



BOARD OF DIRECTORS MEETING MINUTES October 20, 2022

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:30 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 (E)
Ms. Rachel Meeker
Mr. Patrick Brady
Mr. Albert Rosario (E)
Mr. Trevor Smith (E)
Ms. Catherine Young
Ms. Lois Prickett (RA)
Ms. Olivia Samson
Ms. Amanda Newell
Mr. Jason Pearl

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

Staff Present

Tim Ernst, Chief Executive Officer
CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Traci Kyser, Executive Assistant, Farmer's Market Manager,
Assistant Secretary to the Board
Eric Walsh, SS/VA/Kinship Program Director
Eli Burgess, ERAP Team Lead

Guest(s) present: Tina Tripp, FNP at Crossroads & Zerek Jones,
MS Behavioral Health at Crossroads

IV. Introductions:

- A. Ms. Amanda Newell introduced herself
- B. Ms. Olivia Samson introduced herself
- C. Tina Tripp, Family Nurse Practitioner, introduced herself
- D. Zerek Jones introduced himself
- E. Jody from Align was introduced as she will be hosting our Strategic Planning session

V. Positive News:

- A. Tim Ernst, Tina Tripp, and Zerek Jones all shared some highlights and take aways from the Crossroads open house on the 19th of October.

VI. Correspondence:

- A. Tim Ernst shared that he received an e-mail that the Head Start grant is officially closed.

VII. Consent Agenda:

- A. Ratification of Consent Agenda for August Approval of Minutes e-vote
 - a) *Ms. Rachel Meeker made a motion to approve the ratification of the August Minutes and Ms. Catherine Young seconded. The motion carried without dissent.*
- B. Ratification of Consent Agenda for Chief Executive Officer Report e-vote
 - a) *Mr. Patrick Brady made a motion to approve the ratification of the Chief Executive Officer's Report from August and Ms. Catherine Young seconded. The motion carried without dissent.*
- C. Chief Executive Officer Report for September
 - a) *Mr. Jason Pearl made a motion to approve the Chief Executive Officer's Report for September, and Mr. Patrick Brady seconded. The motion carried without dissent.*
- D. Approval of Minutes
 - a) *Minutes were not taken in September as we did not have a quorum.*

VIII. Standing and Special Reports:

- A. Executive Committee
 - 1. Ratification of the updated mission statement in the Twenty First amended by-laws
 - a) *Ms. Catherine Young made a motion to approve the updated mission statement in the Twenty First amended by-laws. Mr. Patrick Brady seconded the motion. It passed without dissent.*
 - 2. DISCUSSION: Strategic Planning Session until 9:00pm

B. Finance Committee

1. Ratification of August Financial Reports e-vote
 - a) *Mr. Patrick Brady made a motion to approve the ratification of the August Financial Reports. Ms. Catherine Young seconded the motion and it carried without dissent.*
2. September Financial Reports
 - a) *Mr. Patrick Brady made a motion to approve the September Financial Reports. Ms. Catherine Young seconded the motion and it carried without dissent.*
3. Extension of the Line of Credit
 - a) *Mr. Patrick Brady made a motion to approve the extension of the line of credit. Ms. Catherine Young seconded the motion and it carried without dissent.*
4. DISCUSSION: Audit updates and status

C. Self Sufficiency / Veteran's Services Committee

No urgent business from the committee

1. Ratification of CSBG CARES Monthly Report for August e-vote
 - a) *Mr. Jason Pearl made a motion to approve the ratification of the CSBG Report for August e-vote. Ms. Rachel Meeker seconded the motion. The motion carried without dissent.*
2. Ratification of CSBG Monthly Report for August e-vote
 - a) *Ms. Catherine Young made a motion to approve the ratification of the CSBG Monthly Report for August e-vote. Mr. Jason Pearl seconded the motion. The motion carried without dissent.*
3. CSBG CARES Monthly Report for September
 - a) *Mr. Patrick Brady made a motion to approve the CSBG CARES Monthly Report for September. Ms. Catherine Young seconded the motion. The motion carried without dissent.*
4. CSBG Monthly Report for September
 - a) *Mr. Patrick Brady made a motion to approve the CSBG CARES Monthly Report for September. Ms. Catherine Young seconded the motion. The motion carried without dissent.*

D. Crossroads Healthcare Committee

1. Ratification of Patient Demographics Report for August e-vote

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

2. Ratification of Quality Assurance Measures for August e-vote

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

3. Patient Demographic Report for September

a) Ms. Catherine Young made a motion to approve the patient demographic report for September. Mr. Patrick Brady seconded the motion. It carried without dissent.

E. Kinship Support Services Committee

Ms. Catherine Young provided the Board a brief update of the Adopt a Family event in which there is \$1,263.00 in donations at this time.

F. Farmers Market Committee

Final market numbers were presented to the Board for review.

G. Fundraising Committee

Mr. Patrick Brady provided a brief update on the status of the gala.

IX. Old Business:

X. New Business:

A. [Jody Shields from Align will be guiding our Strategic Planning](#)

XI. Executive Session:

A. [Adjourned at 6:41](#)

XII. For the good of the order:

XIII. Adjournment:

A. Miss Ellie Gardner adjourned the meeting at 6:07 PM

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'TK' with a long horizontal flourish extending to the right.

Traci Kyser
Executive Assistant

Approved,

Ms. Ellie Gardner
Board Chair