

# Campbell County CARE Board AGENDA

Regular Monthly Meeting -  
Monday, November 8<sup>th</sup>, 2021 @ 12:00 p.m.  
Courthouse Chambers

## OUR MISSION:

“Reduce poverty by allocating resources to support human service agencies.”

### Meeting Minutes

- Approve September Minutes
- Approve Octobers Minutes

### Treasurer's Report

- Ratify September Invoices
- CSBG Invoices – Jenna
- County 1% Invoices – Jenna
- Review of Special Account – Beth

### Programmatic Data

- Customer Satisfaction
- Client/Service Counts

### Unfinished Business

- Open Board Positions 1(Elected)
- Site Visits

### New Business

- Facebook

### Agency/Committee Updates

- Various Agency Updates
- Election Committee
- Needs Assessment Committee
- Training Committee
  - Training Topic

### Upcoming Calendar Dates

- Next Board Meeting is **December 13, 2021, at 12:00 p.m.**

### ADJOURN

**Campbell County CARE Board**  
**(Community, Advocacy, Resources, Education)**  
 Date September 13, 2021

**Present**

- |   |  |
|---|--|
| <input type="checkbox"/> Commissioner Bell          | <input type="checkbox"/> Jenna Waldner                 |
| <input type="checkbox"/> Vacant                     | <input type="checkbox"/> Crystal Helm                  |
| <input checked="" type="checkbox"/> Richard Burton  | <input checked="" type="checkbox"/> Cris Schmitz       |
| <input checked="" type="checkbox"/> Michelle Geffre | <input type="checkbox"/> Liza Thomson                  |
| <input checked="" type="checkbox"/> Sandy Lenz      | <input checked="" type="checkbox"/> Beth Raab, Liaison |

The meeting was called to order by Richard Burton at **12:05 p.m.** in the Commissioner's Conference Room.

<b>Meeting Minutes:</b>	Cris moved to approve meeting minutes from our Regular meeting in August, as well as minutes from the Special Meeting held later in August. Michelle 2nded, motion passes.
<b>Treasurer's Report:</b>	<p>In Jenna's absence, Beth explained the treasurer's report. 1% Funding: No issues with 1% invoices but explained the importance of the 5<sup>th</sup> of the month deadline. CSBG Funding: GARF is the only agency who has not spent all the CSBG funding. Gillette Reproductive Health, Personal Frontiers, and YES House has 100% spent of CSBG funds. Beth mentioned that there is roughly \$8,000 left to re-allocate after all invoices/memberships, etc. have been paid between CARE Board unspent funds and GARF's unspent funds. Beth will verify those remaining funds in the coming days. Historically, unspent CSBG funds gets redistributed to those agencies who do not have CSBG funds left and could use the funds. Cris made a motion to re-allocate those unspent funds evenly to the three agencies who have spent all of their CSBG funds as mentioned above, if they have a use for the funds. If they do not have a use for the funds, they will be re-distributed evenly amongst the agencies that can use the funds. Beth will verify. Sandy 2nded the motion, motion passes.</p> <p>Special Account: Beth mentioned that \$2,045 as our new balance.</p> <p>Sandy made a motion to approve the treasurer's report for August as presented by Beth, and Michelle 2nded, motion passes.</p>

<p><b>Programmatic Data:</b></p>	<p>Beth reviewed customer satisfaction and client/service counts with the CARE Board.</p>
<p><b>Unfinished Business</b> (Elections Update):</p>	<p>Liza Thomson has been elected as our Wright Representative to the CARE Board. Congrats Liza, and welcome! 😊</p> <p>Elections are in progress / working with CCS to schedule a date.</p>
<p><b>New Business:</b> (CSBG Subgrantee Expectations)</p>	<p>Considering our compliance/requirements with the County being responsible for the CSBG grants, as well as recent events, Beth suggested that we hold our CSBG clients accountable with our expectations of the grant, as these are required by the State and Federal government. The CARE Board will act to get firm with our CSBG recipients by stating such expectations. Beth suggested a letter to our CSBG clients to enforce the 5<sup>th</sup> of the month deadline for invoices, enforce attendance of trainings regularly for staff AND board members, sign contracts with directors and board chairs, attend elective board trainings such as fraud training, embezzlement trainings, address CSBG grant at each board meeting, and CARE Board to enforce site visits regularly, etc. CARE Board will spend more time brainstorming these ideas before our next board meeting.</p>
<p>Site Visits:</p>	<p>Sandy has been re-assigned to serve as liason to GARF. Beth will re-send the liason list to CARE Board members so that the we can better prepare and schedule our 1%/CSBG Site visits with these agencies. Beth went over the 1% site visit forms, as well as the CSBG Sub-Grantee Monitoring Tool that we will use on each CSBG recipient. We have through November to get the site visits completed. Beth will attend each CSBG site visit with us. Please work with Beth when scheduling these site visits. Beth also went through the new in-take forms to be used immediately by CSBG recipients.</p>
<p><b>Agency/Committee Updates:</b></p>	<p>Election Committee: In progress for upcoming Election.          Needs Assessment Committee: No update, meeting planned for October to meet to start discussions.          Training Committee: No updates but will need to work on a topic for October Meeting.          Agency Updates: Michelle updated the CARE Board on the progress that PFI has made regarding recent events, and they are making tremendous progress and working really hard to get into compliance and remain in business. Michelle has volunteered many of her hours to help the organization.</p> <p>CCS will need to perform an income verification on those that were sent to them from Campbell County Public Health for food during COVID. If they cannot verify income, these funds will have to be paid back.</p>

	Wright Community Assistance: had some communications sent to Beth, but there is nothing that the CARE Board can do at this time on those matters presented.
Upcoming Calendar Dates:	Our next Board Meeting will be on <b>October 11<sup>th</sup>, 2021 at 12:00 p.m.</b> in the Commissioner's Conference Room. However, this will need to be rescheduled as this is a holiday. Beth will send out a poll for either October 12 <sup>th</sup> or October 18 <sup>th</sup> .

