

**OPG Commission meeting
Director Report
11.16.2022**

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 for any questions in between meetings.

Attachments for the 11.16.2022 meeting:

- Attachment 1: SCAO/Judicial provided a FY 2024 Budget Summary as of 11.07.2022
- Attachment 2: JBC FY24 Budget Request

I. Budget and Administrative Update.

- a. I previously provided the monthly budget summary report for provided to me from Hugh Wilson, Judicial Budget Manager. **See Attachment 1.**
- b. I previously provided the JBC FY24 continuation Budget Request that Hugh Wilson submitted on behalf of the OPG. **See Attachment 2.** It is attached as a courtesy.
 - i. While the budget did not explicitly include a request for another guardian position for the Denver District Court REACH docket, the request can cover a 1.0 FTE. The other option is to request a Budget Amendment, but I advise against that option.
 - ii. The Judicial Branch Independent Agencies JBC hearings are scheduled for 12.15.2022. I will be given a more specific time the week before. It is likely that it will be in the afternoon as our agency is last as it is the newly created agency.

- iii. 01.27.2022 is JBC Figure Setting
 - iv. 03.27.2022 is the Long Bill Introduction
- c. Client Visit Verification System – Completed. System is a site verification system (not an ongoing cell phone tracking system) that is linked to the existing Case Management System. Staff have a training session with the designers on 11.18.2022
- d. Human Resources Update.
- i. We are reposting for the 16th Judicial District Public Guardian position
 - ii. The 7th Judicial District Public Guardian: Interviewee accepted another job and canceled her interview with us. We are also reposting for this position
 - iii. The OPG is experiencing a larger general workforce shortage that could continue
 - iv. Denver Public Guardians and Case Management Aide training continues and some shadowing with experienced guardians has begun
 - v. Since we are down a guardian due to an emergency, the new staff will assist in coverage as a part of their supervised training
 - vi. In the meantime, the Staff Assistant will begin calling the Hold list this week to see if referring parties are still in need of services and get updated information. This process can take weeks, so we anticipate that training will be completed by the time the referring parties are ready to file the petitions, likely early January 2023
- e. With the assistance of Hugh Wilson and the Attorney General's Office, I am considering an Interim Language Fluency Pay Differential Policy for staff. The policy will apply to staff that are demonstrably fluent in a second language who effectively

communicate with their assigned and/or assist other COPG staff with interpreter/translation needs with COPG clients. The COPG also provides Language Line services to public guardians to communicate with our clients

- i. The Judicial Office of Language Access provides an Oral Proficiency Interview at no cost to Judicial employees
- f. With the assistance of the Attorney General's Office, we are considering filing Motions to Intervene in Mental Health proceedings under CRS §27-65-111(6). The COPG will be notified of these proceedings and may present evidence.
 - i. Update: Specific client information was sent to Mr. Finke last week so that he can begin filing the Motions
- g. The Honorable Elizabeth D. Leith of the Denver Probate Court approached me about the 2nd Judicial District Court submitting a proposal for funding of a COPG Public Guardian for the Criminal REACH Docket. Judge Leith submitted the proposal for funding and will keep me updated.
- h. Erin McGavin, one of our guardians, suggested having a look-up system for law enforcement and hospitals that can inform both when a client/patient has a guardian. This is so that a guardian can be contacted to prevent arrests, provide accurate treatment, etc. I am having meetings with various agencies to see what may be needed to implement such systems

II. Stakeholder Engagement Plan – In progress.

III. Colorado OPG Pilot Program Commission and Operating Policies Updates – No updates. Please note that Commission and Operating Policies are available on the OPG website: <https://colorado-opg.org/opg-in-depth/>

- a. **OPG Email Policy – Completed.** To be posted on OPG website.
- b. **Policy 5. Colorado OPG Fiscal Policy – Client Emergency Fund – In Progress.** Will be considered with Final Report.
- c. Reviewing and updating protocols as part of the Spring meetings to assess the procedures, caseloads, etc. of the office.
- d. **Trainings and Projects – Ongoing.** A list will be provided quarterly.
- e. **Intake Eligibility, Prioritization and Referral Process.**
 - i. Update on number of registered users, referrals, accepted cases, etc. as of **11.14.2022.**
 - 1. 83 Active guardianships
 - 2. 2 referrals pending in court proceedings (accepted 2 Hold referrals)
 - 3. 7 Partial referrals
 - 4. 1 complete referral pending under review
 - 5. 19 clients passed away since CO OPG appointment
 - 6. 18 Hold status for 6 months (now includes OBH/CHMI-Ft. Logan/Pueblo referrals that are non-OBH/Momentum contract referrals)
 - 7. The OBH/Momentum dedicated caseload is full and all 12 guardianships are active
 - 8. 33 Declined referrals – pre-Hold status
 - 1. 26 Denver declined referrals
 - a. 5 - Family available to serve
 - b. 16 - Expired/Incomplete information
 - c. 1 – Not appropriate referral
 - d. 1 - Not adult

