



Date: Tuesday, April 30, 2019  
 Location: Steamboat Grand - Saddle Creek Board Room  
 2300 Mt Werner Circle  
 Steamboat Springs, CO 80487, USA  
 Conference Call: 720-279-0026 Enter PIN: 948348#

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

## 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 14, 2019 CATPA Board Funding Conference..... Sheriff Nowlin
- (A) Approval of March 14, 2019 CATPA Board Meeting Minutes..... Sheriff Nowlin
- (A) CATPA Financial Reports ..... Robert Force
- (I) Grant Project Briefing Reports ..... Kenya Lyons
- (I) Grantee Update ..... Kenya Lyons
  - Site Visit Reports for C-MATT, BATTLE and AG's Office
  - BATTLE & ATICC Performance Improvement Plan
  - C-MATT Modification #3 - \$8,770 from Personnel savings to Training
  - Meeting with CATPA Office, AG's Office, BATTLE and C-MATT
  - Project Director's Meeting

### 2:15 PM OLD Business

- (A) June 20<sup>th</sup> Board Meeting in Grand Junction ..... Robert Force
- (A) Discussion on FY20 BATTLE Funding Recommendation ..... LTC Bratt
- (I) Update: Multi- Crime Task Force Command/Leadership Meeting ..... Robert Force

### 2:25 PM New Business

- (A) Debriefing the FY2020 Funding Conference ..... Robert Force
- (I) Kenya Lyons – Nomination for Professional Services of Year Award..... Robert Force
- (I) CDPS Boards and Commissions Policy..... Robert Force
- (I) AG's Office Presentation (Berla and Rapid DNA Update) ..... Sarah McCutcheon

### 3:55PM Unfinished Business

- (I) Next Meeting:  
 Tuesday, June 20, 2019 @ 2:00PM – 4:00PM  
 Grand Junction, Colorado (TBA)

### 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



**Date:** April 30, 2019

**Time:** 2:04 PM – 4:34 PM

**Location:** Steamboat Grand Hotel  
 Saddle Brook Board Room  
 2300 Mt Werner Circle  
 Steamboat Springs, CO 80487

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 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 type="checkbox"/> Jason Juarez, Insurance Rep.                           | <input checked="" type="checkbox"/> Amy Taylor, Insurance Rep.                 |
| <input type="checkbox"/> Toren Evers-Mushovic, Consumer Rep.                    | <input type="checkbox"/> Deborah Vela, Insurance Rep.                          |
| <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**

- Commander Mike Greenwell, CMATT
- Sarah McCutcheon, AG’s Office

**Call to Order**

The meeting was called to order at 2:04 PM

**Introductions**

Board members, CATPA staff and public attendees introduced themselves.

**Agenda Amendments**

In the Approval of March 14<sup>th</sup> Funding Conference Minutes it was amended to include March 13 – 14.

- Robert Pace made a motion to correct the agenda by adding March 13 to the CATPA Board Funding Conference.
- Chief Nichols seconded the motion.
- **Motion Passed (unanimous).**

CATPA staff suggested that the AG’s Office Presentation be moved from New Business to the first item of Standing Business.

- Robert Pace made a motion to move the AG’S Office Presentation from New Business to first item of Standing Business.
- Sheriff Steve Nowlin seconded the motion.
- **Motion Passed (unanimous).**

A correction was noticed for the next Board Meeting on Thursday, not Tuesday, on June 20, 2019.



- LTC Bratt made a motion to change the meeting from Tuesday to Thursday.
- Bob Pace seconded the motion.
- **Motion Passed (unanimous).**

## Public Comment

None

## Standing Business

### **AG's Office Presentation (Berla and Rapid DNA Update)**

Sarah McCutcheon from the AG's Office presented an update to the Board.

Berla Infotainment System Retrieval – A.A.G. McCutcheon said Investigator Dana Chavez completed Berla Certification Course, which included training on a full spectrum of vehicle forensics focused on utilizing infotainment system software to acquire key pieces of investigative information. He is teaching a course Wednesday, May 1, 2019 at 10:00AM at the CATI Conference and again on May 15<sup>th</sup> during the CATI meeting. AG, Phil Weiser will be present; he believes it is important that the AG's Office and CATPA work together. The Berla system can be used for investigative cases including recovered stolen and/or abandoned vehicles. Robert Force added that the victim's privacy is important, where the use of Berla may vary from jurisdiction to jurisdiction. Sheriff Nowlin asked, if a vehicle is recovered on real property, will a warrant be necessary when found in public? Sarah responded that she doesn't think so; however; when in doubt, always get a search warrant. A discussion ensued. She ended the discussion by stating they will create standards and procedures on the AG's Office meeting assistance requests from agencies.

