



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES July 6, 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.

**Members Present**

Ms. Ellie Gardner  
Mr. Patrick Brady  
Ms. Olivia Samson  
Ms. Rachel Meeker  
Mr. Trevor Smith  
Ms. Catherine Young  
Ms. Lois Prickett (E)  
Ms. Amanda Newell  
Mr. Jason Pearl  
Ms. Judy Moss  
Ms. MacKenzie Howard  
Mr. Sean Michaels (RA)

**Staff Present**

- Tim Ernst, Chief Executive Officer
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
- Dee Determann, Director of Human Resources
- Eric Walsh, Social Services Program Director
- Traci Kyser, Executive Assistant, Farmer's Market Manager, Assistant Secretary to the Board

**Guest(s) present:** Taylor Ferguson, SS Case Manager & Carol Hess, CALC receptionist

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

IV. Introductions:

- A. The Board introduced themselves to Sean Michaels, who was attending via Zoom.
- B. The Kellogg Organization, Inc introduced themselves via Zoom.
- C. Carol Hess, Receptionist, introduced herself.

V. Positive News:

- A. The Kellogg Organization, Inc. presented on how the foundation conducts a feasibility study, the expectations and limitations and ultimately reports their findings on whether a Capital Campaign is feasible or not. A discussion and vote were tabled until after staff recognitions.
- B. Carol Hess was recognized for her 1 year of service with CALC. It was also noted that Tina Tripp, FNP has reached her 1-year milestone and Zerek Jones achieved his three (3) years. Neither could attend due to clinic hours. LaTrisha Sims achieved 8 years and Mr. Timothy Ernst, 7 years.
- C. Taylor Ferguson provided the Board with an update on WyoGives for July 12<sup>th</sup>.
- D. Once staff departed a vote on the Kellogg Organization, Inc presentation was had.
  - a) *Mr. Patrick Brady made a motion to accept the Kellogg Organization, Inc proposal as it was presented. Mr. Trevor Smith seconded the motion. It carried without dissent.*

VI. Correspondence:

- A. Mr. Timothy Ernst shared that CSBG will be onsite 28-August-2023.
- B. Mr. Timothy Ernst shared that The Aging Division will be onsite 02-August-2023 for the Title III E and WyHS programs.

VII. Consent Agenda: VOTE

- A. May 2023 Minutes
- B. Chief Executive Officer Report for June 2023
- C. June notation was signed stating that no Board Meeting was held in June due to the May vote to change Board Meeting days.
  - a) *Mr. Trevor Smith made a motion to approve the Consent Agenda and Mr. Patrick Brady 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. Justin Irish. He also provided an update on being awarded the Converse County WyHS Grant and the delays with hiring and advertising. Additionally, he updated the Board on the FCC Grant and the hiring of the Outreach Coordinator for that position as well. CALC is fully staffed at this time with the exception of the Clinical Operations Director position.

1. **Clinical Operations Director Job Description – Ratification of E-VOTE**
  - a) *Mr. Patrick Brady made a motion to approve the ratification of the e-vote on the Clinical Operations Director Job Description. Mr. Trevor Smith seconded the motion. It carried without dissent.*
2. **Elections for MacKenzie Howard, Sean Michaels and Ellie Gardner terms expiring July 2023 for an additional 3 years and application for Mr. Justin Irish.**
  - a) *Ms. Rachel Meeker made a motion to approve the Board application for Mr. Justin Irish. Ms. Olivia Samson seconded the motion. It carried without dissent.*
  - b) *Mr. Trevor Smith made a motion to approve the terms for Ms. Mackenzie Howard, Mr. Sean Michaels and Ms. Ellie Gardner. Mr. Patrick Brady seconded the motion. It carried without dissent.*
3. **Elections for Executive Committee**
  - a) *Mr. Patrick Brady nominated Ms. Ellie Gardner as Board Chair. Mr. Trevor Smith seconded the motion. It carried without dissent.*
  - b) *Mr. Patrick Brady nominated Ms. Rachel Meeker as Vice Chair. Mr. Trevor Smith seconded the motion. It carried without dissent.*
  - c) *Mr. Patrick Brady nominated Ms. Olivia Samson as Treasurer. Mr. Trevor Smith seconded the motion. It carried without dissent.*
  - d) *Ms. Olivia Samson nominated Mr. Patrick Brady as Secretary. Mr. Trevor Smith seconded the motion. It carried without dissent.*
4. **Outgoing Board Members are Ms. Catherine Young and Mr. Trevor Smith who both have resigned from the CALC Board of Directors effective July 7, 2023. Both were presented with a plaque for their dedication and commitment to the CALC mission.**

**B. Finance Committee**

Ms. Rachel Meeker presented a brief update on the Finance Committee on expenditures and assets of CALC.

