

Utah Working Interdisciplinary Network of Guardianship Stakeholders (WINGS)

Thursday, February 16, 2023, 12:00 pm | 2 hours |

AGENDA

	Topic	Presenter	Materials
12:00	Meeting begins		
	<ul style="list-style-type: none"> Housekeeping, minutes Welcome new members: <ul style="list-style-type: none"> Rachelle Johnson Dr. Lindsay Embree 	Judge Kelly	– <i>WINGS Minutes (December 2022 – draft)</i>
12:10	Project Updates		
	<ul style="list-style-type: none"> <u>Probate Subcommittee:</u> <ul style="list-style-type: none"> Staffing CJA Rule 6-501 CJA Rule 6-507 <u>Forms Updates:</u> <ul style="list-style-type: none"> Forms Committee Guardianship Forms Subgroup 	Shonna Thomas	
	<ul style="list-style-type: none"> Utah Code 75-5-303 	Shonna Thomas Brant Christensen	
12:30	WINGS Membership Updates		
	<ul style="list-style-type: none"> Long Term Care Ombudsman 	Nels Holmgren	
	<ul style="list-style-type: none"> Successor Recommendations 	Judge Kelly	
12:40	Highlight: Guardianship Signature Program		
	<ul style="list-style-type: none"> Utah State Bar – Paladin Gaps and moving forward 	Group Discussion	
1:10	New Topics		
	<ul style="list-style-type: none"> New projects for 2023 	Group Discussion	– <i>WINGS Future Projects</i>
	<ul style="list-style-type: none"> Annual planning meetings 	Judge Kelly	– <i>WINGS Bylaws</i>
1:50	Other Business		
	<ul style="list-style-type: none"> Farewell to Judge Connors 	WINGS Stakeholders	
2:00	Meeting adjourned		

Next meeting: April 20, 2023 (via WebEx)



FUTURE PROJECTS

Suggestions made by WINGS stakeholders between 2021-present for projects that the WINGS committee could tackle, in no particular order:

- Reviewing (again) the guardianship manual for new guardians, updating for rule changes.
- Revamping the guardianship “exam.”
- Pursuing a complement to the Guardianship Signature Program through the “sandbox” – Office of Legal Services Innovation.
- Training resources – short videos for guardianship areas.
- Data collection and dissemination.
- Reminder card for annual reports, including links to common forms for guardianship (motion to terminate, to review, etc.).
- Court Visitor “Audit Department.”
- Improved training and focus on limited guardianships, including bench cards, bench book, checklists, and forms.
- Clarification and resources focused on what it means for the respondent to have an attorney “of their own choosing.”
- Education for judges including surveys for judges to find out what they know, what tools they use, what would be helpful for them? Perhaps an annual survey to judges to determine gaps.
- Reviewing the NGA standards and identifying gaps in Utah guardianship practices.
- Updating checklists and other materials to match annual report forms (once new forms are approved).

Utah WINGS

Working Interdisciplinary Network of Guardianship Stakeholders

ORGANIZATIONAL BYLAWS

MISSION

The mission of **Utah WINGS** is to bring together stakeholders from various disciplines to improve the state's guardianship and conservatorship services and processes.

OBJECTIVES

To carry out its mission, **Utah WINGS** shall:

- Support policy initiatives for the enhancement of guardianship and related infrastructure;
- Identify and develop education and outreach opportunities regarding guardianships, conservatorships, and their alternatives;
- Provide training and support to those engaging the guardianship/conservatorship system;
- Identify resources that may be available in emergency cases where persons of limited decision making capacity have no guardian;
- Promote high standards for guardians and conservators;
- Promote collaboration between **Utah WINGS** members and other stakeholders; and
- Regularly assess the needs and priorities of **Utah WINGS**'s efforts.

MEMBERSHIP

Utah WINGS will strive to maintain interdisciplinary representation of 15 members drawn from the following organizations, entities, and individuals, acknowledging that other members may be added from time to time.

