

Campbell County CARE Board AGENDA

Regular Monthly Meeting -
Monday, August 16th, 2021 @ 12:00 p.m.
Courthouse Chambers

OUR MISSION:

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

Meeting Minutes

- Approve July Minutes

Treasurer's Report

- CSBG Invoices – Alex
- County 1% Invoices – Alex
- Review of Special Account - Beth

Unfinished Business

- Open Board Positions
 - CARE Board Vacancy – Wright Appointed

Programmatic Review

New Business

- Update on PFI.
- Conference Request- GARF
- Policies and Procedures FY 22

Agency/Committee Updates

- Training Committee

Upcoming Calendar Dates

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

ADJOURN

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: **Campbell County CARE Board**
 Contact Person: **Bethany Raab**

Grant Period: 10/1/19-9/30/20

COST CATEGORY	Budgeted Amount												YEAR-TO-DATE EXPENSES	% EXPENDED		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept				
PERSONNEL SERVICES:																
Salaries & Wages	\$ 77,000.00	\$ 2,459.72	\$ 1,658.13	\$ 8,826.62	\$ 10,560.46	\$ 6,142.70	\$ 6,429.01	\$ 5,842.11	\$ 6,701.99	\$ 7,880.31	\$ -	\$ -	\$ -	\$ -	\$ 63,868.31	
Employer Paid Benefits	\$ 11,680.00	\$ 485.53	\$ 475.92	\$ 551.73	\$ 2,050.63	\$ 1,084.34	\$ 1,175.00	\$ 3,319.95	\$ 3,359.02	\$ 1,221.35	\$ -	\$ -	\$ -	\$ -	\$ 12,922.13	
SUPPORTIVE SERVICES:																
Communications:	\$ 2,450.00	\$ -	\$ -	\$ 255.33	\$ 566.29	\$ 257.91	\$ 387.41	\$ 262.41	\$ 266.91	\$ 198.41	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	
Postage	\$ 800.00	\$ -	\$ -	\$ 55.16	\$ 377.90	\$ 40.00	\$ 169.56	\$ 66.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00	
Travel In-State	\$ 2,450.00	\$ -	\$ -	\$ 385.01	\$ 585.41	\$ 340.33	\$ 296.27	\$ 342.90	\$ 165.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	
Utilities																
Training/Conferences/Staff Develop.																
Supplies:																
Consumables	\$ 1,360.00	\$ 120.70	\$ 117.47	\$ 84.43	\$ 86.48	\$ 98.28	\$ 267.63	\$ 201.00	\$ 252.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,360.00	
Commercial Printing																
Publications																
Equipment Purchases																
Real Property Rental																
Equipment Rental																
GRANTS-IN-AID:																
GRANTS-IN-AID:	\$ 113,970.00	\$ 2,675.00	\$ 8,550.00	\$ 16,272.00	\$ 20,260.14	\$ 15,558.00	\$ 3,427.36	\$ 599.00	\$ 6,426.00	\$ 4,211.28	\$ -	\$ -	\$ -	\$ -	\$ 97,281.78	
CONTRACTUAL																
DISCRETIONARY																
SUB-TOTAL	\$ 209,720.00	\$ 5,740.95	\$ 10,801.52	\$ 26,430.28	\$ 34,487.31	\$ 23,521.56	\$ 12,152.24	\$ 10,635.48	\$ 15,171.66	\$ 13,511.35	\$ -	\$ -	\$ -	\$ -	\$ 181,132.22	85%
OTHER COSTS:																
a. Indirect																
b. ADMINISTRATIVE CARE BOARD	\$ 4,418.00			\$ (450.00)		\$ 262.50			\$ 273.01						\$ 535.51	
c. Overbill Oct GRH															\$ (450.00)	
GRAND TOTAL Expenditures	\$ 214,138.00	\$ 5,740.95	\$ 10,801.52	\$ 25,980.28	\$ 34,487.31	\$ 23,784.06	\$ 12,152.24	\$ 10,635.48	\$ 15,444.67	\$ 13,511.35	\$ -	\$ -	\$ -	\$ -	\$ 181,217.73	85%
STATE CSBG PAYMENTS (month of service)		\$ 17,844.83	\$ 16,575.99	\$ 37,231.80	\$ 34,487.31										\$ 106,139.93	

