



COMMUNITY ACTION OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES February 16, 2023

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.

<u>Members Present</u>	<u>Staff Present</u>
Ms. Ellie Gardner	• Tim Ernst, Chief Executive Officer
Mr. Patrick Brady	• Ashley Beardsley, Chief Operations Officer, Clinical Director of Crossroads Healthcare Clinic
Ms. Olivia Samson	• CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Ms. Rachel Meeker	• Dee Determann, Director of Human Resources
Mr. Albert Rosario (E)	• Eric Walsh, Social Services Program Director
Mr. Trevor Smith (E)	• Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
Ms. Catherine Young	• Eli Burgess, ERAP Team Lead
Ms. Lois Pricket (E)	• Shanna Kaiser, Kinship and WyHS ACC & Program Manager
Ms. Amanda Newell	
Mr. Jason Pearl	
Ms. Judy Moss	
E = Excused Absence	Guest(s) present: Debbie Herndon, SS Case Manager; Clarissa Walsh, Office Manager for CHC
RA = Remote Attendance	
UE = Unexcused Absence	

IV. Introductions:

A. Jody Shields – Align (finalize Strategic Plans for agency and clinic)

V. Positive News:

- A. Ms. Debbie Herndon shared a positive news story regarding a client who is in our transitional housing after a house fire and his progress.
- B. Ms. Ellie Gardner and Mr. Timothy Ernst presented Staff recognition awards to Clarissa Walsh for three years and CJ Luce for 1 year of service with CALC.

VI. Correspondence:

- A. Mr. Timothy Ernst shared a Notice of Award from HRSA for the FY24 budget was less than expected but after receiving clarification, it is due to the congressional reauthorization not having been completed at the time of the letter.

VII. Consent Agenda:

- A. January Minutes - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the January Minutes and Ms. Catherine Young seconded. The motion carried without dissent.*
- B. Chief Executive Officer Report for February - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the Chief Executive Officer Report and Ms. Catherine Young seconded. The motion carried without dissent.*

VIII. Standing and Special Reports:

- A. Executive Committee
 - 1. 2021 Agency Strategic Plan - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the 2021 Agency Strategic Plan. Ms. Olivia Samson seconded the motion. It carried without dissent.*
 - 2. 2021 Crossroads Healthcare Clinic Strategic Plan - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the 2021 Agency Strategic Plan. Ms. Olivia Samson seconded the motion. It carried without dissent.*
 - 3. Committee Assignments – DISCUSSION: A discussion was had on the importance of the committee meetings and if unable to attend, to please notify the staff. Additionally, it was asked that meeting date and times be placed on the committee roster, so all are aware of the meeting times. The Board was notified of the changes made to the existing committees to cover the vacancy on the Board.
 - 4. Audit – DISCUSSION: Mr. Timothy Ernst provided an update on the audit and that although it is near completion, the auditors are requesting additional information from fiscal. A new audit company has been secured.

B. Finance Committee

1. February Financial Reports

a) *Mr. Patrick Brady made a motion to approve the February Financial Reports. Ms. Catherine Young seconded the motion, and it carried without dissent.*

2. NetSuite ACS Discussion and Vote

Ms. CJ Luce presented a proposal to the Board to expand NetSuite capabilities for 1 year to allow her to adjust and customize the coding features. The proposal would end after 1 year and during that time Ms. Luce will make the necessary adjustments for CALC.

a) *Mr. Patrick Brady made a motion to approve the implementation of ACS. Ms. Amanda Newell seconded the motion, and it carried without dissent.*

3. A discussion on financial reporting was held at lengths with a request to include a balance summary sheet at each board meeting. Discussion ensued regarding the roles and responsibilities of the committee and reporting to the full board. This discussion ended with an agreement of fiscal adding a balance sheet to the board reports that includes a profit & loss statement.

C. Self Sufficiency / Veteran's Services Committee

Ms. Amanda Newell provided a brief update to the Board regarding the ending of ERAP, Learning Over Lunch and the GPD grant being submitted.

1. CSBG Monthly Report for February – VOTE

a) *Ms. Catherine Young made a motion to approve the February CSBG Reports. Mr. Patrick Brady seconded the motion, and it carried without dissent.*

D. Crossroads Healthcare Committee

Ms. Ellie Gardner provided a brief update to the Board. Mr. Zerek Jones has completed his supervision and has applied for his license. There will be a breakfast for Zerek held to celebrate his accomplishment. Patient numbers are up from last year and the clinic had a code grey event regarding a patient who became agitated. Data is being collected to evaluate possible changes to the clinic hours to accommodate the increased patient load.

1. Patient Demographic report for January – TABLED

a) *EPIC is currently being updated for year end information, and reports are not available.*

2. Quality Assurance Measures for January - TABLED

a) *EPIC is currently being updated for year end information, and reports are not available.*

3. Final UDS Report – VOTE

a) *Mr. Patrick Brady made a motion to approve the UDS report. Mr. Jason Pearl seconded the motion. It carried without dissent.*

E. Kinship Support Services Committee

Ms. Catherine Young provided an update to the Board. Kinship will have a Give Back Night at Old Chicago in March that will benefit all of CALC. Scheduling for WyHS was modified to include 15 minutes of drive time for each appointment, improving reporting accuracy and homemaker morale.

F. Farmers Market Committee

Mr. Patrick Brady provided an update to the Board regarding an added sponsor tier of \$7,500 for the market. Additionally, banners, shirts and much of the ordering is completed. Vendors are being evaluated and it is time to begin recruiting sponsors.

1. 2023 Farmer's Market Budget – VOTE

a) *Mr. Patrick Brady made a motion to approve the 2023 Farmer's Market Budget. Ms. Judy Moss seconded the motion. It carried without dissent.*

G. Fundraising Committee

1. Miss Amanda Newell provided an update to the Board. A discussion was had on the theme and ideas for this year's gala including a Hollywood theme or a Murder Mystery Dinner. More information to come on the gala. WyoGives is starting soon and it was recommended the Board participate. A Board Webinar is available to promote CALC during WyoGives on July 12, 2023. There is a 1 day goal of \$14,000 which is double from last year.

H. Building Committee

1. Ms. Traci Kyser provided an update on the moving process, which is on track for one month earlier (March 15 rather than April 15). Executive Builders are able to start work on February 21st with full remodel underway on March 1, 2023. Movers will be updated with this development and adjusted accordingly. Furniture and paint/décor have been chosen.

IX. Old Business:

X. New Business:

1. Ms. Ashley Beardsley has submitted her resignation effective March 3, 2023, as Chief Operating Officer and Program Director for Crossroads Healthcare Clinic. The process of replacement is underway.

XI. Executive Session:

1. Mr. Patrick Brady made a motion to enter Executive Session at 7:32pm. Ms. Catherine Young seconded the motion. It carried without dissent.
2. Mr. Jason Pearl motioned to end Executive session. Ms. Amanda Newell seconded the motion. It carried without dissent.
3. Ms. Amanda Newell made a motion to open the meeting. Mr. Jason Pearl seconded the motion. It carried without dissent.

XII. For the good of the order:

XIII. Adjournment:

- A. Mr. Patrick Brady made a motion to adjourn the February Board Meeting. Mr. Jason Pearl seconded the motion. Ms. Ellie Gardner adjourned the meeting at 7:54 PM

Respectfully Submitted,



Traci Kyser, MA

Executive Assistant

Approved,



Ms. Ellie Gardner

Board Chair