
Colorado Office of Public Guardianship

Executive Director, Amelia McKeon



3900 East Mexico Avenue
Suite 300
Denver, CO 80210
(720) 552-5215
Info@Colorado-OPG.org

Board Members

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

Colorado Office of Public Guardianship Executive Director Report

Authors: Amelia McKeon, E.D.
Janelle Cantu, Deputy Director

Creation Date: 12.05.2025

Meeting Date: 12.10.2025

Purpose:

The Director Report will provide updates on new matters, the status of ongoing matters from the previous month, and the planned next steps for the upcoming month. The Director will distribute the report to all Board members in advance. Questions may be addressed during Board meetings as needed, and Board members are encouraged to contact the Director directly between meetings with any inquiries.

| Report Agenda | Director Report Updates |
|---------------------|---|
| COPG Monthly Budget | Mike Henthorn, OASIA Deputy Director, Budget, and Finance, provided the monthly summary as of 12.02.2025. See Attachment 1 . |
| Human Resources | <ol style="list-style-type: none">1. COPG Staffing<ol style="list-style-type: none">a. New Hires:<ol style="list-style-type: none">i. The Board hired the new Executive Director, Amelia McKeon, on November 20th. OPG hired a new staff attorney, Peter Harris, and he started on December 1st.b. Vacant Positions: Employers Council continues to support COPG in filling vacant positions.<ol style="list-style-type: none">i. Grant Specialist: An offer was made for a grant specialist position, and we are in the hiring process to fill this position.ii. Data Scientist: OPG has engaged Grant Yoder to fill the position, and OPG is actively |

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| | <p>working on moving him from this contract position to permanent parttime employment.</p> <ul style="list-style-type: none"> iii. Community Engagement Coordinator: OPG completed one interview with a potential candidate. iv. People and Culture Manager: OPG has scheduled an interview with a potential candidate. <p>2. COPG Compensation Review</p> <ul style="list-style-type: none"> a. Compensation review for staff positions at COPG and will provide to OASIA to be incorporated into their compensation review. <p>3. OASIA and COPG</p> <ul style="list-style-type: none"> a. The Executive Director and Deputy Director met with the CHRO and Executive Director of OASIA. OPG will be working with OASIA to over the coming month to define service roles and supports. OASIA will continue to support and advise on background screening and human resources. |
| Office Space | <p>On November 24, 2025, the Executive team toured the proposed office space at the Triad location. We have successfully negotiated a favorable offer that includes 10 months of free rent and furniture for approximately 10 offices as part of the agreement. We are currently awaiting the finalized lease from the property manager.</p> <p>Once received, the lease will require review by the Board, the Attorney General’s Office, and OASIA prior to execution. Our current office space, generously donated by LawBank, has served us well; however, we have outgrown the location due to increased staffing and expansion of services. Additionally, we are projected to continue growing as vacancies are filled, and programming expands. Our current lease expires January 31, 2026, and we are required to provide 30 days written notice to the current landlord if we do not intend to renew.</p> |

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| | <p>A new office is essential to support weekly team meetings, provide a dedicated workspace for staff who must be on-site, and ensure space for employees who may not be eligible for remote work based on performance expectations or operational needs.</p> <p>The proposed Triad location better aligns with our current and future operational requirements and provides the infrastructure needed to support the continued growth of the agency, reducing additional expense of external storage space.</p> <p>The Executive Director will request the Board to approve the new office space, pending review and final approval of the least agreement by the Board and OASIA. The Executive Director will request spending authority defined to an amount determined and approved by the Board for furniture, relocation, and move-in expenses.</p> |
| <p>Office of Administrative Services for Independent Agencies (OASIA)</p> | <ol style="list-style-type: none"> 1. OASIA is incorporating Bamboo HR, to streamline payroll, benefits, and HR systems (i.e., Time sheets and Requests for Leave). OASIA continues to transition services from Judicial. OASIA will complete their transition as of January 1st, 2026. 2. Currently, OPG is still processing time sheets, leave requested, and PTO balance sheets. OPG is eager for OASIA to get fully up and running. 3. Mike Henthorn helped to finalize OPG’s 2026-2027 budget request. The budget requests are finalized and posted on OPG’s website. We are requesting general funds for two new guardian positions. 4. Mike, Janelle and I had a meeting with Scott Thompson, the Judicial Branch Joint Budget Committee staff, on November 20th, 2025, to ensure he has all the necessary information and understands OPG’s budget request. Mr. Thompson reviews and makes recommendation to the joint budget committee staff regarding funding. Mr. Thompson will provide Judicial with a briefing on December 8th, 2025. |