- e. 1 - Withdrawn by Ft. Logan
 - f. 4 - No OPG Capacity
- 2. Not incapacitated – 2
- 3. Texas referral - 1
- 4. Nebraska referral - 1
- 5. Alaska referral – 2

- 9. 81 streamlined referrals (Non-Denver County) – Declined
 - 1. Adams County – 4
 - 2. Alamosa County - 1
 - 3. Arapahoe County – 13
 - 4. Boulder County – 4
 - 5. Broomfield County - 1
 - 6. “Denver County” - 2
 - 7. El Paso County – 17
 - 8. Garfield County – 1
 - 9. Gunnison County – 1
 - 10. Huerfano County - 3
 - 11. Jefferson County – 9
 - 12. Lake County - 1
 - 13. La Plata County – 2
 - 14. Larimer County - 4
 - 15. Las Animas County - 2
 - 16. Mesa County – 1
 - 17. Montrose County – 2
 - 18. Otero County – 3
 - 19. Pueblo County – 3 [inadvertently removed from last month]
 - 20. Weld County – 7

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

V. **Stakeholder Outreach – Ongoing.** A list can be provided if requested.

a. 09.14.2022: I was interviewed by Tom Scherberger, a Florida journalist that writes the monthly National Guardianship Association Newsletters. We discussed public guardianship, the COPG legislative history, current COPG status, 2022 survey results, preliminary focus group themes, goals for the COPG, my experience with the Nebraska Office of Public Guardian, and his struggles with locating data about public guardian programs across the US. He will provide me with a draft of the article to preview and edit. He expects the article will be out in November or December 2022

VI. **Data gathering and Final Report - In progress.** A rough draft will be sent to the Commission to review in October. We will need some working sessions to finalize the report. The research team is meeting several times a week and reaching out to various agencies for cost data points to finalize the report. Additional sections of the report have been updated and added since a working draft was sent to the Commission last week. Qualitative report from Dr. Kristin Myers was provided to the Commission soon after the October meeting

Attachment 1. FY24 OPG Budget Summary as of November 2022

OPG Personal Services and Operating - FY 2023 - Through October 2022

Budget Type	Budget	YTD + Projected Exp	Surplus / (Deficit)
Personal Services	\$1,360,000	\$ 1,038,759	\$321,241
Operating	\$360,586	\$ 115,179	\$245,407
Total Appropriation	\$1,720,586	\$1,153,938	\$566,648

YTD
Balance remaining for operating
Total remaining in program line

Cash Fund Balance		
	PRIOR YEAR (FY 2022)	Projected Revenue less YTD Expenses
Total Revenue	\$1,220,753	\$1,169,370
Total Expenditures	\$780,395	\$1,153,938
Net Change	\$440,358	\$15,432
Beg Fund Balance	\$1,294,174	\$1,734,532
= Fund Balance	\$1,734,532	\$1,749,964

Salaries	Pos. #	Current Salaries	Actuals			Projections									
			July	August	September	October	November	December	January	February	March	April	May	June	
Director	87001	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167
Staff Assistant	87002	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718	\$ 4,718
Public Guardian	87003	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305
Public Guardian	87004	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128
Public Guardian	87005	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128
Public Guardian	87006	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128	\$ 5,128
Public Guardian	87007	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150	\$ 5,150
Deputy Director	87008	\$ 8,833	\$ 7,992	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833	\$ 8,833
Public Guardian	87009	\$ 5,000	\$ -	\$ -	\$ -	\$ 3,064	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Public Guardian	87010	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Vacant, Public Guardian	87XXX	\$ 4,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Vacant, Public Guardian	87XXX	\$ 4,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Vacant, Public Guardian	87XXX	\$ 4,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Case Management Aide	87XXX	\$ 4,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,092	\$ 4,092	\$ 4,092	\$ 4,092	\$ 4,092	\$ 4,092	\$ 4,092
Total Salaries			\$ 48,714	\$ 49,556	\$ 49,556	\$ 55,715	\$ 59,556	\$ 59,556	\$ 78,648	\$ 78,648	\$ 78,648	\$ 78,648	\$ 78,648	\$ 78,648	\$ 78,648
Employee Benefits			\$ 16,878	\$ 18,910	\$ 18,869	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063	\$ 21,063
Total Personal Services			\$ 65,592	\$ 68,465	\$ 68,424	\$ 76,778	\$ 80,618	\$ 80,618	\$ 99,710	\$ 99,710	\$ 99,710	\$ 99,710	\$ 99,710	\$ 99,710	\$ 99,710

