

**OPG Board meeting  
Director Report  
07.24.2024**

Purpose: The Director Report will provide information about new matters, updates about the previous month's matters, and next steps for the following month. The Director will provide the Director Report to all Commission members. Questions about the Director Report will be addressed at the Commission meetings, if necessary. Commissioners are encouraged to reach out to the Director directly regarding any questions in between meetings.

- Attachment 1: SCAO/Judicial provided a FY 2024 Budget Summary as of 07.10.2024

**I. Budget and Administrative Update.**

- a. I previously provided the monthly budget summary report as of 07.10.2024 provided to me by Mike Henthorn, Judicial Budget Analyst II. As June 30<sup>th</sup> is the end of the budget year, this is not the final report and there may be some slight adjustments in the August 2024/Final Budget Report. **See Attachment 1.**
- b. OPG Board vacancies – the Board has one Chief Justice vacancy. Criteria: Attorney, not from the 2<sup>nd</sup> or 7<sup>th</sup> Congressional Districts; not from the Boulder or Arvada Judicial Districts/Localities; from any Party.
- c. I am working on next fiscal year's budget and meeting with Judicial Budget Analyst, JBC Analyst Alfredo Kemm, and Legislative Liaison to monitor the JBC and forecast for our expansion and requests. Additionally, we will need to monitor our financial needs if UGCOPPA is pushed again. I will present the Board with information once I have conducted these meetings.
  1. I met with Amanda Gall on 07.11.2024 and we discussed the \$5 million budget shortfall, political landscape, UGCOPPA planning, ASIA delays, and budgetary impacts on OPG. Based on this conversation I will likely prepare a budget request for 2025-2026 for a fiscally conscious planning and implementation for expansion.
- d. Human Resources Update
  - i. We continue to post and interview for 2<sup>nd</sup> JD guardian and two CMHI guardian positions. We interview as we receive qualified applicants.

1. We filled the 2<sup>nd</sup> JD/Denver guardian position – start date July 30, 2024
  2. We filled one of the CMHI guardian positions – start date July 30, 2024
  3. An offer is pending for the second CMHI guardian position
- ii. We are completing the Workforce Development Manager job description to have Employer’s Council & HR-AG review and post in July.
- e. Legal Administration – SA Murphy continues to assist with day-to-day legal matters and mental health motions to intervene, etc.
- f. Attorney General’s Office
1. We are waiting on the AG’s Office to draft a memorandum regarding the office’s duties on protecting a client’s ALF’s residency when drug use is suspected.
  2. I requested the FY2023-2024 AG Usage Report for request for budgeting purposes. I received and reviewed the Report and will address some questions with the AG’s Office. AG Finke addressed my questions on 06.18.024 and he will make some corrections to the billing. I’m waiting for confirmation of the corrections and just received additional Usage Reports. It is unclear if I will receive them ongoing and if I will receive review and signing authority prior to payments made to the AG’s Office.
- g. Office of Administrative Services for Independent Agencies (ASIA) chose 3 finalists to move on to the second round of Executive Director interviews. Interviews are to be conducted at the end of July.

II. **Colorado OPG Pilot Program Commission and Operating Policies Updates.** Please note that Commission and Operating Policies are available on the OPG website: <https://colorado-opg.org/opg-in-depth/>

- a. **Trainings and Projects – Ongoing.** A list can be provided quarterly.
- b. Internal trainings/Policies/Procedures – in review with Josh Murphy.

c. Ms. Villegas is a Physician Assistant with Longevity Health Plan, a specialized Medicare Advantage health plan serving people living in skilled nursing facilities.

1. Upcoming session on 06.24.2024 – Trauma Informed Care.

ii. Internal trainings/Procedures – In review with DD Cantu and SA Murphy.

**d. Intake Eligibility, Prioritization and Referral Process.**

i. Update on number of registered users, referrals, accepted cases, etc. as of **7.09.2024**

