



Date: Thursday, October 17, 2019  
 Location: CATPA Office  
 710 Kipling Street, Suite 106  
 Lakewood, CO 80215

Time: 2:00 PM - 4:00 PM  
 Chair: Sheriff Steve Nowlin  
 Vice-Chair: LTC Barry Bratt

Conference Call: 720-279-0026 Enter PIN: 948348#

## AGENDA

**2:00 PM Call to Order**

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

**2:05 PM Standing Business**

- (A) Approval of August 15, 2019 CATPA Board Meeting Minutes ..... Sheriff Nowlin
- (A) Approval of September 19, 2019 CATPA Board Retreat Meeting Minutes ..... Sheriff Nowlin
- (A) CATPA Financial Reports October 17, 2019 ..... Robert Force
- (I) CATPA FY15-20 Uncommitted Reserve Reconciliation ..... Robert Force
- (I) Grant Project Briefing Reports ..... Kenya Lyons
  - (I) ATICC Budget Modification #1
  - (I) BATTLE Budget Modification #1 & #2
  - (I) CMATT Budget Modification #1 (Bait Cars)
- (I) Project Directors Meeting (September 25, 2019) ..... Kenya Lyons

**3:00 PM OLD Business**

- (A) FY2021 Grant Manager Guidance Manual ..... Robert Force
  - FY2021 Grant Cycle Schedule (Page 6)
  - CATPA Board Guiding Principles (Page 42)
  - Program Synopsis (Page 11)
- (I) Update: IAATI 2021 ..... Robert Force
- (I) Board Member Attendance Schedule ..... Robert Force

**3:15 PM New Business**

- (I) Past CATPA Board Resolutions ..... Robert Force
- (I) CO Attorney General Opinion #19-01 ..... Robert Force
- (I) 2020 Calendar Year Board Meeting Schedule ..... Robert Force

**3:55PM Unfinished Business**

- (I) Next Meeting:  
 Thursday, December 12, 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.

Note: All programs, services and activities of the Colorado Automobile Theft Prevention Authority Board are operated in compliance with the Americans with Disabilities Act. To assure that we can meet your needs, please notify us of your request for services at least seven business days prior to the scheduled event by contacting CATPA at 303-239-4560.

**CATPA BOARD OF DIRECTORS**

- Sheriff Steve Nowlin, Chair • Lieutenant Colonel Barry Bratt, Vice Chair • Lovre Brajkovic, Member • Deborah Vela, Member • Jason Juarez, Member
- Cory Amend, Member • Robert Pace, Member • Jess Redman, Member • Amy Taylor, Member • Toren Mushovic-Evers, Member • Chief Clinton Nichols, Member



# CATPA Board Minutes

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**Date:** October 17, 2019

**Time:** 2:10 PM – 3:50 PM

**Location:** CATPA Office  
 710 Kipling Street, Suite 106  
 Lakewood, CO 80215

Chair: Sheriff Steve Nowlin  
 Vice Chair: LTC Barry Bratt

**Conference Call:** CATPA Conference Phone

### Attending Board Members

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

### Attending CATPA Office Staff

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

### Public Attendees

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Commander Mike Greenwell, CMATT | <input checked="" type="checkbox"/> Tonia Rumer, Insurance Representative |
| <input checked="" type="checkbox"/> Barb Davis, BATTLE              |   |

Director Force informed the Board that Chairperson, Sheriff Nowlin was not going to be able to join in via phone. LTC Barry Bratt informed the Board that he was driving and deferred to Cory Amend to run the meeting in his place.

### Call to Order

The meeting was called to order at 2:10 PM

### **Introductions**

Board members, CATPA Staff and public attendees introduced themselves.

