



**Date:** December 21, 2017

**Time:** 1:30 PM – 3:30 PM

**Location:** American Family Insurance Chair: Tonia Rumer  
 9510 S. Meridian Blvd  
 Englewood, CO 80130

Vice Chair:

**Conference Call:** CATPA Conference Phone

**Attending Board Members**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Tonia Rumer, Insurance Rep.     | <input checked="" type="checkbox"/> Robert Pace, Insurance Rep.                 |
| <input type="checkbox"/> Sheriff Steve Nowlin, Law Enforcement Rep. | <input checked="" type="checkbox"/> Chief Michelle Tovrea, Law Enforcement Rep. |
| <input checked="" type="checkbox"/> Jason Juarez, Insurance Rep.    | <input checked="" type="checkbox"/> Jess Redman, District Attorney Rep.         |
| <input checked="" type="checkbox"/> Judi Burk, Insurance Rep.       | <input type="checkbox"/> Carole Walker, Insurance Rep.                          |
| <input type="checkbox"/> Cory Amend, DOR                            | <input type="checkbox"/> Toren Evers-Mushovic, Consumer Rep.                    |
| <input checked="" type="checkbox"/> LTC Barry Bratt, CDPS           |   |

**Attending CATPA Office Staff**

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

**Public Attendees**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> John Henry, Public Outreach Consultant | <input checked="" type="checkbox"/> Mike Greenwell, CMATT |
| <input checked="" type="checkbox"/> Creighton Bates, CMATT                 |   |

**Call to Order**

The meeting was called to order at 1:42 p.m.

**Introductions**

Board members, CATPA staff and public attendees introduced themselves.

**Agenda Amendments**

- LTC Barry Bratt motioned to approve the Agenda.
- Bob Pace seconded the motion.
- There was no discussion of Agenda Amendments.
- **Motion Passed (unanimous)**

**Public Comment**

None



## Standing Business

### Approval of CATPA Board Minutes from November 16, 2017

- Bob Pace motioned to approve the minutes.
- Jason Juarez seconded the motion.
- **Motion Passed (unanimous)**

## CATPA Financial Reports

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

Director Force provided a detailed report to the Board of the 2018 Operating Budget indicating the administrative budget is on-track. Director Force explained that this report provides a summary of year-to-date expenditures for all Grantees and the CATPA Office. As of today, a total of \$139,556.71 or approximately 31% has been spent leaving a balance of \$304,443.29 available for expenditures. Director Force informed the Board that the detailed report does not include consulting expenditures that have been incurred. These consulting expenditures will appear on next months' report.

Director Force informed the Board that CATPA has a \$6.2 million dollar spending authority of which \$6.1 million has been committed leaving \$59,000 available. This \$59,000 will be allocated to grantees. Director Force provided an update to the Board on the status of cash advances. As of December, a total of \$53,000.00 has been invoiced by grantees from the \$101,500 advanced.

Director Force provided an update to the Board on the 2017 Assessment Collection. As of today, a total of \$4.5 million has been assessed for the 2018 fiscal year. CATPA has received approximately \$600,000 in revenue leaving \$3.9 million uncollected. It was suggested that there is a lag between the insurance companies and the CATPA office in processing the revenue. It was also suggested that there may be some confusion as to when the fee is due based on what the statute states as "on or before January 1".

Director Force briefed the Board on the status of the CATPA Reconciliation. CATPA staff is working with CDPS Financial Services member, Bernadette Borrego on the reconciliation. CATPA staff hopes to have the reconciliation finished by the next board meeting.

- Bob Pace made a motion to approve the budget as presented.
- Judi Burk seconded the motion.
- **Motion Passed (unanimous)**

### ***Grantee Budget Report***

Grant Manager Kenya Lyons presented the FY18 Grant report for the 1<sup>st</sup> quarter which ended on September 30, 2017. Kenya Lyons informed the Board that approximately 24% of the total awarded budget has been expended for the 1<sup>st</sup> quarter. This percent includes a zero dollar request from CBI. It was mentioned by Grant Manager Kenya Lyons that the majority of CBI's award would probably be expended in March-April as CBI has a quality assurance contract with their vendor rather than a time and materials contract.

Grant Manager Kenya Lyons advised the Board that the Grantees have been made aware that the Board is watching expenditures. CATPA staff will also be monitoring the expenditures closely to ensure funds are being used.



