

OFFICE OF THE COLORADO'S CHILD PROTECTION BOARD

PUBLIC MEETING

May 12, 2016

Record of Proceedings

Notice of this meeting was provided pursuant to the Colorado Open Meetings Law, §24-6-402, C.R.S.

CONVENE

The meeting of the Office of the Colorado's Child Protection Ombudsman Board was convened in the Ralph L. Carr Judicial Center, 1300 Broadway, Conference Room 1B, Denver, Colorado 80203 at 9:00 AM by Chairman Ken Plotz.

A quorum of the Board was present.

Present at the Meeting

Board Members

Chairman Ken Plotz

Vice-Chair Ginny Riley*

Victoria Black

Pax Moultrie

Joe Carrica*

Charles Greenacre*

Peg Rudden

Simone Jones

**Participated by Telephone*

Others Present

Stephanie Villafuerte, Executive Director/Child Protection Ombudsman

Sabrina Byrnes, Deputy Ombudsman

Karen Nielsen, Intake and Administrative Coordinator

From the Public

No one attended from the public.

AGENDA ITEMS

I. Public Comment

None

II. Approval of Minutes

Chairman Judge Plotz asked for a motion to approve the minutes of March 10, 2016. Peg Rudden made the motion that meeting notes be approved. Simone Jones seconded the motion. The motion passed unanimously.

Chairman Judge Plotz asked for a motion to approve the minutes of April 14, 2016. Peg Rudden made the motion that meeting notes be approved. Simone Jones seconded the motion. The motion passed unanimously.

III. Executive Director Report

Executive Director, Ms. Villafuerte thanked everyone for coming and reported that she is going to review the Executive Director Report quickly because the group has the OCPO Employee Handbook/Personnel Rules Draft to discuss the remainder of the meeting.

1. Financial Report

FY 2016-2017 Budget:

Executive Director, Ms. Villafuerte reported the budget balance is \$82,674.00.

FY 2015-2016/2016-2017 Budget Adjustments:

Executive Director, Ms. Villafuerte reported that the Governor signed the state budget bill this month and that the office received the following additional funding.

FY 2015-2016

Approved request: \$13,471.00

- Board: \$7,200.00
- Legal: \$6,271.00

FY 2016-2017

Approved request: \$122,250.00

- Board: \$16,776.00
- Legal: \$20,000.00
- Additional salary for existing position(s): \$35,474.00

- Half-time Communications/Public Policy Position:
\$50,000.00

Ms. Villafuerte reported that she has spent a significant amount of time working on the budget the past three months. She stated that the additional resources will allow the agency to handle the increasing caseloads as well as capacity to develop a strong communications program.

Board members asked about the office's ability to move money from one category to another within the budget. Ms. Villafuerte indicated that the JBC has allowed the office to move money between line items for the first year of operation so that the agency can determine where it needs to allocate money. The exception to this is money allocated for personnel and legal expenses.

2. Executive Director Meetings in April

Executive Director, Ms. Villafuerte gave a report regarding the meetings she has attended in April 2016. These meetings were designed to meet two goals: increase community outreach and awareness about the office as well as board development. The following is a list of those meetings.

Human Services Meetings

- ✓ Colorado Human Service Directors Association
- ✓ CDPHE Child Fatality Retreat
- ✓ Deputy Director CDHS, Julie Krow
- ✓ Child Fatality Review (CFRT)/(CDHS)
- ✓ Mayor Hancock, Child Abuse Impact Team (DDHS)

Legislative Meetings

- ✓ Children's Caucus, Child Abuse Prevention (Panel Speaker)

Board Member Meetings

- ✓ Judge Greenacre
- ✓ Pax Moultrie
- ✓ Sarie Patterson

Community Meetings

- ✓ Colorado Juvenile Defender Coalition

3. Agency Update

Caseload

Executive Director, Ms. Villafuerte directed the board to the handout detailing the Analysis of Ombudsman Contacts for the Fiscal Year thru April 2016. She reported that through April 2016 the office has had 479 contacts and has 30 open cases.

Personnel

Executive Director, Ms. Villafuerte indicated that the team had a Staff Retreat on April 21, 2016. Also the agency hired a new Investigator named Melissa Vigil and that she is starting on May 23, 2016.

Marketing/Communications

Executive Director, Ms. Villafuerte reported that the office is finalizing our marketing materials (logo, business cards, letterhead) and that we will updating the website with those changes in the next month or so.

4. Next Steps

Ms. Villafuerte reported the following:

--She and Deputy Director, Sabrina Byrnes will conduct site visits to both Washington and Indiana Child Protection Ombudsman Offices in June 2016. She reported that these two sites were chosen because they are similar to our office in size and structure.

-- Ms. Byrnes and she will be speaking at the state-wide Foster Parent Association Conference in June 2016 and also at the State Judicial Conference/OCR/RPC Conference in September 2016.

--She is in the process of writing a strategic plan to guide the office's operations for FY 16-17. The plan will be available by August 1, 2016.

Some board members inquired about cases and whether there is anything they should be made aware. Ms. Villafuerte indicated that the office has several cases that are important but none that are in the media. Ms. Villafuerte talked about the confidentiality laws surrounding child abuse records and the Ombudsman files. She stated that she will inquire with the AG about how to best handle case discussions in future meetings.

IV. OCPO Employee Handbook/Personnel Rules

Discussion and review of the OCPO Employee Handbook/Personnel Rules by board members. Board members give feedback. Ms. Villafuerte will add the board's comments and forward the document to the AG for final review. The personnel rules cannot be reviewed by the AG until after July 2016 because of funding.

ADJOURN

Chairman Judge Plotz stated that the next meeting will be a Board Retreat scheduled for June 9, 2016, at 9:00 AM.

Simone Jones moved to adjourn. Victoria Black seconded the motion. The board unanimously approved the motion.

The board formally adjourned the meeting at 11:01 AM.

ATTESTATION

As Board Chair and Board Vice Chair, I attest that these minutes of the open public meeting held on May 12, 2016 of the Office of the Colorado's Child Protection Ombudsman Board substantially reflect the substance of the discussion and action taken related to the matters under the authority of the Board and in compliance with the Open Meetings Law, § 24-6-402, C.R.S.



Board Chair



Board Vice-Chair

9/8/16

Date

9/8/16

Date