

COLORADO CHILD PROTECTION OMBUDSMAN BOARD

**PUBLIC MEETING
September 14, 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, Conference Room 2B, Denver, Colorado, 80203 at 8:06 AM by Chairman, Judge Ken Plotz.

A quorum of the Board was present.

PRESENT AT THE MEETING

Board Members

Chairman Ken Plotz
Vice Chairman Simone Jones
Darlene "Dee" Martinez
Connie Linn
Pax Moultrie
Victoria Shuler
Peg Rudden
Kyle Forti*
Charles Greenacre*

Others Present

Stephanie Villafuerte, Child Protection Ombudsman
Sabrina Burbidge, Deputy Ombudsman
Jordan Steffen, Communications and Policy Director
Karen Nielsen, Administrative Coordinator
Caroline Parker, Child Protection Systems Analyst
Melissa Vigil, Child Protection Systems Analyst

** Participated by Telephone*

PRESENT FROM THE PUBLIC

Steve Allen, Principal Legislative Analyst for the Joint Budget Committee

AGENDA ITEMS

I. PUBLIC COMMENT

None

II. OPENING MEETING REMARKS AND APPROVAL OF JULY MEETING MINUTES

Opening Remarks

Judge Plotz stated that he wanted to introduce and thank Steve Allen, Principal Legislative Analyst for the Joint Budget Committee for coming today. Ms. Villafuerte reported that she had met with Mr. Allen yesterday and that she appreciated him taking the time to learn more about our agency and what we do for the citizens of Colorado.

July 13, 2017 Meeting Minutes

There was a change to page one of the July 13, 2017, meeting minutes in the PRESENT FROM THE PUBLIC section reflecting that a "d" was missing in Lucinda Connelly's first name. Those changes will be made and were adopted.

Ms. Simone Jones made a motion to approve the minutes with the above change. Ms. Victoria Shuler seconded the motion. The motion passed unanimously.

III. EXECUTIVE DIRECTOR REPORT

Ms. Villafuerte thanked all the board members and Sueanna Johnson for finalizing the Board Fiscal Policies, Board By-Laws, Grievance Policy, Documentation Retention Policy, and the Ombudsman Evaluation documents. The organization now has all the necessary foundation and infrastructure to proceed forward.

A. Financial Report

Ms. Villafuerte provided the board with a new budget report that was developed in response to the board's request for more detailed information on office expenditures. There was some discussion on the new budget report and the board had positive feedback about the new form.

B. Agency Update

1. Cases

Individual Complaints

Ms. Villafuerte provided the board members with a new Data and Case Summary Report. She

stated that this was developed in response to the board's request for more detail on cases and caseloads.

Sabrina Burbidge presented a summary of the types of complaints the CPO receives and how the office handles them. These policies are also listed in the CPO Case Practices and Procedures and the CPO website.

Ms. Jordan Steffen reminded the group that we are publishing our recommendations and reports on the website. There were some questions and discussion about what the CPO does to ensure recommendations are followed by agencies. The office currently does not have a policy about following up with recommendations. While the office has no statutory authority to mandate such compliance, Ms. Villafuerte indicated that this issue is part of the CPO's strategic plan. She indicated that she plans on discussing these issues with CDHS to determine if there is a way to partner on this project as it relates to child welfare cases.

Systemic Complaint FY16-17 #43

Ms. Villafuerte indicated that the state-wide adoption subsidies case is still an ongoing investigation. She indicated that the expected completion date is November 2017. Ms. Villafuerte indicated that there are two components to the case, one is the state-wide systemic case which looks at alleged disparity in both practice and rates and the other is a series of individual cases that have flowed from the bigger state-wide case.

She reported that she has met with the County Directors Association Members two times and that both meetings were solution oriented. She and staff also met with the Colorado Department of Human Services on this investigation. They were receptive to all input.

The group discussed the history of adoption policy and practice. The group indicated that they were looking forward to reading the report.

2. Internal Operating Infrastructure

CPO Memorandum of Understanding with State Court Administrator's Office

Ms. Villafuerte indicated that the office is in the process of finalizing the changes to our MOU with SCAO. The changes will update the services that we receive from the SCAO (human resources, payroll, leave management, Westlaw) and eliminate other services that were listed in the MOU but were not provided (IT, phones).

