
Colorado Office of Public Guardianship

Commissioners

Shari Caton, Chair
Deb Bennett Woods, Vice Chair
Marco Chayet
Kelsey Lesco
Karen Kelley



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PUBLIC MEETING

March 26, 2018

Record of Proceedings

CONVENE

The meeting of the Colorado Office of Public Guardianship Commission was convened in the Ralph L. Carr Judicial Center, 1300 Broadway, 2nd Floor, Platte Room in the Headwaters Suite, Denver, Colorado 80202 at 10:05 AM by Commission Chair Shari Caton.

A quorum of the Commission was present.

Commission Members Present

Shari Caton, Chair
Kelsey Lesco
Marco Chayet*

Deb Bennett-Woods, Vice-Chair
Karen Kelley

* *Appeared by Telephone*

Others Present

Sherry Stwalley, Office of the State Court Administrator
David Kribs, Office of the State Court Administrator
Sueanna Johnson, Office of the Attorney General

Public Attendance

None

AGENDA ITEMS

I. Public Comment

The floor was open for public comment.

David Kribs. Mr. Kribs provided an update about third-party vendors for receipt of credit card donations. He indicated that the best option might be Colorado Gifts, however, the OPG may not meet their criteria. Mr. Kribs is waiting for a call back from their director. There is also PayPal, however, he believes both require the entity to be a § 501(c)(3) for their best rates, which Mr. Kribs does not believe the OPG is. So this may rule out Colorado Gifts. Another option is Go Fund Me. PayPal and Go Fund Me have a 2.9 % donation plus a 30 cent transaction fee on every donation. Go Fund Me has a separate/direct site. Pay Pal could go on the OPG website with a donation button. SCAO Legal has concerns that we are not assuming any liability by managing the OPG website should there be any issues.

From a marketing stand point, basic social media marketing may need to include Facebook, LinkedIn, etc. with links to those sites. The question is whether there is any prohibition from State Judicial about having such links on the State Judicial website?

The EIN from the IRS was received but not the tax exempt letter. If the letter is not received by week's end, Mr. Kribs is to follow up with AAG Johnson so AAG Johnson can follow up with the IRS.

Mr. Kribs confirms, supplemental budget was signed on March 1st. Up to \$350,000 can be used for incidentals this fiscal year, through June 30th this year.

Vice-Chair Bennett-Woods asked whether the OPG could get on the state tax return form for donations. The process for getting an entity on the state income tax form was explained, and the thought was to discuss with Rep. Young or other legislators. The question was also whether because the entity is not a § 501(c)(3) disqualifies OPG from being added.

II. Approval of the March 9, 2018 Minutes

Commission Vice-Chair Bennett-Woods moved for adoption of the March 9, 2018 meeting minutes. The motion was seconded by Commissioner Kelly. The motion passed unanimously.

III. Community Outreach

A question arose as to whether the Vice-Chair's email was received regarding getting information out to the public. Counties in the pilot project don't know what

is going on. It is important to communicate with those participating in the pilot project.

A social worker in one of the counties contacted the Vice-Chair. The social worker had a client or two that needed a guardian, and inquired as to the status of the OPG? Discussion centered around the fact that people the OPG Commission will be serving do not know what's going on.

The discussion then focused on how to get information out to the public. A suggestion was to have a meeting in one of the counties or target the counties, various association/organizations and Dept. of HS/SS to come to a meeting for an update. AAG Johnson indicates that having Board meetings outside of Ralph Carr is logistically somewhat difficult given the lack of a budget.

Discussion also focuses on including the judges to assist with public awareness and that one board member could attend those meetings. Judges Deganhart and MacDonnell serve on a public guardianship advisory committee and are actively supporting this OPG Pilot Program. The Commission Chair reached out to both of those judges for support, and found out they could submit letters of information for the Next Fifty grant application. Judge Leith submitted a letter of information for the Next Fifty grant application.

The suggestion was to request assistance from the judges in the judicial counties targeted to communicate information. Another suggestion was to reach out to legislators in those areas as immediate stakeholders.

This then raised the question about needing letterhead for the OPG for getting out a fact sheet or informational material. Also needed was a list of stakeholders in each of the counties. A draft letter would be written by Vice-Chair Bennett-Woods, as well as the fact sheet.

A list of stakeholders are also needed that includes legislative, judiciary, DHS, Ombudsman, advocacy groups, other who testified in front of the General Assembly in support of the OPG bill, various sections of the CBA.

The Commission discussed that this would not be a fundraising letter but would point out the Commission is actively fundraising. State Judicial needs to let the Commission know where the boundaries are with respect to fundraising. State Judicial indicated that an informational meeting was not a problem for State

Judicial, but that if the conversation at that meeting turns to fundraising, it would become a bit more complicated.

The Chair indicated that she checked the voicemail, but no messages were received. She will share the voicemail passcode and email password with the Vice-Chair.

Sherry Stwalley volunteered to put together a mock-up letterhead for the Commission. State Judicial would also seek approval from the Secretary of State to use the state seal for the letterhead.

It was decided that all Commissioners would put together a list of stakeholders.

The informational letter and fact sheet will be sent out to the list of stakeholders with no customizing.

