



Date: Thursday, September 19, 2019  
 Location: Colorado State Patrol Academy – C-4  
 15055 S. Golden Road  
 Golden, CO 80401  
 Conference Call: 720-279-0026 Enter PIN: 948348#

Time: 9:00 AM - 4:00 PM  
 Chair: Sheriff Steve Nowlin  
 Vice-Chair: LTC Barry Bratt

## AGENDA

**9:00 AM Call to Order**

- (I) Introductions ..... Sheriff Nowlin
- (A) Agenda Amendments ..... Sheriff Nowlin
- (I) Public Comments ..... Sheriff Nowlin

**9:05 AM Standing Business**

- (A) Requirements & Considerations of CATPA Grant Applications ..... Robert Force
- (A) Grant Review Criteria and Evaluation Methodology ..... Robert Force
- (A) Revision to the Review/Evaluation and Funding Conference Schedule ..... Robert Force
- (A) Discussion on FY2021 Grant Cycle Schedule ..... Robert Force
- (A) Discussion on Project Initiatives, Measurements and Outcomes ..... Robert Force
- (A) Board Operations, Protocols, By-laws and Meetings ..... Robert Force

**3:55PM Unfinished Business**

- (I) Next Meeting:  
 Thursday, October 17, 2019 @ 2:00PM – 4:00PM  
 CATPA Office,  
 710 Kipling Street, Suite 106,  
 Lakewood, CO 80215

**4:00 PM Adjourn**

**(A) =Action Items (I) Information Items**

Public comment on board meeting agenda items is welcome. Please sign up on speaker sign-up sheet upon entering the CATPA Board meeting room.

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## BOARD RETREAT MINUTES

### Attending Board Members

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Cory Amend, DOR<br><input checked="" type="checkbox"/> Lovre Brajkovic, Insurance Rep.<br><input checked="" type="checkbox"/> LTC Barry Bratt, CDPS<br><input type="checkbox"/> Jason Juarez, Insurance Rep.<br><input type="checkbox"/> Toren Evers-Mushovic, Consumer Rep.<br><input checked="" type="checkbox"/> Chief Clinton Nichols, Law Enforcement Rep. | <input checked="" type="checkbox"/> Sheriff Steve Nowlin, Law Enforcement Rep.<br><input checked="" type="checkbox"/> Robert Pace, Insurance Rep.<br><input type="checkbox"/> Jess Redman, District Attorney Rep.<br><input checked="" type="checkbox"/> Amy Taylor, Insurance Rep.<br><input type="checkbox"/> Deborah Vela, Insurance Rep. |
|---|--|

### Attending CATPA Office Staff

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Robert Force, Director<br><input checked="" type="checkbox"/> Pamela Hackbarth, Administrative Assistant | <input checked="" type="checkbox"/> Kenya Lyons, Grant Manager<br><input type="checkbox"/> Krystal Cook-Matson, Grant Specialist |
|--|--|

### GUESTS

- LTC James McGuffin, AZ ATPA

**Meeting started at 9:26 AM**

### Introductions

Sheriff Nowlin asked the group to introduce themselves. Director Amend informed the group he will need to step out at 9:45 for a conference call. LTC McGuffin from Arizona ATPA introduced himself and gave a brief summary of his background. LTC McGuffin informed the Board that he is the Interim Director of the Arizona ATPA and is tasked to provide advice on realigning the Arizona ATPA under the Arizona Department of Insurance. Currently the Arizona ATPA is a stand-alone state agency, but due to recent changes, the Governor’s Office is assigning it to the Department of Insurance. LTC McGuffin informed the group that he has been visiting CATPA for the past three days and has learned a lot and has appreciated the hospitality from the CATPA staff.