	Actuals	Projections													
			July	August	September	October	November	December	January	February	March	April	May	June	
1920 -Other Professional Services	\$ 6,872	\$ (4,685)	\$ 315											\$ 2,502	
1935 - Attorneys	\$ 202	\$ 342												\$ 544	
1940 -Medical Services														\$ -	
1950 -Professional Services from Other Colorado Departments														\$ -	
1960 -Professional IT Services	\$ 890	\$ 4,923	\$ 2,474	\$ 300										\$ 8,586	
2250 -Miscellaneous Rentals														\$ -	
2255 -Rental of Meeting Rooms & Leased Space	\$ 2,000		\$ 3,614											\$ 5,614	
2510 -General Travel (Employee)		\$ 162	\$ 439	\$ 527										\$ 1,128	
2511 -Common Carrier Fares														\$ -	
2512 -Meals (Employee)			\$ 58											\$ 58	
2513 -Mileage Reimbursement (Employee)	\$ 928	\$ 164	\$ 1,079	\$ 445										\$ 2,616	
2530 -General Travel														\$ -	
2531 -Common Carrier Fares				\$ 221										\$ 221	
2610 -Advertising Services	\$ -	\$ -	\$ 273	\$ 58										\$ 331	
2631 -Communication Services from Outside Sources		\$ 574	\$ 675	\$ 649										\$ 1,899	
2680 -Printing & Reproduction Services - Vendors			\$ 47											\$ 47	
3113 -Clothing & Uniforms														\$ -	
3118 -Food & Food Services Supplies		\$ 583		\$ 27										\$ 609	
2820 -Monitoring Services		\$ 5,119	\$ 119	\$ 119										\$ 5,357	
3110 -Identification & Safety Supplies	\$ 3		\$ 44											\$ 47	
3120 -Books / Periodicals / Subscriptions														\$ -	
3121 -Case Jackets		\$ 344		\$ 622										\$ 966	
3123 -Postage	\$ 6	\$ -												\$ 6	
3140 -Noncapitalized IT Software		\$ 198	\$ 1,272	\$ 4,989										\$ 6,459	
3145 -Noncapitalized IT Purchases														\$ -	
4140 -Dues & Memberships														\$ -	
4170 -Miscellaneous Fees & Fines		\$ 150	\$ 10											\$ 160	
4220 -Registration Fees		\$ 15	\$ 249	\$ 765										\$ 1,029	
4256 -Other Employee Benefits - Eco Pass														\$ -	
Total		\$ 10,901	\$ 7,888	\$ 10,668	\$ 8,722	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 115,179	
Total - YTD + Projections Program Line			\$ 76,493	\$ 76,353	\$ 79,092	\$ 85,500	\$ 91,618	\$ 91,618	\$ 110,710	\$ 110,710	\$ 110,710	\$ 110,710	\$ 110,710	\$ 1,153,938	
														Over/(Under) Program Line	\$ 566,648

Colorado Office of Public Guardianship

FY 2024 Budget Request



Sophia M. Alvarez,
Director of the Office of Public Guardianship

**OFFICE OF PUBLIC GUARDIANSHIP - BUDGET REQUEST
FISCAL YEAR 2024**

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FY 2023-24 Summary of Change Requests

Schedule 10

Request Name	Interagency Review	Requires Legislation	Total Funds	FTE	General Fund	Cash Funds	Reappropriated	Federal
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Non-Prioritized Request

None	N/A	N/A	-	-	-	-	-	-
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Prioritized Request

None	N/A	N/A	-	-	-	-	-	-
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Total for Office of Public Guardianship			-	-	-	-	-	-
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FY 2023-24 Budget Request - Office of Public Guardianship

Schedule 02

	Total Funds	FTE	General Fund	Cash Funds	Reappropriated	Federal
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FY 2020-21 Actual Expenditures

11. Office of Public Guardianship	\$662,072	6.00	-	\$662,072	-	-
Total For: FY 2020-21 Actual Expenditures	\$662,072	6.00	-	\$662,072	-	-

FY 2021-22 Actual Expenditures

11. Office of Public Guardianship	\$780,315	7.0	-	\$690,631	\$89,684	-
Total For: FY 2021-22 Actual Expenditures	\$780,315	7.0	-	\$690,631	\$89,684	-

FY 2022-23 Initial Appropriation

11. Office of Public Guardianship	\$1,719,486	14.0	-	\$1,520,676	\$198,810	-
Total For: FY 2022-23 Initial Appropriation	\$1,719,486	14.0	-	\$1,520,676	\$198,810	-

FY 2023-24 Elected Official Request

11. Office of Public Guardianship	\$1,897,035	14.0	-	\$1,699,778	\$197,257	-
Total For: FY 2023-24 Elected Official Request	\$1,897,035	14.0	-	\$1,699,778	\$197,257	-

