

Campbell County CARE Board  
(Community, Advocacy, Resources, Education)  
Date April 11, 2022

**Present**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Commissioner Hamm     | <input type="checkbox"/> Vacant                  |
| <input type="checkbox"/> Vacant                           | <input type="checkbox"/> Vacant                  |
| <input checked="" type="checkbox"/> Richard Burton, Chair | <input checked="" type="checkbox"/> Cris Schmitz |
| <input type="checkbox"/> Michelle Geffre                  | <input checked="" type="checkbox"/> Liza Thomson |
| <input checked="" type="checkbox"/> Sandy Lenz, Secretary | <input type="checkbox"/> Vacant – CC Liaison     |
| <input checked="" type="checkbox"/> Sandra Beeman, CC     | <input type="checkbox"/> Susan Saunders, CC      |

The meeting was called to order by Richard Burton at **12:07 p.m.**  
Please note: Commissioner Hamm declared a quorum based on the number of filled positions, not the number of all positions. Three of four voting members were present.

<b>Meeting Minutes:</b>	Cris made a motion to approve February and March Meeting Minutes, Liza 2 <sup>nd</sup> , Motion Passed.
<b>Treasurer's Report:</b>	<p>Sandy made a motion to approve February and March Treasurer's Report given by Sandra Beeman, Cris 2<sup>nd</sup>, Motion Passes.</p> <p><u>CSBG Invoices:</u> No Concerns. Sandra gave us a rundown of spreadsheet. Noted that the CSBG Admin funds allocated were not reflected, Sandra will fix it going forward. Sandra is still figuring out how to get reimbursement from the State but is making progress. Sandra will meet with CSNOW on Wednesday to clarify CSBG questions she has.</p> <p><u>County 1% Invoices:</u> No Concerns. Sandra went over the 1% spreadsheet as we noticed a couple of the agencies had not requested funding for FY22 yet.</p> <p><u>Invoice Submission Deadline:</u> Sandra reminded us that the invoice submission deadline had changed for agencies to submit invoices to the County from the 5<sup>th</sup> of each month to the 11<sup>th</sup> of each month. This was not recorded in the meeting minutes previously, and we cannot remember the reason the deadline had changed. However, as a reminder, we will now always be reviewing invoices a month behind.</p>

	<p><u>Review of Special Account:</u> Slight adjustment to the balance of this account. Beth R. had inadvertently given us the ending balance as of June 30, 2021 which was \$2,045. The beginning balance as of July 1, 2021 for the new budget year is \$2,000. The CARE Board Luncheon was \$88.93, taking our balance down to \$1,911.07. \$350 payment to attend CSNOW conference in April for GARF still needs to be made (a total of \$1,000 was approved for reimbursement for travel/mileage, of which \$350 of that is for the registration fees. This was approved in a prior board meeting). Sandra will work out if the registration process had gotten complete for GARF to attend.</p>
<p><b>Programmatic Data:</b></p>	<p><u>Customer Satisfaction/Client/Service Counts:</u> Sandra is still sorting out/finding this data. She will also inquire with CSNOW on what is needed here. She found a few things, but thinks there might be more out there. This is a work-in-progress.</p> <p><u>CSBG Report:</u> There was a CSBG report due by 3/11/22 that didn't get completed. The State allowed an extension, and the report was completed and submitted on 3/24/22.</p>
<p><b>Unfinished Business</b></p>	<p><u>Open Board Positions:</u> Two elected positions and one appointed position is now open as Jenna Waldner has stepped down from the board last month. Sandra will place the advertisement in the News Record for this coming Saturday and will run the ad for two weeks. We did not discuss an application deadline.</p> <p><u>Site Visits:</u> Per an email Sandy received from Michelle G., CSBG Audit for CCS has been completed. Sandra to check with Michelle G. to see if she has submitted the audit to the County.</p> <p><u>Special Needs Assessment:</u> This is still rolling along. Tiffany Comer with The Align Team came to Gillette in March and put together two Focus Groups. Cris was able to attend one of the groups, and said she was glad she did as there was great conversation, and of much value. Tiffany is now working on surveys and will provide online surveys only via Survey Monkey and scratch the hard copies of surveys. CARE Board agreed that this was ok.</p> <p><u>CAP60:</u> Sandra said she was finally able to log in and see that Gillette Reproductive Health was entering information. She will also get in touch with Tiffany Comer with the Align Team for the information she needs to help complete the Special Needs Assessment.</p>

	<p><u>Agency Funding:</u> CARE Board will submit any questions they may have to Sandra by <b>April 15<sup>th</sup></b>. CARE Board will then meet on <b>April 20<sup>th</sup></b> for a special meeting to discuss funding recommendations. The CARE Board will then meet with the Commissioners at our next regular Board meeting on <b>May 9<sup>th</sup></b> (with lunch provided) to discuss our recommendations. This date changed from April 25<sup>th</sup>. We will no longer meet on April 25<sup>th</sup>.</p>
<b>New Business:</b>	<p><u>Open Board Positions:</u> Sandy made a motion to elect Liza to be our CARE Board Treasurer, as Jenna left the CARE Board leaving this position open. Cris 2<sup>nd</sup>, and Liza graciously accepted the position. Motion Passed. <b>THANK YOU, LIZA!</b> 😊</p> <p><u>Needs Assessment Committee:</u> Sandy asked Cris to join her on the Needs Assessment Committee since Jenna has left the Board, and Cris had much value/input on the needs assessment that Sandy felt would be valuable in this process. <b>THANK YOU CRIS!</b> 😊</p> <p><u>CSBG Applications:</u> Sandra provided the CARE Board with the Wyoming Community Services Program CSBG Grantee Application for funds due back to the State by <b>May 24<sup>th</sup></b>. Sandra will send out the notice of funding opportunity to our CSBG agencies and provide detail on how they can submit their application to the CARE Board.</p>
<b>Agency/Committee Updates:</b>	<p><u>Agency Updates:</u> Personal Frontiers has reached out to Richard Burton for him to attend their Board Meeting. There may be a time conflict with their Agency Hearing for the City of Gillette Council Meeting, Richard will sort it out.</p>
Upcoming Calendar Dates:	<p>Our next Board Meeting will be on <b>May 9<sup>th</sup>, 2022 at 11:00 a.m.</b> in the Commissioner's Conference Room. Tiffany Comer with the Align Team will present the findings of the Needs Assessment at 11:00 a.m., then we will hold a short regular meeting afterwards. At 12:00 p.m., the CARE Board will meet with Commissioners to go over our agency funding recommendations. (Lunch will be provided at noon).</p> <p><b>Agency Questions</b> submitted to Sandra by <b>April 15<sup>th</sup></b>.</p> <p><b>CARE Board Special Meeting</b> to discuss agency funding on <b>April 20<sup>th</sup>, 2022 at 12:00 p.m.</b> in the Commissioner's Conference Room.</p>

The meeting was adjourned at **1:00 p.m.**