

**COLORADO CHILD PROTECTION OMBUDSMAN BOARD**

**PUBLIC MEETING**

**May 11, 2017**

**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 Child Protection Ombudsman Board was convened in the Ralph L. Carr Judicial Center, 1300 Broadway, Shared Conference Room 4<sup>th</sup> Floor, Denver, Colorado, 80202 at 8:12 AM by Chairman, Judge Ken Plotz.

A quorum of the Board was present.

**PRESENT AT THE MEETING**

**Board Members**

Chair Hon. Kenneth Plotz  
Vice-Chair Simone Jones  
Ginny Riley\*  
Connie Linn  
Hon. Charles Greenacre\*  
Pax Moultrie  
Victoria Shuler  
Peg Rudden  
Dee Martinez\*  
Kyle Forti\*

**Others Present**

Stephanie Villafuerte, Child Protection Ombudsman  
Sabrina Burbidge, Deputy Ombudsman  
Jordan Steffen, Communications and Policy Director  
Karen Nielsen, Administrative Coordinator  
Caroline Parker, Research Assistant  
Sueanna Johnson, Asst. Atty. General

*\* Participated by Telephone*

**PRESENT FROM THE PUBLIC**

None

**AGENDA ITEMS**

**I. PUBLIC COMMENT**

None

**II. APPROVAL OF MINUTES**

*March 9, 2017 Meeting Minutes*

No comments or changes regarding the minutes.

Ms. Simone Jones made a motion to approve the minutes of March 9, 2017.

Ms. Connie Linn seconded the motion. The motion passed unanimously.

**III. BOARD REVIEW/DISCUSSION BOARD BY-LAWS**

Sueanna Johnson presented the Office of Colorado's Child Protection Ombudsman (CPO) Board By-Laws.

There was discussion regarding voting and how quorum is defined. Ms. Johnson explained that a quorum is made up of the majority of the members of the Board. She further explained that when voting, a measure will pass upon the majority vote of the quorum.

The Board discussed member terms, specifically for that of the Chair and Vice-chair. A discussion was had regarding the length of term for the Board Chair. It was determined that the term would be for two years. The Board discussed and decided that an election should be held for a new chair and vice-chair six months prior to the sitting member's term expiration. The Board determined if there is a vacancy in the chair position, the Vice-chair will serve as chair for the remainder of the term.

The Board discussed the importance of attendance by board members at each meeting and agreed to by-laws reflecting that three consecutive absences by a board member would result in notification to the appointing authority.

Ms. Johnson discussed board documents as outlined in the by-laws. These documents will include all documents relating to the appointment, evaluation, or termination of a current or past Ombudsman. Ms. Johnson discussed the need for the Board to review and vote on the proposed Document Retention Policy.

The Board briefly discussed the utilization of working groups to serve in an advisory capacity to the Board. The Board determined that the working group would be comprised of board members and that a board member would be appointed to chair a specific working group. The Board discussed the appropriateness of subject matter experts attending working groups as a guest of the Board to provide education on the subject being discussed.

#### **IV. BOARD REVIEW/DISCUSSION DOCUMENT RETENTION POLICY**

Ms. Sueanna Johnson presented the Office of Colorado's Child Protection Ombudsman (CPO) Board Document Retention Policy. She reported that the CPO Document Retention Policy must be approved by the State Auditor and Archivist Department.

The Board determined that all documents should be scanned and stored electronically in all practical circumstances. Ms. Johnson will be adding a section on electronic maintenance to the CPO Document Retention Policy for discussion at the board meeting scheduled for July 2017.

#### **V. BOARD REVIEW/DISCUSSION OMBUDSMAN PUBLIC COMPLAINT PROCESS**

Ms. Sueanna Johnson presented the Office of Colorado's Child Protection Ombudsman (CPO) Public Complaint Process.

The Board discussed that this policy is specifically designed to outline how complaints relating to the Ombudsman's performance will be addressed by the Board. The Board clarified that the Public Complaint Process was not intended to appeal the outcome or result of a case.