11. Office of Public Guardianship

Schedule 3A

FY 2020-21 Actual Expenditures	Total Funds	FTE	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Program Costs						
HB 20-1360 FY 2020-21 Long Bill	\$733,844	6.0	-	\$733,844	-	-
FY 2020-21 Final Appropriation	\$733,844	6.0	-	\$733,844	-	-
FY 2020-21 Final Expenditure Authority	\$733,844	6.0	-	\$733,844	-	-
FY 2020-21 Actual Expenditures	\$662,072	6.0	-	\$662,072	-	-
FY 2020-21 Reversion (Overexpenditure)	\$71,772	-	-	\$71,772	-	-
FY 2020-21 Personal Services Allocation	\$618,961	6.0	-	\$618,961	-	-
FY 2020-21 Total All Other Operating Allocation	\$43,112	-	-	\$43,112	-	-

Total 11. Office of Public Guardianship

FY 2020-21 Final Expenditure Authority	\$733,844	6.0	-	\$733,844	-	-
FY 2020-21 Actual Expenditures	\$662,072	6.0	-	\$662,072	-	-
FY 2020-21 Reversion (Overexpenditure)	\$71,772	-	-	\$71,772	-	-

11. Office of Public Guardianship

Schedule 3B

FY 2021-22 Actual Expenditures	Total Funds	FTE	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Program Costs						
SB 21-205 Long Appropriations Bill	\$841,253	7.0	-	\$751,569	\$89,684	-
FY 2021-22 Final Appropriation	\$841,253	7.0	-	\$751,569	\$89,684	-
FY 2021-22 Final Expenditure Authority	\$841,253	7.0	-	\$751,569	\$89,684	-
FY 2021-22 Actual Expenditures	\$780,315	7.0	-	\$690,631	\$89,684	-
FY 2021-22 Reversion (Overexpenditure)	\$60,938	-	-	\$60,938	-	-
<i>FY 2021-22 Personal Services Allocation</i>	\$710,648	7.0	-	\$620,964	\$89,684	-
<i>FY 2021-22 Total All Other Operating Allocation</i>	\$69,668	-	-	\$69,668	-	-
Total 11. Office of Public Guardianship						
FY 2021-22 Final Expenditure Authority	\$841,253	7.0	-	\$751,569	\$89,684	-
FY 2021-22 Actual Expenditures	\$780,315	7.0	-	\$690,631	\$89,684	-
FY 2021-22 Reversion (Overexpenditure)	\$60,938	-	-	\$60,938	-	-

11. Office of Public Guardianship

Schedule 3C

	Total Funds	FTE	General Fund	Cash Funds	Reappropriated Funds	Federal
Program Costs						
HB22-1329 Long Bill	\$1,720,586	14.0	-	\$1,521,637	\$198,949	-
HB22-1133 Family And Medical Leave Insurance Fund	(\$1,100)	-	-	(\$961)	(\$139)	-
Total 11. FY 2022-23 Initial Appropriation	\$1,719,486	14.0	-	\$1,520,676	\$198,810	-

11. Office of Public Guardianship

Schedule 3D

FY 2023-24 Budget Request	Total Funds	FTE	General Fund	Cash Funds	Reappropriated Funds	Federal Funds
Program Costs						
FY 2023-24 Starting Base	\$1,719,486	14.0	-	\$1,520,676	\$198,810	-
OPG - TA01 Annualize FY23 R1	(\$23,757)	-	-	(\$23,757)	-	-
OPG - TA02 Annualize FY23 BA1	(\$18,009)	-	-	(\$12,047)	(\$5,962)	-
OPG - TA03 Annualize SB18-200	\$1,859	-	-	\$1,754	\$105	-
OPG - TA04 FY23-24 Total Comp Request	\$225,414	-	-	\$222,676	\$2,738	-
OPG - TA05 COWINS Total Comp Request	\$27,758	-	-	\$26,192	\$1,566	-
OPG - TA06 Legal Svs Incremental Adjustment	(\$35,716)	-	-	(\$35,716)	-	-
FY 2023-24 Base Request	\$1,897,035	14.0	-	\$1,699,778	\$197,257	-
FY 2023-24 Elected Official Request	\$1,897,035	14.0	-	\$1,699,778	\$197,257	-
Personal Services Allocation	\$1,585,961	14.0	-	\$1,388,704	\$197,257	-
Total All Other Operating Allocation	\$311,074	-	-	\$311,074	-	-

Schedule 14B

Line Item Object Code Detail	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24	
	Actual Expenditure	FTE	Actual Expenditure	FTE	Appropriation Budget	FTE	Gov Request Budget	FTE

11. Office of Public Guardianship

Program Costs

Personal Services - Employees

Object Group	Object Group Name				
FTE	Total FTE		6.0	7.0	14.0
1000	Total Employee Wages and Benefits	\$551,049	\$659,433	\$1,372,696	\$1,593,645

