



Date: Thursday, April 16, 2020

Time: 2:00 PM - 4:00 PM

Location: Teleconference – not in-person meeting due to COVID19

Chair: Sheriff Steve Nowlin

Vice-Chair: LTC Barry Bratt

Conference Call: Google Meet Conference Number (612) 361-2575 PIN 526709529#

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 March 26, 2020 CATPA Board Meeting Minutes Sheriff Nowlin
- (A) CATPA Financial Reports April 16, 2020 Robert Force
- (I) Grant Project Briefing Reports
 - (I) Program Update on FY20 Projects Kenya Lyons
 - (A) BATTLE Budget Modification #2 Reconsideration Cpt. Beaudin & Lt. Lux
 - (A) BATTLE Budget Modification #3 Reconsideration Cpt. Beaudin & Lt. Lux
 - (I) BATTLE Budget Modification #4 (Internally Approved 03/30/2020) Kenya Lyons
 - (I) BATTLE Budget Modification #5 (\$60,000 transfer to purchase ALPRs) Cpt. Beaudin
 - (I) CMATT Budget Modification #5 (Club Purchase-Internally Approved 04/07/2020) .. Kenya Lyons
 - (A) CMATT Budget Modification #6 (Transfer of \$200,000 to Equipment) Cmdr. Greenwell
 - (I) Project Director’s Meeting – COVID 19 (03/27/2020) Robert Force
 - (I) FY21 Award Recommendations Notices Robert Force

3:00 PM OLD Business

- (I) June and August Meeting Via Teleconference vs. In-Person Robert Force
- (I) Update: ATICC Shift and Lift Cpt. Beaudin

3:15 PM New Business

- (A) List of Non-Allowable Items for FY2021 Robert Force
- (I) Insurance Refunds Processed Krystal Cook-Matson

3:55PM Unfinished Business

- (A) Next Meeting:
 Thursday, June 18, 2020 @ 2:00 PM – 4:00PM
 TBD Based on COVID 19

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 • Tonia Rumer, 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: April 16, 2020

Time: 2:00 PM – 3:50 PM

Location: Teleconference Meeting due to COVID 19

Chair: Sheriff Steve Nowlin

Vice Chair: LTC Barry Bratt

Conference Call: Google Meet Conference Number (612) 361-2575 PIN 526709529#

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 type="checkbox"/> Jason Juarez, Insurance Rep. | <input checked="" type="checkbox"/> Amy Taylor, Insurance Rep. |
| <input 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"/> Captain Matthew Beaudin, BATTLE | <input checked="" type="checkbox"/> Commander Mike Greenwell, CMATT |
| <input checked="" type="checkbox"/> Lieutenant Mike Lux, BATTLE, Colo Spgs PD | |
| <input checked="" type="checkbox"/> Master Sergeant Michael Gartner, ATICC | |

Director Robert Force informed the Board Members that Chairperson, Sheriff Nowlin was having difficulties joining the call. LTC Barry Bratt was asked to Chair the meeting until Sheriff Nowlin was able to join the call.

Call to Order

The meeting was called to order at 2:07 PM

Introductions

Administrative Assistant Pamela Hackbarth conducted a roll of all members attending the meeting.

Agenda Amendments

- Chief Nichols made a motion to approve the agenda amendments as presented
- Amy Taylor seconded the motion
- **The motion passed by majority.**

Public Comment

There was no public comments.

Standing Business

Approval of CATPA Board Minutes from March 26, 2020.



- Chief Nichols made a motion to approve the March 26, 2020 CATPA Board Minutes as presented.
- Lovre Brajkovic seconded the motion.
- **The motion passed by majority.**

CATPA Financial Reports

FY2020 Operating and Grant Budget Report

Director Force provided an updated Operating Budget Report to the Board Members. A total of \$5.7 million was awarded to grantees in FY2020. Of that amount, \$3.8 million has been expended leaving a total of \$2.3 million unspent. This equates to roughly 61% of all awards being spent to date. Due to COVID -19 pandemic, it is estimated that 10% of the remaining \$2.3 million may be reverted by grant projects but the CATPA Office is keeping updated with each of the projects to provide available assistance. Director Force reported a total of \$3.4 million has been collected in revenue as of 04/08/2020 leaving a total of \$1.9 million pending collection on or before July 1, 2020. Director Force explained the mid-year revenue collection was very good and is confident the remaining funds will be collected by the July due date. LTC Bratt asked why CATI's spending is low as compared to other grantees. Director Force explained the CATI Conference was postponed until October 2020 due to COVID-19, which is \$175,000 of the project's funding.

