



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES January 19, 2023

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:33 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 (RA)  
Mr. Patrick Brady  
Mr. Albert Rosario (E)  
Mr. Trevor Smith  
Ms. Catherine Young (E)  
Ms. Lois Prickett  
Ms. Olivia Samson  
Ms. Amanda Newell  
Mr. Jason Pearl  
Ms. Judy Moss (RA)

**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)

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

IV. Introductions:

- A. Ms. Judy Moss introduced herself to staff.
- B. Ms. Shanna Kaiser, Kinship, introduced herself.
- C. Ms. Ashley Beardsley, COO and Clinical Director, introduced herself.
- D. Ms. Dee Determann, Director of Human Resources, introduced herself.

V. Positive News:

- A. Ms. Shanna Kaiser shared a positive news story from Kinship.

VI. Correspondence:

- A. There was no correspondence.

VII. Consent Agenda:

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

*a) 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.*

- B. Ratification of Chief Executive Officer report for December - VOTE

*a) 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.*

- C. December Minutes - VOTE

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

- D. Chief Executive Officer Report for January - VOTE

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

VIII. Standing and Special Reports:

A. Executive Committee

1. Approval of 2023 Calendar Year Paid Holidays - VOTE
  - a) *Ms. Kat Jaber made a motion to approve the 2023 Calendar Year Paid Holidays. Mr. Patrick Brady seconded the motion. It carried without dissent.*
2. Approval of the Annual Agency Budget - VOTE
  - a) *Ms. Kat Jaber made a motion to approve the Annual Agency Budget. Mr. Patrick Brady seconded the motion. It carried without dissent.*
3. Approval of CALC Organizational Chart – VOTE
  - a) *Mr. Trevor Smith made a motion to approve the Organizational Chart. Mr. Patrick Brady seconded the motion. It carried without dissent.*
4. Conflict of Interest Policy – Discussion and signatures
  - a) *Present Board Members reviewed and signed the Conflict-of-Interest Policy. Those in remote attendance were e-mailed a copy for signature and return.*
5. Chief Executive Officer Annual Evaluation - Documentation only
  - a) *Mr. Timothy Ernst, CEO, was given his evaluation on December 27, 2022, by Ellie Gardner, Board Chair.*

B. Finance Committee

1. January Financial Reports
  - a) *Ms. Kat Jaber made a motion to approve the January Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.*
2. Ratification of December Financial Reports
  - a) *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.*
3. 2021 990 Tax Form – Review and Discussion only
  - a) *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.*

C. Self Sufficiency / Veteran's Services Committee

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

1. Ratification of December CSBG Reports - VOTE
  - a) *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.*
2. CSBG Monthly Report for January – VOTE
  - a) *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.*



D. Crossroads Healthcare Committee

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

1. Ratification of Patient Demographic Report for December - VOTE
  - a) *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.*
2. Ratification for Quality Assurance Measures for December – VOTE
  - a) *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.*
3. Patient Demographic report for January – VOTE
  - a) *Mr. Patrick Brady made a motion to approve the Patient Demographic Report for January. Mr. Trevor Smith seconded the motion. It carried without dissent.*
4. Quality Assurance Measures for January - VOTE
  - a) *Mr. Patrick Brady made a motion to approve the Quality Assurance Measures for January. Mr. Trevor Smith seconded the motion. It carried without dissent.*

E. Kinship Support Services Committee

*No urgent updates from the committee*

F. Farmers Market Committee

- a) *Board members are to e-mail preferred shirt size to Traci*
- b) *Board members should start thinking of sponsors for the market*

G. Fundraising Committee

1. Committee Chair – VOTE
  - a) *Mr. Patrick Brady made a motion to nominate Ms. Amanda Newell as committee chair. Ms. Rachel Meeker seconded the motion. It passed without dissent.*

H. Building Committee

1. 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.
2. Committee Chair – VOTE
  - a) *Mr. Patrick Brady made a motion to nominate Ms. Olivia Samson as committee chair. Mr. Trevor Smith seconded the motion. It passed without dissent.*

IX. Old Business:

X. New Business:

1. Weather Closure Policy Revision

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

2. 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.

3. Vice Chair – VOTE

*a) 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.*

4. Secretary – VOTE

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

XI. Executive Session:

A. No executive session was held

XII. For the good of the order:

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

XIII. Adjournment:

A. Miss Ellie Gardner adjourned the meeting at 6:53 PM

Respectfully Submitted,

Approved,



Traci Kyser

Executive Assistant



Ms. Ellie Gardner

Board Chair