

---

# Colorado Office of Public Guardianship

**Director**, Sophia M. Alvarez

**Commissioners**

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



3900 East Mexico Avenue  
Suite 300  
Denver, CO 80210  
(720) 552-5215  
Info@Colorado-opg.org

---

## **PUBLIC MEETING October 28, 2020**

### **RECORD OF PROCEEDINGS**

---

#### **CONVENE**

The meeting of the Colorado Office of Public Guardianship Commission was convened by telephone conference at 10:04 AM by Commission Chair Kelsey Lesco.

A quorum of the Commission was present.

#### **Commission Members Present**

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

#### **OPG Director**

Sophia M. Alvarez

#### **Others Present**

Jacquelyn Beal, Office of Public Guardianship  
Rhonda Sanchez, Office of Public Guardianship  
Camille Price, Office of Public Guardianship  
Erin McGavin, Office of Public Guardianship  
America Paz Pastrana, Office of Public Guardian  
Debbie Enck, Office of the Attorney General

## **Public Attendance**

Connie Lind  
Ann McKenzie  
Lara Vandenberg  
Maureen Welch  
Jim Tatten

All participated by telephone.

## **AGENDA ITEMS**

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

The meeting was called to order.

### **II. Approval of the August 20, 2020, September 21, 2020, and September 23, 2020 Meeting Minutes**

- a. Chair Lesco calls for amendments to the August 20, 2020 draft meeting minutes. There were none. Commissioner Bennett-Woods **moves** to approve the August 20, 2020 Meeting Minutes as presented. Commissioner Chayet **seconded** the motion. Motion **passed** unanimously.
- b. Chair Lesco calls for amendments to the September 21, 2020 draft meeting minutes. There were none. Commissioner Bennett-Woods **moves** to approve the September 21, 2020 Meeting Minutes as presented. Commissioner Chayet **seconded** the motion. Motion **passed** unanimously.
- c. Chair Lesco calls for amendments to the September 23, 2020 draft meeting minutes. There were none. Commissioner Bennett-Woods **moves** to approve the September 23, 2020 Meeting Minutes as presented. Commissioner Chayet **seconded** the motion. Motion **passed** unanimously.

Maureen Welch asked for clarification of the definitions of “Special” and “Emergency” meetings. Chair Lesco will provide definitions if there are specific definitions in the bylaws.

### **III. Chair Report (Kelsey Lesco)**

Chair Lesco announced she is working on delineating more clearly the Commission's role and wishes to have it written up by the next meeting. Chair Lesco asked the commission to provide any feedback through AG Enck.

### **IV. Director Report (Sophia M. Alvarez)**

Director Alvarez's 10.28.2020 Director Report was distributed electronically and discussed. Additional items discussed included, but were not limited to:

- a. Director Alvarez gave an updated report on the new location of the office.
- b. Director Alvarez informed that The Systemic Equality Services Standard, attachment 3, has been updated, but is not completed, yet.
- c. Director Alvarez informed that she is creating a new policy, **Policy 5, Client Emergency Fund**.
- d. Director Alvarez gave an updated report on the **Budget and MOU**.
  - i. The Representative Payee contract with Colorado Fund for People with Disabilities was executed. Director Alvarez informed that she is currently working on a Next 50 Grant with Megan Brandt of CFPD and Natalie Deville of Lutheran Family Services to cover the Representative Payee contract fees.
  - ii. Director Alvarez made a clarification on the 9/2020 budget report provided by Judicial. Director Alvarez mistakenly removed the amount for the EcoPass on line 4256, it should be \$1500 for the second half of the 2020-year contract. This amount will be added back into the report. Director Alvarez informed that she has declined the EcoPass for 2021 and longer will be part of the budget line.
- e. Director Alvarez informed that she does not have any additional updates other than what is on director's report.
- f. Chair Lesco and Director Alvarez clarified the On-Call Policy, section b.i., and the Commission's role in cases where there is the need for another level of review. Chair Lesco asked if there were any comments. There were none.

### **V. Discussion of Document Retention Policy (Debbie Enck)**

- a. AG Enck advised that the Commission has a Document Retention Policy, adopted and executed in 2018. AG Enck asked to let her know if the policy needs to be updated.

- b. Commissioner Bennett-Woods inquired whether the documents that had to do with hiring are being retained by Human Resources.
- c. AG Enck advised that the statute makes the Commission the custodian for all documentation surrounding the hiring, performance and potentially replacing the Executive Director and makes the Office the custodian for all other records.
- d. AG Enck advised that a policy should be developed for the process of transferring the official records when the Commission Chair turns over.
- e. Chair Lesco ask if there was any further discussion. There was none.

**VI. Discussion of Dates of November and December 2020 Commission meetings**

- a. Chair Lesco started discussion informing that there are two reasons to reschedule the November and December dates:
  - i. Commissioner Kelley is not able to attend either of them due to important appointments that cannot be rescheduled.
  - ii. Also, the two meetings are set for the day before holidays and it would make it difficult to attend.
- b. Commissioner Bennett-Woods **moved** to combine the November and December into a single Commission meeting in December on a date available to Commissioners. Commissioner Chayet **seconded**. Motion **passed** unanimously.
- c. After a brief discussion it was agreed to schedule the next Commission meeting for December 15<sup>th</sup> at 10:00 a.m.
- d. Chair Lesco asked if there was any further discussion on any item on the agenda. There was none.

**VII. Public Comment**

Chair Lesco invited public comment.

- Ms. Maureen Welch requested that the members of the public be informed when the special meetings are scheduled.
- Ms. Welch requested to increase the level of engagement of the public and not only during formal meetings but add other entry points, so the public can engage with director and address concerns.
- Chair Lesco informed the meetings are designed for the purpose of conducting business of the office and encouraged Ms. Welch to contact her via email for further discussion.

**II. Adjourn**

Commissioner Zinn **moved** to adjourn the meeting. Commissioner Bennett-Woods **seconded** the motion. Motion **passed** unanimously. Meeting adjourned at 10:42 a.m.

**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.

\_\_\_\_\_  
Kelsey Lesco, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Kelley, Vice-Chair

\_\_\_\_\_  
Date