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**Board of Directors MEETING MINUTES**

**January 19, 2023**

# Call to Order:

## Board Chair, Ellie Gardner, called the meeting to order at 5:33 pm.

# Community Action Mission Statement:

## 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.

# Roll Call:

## Traci Kyser called the roll.

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| **Members Present**Ms. Ellie GardnerMs. Kat Jaber Ms. Rachel Meeker (RA)Mr. Patrick BradyMr. Albert Rosario (E)Mr. Trevor SmithMs. Catherine Young (E)Ms. Lois PricketMs. Olivia SamsonMs. Amanda Newell Mr. Jason PearlMs. Judy Moss (RA) E = Excused AbsenceRA = Remote AttendanceUE = Unexcused Absence | **Staff Present*** Tim Ernst, Chief Executive Officer
* Ashley Beardsley, Chief Operations Officer, Clinical Director of Crossroads Healthcare Clinic
* CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
* Dee Determann, Director of Human Resources
* Eric Walsh, SS/VA/Kinship Program Director
* Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
* Eli Burgess, ERAP Team Lead

**Guest(s) present**: Shanna Kaiser (Kinship ACC) |

# Introductions:

## Ms. Judy Moss introduced herself to staff.

## Ms. Shanna Kaiser, Kinship, introduced herself.

## Ms. Ashley Beardsley, COO and Clinical Director, introduced herself.

## Ms. Dee Determann, Director of Human Resources, introduced herself.

# Positive News:

## Ms. Shanna Kaiser shared a positive news story from Kinship.

# Correspondence:

## There was no correspondence.

# Consent Agenda:

## Approval of Ashley Beardsley as our COO and Clinical Director of Crossroads Healthcare Clinic for the Homeless - VOTE

#### Mr. Patrick Brady made a motion to vote Ashley Beardsley as our COO and Clinical Director of Crossroads Healthcare Clinic for the Homeless, and Mr. Trevor Smith seconded. The motion carried without dissent.

## Ratification of Chief Executive Officer report for December - VOTE

#### Mr. Patrick Brady made a motion to approve the ratification of the CEO Report for December and Mr. Trevor Smith seconded. The motion carried without dissent.

## December Minutes - VOTE

#### Mr. Patrick Brady made a motion to approve the December Minutes and Mr. Trevor Smith seconded. The motion carried without dissent.

## Chief Executive Officer Report for January - VOTE

#### Mr. Patrick Brady made a motion to approve the CEO Report for January and Mr. Trevor Smith seconded. The motion carried without dissent.

# Standing and Special Reports:

## Executive Committee

### Approval of 2023 Calendar Year Paid Holidays - VOTE

#### Ms. Kat Jaber made a motion to approve the 2023 Calendar Year Paid Holidays. Mr. Patrick Brady seconded the motion. It carried without dissent.

### Approval of the Annual Agency Budget - VOTE

#### Ms. Kat Jaber made a motion to approve the Annual Agency Budget. Mr. Patrick Brady seconded the motion. It carried without dissent.

### Approval of CALC Organizational Chart – VOTE

#### Mr. Trevor Smith made a motion to approve the Organizational Chart. Mr. Patrick Brady seconded the motion. It carried without dissent.

### Conflict of Interest Policy – Discussion and signatures

#### Present Board Members reviewed and signed the Conflict-of-Interest Policy. Those in remote attendance were e-mailed a copy for signature and return.

### Chief Executive Officer Annual Evaluation - Documentation only

#### Mr. Timothy Ernst, CEO, was given his evaluation on December 27, 2022, by Ellie Gardner, Board Chair.

## Finance Committee

### January Financial Reports

#### Ms. Kat Jaber made a motion to approve the January Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.

### Ratification of December Financial Reports

#### Mr. Patrick Brady made a motion to approve the ratification of the December Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.

### 2021 990 Tax Form – Review and Discussion only

#### The 2021 990 was presented to and reviewed by the Board Members on 01/19/2023. The Board Treasurer will sign when it is available.

## Self Sufficiency / Veteran’s Services Committee

### Policy for furnished beds in review. Demographics were presented to the Board for review.

### Ratification of December CSBG Reports - VOTE

#### Mr. Patrick Brady made a motion to approve the ratification of the December CSBG Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.

### CSBG Monthly Report for January – VOTE

#### Mr. Trevor Smith made a motion to approve the ratification of the January CSBG Reports. Ms. Kat Jaber seconded the motion, and it carried without dissent.

## Crossroads Healthcare Committee

No urgent updates from the committee. Ashley is continuing training.

### Ratification of Patient Demographic Report for December - VOTE

#### Mr. Patrick Brady made a motion to approve the ratification of the patient demographic report for December. Mr. Trevor Smith seconded the motion. It carried without dissent.

### Ratification for Quality Assurance Measures for December – VOTE

#### Mr. Patrick Brady made a motion to approve the ratification of the Quality Assurance Measures for December. Ms. Kat Jaber seconded the motion. The motion carried without dissent.

### Patient Demographic report for January – VOTE

#### Mr. Patrick Brady made a motion to approve the Patient Demographic Report for January. Mr. Trevor Smith seconded the motion. It carried without dissent.

### Quality Assurance Measures for January - VOTE

#### Mr. Patrick Brady made a motion to approve the Quality Assurance Measures for January. Mr. Trevor Smith seconded the motion. It carried without dissent.

## Kinship Support Services Committee

### *No urgent updates from the committee*

## Farmers Market Committee

#### Board members are to e-mail preferred shirt size to Traci

#### Board members should start thinking of sponsors for the market

## Fundraising Committee

### Committee Chair – VOTE

#### Mr. Patrick Brady made a motion to nominate Ms. Amanda Newell as committee chair. Ms. Rachel Meeker seconded the motion. It passed without dissent.

## Building Committee

### The Board discussed how to proceed with renovating Dr. Hale’s office, the lease and discussed the walk-through of the Taco John’s building. The Board discussed getting additional bids for the renovations as a soft quote of $8,000 to $10,000 was verbally provided by one contractor, as well as alternatives paying for the renovations.

### Committee Chair – VOTE

#### Mr. Patrick Brady made a motion to nominate Ms. Olivia Samson as committee chair. Mr. Trevor Smith seconded the motion. It passed without dissent.

# Old Business:

# New Business:

### Weather Closure Policy Revision

#### Mr. Patrick Brady made a motion to approve the Weather Closure policy revision. Mr. Trevor Smith seconded the motion. It carried without dissent.

### Board Opening – Ms. Kat Jaber is resigning the Board effective January 20, 2022. A discussion regarding her position of Vice Chair and roles on committees were discussed.

### Vice Chair – VOTE

#### Ms. Rachel Meeker nominated Mr. Patrick Brady as Vice Chair. Ms. Rachel Meeker made a motion to vote Mr. Patrick Brady as Vice Chair. Ms. Kat Jaber seconded the motion. It carried without dissent.

### Secretary – VOTE

#### Mr. Patrick Brady nominated Ms. Olivia Samson as Board Secretary. Mr. Patrick Brady made a motion to vote Ms. Oliva Samson as Board Secretary. Mr. Jason Pearl seconded the motion. It carried without dissent.

# Executive Session:

## No executive session was held

# For the good of the order:

## Ms. Rachel Meeker discussed changing banks. This item is tabled until February.

# Adjournment:

## Miss Ellie Gardner adjourned the meeting at 6:53 PM

### Respectfully Submitted, Approved,


### Traci Kyser Ms. Ellie Gardner

### Executive Assistant Board Chair