

**OPG Commission meeting
Director Report
07.22.2020**

Purpose: The Director Report will provide detailed information about new matters, updates about the previous month's matters, and next steps for the following month. The Director will provide the Director Report to all Commission members. Questions about the Director Report will be addressed at the Commission meetings, if necessary.

- I. **Administrative Infrastructure Update.**
 - a. CO OPG web site and Case Management System were complete as of the end of FY20. There will be ongoing enhancements and changes.
 - b. Extending Work from Home Provisions of SCAO's Continuity of Operations Plan through Monday, September 7, 2020. We are following the COVID-19 health screen protocol that SCAO/Judicial is using when coming to the office. Considering continuing work from home along with a work share for the PGs once cases are active, since their work area does not allow for 6 feet social distancing. I ordered reusable masks, disinfectant wipes, hand sanitizer, and work glasses for staff. I have not been successful in securing our own PPE.

- II. **Commission meeting memorialization and format.** I reviewed 4 virtual meeting formats. The free versions do not meet our meeting needs (length of meeting, recording and transcription abilities). We need to also consider that meetings may be moved to every other month. I recommend we continue with telephonic meetings at this time.
 - **Teams** - We internally use Teams, so this feature would be free. However, it requires that we send a link to everyone to attend. I fear this option would prevent public members from

attending. However, this option can be used for Executive Sessions.

- **WebEx** - Monthly cost of \$13.50; Approximate annual cost of \$162.00
- **GoToMeeting** - Monthly cost of \$19.00; Approximate annual cost of \$228.00
- **Zoom** - Monthly cost of \$19.99; Approximate annual cost of \$240.00

III. **Budget and MOU Update** – Hugh Wilson will present an end of fiscal year summary and discussion of Judicial Budget management and accounting processes.

a. 07.10.2020: Discussion with CDHS Office of Behavioral Health, Perry May. Discussion of funds for maintaining 40 OBH clients and potential legislation in 2021 due to COVID-19 and State Budget decline.

i. AG Enck determined that there is no legal bar from CO OPG receiving funds from OBH. It would require an intergovernmental agreement and the CO OPG to request an appropriation (if it involves state funds).

IV. **Stakeholder Engagement Plan – In progress.** I am collaborating with CDHS to provide video presentations/meetings to hospitals (Rose Medical Center, Swedish Medical Center, Saint Joseph Hospital, Presbyterian St. Luke’s Medical Center) about CO OPG and referrals.

V. **Colorado OPG Fiscal Policies (Policy 5) draft – No update.** In progress with assistance of Commissioner Bennett-Woods. Once fiscal policies are updated, submitted and reviewed, the Fiscal Policies will be incorporated into the Operating Policies.

VI. **Colorado OPG Pilot Program Operating Policies – No update.**
Operating Policies and Manual will be posted to CO OPG Website.

a. **Internal Ethics Committee – No update.** I will continue to research the creation of the Committee for discussion at another CO OPG Commission meeting

b. **Policy 8. Ensuring Systemic Equality – In progress.** No update.

c. **Trainings and Projects**

i. Resource Project. Team review of other organization's online resources, etc. for creation of targeted and organized resources for CO OPG internal purposes and CO OPG website purposes

ii. Welcome Packet Projects. Team review and creation of documents, etc. for a new client or provider to include how to contact CO OPG, etc.

a. CO OPG Client

b. Providers

iii. TBD: Data Collections Project. Team review of policies and research to assist in Director Report research needs

iv. Various dates: Colorado Gerontological Society Webinars:

- Moral Distress Amid COVID-19: A Virtual Conversation
- How to Complete a Medical Durable Power of Attorney
- Complete Your Living Will
- National Healthcare Decision Day, 07.16.2020

v. 08.12.2020: Cross-training with Center for Trauma and Resilience

- vi. Individual Director and guardian training for CGC National certification – I am evaluating the FY21 Budget for Public Guardians and Director to each complete 20 hours of coursework and the initial testing fee
 - vii. TBD: Cross-training with Brothers Redevelopment
 - viii. TBD: Cross-training session with Colorado Cross Disability Coalition
 - ix. TBD: Booster training with Lifelong, Inc.
 - x. TBD: Training with previous DFC Navigator
- d. **Representative Payee, etc. issue – In progress.** AG Enck and I are waiting for contract review & response by Colorado Fund for People with Disabilities.
- e. **Intake Eligibility, Prioritization and Referral Process.**
- i. Update on number of registered users, referrals, accepted cases, etc. as of 07.13.2020. An update will be provided at the 07.22.2020 meeting.
 - 1. 57 registered users
 - 2. 34 registered referrals
 - 3. 7 accepted cases: 3 filed; 1 attorney contacted CO OPG; 1 OBH & determining who will file guardianship paperwork; 2 newly accepted
 - 4. 10 referrals – Partial/Incomplete referrals
 - 5. 13 streamlined referrals (Non-Denver County) – Declined
 - 1. Arapahoe County - 2
 - 2. Larimer County - 3

3. Weld County - 4
4. Montrose County - 1
5. Washington County - 1
6. Gunnison County – 1
7. Jefferson County - 1

ii. I previously established a priority policy and caseload weighting policy, so I will review the OBH and detention referrals in that light

iii. Consideration of legal assistance barrier to filing guardianship petitions

iv. Considering a recorded online tutorial for completing a referral

f. Data gathering and CMS coding issues - In progress.

i. Working with SCAO on creating a webinar for Judges and Court staff

ii. Working with Silver Key Senior Services on data collection

iii. I reached out to a DRCOG representative, Kirsti Klaverkamp and AJ Diamontopoulos for collaboration

iv. Judge Leith and I reached out to 7th & 16th Judicial Districts Judges, regarding CO OPG streamlined referral process and possible presentation to local attorneys – In progress

v. I reached out to Arapahoe County PR Judge Amico and Magistrate Bradley regarding CO OPG streamlined referral process

VII. **Colorado OPG Strategic Plan.** Draft previously provided – no updates.

VIII. **Stakeholder Meeting Update** since 06.22.2020.

- a. 06.22.2020: Phone conference with Thomas Dunbar, newer Probate attorney regarding CO OPG and referrals
- b. 06.24.2020: Phone conference with Megan Leppke regarding a potential referral from Denver Health
- c. 06.26.2020: Phone conference with Dr. Daniel Lindberg – CU Anschutz, regarding CO OPG and guardianship process
- d. 07.02.2020: Phone conference with Genevieve Miller, Mental Health Center of Denver regarding CO OPG, referral process, and legal assistance barrier
- e. 07.07.2020: Email correspondence and phone conference with Julia Cardi - Law Week
- f. 07.02.2020: Email correspondence with Arapahoe County Probate Judge Amico and Magistrate Bradley regarding
- g. 07.08.2020: CO OPG staff attended Denver Forensic Collaborative (DFC) meeting
- h. 07.20.2020: Phone conference with CDHS – OBH regarding need for CO OPG and possible funding assistance to address guardianship of their clientele
- i. Various dates: Email correspondence with 7th & 16th Judicial Districts Judges regarding data collection, CO OPG streamlined referral process

- j. Various dates: Email correspondence and phone conferences with Lara Vandenberg – VA, regarding specific referrals
- k. Various dates: Email correspondence with Kirsti Klaverkamp and AJ Diamontopoulos – DRCOG regarding collaboration and data gathering
- l. Various phone calls with Court Visitors Brian Wallman and Lesley-Stephan Wallman regarding filed Probate cases