



COMMUNITY ACTION | OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES April 20, 2023

- 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.

<u>Members Present</u>	<u>Staff Present</u>
Ms. Ellie Gardner	<ul style="list-style-type: none"> • Tim Ernst, Chief Executive Officer
Mr. Patrick Brady	<ul style="list-style-type: none"> • Carol Gooden-Rice, COO and Clinical Director
Ms. Olivia Samson	<ul style="list-style-type: none"> • Scott Cheney, Interim Crossroads Healthcare Clinic Program Director (RA)
Ms. Rachel Meeker (RA)	<ul style="list-style-type: none"> • CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Mr. Albert Rosario (E)	<ul style="list-style-type: none"> • Dee Determann, Director of Human Resources
Mr. Trevor Smith (E)	<ul style="list-style-type: none"> • Eric Walsh, Social Services Program Director
Ms. Catherine Young (E)	<ul style="list-style-type: none"> • Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board
Ms. Lois Prickett	<ul style="list-style-type: none"> • Shanna Kaiser, Kinship and WyHS ACC & Program Manager
Ms. Amanda Newell	
Mr. Jason Pearl	
Ms. Judy Moss	
Ms. MacKenzie Howard	
	Guest(s) present: Taylor Ferguson, SS Case Manager
E = Excused Absence	
RA = Remote Attendance	
UE = Unexcused Absence	

IV. Introductions:

- A. Ms. Taylor Ferguson, Self-Sufficiency Case Manager
- B. Ms. MacKenzie Howard, Board Member

V. Positive News:

- A. Ms. Shanna Kaiser provided a good news story on a WyHS Client who was not doing well and because of the interactions and quick decisions made by homemaker and ACC, the client's life was saved according to his family. He is now doing well and thriving.
- B. Ms. Taylor Ferguson did a presentation on WyoGives and provided the Board Members with various ideas, ways and topics to help promote CALC during the one (1) day event. Additionally, Taylor notified the Board of the upcoming fundraising events at Culvers and Old Chicago pizza.

VI. Correspondence:

- A. Mr. Timothy Ernst shared that the 2021 audit is completed. The Board will e-vote to accept the audit as it is presented.

VII. Consent Agenda:

- A. March Minutes - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the March Minutes and Ms. Amanda Newell seconded. The motion carried without dissent.*
- B. Chief Executive Officer Report for March - VOTE
 - a) *There was no written CEO report to present to the Board. An oral report was given to the Executive Committee.*

VIII. Standing and Special Reports:

A. Executive Committee

Mr. Timothy Ernst provided an update on the WyHS Budget stating that the budget was increased due to the eligible participants being required to pay effective July. It was also discussed that Mr. Albert Rosario would remain a Friend of the Board, but due to health concerns, a motion would be presented that he be removed as an active member of the Board.

- 1. Approval of SFY24 WyHS Grant - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the SFY24 WyHS Grant. Ms. Lois Prickett seconded the motion. It carried without dissent.*
- 2. Removal of Board Member Albert Rosario - VOTE
 - a) *Mr. Patrick Brady made a motion to remove Albert Rosario from the Board of Directors. Ms. Judy Moss seconded the motion. It carried without dissent.*
 - b) *Mr. Patrick Brady made a motion to move Ellie Gardner to Low-Income. Ms. Olivia Samson seconded the motion. It carried without dissent.*

B. Finance Committee

Ms. Rachel Meeker presented a brief update on the Finance Committee stating that the 2021 audit was complete and the 2022 audit will start on time. Medical billing for the clinic can only go back for 1 year.

1. April Financial Reports - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the April Financial Reports. Mr. Jason Pearl seconded the motion, and it carried without dissent.*
2. Profit and Loss Statement – review only

C. Self Sufficiency / Veteran's Services Committee

Superday will be June 24th and Elijah Burgess has accepted the Veteran Services Case Manager position, with James Fuller moving to Self-Sufficiency Case Manager.

1. CSBG Monthly Report for April – VOTE
 - a) *Ms. Amanda Newell made a motion to approve the April CSBG Reports. Mr. Patrick Brady seconded the motion, and it was 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 month's reporting.

The National Association of Community Health Centers and the Wyoming PCA toured the Crossroads Healthcare Clinic and appeared to be impressed with the clinic.

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. Patient Demographic report for March – TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
6. Quality Assurance Measures for March - TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*

E. Kinship Support Services Committee

Ms. Rachel Meeker provided an update to the Board. Shanna is able to work independently at this time. Group attendance is slightly increasing. There is still an extensive wait list for WYHS at this time.

F. Farmers Market Committee

Mr. Patrick Brady provided an update to the Board regarding the need for sponsors. Several sponsor forms were passed out to all Board Members. Vendors are being evaluated and making payments on their booth spots. Ms. Ellie Gardner reminded the Board of the Google Doc link for an editable spreadsheet of sponsors and mentioned that anyone can be a sponsor. A sign-up sheet of market shifts was distributed for members to sign up a second time. Mr. Jason Pearl will join the Farmer's Market Committee with the removal of Mr. Albert Rosario.

G. Fundraising Committee

Miss Ellie Gardner and Mr. Patrick Brady provide an update to the Board regarding WyoGives on July 12th and some expectations of the Board members. We are looking into caterers next now the Atlas has been secured. Several nights of giving have been secured, with Old Chicago on April 26 and May 16 as well as Culvers on May 10.

H. Building Committee

Mr. Timothy Ernst provided an update on the move – it is officially complete. A walk-through of 204 will happen this week, but we are done.

IX. Strategic Planning Metrics – tabled until May due to move.

X. Old Business:

XI. New Business:

1. Discussion of upcoming holidays, board dates and Lawrence's retirement.

XII. Executive Session:

XIII. Good of the Order

1. Thank you for the tacos.

XIV. 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 7:23 PM

Respectfully Submitted,



Traci Kyser, MA

Executive Assistant

Approved,



Ms. Ellie Gardner

Board Chair