



Date: Thursday, February 20, 2020  
 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 December 12, 2019 CATPA Board Meeting Minutes ..... Sheriff Nowlin
- (A) CATPA Financial Reports February 20, 2020 ..... Robert Force
- (I) Grant Project Briefing Reports ..... Kenya Lyons
  - (I) CATI Budget Modification #1 (Internally Approved 01/22/2020)
  - (I) CATI Site Visit (01/23/2020)
  - (I) FY20 Grant Projects Mid-Year Reports
  - (I) FY21 CATPA Grant Applications

**2:15 PM OLD Business**

- (I) Update: Status on Board Member Vacancy and Reappointments ..... Robert Force

**2:20 PM New Business**

- (I) CATPA Board Annual Training ..... Robert Force
- (A) Board By-Laws – Review, Revision & Adoption ..... Robert Force
- (A) Board Rules – Review & Recommendation(s) ..... Robert Force
- (A) Communications Plan – Review, Revision & Adoption ..... Robert Force
- (I) FY21 CATPA Board Funding Conference Update ..... Robert Force
- (I) CATI Conference – Board Member Attendance Confirmations ..... Robert Force

**3:55PM Unfinished Business**

- (I) Next Meeting:  
 Thursday, February 27, 2020 @ 8:30AM – 5:00PM  
 American Family Insurance  
 Mt. Evans Room  
 9510 Meridian Blvd  
 Englewood, CO 80130

**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 • {Vacancy}, 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

**Date:** February 20, 2020

**Time:** 2:00 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Tonia Rumer, Insurance Representative      |
| <input checked="" 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"/> Charla Phagen, BATTLE                 | <input checked="" type="checkbox"/> Daniel Garcia, American Family Insurance   |
| <input checked="" type="checkbox"/> Barb Davis, BATTLE                    | <input checked="" type="checkbox"/> Emily Honeycutt, American Family Insurance |
| <input checked="" type="checkbox"/> Allison Sherry, Colorado Public Radio |  |

Chairperson, Sheriff Nowlin deferred chairperson responsibility to LTC Barry Bratt due him not being physically present but calling in via conference phone.

### Call to Order

The meeting was called to order at 2:00 PM

### **Introductions**

Board members, CATPA Staff and public attendees introduced themselves.

### **Agenda Amendments**

None

### Standing Business

#### **Approval of CATPA Board Minutes from December 12, 2019.**

Jason Juarez indicated that on Page 3 on the vote under FY2020 Operating and Grantee Budget Reports that the vote should read The motion passed by majority.

Kenya Lyons made a correction on Page 8 under CATPA Board Award Nominations, Gina Jeffries and Dana Chavez will receive Excellence in Auto Theft Prevention.



- Chief Nichols made a motion to approve the CATPA Board as amended.
- Toren Mushovic-Evers seconded the motion.
- Jason Juarez 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 February 8, 2020 the anticipated amount to be collected this year is \$5,348,524.00 To date the total amount of revenue collected was \$3,380,056.50, leaving a balance of 1,968,467.50 to be collected.

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

Grant Manager Kenya Lyons informed the Board the total spending was \$6,185,203.00 and to date expenditures are \$2,358,085.01 leaving a balance of \$3,827,117.99. Director Force commented that there are a couple of grantees that are below 50% in expenditures. Furthermore, Director Force informed the Board of about \$150K in funds that will be de-obligated and CATPA recommends for those funds to move to ATTIC to begin a project that will move the database to the cloud. Sheriff Nowlin indicated a point of order that the topic of de-obligating funds should be under new business.

- Chief Nichols made the motion to approve the Grant Budget Report.
- Director Amend seconded the motion.
- **The motion passed unanimously.**

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

Grant Manager Kenya Lyons informed the Board that the AG's Office will submit a Budget Modification to de-obligate approximately \$80,000 due to cost savings in Personnel.

CATI has submitted a Budget Modification to move funds for 2 people to attend trainings to promote the 2021 IAATI Conference. (Internally Approved)

Site Visits – The CATI Site visit was on January 23, 2020 it went very well. The final report was signed and approved on February 20, 2020. The Thornton PD site visit is scheduled for Tuesday, February 25, 2020, all backup documentation has been received. CAAT is scheduled for April.

Semi Annual reports are included in board packet except for AG Office as it was received after Board packet was distributed.

Grant Manager Kenya Lyons informed the Board that the applications for FY21 have been sent out to the board for review prior to the Funding Conference (Day 1) on February 27, 2020. The packet includes the full application from each applicant as well as an Executive Summary and a Q & A that was prepared by the CATPA staff. The total requested is \$7.7 million which has been further broken down to reflect critical, essential and supplemental requests by each applicant. During the funding conference the board and staff will walk through each application.



Sheriff Nowlin thanked the CATPA Staff for their work on the Executive Summary.

- **Information - No Action Taken**

## Old Business

### **Board Member Vacancy and Reappointments**

Director Force received notification on February 19, 2020 that Bob Pace and Jess Redman had been reappointed by the Governor's Office to serve a second term on the CATPA Board. Additionally, Tonia Rumer has been appointed to serve the remaining term of vacated position previously held by Deborah Vela. CATPA has a fully staffed board.

LTC Bratt Thanked Robert and the CATPA staff for their compliance and diligence with the new process.

## New Business

### **CATPA Board Annual Training**

Director Force told the Board that it is a statutory requirement for the Board to undergo annual training. A letter from the State Legislative session was presented to the Board regarding the bill that established best practices for boards and commissions. Director Force presented a PowerPoint presentation prepared by Ingrid Barrier, Senior Assistant Attorney General.