- Cory Amend made a motion to approve the FY2020 Operating Report as presented.
- Chief Nichols seconded the motion.
- **The motion passed by majority.**

Board Members Bob Pace and Sheriff Nowlin joined the call at 2:17 pm and gave their apologies for being late to the meeting. LTC Bratt welcomed Bob Pace and Sheriff Nowlin to the call. LTC Bratt informed Sheriff Nowlin of the proceedings and asked Sheriff Nowlin to chair the meeting. Sheriff Nowlin declined due to possible technical difficulties, therefore, LTC Bratt continued.

Grant Project Briefing Report

Grant Manager Kenya Lyons informed the Board of the Special Project Directors Meeting held March 27, 2020 to discuss the impact of the COVID-19 pandemic on the CATPA grants. Additionally, she informed the Board the 3rd Quarter ended on March 31, 2020, and grantees have until April 30, 2020 to submit financial requests and reports for this January – March quarter. Grant Manger Kenya Lyons further informed the Board of the upcoming quarterly Project Directors Meeting on April 29, 2020 where they will discuss special conditions and FY20 year-end deadlines.

- **Information - No Action Taken**

BATTLE Budget Modification #2 Request for Reconsideration

Colorado State Patrol, Captain Matthew Beaudin and, Colorado Springs Police Department, Lieutenant Mike Lux introduced themselves to the board for a reconsideration of BATTLE Budget Modification #2, which was denied during the February Board meeting. They presented their position regarding the purchase of a heavy duty bumper and take down lights for Colorado Springs Police Department in the amount of \$2,030.05. Captain Matthew Beaudin explained, if approved, this bumper would be installed on an unmarked truck donated by NICB. This vehicle would only be used by BATTLE members trained in pinning whose agencies approve the tactic. This equipment directly helps to reduce auto theft by giving officers methods of apprehending



offenders in an occupied stolen vehicle. This tactic is successful and often the most safe alternative to avoid pursuits and minimize danger to the public. Captain Beaudin went on to say that the reinforced bumper gives officers confidence and removes the hesitation to contact a suspect vehicle. Captain Matthew Beaudin informed the Board the same type of bumper had previously been purchased by BATTLE and is deployed on two vehicles in El Paso County, and CMATT has purchased these bumpers for their task force as well. Lieutenant Mike Lux stated that BATTLE South underwent training for this type of tactical operation in 2018, however, due to staff turnover, there is a need to train the new team members. He went on to state that Colorado Springs Police Department does use the PIN method as a tactical operation when trying to apprehend stolen vehicles. CATPA Director Robert Force informed the Board that when CMATT purchased these bumpers for the task force in the past, these purchases were not caught by CATPA staff when reviewing the reimbursement. These bumpers are on an informal non-allowable list that the board does not want to fund due to the liability associated with using pinning tactic in operations. LTC Bratt suggested that operating funds be used at the task forces discretion. His concern is that since this item has been brought up to the board, then the issue of liability needs to be discussed. Sheriff Nowlin explained the liability was the reason why the StarChase was not funded in previous years and suggested that using the vehicle for surveillance activities would take away from other activities. Lieutenant Mike Lux informed the Board that the bumper is not being placed on a traditional surveillance type vehicle, but rather a donated truck as safety precaution when engaging in the PIN tactical operations. Sheriff Nowlin explained in the original request it did not state the type of vehicle. Sheriff Nowlin asked who would be trained if this bumper was purchased using CATPA funds. Captain Matthew Beaudin informed the Board that the only people using the vehicle would be required to complete 32 hours of training, and it would primarily be used by the Arrest Team. Training is currently offered every quarter for qualified members of the BATTLE South Team. LTC Bratt asked the status of the airbags in the truck? Were they disabled? LTC Bratt explained to the Board that PINS are typically done at a low rate of speed of 5 miles per hour or less. Lovre Brajkovic asked what agencies allow their members to use the PIN technique. Captain Matthew Beaudin explained the agencies that allow their members to use the PIN technique in BATTLE South include El Paso County Sheriff's Office, Pueblo Police Department, Florence Police Department, Colorado Springs Police Department. CMATT Commander Mike Greenwell explained that all CMATT agencies operate pinning operations except the Denver Police Department who opted out due to case litigation and liability issues. Lovre Brajkovic expressed that not all agencies use the method and asked why this would be the case. Captain Beaudin explained that cost and training are the main reasons and further explained that agencies who use the technique are very successful. Chief Nichols explained that he is very familiar with the PIN technique and the issues surrounding it. He explained it does tear up the vehicle, can be very dangerous and it isn't a technique that everyone can use because of extensive amount of training it takes. To summarize the issues around it are cost, training, community expectations and environment. Sheriff Nowlin explained that it was too bad the agency couldn't purchase the bumper. LTC Bratt asked for a motion to either approve the reconsideration for Budget Modification #2 given the new information or to uphold the existing decision made on March 26, 2020 which was not to fund the bumper.