Sheriff Nowlin asked the group to look at the agenda and the items the board will be covering; the process of the funding conference, funding criteria, funding allocation. This is a starting point to make the funding conference more efficient and effective. Sheriff Nowlin summarized his view of the funding conference in March and how the snow storm impacted the process. The Board discussed several challenges faced during the funding conference and the importance of having a good venue to encourage good discussion. LTC Bratt offered a room at the Kipling Campus in the event of a future logistical challenge. Bob Pace commented that white boards are needed to keep the Board on-track with progress and discussion points. Director Amend agreed with this comment. Director Force went into further detail of how the process was impacted due to the storm. Director Force recapped the successes of the first day; however;

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CATPA did not give clear direction of how the second day should proceed. Therefore, the applicants' interviews went too long and the Board discussion went into the late afternoon. Because of the lateness and the lack of space in the room, no information was put on the white boards. Director Force also commented that CATPA needs to have a contingency plan, due to unforeseen situations, and agreed with LTC Bratt to consider using the Kipling Campus.

### **Agenda Amendments**

No agenda amendments.

### **Public Comments**

None. LTC Bratt commented that LTC McGuffin is a professional ATPA guest and a not public representative.

### **Standing Business**

Director Force started the discussion addressing requirements and considerations of CATPA grant applications and grant review criteria. Director Force went over the Board retreat binder and pointed out that the agenda has room for flexibility to shift back and forth between topics. Director Force commented he wanted the group to walk through the statutes, specifically the grant requirements and criteria. He directed attendees to the statutes at the back of the binder and highlighted the purpose of CATPA and how and where the money should be spent. Director Force directed the group to tab W – Rules and regulations.

LTC Bratt commented applicants should prepare a breakdown of their projects' measurements and present their case in the application. Discussion of the group ensued to understand how the programs are reporting success. The prevention program was discussed as to the confusion of utilizing impression analytics to determine project success. The group also discussed if the public knows about CATPA. Director Force directed the group to the binder where grantees' progress reports are housed, tab K thru tab Q. Kenya Lyons added the information also includes individual programmatic reporting metrics. The group discussed how to measure the success of prevention programs, i.e. CAAT's report in regard to using impressions and if there are any industry reporting standards. LTC Bratt asked, how do you know things are changing? Director Force indicated that he believes what CAPTA receives from CAAT is several levels above what other ATPAs are getting for education/awareness projects. Director Force commented that CAAT does not have specific programmatic reporting metrics directed by the Board. CAAT has produced a video about CAPTA, and has produced several informational brochures and year-long campaign materials. What CATPA receives from CAAT is very different than other CATPA funded programs because of their measurable metrics that are in place for reporting.

LTC McGuffin added he was surprised at the amount of funds spent on prevention and education in Colorado, as compared to Arizona where they are getting ready to spend funds on billboards. When it comes to social media, the percentage of followers in Arizona very small, and is similar to Watch your Car. LTC McGuffin added the Arizona program is good and the professionals who work on the program also speak about impressions but is fairly sure there's no change in behavior. LTC Bratt commented that CATPA created CAAT and is not sure that they are doing a bad job, but there doesn't seem to be a good investment return. LTC Bratt commented that before he came on the CATPA Board, he was unaware of any awareness or public education on auto theft. The Board discussed the origins of CAAT and how CATPA solicited RMIAA to assist with the public education effort. The expectation for CAAT was to request funds from CATPA, then CAAT would contract the work to Amelie. Director Force commented in beginning of CATPA, there wasn't a prevention program. In 2011 the CATPA Board asked RMIAA to create an education/prevention project to request funds. CATPA has not solicited other requests. During the discussion, the Board discussed concerns of currently funding 95% of the CAAT grant fund to the vendor and the remaining 5% of funds to grant administration. Sheriff Nowlin asked the group "how do we get more done with less funding?" LTC Bratt suggested to direct CAAT to develop more programs with CATPA partnerships and jurisdictions rather than projects like the Kilo Car. Lovre Brajkovic asked the group what is the time line to make structural changes? Director Force commented

