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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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## PUBLIC MEETING

March 24, 2021

### RECORD OF PROCEEDINGS

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#### CONVENE

The meeting of the Colorado Office of Public Guardianship Commission was convened by telephone conference at 10:02 AM by Commission Chair Kelsey Lesco.

A quorum of the Commission was present.

#### **Commission Members Present**

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

#### **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**

Sheri Caton, Former OPG Commission Chair

All participated by telephone.

## **AGENDA ITEMS**

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

The meeting was called to order. Chair Lesco indicated that the meeting is being recorded.

### **II. Approval of the February 24, 2021 Meeting Minutes**

Chair Lesco calls for amendments to the February 24, 2021 draft meeting minutes. There were none. Vice-Chair Bennett-Woods **moves** to approve the February 24, 2021 Meeting Minutes as presented. Commissioner Chayet **seconded** the motion. Motion **passed** unanimously.

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

Chair Lesco announced that the Governor appointed a new Commissioner, Stephanie Garcia, Executive Director, The ARC of Pueblo. Chair Lesco informed that she interviewed two candidates and she was informed yesterday, 3.23.2021, of the appointment. Commissioner Garcia provided an introduction about her experience.

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

Director Alvarez's 3.24.2021 Director Report was distributed electronically along with other materials and discussed. Additional items discussed included, but were not limited to:

- A. Director Alvarez advised that there will be a budget amendment for one FTE position to begin on July 1, 2021 to work with clients coming from Pueblo and Fort Logan Colorado Mental Health Institutes. The JBC approved the amendment last week and the bill will be signed around May 1<sup>st</sup>. Director Alvarez will post job announcement at that time.

- B. Chair Lesco asked to provide additional details.
- C. Director Alvarez informed that OBH and Rocky Mountain Human Services have been working with her to provide funding for an additional public guardian since last summer. Director Alvarez met with them in January but missed the budget amendment deadline. The JBC Analyst suggested they still continue to work on it. The JBC Analyst was able to present it to the JBC for approval.
- D. Director Alvarez also informed that the bill to correct the dates on the statutory bills is being presented to the JBC. The dates will be updated to reflect the wind-down date of December 31, 2023.
- E. Director Alvarez informed that currently OPG has 41 active guardianships, 4 clients have passed away none COVID related.

a. **Review of Policy 6.10. Internal Ethics Committee**

- A. Director Alvarez informed that the Internal Ethics Committee (IEC) policy, attachment 3 of the director's report, was already in place but the Commission requested more policy about the IEC.
- B. Director Alvarez informed that she had several meetings with members of organizations from other states. In talking to them she found out that they do not have any written policies. However, based on their conversations she made some updates to the policy.
- C. Vice-Chair Bennett-Woods suggested to have a consideration in the policy as to the ward's wishes related to medical decisions when they are unrealistic or not best for them due to incapacity. After a brief discussion Chair Lesco asked Commissioner Zinn and Commissioner Chayet to look into it and see that IEC policy matches statutory law and national standards and discuss at next meeting.
- D. Commissioner Zinn made record that there was no notification of a new Commissioner being appointed.
- E. Chair Lesco asked for comments. There were none.

**V. Record Retention Policy (Debbie Enck)**

AAG Enck informed that she has been working with several individuals including Shari Caton on the proposed amendment for document retention.

- A. Vice-Chair Bennett-Woods inquired about the kind of documents being retained and location pertaining to the commissioner appointments and correspondence regarding commissioner resignation and ability to serve.
- B. AAG Enck informed that she is working on a digital infrastructure to make it easier to transfer custody of records.
- C. Chair Lesco ask for comments. There were none.

D. Commissioner Garcia **moved** to adopt the “Record Retention Policy” as presented. Vice-Chair Bennett-Woods **seconded** the motion. Motion **passed** unanimously.

#### **VI. Organization of Commission Policies (Debbie Enck)**

- A. AAG Enck informed that there have been quite a few policies adopted and would like to have the authority to add reference numbering to facilitate execution.
- B. Commissioner Zinn **moved** to give “AAG Enck authority to manage the organization of Commission Policies.” Commissioner Garcia **seconded** the motion. Motion **passed** unanimously.

#### **VII. Follow-Up Discussion of Interim Evaluation of the Executive Director**

Chair Lesco informed that the follow-up discussion of Interim Evaluation of the Executive director will be conducted under executive session as requested by the Executive Director.

Commissioner Zinn **moved** to initiate executive session. Commissioner Garcia **seconded** the motion. Motion **passed** unanimously. The Commission exited the public line and entered executive session on a separate line provided by AAG Enck at 11:04 a.m.

At 12:16 a.m., the Commission returned to open session.

#### **VII. Public Comment**

There was no public comment.

#### **IX. Adjourn**

Vice-Chair Bennett-Woods **moved** to adjourn the meeting. Commissioner Zinn **seconded** the motion. Motion **passed** unanimously. Meeting adjourned at 12:17 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.

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Kelsey Lesco, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deb Bennett-Woods, Vice-Chair

\_\_\_\_\_  
Date

DRAFT For COMM'N REV 04.28.2021