- AARP
- Adult Protective Services
- Center for Alzheimer's Care, Imaging, and Research
- Centro de la Familia
- Disability Law Center
- Division of Aging and Adult Services
- Faculty member from one of Utah's institutions of higher education, such as the colleges of social work and law
- Jewish Family Services
- A law enforcement agency
- Long-term Care Ombudsman
- National Alliance on Mental Illness

- Office of Public Guardian
- A private probate attorney
- A private guardian/care manager
- A probate judge
- A resident of a rural community
- Tribal Groups
- Utah Commission on Aging
- University of Utah Center on Aging
- Utah Aging and Disability Resource Center
- Utah Healthcare Association
- Utah Parent Center
- Utah State Legislature
- Veteran’s Affairs Administration
- Volunteer Court Visitor Program

Succession Plan

While **Utah WINGS** is housed under the judiciary, the **Utah WINGS** chair shall be a judge who is well versed in probate matters. The chair shall serve a term of three years—with an option to renew for a subsequent term—and at the conclusion of his or her service, appoint a successor with the same, or similar, qualifications.

Individual members shall serve a term of three years, and may serve up to two terms at the Executive Committee’s election. When a vacancy arises, a new member who can provide the same or similar representation shall be sought within sixty days. Individuals serving as representatives of their organizations may continue to serve for a longer term, as determined by their organization. Members are expected to attend the meetings and may be released from the committee by the chair for failing to attend three meetings in a calendar year.

MEETINGS

Full Utah WINGS meetings

Utah WINGS shall meet approximately every two months. The meeting agenda shall be determined by the executive committee and circulated in advance of the full meeting.

Executive Committee

While **Utah WINGS** is housed under the judiciary, the Executive Committee shall consist of the **Utah WINGS** chair, the Court Visitor Coordinator, a staff attorney from the Administrative Office of the Courts, and up to three members of **Utah WINGS**, as determined by the chair.

Annual Open Invitation Meeting

Every November, or on some other annual basis, **Utah WINGS** shall invite to its full meeting community members and agency partners who are not **Utah WINGS** members but who engage with guardianship or conservatorship issues on a regular basis. The purpose of this annual meeting shall be to raise awareness of **Utah WINGS**’s efforts, to listen to the challenges facing those dealing with guardianship and conservatorship issues, and to identify potential projects that

fall within the bounds of **Utah WINGS**'s objectives. This section is not intended to limit the ability of guests to attend and participate in **Utah WINGS**'s other regular meetings throughout the year.

Annual Assessment Meeting

Every January, or on some other annual basis, **Utah WINGS** shall hold an assessment meeting to determine how well the committee is meeting its objectives and whether **Utah WINGS**'s needs and priorities have—or should be—changed.

Sub-Committee Assignments

Standing and ad hoc sub-committees shall be created for the purpose of carrying out the objectives of **Utah WINGS** and will meet as necessary, either in person or by electronic means. The Executive Committee shall review sub-committee projects for consistency with **Utah WINGS**'s objectives, particularly within the judiciary's constraints. A *standing education sub-committee* is hereby created.

Quorum

A simple majority of members present shall constitute a quorum for purposes of voting on and approving **Utah WINGS** minutes and all **Utah WINGS** projects.

CONSTRAINTS ON THE JUDICIARY

Utah WINGS recognizes that the following activities may be important to its members, but as long as **Utah WINGS** is housed under the judiciary, which must maintain its neutrality, the group may not engage in them as official **Utah WINGS** projects:

- Advocate for the rights of individuals with decisional impairments;
- Promote independence to the greatest extent possible for those experiencing incapacities, unless it takes the form of public education about alternatives to guardianships and conservatorships or established standards for a guardian's conduct;
- Lobby the legislature for changes to guardianship policy; and
- Any other activity that may call into question the judiciary's neutrality.

Individual members may engage in these activities on behalf of their own organizations.