### **Agenda Amendments**

Director Force requested an Agenda Amendment to add/correct the following items on the Board Agenda:

- ATICC Budget Modification #1 and #2
- BATTLE Budget Modification #1 only
- CATI Budget Modification #1
- Attendance schedule
- Chief's and Sheriff's Summary
- Funding Conference Location



- LTC Barry Bratt made a motion to add/correct the items presented to the Agenda.
- Bob Pace seconded the motion
- **The motion passed unanimously.**

## Standing Business

### **Approval of CATPA Board Minutes from August 15, 2019.**

- LTC Barry Bratt made a motion to approve the CATPA Board Minutes from August 15, 2019.
- Lovre Brajkovic seconded the motion.
- **The motion passed unanimously.**

### **Approval of the CATPA Board Retreat Minutes from September 19, 2019.**

- Amy Taylor made a motion to approve the CATPA Board Retreat Minutes from September 19, 2019.
- LTC Barry Bratt seconded the motion.
- Toren Mushovic-Evers abstained.
- **The motion passed unanimously.**

## **CATPA Financial Reports**

### ***FY2020 Operating Budget Report***

Director Force provided an updated Operating Budget Report to the Board Members. As of when the report was run on October 9, 2019 the CATPA Office had expended \$86,917.23 with a portion of these being on the IAATI 2021 Conference Promotional Items. For Revenue Collection the anticipated amount to be collected this year is \$5,281,875.00. To date the total amount of revenue collected was \$392,551.50. The first payment is due on January 1, 2020 in which we typically receive half of the funds at that time. Currently, we are in a deficit by \$4,889,323.50.

### ***FY2020 Grant Budget Report***

Grant Manager Kenya Lyons informed the Board that the Operating Report does not capture all the cash requests the CATPA office has received to date.

### ***Grant Project Briefing Reports***

Grant Manager Kenya Lyons informed the Board that the AG's Office submits their invoices quarterly and is not worried about them not spending their funds. The quarter ends on 10/31/2019.

### ***Grantee Update***

Grant Manager Kenya Lyons informed the Board that the CATPA Office is not worried about any of the grantees not spending their funds this year. It was stated that, "the grantees are on task."

- LTC Barry Bratt made a motion to approve the Operating and Grantee Reports as presented.
- Bob Pace seconded the motion.
- **The motion passed unanimously.**

### ***Uncommitted Reserve Balance***

Director Force informed the Board that CATPA Staff has been working with CDPS Financial Services to reconcile the Uncommitted Reserve Balance. CATPA Staff and CDPS Financial services have



# CATPA Board Minutes

identified that the CATPA Financial Reporting System (FARS) and the State Accounting Financial System (CORE) are not reconciling. Director Force informed the Board this has been an issue since 2012. In 2016, CATPA underwent a Financial Audit which yielded significant issues in regards to the State Accounting System. In 2014, the State transitioned from COFRS to CORE. The good news is CDPS Financial Services is very diligent to reconcile the books. As of 2014, CATPA should have had a balance in the uncommitted reserve of approximately \$3 million, however this transaction never made it into the new State Accounting System CORE. According to CATPA records we should have an uncommitted reserve balance of approximately \$5 million for FY2020. The issues with the state accounting system CORE are that it's not accounting for the end fund balance each year. CDPS Financial Services is aware that there should be approximately \$5 million in the account to date. The account is accruing approximately \$100,000 a year in interest. Director Force informed the Board that Director Force and Krystal Cook-Matson have a meeting on October 31, 2019 at 10:00 am to discuss this uncommitted reserve balance with CDPS Financial Services. Cory Amend asked if there was anything the board could do such as a letter, meeting, etc. to help reconcile the account. LTC Bratt asked Director Force is the issue was the accounting system CORE. Director Force explained that the issue is with the accounting system CORE and that CATPA has met with all the EDO Accountants to try to rectify the situation. Director Force explained that CORE is treating the Uncommitted Reserve as a General Fund account instead of a cash fund. A cash fund is an ongoing account that's funds are not liquid able. Director Force explained that the accounting system CORE has made this process difficult not the EDO Accountants. LTC Bratt was thankful for Director Force informing the board about the uncommitted reserve balance. LTC Bratt suggested a meeting with CDPS Financial Services, LTC Bratt and Cory Amend to help resolve this issue. Director Force explained that there is a meeting scheduled for October 31, 2019 with CDPS Financial Services. Director Force informed the Board that CATPA's books are correct. LTC Bratt suggested that if there is no resolution at the October 31, 2019 meeting then a Senior Meeting needs to occur with the Directors. Cory Amend agreed to help with this meeting.

