



# CHILD PROTECTION OMBUDSMAN of COLORADO

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## COLORADO CHILD PROTECTION OMBUDSMAN BOARD

### PUBLIC MEETING

February 9, 2023

### Record of Proceedings

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

#### CONVENE

The subcommittee meeting of the Child Protection Ombudsman Board was convened via Zoom teleconference at 8:00 a.m. by Chair Ann Roan.

A quorum of the Board was not required given that the subcommittee was not making policy decisions nor voting on Board business.

#### INTRODUCTIONS

#### PRESENT AT THE MEETING

##### **Board Members on Zoom**

Ann Roan, Chair  
Benjamin Rounsborg  
Charles Tedesco

##### **Others Present**

Stephanie Villafuerte, Ombudsman  
Karen Nielsen, Director of Administrative Services  
Janna Fischer, Assistant Attorney General

#### PRESENT FROM THE PUBLIC

None

#### PUBLIC COMMENT

None

## **OPENING REMARKS**

Subcommittee members, Office of Colorado's Child Protection Ombudsman (CPO) staff and Janna Fischer, Assistant Attorney General (AAG) participated via Zoom teleconferencing.

Chair Roan and Ombudsman Stephanie Villafuerte welcomed everyone and thanked the subcommittee members for taking the time to share their expertise and perspectives on reviewing and revising the Colorado Child Protection Ombudsman (CPO) Board By-Laws and the Public Complaint Policy.

Chair Roan stated that the Board by-laws were revised in September 2020 but that the Board public complaint process has not been revised since the policy was adopted by the Board in July 2017.

Chair Roan reported that all edits to the documents in today's meeting and in any subsequent meetings must be sent to AGG Fischer, who will then re-distribute the changes to subcommittee members for their review.

## **WORKING SESSION**

### **By-Laws**

The discussion on the board by-laws centered on updating the existing by-laws to reflect best practices and statutory requirements. Ms. Villafuerte walked through the bylaws and identified several areas of the bylaws that were outdated and no longer aligned with the agency's authorizing statute. Several changes were proposed including:

(1) ARTICLE II: THE BOARD

Section 2.1 Composition and Term of Service

Discussion: Amend the board member's term limits to be consistent with state statute.

(2) ARTICLE IV: BOARD MEETINGS

Section 4.2 Meetings

Section 4.5 Conduct of Meetings

Discussion: Update the Board's meeting policies to allow for virtual meetings. Also, the CPO should post the Board's annual meeting schedule on the CPO website.

(3) ARTICLE V: BOARD DUTIES

Section 5.3 Evaluation of the Ombudsman

Discussion: The Board will form a subcommittee to discuss revising the Ombudsman evaluation form and process.

Section 5.4 Public Complaint Process

Discussion: See details below.

(4) ARTICLE VI: BOARD DOCUMENTS

Section 6.2 Board Documents

Discussion: The term "Board Documents" should be defined, and the bylaws should list who the custodian of records will be to facilitate future access.

The Board discussed the above changes. AAG Janna Fischer will take the proposed revisions, integrate them into the bylaws and send a rough draft to the parties to review prior to the next subcommittee meeting.

## **Public Complaint Policy**

The Board subcommittee then discussed the need to make changes to the Board’s public complaint policy in Article III, section 3.1 of the bylaws.

Board members discussed the need to clarify what issues they should review pursuant to the Board’s public complaint policy. Members discussed the need to clarify the Board’s role, responsibilities, and processes for hearing a public complaint. The Board also discussed the need for CPO employees to have a separate “complaint process” in which they can have their concerns heard. The group stated that it is important to have two processes—one which addresses external public concerns and one that addresses internal concerns of employees. Chair Roan asked the participants to submit draft language which addresses these two issues before the next subcommittee meeting.

Chair Roan indicated that she will put forth any and all proposed amendments to the larger Board for their review and vote.

## **DISCUSSION AND NEXT STEPS**

Chair Roan reported that all edits will be sent to Janna who will then re-distribute to subcommittee members for their review. She also requested information on what human resource assistance is currently provided by the State Court Administrator’s Office to the CPO.

Ombudsman Villafuerte reported that the CPO Ombudsman and Employee Personnel Handbooks are located in the Board Drop Box. She indicated that these materials may be helpful for resolving the issues as the handbooks contain information about the policies and procedures for CPO employees to voice their concerns about human resource matters.

## **CLOSING REMARKS**

Chair Roan and Ombudsman Villafuerte thanked everyone for their participation, suggestions and discussions in the subcommittee meeting.

The next CPO By-Laws and Policy Subcommittee meeting will be held at 2:30 p.m. on Thursday, February 23, 2023, via Zoom teleconference.

## **ADJOURN**

The Board subcommittee formally adjourned the meeting at 9:47 a.m.

## **ATTESTATION**

As Board Chair, I attest that these minutes of the open public meeting held on February 9, 2023, 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.

*Ann McRoan*

Board Chair

03/11/2023

Date

*Judith Mastz*

Board Vice-Chair

03/16/2023

Date