- **No motion was made to approve reconsideration of Budget Modification #2.**

BATTLE Budget Modification #3 Request for Reconsideration

Captain Matthew Beaudin provided a brief summary for the board to reconsider of BATTLE Budget Modification #3, which was denied during the March board meeting. Budget Modification #3



requested purchase two carrier vests for a total cost of \$767.00. Captain Matthew Beaudin explained these vests are not ballistic vests, but rather identify the members as being police that typically wear plain clothes. In the past these vests have been provided to other agencies with BATTLE funds. These vests provide uniform compliance for all individuals to easily identify members as law enforcement. Captain Matthew Beaudin further explained that lessons learned in the 2018 shooting, the vest carrier would be uniform for all BATTLE South members. The uniform vests were purchased during Captain Mark Mason's tenure, however with turnover, new vests need to be purchased. LTC Bratt asked why the home agency was not providing vests to their officers. Lieutenant Mike Lux explained that not all members are police officers, some members of BATTLE South have different titles such as deputies. These vests would clearly identify the members as police. Chief Nichols explained that these vests are absolutely necessary. Sheriff Nowlin suggested it as an operating line item that could be used if BATTLE has the funding available. Grant Manager Kenya Lyons informed the Board the total amount of this request is \$767.00. A total of \$176,000 was awarded in the Supplies and Operating Category to BATTLE for FY2020. Captain Beaudin explained that there is roughly \$50,000 still available in this line item to be used. The Board members discussed if BATTLE has the funding available to make the purchase, they could do so without Board approval being required. It was asked why a Budget Modification was submitted for these vests. Captain Beaudin explained the line item they only allotted \$1,200 for the year under Supplies and Operating. Captain Beaudin suggested moving the funds from telecommunications without having to complete a formal budget modification and asked if this was something he could do. Sheriff Nowlin explained the concern was shifting of monies from overtime to cover these vests. Bob Pace asked if the modification was under \$10,000 if the CATPA staff could approve it. Grant Manager Kenya Lyons explained that the reason why this modification came in front of the board was because it was moving monies from two major categories. LTC Bratt asked for a motion to reconsider Budget Modification #3 given the additional information or to uphold the original decision made on March 26, 2020.

- **No motion was made to approve reconsideration of Budget Modification #3.**

BATTLE Budget Modification #4 (Internally Approved 03/30/2020)

BATTLE Budget Modification #4 was to move \$88.13 from Supplies and Operating Supplies and Equipment line item to Training/Meeting Expenses to cover the cost of food that was provided during a BATTLE Training. This modification was internally approved by CATPA staff on March 30, 2020.

- **Information - No Action Taken**

BATTLE Budget Modification #5

BATTLE Budget Modification #5 is to move \$61,168.38 from various categories from cost savings into Equipment to purchase 3 ALPR's. This equipment; if approved; would be installed on vehicles for the Pueblo Police Department, Fountain Police Department and Colorado State Patrol to be used in the Montrose area. LTC Bratt read the narrative of Budget Modification #5 for all board members to hear.