Sheriff Nowlin asked about topic discussions and voting in relation to Conflict of Interest, a discussion ensued and the question was answered. Director Amend reiterated the discussion as it was determined that if a person has a conflict of interest, they may participate in the discussion, however, when there is a motion on the table, that person cannot comment or vote.

### **Board By-Laws**

Director Force reviewed each of the revisions in the Board By-Laws document. Many of the revisions were simple formatting changes. The exception was in Article VII. CATPA STAFF to comply with the Attorney General's Opinion #19-01 as it relates to employment of CATPA staff by the CDPS Appointing Authority. Additionally, under ARTICLE X. MISCELLANEOUS a second item was modified to be consistent with HB18-1198 regarding the statutory requirements related to boards and commissions.

- Director Amend made the motion to approve the changes to the Board By-Laws.
- Robert Pace seconded the motion.
- **The motion passed unanimously.**

### **CATPA Regulations Rules Review**

LTC Bratt opened the discussion for the Board Rules by reading the Instructions for the Review Process. All Rules indicated below were read by LTC Bratt.

CATPA 1 – No Comments or suggestion

- Sheriff Nowlin made the motion to approve CATPA 1 as read.
- Chief Nichols seconded the motion.
- **The motion passed unanimously**



CATPA 2 - No Comments or suggestion

- Robert Pace made the motion to approve CATPA 2 as read.
- Chief Nichols seconded the motion.
- **The motion passed unanimously**

CATPA 3 –Recommended change in format to remove A.

- LTC Bratt made the motion to recommend format change to remove section A.
- Robert Pace seconded the motion.
- **The motion passed unanimously**

CATPA 4 - No Comments or suggestion

- Director Amend made the motion to approve CATPA 4 as read.
- Chief Nichols seconded the motion.
- **The motion passed unanimously**

CATPA 5 – Recommended change in format B & C. The word Board is in parenthesis() in sub section B and is in quotes "" in sub section C.

- LTC Bratt made the motion to recommend format change make the punctuation the same in both sub sections.
- Tonia Rumer seconded the motion.
- **The motion passed unanimously**

CATPA 6 - Recommended change in format to remove A.

- Sheriff Nowlin made the motion to recommend format change to remove section A and to check the question mark with in the boxes on the first two guidelines are file transfer errors.
- Director Amend seconded the motion.
- **The motion passed unanimously**

CATPA 7 - Recommended change in format to remove A.

- LTC Bratt made the motion to recommend format change to remove section A.
- Director Amend seconded the motion.
- **The motion passed unanimously**

CATPA 8 - Recommended change in format to remove A.

- Sheriff Nowlin made the motion to recommend format change to remove section A.
- Robert Pace seconded the motion.
- **The motion passed unanimously**

CATPA 9 – Recommended change in format to remove A. Discussion about A, 2-4

- Sheriff Nowlin made the motion to recommend format change to remove section A.
- Robert Pace seconded the motion.
- **The motion passed unanimously**

PUBLICATIONS - Recommended change in format to remove A



OPEN DISCUSSION FOR COMMENTS AND SUGGESTIONS – LTC Bratt read each item in the section. A discussion was held.

Chief Nichols brought up item 1.e regarding flexibility of the Grant Managers guidance in regards to monthly vs. quarterly grantee reporting on the contract.

There was an open discussion and comments after reading of 1.f to reinsert the term of “(Board)” after CATPA in CATPA 5B. as a reference to the Colorado Automobile Theft Prevention Authority throughout the remainder of the document.

- LTC Bratt made the motion to recommend rescinding previous removal of “Board”
- Director Amend seconded the motion.
- **The motion passed unanimously**

Sheriff Nowlin suggested adding a definition section of Board in CATPA 2 Definitions

- LTC Bratt made the motion to add definition of “Board” under CATPA 2
- Robert Pace seconded the motion
- **The motion passed unanimously**

There were no further comments from the Public or Board. LTC Bratt closed the CATPA Regulations Rules Review.

### **Communications Plan Review**

Director Force explained that many of the revisions were simple formatting changes and modifying the Table of Contents to align with those changes.

Page 3 III. Communications Objectives, 1. Business, A. Board Appointments, Sections 3 a) and c) were changed to reflect the new procedures adopted by the Governor’s Office.

Page 4, 8) “updated” was added for clarification.

Page 5, 2. Management, A. Office Staff, 1) was changed to read Office Staff are employed by the CDPS EDO Appointing Authority

Page 6, 3. Legislation, Regulations, Procedures and Guidelines, A. Legislation was edited to update date of next sunset review in 2029, adds CSP Legislative Liaison.

B. Regulations, was edited to include “Consistent with Mandatory Review of Rules s24-4-103.3” and 1) to include” report findings of the Board’s review to the CDPS Executive Director’s Office Rules Administrator.”

Delete attachment A, could be a separate document about the history of CATPA.

LTC Bratt asked for any additional comments, seeing none.

- Director Amend made the motion to accept changes in Communications Plan as stated
- Robert Pace seconded the motion
- **The motion passed unanimously**



## **Next Meeting**

Thursday, February 27, 2020 from 8:30 AM to 5:00 PM  
American Family Insurance  
Mt. Evans Room  
9510 Meridian Blvd  
Englewood, CO 80130

Board scheduling conflicts for Chief Nichols and Jess Redman

Director Force recommended to board members to review Executive Summary and to send any questions/comments to him so they can be brought up at the conference. He also reiterated meal choice needs to be sent to Krystal.

The contingency plan for any bad weather will be a Zoom Video/Audio Conference that will be facilitated by CATPA Staff.

- Cory Amend motioned to adjourn the meeting at 3:55 PM.
  - Bob Pace seconded
  - **The motion passed unanimously**
  - The meeting was adjourned at 3:55 PM
-