



COMMUNITY ACTION OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES October 5, 2023, 17:30 hours Blue Federal Credit Union World Headquarters

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.

Members Present

Ms. Ellie Gardner
 Mr. Patrick Brady
 Ms. Olivia Samson
 Ms. Rachel Meeker
 Mr. Justin Irish
 Ms. Lois Prickett
 Ms. Amanda Newell
 Mr. Jason Pearl
 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
- Jennifer Quinlivan, Clinical Project Director
- Traci Kyser, Executive Assistant, Farmer’s Market Manager, Assistant Secretary to the Board

Guest(s) present: Melissa Reyes, Jasmine Christenson, Christina McMinn, Susan Frausto, Elyssa Robbins

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

IV. Introductions

- a. Melissa Reyes introduced herself as a homemaker. Jasmine Christenson introduced herself as a homemaker. Christina McMinn introduced herself as the WyHS ACC, Susan Frausto introduced herself as the ACP Outreach Case Manager and Elyssa Robbins introduced herself as the Behavioral Health Technician at Crossroads Healthcare Center for the Homeless.

V. Positive News

- a. Christina McMinn shared a story from a WyHS participant as the Good News Story of the month.

VI. CSBG Tripartite Board Agenda

Start: 1752: Mr. Jason Pearl made a motion to enter into the CSBG Tripartite Board. Ms. Rachel Meeker seconded the motion. It carried without dissent. Mr. Sean Michaels provided the Board with a brief update on the Social Service Programs mentioning the CSBG grant is delayed at the state level. It was also discussed that Veteran Housing is seeing an increase in mental health and drug abuse issues. Program numbers have increased in August overall with over 50 persons on the SRO Waitlist. CSBG provided over \$7,000 in market tokens and vouchers to clients.

- a. CSBG Monthly Reports for August 2023 – Vote
 - i. Mr. Patrick Brady made a motion to approve the CSBG Monthly Report for August 2023. Ms. Amanda Newell seconded the motion. It carried without dissent.
- b. Ratify the e-vote on the Interim Platte County CSBG Grant – Vote
 - i. Mr. Patrick Brady made a motion to ratify the (Interim) Platte County CSBG Grant. Mr. Jason Pearl seconded the motion. It carried without dissent.
- c. Mr. Timothy Ernst to be Platte Co. Grant Board Designee – Vote
 - i. Mr. Patrick Brady made a motion to elect Mr. Timothy Ernst as the Platte County CSBG Grant Board Designee. Ms. Amanda Newell seconded the motion. It carried without dissent.
- d. Approval of Services For Seniors – Vote
 - i. Ms. Rachel Meeker made a motion to approve the sub-grantee Services For Seniors. Ms. Olivia Samson seconded the motion. It carried without dissent.
- e. Denial of Project Safe – Vote
 - i. Mr. Justin Irish made a motion to deny sub-grantee Project Safe. Mr. Jason Pearl seconded the motion. It carried without dissent.
- f. Malcolm Ervin, Platte Co. Clerk – Discussion
 - i. Mr. Timothy Ernst opened discussion on allowing Mr. Ervin as an Ex Officio on the Tripartite Board only to aid us in assisting Platte County for a period of one (1) year. A brief discussion was held on what Mr. Ervin's qualifications and attributes were. An e-vote will be held to confirm or deny this discussion.

Mr. Patrick Brady made a motion to close the CSBG Tripartite Board. Ms. Olivia Samson seconded the motion. The CSBG Tripartite Board ended at 1827.

VII. Crossroads Healthcare Clinic for the Homeless Board Agenda

Start 1827: Mr. Jason Pearl made a motion to enter into the Crossroads Healthcare Clinic for the Homeless Board agenda. Mr. Patrick Brady seconded the motion. It carried without dissent. Ms. Mackenzie Howard and Ms. Ellie Gardner provided a brief update on the clinic mentioning that most of the discussion around the clinic will be moved to Executive Session. Ms. Rachel Meeker did request that in the application for the income portion, we add a disclosure that the patient must sign that they refuse to sign/disclose information.

