

LARAMIE COUNTY CLERK BOARD OF COUNTY COMMISSIONERS AGENDA ITEM PROCESSING FORM

1. DATE OF PROPOSED ACTION: June 6, 2017

2. AGENDA ITEM: ☒ Appointments ☐ Bids/Purchases ☐ Claims
☐ Contracts/agreements/leases ☐ Grants ☐ Land Use: Variances/Board App/Plats
☐ Proclamations ☐ Public Hearings/Rules & Reg's ☐ Reports & Public Petitions
☐ Resolutions ☐ Other

3. DEPARTMENT: Commissioners

APPLICANT:

AGENT: Commissioners

4. DESCRIPTION: Consideration of a Resolution appointing a member to the Laramie County Community Action Board of Directors for a five year term which will commence on July 1, 2017 and expire on June 30, 2022.

Amount \$

From July 1, 2017

To June 30, 2022

5. DOCUMENTATION: 1 Originals 1 Copy

RECEIVED AND APPROVED
TO FORM ONLY E
LARAMIE COUNTY ATTORNEY

Clerks Use Only:

Commissioner

Ash _____
Heath _____
Holmes _____
Kailey _____
Thompson _____
Action _____
Postponed/Tabled _____

Signatures

Co Attny _____
Assist Co Attny _____
Grants Manager _____
Outside Agency _____

RESOLUTION # _____

**“RESOLUTION APPOINTING COMMUNITY ACTION OF LARAMIE COUNTY
BOARD MEMBER”**

BE IT RESOLVED by the governing body of Laramie County, Wyoming,
_____, shall be and is hereby appointed a member of the Board of
Directors of Community Action of Laramie County to perform the duties of said Board
according to law for a five year term beginning July 1, 2017 and expiring June 30, 2022.

PRESENTED, READ AND ADOPTED this ____ day of June, 2017.

BOARD OF LARAMIE COUNTY COMMISSIONERS

Troy Thompson, Chairman

ATTEST:

Debra Lee, Laramie County Clerk

Reviewed and approved as to form:

Mark Voss, Laramie County Attorney

OATH OF APPOINTMENT

THE UNDERSIGNED does solemnly swear (or affirm) to honor and sustain the
constitution of the United States, the constitution of the State of Wyoming, and to faithfully,
honestly and impartially discharge all duties as a member of the Board of Directors of
Community Action of Laramie County.

MEMBER OF THE BOARD OF DIRECTORS OF
COMMUNITY ACTION OF LARAMIE COUNTY

Signature

Date

Witness

Date

APPOINTMENT APPLICATION

Board/committee/commission: Community Action Executive Board

Name: Kim D. Maes Preferred Name: Kim

Mailing Address: 1324 Medley Loop Home Address: same
Cheyenne, WY 82007

Phone: (307)640-0154 Spouse: Franklin Maes

Occupation: Director of Senior Services & RSVP Self-Employed? No

Employer/Name of business: Cheyenne Housing Authority

Address / Zip: 3304 Sheridan Street, Cheyenne, WY 82009 Phone: (307)635-2435

Year Employed: 19 years Years of Laramie County Residency: 19 years

Fax: (307)635-0708 Email: rsvp_kmaes@vcn.com Cell: (307)640-0154

Education/Degrees: Diploma from Rawlins High; Attended Central Wyoming Community College for 1 year; UW Outreach in Rawlins and University of Phoenix.

Other community memberships: Currently, I am the Vice Chair on the Community Action of Laramie County Board; a member of both Black Hills and CHATCO Leadership Labs; a member of the Wyoming Association of Senior Project Directors; a member on the Senior Services and RSVP Advisory Councils and very active within the Diocese of Cheyenne.

Please explain your interest in serving on this Board/Committee/Commission (attach additional pages if needed):
I greatly enjoy my appointment to the Community Action Board and would like to continue serving as a member. I am also a past member of the CALC Board. I believe in the mission of CALC and know first-hand the importance of the programs offered within our community through CALC. I believe it is important to give back to the community sharing my knowledge, skills and talents to ensure that the programs offered by CALC meet our community needs.