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that right now is the perfect opportunity to make any changes, as a new solicitation will be going out in January. LTC Bratt commented the tool kit is well done and would like to see results regarding who uses the toolkit. Director Force also commented a challenge with CAAT and other CATPA grants has been in identifying who is the responsible to get CAAT messages to local agencies/jurisdictions, such as agency public information officers, public relations, school resource officers, etc. LTC Bratt commented he thought John Henry was the person getting the message out there. Director Force explained Mr. Henry's role is to initiate targeted grass root efforts for CAAT, build coalitions among the CATPA grants and increase awareness about the tool kit, but not necessarily be the point of contact for all the work of CAAT. LTC Bratt asked why isn't that part of CAAT's role? Director Force commented if CAAT took on this role, it would increase personnel costs. LTC Bratt commented that CAAT should be contacting the PIO's. Director Force commented this requirement can be made by the Board and pass along to CAAT. LTC Bratt commented that the Board does not hold them as accountable as the task forces. Lovre Brajkovic agreed. LTC Bratt asked if CATPA is looking for guidance now? Director Force responded it is important to understand what the Board would like to see from CAAT or any other education program funded by CATPA. LTC Bratt commented CAAT should report to the task forces/partnerships so the information gets distributed. LTC Bratt commented that CATT should hold quarterly meetings with the partners.

Director Force described the Grant Managers Guidance in detail and comments made by the group will be infused in the guidance. Sheriff Nowlin mentioned that law enforcement projects should also have a prevention component. If CAAT decides not to apply, by putting this in place the task forces could capture education and prevention. LTC Bratt commented that there should be a prevention component for all grantees. LTC McGuffin asked the group, if it should be just one company, or should it be pushed to the partnerships, which is the effective way? LTC McGuffin commented that Arizona's auto theft went down but would not be able to state it was due to the AATPA or their prevention messages. LTC Bratt commented it might be good to consider a survey be performed every 2 to 3 years. Director Force mentioned that currently Talmey-Drake is hired to produce a validated poll every 2 years via phone, and it looks at the demographics, tabulates across metrics and creates a report. This poll has been funded from the CAAT grant and encouraged by the CATPA Office. During the last report, it showed a 12% increase of public awareness regarding puffers and an increased knowledge of vehicle theft being involved with other crimes.

Director Force commented that DOR was given an award to train county clerks but declined because they could not support the grant. All training funds have been going for law enforcement training. Sheriff Nowlin mentioned that the clerks have received specialized training but not with CATPA grant funds. Director Force commented that there is a gap. LTC Bratt commented that maybe the CATPA Board suggest to CATI that they reach out to other groups such as the DOR clerks. Sheriff Nowlin commented that it would be better for BATTLE to do the outreach since they have the contacts. LTC Bratt mentioned that there would be time constraints for BATTLE to create a class. Director Force mentioned POE, DOR and Captain Mason have had discussions about how to address the concern. LTC Bratt commented that BATTLE may not have the time, but an outside vendor may be needed to create the class and teach it. Director Force commented that CATI may be able to develop the course, where LTC Bratt agreed. Sheriff Nowlin added that the training may not reach everyone, but the training should be individualized. Director Force commented that it would be advantageous to bring together, POE, Captain Mason, Cmdr. Greenwell, CATI and DOR together as to what can be done. LTC Bratt commented that BATTLE is currently over tasked and it would be too hard for them to create the training module or otherwise push out the training.

Director Force went over the language in the statute as it pertains to prosecution programs. This year, CATPA added additional language in the grant agreement to ensure these requirements were passed to the AG. Over the past two years, during the funding conference, the AG's program reported to the Board they had not prosecuted any multijurisdictional auto theft cases or complex auto theft cases generated by CATPA task forces during that past year. The dynamics of the political and jurisdictional structure make it difficult to sort out. LTC Bratt asked if the AG's apply for funds because they have to or should the funds go to local jurisdictions? Director Force commented that the AG's wants these funds to prosecute cases at the state level. Director Amend commented that when he worked at the AG's, it appeared the cases were more at county level rather than state level, but the AG Investigator was always busy. Director Force advised that previous year's meetings with task force commanders advised they are not able to get the