The Board further discussed the procedures for resolution of a public complaint and the need for the addition of timeframes to the policy. The Board determined that within 30 days of receipt, the Chair, or his/her designee, will review the complaint and will notify the Ombudsman of the complaint and the need for discussion at the next regularly scheduled board meeting.

*The Board took a break at 9:51 a.m. The Board returned to open session at 10:01 a.m.*

#### **VI. BOARD REVIEW/DISCUSSION OMBUDSMAN EVALUATION FORM TEMPLATES**

Ms. Sueanna Johnson discussed the two templates used in the evaluation of the Ombudsman:

1. The Board Member Evaluation of the Ombudsman
2. Annual/Formal Comprehensive Evaluation of the Child Protection Ombudsman.

The Board discussed the costs associated with conducting a 360 evaluation on the Ombudsman and determined that it would be appropriate to complete such an evaluation every third year of an Ombudsman's appointment.

*Board members determined that technical changes discussed at this meeting would be made to the above documents by Ms. Sueanna Johnson. The documents would then be distributed to board members for review in June and voted on through a consent agenda at the regularly scheduled board meeting in July.*

#### **VII. BOARD REVIEW/DISCUSSION CPO CASE POLICIES AND PROCEDURES**

Ms. Stephanie Villafuerte reported that the board members met in a work group session in April 2017 where the group talked about ideas and suggestions for changes to the documents. She reported that it was a successful meeting and informed the Board that the group took no votes and made no decisions.

Ms. Villafuerte stated that she appreciated everyone's efforts to clarify and simplify the document for the offices use and for the public. It was determined that the CPO will make minor technical changes to the document concerning the identification of the key terms throughout and would not bring the document back to the Board for further review. Once technical revisions have been made, the final document will be published publicly.

#### **VIII. EXECUTIVE DIRECTOR REPORT**

Because of time constraints, Ms. Stephanie Villafuerte directed the members to the Executive Director Report, the Operations Budget and the Legislative Bill Tracker handouts and asked that board members contact her with any questions.

She further thanked Ms. Sueanna Johnson for her hard work and support in completing the remaining infrastructure documents. Ms. Villafuerte stated that the goal is to have the finest state office and that the CPO cannot do that without a lot of collaboration and everyone's effort.

Ms. Sabrina Burbidge also reported that the CPO has posted the Child Protection System's Analyst position. Ms. Burbidge reported that the CPO is looking for an individual with knowledge of Colorado's child welfare system, as well as experience and working knowledge of the Division of Youth Corrections.

**Board Appointments Expiring**

Chair, Judge Kenneth Plotz, reminded board members that some board appointments will be expiring in July 2017. He reported that the current board has laid the foundation for the Office for the future and that he does not want to lose the personality of the Board. He encouraged everyone to please re-apply.

Ms. Villafuerte directed the board members to the Executive Director report for questions on how to re-apply.

**Out-of-town Board Meeting**

The out of town board meeting continues to be scheduled for June 21, 2017 in Fort Morgan. Invitations will be sent to various stakeholders within the community requesting they attend the informational session/luncheon following the regularly scheduled board meeting.

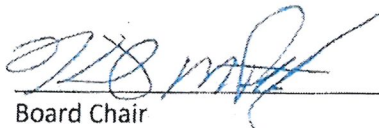
**ADJOURN**

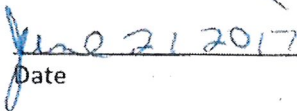
The Chair moved to adjourn. Ms. Connie Linn made a motion to adjourn which was seconded by Peg Rudden. The motion passed unanimously.

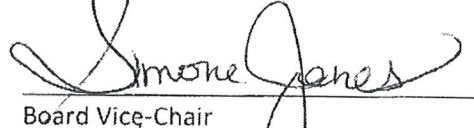
The Board formally adjourned the meeting at 10:46 AM.

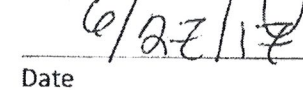
**ATTESTATION**

As Board Chair and Board Vice-Chair, I attest that these minutes of the open public meeting held on May 11, 2017, of the Colorado 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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Vice-Chair

  
\_\_\_\_\_  
Date