Object Code	Object Name				
1000	Personal Services	-	-	\$1,372,696	\$1,593,645
1110	Regular Full-Time Wages	-	\$3,409	-	-
1210	Contractual Employee Regular Full-Time Wages	\$402,364	\$469,435	-	-
1360	Non-Base Building Performance Pay	-	\$10,500	-	-
1510	Dental Insurance	\$2,370	\$2,740	-	-
1511	Health Insurance	\$54,775	\$64,154	-	-
1512	Life Insurance	\$552	\$690	-	-
1513	Short-Term Disability	\$604	\$709	-	-
1520	FICA-Medicare Contribution	\$5,764	\$6,870	-	-
1521	Other Retirement Plans	\$2,943	-	-	-
1522	PERA	\$41,104	\$52,685	-	-
1524	PERA - AED	\$20,126	\$24,001	-	-
1525	PERA - SAED	\$20,126	\$24,001	-	-
1630	Contractual Employee Other Employee Benefits	\$320	\$240	-	-

Schedule 14B

Line Item Object Code Detail	FY 2020-21 Actual Expenditure	FTE	FY 2021-22 Actual Expenditure	FTE	FY 2022-23 Appropriation Budget	FTE	FY 2023-24 Gov Request Budget	FTE
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Personal Services - Contract Services

Object Group	Object Group Name							
1100	Total Contract Services (Purchased Personal Services)	\$67,911		\$51,215		-		-

Object Code	Object Name							
1920	Personal Services - Professional	\$38,634		\$14,100		-		-
1935	Personal Services - Legal Services	-		\$1,190		-		-
1940	Personal Services - Medical Services	\$388		-		-		-
1950	Personal Services - Other State Departments	-		\$35		-		-
1960	Personal Services - Information Technology	\$28,890		\$35,890		-		-

Subtotal All Personal Services	\$618,961	6.0	\$710,648	7.0	\$1,372,696	14.0	\$1,593,645	14.0
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All Other Operating Expenditures

Object Group	Object Group Name							
2000	Total Operating Expenses	\$41,869		\$62,821		\$346,790		\$303,390
3000	Total Travel Expenses	\$1,243		\$6,847		-		-

Object Code	Object Name							
2000	Operating Expense	-		-		\$346,790		\$303,390
2250	Miscellaneous Rentals	-		\$162		-		-
2255	Rental of Buildings	\$17,410		\$22,002		-		-
2510	In-State Travel	-		\$425		-		-

Schedule 14B

Line Item Object Code Detail	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24	
	Actual Expenditure	FTE	Actual Expenditure	FTE	Appropriation Budget	FTE	Gov Request Budget	FTE
2511 In-State Common Carrier Fares	-		\$110		-		-	
2512 In-State Personal Travel Per Diem	-		\$149		-		-	
2513 In-State Personal Vehicle Reimbursement	\$1,243		\$4,709		-		-	
2530 Out-Of-State Travel	-		\$1,022		-		-	
2531 Out-Of-State Common Carrier Fares	-		\$432		-		-	
2631 Communication Charges - Office Of Information Technology	\$3,240		\$6,142		-		-	
2680 Printing And Reproduction Services	\$18		\$146		-		-	
2820 Purchased Services	\$95		\$900		-		-	
3110 Supplies & Materials	\$220		\$121		-		-	
3113 Clothing and Uniform Allowance	-		\$36		-		-	
3118 Food and Food Service Supplies	-		\$112		-		-	
3120 Books/Periodicals/Subscriptions	\$4,098		-		-		-	
3121 Office Supplies	\$2,323		\$3,806		-		-	
3123 Postage	\$479		\$814		-		-	
3140 Noncapitalizable Information Technology	\$524		\$3,224		-		-	
3145 Software Subscription	\$4,428		\$21,798		-		-	
4140 Dues And Memberships	\$2,960		\$1,170		-		-	
4170 Miscellaneous Fees And Fines	-		\$573		-		-	
4220 Registration Fees	\$4,564		\$1,813		-		-	
4256 Other Benefit Plan Expense	\$1,509		-		-		-	
Subtotal All Other Operating	\$43,112		\$69,668		\$346,790		\$303,390	
Total Line Item Expenditures	\$662,072	6.0	\$780,315	7.0	\$1,719,486	14.0	\$1,897,035	14.0

FY 2023-24 Budget Request Office of Public Guardianship	Schedule 06			
	Total Funds	FTE	General Fund	Cash Funds Reapprop.

2020-21 Special Bill Line Item Appropriations (Excludes Reg Supplemental Bills & LB Appr.)

None

2021-22 Special Bill Line Item Appropriations (Excludes Reg Supplemental Bills & LB Appr.)