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investigator to take the cases to the AG's. The AG's is meeting the statute requirements but not sure if they are spending all their time on auto theft cases. Director Amend commented that maybe the CATPA Board should go a different direction. Director Force has spoken with Jess Redman about a local DAs initiative and to distribute the funds where they will make a difference. LTC Bratt mentioned these cases are time consuming and maybe why not do both? Director Force commented Arizona does a vertical case prosecution program and Colorado is looking at and moving towards it. Arizona is spending a significant amount of funds on prosecution and asked the Board if they would be okay with LTC McGuffin to share information. LTC McGuffin commented that the prosecution issues are not the same as those faced in Colorado with prosecutors having territorial issues. The Arizona prosecution programs have been very successful to have the same expert prosecutor from the beginning to the end, as you get a better product at the end. Director Force commented how in Denver, the DA is getting approximate \$50,000 to support the CMATT cases, where this offsets some of the salaries. LTC McGuffin commented that Arizona also pays for paralegals. LTC Bratt asked how is CATPA reporting what the statute is requiring. Director Force commented CATPA has a dilemma between what the task forces are reporting vs. what the AG's are reporting. LTC Bratt suggested to create a pre-grant meeting before the applicants apply to get all the applicants talking together about what they will be applying for before their final application comes in front of the Board. Director Amend commented the pre-grant meeting should be voluntary. Director Force commented CATPA can encourage it but not make it mandatory because it can backfire like it did with CATI and statewide training. CATPA directed all grantees to go through CATI for statewide training. However, the issue arose when CATI had to prioritize the trainings and this put CATI in a position of telling other grantees what kind of training would be funded. The following year, grantees requested training funds into their own applications and the Board approved those requests. The consensus now is specialized training can be requested by the individual grantee but general training comes through CATI, where CATI presents the request.

Director Amend asked CATPA staff about the number of modifications and a reason why they seemed to be coming every week. Director Force commented this is due to CATPA pushing grantees to spent all awarded funds. A group discussion developed about modifications and getting the grantees to be aware of their budget throughout the year and not just at year end. Sheriff Nowlin mentioned it has gotten a lot better than it has been in the past. Kenya Lyons mentioned CATPA staff are emphasizing budget planning during Project Director (PD) meetings and site visits.

Director Force commented the Board has never funded a first time offender program and no applications have ever been received. Sheriff Nowlin commented this is why prosecution at the local level is a problem. Director Amend asked the group if this can pass to Jess Redman since he is already meeting to with the local DAs. The group agreed. Sheriff Nowlin asked if Denver is doing a prevention program and focusing on first time offenders? Director Force commented yes, it is part of their School Resource Officer (SRO) Program where Denver PD was given CATPA funding to support the "Steal a Car – Lose Your Future" curriculum.

Director Force mentioned in the past, initiatives did not share information due high degree of competition to obtain CATPA funds. There is still some competition but not much. Mostly between BATTLE and CMATT. The CATPA program is pretty collaborative and engaging with funded programs.

Director Force pointed out that the grant application asks grantees for the geographical location of where funds will be spent. Sometimes the CATPA Board gives directions of where funds need to be spent at. An example is CMATT: CMATT works with local partners and requests a match of local contribution. CATPA does foresee a problem when CATPA funds will be capped but local partners' costs will keep increasing. LTC Bratt commented this is what will happen when revenue is maximized to spending authority. Director Force commented CATPA is looking at spending authority and revenue, where it looks like it will cap at the 9<sup>th</sup> year of the 10<sup>th</sup> year of Sunset Review. Director Amend asked if CAPTA taking in too much revenue? Director Force commented it goes into an uncommitted reserve fund, where it will be likely expended prior to the next Sunset Review. Director Amend advised when CAPTA comes up for Sunset Review, if there is a large balance, the JBC may take it away. LTC Bratt commented the CATPA Board needs to plan for it. Director Amend and LTC Bratt both commented that the Board needs to have a long term strategy. Director Force

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commented CATPA is working to change the way grantees look at not spending all their award. In the past, grantees thought returning funds was good. Returning funds impacts CATPA's spending authority and uncommitted reserve fund.

Director Force went over the current grant cycle. In the past, the Board has set a funding criteria. By February, CATPA staff has reviewed the applications, identified and recommended budget and programmatic changes, performs a complete application analysis, and puts together a completed, published package for the Board – Tab G. This package is sent to the Board along with the applications. This process is time consuming and extensive, but CATPA staff feel this is the best delivery to the Board to aid in the funding process. CATPA staff would like to know how to best serve the Board, and if having the funding conference for two straight days is the best solution.