Notes: Initial PMT per contract

November reimbursement for GARF includes Oct and Nov invoice.
 Overbilled CSBG by 450 in October for GRH. Paid \$10050 billed \$10500. Adjusted January.
 Added \$10 to March GARF invoice, they misadded in Feb.

Reimbursement Amount \$ 75,077.80

Grant Amount Remaining \$ 32,920.27

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board- Council of Community Services Subgrantee
 Contact Person: Bethany Raab

COST CATEGORY	Budgeted Amount	Month												YEAR-TO-DATE EXPENSES	% EXPENDED			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept					
PERSONNEL-SERVICES:																		
Salaries & Wages	\$ 56,400.00	\$ 0.00	\$ 5,574.77		\$ 6,866.62	\$ 8,433.37	\$ 4,426.96	\$ 4,018.92	\$ 3,433.22	\$ 4,876.82	\$ 5,838.37	\$ 43,871.05						
Employer Paid Benefits	\$ 6,400.00	\$ 0.00	\$ 776.94		\$ 1,631.43	\$ 584.04	\$ 648.62	\$ 584.04	\$ 2,635.68	\$ 640.39	\$ 763.71	\$ 7,680.81						
SUPPORTIVE SERVICES:																		
Communications	\$ 2,450.00	\$ 0.00	\$ 255.33		\$ 255.33	\$ 566.29	\$ 257.91	\$ 387.41	\$ 262.41	\$ 266.91	\$ 198.41	\$ 2,450.00						
Postage	\$ 800.00	\$ 0.00	\$ 89.27		\$ 55.16	\$ 377.90	\$ 40.00	\$ 169.56	\$ 68.11	\$ -	\$ -	\$ 800.00						
Travel In-State	\$ 2,450.00	\$ 0.00	\$ 394.34		\$ 385.01	\$ 585.41	\$ 340.33	\$ 296.27	\$ 342.90	\$ 165.74	\$ -	\$ 2,450.00						
Utilities	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Training/Conferences/Staff Develop.	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Supplies:																		
Consumables	\$ 500.00	\$ 0.00	\$ 55.85		\$ -	\$ -	\$ 192.15	\$ -	\$ -	\$ 252.00	\$ -	\$ 500.00						
Commercial Printing	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Publications	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Equipment Purchases	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Real Property Rental	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Equipment Rental	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
GRANTS-IN-AID:																		
CONTRACTUAL	\$ 27,300.00	\$ 0.00	\$ -		\$ 1,427.00	\$ 7,470.14	\$ 1,424.00	\$ 3,317.36	\$ 599.00	\$ 6,426.00	\$ 4,211.28	\$ 24,974.78						
SUB-TOTAL	\$ 96,300.00	\$ 0.00	\$ 7,086.50		\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77	\$ 82,626.64						
OTHER COSTS:																		
a. Indirect	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
b. -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
c. -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
GRAND TOTAL Expenditures	\$ 96,300.00	\$ 0.00	\$ 7,086.50		\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77	\$ 82,626.64						
Payments Made to Subgrantee	\$ 551,645.69	\$ 0.00	\$ 7,086.50		\$ 8,991.12	\$ 19,464.54	\$ 7,137.82	\$ 8,965.71	\$ 7,341.32	\$ 12,627.86	\$ 11,011.77	\$ 51,445.69						
Invoices Received	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						

Total Amount Reimbursed \$ 82,626.64
 Subgrantee Remaining \$ 44,654.31

No submission for October
 No submission for December
 Dec is January's bill
 Jan is on Feb's bill

