



COMMUNITY ACTION | OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES November 2, 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 5:34 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 (RA)
 Mr. Justin Irish (E)
 Ms. Lois Prickett
 Ms. Amanda Newell
 Mr. Jason Pearl
 Ms. MacKenzie Howard
 Mr. Sean Michaels
 Mr. Malcolm Ervin, Ex Officio Member

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: Debbie Herndon, Taylor Ferguson, Katherine Krueger

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

IV. Introductions

- a. Taylor Ferguson and Debbie Herndon introduced themselves as Case Managers and Katherine Kruger introduced herself as a resident of our transitional housing and Project Hope client. Mr. Malcolm Ervin introduced himself as the Ex Officio member of the board representing Platte County.

V. Positive News

- a. Ms. Katherine Kruger presented the good news story of the month by sharing her experience with homelessness and her progression towards permanent housing with the support of CALC.

VI. CSBG Tripartite Board Agenda

Start: 1750: Mr. Patrick Brady made a motion to enter into the CSBG Tripartite Board. Ms. Lois Prickett seconded the motion. It carried without dissent. Mr. Jason Pearl provided an update to the board stating that Debbie is exclusively Transitional Housing, Taylor and Ashlie are exclusively Project Hope. There are 3 families on the waitlist and 8 veterans waiting. The CSBG report has been structurally updated for more pertinent information to be available.

- a. CSBG Monthly Reports for September 2023 – Vote
 - i. Mr. Patrick Brady made a motion to approve the CSBG Monthly Report for September 2023. Ms. Lois Prickett seconded the motion. It carried without dissent.
- b. CSBG Grant has been signed, sealed and delivered, thus all expenses that occurred in October are covered.
- c. Mr. Timothy Ernst mentioned he ordered 1000 socks for veterans and clients of CALC through a donation program and disbursement has been happening.

Mr. Jason Pearl made a motion to close the CSBG Tripartite Board. Mr. Sean Michaels seconded the motion. The **CSBG Tripartite Board ended at 1802.**

VII. Executive Session – Board and Leadership

Start 1802: Mr. Sean Michaels made a motion to enter the Executive Session. Mr. Jason Pearl seconded the motion. It carried without dissent.

Mr. Patrick Brady made a motion to end the Executive Session. Ms. Olivia Samson seconded the motion. The Executive Session opened at 1848 with the following motions:

- i. Mr. Jason Pearl made a motion to authorize the building committee to begin negotiations on the purchase of 1700 Westland Road. Mr. Sean Michaels seconded the motion, and it carried without dissent.
- ii. Mr. Patrick Brady made a motion to approve the sale of vacant land. Mr. Sean Michaels seconded the motion. It carried without dissent.
- iii. Mr. Patrick Brady made a motion to authorize Timothy Ernst to negotiate financing through ANB Bank. Ms. Amanda Newell seconded the motion. Ms. Olivia Samson abstained from voting due to conflict of interest. The motion carried without dissent.

VIII. Crossroads Healthcare Clinic for the Homeless Agenda start 18:52. Ms. Lois Prickett made a motion to enter into the General Board Agenda. Mr. Patrick Brady seconded the motion. It carried without dissent. Ms. Lois Prickett provided a brief update mentioning patient numbers are good. Elyssa passed her boards and is now seeing patients. Billing is underway, accepting payments from Medicare, Medicaid and Private payers. The mobile will be going into the community on a limited basis with the flu clinic at Comea on 11/7/23. Jennifer is updating the emergency plan for the clinic.

- i. UDS Reports for September – VOTE
 1. Mr. Sean Michaels made a motion to approve the UDS reports for September. Mr. Patrick Brady seconded the motion. It carried without dissent.
- ii. The H8L Covid Grant has been approved and is ready to draw down on.

IX. General Board Agenda

a. Consent Agenda

- i. Mr. Patrick Brady made a motion to approve the consent agenda. Mr. Sean Michaels seconded the motion. It carried without dissent.
- b. Aging without housing: addressing the rise of senior homelessness – discussion and available webinar for those interested in attending.

X. Correspondence

- a. No correspondence was noted.

XI. Committee Reports

a. Executive Committee

- i. No updates were given.
- ii. Board Members are invited to the staff Holiday Party 12/6/23.

b. Finance Committee

- i. Finance Reports – Vote
 1. Mr. Patrick Brady voted to approve the September Finance Reports. Mr. Sean Michaels seconded the motion. It carried without dissent.
- ii. Discussion to move funds from RBC to ANB was had. Mr. Patrick Brady moved to split the discussion into two (2) motions consisting of moving the funds to ANB and then creating an investment policy. Ms. Rachel Meeker seconded the updated motion. Ms. Olivia Samson abstained from voting due to conflict of interest. The motion carried.

c. Kinship Support Services Committee

- i. Board Members are invited to the Thanksgiving Dinner for ORC 11/7/23.

d. Farmer's Market Committee

- i. Presentation: Ms. Traci Kyser was presented with a bonus check for the market season.

e. Fundraising Committee

- i. Final thoughts on the gala were discussed along with the schedule of events and volunteer time slots and errands the day of.
- ii. Texas Roadhouse Fundraiser was discussed, with collection envelope at the gala.

XII. Strategic Planning Metrics Update

- a. **TABLED**

XIII. Old Business: None

XIV. New Business: Mr. Timothy Ernst had a meeting with Dr. Sloan Hales regarding the purchase of 1700 Westland and our current lease. Details will be given in future board meetings as to the final outcome.

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 19:36. Mr. Jason Pearl seconded the motion. It carried without dissent.



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



Ms. Elyssa Gardner, Board Chair