

---

# 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

---

## **PUBLIC MEETING** **January 24, 2024** **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  
Chandra Matthews  
Aisha Young

### **OPG Director**

Sophia M. Alvarez

### **Others Present**

Janelle Cantu, Deputy Director, Office of Public Guardianship  
Teresa Esquibel, Office of Public Guardianship  
Mary Olguin, Office of Public Guardianship  
America Paz Pastrana, Office of Public Guardianship  
Kirsten Grooms, General Counsel, 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 December 20, 2023 Meeting minutes**

Chair Garcia asked for comments or amendments to the December 20, 2023 Board meeting minutes.

Board Member Matthews **moved** to approve the December 20, 2023 Board meeting minutes as presented. Board member Young **seconded** the motion. Motion **passed** unanimously.

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

There was no written Chair Report for discussion.

Chair Garcia informed that she will not attend the February 28th meeting and asked Vice-Chair Fields to chair the meeting. However, she may be able to attend for quorum purposes.

Chair Garcia informed that she is meeting with Director Alvarez to continue to review and update the performance evaluation. Chair Garcia expects to have it completed by March.

Chair Garcia informed that she and Director Alvarez have been attending the weekly meetings pertaining to the UGCOPAA proposed bill and provided a brief update pertaining to these meetings.

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

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:

- Director Alvarez informed that ASIA (Administrative Services for Independent Agencies) has not been able to hire a director. An offer was made, but it was declined due to salary negotiations. The Board submitted

a supplemental budget request to assist in hiring a qualified candidate and increase salaries across the agency.

- The JBC analyst Alfredo Kemm is considering running a supplemental budget request for SCAO to internally create an internal ASIA. This department will be responsible for hiring and operating for two years and then turning into an independent ASIA. Therefore, the ASIA board decided to pause hiring efforts.
  - Director Alvarez expressed her concern about the Judicial Department not providing services promised in the MOU to OPG.
  - Director Alvarez informed that she executed the contract for the Employers Council for human resources assistance, and as soon as the invoice clears the whole team will have access to human resources and trainings.
  - Director Alvarez recognized Guardian Angela Bullard's one year anniversary and Staff Assistant America Paz-Pastrana's four-year anniversary with the Office.
  - Director Alvarez informed that the job description for guardians was updated and distributed to stakeholders. Additionally, Director Alvarez and Deputy Director Cantu will attend in person and virtual career fairs with the University of Denver School of Social Work in search for guardian candidates.
  - Director Alvarez informed that earlier that morning she met with staff and discussed the possibility of hiring another Case Management Aid. There are two guardian positions on hold for potential contracts with hospitals and Consent Decree funds, and potentially one of those positions could be used for a Case Management Aid. Director Alvarez will be working with the Judicial Budget manager to see if the current budget can handle that.
- A. Chair Garcia asked if the Staff Attorney started work yet. Director Alvarez informed that the Staff Attorney will start on February 1<sup>st</sup>.

## **V. Public Comment**

Chair Garcia asked for public comment and there was none.

## **VI. 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 Fields **moved** to initiate Executive Session. Board Member Matthews **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 10:20 a.m.

At 10:44 a.m., the Board returned to Open Session.

**VII. Adjourn**

Board Member Young **moved** to adjourn the meeting. Board Member Matthews **seconded** the motion. The motion **passed** unanimously. The meeting was adjourned at 10:44 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.

\_\_\_\_\_  
Stephanie Garcia, Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date