1. **June Financial Reports - VOTE**
  - a) *Mr. Patrick Brady made a motion to approve the June 2023 Financial Reports. Mr. Trevor Smith seconded the motion, and it carried without dissent.*
2. **Ratify e-vote on Fiscal Policies and Procedures – VOTE.**
  - a) *Mr. Patrick Brady made a motion to approve the ratification of the Fiscal Policies and Procedures as written. Mr. Trevor Smith seconded the motion, and it carried without dissent.*

**C. Self Sufficiency / Veteran’s Services Committee**

Ms. Amanda Newell provided a brief update on the self-sufficiency program.

1. CSBG Monthly Report for June – VOTE
  - a) *Mr. Trevor Smith made a motion to approve the June CSBG Reports. Mr. Patrick Brady seconded the motion, and it carried without dissent.*

**D. Crossroads Healthcare Committee**

Ms. Ellie Gardner and Mr. Timothy Ernst provided an update on Crossroads Healthcare Clinic mentioning that Zerek and Tina are booked through August. The mobile clinic has been repaired and Billing is progressing with a Clearinghouse selected. A lengthy discussion was had on a 3-month pilot program for the clinic. The proposed pilot will test out a schedule of 7am to 4pm on Monday and Tuesday and 7am to 8pm on Wednesday and Thursday and closed Fridays until October 31, 2023. This is to better serve our clients who work/go to school.

1. UDS Reports January – June 2023 - VOTE

- a) *Ms. Rachel Meeker voted to ratify and accept the UDS reports through July of 2023. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- b) *Mr. Patrick Brady voted to approve the change in clinical hours to accommodate the pilot program. Mr. Trevor Smith seconded the motion. It carried without dissent.*

**E. Kinship Support Services Committee**

Mr. Patrick Brady provided a brief update on the Kinship Program and group attendance.

**F. Farmers Market Committee**

Mr. Patrick Brady provided an update to the Board regarding the need for Mackenzie, Justin and Sean to pick up vacancies for Trevor and Catherine. We are nearing 45 vendors and \$32,500 in sponsorships.

**G. Fundraising Committee**

Ms. Amanda Newell provided an update to the Board regarding the gala. We need to start securing silent auction items for the gala. We have the Atlas, photographer and caterer secured.

**H. Building Committee**

Ms. Olivia Samson provided an update on The Kellogg Organization and how it is applicable to our Capital Campaign to secure a permanent building.

**IX. Strategic Planning Metrics: none**

**X. Old Business: none**

**XI. New Business: Converse Co. WyHS Grant for \$166,000.**

XII. Executive Session:

1. Mr. Patrick Brady made a motion to enter Executive Session at 7:49 pm. Mr. Trevor Smith seconded the motion. It carried without dissent.
2. Mr. Jason Pearl made a motion to leave Executive Session at 8:40 PM. Mr. Patrick Brady seconded the motion. It carried without dissent.
3. Mr. Patrick Brady made a motion to accept the Hearing Results. Mr. Trevor Smith seconded the motion. It carried without dissent.
4. Mr. Patrick Brady made a motion to accept the personnel increase. Mr. Trevor Smith seconded the motion. It carried without dissent.

XIII. Good of the Order: none

XIV. Adjournment:

- A. Mr. Patrick Brady made a motion to adjourn the July Board Meeting. Ms. Catherine Young seconded the motion. Ms. Ellie Gardner adjourned the meeting at 8:41 PM

Respectfully Submitted,



Traci Kyser, MA  
Executive Assistant

Approved,



Ms. Ellie Gardner  
Board Chair