

**Administrative Board**  
Minutes from March 16, 2024

The Boulder County Division of the Community Action Programs Administrative Board met virtually in regular session on March 16, 2024, on TEAMS.

**Present:** Maryel Barron, Alex Kalkhofer and Erika Moats.

**Absent:** Patrick Dillon

**Staff Present:** Maciel Leon & Kathryn Lehman

**Community guest:** None

**Maciel began the meeting at 5:37 p.m.**

**Quorum Present: 3 out of 4**

**Public Comment:** No public Comment

**Approval of Board Minutes:** Review and approval of February meeting minutes.

**Directors Report:**

- PERL – Administrative Boards and Commissions Training scheduled to begin in April. This will be a five-week training that will be held on Tuesday evenings.
- PIE – No significant updates to report.
- Cultural Broker program is underway to being relaunched. The coordinator is currently working on the Cultural Broker professional development training. This will be offered to Boulder County employees that identify as cultural brokers or use cultural broker tools in their day-to-day work.
- Cultural Broker training for the general public will be offered at a later date.

**Open Discussion:**

- Kathryn Lehman, PERL Coordinator introduced herself to the CAP board and talked about PERL training.
- There was a discussion around the possibility of offering PERL in Spanish in the future. Research is currently being done to find out what civic engagement opportunities are available for participation from community members that are non-English speaking.
- Kathryn mentioned that she is reaching out to the liaison for the commission of the city of Boulder Human Services that have made themselves accessible to bilingual participation.
- Maryel mentioned that the school district she works for is making efforts in increase monolingual Spanish speaking parent participation. There could be an opportunity to make a connection with PERL.
- The board discussed CAP's current mission statement and whether it truly reflects CAP's programming.
- Maryel shared her thoughts on a mission statement and suggested the following:  
*“Boulder County Community Action Programs (CAP) is dedicated to advocating for and organizing programs promoting self-sufficiency among low-income individuals, families, and communities of color. Our focus on community organizing and advocacy aims to address the unique challenges faced by these populations, fostering empowerment and equitable access to resources. Through collaborative efforts and innovative solutions, CAP strives to create a more inclusive and resilient community for all.”*
- The CAP Board unanimously voted to adopt this revision to CAP's current mission statement.

**Adjourn:** Motion to adjourn at 6:30 p.m.

Submitted by Maciel Leon