

**OPG Commission meeting
Director Report
12.15.2020**

Purpose: The Director Report will provide detailed 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.

Attachments for the 12.15.2020 meeting:

- Attachment 1: SCAO/Judicial Provided Monthly Budget Summary as of 11.05.2020 and 12.01.2020
- Attachment 2: CO OPG FY22 Budget Request provided by Judicial Budget Manager, Hugh Grant. Narrative provided by Sophia M. Alvarez
- Attachment 3: Office of State Auditor Annual Financial Audit Management Response letter. I am waiting for approval from OSA to release this letter to the public. If approved, it will be provided for the public to view
- Attachment 4: Table 4-2 Stakeholder Groups and Consultation Methods

I. Budget and MOU Update.

- a. I previously provided the November and December 2020 monthly budget report that is provided to me from Hugh Wilson/Judicial, See Attachment 1.
- b. Joint Budget Committee (JBC) Process and CO OPG FY22 Budget Request, See Attachment 2. Hugh Wilson provided the Budget Request to me. The Budget Request is a continuation budget of the FY21 Budget Request. I was later asked to provide a narrative to be included with the Budget Request, which is attached at the end of the Budget Request, Attachment 2. Due to the timing of

when the Budget Request was provided to me and the due dates to provide the Budget Request to the JBC, I was unable to provide the CO OPG FY22 Budget Request for Commission adoption prior to it being due.

- i. Due to the financial oversight policies of the Commission, I believe the Commission needs to approve the FY22 Budget Request.
 - ii. I am considering a Budget Amendment to the FY22 Budget Request to allow an appropriation to hire a full-time staff attorney. Hugh Wilson is “running the numbers” to determine if a staff attorney can be hired without an amendment.
 - iii. A JBC analyst briefing hearing is scheduled for 12.08.2020.
 - iv. I will attend and present at the JBC budget request hearing scheduled on the afternoon of 12.17.2020. The time of the CO OPG presentation is currently unknown.
- c. Office of State Auditor Annual Financial Audit and response letter, See Attachment 3. The Management Representation letter will be signed in January 2021 by the SCAO Controller and myself, by a specific process. This letter indicates that the SCAO Controller handles CO OPG finances and that it is in compliance with state financial policies. This is a standard response. In years past, there was one letter used for all independent state agencies. For the FY20 annual audit each independent state agency must provide a management response letter.
- i. Due to the financial oversight policies of the Commission, I believe the Commission needs to approve the Management Representation Letter.
- d. **MOU Update – No updates**, I am waiting for Judicial to execute the updated MOU.

- II. **SMART Act hearing.** I will attend and present at the CO OPG SMART Act hearing tentatively scheduled 01.25.2020 at 11:30 a.m. I will use the Strategic Plan previously provided as a starting point in preparation for the hearing. I will provide the Commission with an update for input before the hearing.

- III. **Stakeholder Engagement Plan – In progress.**
 - a. I am drafting criteria for Stakeholder Advisory Panel membership. The criteria will be based on the previously provided Stakeholder Engagement Plan and Attachment 4, Table 4-2 Stakeholder Groups and Consultation Methods.
 - b. I am drafting an application for individuals to complete to request membership on the Stakeholder Advisory Panel. Applications will be available on the website, emailed to various stakeholders, and available upon request.
 - c. I am considering scheduling public quarterly meetings to allow an avenue for feedback from individuals not on the Stakeholder Advisory Panel.

- IV. **Colorado OPG Pilot Program Operating Policies Updates – In progress.** Operating Policies and Manual will be posted to CO OPG Website once updates are complete.
 - a. **CAPS check for Director and Public Guardians – In progress.** Chair Lesco is conducting the CAPS check for the Director. I am conducting the CAPS checks for guardians.
 - b. **Internal Ethics Committee – In progress.** AG Enck and I continue to research the creation of the Committee for discussion at an upcoming CO OPG Commission meeting. I am in the process of requesting and reviewing IEC policies from other OPG programs and Denver Health, CU Anschutz, and Vivage.

- c. **Policy 8. Ensuring Systemic Equality Services Standards – In progress**, no update from last meeting.
- d. **Policy 7. COVID-19 Pandemic Policy update – In progress**, no update.
- e. **Policy 5. Colorado OPG Fiscal Policy – Client Emergency Fund – In Progress, no updates**. I am drafting an addition to Policy 5 to allow for a Client Emergency Fund. The intent of this policy is to address true emergency needs for clients, such as funds for housing/placement and only after all community services have been pursued and exhausted.
- f. **Trainings and Projects**
 - i. Resource Project - Ongoing. Team review of other organization's online resources, etc. for creation of targeted and organized resources for CO OPG internal purposes and CO OPG website purposes
 - ii. Individual Director and guardian training for CGC National certification: In progress.
 - iii. 11.09.2020: Part 1 Trauma-informed training with Intricate Roots, Inc.
 - iv. 11.19.2020: Booster training with Lifelong, Inc.
 - v. 11.30.2020: Part 2 Trauma-informed training with Intricate Roots, Inc.
 - vi. TBD: Data Collections Project. Team review of policies and research to assist in Director Report research needs

vii. TBD: Cross-training session with Colorado Cross Disability Coalition

g. Intake Eligibility, Prioritization and Referral Process.

i. Update on number of registered users, referrals, accepted cases, etc. as of **12.08.2020**. An update will be provided at the 12.15.2020 meeting.