A motion to delegate such tasks to the Commission Chair and Vice-Chair was made by Commissioner Lesco. The motion was seconded by Commissioner Kelly. The motion passed unanimously. The Commission approved to delegate to the Commission Chair and Vice-Chair finalizing the informational letter and fact sheet.

The upcoming tasks included obtaining lists of stakeholders from Commissioners by Wednesday, Vice-Chair Bennett-Woods will draft the informational letter and fact sheet by Friday, and State Judicial will seek approval to use the state seal.

Commission Chair Caton indicates she will personally pay for postage of the letters.

AAG Johnson will have her paralegal put together an email address list together and get the mailing list to Ricoch (private copy center in the Carr building) for sending out mailings).

IV. Fundraising Update

The OPG Commission currently has no money raised.

Each Commissioner was asked by the Chair to bring 10 new ideas for how to raise money.

AAG Johnson will draft a receipt that includes the disclosures, including the EIN.

AAG Johnson asked whether the Commission would be willing to delegate to the Commission Chair approval of the receipt that will be used temporarily for initial donations for the Commissioners and the firms. A motion to delegate to the Commission Chair the approval of the interim receipt was made by Commissioner Lesco. The motion was seconded by Vice-Chair Deb-Bennett-Woods. The motion passed unanimously.

A question arose as to who would issue the receipts since State Judicial is to deposit the monies. Mr. Kribs was going to check with the State Judicial controller about this question. Mr. Kribs and AAG Johnson discussed the credit card mechanism for providing disclosure prior to the donation. The question was whether PayPal or Go Fund Me have this ability.

Ideas to seek donations were discussed among the Commission members:

- Robert Woods-Johnson Foundation
- Kaiser Permanente Foundation
- Colorado Health Foundation (Consumer Health Advocacy)
- List of health care conversion organizations (Shari has the list)
- Rose Community Foundation (Aging Impact Goal and Health Impact Goal)
- Grantmakers in Aging – giaging.org
- Colorado Non-Profit Association
- Halliburton Foundation
- Edmund and Eleanor Quick Foundation
- Bank of the West Foundation
- B & S Foundation
- Community Banks
- ICBA
- Local folks who may benefit from this
- Centura System
- SCL Health
- UC Health
- Colorado Hospital Association
- Health One
- Vivage Health Care
- Behavioral Health Institute and Dr. Fox (Judge Leith may have information)
- Administration of Community Living (Dept. of Health and Human Services)
- Legal Services Corporation
- Colorado Non-Profit Insider (grants and deadlines listed)

Most important is to get as many donations as quickly as possible to get the infrastructure in place.

The Commission members wanted to know when they would hear back from Next Fifty? The Commission Chair thought by June.

There was also discussion about the Commission profiting from a grant writer. There was consensus that writing of bad grants can be problematic, but whether holding off on a grant writer for now might be best.

The Commission Chair reminded the Commission that Jeremy Schupach from the CBA suggested holding a meeting with local stakeholders. The thought was to place more emphasis on that in the short term, rather than grants. The suggestion was to reach out to CBA to see if they would host a reception/meeting. Invite stakeholders., which would largely include those who the informational letters will be going out to. There was discussion to have a separate meeting within the pilot locations with judicial officers.

Next Steps: Letterhead will be put together, draft receipt of disclosures, draft fact sheet and letter, and copy of bill to get us started with stakeholders for raising money. The Commission Chair will reach out to Mr. Schupach for setting a fundraiser.

No other suggestions or comments.

No additional action for grant writing at this time.

V. Appointment of Director Process

The Vice-Chair knew this was not on the agenda, but wanted to there to be a discussion about having the State Judicial personnel person provide a draft job description for the Director of OPG. Should it be a discussion at an upcoming meeting?

The Commission Chair will reach out to Eric Brown, the Director of HR for Judicial, and work with the Chair to come up with a draft job description and recommended salary. This will be discussed at the next meeting. A suggestion was made that the job description for the Office of the Child Representative may be the best model to emulate. A question arose as to whether the Commission is prohibited from furthering HR issues until the \$1.7 M is raised. The Commission and AAG Johnson

generally agreed that the Commission was not prohibited from taking actions to prepare for the appointment. Mr. Kribs reminded the Commission that the supplemental budget allows hiring two FTEs. But the question remains whether one of the FTEs is for the director?

AAG Johnson will follow-up with Mr. Kribs and Hugh Wilson regarding the legislation, but doesn't believe it prohibits the commission from starting this process.

VI. Acknowledgement of Sherry Stwalley

The Commission Chair wanted to acknowledge that Ms. Stwalley was retiring at the end of March 2018. The Commission thanks Ms. Stwalley for everything. She will truly be missed.

VII. Next Meeting


The April 25, 2018 meeting is moved to Tuesday, April 24th from 10am -12pm.

VIII. Adjourn

Vice-Chair Bennett-Woods moved for the meeting to adjourn. The motion was seconded by Commissioner Lesco. The meeting was adjourned at 12:07 PM.

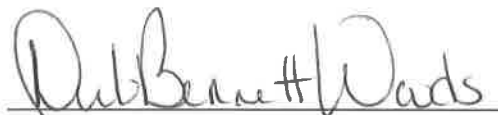
ATTESTATION

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.



Shari Caton, Commission Chair

4.24.18
Date



Deb Bennett-Woods, Commission Vice-Chair

4-24-18
Date