CPO Staff

Ms. Villafuerte indicated that the full-time Child Protection System's Analyst position has been filled. She indicated that Caroline Parker has been working for us as a research assistant but that she is now joining the team as the new Child Protection System's Analyst. She indicated that Ms. Parker will be responsible for investigating citizen complaints, and will participate in

the development of the CPO's outreach and complaints process related to the Division of Youth Services.

She further reported that the office is in the process of completing second interviews for the other half-time Child Protection System's Analyst position.

3. Communications/Public Policy Updates

Smart Act Reports

Ms. Villafuerte indicated that the office has completed the Smart Act Performance Plan and Performance Management Reports for the August 1, 2017 deadline. She directed members to the website to read the reports and contact her if they had questions.

Annual Report

Ms. Villafuerte indicated that the annual report was published on our website on September 1, 2017. She encouraged everyone to read the report.

C. Board Business

Board Membership

Ms. Villafuerte provided updates on board member appointments. She indicated that the two remaining board seats have been filled. She stated that Dr. Eldridge Greer with Denver Public Schools has filled the seat with expertise in primary or secondary education and that Dr. Richard Krugman with the University Of Colorado School Of Medicine has filled the medical experience in 'abuse and neglect' seat. Ms. Villafuerte indicated that she is excited to have them on the board and looks forward to their expertise and contributions.

Ombudsman Evaluation Process FY16-17

Ms. Villafuerte reported that the final evaluation documents were approved at the last meeting. Now the board needs to establish a timeline for the completion of the Ombudsman evaluation process.

The board took a break at 9:30 AM. The board returned to open session at 9:45 AM.

IV. DISCUSSION OF OMBUDSMAN EVALUTION PROCESS

Judge Plotz indicated that all board members now have both the Board Member Evaluation of the Ombudsman form and also the Formal Comprehensive Evaluation form. There was discussion on setting dates to complete this process. The following are the time frames established to complete the Ombudsman Evaluation:

1. CPO staff evaluations of the ombudsman and Ms. Villafuerte's self-evaluation are to be sent to the board by 10/13/17.
2. Board members will complete their ombudsman evaluations and send them to Judge Plotz on

10/31/17.

3. Judge Plotz will present the group with a summary of all board members evaluations and all board members will discuss the evaluation at the board meeting on 11/07/17.

4. Judge Plotz will take the comments from the board members and incorporate them into a final evaluation.

5. The board will have an executive session to discuss the ombudsman evaluation for final approval on 12/07/17.

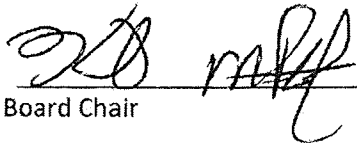
ADJOURN

Chairman, Judge Plotz moved to adjourn. Ms. Victoria Schuler made a motion to adjourn which was seconded by Darlene Martinez. The motion passed unanimously.

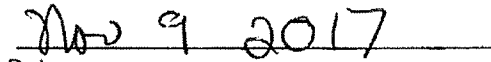
The Board formally adjourned the meeting at 10:18 AM.

ATTESTATION

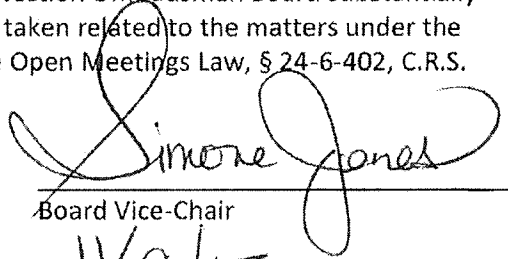
As Board Chair and Board Vice-Chair, I attest that these minutes of the open public meeting held on September 14, 2017, of the Colorado Child Protection Ombudsman Board substantially reflect the substance of the discussion and action taken related to the matters under the authority of the Board and in compliance with the Open Meetings Law, § 24-6-402, C.R.S.



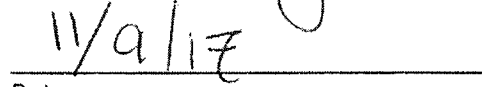
Board Chair



Date



Board Vice-Chair



Date