



# COMMUNITY ACTION | OF LARAMIE COUNTY

## BOARD OF DIRECTORS MEETING MINUTES August 3, 2023

I. Call to Order:

A. Board Chair, Ellie Gardner, called the meeting to order at 5:35 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. Justin Irish (E)  
Ms. Lois Prickett  
Ms. Amanda Newell  
Mr. Jason Pearl  
Ms. Judy Moss  
Ms. MacKenzie Howard  
Mr. Sean Michaels

**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:** Lawrence Garcia, Facilities Manager

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

IV. Introductions:

A. Mr. Lawrence Garcia introduced himself to the Board.

V. Positive News:

- A. Mr. Lawrence Garcia was recognized for 23 years of service to the organization.
- B. Ms. Traci Kyser was recognized for 2 years of service to the organization.
- C. A brief discussion was had on the Farmer's Market for the positive news.

VI. Correspondence:

- A. No correspondence was presented.

VII. Consent Agenda: VOTE

- A. July 2023 Minutes
- B. Chief Executive Officer Report for July 2023
  - a) *Mr. Patrick Brady made a motion to approve the Consent Agenda and Ms. Rachel Meeker seconded. The motion carried without dissent.*

VIII. Standing and Special Reports:

A. Executive Committee

Ms. Ellie Gardner provided an update on the Kellogg Foundation noting that the next three months will consist of finding potential donors and building support lists.

B. Finance Committee

Ms. Rachel Meeker presented a brief update on the Finance Committee and suggested increasing the risk on RBC to improve our return on investment. Benefit discussion moved to Executive Session. Ms. CJ Luce provided an update on the 2022 Audit, noting that there will be a finding due to being out of compliance, however, Mr. Brent Dolence is providing weekly updates on the progress. The 2023 audit will be underway shortly and submitted on time.

1. July Financial Reports - VOTE

- a) *Mr. Patrick Brady made a motion to approve the July 2023 Financial Reports. Ms. Judy Moss seconded the motion, and it carried without dissent.*

C. Self Sufficiency / Veteran's Services Committee

Mr. Sean Michaels provided a brief update on the self-sufficiency program and the Veteran's Services program noting air conditioners are being purchased for the units, the CSBG Grant is in progress and offering a reminder of the CSBG On-site August 28, 2023, in which the Board Members need to be present if at all possible.

1. CSBG Monthly Report for July – VOTE

- a) *Mr. Patrick Brady made a motion to approve the July CSBG Reports. Ms. Amanda Newell seconded the motion, and it carried without dissent.*

**D. Crossroads Healthcare Committee**

Ms. Lois Prickett provided an update on the Crossroads Healthcare Clinic noting that Mr. Zerek Jones, Behavioral Health Technician, has submitted his resignation. Mr. Scott Cheney has been contracted to assist with the HRSA grant completion and the mobile unit will not be run due to staffing shortages at this time. The Board would also like a monthly report on the progress of the billing system.

**1. UDS Reports July 2023 - VOTE**

*a) Ms. Rachel Meeker voted to accept the UDS reports for July 2023. Mr. Patrick Brady seconded. The motion carried without dissent.*

**2. Update on Clinical usage of vacation/PTO – Discussion**

Ms. Dee Determann provided an update on how to address time off, holidays and vacation or sick time with regards to the pilot hours the clinic is running. She has determined that the clinic is on a compressed schedule, thus is hour for hour when addressing time out of the office.

**E. Kinship Support Services Committee**

Mr. Patrick Brady provided a brief update on the Kinship Program and group attendance. One item was moved into Executive Session for discussion. It was noted that Kinship (Title III E) and Wyoming In-Home Services is being split into two jobs. Ms. Shanna Kaiser will continue to be the ACC for the WyHS program, while Mr. Avery Deary will take over the Title III E portion of the Kinship Program. The back-to-school bash was also mentioned if any Board or Staff could attend and assist.

**F. Farmers Market Committee**

Mr. Patrick Brady, Ms. Ellie Gardner and Ms. Traci Kyser discussed the market, updating the vendors, sponsors and volunteer shifts at the market from the Board. Market Bucks, vouchers and tokens were discussed as well. Mr. Patrick Brady requested everyone to be present at his house on the 28-October-2023.

**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. Final numbers for WyoGives are still unavailable in regard to the matches, but as of today, we secured \$9,386.40 in donations.

H. Building Committee

Ms. Ellie Gardner had previously discussed the Kellogg Foundation and what the coming months looked like.

IX. Strategic Planning Metrics: Tabled until September.

X. Old Business: none

XI. New Business: Converse Co. WyHS Grant for \$166,000 was withdrawn due to staffing issues and time. The Aging Division has accepted the withdraw request.

XII. Executive Session:

1. Mr. Patrick Brady made a motion to enter Executive Session at 7:23 pm. Ms. Olivia Samson seconded the motion. It carried without dissent.

2. Mr. Patrick Brady made a motion to leave Executive Session at 8:12 PM. Ms. Rachel Meeker 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. Rachel Meeker seconded the motion. Ms. Ellie Gardner adjourned the meeting at 8:13 PM

Respectfully Submitted,



Traci Kyser, MA  
Executive Assistant

Approved,



Ms. Ellie Gardner  
Board Chair