Campbell County CARE Board CSBG FY 20/21 Invoice

Tripartite Board Name: Campbell County CARE Board- Gillette Abuse Refuge Foundation Subgrantee
 Contact Person: Bethany Raab

COST CATEGORY	Budgeted Amount	YEAR-TO-DATE EXPENSES												% EXPENDED			
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	AUG	Sept				
PERSONNEL SERVICES:																	
Salaries & Wages																	
Employer Paid Benefits																	
SUPPORTIVE SERVICES:																	
Communications:																	
Telephone																	
Postage																	
Travel In-State																	
Travel Out-of-State																	
Training/Conferences/Staff Develop.																	
Supplies:																	
Consumables																	
Commercial Printing																	
Publications																	
Equipment Purchases																	
Real Property Rental																	
Equipment Rental																	
GRANTS-IN-AID:																	
CONTRACTUAL:																	
	\$ 23,540.00	\$ 0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ 609.20	\$ 2,714.60	\$ -	\$ -	\$ -	\$ 9,277.00		
SUB-TOTAL	\$ 23,540.00	\$ 0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ 609.20	\$ 2,714.60	\$ -	\$ -	\$ -	\$ 9,277.00		
OTHER COSTS:																	
a. Indirect																	
b.																	
c.																	
GRAND TOTAL Expenditures	\$ 23,540.00	\$ 0.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ 609.20	\$ 2,714.60	\$ -	\$ -	\$ -	\$ 9,277.00		
Payments Made to Subgrantee	\$ 23,540.00	\$ 50.00	\$ 4,118.00	\$ 1,575.00	\$ 1,625.00	\$ 1,300.00	\$ 659.00	\$ -	\$ -	\$ 609.20	\$ 2,714.60	\$ -	\$ -	\$ -	\$ 9,277.00		
Invoices Received	N/A	Rec'd 12/2/2020	Rec'd 01/04/21	Rec'd 02/03/21	Rec'd 03/01/21	Rec'd 04/02/21	Rec'd 05/04/21										

Total Amount Reimbursed \$ 11,600.80
 Subgrantee Remaining \$ 10,939.20

November reimbursement includes Oct and Nov, Submitted after October meeting due to contract timing.

Campbell County CARE Board CSBG FY 20/21 Invoice

Campbell County CARE Board Subgrantee- Gillette Reproductive Health

Tripartite Board Name:

Contact Person: **Bethany Raab**

Grant Period: 10/1/18-9/30/19

COST CATEGORY	Budgeted Amount	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	YEAR-TO-DATE	%
														EXPENSES	EXPENDED
PERSONNEL SERVICES:															
Salaries & Wages															
Employer Paid Benefits															
SUPPORTIVE SERVICES:															
Communications:															
Telephone															
Postage															
Travel In-State															
Travel Out-of-State															
Training/Conferences/Staff Develop.															
Supplies:															
Consumables															
Commercial Printing															
Publications															
Equipment Purchases															
Real Property Rental															
Equipment Rental															
GRANTS-IN-AID:	\$ 29,960.00	\$ 0.00	\$ 0.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 29,960.00	100%
CONTRACTUAL															
SUB-TOTAL	\$ 29,960.00	\$ 0.00	\$ 0.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 29,960.00	100%
OTHER COSTS:															
A. Indirect															
B. overbill in Ort															
C.															
GRAND TOTAL Expenditures	\$ 29,960.00	\$ 0.00	\$ 0.00	\$ 3,025.00	\$ 4,850.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 29,960.00	
Payments Made to Subgrantee	\$ 29,960.00	\$ 0.00	\$ 0.00	\$ 3,025.00	\$ 5,300.00	\$ 4,300.00	\$ 7,175.00	\$ 110.00	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 29,850.00	
Invoices Received	N/A		Oct and Nov	Rec'd 01/06/21	Rec'd 02/04/21	Rec'd 03/04/21	5/3/2021								