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| | <p>5. The Joint Budget Committee will hear the funding requests on December 17th at 10am. OPG is scheduled for 11am.</p> |
| <p>Updated Expansion Plan</p> | <p>The Executive Director and Deputy Director updated the proposed COPG expansion plan to align with current referrals and anticipated needs. The proposed expansion areas differ from the original proposed expansion plan from Director Alvarez for initial additions to new judicial districts. The proposed expansion plan is attached for review.</p> |
| <p>Colorado OPG Board and Operating Policies Updated</p> | <p>Please note that board and Operating Policies are available on the OPG website: https://colorado-opg.org/opg-in-depth/</p> <ol style="list-style-type: none"> 1. Trainings and Projects – Ongoing (can be provided quarterly upon request) <ol style="list-style-type: none"> a. Colorado Funds for People with Disabilities provided training to OPG staff on November 20, 2025. b. The Executive Director, Deputy Director and Grant Yoder finalized the annual report for the office and sent it to the OPG board to review on December 2nd. c. Referrals are open in the 7th and 16th JD. Referrals in areas that OPG are accepting cases have been contacted and instructed to begin the filing process. 2. Intake Eligibility, Prioritization, and Referral Process <ol style="list-style-type: none"> a. Update on number of registered users, referrals, accepted cases, etc. as of 12.03.2025 <ol style="list-style-type: none"> i. Active guardianships – 65 ii. Referrals pending in court proceedings – 0 iii. Completed referrals pending review – 0 iv. Partial completed referrals – 1 v. Registered referring parties – 1 vi. Clients passing since COPG appointment – 38 vii. Terminated guardianships – 2 (one successor guardian appointed, 1 client no longer met the standard for continuing guardianship) viii. Hold status – 15 |

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| | <p>AIPs in Hold Status: 15 on hold status (now includes OBH/CHMI-Ft. Logan/Pueblo referrals that are non-OBH/Momentum contract referrals)</p> <ul style="list-style-type: none">b. The OBH/Momentum dedicated caseload for one guardian is 12 guardianships; 10 are active (1 client passed and is included in the total passed)c. 7th Judicial District<ul style="list-style-type: none">i. Accepted – 1 (Montrose)ii. Declined (not incapacitated) – 2 (Montrose & Delta)iii. Withdrawn due to death – 1 (Delta)iv. OPG declined – 1 (Montrose)v. Withdrawn – 3 (Montrose)d. Declined Referrals – Pre-hold Status<ul style="list-style-type: none">i. Denver – 187 (note: some declined prior to reclassification of Hold status)<ul style="list-style-type: none">1. Inappropriate for COPG – 112. Incomplete – 793. COPG declined – 104. Ineligible (Indigency) – 45. Ineligible (Age of AIP) – 56. Ineligible (Has capacity) – 27. Ineligible (Alt. guardian) – 108. Withdrawn (Death) – 89. Withdrawn (non-Denver) – 210. Withdrawn (inappropriate) – 811. Withdrawn (incomplete) – 612. Withdrawn (COPG declined) – 213. Withdrawn (Has capacity) – 1114. Withdrawn (Alt. guardian) – 2815. Withdrawn (Fort Logan) – 4ii. Colorado inquiries – 32iii. Out-of-state Inquiries<ul style="list-style-type: none">1. Texas – 12. Nebraska – 13. Alaska – 24. Washington, D.C. 1 |
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| | <p style="text-align: center;">iv. Non-Denver County – Declined – 149</p> <ol style="list-style-type: none"> 1. Adams – 8 2. Alamosa – 1 3. Arapahoe – 23 4. Baca – 1 5. Boulder – 9 6. Broomfield – 1 7. Chaffee – 2 8. Crowley – 1 9. Delta – 2 10. Dolores – 1 11. El Paso – 27 12. Fremont – 1 13. Garfield – 1 14. Gunnison – 1 15. Huerfano – 3 16. Jefferson – 16 17. Lake – 1 18. La Plata – 2 19. Larimer – 6 20. Las Animas – 2 21. Mesa – 2 22. Montrose – 8 <ol style="list-style-type: none"> a. Two referrals were declined prior to April 2023. 1 referral was declined in May 2023 due to the AIP residing in Otero County 23. Montezuma – 1 24. Otero – 8 25. Pueblo – 12 26. Weld – 9 |
| Stakeholder Outreach | 11.18.25: The Deputy Director presented to the Long-Term Ombudsman program on OPG program status. |

