

**Administrative Board**  
Minutes from January 31, 2023

The Boulder County Division of the Community Action Programs Administrative Board met in regular session on January 31, 2023 via Microsoft TEAMS [Click here to join the meeting](#) Meeting ID: 215 332 363 205  
Passcode: 8pvLV4

**Present:** Megan Delaney and Asna Jeffries

**Absent:** Maryel Barron, Bill Benjamin, Bhola Katuwal, Sandra Reisnam, & Jay Schaeffer

**Staff Present:** Maciel Leon

**Guest:** None

**Quorum Present:** No Quorum 2 out of 5

**Maciel Leon started the meeting at 6:00 p.m.**

**Public Comment:** None

**Directors Report**

- Working on CAP's year end report for CSBG.
- One of the things we are realizing while working on CAP's year end report, we are able to see the impact the loss of staff during 2022 has made to CAP's overall programming.
- 2023 is also the year to apply for CSBG funding for CAP programming for the next three years. We are taking a look at the agency's needs and where we need to place our focus when it comes to agency growth and support to existing programming.
- PIE program – we are seeing an increase with participants pursuing an education asset. In the last few months, with the housing market not being buyer friendly, a lot of participants either changed asset goals or withdrew from PIE. We are starting to see participants come back to pursue their home purchase asset goal as the housing market is changing and moving towards their favor.
- Maciel shared with the board CAP's 2023 budget.
- CAP now has a database to help track client data, assist with client case management, and ultimately help us become a paperless office.

**Discussion**

- At this year's Community Action Conference, we learned about economic trauma at one of the workshop's offered. This workshop lead CAP to a resource called Financial Health Institute (FUH). Financial Health Institute (FUH) explores, creates and delivers education that addresses education and training that is relevant and applicable to their current financial situation.
- CAP purchased a subscription to FUH to try it out with the hope to offer this resource to PIE clients in the near future. Maciel mentioned to the board that CAP's subscription has capacity for not only staff but also for CAP board members that are interested in taking some of FUH courses.
- A CAP meeting schedule was sent to the board with 2023's CAP Board Dates. Maciel mentioned that as the weather gets warmer, it would be nice to transition to in-person since it has been difficult to maintain board participation and interest virtually.
- This year we will continue to meet on the last Tuesday of the month. At the end of the year we can take a vote to decide whether to go back to the 3<sup>rd</sup> Tuesday of the month or maintain our current meeting date and time.

**Adjourn:** Motion to adjourn at 6:35 .

Submitted by Maciel Leon