1. 77 Active guardianships
2. 0 referrals pending in court proceedings
3. 1 Complete
4. 3 Partial referrals
5. 3 Registered
6. 27 clients passed away since COPG appointment
7. 1 Terminated – Successor Guardian
8. 31 Hold status (now includes OBH/CHMI-Ft. Logan/Pueblo referrals that are non-OBH/Momentum contract referrals)
9. The OBH/Momentum dedicated caseload for one guardian is full and all 12 guardianships are active
10. 7<sup>th</sup> Judicial District
  - a. Accepted – 1 Montrose
  - b. Declined Not incapacitated – 1 Delta
  - c. Declined No OPG Capacity – 1 Montrose
  - d. Withdrawn – 2 Montrose
11. Declined referrals – pre-Hold status
  1. 137 Denver declined referrals (some declined were prior to establishing the Hold status)
    - a. 9 - Family available to serve
    - b. 58 - Expired/Incomplete information
    - c. 12 – Not appropriate referral
    - d. 5 - Not adult
    - e. 2 – Not Indigent
    - f. 4 - Withdrawn by Ft. Logan
    - g. 11 - No OPG Capacity
    - h. 4 - Withdrawn Death

- i. 11 - Withdrawn, not incapacitated
- j. 21 - Withdrawn, other Guardian Available  
non- Family member
- 2. Texas inquiry - 1
- 3. Nebraska referral - 1
- 4. Alaska inquiries – 2
- 5. Colorado inquiries – 17

- III. **Stakeholder Outreach – Ongoing.** A list can be provided if requested.
- a. The Office sponsored and SA Josh Murphy and Guardian Myka Stacks volunteered at booth at the 18<sup>th</sup> JD Senior Law Day on 07.13.2024.
  - b. Asked to speak at the 2024 CBA Elder Law Retreat on Limited Guardianships.
  - c. Asked to speak at the El Paso CBA Bar Section this Fall – TBD.
  - d. Working with Bradley Torch, Program Manager of Colorado Guardianship Alliance, about a training program for First Responders.

# Attachment 1. FY24 OPG Budget Summary as of 07.10.2024

## OPG PS and Operating - FY 2024 - Through 7/10/2024

FY 2024				
	Budget	Budget	YTD Exp	Surplus / (Deficit)
YTD PS	\$1,321,126		\$959,533	\$361,593
Balance remaining for operating	All Oper	\$582,162	\$292,243	\$289,919
Total remaining in program line	Total Appr	\$1,903,288	\$1,251,775	\$651,512

FY 2025 Full-fill Projections			
Budget Type	Budget	Proj. Exp	Surplus / (Deficit)
PS	1,810,804	\$1,439,810	\$370,994
Operating	\$506,002	\$300,000	\$206,002
Ind. Costs/legal	\$76,008	\$76,008	\$0
Total	\$2,392,814	\$1,815,818	\$576,996

Cash Fund Bal			
	FY23 Final	FY24 Projected	FY25 Projected
Total Rev	\$1,318,638	\$1,343,513	\$1,372,013
Total Exp	\$1,244,279	\$1,251,775	\$1,815,818
Net Change	\$74,360	\$91,738	(\$443,805)
Beg Fund Bal	\$1,645,409	\$1,719,769	\$1,811,506
= Fund Balance	\$1,719,769	\$1,811,506	\$1,367,701

Salaries	Pos. #	Current Salaries		Actual											
		Actual	Actual	July	August	September	October	November	December	January	February	March	April	May	June
Director	87001	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675	\$ 10,675
Staff Assistant	87002	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954	\$ 4,954
Public Guardian	87003	\$ 5,150	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 2,817	\$ 2,452	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150
Public Guardian	87004	\$ 5,150	\$ 5,384	\$ 5,384	\$ 5,384	\$ 1,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,452	\$ 5,150	\$ 5,150	\$ 5,150
Vacant, Public Guardian - Offered & Accepted	87005	\$ 5,150	\$ 11,641	\$ -	\$ 3,679	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 1,367	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Vacant, Public Guardian	87006	\$ -	\$ 4,039	\$ -	\$ 2,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Vacant, Public Guardian	87007	\$ -	\$ 5,408	\$ 759	\$ 258	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deputy Director	87008	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275	\$ 9,275
CMHI Vacant, Public Guardian - Offered & Accepted	87009	\$ 5,150	\$ 5,232	\$ 5,232	\$ 6,541	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CMHI Vacant, Public Guardian - Offered	87010	\$ 5,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Case Management Aide	87011	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725
Guardian	87012	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232	\$ 5,232
Guardian	87013	\$ 5,150	\$ -	\$ -	\$ 2,452	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150
Legal Counsel	87014	\$ 9,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300	\$ 9,300
Unfilled - Potential Case Management Aide	87XXX	\$ 4,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Salaries</b>		\$ 79,786	\$ 71,815	\$ 51,486	\$ 60,951	\$ 52,124	\$ 50,411	\$ 50,411	\$ 50,411	\$ 53,495	\$ 54,216	\$ 59,611	\$ 59,611	\$ 59,611	\$ 59,611
<b>Employee Benefits</b>		\$ 28,359	\$ 26,616	\$ 22,706	\$ 25,040	\$ 35,652	\$ 23,827	\$ 18,254	\$ 18,254	\$ 20,535	\$ 21,403	\$ 23,349	\$ 23,363	\$ 23,349	\$ 23,349
<b>Total Personal Services</b>		\$ 1,297,740	\$ 98,430	\$ 74,192	\$ 85,991	\$ 87,776	\$ 74,238	\$ 71,698	\$ 68,666	\$ 74,030	\$ 75,618	\$ 82,960	\$ 82,974	\$ 82,960	\$ 82,960