- Sheriff Nowlin made a motion to approve Budget Modification # 5 as presented.
- Bob Pace seconded the motion.
- Sheriff Nowlin and LTC Bratt abstained
- **The motion passed by majority.**



CMATT Budget Modification #5 (Internally Approved 04/07/2020)

CMATT Budget Modification #5 was to move \$8,000 within the Supplies and Operating Category from Enforcement Supplies and Operating to Community Education to purchase an additional 600 clubs to be used in the community for a total cost of \$7,932.00. The funds originally set aside to purchase these clubs were used for license plate screws to deter the theft of license plates. As part of this community program, each recipient is required to complete a registration form. CMATT Staff will follow up to determine if the clubs had a positive effect on deterring theft from the vehicle. The \$8,000 would be coming from an ALPR that is no longer needed during this grant cycle. LTC Bratt asked if this was an informal modification approved by CATPA Staff. Grant Manager Kenya Lyons informed the board that yes, this was an informal modification and was internally approved by CATPA Staff on 04/07/2020. This modification was being brought to the Board for awareness.

- **Information - No Action Taken**

CMATT Budget Modification #6

CMATT Budget Modification #6 would move items out of various line item categories into equipment. Commander Greenwell explained to the board that he had been tasked to identify areas where funds are unspent due to the pandemic. Commander Greenwell informed the Board he is looking to move \$186,000. Commander Greenwell explained he looked at the task force budget implications created from the COVID 19 pandemic. He further explained cost savings in personnel by Detective Felosi, currently on light duty due to an off duty incident. Budget Modification #6 would move \$80,700 from salaries, \$52,000 from Overtime, \$48,000 from Supplies and Operating, and \$5,300 from travel into Equipment. This would allow CMATT to purchase equipment that was originally included in the FY2021 Grant Application that was not funded. This would allow CMATT to purchase an additional ALPR for Douglas County Sheriff's Office (\$35,850), ALPR Technology for Westminster Police Department (\$9,500), ALPR for Thornton Police Department (\$38,650), the Denver/Lakewood fixed ALPR Project (\$77,000), ALPR trailer for Arvada Police Department (\$36,000) and GPS/Tracker needs (\$16,000). LTC Bratt thanked Commander Greenwell for looking ahead at his budget and trying to maximize the spending that can be done amidst COVID 19. Sheriff Nowlin explained these purchases were ok as long as they weren't on the list of non-allowable items.

- Jess Redman made a motion to approve CMATT Budget Modification #6 as was presented.
- Cory Amend seconded the motion
- LTC Bratt abstained
- **The motion passed by majority.**

Project Directors COVID 19 Meeting

Grant Manager Kenya Lyons informed the board that a special Project Director's Meeting was held March 27, 2020 to discuss the impact of the COVID-19 pandemic. The Project Directors were tasked with planning and identifying the impact of the pandemic on their programs. All Project Directors were asked to provide a summary to CATPA Staff. CATPA Director Robert Force gave kudos to the Project Directors on their summaries as they did a great job identifying the impact. CATPA Director Robert Force explained the negative impact is roughly \$720,000. The CMATT and BATTLE Budget modifications discussed earlier are helping reduce this amount. Approximately \$225,000 from CATI is impacted, this includes \$25,000 from training and \$175,000 from the CATI Conference postponement. The CATI Conference has been postponed until October 2020. CATPA



Staff will be requesting to roll-forward funds with the assistance of the EDO Finance to the State Controller. The Attorney General's office is experiencing some administrative issues. BATTLE had identified approximately \$130,000 impact, however, their modification #5 approved today will reduce this amount by \$61,168.38. CMATT Budget Modification #5 for \$8,000 was approved for public education will offset some of their impact. Thornton Police Department has \$1,800 remaining that they will not be able to utilize during this grant period. Of the \$720,000 a total of \$262,000 is in jeopardy of reversion for the current grant cycle. This was brought to the board for their awareness. Kenya Lyons explained grantees are preparing for the worst, but hoping for the best and CAPTA is working on scenarios with the Project Directors. The pandemic may have an effect on the FY2021 Grant Cycle and respective budgets and projects. LTC Bratt suggested that grantees use FY2020 funds to offset the reversion lessening the amount needed for FY2021. Director Force explained the grantees are looking at their FY2021 Grant Projects and respective budgets and making determinations as to what can be purchased in FY2020. Director Force explained that CMATT has done a great job of doing this. Director Force advised the board that electronic votes may be sent out requiring timely responses. LTC Bratt suggested that BATTLE look at their FY2021 Grant Projects and Budgets and see if they can make any purchases this year to help lessen the burden for next year. Commander Greenwell advised the board that ALPR purchases being made this late this year may run into the issue delayed installations and may not be completed by June 30, 2020. It was asked if it was possible to get an extension to allow these installations to be completed in the next fiscal year. LTC Bratt asked if Commander Greenwell was referring to a roll forward similar to that of what is occurring with the CATI Conference. Director Force informed the board that CATPA staff is in communications to do a roll forward; however one request with all the grantee projects will be submitted.

