, and advocacy with a network of community partnerships.

III. ROLL CALL:

A. Traci Kyser called the roll.

Members Present

Ms. Ellie Gardner
Ms. Kat Jaber
Ms. Rachel Meeker
Mr. Patrick Brady (*)
Mr. Albert Rosario (*)
Mr. Trevor Smith (*)
Ms. Catherine Young
Ms. Lois Prickett

VC Video Conference Attendance

* Members Excused

**Members Absent

Staff Present

Tim Ernst, Chief Executive Officer
CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board (*)
Matthew Snyder, Crossroads Healthcare Clinic Program Director, and Chief Operating Officer
Traci Kyser, Executive Assistant, Farmer's Market Manager, Assistant Secretary to the Board
Eric Walsh, SS Program Director
Eli Burgess, ERAP Team Lead

*Staff Excused

Guest(s) present: Lawrence Garcia, Facilities Manager

IV. Introductions:

- A. Eli Burgess introduced himself as the ERAP Team Lead.
B. Lawrence Garcia introduced himself as the Facilities Manager.

V. Positive News:

A. Matthew Snyder shared a success story from Crossroads Healthcare Clinic for the Homeless. Please see Crossroads Healthcare Clinic Board Report for details.

VI. Correspondence:

A. There was no correspondence.

VII. Consent Agenda:

A. Approval of Minutes

a) Ms. Rachel Meeker made a motion to approve the July Minutes and Ms. Kat Jaber seconded. The motion carried without dissent.

B. Chief Executive Officer Report

a) Ms. Kat Jaber made a motion to approve the Chief Executive Officer's Report and Ms. Catherine Young seconded. The motion carried without dissent.

VIII. Standing and Special Reports:

A. Executive Committee

1. Approval of Board Member applications were held.

a) Nomination for Olivia Samson: Ms. Kat Jaber made a motion to approve the application for Olivia Samson, and Miss Rachel Meeker seconded the motion. It carried without dissent.

b) Nomination for Amanda Newell: Ms. Kat Jaber made a motion to approve the application for Amanda Newell. Ms. Catherine Young seconded the motion. It carried without dissent.

2. Fiscal Year 2023 Board Meeting Schedule

a) Miss Rachel Meeker made a motion to approve the Fiscal year 2023 Board Meeting schedule. Miss Kat Jaber seconded the motion. It carried without dissent.

3. DISCUSSION: Board development for County Commissioner Appointee.

4. DISCUSSION: The Board Orientation Book is being reviewed for modifications.

5. DISCUSSION: Review of CALC's current insurance policies.

B. Finance Committee

1. July Financial Reports

a) Miss Catherine Young made a motion to approve the July Financial Reports. Ms. Kat Jaber seconded the motion and it carried without dissent.

2. July Credit Card Statements

a) Ms. Kat Jaber made a motion to approve the July credit card statements. Mr. Jason Pearl seconded the motion and it carried without dissent.

C. Self Sufficiency / Veteran's Services Committee

Mr. Eric Walsh gave a brief update on the status of the Self-Sufficiency Program, Veteran Housing Services and Kinship Support Services Program. Mr. Walsh noted that the Veteran's Home is fully occupied and with a waiting list.

1. CSBG CARES Monthly Report for July

a) Ms. Rachel Meeker made a motion to approve the CSBG Report for July. Ms. Catherine Young seconded the motion. The motion carried without dissent.

2. CSBG Monthly Report for July

b) Mr. Jason Pearl made a motion to approve the CSBG Monthly Report for July. Ms. Rachel Meeker seconded. The motion carried without dissent.

D. Crossroads Healthcare Committee

Mr. Matthew Snyder gave a brief update on the status of the Crossroads Healthcare Clinic for the Homeless Program. They are working on finding ways to incentivize the patient satisfaction surveys. They are also holding an Open House Event on October 19 afterhours for state and local dignitaries and legislatures to educate the new legislatures on Healthcare Centers and their importance in the community.

1. Patient Demographics Report for July

a) Ms. Rachel Meeker made a motion to approve the Patient Demographics Report for July. Ms. Catherine Young seconded the motion and it carried without dissent.

2. Quality Assurance Measures for July

a) Miss Kat Jaber made a motion to approve the Patient Demographics Report for July. Ms. Catherine Young seconded the motion and it carried without dissent.

3. Ratify the e-vote for the Crossroads Healthcare Clinic Strategic Plan

a) Ms. Catherine Young made a motion to approve the Crossroads Healthcare Clinic Strategic Plan. Mr. Jason Pearl seconded the motion. It carried without dissent.

E. Kinship Support Services Committee

Ms. Catherine Young provided the Board a brief update of the Kinship Program and WyHS. Kinship has doubled support group attendance to 5 for the month. A discussion was had regarding WyHS moving to a means tested program and the issues it is seeing. WyHS has lost participants due to this change. Mr. Tim Ernst updated the Board with news that the State on-site audit of Title III E and Wyoming in Home Services (WyHS) had no fiscal findings and only minor suggestions for the programs.

F. Farmers Market Committee

Ms. Ellie Gardner provided the Board an update on the first Farmer's Market that included over \$55,000 in total vendor sales as opposed to \$45,000 the previous year on opening day. Despite not having the ability to do EBT, the market was anticipated to have had nearly 2,300 people. Weekly updates will be sent to the Board via email. Additionally, a discussion of needing volunteers was had and the responses to having Farmer's Market shirts to identify those working the market to patrons and vendors alike. All agreed it was a good idea. Ms. Ellie Gardner will work with the Board to obtain sizes.

G. Fundraising Committee

Ms. Kat Jaber shared that the Glam Up & Give Back event, scheduled for November 5, 2022, from 6:00 – 9:00 pm at The Louise is coming along. The catering menu has been approved and Desperado Depot is seeking models for the event and is cross promoting our event. Tickets will go on sale September 1st. Baskets for the silent auction will be dropped off in Admin and stored there.

IX. Old Business:

X. New Business:

A. September 2022 Board Meeting will be moved to September 15, 2022, at Blue FCU. A Zoom Link will be sent for those who are unable to attend to due to prior commitments.

XI. Executive Session:

XII. For the good of the order:

XIII. Adjournment:

A. Miss Ellie Gardner adjourned the meeting at 7:06 PM

Respectfully Submitted,

Approved,

Traci Kyser
Executive Assistant

Ms. Ellie Gardner
Board Chair