None

FY 2022-23 Special Bill Line Item Appropriations (Excludes Long Bill Appropriations)

HB22-1133 Family And Medical Leave Insurance Fund

11. Office of Public Guardianship	(1,100)	-	-	(\$961)	(\$139)
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Total -- HB22-1133 Family And Medical Leave Insurance Fund	(1,100)	-	-	(\$961)	(\$139)
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**Schedule 9
Cash Fund Report**

**Office of Public Guardianship Fund #OPGF
Section 13-98-108, C.R.S. (2022)**

HB17-1087 established the Office of Public Guardianship to provide guardianship services to indigent and incapacitated adults who have no family members or friends available to serve as guardian.

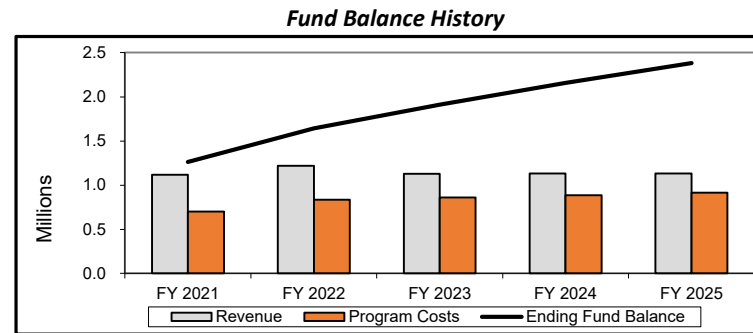
Fund Information

Revenue Sources: Fees charged in relation to probate case filings and other civil filings. Expenditures: The money in this fund is for OPG personnel and program related expenses.

Non-Fee Sources: Interest, gifts grants and donations Expenditure Drivers: Personnel costs, case numbers.

Revenue Drivers: Number of probate and other civil filings Long Bill Groups: Office of Public Guardianship, Program Costs

Revenue and Expenditure Trend Information					
	Actual	Actual	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<u>Beginning Fund Balance</u>	<u>845,723</u>	<u>1,261,765</u>	<u>1,645,409</u>	<u>1,913,186</u>	<u>2,160,097</u>
Revenue	1,117,987	1,220,753	1,130,000	1,135,000	1,135,000
Program Costs	701,945	837,109	862,223	888,089	914,732
Ending Fund Balance	1,261,765	1,645,409	1,913,186	2,160,097	2,380,365
<i>Fund Balance as a % of Expenditures</i>	<i>n/a</i>	<i>n/a</i>	228.5%	250.5%	268.0%
Reserve increase/(decrease)	416,042	383,644	267,777	246,911	220,268



Pursuant to Section 24-75-402 (2) (e) (V), C.R.S. (2022), fees do not include “any monies received from charges or assessments, the amount of which are established in law and over which the entity has no authority to change or are otherwise not determined by the entity.”

Salary Pots Request Template

	TOTAL FUNDS/FTE FY 2023-24	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS
I. Continuation Salary Base					
Sum of Filled FTE as of July 27, 2022	15.0	0.000%	94.348%	5.652%	0.0000%
Salary X 12	\$1,093,388	-	1,031,590	61,798	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$126,505	-	119,355	7,150	-
Medicare @ 1.45%	\$15,854	-	14,958	896	-
Subtotal Continuation Salary Base =	\$1,235,747	-	1,165,903	69,844	-
II. Salary Survey Adjustments					
System Maintenance Studies	-	-	-	-	-
Across the Board - Base Adjustment	\$32,802	-	30,948	1,854	-
Across the Board - Non-Base Adjustment	\$0	-	-	-	-
Movement to Minimum - Base Adjustment	\$0	-	-	-	-
Subtotal - Salary Survey Adjustments	\$32,802	\$0.00	30,948	1,854	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$4,891	-	4,614	276	-
Medicare @ 1.45%	\$476	-	449	27	-
Request Subtotal =	\$38,168	\$0.00	36,011	2,157	-
III. Increase for Minimum Wage if applicable					
Increase for Minimum Wage	-	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Minimum Wage Adjustments	-	\$0.00	\$0.00	\$0.00	\$0.00
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	\$0.00	\$0.00	\$0.00	\$0.00
IV. Merit Pay Adjustments					
Merit Pay - Base Adjustments	\$0	-	-	-	-
Merit Pay - Non-Base Adjustments	\$0	-	-	-	-
Subtotal - Merit Pay Adjustments	\$0	-	-	-	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$0	-	-	-	-
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	-	-	-	-
V. Shift Differential					
FY 2021-22 ACTUAL EXPENDITURES for All Occupational Groups	\$0				
Total Actual and Adjustments @ 100%	\$0	-	-	-	-
PERA (Standard, Trooper, and Judicial Rates) at Current PERA Rates	\$0	-	-	-	-
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	-	-	-	-
VI. Revised Salary Basis for Remaining Request Subtotals					
Total Continuation Salary Base, Adjustments, Performance Pay & Shift	\$1,126,190	-	1,062,538	63,652	-
VII. Amortization Equalization Disbursement (AED)					
Revised Salary Basis * 5.00%	\$56,310	-	53,127	3,183	-
VIII. Supplemental AED (SAED)					
Revised Salary Basis * 5.00%	\$56,310	-	53,127	3,183	-
IX. Short-term Disability					
Revised Salary Basis * 0.15%	\$1,689	-	1,594	95	-
X. Health, Life, and Dental					
Funding Request	\$189,012	-	180,684	8,328	-
XI. Paid Family and Medical Leave Insurance Program Premiums (50% Employer Share of 0.9% of wages for six months)					
	\$2,534	\$0	\$4,781	\$143	\$0
Salary Base in FY 2022-23	\$1,093,388				
FY 2022-23 PERA Rate	11.40%				
PERA At FY 2022-23 Rate	\$124,646				
FY 2023-24 PERA Rate	11.570%				
PERA at FY 2023-24 Rate	\$126,505				
Incremental PERA for 0.17% Pera Employer Contribution Increase	\$1,858.76				
Additional Appropriations Needed for SB18-200 Changes	\$1,859	\$0	\$1,754	\$105	\$0

