
Colorado Office of Public Guardianship

Commissioners

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



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NOTICE OF MEETING

Date/Time: November 21, 2019, 10 AM to Noon

Location: Ralph L. Carr Colorado Judicial Center
1300 Broadway, Conference Room 1C, Denver

Call-In Information – Tel: (720) 625-5050 / Participation
Code: 86376497

You are hereby notified that the Colorado Office of Public Guardianship Commission will meet at the above-referenced date/time/ 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 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.

Pursuant to HB 19-1045, signed into law on May 30, 2019 and which shall take effect on July 1, 2019, the Commission is charged with appointing the Director for the Office of Public Guardianship. The Commission appointed Sophia M. Alvarez to be the Office's first Director. Ms. Alvarez assumed her duties on October 21, 2019. Ms. Alvarez serves at the pleasure of the Commission pursuant to § 13-94-104(3), C.R.S. (2019). The OPG Office/Commission is a pilot program initially operating in the Second Judicial District and subsequently the Seventh and Sixteenth Judicial Districts conditional upon securing additional funding effective until June 30, 2023,

at which time the agency will either continue, discontinue, or be expanded by the General Assembly pursuant to § 13-94-111, C.R.S. (2019).

Agenda

- I. Call to Order
- II. Approval of the October 23, 2019 Meeting Minutes
- III. Chair Report (Deb Bennett-Woods)
- IV. Discussion and adoption of the Amended By-Laws
- V. Election of the Vice-Chair
- VI. Legal Advice on Policies and Procedures that are Implementing the Office of Public Guardianship*
- VII. Director Report (Sophia M. Alvarez)
 - a. Infrastructure Update
 - b. Budget Update and MOU Update
 - c. Colorado OPG Personnel Policies draft
 - d. Colorado OPG Fiscal Policies draft in progress
 - e. Colorado OPG Pilot Program Operating Policies draft in progress
 - f. Human Resource Update
 - g. Website and Case Management System Update
 - h. Administrative Infrastructure Update
 - i. Stakeholder Meeting Update
 - j. Job descriptions for Public Guardians and Staff Assistant
- VIII. Discussion and review of Colorado OPG Strategic Plan draft
- IX. Discussion of OPG Commissioner Term Limits
- X. Discussion of Judicial Administrative/Holiday Leave Applicability to Director – only because there aren't personnel policies
- XI. Public Comment

XII. Adjourn

* A portion of this meeting may be conducted in Executive Session, depending upon the votes of the Commission in order to protect attorney-client privileged information. Although the Commission provides advance notice when an Executive Session is likely to occur, the Commission members are entitled to receive attorney-client privileged advice on any matter noticed on the agenda.

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 Commission 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 the Colorado Office of Public Guardianship (720) 865-8632.