
Colorado Office of Public Guardianship

Director, Sophia M. Alvarez

Commissioners

Kelsey Lesco, Chair
Karen Kelley, Vice-Chair
Deb Bennett-Woods
Marco Chayet
Alison Zinn



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PUBLIC MEETING

February 26, 2020

RECORD OF PROCEEDINGS

CONVENE

The meeting of the Colorado Office of Public Guardianship Commission was convened in the Ralph Carr Judicial Building at 1300 Broadway, Conference Room 2B in Denver, Colorado at 10:00 AM by Commission Chair Kelsey Lesco.

A quorum of the Commission was present.

Commission Members Present

Kelsey Lesco, Chair
Karen Kelley, Vice-Chair
Marco Chayet*
Deb Bennett-Woods

OPG Director

Sophia M. Alvarez

Others Present

Rhonda Sanchez, Office of Public Guardianship
Camille Price, Office of Public Guardianship
America Paz Pastrana, Office of Public Guardian
Connie Lind, Office of the State Court Administrator
Debbie Enck, Office of the Attorney General

Public Attendance

Lara Vandenburg, Veterans Administration
Shari Caton*
Maureen Welch
Robert Hernandez* and in person

*Appeared/Participated by Telephone

AGENDA ITEMS

I. Call to Order

The meeting was called to order.

II. Approval of the January 22, 2020 Meeting Minutes

Chair Lesco calls for amendments to the draft meeting minutes. There were no amendments to the meeting orders. Vice Chair Kelley moves to approve the January 22, 2020 Meeting Minutes as presented. Commissioner Bennett-Woods seconds the motion. Motion passes unanimously.

III. Chair Report (Kelsey Lesco)

Chair Lesco advises she will be on maternity leave by the next commission meeting of March 25th. Commissioner Bennett-Woods moves to appoint Vice-Chair Kelley as Acting Chair from March 23, 2020 – April 6, 2020. Vice-Chair Kelley seconds the motion. Motion passes unanimously.

IV. Director Report (Sophia M. Alvarez)

Director Alvarez's 02/26/2020 Director Report was discussed. Additional items discussed included but not limited to:

- a. Director Alvarez advised that the report has been updated since it was electronically distributed on 02/19/2020 and that changes were updated in red and the updated Director Report will be posted on the OPG Commission web site.
- b. Director Alvarez introduced new office staff.
- c. New OPG contract information:
 - 303.606.2500

- Info@Colorado-opg.org
 - Firstname.lastname@colorado-opg.org
- d. Director Alvarez informed that Judicial IT set up staff equipment.
- e. On 02/12/2020, there were revisions made to the CO OPG web site and Case Management System all staff previewed and gave input.
- f. The CO OPG web site & Case Management System was reviewed by the commission.
- Commissioner Bennett-Wood asked to amend her title, as she was listed as an attorney
 - Director Alvarez advised that referral process tab will be added soon to the web site.
 - Discussion of costing model process and HIPPA cybersecurity compliance of system.
 - Discussion as to when the case management system will be finalized and Director Alvarez anticipates by the end of the 1st week of March 2020.
- g. Budget and MOU Update.
- Director Alvarez advised that she received notification on 02.13.2020, that did not get Statewide Internet Portal Authority (SIPA) Microgrant Program 2019.
- h. Stakeholder Engagement Plan.
- Director Alvarez informed that after the January 2020 OPG Commission meeting comments, she updated the Stakeholder Engagement Plan draft. AG Enck is reviewing whether the Panel would be subject to the Open Meetings Act. Updated Stakeholder Engagement Plan was previously provided to Commission for review & will be incorporated into the Operating Policies.

V. Discussion of Operating Policies (Sophia M. Alvarez)

Director Alvarez provided a brief overview of the Operating Policies. Discussion included but not limited to:

- a. Colorado OPG Personnel Policies.
- b. Colorado OPG Fiscal Policies draft.
- c. Colorado OPG Pilot Program Operating Policies.
 - Cost and hours of training to be certified by the Center for Guardianship (CGC). Ms. Welch requested information about CGC oversight of certified guardians. Director Alvarez advised she will follow up with information at the next meeting. Commissioner Bennett-Woods suggested trainings through the Colorado Healthcare Ethics Forum.

