



**Date:** April 20, 2017

**Time:** 1:30 PM – 3:30 PM

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

Chair: Tonia Rumer  
 Vice-Chair: Sheriff Steve Nowlin

**Conference Call:** Denver Metro (720) 279-0026 or Long Distance 1 (877) 820-7831  
 Attendance Passcode: 948348#

**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 Marie 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 checked="" type="checkbox"/> Ron Kammerzell, 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 type="checkbox"/> {Vacant}, Office Manager              |
|  | <input checked="" type="checkbox"/> Kenya Lyons, Grant Manager |

**Public Attendees**

Heather Cameron, CAAT

John Henry, CAAT

**Call to Order**

The meeting was called to order at 1:50 p.m.

**Introductions**

Board members, CATPA staff and public attendees introduced themselves.

**Agenda Amendments**

Kenya Lyons, Grant Manager, requested amending the agenda and adding a CATI Advance Request under the Grantee Update.

Tonia Rumer, Chairperson, requested amending the agenda to add a Lakewood CALEA Update from Chief Tovrea under Old Business.

- Jess Redman made a motion to amend the agenda to add the CATI Advance Request and Lakewood CALEA Update as proposed.
- Jason Juarez seconded the motion.
- **Motion Passed (unanimous)**

**Public Comment**

None

**Standing Business**

***Approval of CATPA Board Minutes from March 16, 2017***



There were no corrections to the agenda.

- Ron Kammerzell made a motion to approve the agenda as presented.
- Judi Burk seconded the motion.
- **Motion Passed (unanimous)**

## ***CATPA Financial Reports***

### ***April 17, 2017 Operating Budget Report***

Director Force provided a briefing of the April 2017 Operating Budget indicating the administrative budget is on track, however the March Payroll has not been entered into budget summary.

- Ron Kammerzell made a motion to approve the budget as presented.
- Jess Redman seconded the motion.
- **Motion Passed (unanimous)**

### ***April 17, 2017 Grant Budget Report***

Kenya Lyons provided a briefing to the Board for the April Grant Budget indicating expenses currently encumbered and cleared from each grant project. Kenya Lyons also briefed the Board the CATPA staff met with CMATT Project Director Greenwell to gain an understanding for compliance with reimbursement requests and quarterly reporting requirements. Kenya Lyons reported that November and December is still in progress with CMATT but now that the fiscal agent (Lakewood PD) has passed the CALEA process, they should be able to process the reimbursements without further concern. Commander Greenwell assured the CATPA Staff that he should be able to submit reimbursement in a timely manner and CATPA staff will be monitoring to ensure submissions are completed. Kenya Lyons said she is working with Charla Phagan, BATTLE and ATICC Financial Officer, in working to catch up discrepancies but both projects are on task. CAAT and CATI have no issues for financial expenditures reported. Kenya Lyons advised the AG's Office tends to wait until the end of the quarter to submit requests and expects this past quarter (January through March) will be received sometime next week. CBI was adjusted with a 12 month extension due to inabilities in the IT development that will span into FY18, where all the award except for \$60,000 was moved to FY18. As of today, CATPA has not received any reimbursement from CBI but expects the \$60,000 to be spent during the final quarter (April to June). Kenya Lyons reported all projects are considered on-task for financial reporting.

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

## ***Grantee Update***

### ***CATI Advance Request***

Kenya Lyons advised the CATPA Office received a request from CATI earlier today requesting advance funds of \$30,000 in order to pay the private trainer for Rolling Surveillance course scheduled for late May 2017. The request is based on CATI not having sufficient cash flow to cover the costs as the 2017 Vehicle Crimes Seminar will obligate most of CATI's cash reserves. During the discussion, Director Force advised this has been a past practice to assist CATI and is allowed within the confines of the FY17 CATI Grant Agreement, with the understanding the Advance is expended within 60 days from the date of delivery. Clarification was made that this



advance is not for the purpose of the CATI Conference but for a separate training class at the end of May, after the CATI Conference.

- Chief Tovrea made a motion to approve the Advance Request for \$30,000.
- Ron Kammerzell seconded the motion.
- **Motion Passed (unanimous)**

### ***FY18 Grant Process***

Kenya Lyons advised all the recommended funded grant projects have completed the revised grant application and submitted them to the CATPA Office. The CATPA Office is in the process of composing the appropriate contracts and agreements, where they should be sent out sometime in the next week to the grantees for review.

### ***CMATT Board Meeting 04/04/2017***

Robert Force briefed that the CATPA staff attended the last CMATT Board Meeting where all participating agencies discussed the need to contribute to the grant award in order to continue existing services and personnel with CMATT. The final CMATT grant application includes an 80% contribution for existing staff positions. Commander Greenwell advised there may be a need to continue support from participating agencies given the stagnant ability of CATPA funding.

### ***BATTLE Grant Modification #3 – Trackers***

Kenya Lyons briefed the Board that the CATPA Staff authorized BATTLE Modification #3 as there was not a change in the program measurements, goals or objectives, nor was a move of funds requiring Board Approval. However, as CATPA Protocols require all Modifications to be presented to the Board for questions or concerns, this item was placed on the agenda. Director Force asked for any comments or concerns, where no Board members responded.

