
Colorado Office of Public Guardianship

Commissioners

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



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PUBLIC MEETING

August 28, 2019

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 1F in Denver, Colorado at 8:42 AM by Commission Chair Bennett-Woods.

A quorum of the Commission was present.

Commission Members Present

Deb Bennett-Woods, Chair

Kelsey Lesco, Chair (Joined in Person
After Break)

Karen Kelley

Alison Zinn (By Telephone and in
Person After Break)

Marco Chayet (By Telephone and
in Person After Break)

Others Present

Sueanna Johnson, Senior AAG

Janel Bravo, Office of the State Court Administrator

Danielle Becwar, Office of the State Court Administrator

Hugh Wilson, Office of the State Court Administrator

Connie Lind, Office of the State Court Administrator

Public Attendance

No public attendees

* Appeared/Participated by Telephone

AGENDA ITEMS

I. Call to Order

The meeting was called to order.

II. Approval of the July 24, 2019 Meeting Minutes

There were no changes requested. Commissioner Kelley moves to approve the July 24th Meeting Minutes. Commissioner Zinn seconds the motion. The motion passes unanimously.

III. Approval of the August 20, 2019 Meeting Minutes

There were no changes requested. Commissioner Kelley moves to approve the August 20th Meeting Minutes. Commissioner Zinn seconds the motion. The motion passes unanimously.

IV. Approval of the First / Second Round Interview Questions

The Commissioners were asked if they had any questions or recommended changes to the first or second round interview questions. No changes were requested. Commissioner Zinn moves to approve the First / Second Round Interview Questions. Commissioner Kelley seconds the motion. The motion passes unanimously.

While waiting for Ms. Bravo, Ms. Becwar, and Mr. Wilson to arrive, Chair Bennett-Woods asked to discuss the interview process. Discussion including, but not limited to:

- Room set-up;
- Introductions;
- Flow of Questions (including time anticipated for each question);
- Timekeeper (AAG Johnson has agreed to keep the Commission on track during the interviews);
- Materials (e.g., statutes, budget, job posting, etc.); and
- AAG Johnson advised that all notes taken by the commissioners during the interview must be given to her (notes can be transcribed and provided to her via email).

Break taken at 9:05 a.m.

Meeting called back to order at 9:25 a.m.

V. Presentation of Additional Selection Process Issues for OPG Executive Director (Danielle Becwar and Janel Bravo from SCAO)

1. Reference Checks

Ms. Becwar advised:

- It is typical for applicants to provide 3 references;
- She can provide the Commission with a template for calling references that they can edit as they deem necessary; and
- She can call the references provided by the finalists.

Further discussion included, but not limited to:

- Ms. Becwar can run a background check for the candidate the Commission plans to make an offer to, only. She recommends the background check be completed prior to the Commission making an offer - sending the offer/acceptance letter to the selected candidate;
- Ms. Becwar can provide a release form for running the background check;
- Ms. Becwar can provide draft language for the offer/acceptance letter. The Commission will be responsible for sending the letter;
- Should the final/selected candidate submit to a credit report? That is up to the Commission;
- Ms. Bravo advised the references are typically professional references. The Commission can be specific;
- Commission agrees to professional references, to include a director (or individual the candidate reports/reported to); a professional peer; and a subordinate (current or prior direct report);
- Once the Commission has the offer letter back from the final candidate, the State Court Administrator's Office (SCAO) can send out "denial notifications" via the system;
- It was recommended that the Commission contact the applicants interviewed but not selected to be the Executive Director;
- The references can be submitted via the Careers Inbox (on job posting) if the Commission wishes;
- Salary (range only), benefits, etc.;
- Executive Director will create the OPG personnel rules. They may choose to follow the Judicial Department's personnel rules;
- Ms. Bravo will send a link to Judicial/State benefits; and
- Should there be a hard and fast start date? If so, Commission should make the candidates aware of that. Could inform candidates that they anticipate the start date being Oct. 1st and leave it up to the candidates to discuss any

difficulties meeting the start date. Having a hard and fast start date may rule out the Commission's top candidate.

2. Assistance with Receipt of Public Comment

AAG Johnson advises she has been in contact with Terry Scanlon from SCAO. Mr. Scanlon will assist with receiving public comments. SCAO will handle the press release. She will follow-up with Mr. Scanlon.

3. Announcement of Appointed Executive Director Following Acceptance by Candidate

Deferred.

VI. Budget Issues (Hugh Wilson, SCAO)

Mr. Wilson informed the Commission that he does not have much to report. The increase in filing fees took effect July 1st. The first year's budget is \$835,000, which includes a case management system, and the second year's budget is approximately \$704,000. The Commission will need to keep in mind the SMART Act Hearing, likely to take place in January. Mr. Wilson will assist them with this. Mr. Wilson advised he had a conversation with Ms. Amber Roth, Court Executive for the Denver Probate Court, as well as with Judge Leith of the Denver Probate Court regarding office space in the Denver City and County Building. He will follow-up with Ms. Roth.

VII. Public Comment

No public attendees.

VIII. Interviews of Candidates for Executive Director for the Office of Public Guardianship

At 9:55 AM, Commissioner Zinn moves to conclude the public portion of the meeting and move into Executive Session. The executive session is to allow the Commission to conduct interviews with candidates for the Executive Director for the Office of Public Guardianship. The Executive Session is authorized pursuant to § 24-6-402(3.5), C.R.S. The executive session is also authorized to protect the application materials for non-finalist candidate information pursuant to § 24-72-204(3)(a)(XI)(A), C.R.S. Commissioner Kelley seconds the motion. The motion passes unanimously.

Executive Session was held to protect information of non-finalists candidates and conduct interviews of candidates as authorized under Colorado law

The interviews for Candidates A and E was conducted with all Commissioners present

Executive Session was recorded

Return to open meeting

At 11:56 AM, the Commission returned to open session. The Commission briefly discussed the second set of first round interviews that will be conducted tomorrow.

IX. Adjourn

Commission Chair Bennett-Woods called for a motion to adjourn the meeting. The motion was made by Commissioner Zinn and seconded by Commissioner Chayet. With no objections, the meeting adjourned at 12:00 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.

Deb Bennett-Woods
Commission Chair

Kelsey Lesco
Commission Vice-Chair

Date

Date