



COMMUNITY ACTION

OF LARAMIE COUNTY

BOARD OF DIRECTORS MEETING MINUTES

August 1, 2024, 17:30 hours

1700 Westland Road, CALC Campus

I. Call to Order:

- A. Board Chair, Ellie Gardner, called the meeting to order at 17:31 pm.

II. Community Action Mission Statement:

- A. Community Action of Laramie County is a leader dedicated to reducing poverty 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. Lois Pricket
Ms. Shea Sparks
Ms. MacKenzie Howard
Mr. Sean Michaels
Mr. Isaac Lloyd
Ms. Liz Vigil
Ms. Wanda Maloney
Ms. Sara Vigil
Ms. Rebecca Ogletree
Mr. Malcolm Ervin **(E)**

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

Staff Present

- Tim Ernst, Chief Executive Officer **(RA)**
- CJ Luce, Chief Financial Officer, Assistant Treasurer to the Board
- Eric Walsh, Social Services Program Director
- Traci Kyser, Executive Assistant, Farmer's Market Manager, Assistant Secretary to the Board
- Kyle Flesch, Director of Crossroads Healthcare Clinic
- Dee Determan, Human Resources

Guest(s) present: Lawrence Garcia

IV. Introductions: Sara Vigil

V. Positive News

- A. Mr. Eric Walsh noted that despite losing the Title III E grant, the new grant holders are reaching out to see if the ACC would be good fit for their position. Also, 100% the data is clean and things are looking great for an onsite.
- B. Mr. Lawrence Garcia was presented with a 24 years of service plaque.
- C. Ms. Traci Kyser was presented with a 3 year pin.

VI. Crossroads Healthcare Clinic for the Homeless Agenda

Start 1748: *Ms. Lois Prickett made a motion to enter the Crossroads Healthcare Clinic portion of the Board Meeting. Mr. Sean Michaels seconded the motion. It carried without dissent.*

- A. **UDS Reports** - *Ms. Lois Prickett made a motion to accept the UDS reports. Mr. Sean Michaels seconded. It carried without dissent.*

END 1749: *Ms. Lois Prickett made a motion to end the Crossroads Healthcare Clinic for the Homeless agenda. Mr. Sean Michaels seconded. It carried without dissent.*

VII. CSBG Tripartite Board Agenda

Start: 1749: *Mr. Sean Michaels made a motion to enter into the Tripartite Portion of the Board Meeting. Ms. Liz Vigil seconded the motion. It carried without dissent.*

- A. **CSBG Monthly Report & Financials** - *Mr. Sean Michaels made a motion to approve the CSBG monthly report. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- B. **CSBG Quarterly Reports** - *Mr. Sean Michaels made a motion to approve the CSBG Quarterly reports. Ms. Olivia Samson seconded the motion. It carried without dissent.*
- C. **Update on Sublette and Lincoln County:** Mr. Eric Walsh noted that everything has been submitted prior to the deadline of the 30-July-2024. Currently waiting to hear the decision.
- D. **Platte County Services for Seniors:** Mr. Timothy Ernst and Mr. Eric Walsh provided updates noting issues with management of CSBG funds and struggling to submit documentation on time to the state. Mr. Ernst and Mr. Walsh will be traveling to Platte County later this month to begin the transition of oversight. This program will bring 8 additional grants and 21 new staff to CALC.

END: 1815.

VIII. General Board Agenda

START: 1817: *Ms. Olivia Samson made a motion to enter into the General Board agenda. Mr. Sean Michaels seconded the motion, and it carried without dissent.*

- A. **Consent Agenda** – *Ms. Olivia Samson made a motion to approve the consent agenda. Mr. Isaac Lloyd seconded the motion. It carried without dissent.*
- B. **Board Application for Platte, S. Taylor** – *Tabled*
- C. **Job Description HR/Fiscal** – *Ms. Olivia Samson made a motion to approve the new HR/Fiscal job description. Mr. Sean Michaels seconded. It carried without dissent.*
- D. **Job Description Program Director (Platte Co.)** – *Mr. Sean Michaels made a motion to approve the Platte County Program Director job description. Ms Olivia Samson seconded the motion. It carried without dissent.*

IX. Fiscal Reports – *Mr. Isaac Lloyd made a motion to accept the Fiscal Reports as presented. Mr. Sean Michaels seconded the motion. It carried without dissent.*

- A. **MTDC Worksheet** – *Ms. Liz Vigil made a motion to accept the MTDC worksheet. Ms. Wanda Maloney seconded the motion. Further discussion noted that only the highlighted area should be accepted at this time with Ms. Olivia Samson requesting a complete MTDC worksheet going to the entire Executive Team along with Fiscal Policy for review. Mr. Sean Michaels made a motion to accept the amended (highlighted change only). Mr. Isaac Lloyd seconded the motion. It carried without dissent.*

X. Correspondence – Mr. Timothy Ernst noted the formal notification for the loss of the Title IIIe grant.

XI. Old Business: None.

XII. New Business: None.

XIII. Committee Report Highlights

- A. **Executive:** Back to School Bash 8/8 and last ORC Support Group 9/2 and Chamber Ribbon Cutting Ceremony on 9/12
- B. **Finance:** Currently up to date, delay was due to the transferring of CC to ANB.
- C. **Social Services:** Mr. Sean Michaels provided an update on Darnell and current program numbers.
- D. **Kinship:** Ms. Liz Vigil provided a brief update on the support group and future plans.

- E. **Crossroads:** Tina will continue doing MAT until Jennifer feels ready. The Board wants numbers for the mobile clinic.
- F. **Farmers Market/Fundraising:** No political campaigning or additional sales on site – move to Carey or 8th sidewalk. Discussion on the Open House 8/13 and Board expectations.

XIV. Executive Session: **None.**

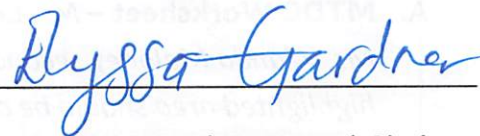
XV. For the Good of The Order: **None**

XVI. Adjournment of CALC Board Meeting

- A. Mr. Sean Michaels made a motion to adjourn the meeting. Ms. Liz Vigil seconded the motion. It carried without dissent. CALC Board of Directors Meeting **ended at 1855.**



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



Ms. Elyssa Gardner, Board Chair