

Administrative Board
Minutes from February 20, 2024

The Boulder County Division of the Community Action Programs Administrative Board met virtually in regular session on February 20, 2024 on TEAMS.

Present: Alex Kalkhofer and Erika Moats.

Absent: Maryel Aranda, Patrick Dillon

Staff Present: Maciel Leon

Community guest: Angela Tomczik

Maciel began the meeting at 6:02 pm.

Quorum Present: 2 out of 4

Public Comment: No public Comment

Approval of Board Minutes: Review and approval of January meeting minutes

Directors Report:

- CAP Project Specialist was hired. This position will oversee CAP's special projects, such as the Empathy Board Game and re-launch of the Cultural Broker Program.
- The board was given a general overview of cultural brokers and the Empathy Board Game.
- CSBG Site visit went well. The report of that visit will be shared with the board once it becomes available.
- CAP is working on its 2023 Annual Report. The report will be shared with the board once it becomes available.
- CAP's CSBG grant report was completed and submitted to the state for their review.

Open Discussion:

- The division manager talked to the board about CSBG's Organizational Standards and discussed some items that require the board's attention.
- CAP 2024 Budget was shared with the board. CAP's division manager went through the budget's line items, discussed CSBG funding, and answered questions from the board.
- CAP's mission statement requires some review from the board.
- There was also discussion about moving the CAP Board meeting time from 6 p.m. to 5:30 p.m. Everyone present was in agreement.
- Reminded the board that the new PERL Coordinator will be taking over the hosting of these meetings in a couple of months.
- The PERL Coordinator will attend the upcoming March board meeting for introductions and to share any updates about the PERL program to the board.

Adjourn: Motion to adjourn at 6:25 p.m.

Submitted by Maciel Leon