## **Old Business**

### ***Texas ATPA***

Director Force briefed the Board that the Texas ATPA has undergone significant legislative review where concerns of efficiency have arisen. As of last week, it appears the Texas legislature may be authorizing less than \$10 million to the ATPA and moving the remaining funds (\$40 million) into the General Fund. The issues faced by the Texas ATPA are a clear warning of concerns related to efficiency evaluations and demonstration of funding for consideration. Director Force advised the Texas ATPA is different in its funding sources from Colorado, and has different metrics for evaluation methodologies.

### ***Selection Process for CATPA Grant Specialist***

Director Force briefed that it announced a statewide position vacancy for Charla Phagan's position and received no applications. This was believed to be attributed to the notification that the position is contingent upon the continuation of the CATPA Cash Fund where state employees would not take the risk to leave a tenured position. The vacancy was then opened for statewide public announcement and CATPA received 10 applications meeting the qualifications. Director Force advised the 10 applications were reviewed and six (6) were selected for interviews on 04/28/2017. Director Force said he was impressed at the high level of qualifications from the candidates, as many have a very strong financial background.



### ***Lakewood PD CALEA Update***

Chief Tovrea advised she attended the March 21, 2017 Lakewood PD CALEA Re-Accreditation and provided input on the leadership, accomplishments and partnership with CATPA. Chief Tovrea said the meeting went very well and she was happy to have represented the Board. Board members expressed their appreciation to Chief Tovrea as well.

### **New Business**

#### ***Lieutenant Colonel Barry Bratt, New Board Member***

Director Force advised that Deputy Chief Mark Savage has stepped aside from the Board as his obligations and commitments would not ensure quality involvement with the Board. LTC Bratt has been designed by the CDPS Executive Director Stan Hilkey. LTC Bratt provided the Board an general background that he's been a police officer since 1986 and has control over the Criminal Investigations Branch, where CATPA fits well with his duties and responsibilities. Board members welcomed LTC Bratt.

#### ***EMC Assessment Refund Notification***

Director Force advised a denial notification was sent to EMC regarding their request for a reimbursement of assessment overpayment since 2008. Director Force advised this notification was sent in response to administrative position from the Division of Insurance, Attorney General's Office, Financial Services and concerns from the CATPA Board. The notification was sent last week and Director Force has not received a response, however, any response from EMC would be forwarded to the Attorney General's Office for consideration.

On a similar note, CATPA received a request from American Family for a refund of \$112,573 due to an error in the FY17 Assessment. This error was caught immediately after the January payment period, where counsel and advice from Financial Services agrees to reimburse the amount due to timeliness and verification – as the error was caught in the same fiscal year and immediately after the remittance of the first assessment period.

#### ***Application of §24-4.1-101 C.R.S. to Support Auto Theft Victims***

Director Force advised he met with the CSP Victims Crime Unit where there was interest in them applying for a DCJ grant to assist certain victims of auto theft meeting statutory requirements. There was concern in the discussion as auto theft victims are not typically able to receive benefits unless there is another related crime (specified in the statute) and caution was advised as this could create an environment where CATPA may be looked at to change its statute to assist victims. The discussion ended with a need of clarification on what the application would be requesting and how it would address victims that are not already covered under the statute.

#### ***Utah, Georgia and Kansas ATPA Assistance***

Director Force briefed that he has had several conversations with representatives from each state in starting an ATPA. Director Force advised all states are in the beginning stages and strong caution has been given to them to adjoin partnerships with state/regional insurance associations and auto theft investigators as they proceed. Director Force advised guidance has been provided through the International Association of Auto Theft Investigators ATPA to assist and support their efforts.



### ***CAAT John Henry Briefing***

John Henry, Communication Consultant, advised he has met with Dave Cosson and Investigator Dana Chavez at the AG's Office and has been going over adjudicated cases for gathering a better picture on messaging the concerns of auto theft and related crimes. John Henry said he is planning to meet with ATICC to get data that represents counties to see what information can be gathered. He will be attending the upcoming CATI Conference and looking to broaden the conversation about auto theft. He is also looking for some rising stars to visit and follow-up to see if a spokesperson can be identified for a later video or interview. John Henry passed out a case tracking for CATPA public outreach list and a suggestion was to include auto thieves knowing law enforcement techniques.

### **Unfinished Business**

#### ***Note on Board Member's Attending 2017 Vehicle Crimes Seminar***

Kenya Lyons reminded that Board Members attending the upcoming seminar need to complete paperwork for reimbursement.

#### ***Next Meeting***

May 11, 2017 from 1:30 PM to 3:30 PM

Double Tree by Hilton

#### **Mt. Baldy room**

Breckenridge Ski Resort

550 Village Road

Breckenridge, CO 80424

### **Adjourn**

The meeting was adjourned at 2:50 p.m.

---