



CHILD PROTECTION OMBUDSMAN of COLORADO

COLORADO CHILD PROTECTION OMBUDSMAN BOARD

PUBLIC MEETING

February 23, 2023

Record of Proceedings

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 2:34 p.m. by Chair Ann Roan.

Since the subcommittee was neither making policy decisions nor voting on Board business, a quorum of the Board was not necessary.

INTRODUCTIONS

PRESENT AT THE MEETING

Board Members on Zoom

Ann Roan, Chair
Benjamin Rounsborg

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

At the beginning of the meeting, Chair Roan and Ombudsman Stephanie Villafuerte expressed gratitude and appreciation to the subcommittee members for participating in the review and revision of the Colorado Child Protection Ombudsman (CPO) Board By-Laws and the Public Complaint Policy.

WORKING SESSION

Public Complaint Policy

The subcommittee members first engaged in a follow up discussion regarding the need to provide clarity on the Board's public complaint policy. Board members reviewed specific language making edits to the existing draft. These edits are reflected in the final draft document and will go the board for review and vote.

The group also discussed the need to ensure that all complaints are sent directly to the board chair for initial review. The group explored creating a dedicated email address for this purpose. During the meeting, CPO staff member Karen Nielsen checked with the CPO's IT provider, Computer Crews, to see how this can occur.

She reported the following: Computer Crews is not able to directly forward emails from a CPO email address to a non-CPO email address, but they can set up an email for the public complaints that come into the CPO and are re-routed through a distribution group or shared inbox that they can control. They can also re-route the email to one or a few people in the event the chair would be on vacation. The email address could be: publiccomplaint@coloradocpo.org. This email address can be set up in two business days. The group will have further discussions about this process.

By-Laws

During the meeting, the subcommittee finalized the proposed edits to the board bylaws.

Chair Roan informed the subcommittee that the proposed revisions to the board bylaws will be presented to the entire board for their review and vote.

DISCUSSION AND NEXT STEPS

AAG Janna Fischer will be responsible for incorporating the proposed final revisions into the bylaws and the public complaint policy. She will then prepare a new draft of the bylaws and the public complaint policy and distribute it to board members for review before the Board meeting.

Chair Roan informed the subcommittee that all proposed amendments will be presented to the larger Board for their review and vote on March 9, 2023.

CLOSING REMARKS

Chair Roan and Ombudsman Villafuerte expressed their gratitude for all the participants contributions and suggestions.

The next CPO Board meeting will be held at 8:00 a.m. on Thursday, March 9, 2023, via Zoom teleconference.

ADJOURN

The Board subcommittee formally adjourned the meeting at 3:53 p.m.

ATTESTATION

As Board Chair, I attest that these minutes of the open public meeting held on February 23, 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 M. Roan

Board Chair

03/11/2023

Date

Judith Mastz

Board Vice-Chair

03/16/2023

Date