- **Information - No Action Taken**

FY2021 Award Recommendation Notices

Director Force advised the Board that the FY2021 Award Recommendation Notices have been sent to all grantees.

Old Business

June and August Meetings Via Teleconference vs In-Person

It was agreed that the June meeting will be held via teleconference. The August meeting will be re-evaluated at the June meeting.

Update: ATICC Shift and Lift

Captain Matthew Beaudin informed the board that the Grant Management's Office (GMO) has received permission to obtain a waiver that would allow for the ATICC Shift and Lift services to be performed during this fiscal year ending June 30, 2020. The total amount contracted for the ATICC Shift and Lift for this fiscal year will be \$167,000. Planet Technologies will move the data from the server to the Amazon Cloud Technology. It is estimated to be completed by June 30, 2020. The \$167,000 came from fund reversions from other grantees approved in the March 26, 2020 meeting. Director Force explained that the Grant Management's Office was able to go into contract with Planet Technologies by obtaining a waiver to not have to go under a state contract to get the services completed.

- **Information - No Action Taken**

New Business



List of Non-Allowable Items

Director Force and Grant Manager Kenya Lyons presented to the Board a list of non-allowable items that in the past have not been approved by the CATPA Board. Director Force began reviewing the list explaining the items starting with Personnel Costs. LTC Bratt asked Director Force to pause for a moment so the board could talk before going through the entire list. Jess Redman explained he had concerns over policies and tactics for handling these types of items and explained there are statutory requirements that need to be reviewed. Jess Redman suggested due to the enormity of this topic, that this be tabled for a different meeting held solely for the purpose of this discussion. Sheriff Nowlin explained he is not concerned with the tactics, but rather the equipment and associated liabilities. Amy Taylor explained that it would be helpful to have more information as her background is not in law enforcement therefore she doesn't understand some of the terminology or reasoning behind decisions.

- LTC Bratt made a motion to table this topic until the August 20, 2020 in person meeting.
- Lovre Brajkovic seconded the motion
- **The motion passed by majority.**

Director Force explained the CATPA Staff would continue to give guidance based on past business practices until the August meeting. Director Force suggested that it would be good to hear from law enforcement and police departments on items in question. It was suggested that perhaps this topic can be discussed during the board retreat. Jess Redman explained either was fine with him, but that we need to get a better idea of what we are looking at before making decisions and addressing the questions. Sheriff Nowlin asked if it was possible to have it reviewed by the Attorney General's Office. Director Force explained that yes it can be reviewed by legal counsel. Sheriff Nowlin asked if they need to obtain a legal opinion. Director Force suggested having a member from the Attorney General's Office at the meeting to answer questions. LTC Bratt asked Director Force if he would seek legal counsel and send out opinion for electronic vote.

Insurance Refunds Processed

Director Force briefed the Board that a total of \$11,961.00 was refunded to insurance companies for overpayments that were duplicated by mistake. Sheriff Nowlin asked how these refunds affected the overall revenue. Director Force explained it didn't have an impact overall as these were duplicate payments. CATPA Staff are on track to collect \$5.3 million this year. Director Force explained Grant Specialist Krystal Cook-Matson had to convince insurance companies to take the monies back as all wanted to apply it towards next years payment.

- **Information - No Action Taken**

Next Meeting

Thursday, June 18, 2020 at 2:00 pm to 4:00 pm
Teleconference Meeting

Lieutenant Mike Lux disconnected from the call at 3:53.

- Sheriff Nowlin made a motion to adjourn the meeting.
 - Lovre Brajkovic seconded the motion
 - **The motion passed by majority.**
 - **The meeting was adjourned at 3:55 PM**
-