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# Colorado Office of Public Guardianship

**Director,** Sophia M. Alvarez

**Board Members**

Stephanie Garcia, Chair  
Brandon Fields, Vice-Chair  
Patrick Thiessen  
Jeffrey Bird  
Chandra Matthews  
Aisha Young



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

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## NOTICE OF SPECIAL MEETING BOARD ORIENTATION and TRAINING

**Date/Time:** November 2, 2023, 10:00 AM to 12:00 PM

**Location:** Attendance at this meeting is in a hybrid format, in-person and by Zoom.

**In-Person:**

**Ralph L. Carr Colorado Judicial Center  
1300 Broadway, Conference Room 1F,  
Denver, Colorado 80203**

Please go to the information desk and they will call your meeting sponsor to escort you. Visitors should not roam the building alone and should ask their meeting sponsor to escort them to the secured floors.

**By Zoom. Please MUTE yourself when not making comments**

**Meetings will be recorded, and recordings will be posted on the Colorado OPG website.**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/86392508056?pwd=WYGvpNNDlslbmHbQ7v6L7POejqfOyBX.1>

Meeting ID: 863 9250 8056

Passcode: 323513

One tap mobile

+17193594580,,86392508056#,,,,\*323513# US

+17207072699,,86392508056#,,,,\*323513# US (Denver)

Dial by your location

- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US

Meeting ID: 863 9250 8056

Passcode: 323513

Find your local number: <https://us06web.zoom.us/j/3a3aNOB>

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

### **Background of the OPG Board**

Pursuant to § 13-94-104.1(1)(a)I and II, C.R.S. (2023), the Colorado General Assembly created the Office of Public Guardianship Board of Directors and Office within the

Judicial Department. The Board is comprised of 7 members. Three members are appointed by the Chief Justice, all of which must be attorneys licensed to practice law in the state of Colorado. Each of these members must reside in a different congressional district, and no more than two members appointed by the Chief Justice may be from the same political party. Four non-attorney members are appointed by the Governor, three of which must have lived experience with a family member who is an at-risk adult or who have expertise and experience in advocating for the at-risk adult population, including advocacy and representation in the areas of aging, mental health, substance use disorders, homelessness, veterans issues, intellectual and developmental disabilities, healthcare, and law enforcement and criminal justice. At least one of those three members must be a person with lived experience with a family member who is an at-risk adult. The fourth non-attorney member must be an individual who has not served directly in an advocacy role for at-risk adults. Each of the members appointed by the Governor must reside in a different congressional district, and no more than three members appointed by the Governor may be from the same political party.

Pursuant to HB 19-1045, signed into law on May 30, 2019 and which took effect on July 1, 2019, the Office of Public Guardianship Commission was 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, and serves at the pleasure of the Board pursuant to § 13-94-104.1(3), C.R.S. (2023).

### **Contact**

If you have any questions about this Notice of Special Meeting or require an ADA accommodation, please contact the Colorado Office of Public Guardianship (720) 552-5215 as soon as possible.

### **Agenda**

- I. Call to Order
  
- II. Board Orientation and Training
  - a. Open Meeting Law
  - b. Colorado Open Records Act
  - c. Conflicts of Interest and Other Ethical Issues

III. Policies to Review

- i. Bylaws
- ii. Conflicts of Interest
- iii. Oversight Policy
- iv. Critical Incident Policy and Reporting Procedure
- v. Director Personnel Policies
- vi. Document Retention Policy
- vii. Public Comment Policy
- viii. Public Records Policy
- ix. Complaint Policy
- x. COPG Policy 4. Personnel Standards

IV. Public Comment

V. Adjourn

\*A portion of this meeting is likely to be conducted in Executive Session pursuant to C.R.S. 24-6-402(3), depending upon the votes of the Board in order to protect attorney-client privileged information. Although the Board provides advance notice when an Executive Session is likely to occur, the Board 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 Board are or will be available to the public. Copies of the materials will be available on the Colorado OPG website or thereafter upon request:

**<https://colorado-opg.org/about-us/opg-library>**