
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



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PUBLIC MEETING **November 2, 2023** **RECORD OF PROCEEDINGS**

CONVENE

The Special Meeting of the Colorado Office of Public Guardianship Board was convened pursuant to Board By-Law 4.1 by video conference via Zoom.

A quorum of the Board was present.

Board Members Present

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

OPG Director

Sophia M. Alvarez

Others Present

Janelle Cantu, Deputy Director, Office of Public Guardianship
America Paz Pastrana, Staff Assistant, Office of Public Guardianship
Robert Finke, General Counsel, Office of the Attorney General
Kirsten Grooms, Assistant Attorney General, Office of the Attorney General
Hannah Rose, Paralegal, Office of the Attorney General

Public Attendance

All participated by video conference and in-person.

AGENDA ITEMS

I. Call to Order

The meeting was called to order by at 10:05 a.m.

II. Board Orientation and Training

- a. Open Meetings Law**
- b. Colorado Open Records Act**
- c. Conflicts of Interest and Other Ethical Issues**

The Board Orientation materials were distributed and discussed. Attorney General Finke asked that the Acknowledgement form be signed and returned to Director Alvarez.

III. Policies to Review

- i. Bylaws**
- ii. Conflict 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**

The Board Orientation materials were distributed and discussed. Additional items discussed included, but were not limited to:

i. Bylaws

- A. Chair Garcia asked if the Board Member who does not have advocacy role was appropriately designated.
- B. Attorney General Finke advised that the composition of the Board is appropriate but the designations of the Board on the certificate need to be switched. Director Alvarez is working with the Governor's office to address this issue.
- C. Director Alvarez clarified that Chair Garcia's designation indicates that she is the Board Member with non-advocacy role, and she does not meet the criteria, but Board Member Young does meet the criteria. Director Alvarez will ask the Governor's office to swap the two to meet the congressional district requirements.

Chair Garcia asked for a motion to adopt the amended Bylaws.

Board Member Bird **moved** to adopt the amended Bylaws. Board Member Young **seconded** the motion. The motion **passed** unanimously.

ii. Conflict of Interest

Chair Garcia asked for discussion regarding the Conflict of Interest Policy. There being none, Chair Garcia asked for a motion to approve the Conflict of Interest Policy as presented.

Board Member Thiessen **moved** to approve the Conflict of Interest Policy as presented. Vice-Chair Fields **seconded** the motion. The motion **passed** unanimously.

iii. Oversight Policy

Chair Garcia asked for discussion regarding the Oversight Policy. There being none, Chair Garcia asked for a motion to approve the Oversight Policy.

Board Member Thiessen **moved** to approve the Oversight Policy as presented. Board Member Bird **seconded** the motion. The motions **passed** unanimously.

iv. Critical Incident Policy and Reporting Procedure

Chair Garcia asked for discussion regarding the Critical Incident Policy and Reporting Procedure. There being none, Chair Garcia asked for a motion Critical Incident Policy and Reporting Procedure.

Board Member Thiessen **moved** to approve the Critical Incident Policy and Reporting Procedure. Board Member Matthews **seconded** the motion. The motion **passed** unanimously.

v. Director Personnel Policies

Chair Garcia asked for discussion regarding the Director Personnel Policies. There being none, Chair Garcia asked for a motion to approve the Director Personnel Policies.

Board Member Thiessen **moved** to approve the Critical Incident Policy and Reporting Procedure. Board Member Matthews **seconded** the motion. The motion **passed** unanimously.

vi. Document Retention Policy

Chair Garcia asked for discussion regarding the Retention Policy. There being none,

Chair Garcia asked for a motion to approve the Document Retention Policy.

Board Member Bird **moved** to approve the Document Retention Policy. Board Member Thiessen **seconded** the motion. The motion **passed** unanimously.

vii. Public Comment Policy

Chair Garcia asked for discussion regarding the Public Comment Policy. There being none, Chair Garcia asked for a motion to approve the Public Comment Policy.

Board Member Thiessen **moved** to approve the Public Comment Policy. Board Member Bird **seconded** the motion. The motion **passed** unanimously.

viii. Public Records Policy

Chair Garcia asked for discussion regarding the Public Records Policy. There being none, Chair Garcia asked for a motion to approve the Public Records Policy.

Board Member Thiessen **moved** to approve the Public Records Policy. Board Member Bird **seconded** the motion. The motion **passed** unanimously.

ix. Complaint Policy

Chair Garcia asked for discussion regarding the Complaint Policy. There being none, Chair Garcia asked for a motion to approve the Complaint Policy.

Board Member Matthews moved to approve the Complaint Policy. Board Member Young seconded the motion. The motion passed unanimously.

x. COPG Policy 4. Personnel Standards

Assistant Attorney General Kirsten Grooms advised that this policy does not need to be approved by the Board. Chair Garcia asked for discussion regarding the COPG Policy 4. Personnel Standards. There was none.

IV. Public Comment

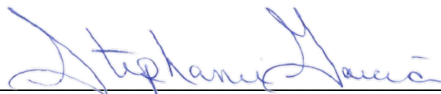
No public comment.

V. Adjourn

Board Member Thiesen **moved** to adjourn the meeting. Board Member Young **seconded** the motion. Motion **passed** unanimously. Meeting adjourned at 10:44 a.m.

ATTESTATION

As Board Chair and Board Vice-Chair, we attest that these minutes of the open public meeting of the Colorado Office of Public Guardianship Board substantially reflect the substance of the discussion and action taken related to the matters under the authority of the Board.



Stephanie Garcia, Chair

11.29.2023
Date



Brandon Fields, Vice-Chair

11.29.2023
Date