

**CAP Administrative Board**  
Minutes from  
September 16, 2025

The Boulder County Division of the Community Action Programs Administrative Board met in-person in regular session on September 16th, 2025 at 3482 N Broadway, Boulder CO and on TEAMS.

**Present:** Alex Kalkhofer, Erika Carlson, Mara Rose

**Absent:** Richard Garcia, David Begleiter, Roxanne Peterson, Maryel Barron, Katie McKillips, Roxanne Peterson, Erika Moats, Sakar Pudasaini

**Staff Present:** Kathryn Lehman

**Community Guest:** None

**Alex began the meeting at 5:30pm**

**Quorum Present: 3 out of 11**

**Public Comment: No public Comment**

**Approval of Board Minutes:** no quorum present

**Upcoming CAP Events**

- PERL Boards and Commissions Training Saturday, September 20, 2025

**Director's Report:**

- Boulder County Budgeting for 2026 underway. County is addressing a significant deficit in the general fund, cuts are being implemented across all county departments. In the current round of announced layoffs no CAP staff are included.
- No updates on Division Manager search

**Open Discussion:**

- Alternate meeting site tabled for next meeting
- Discussion of CAP Board elevator pitch. Edits to make for clarity and need some more concrete definitions of CAP programs and their target audiences. We should also better define the advisory board role, especially expectations for altering or developing programming.

**Action Items:**

- Call for any available members to assist with Sep 20 Boards and Commissions training
- Continue working on clarified roles and responsibilities, CAP Board elevator pitch. Alex to incorporate feedback into a second draft for the next meeting.

**Adjourn:** Motion to adjourn at 6:40 p.m.

Submitted by Kathryn Lehman