**COLORADO OFFICE OF THE PUBLIC GUARDIANSHIP COMMISSION**

**NOTICE OF MEETING**

**Date of Notice:** October 16, 2017

**Date/Time of Meeting:** October 30, 2017

**Location:** Ralph L. Carr Colorado Judicial Center

1300 Broadway, Conference Room 1B, Denver, Colorado

You are hereby notified that the Colorado Office of the Public Guardianship Commission will meet at the above-referenced date/time/place to discuss the below agenda items.

**Background of the OPG Commission**

Pursuant to § 13-94-104(1), C.R.S. (2017), the Colorado General Assembly created the Office of the Public Guardianship Commission and Office within the Judicial Department. The Commission is comprised of 5 members. Three of the members are appointed by the Colorado Supreme Court, of which two must be attorneys admitted to practice law in Colorado and one must be a resident of Colorado not admitted to practice law. The remaining two members are appointed by the Governor, one who must be an attorney admitted to practice law in this state and one who must be a resident of Colorado not admitted to practice law.

The Commission’s members are required to be appointed on or before November 1, 2017. §§ 13-94-104(1)(a) and (1)(b), C.R.S. (2017). The current Commission members appointed are:

* Shari Caton, Esq.
* Deb Bennett Woods
* Kelsey Lesco, Esq.
* Marco Chayet, Esq.
* Karen Kelley

The Commission is charged with raising money from gifts or donations to fund the Office, as well as to appoint the Director of the Office of the Public Guardianship, who, once appointed, serves at the pleasure of the Commission pursuant to § 13-94-104(3), C.R.S. (2017). The OPG Office/Commission is a pilot program effective until June 30, 2021, at which time the agency will either continue, discontinue, or be expanded by the General Assembly pursuant to § 13-94-111, C.R.S. (2017).

**Agenda**

1. Introduction of Commission Members
2. Election of Chair and Vice-Chair of the Commission
3. Discussion of Immediate Tasks

* Memorandum of Understanding with Judicial Department
* Discussion to Request Ethics Opinion from IEC regarding inapplicability of Colo. Const., Art. 29 to OPG Commission and Office

1. Policies / Procedures for the Commission

* By-Laws
* Procedures/Guidelines for raising money/receiving donations
* Document Retention Policy
* Public comment
* Other oversight of the OPG Office

1. Groundwork for Selection of the Director for the OPG Office

* Discussion of job description/criteria/qualifications/salary
* Discussion of selection process/timeline
* Discussion of HR process with State Judicial

1. Public Comment
2. Discussion of Future Meetings / Schedule
3. Commission Training: Legal and Ethical Concerns for Commission Members
4. Adjourn

**Meeting Materials**

All documents and materials, except those subject to any applicable privileges or provisions of confidentiality under federal or state law, reviewed and considered by the Board are or will be available to the public. Copies of the materials will be available at the meeting or thereafter upon request.

**Contact**

If you have any questions about this Notice of Meeting, please contact Terry Scanlon at (720) 625-5697.