
Colorado Office of Public Guardianship

Director, Sophia M. Alvarez

Commissioners

Kelsey Lesco, Chair
Deb Bennett-Woods, Vice Chair
Marco Chayet
Alison Zinn
Stephanie Garcia



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PUBLIC MEETING

June 23, 2021

RECORD OF PROCEEDINGS

CONVENE

The meeting of the Colorado Office of Public Guardianship Commission was convened by telephone conference at 10:04 AM by Commission Vice-Chair Bennett-Woods.

A quorum of the Commission was present.

Commission Members Present

Vice-Chair Deb Bennett-Woods
Alison Zinn
Marco Chayet

OPG Director

Sophia M. Alvarez

Others Present

Jacquelyn Beal, Office of Public Guardianship
Rhonda Sanchez, Office of Public Guardianship
Camille Price, Office of Public Guardianship
America Paz Pastrana, Office of Public Guardian
Grant Yoder, Office of Public Guardian
Deborah Enck, Office of the Attorney General

Public Attendance

Ann McKenzie, Silver Key Senior Services

All participated by telephone.

AGENDA ITEMS

I. Call to Order

The meeting was called to order. Assistant Attorney General (AAG) Enck indicated that the meeting is being recorded.

II. Approval of the April 28, 2021, and May 26, 2021, Meeting Minutes

Vice-Chair Bennett-Woods informed that the approval of the April 28, 2021, and May 26, 2021, will be tabled until the next meeting because there were not enough Commissioners present to approve.

III. Chair Report (Kelsey Lesco)

Vice-Chair Bennett-Woods informed that the Chair report will be delayed until Chair Lesco can join the meeting.

IV. Director Report (Sophia M. Alvarez)

Director Alvarez's June 23, 2021, Director Report was distributed electronically along with other materials and discussed. Additional items discussed included, but were not limited to:

- A. Director Alvarez informed that the position for a new guardian closed last Friday, and she will be interviewing four candidates.
- B. Director Alvarez informed that the Memorandum of Understanding (MOU) with Medical Legal Partnership was received late last night and hopefully have it executed by the end of this week.

a. Discussion of On-Call procedure

- A. Vice-Chair Bennett-Woods informed that Director Alvarez will be on vacation from June 30th to July 9th and in this kind of situation the Chair would be on call in her absence, however Chair Lesco will not be available. Therefore, Vice-Chair Bennett-Woods will be serving in that capacity during this time.
- B. Vice-Chair Bennett-Woods asked the Commissioners to be available and ready to respond in the event there is an issue that may need additional advice from other Commissioners.

C. Director Alvarez informed that the OPG team will be meeting with Vice-Chair Bennett-Woods to review the coverage procedures on Monday, June 26th.

b. Review of Updated Policy 6 and feedback:

i. Policy 6.8.5.a. Successful Communication with Clients

ii. Policy 6.8.5.b. Verbal De-escalation Techniques

Director Alvarez informed that the Successful Communication with Clients and Verbal De-escalation Techniques policies were presented to the commission for feedback or questions. There were none.

iii. Policy 6.10. Internal Ethics Committee discussion

A. Director Alvarez informed that Commissioner Zinn provided written feedback, but Director Alvarez was not able to present the feedback at this meeting due to receipt of the feedback being too late to meet the open meeting laws. Director Alvarez stated that possibly this discussion could be tabled for next meeting when everyone had the opportunity to review.

B. Commissioner Zinn stated that the discussion would be of most benefit if everyone has time review her feedback.

C. Commissioner Chayet agreed to discuss at a later time.

D. Vice-Chair Bennett-Woods advised to plan discussion for the July meeting. Everyone agreed.

iv. Discussion of Complaint Process and forms on website

Director Alvarez informed that there are no more updates pertaining to the Complaint Process, however at the June meeting, Chair Lesco indicated that she would like to think on it some more and provide feedback. Director Alvarez asked to delay discussion until Chair Lesco can join the meeting to discuss.

c. Review of new website content and feedback: Guardianship and Alternatives to Guardianship

A. Director Alvarez informed that she just drafted a new page for the website regarding Guardianship and Alternatives to Guardianship. Director Alvarez stated that she provided a draft to Chair Lesco and AG Enck for feedback and Chair Lesco asked Director Alvarez to present to the Commission for comments, questions, or feedback.

B. Vice-Chair Bennett-Woods stated that she liked the resources provided and were more accessible in terms of reading. Vice-Chair Bennett-Woods asked if they are going to be part of website. Director Alvarez answered yes.

C. Director Alvarez informed that this information will be available on the website today or tomorrow.

d. Review of Stakeholder Advisory Panel (SAP) Criteria

- A. Director Alvarez informed that this new criteria was provided as a guideline. Director Alvarez stated that the goal is to discuss any feedback and get the applications posted on the website no later than the end of July.
- B. Vice-Chair Bennett-Woods inquired about the size of the stakeholder panel. Director Alvarez informed that it would be between 5 and 10 members.
- C. Vice-Chair Bennett-Woods suggested to eliminate the categories of interns or volunteers, donors and executive directors. Vice-Chair Bennett-Woods also suggested that the OPG Commission should have a representative and not be part of the application process because they are not a separate stakeholder.
- D. Commissioner Chayet suggested to flush out the advocate category and inquired if it is appropriate to have a commissioner as member of the panel.
- E. AAG Enck stated that she does not know if there is a conflict have a commission member in the panel. AAG Enck informed that the original purpose was for the commission to have first had information to avoid issues with information being lost in translation between the panel and the commission.
- F. Vice-Chair Bennett-Woods suggested that the application process should not apply to the commission and staff members. Vice-Chair Bennett-Woods further suggested to simplify the application process for clients and potential clients to make it easier to participate and that should be mandatory to always have members from these categories.
- G. Commissioner Chayet agreed and suggested to have a short and long version of the application.
- H. Vice-Chair Bennett-Woods stated that the panel criteria does not apply very well to clients, and it would help to clarify that section. Vice-Chair Bennett-Woods suggested to have a requirement for a candidate to commit to certain number of meetings and not necessarily all meetings. Additionally, Vice-Chair Bennett-Woods recommended to broaden the section for higher level leaders to whom is more accessible and committed to our mission within an organization.
- I. Commissioner Chayet suggested that under the fiduciary section the selections should be changed to public and not have specific names.
- J. Vice-Chair Bennett-Woods stated that in the application under question 3 should ask for resume.
- K. Vice-Chair Bennett-Woods asked if there were any additional comments. There were none.

V. Data Research Presentation (Sophia M. Alvarez and Grant Yoder)

Grant Yoder, Research Assistant, provided a description of the research project and there was discussion of the project.

- After the presentation, AAG Enck announced that Chair Lesco would not be able to join the meeting.
- Vice-Chair Bennett-Woods informed that the Executive Director's evaluation deadline to Chair Lesco is July 2nd and strongly encouraged the commissioners to meet the deadline.

VI. Public Comment

Vice-Chair Bennett-Woods asked for public comment. There was none.

VII. Adjourn

Commissioner Chayet **moved** to adjourn the meeting. Commissioner Zinn **seconded** the motion. Motion **passed** unanimously. Meeting adjourned at 11:39 a.m.

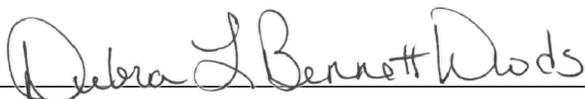
ATTESTATION

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



Kelsey Lesco, Chair

7.28.2021
Date



Deb Bennett-Woods, Vice-Chair

7.28.2021
Date