OPG Pots Summary

OPG Common Policy Line Item	FY 2022-23 Appropriation	GF	CF	RF	FF
Salary Survey	\$16,561	\$0	\$14,467	\$2,094	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$1,100	\$0	\$960	\$139	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$24,433	\$0	\$21,343	\$3,090	\$0
SAED	\$24,433	\$0	\$21,343	\$3,090	\$0
Short-term Disability	\$782	\$0	\$683	\$99	\$0
Health, Life and Dental	\$70,253	\$0	\$62,319	\$7,933	\$0
TOTAL	\$137,561	\$0	\$121,116	\$16,445	\$0
OPG Common Policy Line Item	FY 2023-24 Total Request	GF	CF	RF	FF
Salary Survey	\$38,168	\$0	\$36,011	\$2,157	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$4,925	\$0	\$4,781	\$143	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$56,310	\$0	\$53,127	\$3,183	\$0
SAED	\$56,310	\$0	\$53,127	\$3,183	\$0
Short-term Disability	\$1,689	\$0	\$1,594	\$95	\$0
Health, Life and Dental	\$189,012	\$0	\$180,684	\$8,328	\$0
TOTAL	\$346,414	\$0	\$329,325	\$17,089	\$0
OPG Common Policy Line Item	FY 2023-24 Incremental	GF	CF	RF	FF
Salary Survey	\$38,168	\$0	\$36,011	\$2,157	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$3,825	\$0	\$3,821	\$4	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$31,877	\$0	\$31,784	\$93	\$0
SAED	\$31,877	\$0	\$31,784	\$93	\$0
Short-term Disability	\$907	\$0	\$911	-\$4	\$0
Health, Life and Dental	\$118,760	\$0	\$118,365	\$395	\$0
TOTAL	\$225,414	\$0	\$222,676	\$2,738	\$0