No submission for October
 Total Amount Reimbursed \$ 29,960.00
 Subgrantee Remaining \$ -

October bill was \$10050, billed grant 10500. Adjusted in January

432121

Budget Comparison

Thru Date/Period 06/30/21

Level of Detail. 9

Account Number . 40213
CARE BOARD SPECIAL ACCOUNT

Cum/Period(C/P). C

Subledger. . . . *

(* = All Subledgers)

<u>O</u> <u>Account Description</u>	<u>Budget Amount</u>	<u>Actual + Encumbrance</u>	<u>Remaining Budget</u>
ENCUMBERANCE (TEMP LIAB			
EXPENDITURES	2,640.00	595.00	2,045.00
CARE BOARD SPECIAL ACCOUN	2,640.00	595.00	2,045.00

Opt: 4=Open Orders 5=Account Ledger 6=Commitment Ledger F24=More Keys

Campbell County CARE Board

Training and Conference Application Form

"Reduce poverty by allocating resources to support human service agencies."

Name of Member: **Jessica Howard**

Name of Training/Conference: **Community Services Network of Wyoming CSNOW Annual Conference**

Date of Training/Conference: **September 27-28, 2021**

Description of Conference/Training:

This is the CSNOW annual conference, and it will be held at the Ramkota Hotel in Casper.

How does this training/conference support the mission, vision, values of the CARE Board/CSBG Grant?

As the new director of the Gillette Abuse Refuge Foundation this conference will help me to better understand the mission of the CSNOW and the CSBG Grant and how these services can help and assist our clients.

How does this training/conference improve your role as a Board Member?

ESTIMATED COSTS TO ATTEND: (Please include per diem rates from <https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Registration Fee	TBD – Registration Fee is not out yet
Lodging	288.00
Meals	138.00
Gas/Mileage/Travel	118.00
Total	544.00

Please attach any training/conference registration/documents to this form.

I understand that upon approval to attend training/conference, I will report back to the CARE Board at the next scheduled regular meeting. I will also fill out the required Training and Conferences Report Form.

Signed: 

Date Approved by CARE Board: _____

Board Chair Signature: _____



[← Back](#)

[Add to my calendar](#)

Save the Date - CSNOW Annual Conference

Start September 27, 2021
End September 28, 2021
Location Casper

Save the date for the 4th Annual CSNOW Conference which will be held at the Ramkota Hotel in Casper on September 27 and 28, 2021.

Community Services Network of Wyoming (CSNOW)
877 West 23rd Street, Unit A
Cheyenne, WY 82001

info@csnowyo.org
307-278-6333





ABOUT CSNOW

Community Services Network of Wyoming (CSNOW) is the statewide association for Wyoming's Community Service Block Grant (CSBG) program grantees. Our mission is to champion the Wyoming community action network in support of the CSBG mission.

By providing numerous training and networking opportunities around the state, we strengthen the work that CSBG funded organizations do in their community. We facilitate communication between these agencies so that successful programs can be replicated across the state. We advocate on behalf of these agencies so that they can continue the work they do in their community for generations to come.

We also partner with other organizations and stakeholders that are working to alleviate poverty across the state of Wyoming.

CSNOW is a 501(c)(3) nonprofit organization governed by a board of directors. Currently, [The Align Team](#) oversees the management of the association and serves as the federal/state contractor on behalf of CSNOW. Visit the [Leadership](#) page for information about the board of directors and the executive director.

The training and technical assistance services provided by CSNOW are funded through contracts with the Wyoming Department of Health's Community Service Program and the Region 8 Regional Performance Innovation Consortium (RPIC). Additional CSNOW services are funded through membership dues and conference sponsorships.

Community Services Network of Wyoming (CSNOW)
822 West 23rd Street, Unit A
Cheyenne, WY 82001

info@csnowyo.org
307-278-6353