## **ATICC and BATTLE Budget Modifications #1 (Internally Approved)**

THE ATTIC and BATTLE Budget Modifications #1 were to extend the reimbursement due date from 30 days to 40 days due to the CORE Accounting System. This change has been made across the board for all Grantees for FY2021 and is outlined in the Grant Managers Guidance. Cory Amend explained that he liked this being across the board for all grantees. Cory Amend asked if this needed to be voted on or if it was informational? Director Force explained that the bylaws allow the CATPA Staff to make this change without a vote. This change actually required a contract amendment to both Grantees and will be in place for all Grantees in FY2021. Grant Manager Kenya Lyons explained that the state fiscal year deadlines still apply.

- **Information - No Action Taken**

## **ATICC Budget Modification #2 (Internally Approved)**

ATICC Budget Modification # 2 was a cost savings to send an analyst to a training in Dallas, Texas instead of IACA. This cost savings comes from the uniform line in the amount of \$500.00. This Budget Modification requires a contract amendment because the training is listed by name in the grant agreement and uniforms, which have been listed and approved in the past, were added to this year's grant through the modification.

- **Information - No Action Taken**

## **CMATT Budget Modification #1 (in progress)**



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CMATT Budget Modification #1 is to outfit a Bait Car for Denver Police Department. Commander Greenwell informed the board these funds will be coming from the equipment line. The Denver Police Department is requesting a 2<sup>nd</sup> truck. Out of the 6 times the existing truck has been used, it has been stolen 3 times. The other Bait Vehicles that CMATT has have not been stolen. The estimated cost is under \$10,000. LTC Barry Bratt asked how CMATT disposes the unused Bait Cars? Commander Greenwell explained that they could update the hard drives in the unused Bait Cars at approximately \$3,000 apiece. Commander Greenwell explained that some of them are turned into ALPR Camera vehicles while others are sitting in fleet. Cory Amend asked it if was up to the agency to decide what to do with the unused cars? Commander Greenwell informed the Board that some agencies had their cars donated to them and the person/company that donated wants them back but that the Bait Equipment is purchased using CATPA Funds. Director Force added that some of the vehicles are donated by insurance agencies/NICB and others are donated directly to the agency. Director Force explained that if the Bait Equipment is greater than 5 years old or cost less than \$5,000 than it is not included on the asset lists. Commander Greenwell asked LTC Barry Bratt if he knew of any agencies wanting a vehicle? LTC Bratt responded no and suggested if the person/company/agency wants them back to give them back. Cory Amend suggested that CMATT reach out to other grantees to see if they would want the unused Bait Cars. Director Force explained that CMATT doesn't know how to liquidate the assets as it's up to each agency on how they liquidate their assets.

- **Information - No Action Taken**

### **CATI Budget Modification #1 (Internally Approval Pending)**

CATI Budget Modification # 1 is to allow 3 individuals to attend the Multi-State Summit occurring on November 13<sup>th</sup> and 14<sup>th</sup> in Durango, Colorado. CATI would like to re-allocate funds to attend this summit. This modification will be internally approved.

