



COMMUNITY ACTION OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES May 18, 2023

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:32 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	• Carol Gooden-Rice, COO and Clinical Director
Ms. Olivia Samson	• CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
Ms. Rachel Meeker	• Dee Determann, Director of Human Resources
Mr. Trevor Smith	• Eric Walsh, Social Services Program Director
Ms. Catherine Young (E)	• Traci Kyser, Executive Assistant, Farmer's Market Manager, Assistant Secretary to the Board
Ms. Lois Prickett	
Ms. Amanda Newell	
Mr. Jason Pearl	
Ms. Judy Moss	
Ms. MacKenzie Howard	
	Guest(s) present: Taylor Ferguson, SS Case Manager & James Fuller, SS Case Manager
E = Excused Absence	
RA = Remote Attendance	
UE = Unexcused Absence	

IV. Introductions:

A. No introductions were made.

V. Positive News:

- A. Ms. Carol Gooden-Rice updated the Board on the increase in patients and a brief story of a success story regarding our Outreach Case Manager who was able to assist a gentleman in obtaining a birth certificate, driver's license and other documents all in one day.
- B. Taylor Ferguson and James Fuller were both recognized for their 1 year of service with CALC. Eric Walsh was also recognized for five years of service.

VI. Correspondence:

- A. Mr. Timothy Ernst shared that HRSA found us for being late and explained that a Corrective Action Plan (CAP) was implemented and submitted to HRSA. Mr. Ernst noted that the audit for FY22 will also incur a finding as it will be late as well, but we have a new audit firm in place and progress is being made.
- B. Mr. Ernst also shared that Title III E has an on-site audit scheduled for August 16. A new date will be requested as the Access Care Coordinator will not be available for the audit.
- C. Mr. Ernst shared with the Board that the VA has accepted our request to increase the bed night charge effective June 1, 2023.

VII. Consent Agenda:

- A. April 2023 Minutes - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the April 2023 Minutes and Ms. Amanda Newell seconded. The motion carried without dissent.*
- B. Chief Executive Officer Report for April – VOTE
 - a) *Mr. Patrick Brady made a motion to approve the April 2023 Chief Executive Officer Report and Ms. Amanda Newell seconded. The motion carried without dissent.*
- C. Review and signing of job descriptions – VOTE
 - a) *Mr. Patrick Brady made a motion to approve the job descriptions as written and Ms. Amanda Newell seconded. The motion carried without dissent.*

VIII. Standing and Special Reports:

- A. Executive Committee

Mr. Timothy Ernst provided an update on the Board Application from Mr. Sean Michaels. He discussed the CSBG Grant and the addendum for the Community Initiative that will be included with a letter of support from the clinic. A discussion was had about moving the Board Meetings to the first Thursday of the month and how that would look with the by-laws, committee meetings and schedules. Mr. Patrick Brady will review the by-laws and modify them accordingly should the board vote to move the meetings.

1. Acceptance of Mr. Sean Michaels Board Application – VOTE
 - a) *Mr. Patrick Brady made a motion to approve Mr. Sean Michaels' Board Application. Ms. Olivia Samson seconded the motion. It carried without dissent.*
2. CSBG Grant Approval – VOTE
 - a) *Mr. Patrick Brady made a motion to approve the CSBG Grant Application. Ms. Amanda Newell seconded the motion. It carried without dissent.*
3. Employment Category and Definitions Policy Change – VOTE
 - a) *Ms. Rachel Meeker made a motion to approve the Employment Category and Definitions Policy Change. Ms. Judy Moss seconded the motion. It carried without dissent.*
4. Modification of the Board Meeting Schedule – VOTE
 - a) *Mr. Patrick Brady made a motion to approve the Board Meetings be moved to the first Thursday of the month effective July 2023. Mr. Jason Pearl seconded the motion. It carried without dissent.*
 - b) *Mr. Patrick Brady made a motion to approve the Board Meetings for the month of June 2023 be skipped. Ms. Olivia Samson seconded the motion. It carried without dissent.*
5. Move job description to consent agenda – VOTE
 - a) *Mr. Patrick Brady made a motion to move the review and signing of the job description to the Consent Agenda. Ms. Rachel Meeker seconded the motion. It carried without dissent.*

B. Finance Committee

Ms. Rachel Meeker presented a brief update on the Finance Committee stating that ADP had the incorrect allotment for unemployment. This has been corrected. Ms. CJ Luce provided a brief update on NetSuite. And the Board was informed that the large line items were due to the remodel and the blood machine for the clinic.