1. 22 Active guardianships
2. 77 registered referrals
3. 47 accepted cases
4. 5 Partial/Incomplete referrals
5. 2 clients passed away since CO OPG appointment
6. Declined referrals
 1. Expired/Incomplete information – 2
 2. Inappropriate referral - 2
7. 20 streamlined referrals (Non-Denver County) – Declined
 1. Arapahoe County - 6
 2. El Paso - 2
 3. Gunnison County – 1
 4. Jefferson County - 2
 5. Larimer County - 3
 6. Montrose County - 1
 7. Washington County - 1
 8. Weld County - 4

ii. Rocky Mountain Human Services – No Update

1. Momentum/Community Transition clients. This program is considering funding additional OPG FTE to primarily serve this clientele.
2. Mill Levy Program clients. I'm in discussions with the Program Director for referrals. They have approximately 50 – 60 clients they can refer to the OPG.

- iii. CMHI/Ft. Logan is regularly filing petitions. This item will be removed from future reports.
 - iv. Denver Bar Association Metro Volunteer Lawyer (MVL) Program requested a proposal outlining a potential referral partnership with CO OPG. The MVL Board will consider the proposal at the December 2020 meeting. The goal is for the OPG to refer cases to the MVL, similar to the referral process MVL and Colorado Disability Law use. MVL will refer the case to a MVL attorney when the petitioner does not have funds for an attorney.
- h. **Data gathering - In progress. Research Assistant.** The Research Assistant (RA) and I executed a contract for Phase I. RA will draft a Scope of Work. Phase II: Implementation of the Scope of Work.
- i. The particular RA is a first year PhD student in Health and Behavioral Sciences at CU Anschutz and has a experience in data implementation and collection for different communities (aging, youth, etc.).
 - ii. Scheduled to record webinar for Judges and Court staff on February 2, 2020.
 - iii. Working with Silver Key Senior Services on data collection
 - iv. I reached out to a DRCOG representative, Kirsti Klaverkamp and AJ Diamontopoulos for collaboration
 - v. Judge Leith and I reached out to 7th & 16th Judicial Districts Judges, regarding CO OPG streamlined referral process and possible presentation to local attorneys – In progress

- V. **Colorado OPG Strategic Plan.** Draft previously provided – no updates.

- VI. **Stakeholder Meeting Update** since 10.28.2020.
 - a. 10.29.2020: OPG presentation to Denver Health ACS Care Management/Social Worker Teams

 - b. 10.30.2020: Meeting with Karen Levine/RMHS Transitions Program Director and Deb Hutson/OBH Manager of Momentum and Transitional Services regarding contract for referrals

 - c. 11.02.2020: Meeting with Kathleen Hermann and Emily McDonnell - CU Anschutz/UC Hospital regarding referrals

 - d. 11.05.2020: Meeting with Aurora Residential Rehabilitation legal counsel regarding client admission paperwork

 - e. 11.05.2020: OPG presentation to Denver Bar Association Metro Volunteer Lawyers Program regarding referral partnership

 - f. 11.05.2020 and 12.03.2020: OPG presentation to Colorado LTC Community Ethics Committee and OPG updates for monthly meetings

 - g. 11.06.2020: Guardianship quarterly meeting with CO OPG and OBH

 - h. 11.09.2020: Meeting with Lara Vandenberg – VA regarding referrals

 - i. 11.10.2020: Meeting with Stacey Larrabee, Director/Resource Coordinator – North Metro Community Services regarding referrals

- j. 11.16.2020: Meeting with attorneys Ashlee Dunham and Patrick Thiessen regarding a referral
- k. 11.16.2020: Meeting with Ruth Acosta -Social Worker at Brighton Rehabilitation regarding a referral
- l. 11.17.2020: Meeting with Sarah Elliot, Transitions Care Coordinator – Vivage
- m. 11.17.2020 and 11.23.2020: Meetings with Anthony Pereira and Ivonne Esparza - Denver Bar Association Metro Volunteer Lawyer regarding referral partnership proposal
- n. 11.17.2020 and 11.30.2020: Email correspondence and meeting with community member Angi Harding regarding successor guardianship
- o. 11.18.2020: Meeting with Jennifer Burke – CDHS, Lisa Turk – CDHS, Amber Mabrey – CDHS, and Jodi Merrill-Brandt, Community Service Director, Division of Regional Centers – CDHS
- p. 11.20.2020: Email correspondence and meeting with community member Samantha Selgado regarding concerns related to a family guardianship
- q. 11.20.2020: Meeting with City Attorney Dave Bernhart regarding a referral
- r. 11.23.2020: Meeting with Spears Driskell – Denver APS regarding a referral
- s. 12.01.2020: Meeting with Denver Probate Court and staff regarding filings

- t. 12.02.2020: Meeting with AG Ann Pogue, Daniel Godsparek, Social Worker – Ft. Logan, and Dr. Salbenblatt – Ft. Logan, regarding a referral
- u. 12.04.2020: Email correspondence with Scott Christian – Baysore & Christians Fiduciary Services, LLC, regarding a referral
- v. 12.10.2020: OPG Presentation at CU Anschutz Ethics Grand Rounds
- w. Various dates: Email correspondence and meetings with Jackie Glover – CU Anschutz Center for Bioethics & Humanities, regarding December 2020 Ethics Grand Rounds presentation and data collection
- x. Various dates: Email correspondence and meetings with Deb Hutson/OBH Manager of Momentum and Transitional Services regarding contract for referrals
- y. Various dates: Phone conference with Megan Leppke/Denver Health regarding potential referrals and discharge process for OPG clients and various meetings with Oasis Team