- **Information - No Action Taken**

### ***Project Directors Meeting***

Grant Manager Kenya Lyons informed the Board that there was a Project Directors Meeting on September 25, 2019. Grant Manager Kenya Lyons informed the Board that all Grantees were in attendance including Thornton Police Department. During this meeting, the changes to the FY2021 funding conference were brought up and explain how applicants will have an opportunity to meet informally and discuss their projects with each other. The Project Directors seemed receptive of this change. Grant Manager Kenya Lyons informed the project directors that the Grant Workshop is tentatively scheduled for December 5, 2019 pending approval of the FY2021 Grant Managers Guidance

## **Old Business**

### **FY2021 Grant Managers Guidance Manual**

Director Force thanked the Board for their support and ideas at the CATPA Board Retreat. From the suggestions that were made at the CATPA Board Retreat, CATPA Staff have revised the Grant Manager Guidance Manual. Director Force provided the Grant Managers Guidance Manual within the Board Package for October. Director Force provided the updated calendar to the Board and asks for comments/concerns. Cory Amend asked if there were any pitfalls or things that were missed. Director Force stated, "No". Cory Amend asked if the calendar was discussed at the Project Directors Meeting in September? Grant Manager Kenya Lyons explained that it was discussed in the Project Directors Meeting and explained how important it was for the applications to be clear, concise and complete. The applications have to be able to speak for



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themselves. Grant Manager Kenya Lyons explained that there was an initial push back from the Project Directors at first, but once it was explained there was more understanding. Director Force recapped all the changes to the Grant Managers Guidance Manual to the board which included:

Page 6 – FY2021 Grant Cycle Schedule

Page 7 – Helpful Hints (Paragraph B)

Page 11 – Application Instructions – Program Synopsis

Page 13 – Section 4 – Financial Accountability Assurance Statements

Page 13 – Section 4 – Programmatic Performance Assurance Statements

Page 22 – Financial Requests – 40 days (State vs. Non-State Entity)

Page 22 – Narrative Reports – Due Dates

Page 23 – Grant Modification Requests – w/in 60 days of grant end date

Page 23 – Grant Inventory – Instructions on requirements, conditions of removal and depreciation

Page 32: New CATPA Logo

Page 42 – Board Awarding Principles

LTC Barry Bratt commented that the Grant Managers Guidance Manual was very open and transparent to an outsider wanting to apply.

- LTC Bratt made a motion to approve the Grant Managers Guidance Manual as presented.
- Lovre Brajkovic seconded the motion.
- **The motion passed unanimously.**

## **IAATI 2021 Conference**

Director Force informed the Board that CATPA Staff have been working with CATI and an IAATI Liaison on the 2021 Conference. There have been lots of pre-planning going on. The Site Committee held their meeting yesterday, October 16, 2019 at the Onmi Interlocken in Broomfield. Director Force suggested that one of the upcoming CATPA Board meetings should be held at the venue. Director Force explained that Colorado is leaps and bounds farther on the planning of IAATI 2021 than IAATI expected. This year IAATI was held in Glasgow and next year it's being held in Chicago. Director Force explained that Colorado is receiving great comments from IAATI on their 2021 Conference.

- **Information - No Action Taken**

## **Board Member Attendance Schedule**

Director Force explained that the Board is averaging a quorum at every Board Meeting since moving from monthly to bi-monthly. Director Force informed the Board that it is a struggle to get a quorum each meeting. As of October 17, 2019, Board Member Deb Vela has submitted her resignation from the Board. This resignation was submitted to the Governor's Office on October 17, 2019. Cory Amend commented that in reviewing the board member attendance schedule that the lowest number of attendees was 7.2 which was the same in 2016 when the meetings were held monthly. Director Force suggested to the Board Members to prioritize the Board Meetings since we are only meeting bi-monthly. Lovre Brajkovic asked if any board members in attendance today if they could provide insight on what it was like when the meetings were monthly? Jason Juarez commented that it was easier to attend the meetings when they were monthly. Toren Mushovic-Evers commented that it is easier for him to do the meetings bi-monthly. Cory Amend commented he was new and learning the ropes when the meetings were monthly. Jason Juarez commented that the meetings were shorter when held monthly. Jason Juarez commented that with the bi-monthly schedule he misses more meetings than when it was monthly. Cory Amend suggested that this be a discussion item for the December meeting. Cory



Amend asked if there is a stipulation on the number of meetings a member can miss? Director Force explained there is nothing in statute but that it does become problematic and an issue with the Governor's Office. Cory Amend asked if the CATPA Staff could send out each of the board members attendance records? Director Force explained that CATPA Staff will send out each board members attendance records via email.

