

Administrative Board
Minutes from November 21, 2024

The Boulder County Division of the Community Action Programs Administrative Board met in-person in regular session on January 21, 2025, at 3482 N Broadway, Boulder CO and on TEAMS.

Present: Alex Kalkhofer, Erika Moats, Roxanne Peterson, Erika Carlson, Maryel Barron, Katie McKillips, Dave Begleiter, Lisa Mae Mays

Absent: Sakar Pudasaini, Richard Garcia

Staff Present: Kathryn Lehman, Maciel Leon

Community guest: None

Kathryn began the meeting at 5:30pm

Quorum Present: 8 out of 9

Public Comment: No public Comment

Approval of Board Minutes: Review and approval of October meeting minutes.

Upcoming CAP Events

- PERL Boards and Commissions training begins February 25
- Cultural Brokers to host training together with Latino Chamber of Commerce starting in February

Director's Report:

- PIE program fiscal transition is now complete and they've resumed recruiting new clients
- PERL and Cultural Brokers holding upcoming trainings

Open Discussion:

- The board acknowledges receipt of the CAP Community Needs Assessment. The Board approved a motion to accept the assessment.
- Overview of Officer positions
- Discussion of Nomination and selection process
- Discussion of standing committees outlined in bylaws
- The board agreed to table the discussion of other standing committees for after the establishment of officer roles
- Katie suggested that we create a candidate questionnaire to help with election process
- Maryel suggested we post questionnaires to our google drive
- Board also came up with the idea of posting board member bios and photos to the drive

Action Items:

- Kathryn will develop a candidate questionnaire for officer elections and distribute to the boards
- Kathryn will send google drive link to the board
- Those interested in officer positions will fill out questionnaire and send to Kathryn or post to google drive by Tuesday, February 11

Adjourn: Motion to adjourn at 7 p.m.

Submitted by Kathryn Lehman