COWINS Salary Pots Request Template

	TOTAL FUNDS/FTE FY 2023-24	GENERAL FUND	CASH FUNDS	REAPPROPRIATED FUNDS	FEDERAL FUNDS
I. Continuation Salary Base					
FUND SPLITS - From Position-by-Position Tab					
Sum of Filled FTE as of July 27, 2022	15.0	0.000%	94.348%	5.652%	0.0000%
Salary X 12	\$1,093,388	-	1,031,590	61,798	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$126,505	-	119,355	7,150	-
Medicare @ 1.45%	\$15,854	-	14,958	896	-
Subtotal Continuation Salary Base =	\$1,235,747	-	1,165,903	69,844	-
II. Salary Survey Adjustments					
System Maintenance Studies	-	-	-	-	-
Across the Board - Base Adjustment	\$54,669	-	51,579	3,090	-
Across the Board - Non-Base Adjustment	\$0	-	-	-	-
Movement to Minimum - Base Adjustment	\$0	-	-	-	-
Subtotal - Salary Survey Adjustments	\$54,669	\$0.00	51,579	3,090	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$8,151	-	7,690	461	-
Medicare @ 1.45%	\$793	-	748	45	-
Request Subtotal =	\$63,613	\$0.00	60,017	3,596	-
III. Increase for Minimum Wage if applicable					
Increase for Minimum Wage	-	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Minimum Wage Adjustments	-	\$0.00	\$0.00	\$0.00	\$0.00
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	\$0.00	\$0.00	\$0.00	\$0.00
IV. Merit Pay Adjustments					
Merit Pay - Base Adjustments	\$0	-	-	-	-
Merit Pay - Non-Base Adjustments	\$0	-	-	-	-
Subtotal - Merit Pay Adjustments	\$0	-	-	-	-
PERA (Standard, Trooper, and Judicial Rates) at FY 2023-24 PERA Rates	\$0	-	-	-	-
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	-	-	-	-
V. Shift Differential					
FY 2021-22 ACTUAL EXPENDITURES for All Occupational Groups	\$0				
Total Actual and Adjustments @ 100%	\$0	-	-	-	-
PERA (Standard, Trooper, and Judicial Rates) at Current PERA Rates	\$0	-	-	-	-
Medicare @ 1.45%	\$0	-	-	-	-
Request Subtotal =	\$0	-	-	-	-
VI. Revised Salary Basis for Remaining Request Subtotals					
Total Continuation Salary Base, Adjustments, Performance Pay & Shift	\$1,148,057	-	1,083,169	64,888	-
VII. Amortization Equalization Disbursement (AED)					
Revised Salary Basis * 5.00%	\$57,402	-	54,158	3,244	-
VIII. Supplemental AED (SAED)					
Revised Salary Basis * 5.00%	\$57,402	-	54,158	3,244	-
IX. Short-term Disability					
Revised Salary Basis * 0.15%	\$1,722	-	1,625	97	-
X. Health, Life, and Dental					
Funding Request	\$189,012	-	180,684	8,328	-
XI. Paid Family and Medical Leave Insurance Program Premiums (50% Employer Share of 0.9% of wages for six months)					
	\$2,583	\$0	\$4,874	\$146	\$0
Salary Base in FY 2022-23	\$1,093,388				
FY 2022-23 PERA Rate	11.40%				
PERA At FY 2022-23 Rate	\$124,646				
FY 2023-24 PERA Rate	11.570%				
PERA at FY 2023-24 Rate	\$126,505				
Incremental PERA for 0.17% Pera Employer Contribution Increase	\$1,858.76				
Additional Appropriations Needed for SB18-200 Changes	\$1,859	\$0	\$1,754	\$105	\$0

COWINS Pots Summary

	9/30/22				
	FY 2023-24				
Common Policy Line Item	Total Request	GF	CF	RF	FF
Salary Survey	\$38,168	\$0	\$36,011	\$2,157	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$4,925	\$0	\$4,781	\$143	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$56,310	\$0	\$53,127	\$3,183	\$0
SAED	\$56,310	\$0	\$53,127	\$3,183	\$0
Short-term Disability	\$1,689	\$0	\$1,594	\$95	\$0
Health, Life and Dental	\$189,012	\$0	\$180,684	\$8,328	\$0
TOTAL	\$346,414	\$0	\$329,325	\$17,089	\$0
	FY 2023-24				
Common Policy Line Item	Total Request	GF	CF	RF	FF
Salary Survey	\$63,613	\$0	\$60,017	\$3,596	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$5,020	\$0	\$4,874	\$146	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$57,402	\$0	\$54,158	\$3,244	\$0
SAED	\$57,402	\$0	\$54,158	\$3,244	\$0
Short-term Disability	\$1,722	\$0	\$1,625	\$97	\$0
Health, Life and Dental	\$189,012	\$0	\$180,684	\$8,328	\$0
TOTAL	\$374,172	\$0	\$355,517	\$18,655	\$0
	FY 2023-24				
Common Policy Line Item	Incremental	GF	CF	RF	FF
Salary Survey	\$25,445	\$0	\$24,006	\$1,439	\$0
Merit Pay	\$0	\$0	\$0	\$0	\$0
PERA Common Policy	\$0	\$0	\$0	\$0	\$0
Paid Family and Medical Leave Insurance Program	\$96	\$0	\$93	\$3	\$0
Shift	\$0	\$0	\$0	\$0	\$0
AED	\$1,092	\$0	\$1,031	\$61	\$0
SAED	\$1,092	\$0	\$1,031	\$61	\$0
Short-term Disability	\$33	\$0	\$31	\$2	\$0
Health, Life and Dental	\$0	\$0	\$0	\$0	\$0
TOTAL	\$27,758	\$0	\$26,192	\$1,566	\$0

Office of Public Guardianship FTE Detail

Object Code 1210	FY2020-21		FY2021-22	
	Total Funds	FTE	Total Funds	FTE
Position Detail:				
Director (pos. # 87001)	115,000	1.0	118,450	1.0
Staff Assistant (pos. # 87002)	53,684	1.0	54,965	1.0
Public Guardian (pos. # 87003)	60,000	1.0	61,800	1.0
Public Guardian (pos. # 87004)	58,000	1.0	59,740	1.0
Public Guardian (pos. # 87005)	58,000	1.0	59,740	1.0
Public Guardian (pos. # 87006)	58,000	1.0	59,740	1.0
Public Guardian (pos. # 87007)	-	-	58,409	1.0
Total Full-Time/Part-Time Wages	402,684	6.0	472,844	7.0