



**COLORADO SUPREME COURT
ADVISORY COMMITTEE ON THE PRACTICE OF LAW**

MEETING MINUTES

June 7, 2024, 12:06 p.m. – 1:24 p.m.

Hybrid meeting conducted in person and via Zoom at the Colorado Bar Association.

Members present in person: Chair David W. Stark, Hon. Andrew McCallin

Members present via Zoom: Ret. Hon. Angela Arkin, Nancy Cohen (joined at 12:22 p.m.), Cynthia Covell, Hon. Adam Espinosa, Steve Jacobson, Henry (Dick) Reeve, Sunita Sharma, Brian Zall

Liaison Justice in attendance: Justice William Hood (in person)

Office of the Presiding Disciplinary Judge: Presiding Disciplinary Judge Bryon Large (in person)

Staff in attendance (attending in person unless noted): Jessica Yates, Attorney Regulation Counsel; Margaret Funk, Chief Deputy Regulation Counsel; Ryann Peyton, Executive Director, Colorado Attorney Mentoring Program (CAMP); Sarah Myers, Executive Director, Colorado Lawyer Assistance Program (COLAP) (via Zoom); Amy Phillips, Assistant Director, Colorado Lawyer Assistance Program (via Zoom); Jonathan White, Assistant Regulation Counsel, Office of Attorney Regulation Counsel (OARC)

1. Presentation of the Proposed Fiscal Year 2025 Budget Request

Office of Attorney Regulation Counsel

The Chair welcomed members after which Ms. Yates presented the FY 2025 budget proposal for OARC. Members also received a memorandum in advance of the meeting detailing OARC's budget request. Ms. Yates noted OARC will come in under budget in fiscal year 2024. The court's adoption of an increased annual attorney registration fee and increased late registration penalty helped OARC perform under budget, as did not filling certain staff vacancies right away. Meanwhile, insurance helped offset costs associated with OARC's displacement from the Ralph Carr Building following the security incident and damage on January 2, 2024. OARC continues to hope that there will be no disproportionate impact on the budget related to any unreimbursed expenses associated with the displacement and move to temporary office space. OARC has tendered costs to its insurer for replacement of damaged equipment and other items.

Turning to the fiscal year 2025 budget, personnel costs represent the biggest increase in expenditures. There will be a three percent salary increase for all staff in fiscal year 2025 as a baseline, with some staff eligible for a larger increase due to implementation of a "step plan" with salaries. This plan arose out of the state judicial department engaging a consulting company to

conduct a salary survey and to establish ranges for salaries based on staff positions and experience. At present, the Judicial Department continues to evaluate salary ranges. Because there is no equivalent within the Judicial Department to compare OARC trial attorney and investigator positions, the results of salary studies by the Attorney General's Office and the Office of the State Public Defender, along with methodologies used by those offices, served as the basis for salaries for attorney and investigator positions in transitioning to a step plan. Overall, while there is a significant budget impact as OARC moves to this new salary structure, Ms. Yates emphasized the advantages for recruiting talented staff. The plan will allow a meaningful salary increase for a number of newer and long-term employees. Annual across-the-board salary increases will not continue with the new salary structure after the three percent increase for all employees in the 2025 fiscal year.

Ms. Yates detailed other items in the budget proposal, including investments in IT security and cyber insurance. She also answered member questions regarding reserves.

COLAP

Ms. Myers presented COLAP's fiscal year 2025 budget proposal and supplemented the information provided to members in the materials distributed in advance of the meeting. She explained COLAP's efforts to implement the step plan and to review comparable salaries for staff based on other state government positions. As it has assessed equivalents, COLAP paid close attention to those positions' licensure and educational requirements. She reported that requests for assistance involving acute mental health issues have continued to come into COLAP over the summer so far.

Office of the Presiding Disciplinary Judge

Judge Large discussed the fiscal year 2025 proposed budget for his office. He also provided information on the proposed budget in the materials distributed in advance of the meeting. He stated that the proposed budget contemplates moving an administrative assistant currently considered a 0.8 full-time employee to a 1.0 full-time employee. He described for members two larger projects he seeks funding to complete. The first involves creating a secured space in his office space to allow for public transactions through a filing window. The other pertains to an online platform that will allow the public to better access and view opinions and other orders from his office. Judge Large said this new platform will promote additional transparency.

CAMP

Ms. Peyton also provided information on CAMP's proposed budget to members with the materials distributed in advance of the meeting. She reported that CAMP's fiscal year 2025 budget proposal is consistent with the current fiscal year's budget with only the slightest increase in the overall amount. She noted that CAMP underspent in the current fiscal year due to reduced salary costs as well as partnerships for the Colorado Well-Being Recognition Program for Legal Employers that reduced anticipated expenditures for that program. CAMP is adopting the step plan for its salary ranges, and there will be salary adjustments with the plan's implementation. Ms. Peyton also noted Legal Entrepreneurs for Justice generates sufficient revenue to cover its costs.

Following these presentations, the Chair asked if there was a motion to approve the proposed fiscal year 2025 budget for the various offices. Prior to voting, members discussed the proposed budget with salary increases put forward by COLAP and a memorandum Ms. Yates circulated regarding OARC's efforts to set salary ranges for COLAP as part of the step plan implementation. Members determined that recommended salary increases in COLAP's proposed budget were reasonable. The committee unanimously approved the fiscal year 2025 budget for the court-supported offices.

The meeting adjourned at 1:24 p.m.

Additional 2024 meeting dates are as follows:

- September 6, 2024
- December 6, 2024

/s/ Jessica E. Yates
Jessica E. Yates
Attorney Regulation Counsel