Director Amend complimented the CATPA staff for the system currently applied and thought it is great at having served in other Boards. Lovre Brajkovic commented the room this year was not adequate due to storm. Director Force commented day 1 was good but day 2 not so good. In the morning, applicants were to do a quick presentation, just Q&A about any clarification on the application. Director Force takes responsibility for not making this clear to the Board for day 2. Ideally by noon on day 2, the Board would apply award criteria, 2 hours set aside to work on the white board, then make educated funding recommendations. Then in the afternoon, the Board meeting would have started and the Board would take recommendations and vote. However, the presentations went too long, no written recommendations on the white board and Board discussion took a long time. LTC Bratt commented how about identifying the questions from the applications and have the Chair be in charge of asking the questions. Amy Taylor commented that this is a good idea, but not necessarily the chair, the Board should take turns. Director Force directed the group to Tab F, FY20 Funding Conference Guidelines. The Board can change the process, first - of how the applications are reviewed, 2<sup>nd</sup> step - statutory predicates requirements. LTC Bratt suggested to color code it to 'required' vs. 'best practice'. Step 3 award criteria, ranking order done by metric formula.

LTC Bratt recommended to create an excel spreadsheet and asked CATPA if staff is looking for the Board to give direction on which method to use, based on ranking or based on what amount of funds are available? Bob Pace and Amy Taylor like the idea to have a discussion on each application before the final vote. After much discussion, Director Force asked the group if acceptable to continue to do the following:

1. Statute Requirements,
2. Application Evaluation Ranking,
3. Apply Award Criteria,
4. Establish an Overall Ranking, and
5. Determine Funding Award

Director Amend asked if this process is subject to CORA? Director Force, yes. Chief Nichols asked the group why not fund by initiative? Bob Pace commented that there is only 1 program per initiative. Chief Nichols suggested to set a funding priority. Director Force commented that the statute language is competitive, but it does allow the Board to set a priority per statute language. LTC Bratt asked if this was used last year? Director Force, yes. Amy Taylor mentioned it was good idea to do an analytical process. LTC Bratt commented all applicants should touch all components of the statute requirements, what they will do or not do. Amy Taylor and Chief Nichols commented that the Board should not hold it against them if they do not have all components but this forces them to think creatively. It empowers each program to think of how they impact the statute requirements. The group was in consensus. Director Force asked the Board if presentations should be continued? Day 1, CATPA staff captured the questions but did not relay to the Board on day two. LTC Bratt suggested to generate the questions and bring them up on day 1. Day 2, board needs to keep the presentations on schedule. Amy Taylor asked, what about if there are no questions? Sheriff Nowlin commented answers to the questions need to be submitted in writing. Amy Taylor, suggested to have the CATPA staff identify the questions in February. Then get answers to the Board. Director Amend, maybe do an executive summary rather the analysis.

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Robert Force summarized the process, February questions to grantees, back from grantees then send an executive summary to the Board. Amy Taylor, suggested as part of the questions to the grantee have them include their prioritization for funding, CATPA staff should not be spending so much time reprioritization. LTC Bratt, what is the front of the timeline look like? LTC Bratt drew a description of the process on the white Board. The group reviewed the process and were in agreement.

October	Mid-November	Mid-December	Mid-January	February 1 <sup>st</sup>	Mid-February	End February	Mid-March	April 1 <sup>st</sup>
Announce & Solicit Grant	Grant Workshop	Short Working Document	Applicant Meeting	Final Application	Applicant Q & A's Executive Summary	Day 1 Funding Conference	Day 2 Funding Conference	Grant Award

Director Force asked the Board if there is a funding priority? Amy Taylor commented that there should be more funding of analytics, and how programs use analytics. Director Amend commented that he believed there should be a priority to innovation and a collaboration focus. The Board expressed frustrations about throwing more money into personnel as costs are increasing and LTC Bratt commented that we cannot arrest ourselves out of the problem of auto theft. The group agreed that grant priority will be given to programs that show innovation and collaborative efforts meeting the statutory requirements.

The Board had a general discussion regarding allowable vs. non-allowable items, such as equipment, ammunition, etc. During this discussion the Board felt it best to deal with issues on a case-by-case basis without setting a hard and fast rule to applicants.

The Board discussed previous Board Resolutions and asked Director Force to research and include the active Board Resolutions in the next meeting for deliberation and discussion.

The meeting adjourned about 2:30 pm.

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