Signature: Kim D. Maes Date: 3/15/17

Please return to: Laramie County Commissioner's Office
310 W 19th St, Room 300
Cheyenne, WY 82001
Fax: 307-633-4267
Email: commissioners@laramiecounty.com
Phone: 307-633-4260

=====For Office use Only=====

New Appointment: _____ or Reappointment: _____ Term Length: _____ Year(s)

Full Term: _____ or Unexpired Term: _____ Expiration Date: _____

Comments: _____

Kim D. Maes
1324 Medley Loop
Cheyenne, WY 82007

March 15, 2017

Laramie County Commissioners
310 West 19th Street, Suite 300
Cheyenne, WY 82001

Dear Commissioners,

Thank you for the notice that my term on the Community Action Board will be expiring on June 30, 2017. I wish to continue my work with Community Action and would like to be reappointed to fill another term. Attached is an updated Appointment Application and Resume. Please let me know if you need additional information.

Thank you for your consideration.

Sincerely,



Kim D. Maes

Kim D. Maes
1324 Medley Loop
Cheyenne, WY 82007
Home (307)635-5592; Cell (307)640-0154

OBJECTIVE

- To use my talents and skills in a way that is most beneficial to the Community of Cheyenne and Laramie County.

EDUCATION

- Graduated Rawlins High School 1984. Course of study – General.
- Central Wyoming Community College, 1985 – 1986. Course of Study – Secretarial Science
- Western Wyoming Community College, 1996 – 1998. Course of Study – Social Service. Final GPA – 4.0
- University of Phoenix, 2003 to 2005. Course of Study – Business Management. Final GPA - 3.8

EXPERIENCE

- 7/98 to Present – Cheyenne Housing Authority, 3304 Sheridan, Cheyenne, Wyoming. Director of Senior Services and Retired & Senior Volunteer Program. Duties include administration of senior service, health promotion and nutrition programs. Supervise Nutrition, Senior Service, Family Caregiver, Resident Services and RSVP staff, public relations, grant writing, budgeting, program reporting, correspondence and fundraising.
- 2005 to 12/2014 – Private Contractor with the Wyoming Tribune Eagle. Duties include daily delivery of bundles to area carriers.
- 2/90 to 7/98 – Kids In Distressed Situations, K.I.D.S., Inc, P.O. Box 2014, Rawlins, Wyoming – Interim Director (1998), Administrative Assistant (1990 – 1998). Duties - administration of services for troubled youth, supervision of staff and residents, grant writing, budgeting, payroll, accounting, program reporting, public relations, correspondence and fundraising.
- 1988 to 1990 – Frederick J. Harrison, Attorney at Law, Rawlins, Wyoming. Secretary. Duties included data entry, correspondence, filing and reception.

PUBLIC SERVICE

- 2015 to Present – Community Action of Laramie County Board of Directors
- 2005 to Present – Chatco Recreational Leadership Laboratory, participant and past Board Member.
- 1999 to Present – Black Hills Recreational Leadership Laboratory, Participant and current Board President.
- 1998 to Present – Wyoming Association of Senior Project Directors Member.
- 1998 to Present – Coalition of Agencies Serving the Elderly (C.A.S.E.) Member.
- 1999 to 2010 – Community Action of Laramie County Board of Directors.
- 1998 to 2008 – Centsible Nutrition Advisory Council Member.
- 7/2000 to 2005 – Stagecoach Drop-In Center Advisory Council Member.
- 1996 to 2005 – Certified First Aid/CPR and HIV/AIDS Instructor for the American Red Cross.
- 1995 to 1998 – Wyoming Youth Services Association Member.
- 1997 to 1998 – Rawlins Soroptomist Club (Women's Service Club) Secretary.

OTHER QUALIFICATIONS

- Experience in coordinating programs and activities, oral and written communication, budgeting, grant writing, fundraising, payroll, basic computer knowledge, able to run most computer programs, classroom instructional skills and excellent management qualities.

References Provided Upon Request