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# Colorado Office of Public Guardianship

**Director,** Sophia M. Alvarez

**Board Members**

Brandon Fields, Chair  
Aisha Young, Vice-Chair  
Stephanie Garcia  
Patrick Thiessen  
Chandra Matthew  
Roseanne Collison  
Chelsea Zigler



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## **PUBLIC MEETING November 18, 2024 RECORD OF PROCEEDINGS**

### **CONVENE**

The meeting of the Colorado Office of Public Guardianship Board was convened by video conference via Zoom at 10:01 AM by Board Chair Fields.

A quorum of the Board was present.

### **Board Members Present**

Chair Brandon Fields  
Stephanie Garcia  
Patrick Thiessen  
Chandra Matthews  
Aisha Young  
Roseanne Collison  
Chelsea Zigler

### **OPG Director**

Sophia M. Alvarez

### **Others Present**

Janelle Cantu, Deputy Director, Office of Public Guardianship  
Josh Murphy, Staff Attorney, Office of Public Guardianship  
Mary Olguin, Office of Public Guardianship  
Michelle Trejo, Office of Public Guardianship  
Katie Donohue, Office of Public Guardianship  
Shelly DeLisi, Office of Public Guardianship  
America Paz-Pastrana, Office of Public Guardianship  
Robert Finke, General Council, Office of the Attorney General

## **Public Attendance**

Participation was by video conference.

## **AGENDA ITEMS**

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

The meeting was called to order at 10:01 am. The meeting was recorded.

### **II. Approval of the October 23, 2024 Meeting minutes.**

Chair Fields asked for comments or amendments to the October 23, 2024 Board Meeting minutes. There were none.

Board Member Collison **moved** to approve the October 23, 2024 meeting minutes, as presented. Board Member Garcia **seconded** the motion. Motion **passed** unanimously.

### **III. Chair Report (Chair Brandon Fields)**

There was not Chair Report.

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

#### **a. Discussion of Office Personnel Matters**

Director Alvarez asked for any specific questions pertaining this matter and there was none.

Director Alvarez's Director Report was distributed electronically along with other materials and discussed.

Director Alvarez provided the following updates:

- A. The Board Vacancy was filled. Chelsea Ziegler was introduced and provided a brief background about herself.
- B. The FY 2025-2026 Budget Request was submitted to JBC on November 1<sup>st</sup>. Director Alvarez requested funds for additional positions: a Grants Specialist,

- a Community Engagement Coordinator, Data Scientist, and a request for Participant Enrichment Services.
- C. The briefing hearing to the JBC is scheduled for December 9, 2024 and Scott Thompson, JBC analyst will be briefing the JBC about the Judicial Department and Independent Agencies.
  - D. Director Alvarez was notified that OPG's hearing will be the week of December 16<sup>th</sup>.
  - E. Director Alvarez provided a brief summary of OPG's budget request.
  - F. Board Member Garcia asked if there is any indication about the expansion dates being pushed up beyond 2030 for statewide implementation. Director Alvarez informed that she has not heard whether the expansion will be pushed beyond 2030.
  - G. Human Resources update:
    - a. Teresa Esquibel, Case Management Aid, celebrated her second-year anniversary with the office.
    - b. This week there are three interviews scheduled for the Guardian positions. Cara Greek from Employers Council assisted screening candidates.
    - c. There is one interview scheduled for the Staffing and Culture Leader and they are in the process of scheduling more interviews.
  - H. Annual Report to the Legislature:
    - a. The report is due on January 1, 2024.
    - b. Grant Yoder was hired to assist with annual report.
    - c. The goal is to have the final draft by December 6<sup>th</sup> and submitted before the January 1<sup>st</sup> deadline.
    - d. The final draft will be sent to the Board for input via email.
    - e. This report will provide updated data and include a few case studies.
  - I. Chair Fields inquired whether OPG is meeting budget, under budget or over budget. Director Alvarez indicated OPG should be under budget because of the office vacancies.
  - J. Chair Fields asked if there is a request in the budget for a lease amount. Director Alvarez indicated that there isn't a line item for a lease but will putting a budget amendment for a lease in January 2024.

## **V. Public Comment**

Chair Fields asked for public comment and there was none.

## **VI. Board Comment**

Board Member Collison welcomed new Board Member Chelsea Zigler, and congratulated Teresa Esquibel for her Second Anniversary with the office.

Board Member Garcia congratulated Director Alvarez on her National Guardianship Association award. Board Member Garcia expressed her interest in working with the stakeholder group working on guardianship legislation that might be introduced in the 2025 session.

**VII. Discussion of Director Performance Evaluation**

- a. **Specifically, the matters referred to Executive Session from Open Session in consideration of an employee matter, which the employee has requested to be discussed in Executive Session.**

**VIII. Discussion of Critical Incident Reporting**

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

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

Vice-Chair Young **moved** to initiate Executive Session. Board Member Garcia **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.

**IX. Adjourn**

Board Member Matthews **moved** to adjourn the meeting. Board Member Garcia **seconded** the motion. The motion **passed** unanimously. The meeting was adjourned at 10:45 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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Brandon Fields, Chair

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Date

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Aisha Young, Vice-Chair

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Date