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Attachment I

OPG Projected FY26 Budget

| Cash Fund Budget FY 2026 | | | | | Cash Fund Balance | | | | | | | | | | | | |
|--------------------------|--------------|---------------|--------------------|----------------------|--------------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|--|--|
| YTD | Request | Appropriation | Request | YTD Exp + Projection | Surplus / Deficit | | FY23 Final | FY24 Final | FY25 Final | FY26 Projected | FY27 Projected | FY28 Projected | FY29 Projected | FY30 Projected | | | |
| | PS | ICJEDOPGF | \$1,094,400 | \$1,094,400 | \$947,840 | | \$1,094,400 | \$1,101,000 | \$1,108,000 | \$1,115,000 | \$1,122,000 | \$1,129,000 | \$1,136,000 | \$1,143,000 | | | |
| | All Other | ICJEDOPGF | \$593,600 | \$593,600 | \$447,797 | | \$593,600 | \$597,000 | \$600,000 | \$603,000 | \$606,000 | \$609,000 | \$612,000 | \$615,000 | | | |
| | Indirect | JCAQVOCST | \$25,154 | \$25,154 | - | | \$25,154 | \$25,154 | \$25,154 | \$25,154 | \$25,154 | \$25,154 | \$25,154 | \$25,154 | | | |
| | Total | Total | \$1,713,154 | \$1,713,154 | \$1,445,637 | | \$1,713,154 | \$1,723,154 | \$1,733,154 | \$1,743,154 | \$1,753,154 | \$1,763,154 | \$1,773,154 | \$1,783,154 | | | |

| CASH FUND SALARIES | | | | | | | | | | | | | | |
|---|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Pos. # | FTE | July | August | September | October | November | December | January | February | March | April | May | June | Total Annual Cost |
| Director | 1.00 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$11,334 | \$136,008 |
| Chief Assistant | 1.00 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$5,552 | \$66,624 |
| ICJAVT - Public Guardian - Holding Vacant | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| Public Guardian | 1.00 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$52,968 |
| Public Guardian (2nd) | 1.00 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$52,968 |
| Public Guardian (2nd) | 1.00 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$52,968 |
| Deputy Director | 1.00 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$8,828 | \$106,736 |
| Public Guardian | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| Public Guardian (CM-1) | 1.00 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$52,968 |
| Case Management Aide | 1.00 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$39,732 |
| Public Guardian | 1.00 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$4,414 | \$52,968 |
| ICJAVT - Case Management Aide | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| Total | 14.10 | \$69,897 | \$838,800 |

OPG Projected FY26 General Fund Budget

| General Fund FY 2026 | | | | |
|----------------------|---------------|------------------|----------------------|-------------------|
| Request | Appropriation | Request | YTD Exp + Projection | Surplus / Deficit |
| PS | ICJEDOPGF | \$495,057 | \$495,057 | \$248,120 |
| Part. Serv | ICJEDOPGF | \$194,708 | \$194,708 | \$97,354 |
| Oper | ICJEDOPGF | \$42,795 | \$42,795 | \$21,398 |
| Total | Total | \$732,560 | \$732,560 | \$366,872 |

| GENERAL FUND SALARIES | | | | | | | | | | | | | | |
|--|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Pos. # | FTE | July | August | September | October | November | December | January | February | March | April | May | June | Projected |
| Legal Counsel | 1.00 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$112,980 |
| ICJAVT - Workforce Development Manager | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| SWPFS | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| Case Scientist | 0.75 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$5,561 | \$66,732 |
| Community Engagement Coordinator | 0.50 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$3,311 | \$39,732 |
| Total | 3.25 | \$18,287 | \$219,444 |

| GENERAL FUND SALARIES | | | | | | | | | | | | | | |
|-----------------------|-------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Pos. # | FTE | July | August | September | October | November | December | January | February | March | April | May | June | Projected |
| HLD | 1.00 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$2,526 | \$30,312 |
| Part | 1.00 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$1,110 | \$13,320 |
| Practice | 1.00 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$142 | \$1,704 |
| TAMU | 1.00 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$4 | \$48 |
| STD | 1.00 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$7 | \$84 |
| ULACD | 1.00 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$262 | \$3,144 |
| Total | 5.00 | \$4,041 | \$48,512 |

| GENERAL FUND SALARIES | | | | | | | | | | | | | | |
|-----------------------|-------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Pos. # | FTE | July | August | September | October | November | December | January | February | March | April | May | June | Projected |
| Legal Services | 1.00 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$9,415 | \$112,980 |
| General Operating | 1.00 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$143 | \$1,716 |
| Participant Services | 1.00 | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$- | \$0 |
| Total | 2.00 | \$9,558 | \$114,696 |