- a. UDS report for August 2023 – Vote
 - i. Ms. Rachel Meeker made a motion to approve the UDS Monthly report for August 2023. Ms. Lois Prickett seconded the motion. It passed without dissent.
- b. Ratify the e-vote on HRSA Narratives from 9/8/2023 – Vote
 - i. Mr. Justin Irish made a motion to ratify the e-vote for the HRSA Narratives. Mr. Patrick Brady seconded the motion. It carried without dissent.
- c. Ratify e-vote on new Crossroads vehicle purchase from 10/2/2023 – Vote
 - i. Ms. Amanda Newell made a motion to ratify the e-vote on a new Crossroads vehicle purchase. Mr. Jason Pearl seconded the motion. It carried without dissent.
- d. Credentialing, Elyssa Robbins, Behavioral Health – Vote
 - i. Mr. Patrick Brady made a motion to accept the credentialing of Ms. Elyssa Robbins, Behavioral Health Tech for Crossroads Clinic. Mr. Justin Irish seconded the motion. It carried without dissent.
- e. Update on HRSA Grant
 - i. Mr. Timothy Ernst provided a brief update on the status of the Competitive HRSA Grant, mentioning that it was submitted on 9/17/23 and accepted. It was also mentioned that we were awarded at COVID Bridge Funding Grant to aid with testing, medication and vaccinations.
- f. Billing update
 - i. Ms. CJ Luce provided a brief update mentioning Medicare is now activated. She is working on a profit loss comparison for a monthly board update regarding insurance, private pay and loss for the board members.

Ms. Rachel Meeker made a motion to close the Crossroads Healthcare Clinic for the Homeless Board. Mr. Patrick Brady seconded the motion. The Crossroads Healthcare Clinic for the Homeless Board ended at 18:46.

VIII. General Board Agenda start 18:46. Ms. Lois Prickett made a motion to enter into the General Board Agenda. Mr. Justin Irish seconded the motion. It carried without dissent.

- a. Consent Agenda – Vote
 - i. Mr. Patrick Brady made a motion to approve the Consent agenda that includes the September 2023 Board Minutes and the September 2023 CEO Report. Ms. Rachel Meeker seconded the motion. It carried without dissent.

IX. Correspondence

- a. Mr. Timothy Ernst noted a HRSA finding for a late audit.

X. Committee Reports

- a. **Executive Committee**

- i. Ms. Ellie Gardner provided an update on Kellogg Foundation stating that 18/20 interviews have been scheduled, 8 have been completed and were positive.
- ii. City County Health discussion will be moved to Executive Session.

b. Finance Committee

- i. Finance Reports – Vote
 - 1. Mr. Patrick Brady voted to approve the August Finance Reports. Mr. Justin Irish seconded the motion. It carried without dissent.
- ii. Audit Update – 2022 audit is nearly completed, with many of the submissions being applied towards the 2023 audit as well.
- iii. Ms. Rachel Meeker recommended having a 3rd live approver as a back-up.
- iv. Payroll transition to ANB Bank is going well.

c. Kinship Support Services Committee

- i. Mr. Patrick Brady provided a brief update on the Social Services and Kinship Programs mentioning the progress the new employees are making. He also mentioned that Adopt A Family is underway and to solicit donations for the program. Ms. Lois Prickett mentioned that she conducted a random file check on WyHS and ORC files and noted that there were outdated forms and forms with no dates and that we needed to focus on consistency and accuracy. It was also mentioned that Toys for Tots would like to partner with us.

d. Farmer’s Market Committee

- i. Ms. Ellie Gardner and Mr. Patrick Brady touched on the highlights of the market season thus far, noting that overall sales have surpassed any years prior, and we are already near the total profits made in 2022 at this year’s halfway mark. We will be doing a Trunk or Treat event at the last market on October 14.

e. Fundraising Committee

- i. Tickets for the gala are now live. The focus now needs to be on acquiring auction items for the silent auction. Ms. Ellie Gardner will send the auction item list out.
- ii. Each Board member should commit some time to assembling baskets for the auction as time permits.
- iii. Ticket sales are down and needs to be increased.

f. Veteran Housing Services

- i. Preliminary results of GPD On-site. **TABLED.**

XI. Strategic Planning Metrics Update

- a. **TABLED**

XII. Old Business: None

XIII. New Business: 2024 Holiday Schedule

- a. Ms. Olivia Samson made a motion to approve the 2024 Holiday Schedule. Ms. Amanda Newell seconded the motion. It carried without dissent.

XIV. Executive Session

- a. Mr. Patrick Brady made a motion to enter into Executive Session at 19:45. Mr. Justin Irish seconded the motion. It carried without dissent.
- b. Mr. Jason Pearl made a motion to accept the holiday pay incentives with recommendations. Mr. Justin Irish seconded the motion. It carried without dissent.

- c. A discussion was held regarding city county health and the lease
- d. Mr. Patrick Brady made a motion to end Executive Session at 20:40. Mr. Jason Pearl seconded the motion. It carried without dissent.
- e. Ms. Patrick Brady made a motion to open the meeting at 20:40. Mr. Jason Pearl seconded the motion. It carried without dissent.

XV. For the Good of The Order: None

XVI. Adjournment of CALC Board Meeting

- a. Mr. Patrick Brady made a motion to adjourn the CALC Board meeting at 20:41. Ms. Olivia Samson seconded the motion. It carried without dissent.



Traci Kyser, Executive Assistant, Assistant
Secretary to the Board of Directors



Ms. Elyssa Gardner, Board Chair