### **Denver Metro Area Chief's and Sheriff's Meeting**

Director Force provided an update on the Chief's and Sheriff's Meeting that occurred on September 12, 2019. This meeting was about Auto Theft in the Denver Metro Area. Director Force informed the Board he had a follow up meeting with Denver Police Department on Tuesday, October 15, 2019. It was discussed during this meeting to try to get the SRO Training out to all Denver Metro Area schools, to add an insert in the Department of Revenue Registrations notices, and possibly getting an insert added to insurance bills. Cory Amend suggested that the Chief's and Sheriff's meeting was good and that the campaigns are being taken on the road. Cory Amend asked if this would be good for the Pueblo region and the Northern Region. Director Force explained that Chief Davenport had a good campaign going in Pueblo and that this may not be beneficial to them. Director Force explained up North area it has not been touched, for Fort Collins this may be an option, but would need to be looked into. Cory Amend suggested that the meeting may have missed the point with the judges. LTC Barry Bratt suggested in the future to limit the discussion of CATPA programs and to discuss more about the meat of the meeting. Corey Amend asked Director Force if this should include victim statements? Director Force answered yes. Director Force informed the Board that following this meeting with the Chief's and Sheriff's that Pam Hackbarth put together a storyboard about a woman whose car was stolen. This storyboard is being worked with in conjunction with Denver Police Department to make a video.

- **Information - No Action Taken**

## **New Business**

### **Past CATPA Board Resolutions**

Director Force explained to the Board that there were four past resolutions established by the Board. These past resolutions are:

- #1 – Consolidation of CATPA Law Enforcement Task Forces
- #2 – ALPR Grant Specified Vendors (retracted)
- #3 – Final Payments
- #4 – Award Protocol

- **Information - No Action Taken**

### **CO Attorney General Opinion #19-01**

Director Force informed the Board that the Attorney General's office established Opinion #19-01 as it relates to the Board Appointing the Director of CATPA. This opinion found that the statute was unconstitutional and that the Board cannot Appoint a new Director of the CATPA, but rather this appointment will come from the Colorado State Patrol Appointing Authority. Director Force explained that the CATPA Protocols have been updated to reflect this change.

- **Information - No Action Taken**

### **Calendar Year 2020 Board Meeting Schedule**

Director Force provided the Board with the calendar year 2020 Board Meeting Schedule for discussion. It was suggested by Cory Amend that this topic will be discussed at the December Board Meeting along with whether the meetings should go back to monthly or stay bi-monthly.



Cory Amend suggested that CATPA put together a monthly and bi-monthly calendar together and have this available next board meeting.

- **Information - No Action Taken**

### **FY2021 Funding Locations**

Director Force asked the Board Members for suggestions on places to hold the FY 2021 funding conference. LTC Barry Bratt suggested having the 2<sup>nd</sup> Day at the Onmi-Interlocken and the 1<sup>st</sup> day at the Academy. Cory Amend offered to find a room at his office in Denver West. Grant Manager Kenya Lyons informed the board she will look into the room on the 2<sup>nd</sup> floor of 710 Kipling Street. Bob Pace offered the conference room at American Family.

- **Information - No Action Taken**

### **Denver Hardening Project**

Director Force informed the Board that Commander Greenwell submitted three summaries of the Denver Hardening Project. Director Force gave kudos to Commander Greenwell for a job well done and stated that the project was a success.

- **Information - No Action Taken**

### **Next Meeting**

Thursday, December 12, 2019 from 2:00 PM to 4:00 PM  
CATPA Office  
710 Kipling Street, Suite 106  
Lakewood, CO 80215

- The meeting was adjourned at 3:50 PM
-