

COLORADO CHILD PROTECTION OMBUDSMAN BOARD

PUBLIC MEETING

October 9, 2015

Record of Proceedings

Notice of this meeting was provided pursuant to the Colorado Open Meetings Law, § 24-6-402, C.R.S.

CONVENE

The meeting of the Child Protection Ombudsman Board was convened in the Ralph L. Carr Judicial Center, 1300 Broadway, Headwaters Training Room, 2nd Floor, Denver, Colorado 80202 at 1:05 PM by Steven Vasconcellos of the Office of the State Court Administrator (“SCAO”). Mr. Vasconcellos facilitated the meeting until the election of a Board Chair.

A quorum of the Board was present.

Present at the Meeting

Board Members

The Honorable Ken Plotz

Pax Moultrie

Victoria Black

Joe Carrica

George Kennedy

Simone Jones (via telephone)

The Honorable Charles Greenacre

Ginny Riley

Peg Rudden

Sarie Ates-Patterson

Jose Mondragon

Others Present

Eric Brown, SCAO

Steven Vasconcellos, SCAO

Sueanna Johnson, Asst. Atty. General

Sabrina Byrnes, Child Ombudsman Office

David Kribs, SCAO

Two members of the public not identified

Dawn Tremblay, SCAO

Terry Scanlon, SCAO

Dennis Goodwin, Current Child Ombudsman

Linda Weinermann

Shari Shink

AGENDA/DISCUSSION

The Board members introduced themselves.

Presentation of Dennis Goodwin

Dennis Goodwin, who serves as the current Ombudsman in the Office of Colorado's Child Protection Ombudsman, gave a presentation about the background and the work of the current Office of the Child Ombudsman.

Election of Board Chair/Board Vice-Chair

Ms. Johnson asked for nominations for Board Chairman.

Judge Greenacre nominated Judge Plotz. Mr. Kennedy seconded the nomination. Mr. Plotz accepted the nomination. Ms. Johnson asked if the Board had any further discussion. Mr. Greenacre called the question.

The Board voted unanimously to elect Mr. Plotz as Chairman.

Chairman Plotz asked for nominations for Vice-Chair. Mr. Greenacre nominated Ms. Riley for Vice-Chairwoman. Mr. Kennedy seconded the nomination.

The Board voted unanimously to elect Ms. Riley as Vice-Chairwoman of the Board.

Review of Memorandum of Understanding between the Colorado Judicial Department and the Office of the Child Protection Ombudsman

Ms. Johnson discussed the scope of the MOU with State Judicial, as presented to the Board.

The Board had discussion and asked questions about the MOU.

Ms. Riley suggested additional language in the MOU that would reflect that the Board may delegate actions not only to the Chair, but also the Vice-Chair or another designee of the Board. Ms. Johnson indicated that language could be inserted based on Ms. Riley's request.

Mr. Kennedy moved to adopt the MOU with State Judicial with an amendment for insertion of language as discussed. Mr. Greenacre seconded the motion.

The Board voted unanimously to approve the MOU with State Judicial.

Discussion of the Appointment of the Child Protection Ombudsman

Eric Brown, Director of Human Services for SCAO and Dawn Tremblay, Deputy Director of Human Resources for SCAO, discussed with the Board the process for recruitment and appointment of the Child Ombudsman.

Mr. Brown provided materials to the Board including, a draft job description, a timeline for the process, and best practices for hiring an executive position.

Mr. Brown identified four decision points for the Board:

1. Identify a contact for receipt of resume and applications.
2. Review and provide final approval of the job description.
3. Approve the salary for the posting.
4. Provide information for where to post the job description.

Ms. Johnson advised the Board on the Open Meetings Law requirements as it pertains to hiring the Ombudsman.

Chairman Plotz asked if the public had comment.

Shari Shink spoke regarding the selection of the Child Ombudsman. She encouraged the Board to appoint Dennis Goodwin and give the current staff a year to transition.

There was general discussion among the Board about the deadline for hiring the Ombudsman and the challenges to meet the deadlines, including:

- The application process
- The timelines
- Who should receive the applications
- Who would review the applications
- When to conduct interviews.

Mr. Greenacre made the following motion:

- The Director of Human Resources at SCAO is to receive applications for the Child Ombudsman on behalf of the Board
- The job announcement will be posted with a salary at no more than \$109,180
- The job announcement as drafted by the SCAO will be posted online at the State Judicial website, the National Center on State Courts, and the Colorado Human Services Directors Association.

Mr. Kennedy seconded the motion.

The Board voted unanimously in favor of Mr. Greenacre's motion.

Mr. Greenacre made a motion to adopt the four bullet points on the bottom of the October 9, 2015 letter from Mr. Brown to the Board, which set forth the services the SCAO will assist with as part of the appointment of the Child Ombudsman including:

- Conduct an initial screening and first review of applications to ensure minimum qualifications have been met and to narrow applicant submittals down to those most qualified for the position.
- Make interview arrangements to include such items as identification of interview location, preparation of interview packets and scheduling of interviews.
- Perform reference checks for the final applicant.
- Conduct a criminal history check for the final applicant. Please note that this check would be done in accordance with the Judicial Department's approved guidelines.

Mr. Kennedy seconded the motion.

The Board voted unanimously in favor of Mr. Greenacre's motion.

Ms. Black made the following motion:

- The SCAO will post the job announcement for the Child Ombudsman on October 13, 2015
- The job announcement is open until November 2, 2015
- The Board will meet between November 3 and November 6, 2015 to review applications and select no more than five finalists who will be interviewed
- The Board will notify the public of the finalists
- The finalists will be interviewed on the November 10, 2015

Mr. Kennedy seconded the motion.

The Board voted unanimously in favor of Ms. Black's motion.

The Board agreed to meet Thursday Nov. 5, 2015 at 9 AM to meet and review applications. Some Board members will join the meeting by telephone.

Office of the Child Ombudsman Budget Submission

Mr. Kribs addressed the Board regarding the Long Bill process. He indicated that the SCAO will prepare the November 1, 2015 budget submission for the office. He also indicated there will be opportunities for the Board to seek amendments to the budget submission.

TABLED MATTERS

Review of Memorandum of Understanding Between the Colorado Department of Human Services and the Office of the Child Protection Ombudsman

The Board discussed the process for the MOU with State DHS.

Mr. Greenacre made a motion for the Board to meet on October 23, 2015 at 1 PM to review the MOU with State DHS. Mr. Kennedy seconded the motion.

The Board unanimously approved Mr. Greenacre's motion.

Board Training: Legal and Ethical Concerns for Board Members

Ms. Johnson provided a basic overview of the Open Meetings Law and Open Records Law.

Comprehensive Board training was tabled for the next Board meeting on October 23, 2015 at 1 PM.

ADJOURN

Mr. Greenacre moved to adjourn. Vice-Chairwoman Riley seconded the motion.

The Board unanimously approved the motion. The Board formally adjourned the meeting at 5:06 PM.

ATTESTATION

As Board Chair and Board Vice-Chair, I attest that these minutes of the open public meeting of the Colorado Child Protection Ombudsman Board substantially reflect the substance of the discussion and action taken related to the matters under the authority of the Board and in compliance with the Open Meetings Law, § 24-6-402, C.R.S.



Board Chair



Board Vice-Chair

10/26/2015

Date

10/27/2015

Date