- Discussion of SSA Representative Payees. It was suggested to have volunteers act as Representative Payees instead of Colorado Fund for People with Disabilities (CFPD).
- Recommendation to draft a contract with CFPD to be OPG clients' Representative Payees in a way to protect wards from unnecessary fees and protect the Commission from liability.
- Referral process: Pro Se Center may assist providing handouts to facilitate process. It was suggested to provide a dedicated laptop to pro se center and intern to facilitate process.
 - A. Discussion regarding who can make a referral and how OPG will do its due diligence to ensure that we accept eligible individuals. Director Alvarez advised of a process in case it is later learned that the individual is not eligible for OPG services.
 - B. Discussion regarding determining homelessness and residency and venue for OPG acceptance. Director Alvarez advised she will update policies accordingly.
- Discussion of completed and upcoming trainings for Public Guardians.
- Discussion of the complaint and grievance process and ensuring it has multiple levels of review. Director Alvarez advised she will finalize the policy.
- Chair Lesco requested time to review operating procedures again and everyone else agreed. It was determined that an emergency OPG Commission meeting dedicated to operating policies will be scheduled before the March 25, 2020 Commission meeting.

VI. Discussion regarding Data Collection (Kelsey Lesco and Sophia M. Alvarez)

Director Alvarez began the discussion stating that she met with several people from the Coalition and they discussed the option to make OPG a priority to assist with data gathering in support of OPG's continuation. Dr. Eric Chess and Jodi Waterhouse are willing to assist with grad students to collect data but require funds for stipend.

- a. Director Alvarez will follow up with Dr. Chess regarding funding options.
- b. Recommendation to have interns from different areas of study such as: social work, gerontology, business and law departments.
- c. Interns from the business department could help identifying costing model.
- d. Commissioner Bennett-Woods discussed having data sharing with Guardianship Alliance.

VII. Preview of Colorado OPG Case Management System and Web Site

It was reviewed at the beginning of meeting. No changes were suggested.

VIII. Discussion of Stakeholder Engagement Plan, Complaint and Grievance Policies (Deb Bennett-Woods and Sophia M. Alvarez)

Director Alvarez provided a brief overview of Complaint and Grievance Policies. Discussion included but not limited to, Director Alvarez looked at the Virginia OPG forms and process. Discussion as to whether there needs to be a different process for a grievance filed on behalf of ward vs. internal grievance. Commissioner Bennett-Woods recommended to establish two different process while Chair Lesco shared that her organization has a process like the Virginia OPG that seems to work.

IX. Discussion of Director Evaluation Process (Kelsey Lesco and Deb Enck)

AG Enck begins discussion by stating the Director's evaluation draft includes all statutory duties, outlines the process discussed at last meeting. AG Enck asked the commission to review for items that are inappropriate or not concise. Further discussion included but not limited to, the process for a form calling for public comment and staff comment. Chair Lesco is not opposed to public comments.

Commissioner Bennett-Woods moves to adopt Director's evaluation form as presented today. Vice-Chair Kelley seconds the motion. Motion passes unanimously.

X. Public Comment

Public members manifested gratitude for the ability to ask questions during the meeting.

XI. Adjourn

Commissioner Bennett-Woods moves to adjourn the meeting. Commissioner Chayet seconds the motions. Motion passes unanimously. Meeting adjourned at 11:50 a.m.

ATTESTATION

As Commission Chair and Commission Vice-Chair, we attest that these minutes of the open public meeting of the Colorado Office of Public Guardianship Commission substantially reflect the substance of the discussion and action taken related to the matters under the authority of the Commission.

Kelsey Lesco, Chair

Date

Karen Kelley, Vice-Chair

Date

FOR COMM'N REVIEW ON 03.25.2020