	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	YTD thru 7/10/24
1920 -Other Professional Services	416	436	468	1,463	9,918	936	3,393	432	432	432	22,779	3,447	648		
1935 - Attorneys	-	35	-	51	289	43	269	332	9	9	216	-	-		
1960 -Professional IT Services	-	495	495	-	495	495	550	1,045	550	550	550	-	1,666		
2231 -IT Hardware & Software Maintenance & Repair Services	-	-	-	-	-	-	-	-	-	-	216	245			
2255 -Rental of Meeting Rooms & Leased Space	1,900	4,500	-	10,100	-	8,450	-	12,050	-	4,300	4,800	4,000			
2510 -General Travel (Employee)	5	22	209	1,204	1,330	77	31	895	137	442	530	1,925			
2512 -Meals (Employee)	40	-	65	-	-	26	-	-	-	-	103	-			
2513 -Mileage Reimbursement (Employee)	306	995	303	518	979	1,125	862	338	9	71	2,147	705			
2530 -General Travel	-	-	-	-	-	1,459	-	-	-	-	-	-			
2531 -Common Carrier Fares	-	-	-	-	417	830	-	-	-	-	-	-			
2532 -Meals	-	-	-	-	-	189	-	-	-	-	-	-			
2610 -Advertising Services	-	164	-	410	873	127	578	82	514	599	704	754			
2631 -Communication Services from Outside Sources	-	1,010	1,009	1,009	1,010	959	959	959	898	898	898	958			
2641 -ADP Services from Outside Sources	3,613	4,700	6,186	6,005	-	-	27,005	-	8,615	-	12,505	2,815			
2680 -Printing & Reproduction Services - Vendors	37	8	12	212	-	182	36	171	-	7	35	158			
2690 -Legal Services	-	-	-	-	-	-	37,530	-	-	-	-	-			
3118 -Food & Food Services Supplies	-	240	17	316	28	23	74	217	-	157	863	31			
2820 -Monitoring Services	-	156	156	156	388	156	156	156	156	156	156	156	156		
3110 -Identification & Safety Supplies	-	-	-	47	147	-	-	-	-	57	102	-			
3121 -Case Jackets	357	458	-	110	345	56	-	293	252	-	414	-			
3123 -Postage	4	7	198	8	-	76	25	104	-	20	70	14			
3140 -Noncapitalized IT Software	-	871	161	4,344	122	-	-	\$ 2,576	60	60	60	-			
3145 -Noncapitalized IT Purchases	-	517	367	-	368	3,758	14,014	826	443	443	4,032	1,329			
4140 -Dues & Memberships	-	-	-	-	-	-	1,583	253	1,000	-	-	-			
4170 -Miscellaneous Fees & Fines	-	10	20	-	-	10	-	-	10	30	-	-			
4220 -Registration Fees	-	45	150	620	315	-	-	-	-	-	93	-			
4256 -Other Employee Benefits - Eco Pass	-	260	-	-	-	-	-	-	-	-	-	-			
<b>Total</b>	\$ 6,678	\$ 14,928	\$ 9,816	\$ 26,572	\$ 17,023	\$ 18,977	\$ 87,075	\$ 20,728	\$ 13,085	\$ 30,784	\$ 31,176	\$ 15,403			

<b>Total - YTD + Projections Program Line</b>	\$ 105,108	\$ 89,120	\$ 95,807	\$ 114,348	\$ 91,261	\$ 90,674	\$ 155,741	\$ 94,758	\$ 88,703	\$ 113,744	\$ 114,149	\$ 98,362	
													Over/(under) Program Line