1. April Financial Reports - VOTE
 - a) *Mr. Patrick Brady made a motion to approve the May 2023 Financial Reports. Ms. Amanda Newell seconded the motion, and it carried without dissent.*
2. Ratify e-vote on audit as presented – VOTE.
 - a) *Mr. Patrick Brady made a motion to approve the ratification of the e-vote accepting the audit as presented. Ms. Rachel Meeker seconded the motion, and it carried without dissent.*

C. Self Sufficiency / Veteran's Services Committee

Ms. Judy Moss stated that there has been an increase in applications for June, however, there seems to be a hindrance in getting the application fee paid and a short discussion was had on ways to assist in paying the fee for those who cannot afford it. It was noted that the Old Chicago fundraiser brought in \$157 and Culver's brought in \$360. A lengthy discussion was had on the veteran bed situation.

1. CSBG Monthly Report for May – VOTE
 - a) *Mr. Jason Pearl made a motion to approve the May CSBG Reports. Ms. Rachel Meeker seconded the motion, and it carried without dissent.*

D. Crossroads Healthcare Committee

Ms. Carol Gooden-Rice provided an update on the activities at the clinic including testing a pilot program to extend evening hours to the clients on Wednesday and then closing Friday to accommodate patients. HRSA is still validating 2022, so no UDS reports via Epic are available at this time. Carolyn is in the process of reapplying for Medicare billing privileges. ER doctors will provide back-up for clinic.

1. Patient Demographic report for January 2023 – TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
2. Quality Assurance Measures for January 2023 - TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
3. Patient Demographic report for February 2023 – TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
4. Quality Assurance Measures for February 2023 - TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
5. Patient Demographic report for March 2023 – TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
6. Quality Assurance Measures for March 2023 - TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
7. Patient Demographic report for April 2023– TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*
8. Quality Assurance Measures for April 2023 - TABLED
 - a) *EPIC is currently being updated for year-end information, and reports are not available.*

E. Kinship Support Services Committee

Mr. Patrick Brady 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. April group was cancelled, the ACC is to call the Board if necessary and not cancel groups. The YMCA donated a voucher for the week long summer camp, and it was presented to a grandmother who just custody of her 3 grand kids.

Commented [MRI]: I think this may have been Ellie who gave this update. I couldn't remember but I didn't think it was me since I couldn't attend the subcommittee meeting.

Commented [TK2R1]: I will review the recording to clarify. Thank you.

Commented [TK3R1]: It was Patrick ☺

F. Farmers Market Committee

Mr. Patrick Brady provided an update to the Board regarding the need for sponsors. Ms. Traci Kyser has applied for a \$50,000 FMPP Grant through the USDA. No news on the status at this time. Western Vista and UniWyo have sponsored for \$500 each and ANB provided a \$2,500 sponsorship. It was mentioned that sponsorships can be goods and materials as well, not just cash donations.

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. 4 tickets to UW vs Hawaii have been donated and a meeting with the LCCC Caterer will be scheduled. Social Services will do an open house during WyoGives and Taylor has secured a food truck for the event. We need to start thinking on silent auction items for the gala.

H. Building Committee

The Kellogg Foundation was discussed as a start to a capital campaign. They would do research and contact investors to see if there was an interest in campaign and report back to us. Further discussions will be had.

IX. Strategic Planning Metrics: All departments have met the Q1 Goals for the strategic plan.

X. Old Business: none

XI. New Business: none

XII. Executive Session:

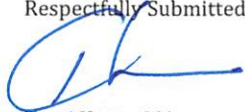
1. Mr. Patrick Brady made a motion to enter Executive Session at 7:28 pm. Mr. Trevor Smith seconded the motion. It carried without dissent.
2. Mr. Patrick Brady made a motion to leave Executive Session at 8:24 PM. Mr. Jason Pearl seconded the motion. It carried without dissent.
3. Mr. Jason Pearl made a motion to open the meeting. Mr. Patrick Brady seconded the motion. It carried without dissent.

XIII. Good of the Order

XIV. Adjournment:

- A. Mr. Jason Pearl made a motion to adjourn the May Board Meeting. Mr. Patrick Brady seconded the motion. Ms. Ellie Gardner adjourned the meeting at 8:25 PM

Respectfully Submitted,



Traci Kyser, MA
Executive Assistant

Approved,



Ms. Ellie Gardner
Board Chair