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# 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 20, 2019

### Record of Proceedings

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#### 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 10:10 AM by Commission Chair Bennett-Woods.

A quorum of the Commission was present.

#### **Commission Members Present**

Deb Bennett-Woods, Chair	Marco Chayet*
Karen Kelley	Alison Zinn*
Marco Chayet*	

#### **Others Present**

Sueanna Johnson, Senior AAG

#### **Public Attendance**

Maureen Welch\*  
Rob Hernandez\*

\* Appeared/Participated by Telephone

#### **AGENDA ITEMS**

##### **I. Call to Order**

The meeting was called to order. Member of the Public Rob Hernandez raised whether there was going to be public comment and when that might occur. AAG Johnson indicated that no public comment was noticed for this meeting, as this was

a special meeting and not a regularly scheduled meeting of the Commission. AAG Johnson explained that the public comment policy and By-Laws of the Commission indicate that public comment may be received at the Commission's regularly scheduled meetings held on the fourth Wednesday of the month. Mr. Hernandez requested if the By-Laws of the Commission could be provided to him. Chair Bennett-Woods indicated that the By-Laws are posted on the OPG temporary website.

The Commission indicated it would contact the public members, Maureen Welch and Rob Hernandez when the Commission returns to public session.

## **II. Review/Evaluation of Submitted Application Materials by Candidates for the OPG Executive Director Position**

At 10:12 AM, Commission Chair Bennett-Woods requested a motion to enter into Executive Session to review and discuss the application materials submitted by 17 candidates for consideration of the OPG Executive Director Position. The executive session was 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 made the motion, which was seconded by Commissioner Chayet. The motion passed with two-thirds majority.

### **Executive Session was held to protect information of non-finalists candidates under Colorado law**

**Executive Session was recorded**

### **Return to open meeting**

At 1:40 p.m., the Commission returned to Open Session. The Commission contacted both Ms. Welch and Mr. Hernandez that the Commission was returning to public session.

Chair Bennett-Woods called for a motion to approve the slate of seven candidates, designated Candidates A-F to conduct first round interviews for the OPG Executive Director position. Commissioner Kelley made the motion. Commissioner Zinn seconded the motion. The motion passed unanimously.

### III. Schedule First and Second Round Interviews

The Commission discussed that they intend for the first round interviews to be conducted via telephone for all candidates, and each interview is intended to last one hour. AAG Johnson indicated that first round interviews must be held in Executive Session to protect the application information of a candidate who has not been designated a finalist and can also be requested by the applicant, as authorized by law. Consequently, AAG Johnson emphasized that at least four Commission members must be present to be able to enter into Executive Session. Discussion then turned to possible dates for conducting the first round interviews. The Commission selected the following dates for first round interviews:

August 28, 2019	10:00 AM – 12:15 PM
August 29, 2019	9:00 AM – 4:00 PM

The Commission then proceeded to discuss how second round interviews will be conducted. The decision was made that candidates must be present for second round interviews, and that unfortunately, as a government agency, the Commission had no funds to assist with travel expenses for out-of-town candidates who might proceed to the second round stage. The second round interviews would be considered finalists, so their names would be disclosed to the public for the public to provide public comment. Each interview is intended to last at least two hours. The potential exists for Executive Session at the request of the applicant so AAG Johnson emphasized that at least four Commission members must be present. The Commission selected the following dates for second round interviews:

September 10, 2019	8:30 AM – 12:45 PM
September 11	12:45 PM - 4:45 PM

The Commission also scheduled a special meeting following the first found interviews to discuss and determine who the finalist candidates will be to move on to the a second review. The special meeting is scheduled for September 3, 2019 at 1:30 PM – 3:30 PM. To protect the candidates' privacy as authorized by law, AAG Johnson indicated that at least four Commission members must be present, but they could participate by telephone.

The Commissions discussed that the public comment period on any finalists would commence on September 4 and be open for at least fourteen days. Commissioners had questions about public comment, and AAG Johnson indicated she would consult her notes on how this process was handled previously with another Board, and she

would follow up with State Judicial HR to determine if they could assist. AAG Johnson would follow up with the Commission at its next meeting on this topic.

There was also discussion about contacting State Judicial HR to see if they could appear at the August 28<sup>th</sup> meeting to discuss reference checks, the receipt of public comment, and general questions about salary, benefits, time off, and other general administrative questions that a candidate might have. AAG Johnson indicated she would check with State Judicial HR to see who from that department could appear at the next meeting.

#### **IV. Review of Draft Interview Questions**

The Commission discussed the draft interview questions that were circulated to Commission members and the public based on interview questions that had been selected from a broader group of questions at the July 24, 2019 Commission meeting.

The Commission designated certain questions on the list as first round questions and second round questions with an estimate of how much they anticipated each question might take. The Commission anticipated there would be 6 first round questions and 11 second round questions. The Commission also discussed additional questions that they wanted added. AAG Johnson assisted with wordsmithing of certain questions subject to the Commission's approval at its next meeting.

#### **V. Procedures to Conduct Interviews**

The Commission discussed how interviews will be handled, such as whether one or more Commissioners may take the lead in an interview and if one Commissioner will ask all the questions. The Commission decided that each Commissioner would take the lead on at least one interview, and a Commissioner or two may need to take the lead on more than one interview. The lead Commissioner for a particular interview will pose the questions to the candidate, but other Commissioners will be able to ask follow-up questions. AAG Johnson indicated that because the interviews will be handled in Executive Session (either to protect a non-finalist candidate or at the request of the applicant), such proceedings are required to be recorded under law. Consequently, AAG Johnson indicated her administrative staff could assist in providing copies the recordings to Commission members to assist with their consideration of the candidates, and to assist absent Commission members who cannot attend all interviews.

VI. Adjourn

Commission Chair Bennett-Woods called for a motion to adjourn the meeting. The motion was made by Commissioner Kelley and seconded by Commissioner Chayet. With no objections, the meeting adjourned at 3:40 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.

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Deb Bennett-Woods  
Commission Chair

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Kelsey Lesco  
Commission Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

FOR OPG COMMISSION REVIEW AT 5:28-2019 MEETING