



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES March 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	• Scott Cheney, Interim Crossroads Healthcare Clinic Program Director
Ms. Olivia Samson	• CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Ms. Rachel Meeker	• Dee Determann, Director of Human Resources (E)
Mr. Albert Rosario (E)	• Eric Walsh, Social Services Program Director
Mr. Trevor Smith	• Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
Ms. Catherine Young	• Eli Burgess, ERAP Team Lead
Ms. Lois Pricket	• Shanna Kaiser, Kinship and WyHS ACC & Program Manager
Ms. Amanda Newell (E)	
Mr. Jason Pearl	
Ms. Judy Moss	
E = Excused Absence	<b>Guest(s) present:</b> Carol Gooden-Rice, COO and Clinical Director
RA = Remote Attendance	James Fuller, VHS Case Manager
UE = Unexcused Absence	

IV. Introductions:

A. Carol Gooden-Rice

V. Positive News:

A. Mr. James Fuller presented the good news story regarding a veteran who went from homeless to housed and excelled in the VHS Program through self-motivation.

B. Ms. Ellie Gardner and Mr. Timothy Ernst presented Staff recognition awards to Elijah Burgess and Ashlie Arfsten. Both have had 1 year of service with CALC.

VI. Correspondence:

A. Mr. Timothy Ernst shared that 90 degrees Healthcare had a data breach and some employee information has been compromised from when they were our insurance company several years ago. There is nothing for CALC to do at this time as 90 degrees Insurance will notify employees as required.

VII. Consent Agenda:

A. February Minutes - VOTE

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

B. Chief Executive Officer Report for March - VOTE

*a) Mr. Patrick Brady made a motion to approve the Chief Executive Officers Report and Mr. Trevor Smith seconded. The motion carried without dissent.*

VIII. Standing and Special Reports:

A. Executive Committee

1. Employment Categories and Definitions Policy Change - TABLED

*a) Mr. Trevor Smith made a motion to approve the policy change. Ms. Rachel Meeker seconded the motion. During discussion, Ms. Catherine Young pointed out a small discrepancy in the verbiage. This item is tabled until April due to some confusion with the verbiage. HR will clarify the wording.*

2. Updated Organization Chart - VOTE

*a) Ms. Catherine Young made a motion to approve the updated Organization Chart. Mr. Trevor Smith seconded the motion. It carried without dissent.*

3. Board Applicant – VOTE

*a) Mr. Patrick Brady made a motion to approve the Board Member application for Ms. MacKenzie Howard contingent on the approval of the mayor and city council. Mr. Trevor Smith seconded the motion. It carried without dissent.*

4. Tablet Usage – DISCUSSION: A discussion was had on the expectations of the use of the tablets for committee and Board meetings only. The tablets are to be turned back in at the end of each meeting and not to be taken home.

5. Partnership with Sheriff Department – DISCUSSION: Mr. Timothy Ernst provided an update on a partnership with the Sheriff's Department and Crossroads Healthcare Clinic to provide inmates with basic services and in obtaining critical records and documents as well as medical care.

B. Finance Committee

1. March Financial Reports - VOTE

a) *Mr. Patrick Brady made a motion to approve the March Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.*

2. Profit and Loss Statement - VOTE

a) *This item was tabled until April as Ms. CJ Luce is continuing to work with NetSuite for a presentable format.*

3. New Signature Cards – Discussion

a) *This item was moved to Executive Session*

C. Self Sufficiency / Veteran's Services Committee

No committee updates were presented.

1. CSBG Monthly Report for March – VOTE

a) *Mr. Trevor Smith made a motion to approve the March CSBG Reports. Ms. Catherine Young seconded the motion, and it carried without dissent.*

D. Crossroads Healthcare Committee

Mr. Scott Cheney provided a brief update to the Board on the delay of EPIC in getting 2022 validated. He explained that HRSA has a set time frame to validate 2022 and until that happens, no EMR will start a new year until the previous year is validated. Once this happens, we will vote and ratify on the previous months reporting.

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. Patient Demographic report for February – TABLED
  - a) *EPIC is currently being updated for year-end information, and reports are not available.*
4. Quality Assurance Measures for February - TABLED
  - a) *EPIC is currently being updated for year-end information, and reports are not available.*
5. Update on Billing services for Crossroads Healthcare Clinic
  - a) *This item has been moved to Executive Session*
6. Extension on UDS was given for resolution as there were additional clarifications being asked for.

E. Kinship Support Services Committee

Ms. Catherine Young provided an update to the Board. Kinship has a delay in A&D reporting due to scheduling conflicts with the state in training. Shanna has been released to work in Wellsky without supervision at this time. A discussion is being had at having support group at two (2) different times to accommodate participants schedules.

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. Additionally, Mr. Brady asked for members to begin seeking sponsorships for the market and Ms. Ellie Gardner posted a Google Doc link for an editable spreadsheet of sponsors. A sign-up sheet of market shifts was distributed for members to sign up.

G. Fundraising Committee

Miss Ellie Gardner and Mr. Patrick Brady provide an update to the Board regarding WyoGives on July 12<sup>th</sup> and some expectations of the Board members. A discussion on the gala in November was also had and the theme of Lights, Camera, Community Action was chosen as a 50's style Bollywood/Movie Premier night type event. We also mentioned Network for Good donor management software was being subscribed to.

H. Building Committee

Ms. Traci Kyser provided an update on the moving process, which is on track to be completed by April 11, 2023. Dr. Hales is working diligently in clearing out the offices at Evans and Mr. Tim Ernst has been in contact with Executive Builders to confirm the deadline. Will continue to monitor and update accordingly.

IX. Old Business:

X. New Business:

1. Approval of Ms. Carol Gooden-Rice as the Chief Operating Officer and the Clinical Program Director for Crossroads Healthcare Clinic for the Homeless.

*a) Mr. Patrick Brady made a motion to approve Ms. Carol Gooden-Rice as COO and Clinical Program Director. Mr. Trevor Smith seconded the motion. It carried without dissent.*

XI. Executive Session:

1. Mr. Patrick Brady made a motion to enter Executive Session at 6:49 pm. Mr. Trevor Smith seconded the motion. It carried without dissent.

2. Ms. Rachel Meeker motioned to end Executive session. Mr. Patrick Brady seconded the motion. It carried without dissent.

3. Mr. Jason Pearl made a motion to open the meeting. Mr. Patrick Brady seconded the motion. It carried without dissent.

XII. For the good of the order:

XIII. Adjournment:

A. Mr. Jason Pearl made a motion to adjourn the February Board Meeting. Mr. Patrick Brady seconded the motion. Ms. Ellie Gardner adjourned the meeting at 7:24 PM

Respectfully Submitted,



Traci Kyser, MA  
Executive Assistant

Approved,



Ms. Ellie Gardner  
Board Chair