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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



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## **PUBLIC MEETING** **December 20, 2023** **RECORD OF PROCEEDINGS**

### **CONVENE**

The meeting of the Colorado Office of Public Guardianship Board was convened by video conference via Zoom at 10:00 AM by Board Chair Garcia.

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  
Angelina Gonzales, Office of Public Guardianship  
Angela Bullard, Office of Public Guardianship  
Teresa Esquibel, Office of Public Guardianship  
Mary Olguin, Office of Public Guardianship  
Veronica Goujon, Office of Public Guardianship  
America Paz Pastrana, Office of Public Guardianship  
Robert Finke, Assistant Attorney General, Office of the Attorney General

## **Public Attendance**

Michael Apgar, Guardianship Program, Veterans Affairs Medical Center

Participation was by video conference.

## **AGENDA ITEMS**

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

The meeting was called to order at 10:00 am. The meeting was recorded.

### **II. Approval of the November 29, 2023 Meeting minutes**

Chair Garcia asked for comments or amendments to the November 29, 2023 Board meeting minutes. Director Alvarez stated that there is a correction, Elizabeth Mirand's last name was spelled wrong, and the correct spelling is Moran.

Board Member Bird **moved** to approve the November 29, 2023 Board meeting minutes as amended. Board Member Young **seconded** the motion. Motion **passed** unanimously.

### **III. Chair Report (Chair Stephanie Garcia)**

Chair Garcia stated that she and Director Alvarez are having conversations about the Director's performance evaluation and reviewing the job description. Chair Garcia informed that they will be making some edits to the evaluation since the job description was around the pilot program and will send it out to everyone after the holidays.

Chair Garcia informed that there were no updates pertaining to the UGCOPAA law other than it will not be introduced as a late bill. Chair Garcia informed that she and Director Alvarez are attending the UGCOPAA law meetings every Friday.

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

- a. **FY24-25 Budget Request Update**
- b. **January 1, 2024 Annual Report Update**

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

Director Alvarez provided the following updates:

- The JBC hearing went well, and Director Alvarez was not asked any questions. Director Alvarez informed that Senator Zenzinger thanked the office for the services it is providing.
- Director Alvarez made a job offer for a guardian position, however, he declined because could not meet his salary request. Director Alvarez stated that she is in the process of getting more information to interview other candidates.
- Director Alvarez just attended a debriefing meeting regarding the Office of Civil and Forensic Mental Health Delegation to New York City and she will provide more information at the next Board meeting.
  - A. Chair Garcia asked Director Alvarez to share information from the New York Delegation trip and ideas that can be helpful in other communities. Director Alvarez agreed to do so.
  - B. Director Alvarez informed that she completed a draft of the Annual Report, submitted to the Board for feedback and hopes to finalize it by tomorrow, December 21, 2023.
  - C. Chair Garcia inquired about the Olmstead Act funding request. Director Alvarez informed that the Denver District Court and Judge Leith were requesting funding through the consent decree for a guardian in the Denver area.
  - D. Board Member Fields indicated that the budget summary shows current salaries in monthly numbers as supposed to annual and the total annual numbers are not adding up. Further, Board Member Fields indicated that in the summary that breaks down personal and operating services is missing a column with the annual numbers. Board Member Fields asked for the budget summary to have annual numbers only to make it easier to follow the budget. Director Alvarez informed that Judicial provides the budget information, however, she will ask them to provide the budget with annual numbers only.
  - E. Chair Garcia inquired about how special client needs requests are handled. Director Alvarez informed that the guardians normally look for other resources to cover special needs. Director Alvarez stated that now that the OPG is no longer a pilot program she can have a line item in the budget and request to have budgeting for special client needs.

## **V. Public Comment**

Chair Garcia asked for public comment.

Michael Apgar from Veteran Affairs stated that OPG office and Director Alvarez are incredible partners to have and thanked her and her team for the services they provide.

**VI. Discussion and Legal Advice Regarding Office Expansion**  
**a. Specifically, the matters referred to Executive Session and Discussion and Legal Advice Regarding Office Expansion**

**VII. Discussion of Critical Incident Reporting**  
**a. Specifically, the matters referred to Executive Session and Discussion of Critical Incident Reporting.**

Chair Garcia asked for motion to enter Executive Session to discuss the remaining items.

Board Member Thiessen **moved** to initiate Executive Session. Board Member Young **seconded** the motion. Motion **passed** unanimously with at least two-thirds of the membership present.

The Board exited open session and entered executive session on a separate line at 10:18 a.m.

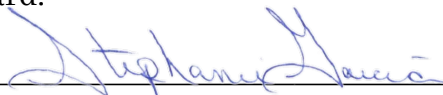
At 10:55 a.m., the Board returned to Open Session.

**VIII. Adjourn**

Board Member Thiessen **moved** to adjourn the meeting. Board Member Bird **seconded** the motion. The motion **passed** unanimously. The meeting was adjourned at 10:56 a.m.

**ATTESTATION**

As the Board Chair 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.

  
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Stephanie Garcia, Chair

01.24.2024  
Date

  
\_\_\_\_\_  
Brandon Fields, Vice-Chair

01.24.2024  
Date