
Colorado Office of Public Guardianship

Commissioners

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



1300 Broadway, Suite 1250
Denver, CO 80203

(720) 625-5130
OPGCommission@gmail.com

PUBLIC MEETING

May 22, 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 2B in Denver, Colorado at 10:03 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
Kelsey Lesco	

Others Present

Sueanna Johnson, Senior AAG
Ruth Aponte, Aponte & Busam
Rachel Minore, Representative Snyder's Aide
Janel Bravo, Office of the State Court Administrator
Danielle Becwar, Office of the State Court Administrator
Connie Lind, Office of the State Court Administrator
Hugh Wilson, Office of the State Court Administrator

Public Attendance

Robert M. Hernandez*
Lara Vandenvergh
Maureen Welch*
Rebecca Tucker

* Appeared/Participated by Telephone

AGENDA ITEMS

I. Call to Order

Chair Bennett-Woods inserts agenda item for discussing Commissioner's schedules, summer meeting dates, and possible dates for holding interviews for the Executive Director (ED) position. Also discussed was the timeline for posting the ED position, application process, etc. July 19th 8am-12pm as a potential date for holding a telephone conference to vet applicants, and July 29th for holding first round interviews.

II. Approval of the April 24, 2019 Meeting Minutes

Commissioner Chayet moved for adoption of the April 24, 2019 meeting minutes. The motion was seconded by Commissioner Zinn. The motion passed unanimously.

III. Review of Stakeholder Letter re: Passage of HB 19-1045

A hand-out of the draft letter . There were minimal edits. AAG Johnson was asked to send guidance to the Commission regarding what to do for sending out the letter to stakeholders. Commissioners agreed to the final letter being signed by the chair only. If Commissioners send out the letter on their own, they should copy OPG (email address). Commissioner Chayet moved for adoption of the letter to stakeholders as amended. The motion was seconded by Vice-Chair Lesco. The motion passed unanimously.

IV. Update on Passage of HB 19-1045

Ms. Aponte advised the bill has passed, thanked the Commission for their efforts, and thanked everyone who testified. She handed out a letter sent to Governor Polis which was received by his staff. Ms. Minore, on behalf of Representative Snyder, thanked everyone. This was the first bill he introduced since election and was happy with its success. Ms. Aponte read a thank you card received from the ARC of Colorado. The bill is pending the Governor's signature. AAG Johnson will notice the bill signing ceremony.

The Commission recognizes Ms. Aponte for her efforts, wisdom, expertise, and hours, acknowledging she was a major part in making this happen. The Commission also recognized and thanked Representative Snyder, other sponsors, and everyone for their input. Ms. Aponte advised she would layout a future game plan in writing and provide it to the Commission.

V. Review and Explanation of the Fiscal Note for HB 19-1045

Chair Bennett-Woods thanked Mr. Wilson for working tirelessly on this. Mr. Wilson provided hand-outs regarding OPG Appropriation and led the discussion explaining the hand-outs, including but not limited to:

- FY20 & 21 Budget;
- Constraints;
- FTE for the ED and guardians;
- Case management system;
- Legal Services line item - \$50,000; and
- Office space at the Denver District Court

Mr. Wilson answered questions. AAG Johnson mentioned the possibility that the initial responsibilities of the 4 guardians in the first year may include helping to get the Office up and running, and that the ED will work with Mr. Wilson. AAG Johnson will also draft a new MOU for judicial support once the ED is hired, to lessen Mr. Wilson and judicial staff's involvement.

VI. Discussion re: Recognition Letters for Supports of HB 19-1045

Chair Bennett-Woods sent the draft letter to the Commission. This letter is intended for Ms. Aponte and Aponte and Busam, Representative/Senator Sponsors/Supporting Organizations found on the fact sheet. Additional suggestions for receiving the letter are Dr. Abbott, Judge Lieth, Former Chair Caton, Mr. Glatstein, and Jeremy Schupbach at the CBA.

VII. Posting / Hiring Process for ED from HR SCAO

Ms. Bravo and Ms. Becwar discussed their role in assisting the Commission with the ED hiring process. Considerations once the Commission finalizes the job description/posting includes, but not limited to:

- Timeline;
- Salary range;
- Posting job description (recommended 14 days);
- Possible sites for the posting (National Center for State Courts, NeoGov, LinkedIn, etc.);
- Initial application screening matrix;
- Reference and background checks;
- Additional questions (recommended 5) as a part of the application process;

- Length of time for posting;
- Interview questions;
- First and Second round interviews

Ms. Becwar needs at minimum one week to pull everything together; can post the job description within a day of receiving it; and recommends applicants be give at least one week notice of interview dates. The potential interview date(s) can be a part of the job posting.

AAG Johnson explained the requirements for interviewing (i.e., first round interviews, second round - if there is one, posting, public comment period for final candidates, etc.).

The Commission agrees to hold a meeting via phone on June 11, 2019, 10am-11:30 to finalize the job description. At the June 26, 2019 OPG meeting, they will finalize the interview questions and matrix. Chair Bennett-Woods will clarify with Mr. Wilson the issue of salary range.

VIII. Review / Discussion of ED Job Description

Chair Bennett-Woods incorporated edits and comments previously received. Further discussion regarding qualifications and duties; minimum education and experience; minimum education w/5 years' experience in a related field; and preferred education and experience (e.g., advanced degree, licensing, certification). Chair Bennett-Woods will incorporate today's discussion and send draft posting to AAG Johnson for final so that Commissioners can review prior to next meeting.

IX. Public Comment

Ms. Vandervergh believes more than 5 years' experience post licensing/certification is needed, as well as leadership skills. She spoke of Sales Force and CoCourts regarding a case management system.

Ms. Tucker cautioned regarding pay scale range; Federal Government is restricted on the interview questions that can be asked; and the same questions must be asked of each candidate.

Mr. Hernandez expresses concerns about how the OPG will pay the overhead costs for using space at the Denver District Court. He doesn't think Denver will be free; asks if there is an MOU; questions were the money will come from; etc.

Ms. Welch appears to have dropped off the call.

X. 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 11:20 AM.

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

FOR OPG COMMISSION REVIEW - 7/25/2019