The meeting was adjourned at **1:05 p.m.**

**Campbell County CARE Board**  
**(Community, Advocacy, Resources, Education)**  
October 18, 2021

No quorum present at meeting.

**Campbell County CARE Board 1% Funding 2021-2022**

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date Expenditures	Balance
<b>Adult Drug Court</b>	Inv Rec'd Date		N/A	N/A	N/A	N/A	N/A									
	1% Funding	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00	\$15,000.00
	Supplemental	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00	\$15,000.00
	ATC Total	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
	Inv Paid Date															
<b>Boys &amp; Girls Club of C.C.</b>	Inv Rec'd Date		9/23/2021	9/23/2021	10/4/2021	11/3/2021										
	1% Funding	\$37,800.00	\$5,615.00	\$2,272.00	\$1,025.70	\$1,868.90									\$10,762.60	\$26,717.40
	Inv Paid Date															
<b>CLIMB Wyoming</b>	Inv Rec'd Date		9/9/2021	9/9/2021	10/5/2021	11/5/2021										
	1% Funding	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$20,000.00
	Inv Paid Date															
<b>Council of Community Services</b>	Inv Rec'd Date		8/16/2021	10/19/2021	10/18/2021	N/A										
	1% Funding	\$26,775.00	\$8,071.20	\$10,442.09	\$8,261.71	\$0.00									\$26,775.00	\$0.00
	Inv Paid Date															
<b>Edible Prairie Project</b>	Inv Rec'd Date		N/A	N/A	N/A	N/A										
	1% Funding	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$3,000.00
	Inv Paid Date															
<b>Juvenile &amp; Family Drug Court</b>	Inv Rec'd Date		N/A	N/A	N/A	N/A										
	1% Funding	\$30,372.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$30,372.00
	Inv Paid Date															
<b>GARF:</b>	Inv Rec'd Date		8/26/2021	8/26/2021	10/4/2021	11/2/2021										
	1% Funding	\$70,000.00	\$ 5,833.34	\$ 5,833.34	\$ 5,833.34	\$ 5,833.34									\$23,333.36	\$46,666.64
	Inv Paid Date															
<b>Personal Frontiers</b>	Inv Rec'd Date		10/5/2021	10/5/2021	10/5/2021	11/4/2021										
	1% Funding	\$25,000.00	\$0.00	\$0.00	\$0.00	\$5,373.00									\$5,373.00	\$19,627.00
	Inv Paid Date															
<b>Salvation Army</b>	Inv Rec'd Date		N/A	N/A	N/A	N/A										
	1% Funding	\$9,600.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$9,600.00
	Inv Paid Date															

**Campbell County CARE Board 1% Funding 2021-2022**

Organization	Award	BUDGET	July	August	September	October	November	December	January	February	March	April	May	June	Year-to-Date	Balance
<b>Second Chance Ministries</b>	Inv Rec'd Date		9/3/2021	9/3/2021	10/4/2021	11/5/2021										
	1% Funding	\$16,000.00	\$1,299.35	\$3,369.49	\$3,812.67	\$2,049.11									\$10,530.62	\$5,469.38
	Inv Paid Date															
<b>Senior Center</b>	Inv Rec'd Date		10/4/2021	10/21/2021	N/A	N/A										
	1% Funding	\$293,625.00	\$15,136.00	\$13,721.00	\$0.00	\$0.00									\$28,857.00	\$264,768.00
	Inv Paid Date															
<b>Wright Community Assistance:</b>	Inv Rec'd Date		10/4/2021	10/4/2021	10/04/2021	11/1/2021										
	1% Funding	\$6,500.00	\$653.90	\$2,754.94	\$233.59	\$500.00									\$4,142.43	\$2,357.57
	Inv Paid Date															
<b>Visitation &amp; Advocacy Center</b>	Inv Rec'd Date		9/2/2021	9/2/2021	9/29/2021	11/5/2021										
	1% Funding	\$46,800.00	\$2,739.56	\$2,470.03	\$2,936.40	\$262.32									\$8,408.31	\$38,391.69
	Inv Paid Date															
<b>YES House</b>	Inv Rec'd Date		9/20/2021	9/20/2021	10/5/2021	N/A										
	1% Funding	\$283,500.00	\$23,625.00	\$23,625.00	\$23,625.00	\$0.00									\$70,875.00	\$212,625.00
	Inv Paid Date															
<b>TOTAL</b>		\$1,224,287.00	\$80,709.05	\$84,947.87	\$53,353.75	\$19,984.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$238,985.66	\$985,301.44

RED EQUALS LATE REPORT