- LTC Barry Bratt made a motion to approve the grantee budget as presented.
- Bob Pace seconded the motion.
- **Motion Passed (unanimous)**

### ***Grantee Update***

Grant Manager Kenya Lyons briefed the Board on the December Grant Workshop that was held on December 7, 2017 from 11:00 am to 3:00 pm at the Lakewood Cultural Center. There were a total of seventeen (17) people who attended including Board Members Judi Burk and Chief Michelle Tovrea. Judi Burk and Chief Michelle Tovrea gave kudos to Grant Manager Kenya Lyons for how well the Grant Workshop went. Commander Greenwell echoed the kudos stating that the Grant Workshop was well done and very informative. Grant Manager Kenya Lyon received suggestions from the attendees on how to make next years' workshop better.

- **Information – No Action Taken**

### ***CATI Modification***

Kenya Lyons informed the Board that CATI has had some cost savings that the grantee is wanting to re-allocate funds to training; therefore, CATI has submitted a budget modification for approval. The budget modification request that CATI submitted has two parts, 1) to bring a Chop Shop and Criminal Sophistication Class to Colorado, and 2) to send 4 or 5 analysts to a class being hosted by CMATT and Lakewood Police Department. Kenya Lyons explained that LCI Services will be providing a Chop Shop and Criminal Sophistication class in California; however LCI Services is willing to also provide this course in Colorado for \$17,325.00. The \$17,325.00 would allow 35 members to attend the four-day training at a cost of \$495.00 per person. It is more cost effective to hold the training in Colorado where more individuals can attend. The second part of the budget modification is approval to allow 4 to 5 analysts to attend a Cellular and Wi-Fi Analysis Training Class which is being hosted by CMATT and Lakewood Police Department. The cost of this training would be \$795.00 per person for a total of \$3,975.00. Grant Manager Kenya Lyons informed the Board that the grantee would have to submit a training and an evaluation report for the Chop Shop course and provide an update in the annual report on the Cellular class.

There was a second discussion on additional classes and the funding of those classes. Robert Force informed the group that the funding would have to come from CATI, but that it is something that CATI could include in their FY2019 grant application. One class that was mentioned was the Rolling Surveillance I & II courses. LTC Barry Bratt offered to help find training locations if the classes could be brought to Colorado.

- LTC Barry Bratt made a motion to approve the CATI Budget Modification as presented.
- Bob Pace seconded the motion.
- **Motion Passed (unanimous)**

### ***CATI Conference Policy***

Director Force informed the Board that CATI was looking to change the process in which individuals would receive scholarships to the CATI Conference to allow out-of-state investigators the ability to attend. Director Force explained that CATI wants to allow 5% or approximately 6 individuals out of 120 to attend the CATI Conference to be investigators from out-of-state. It was discussed that if these out of state investigators received the scholarship to attend then it



would be using CATPA money for something that doesn't benefit Colorado. There was discussion that if these out-of-state investigators were to attend, that there needed to be some type of roundtable discussion to benefit Colorado. Jason Juarez requested that Director Force provide statistics surrounding auto-theft in other states that involve cars stolen from Colorado to better justify using CATPA funds for out-of-state investigators to attend the CATI Conference. Tonia Rumer requested that the other state pay 50% of the expenses related to attending the CATI conference. It was decided that more information needed to be provided before the Board could make a decision. Director Force stated he would make the revisions and present the revised policy at the next board meeting.

## **Old Business**

### **Colorado Trends in Auto Theft**

Director Force briefed the Board that the state is seeing an overall increase of 6% in Auto Theft statewide over the last year-to-date. This time last year that was an increase of 24%. Director Force informed the Board that the majority of the increase (6%) is within the Denver Metro Area; however, Pueblo has also seen an increase of 7.5% in auto thefts this past year.

- **Information – No Action Taken**

## **New Business**

### **CSAA Presentation Briefing**

Director Force briefed the board on two presentations that John Henry and Director Force have presented at.

### **Change in State Travel Policy**

Director Force informed the Board that there has been a change in the State Travel Policy and all reimbursements must be submitted to accounting within 7 days of the travel.

### **Appreciation – Sergeant Creighton Bates**

Director Force briefed the Board on all the accomplishments that Sergeant Creighton Bates has done for CATPA and CMATT over the past five years. Tonia Rumer presented Sergeant Creighton Bates with a certificate from the CATPA Board for his hard work and dedication.

## **Unfinished Business**

### **Next Meeting**

January 18, 2018 from 1:30 PM to 3:30 PM  
CATPA Office  
710 Kipling Street, Suite 106  
Lakewood, CO 80215

## **Adjourn**

The meeting was adjourned at 3:08 p.m.

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