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# Colorado Office of Public Guardianship

**Director,** Sophia M. Alvarez

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



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## NOTICE OF MEETING

**Date/Time:** October 28, 2020, 10 AM to Noon

**Location:** **Attendance at this meeting is by phone only. Please MUTE your phone when not making comments:**

Call-In Information – Tel: (720) 508-6015 / Participation Code: 61999694

**Meetings will be recorded and audio recording will be posted on the Colorado OPG website.**

You are hereby notified that the Colorado Office of Public Guardianship Commission will meet at the above-referenced date/time to discuss the below agenda items.

### **Background of the OPG Commission**

Pursuant to § 13-94-104(1), C.R.S. (2017), the Colorado General Assembly created the Office of Public Guardianship Commission and Office within the Judicial Department. The Commission is comprised of 5 members. Three of the members are appointed by the Colorado Supreme Court, of which two must be attorneys admitted to practice law in Colorado and one must be a resident of Colorado not admitted to practice law. The remaining two members are appointed by the Governor, one who must be an attorney admitted to practice law in this state and one who must be a resident of Colorado not admitted to practice law.

Pursuant to HB 19-1045, signed into law on May 30, 2019 and which shall take effect on July 1, 2019, the Commission is charged with appointing the Director for the Office of Public Guardianship. The Commission appointed Sophia M. Alvarez to be the Office's first Director. Ms. Alvarez assumed her duties on October 21, 2019. Ms.

Alvarez serves at the pleasure of the Commission pursuant to § 13-94-104(3), C.R.S. (2019). The OPG Office/Commission is a pilot program initially operating in the Second Judicial District and subsequently the Seventh and Sixteenth Judicial Districts conditional upon securing additional funding effective until June 30, 2023, at which time the agency will either continue, discontinue, or be expanded by the General Assembly pursuant to § 13-94-111, C.R.S. (2019).

### Agenda

- I. Call to Order
- II. Approval of the August 20, 2020 and September 23, 2020 Meeting Minutes
- III. Chair Report (Kelsey Lesco)
- IV. Director Report (Sophia M. Alvarez)
  - a. Office space update
  - b. Client Emergency Fund Policy
  - c. Systemic Equality Policy
- V. Discussion of Document Retention Policy (Debbie Enck)
- VI. Discussion of Dates of November and December 2020 Commission meetings
- VII. Public Comment
- VIII. Adjourn

\* A portion of this meeting may be conducted in Executive Session, depending upon the votes of the Commission in order to protect attorney-client privileged information. Although the Commission provides advance notice when an Executive Session is likely to occur, the Commission members are entitled to receive attorney-client privileged advice on any matter noticed on the agenda.

## **Meeting Materials**

All documents and materials, except those subject to any applicable privileges or provisions of confidentiality under federal or state law, reviewed and considered by the Commission are or will be available to the public. Copies of the materials will be available at the meeting or thereafter upon request.

## **Contact**

If you have any questions about this Notice of Meeting or require an ADA accommodation, please contact the Colorado Office of Public Guardianship (303) 606-2500.