- Rapid DNA - A.A.G. McCutcheon provided an overview and update on the Rapid DNA pilot program between CBI and CMATT. The primary focus on this program is to identify perpetrators of vehicle theft using touch DNA. This project is intended to study the cost analysis and impact on minimizing time/effort regarding processing of DNA on property crimes. As traditional DNA testing for all crime has created a massive backlog at CBI, according to Katie Featherstone (CBI). Some touch DNA is being used in other cases; however; those samples typically contain multiple donors and less than 5% render a suitable sample. Furthermore, crimes against persons take priority of all other crimes. Colorado will be on the front end of using this technology. The cost of a touch DNA machine is approximately \$100,000 and the cost of 200 swab field kits is approximately \$20,000; making the total cost approximately \$120,000. Originally one manufacturer planned to donate a machine and supplies with CMATT. The original vendor backed out, shortly after starting the project, therefore CMATT had to use another vendor. However, CMATT is a good fit for the program due to the size and workload of the task force. The process for the program includes three steering wheel swabs, one for touch DNA analysis and two to send for full analysis to compare to CODIS (Combined DNA Index System). CMATT, in conjunction with CBI, have developed standards for acquiring the DNA from recovered stolen vehicles and are in the process of evaluating results. Currently, full analysis takes between 8-10 months, where this process will shorten that time to approximately 30 days. The overall goal is to obtain DNA results in 90 days. The original concept was to see if Rapid DNA use could affect the CBI backlog which led to the partnership with CMATT to use Rapid DNA as a screening tool. To prove the concept, CBI tested the three swab collection method on their own vehicles, asking the question if all the swabs generated the same information. However, the original design of the pilot program didn't prove the concept. The proof of concept testing did not support using the instrument as a



screening device. The results were not replicated by testing the swabs by the traditional method. The Rapid DNA swab test did not predict what was on the other swabs. However, when the samples were tested, the percentage of collections that yielded a suitable profile for comparison increased dramatically. The program has evolved and is no longer a field test. Currently, the concept is to test if those increased results can be replicated in a real world scenario and used as a predictive tool. The apparent benefits of this program appear to be: 1) A Unique nationwide test where no other state is known to use a Rapid DNA instrument for multi-source testing regarding property crimes, 2) CMATT’s participation ensures samples have priority in the queue, and 3) No legal downside, as the Rapid DNA sample doesn’t have any evidentiary value, as it is preliminary to a full DNA test. Commander Greenwell indicated that 15 tests have been completed to date and they are submitted in batches. Sarah McCutcheon was thanked for her presentation and was excused at 2:49 PM.

**Approval of CATPA Funding Conference Minutes from March 13 -14, 2019**

- Robert Pace made the motion to approve as presented.
- Chief Nichols seconded the motion.
- **Motion Passed (unanimous)**

**Approval of CATPA Board Minutes from March 14, 2019**

- Chief Nichols made the motion to approve as presented.
- Robert Pace seconded the motion.
- **Motion Passed (unanimous)**

**CATPA Financial Reports**

***FY19 Operating Budget Report***

Director Force presented the FY19 Grant Budget report. Director Force stated CATPA is on track to spend all of administrative funds and is currently at 67% expenditures. Director Force informed the Board there is \$1.8 million of uncollected revenue, which is expected to be collected on or before July 1, 2019 - which is the next due date for assessment payments.

***FY2019 Grant Budget Report***

Director Force presented the FY19 Grant Budget Report CATPA’s grantees are on track to spend their awards, currently at 59.3% expenditures. BATTLE is expected to submit a modification for equipment purchases due to cost savings, which will be distributed for electronic vote within the next month. Below is a chart showing the reported expenditures:

Grantee Name	Expenditure %
AG's Office	46.2%
ATICC	65.3%
BATTLE	55.7%
CAAT	83.2%
CATI	41.2%
CBI	0.0%
CMATT	54.8%



- LTC Bratt made the motion to accept the Operating and Grant Budget Reports as presented.
- Chief Nichols seconded the motion.
- **Motion Passed (unanimous)**

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

Kenya Lyons presented the Grant Project Briefing Report.

- The **Attorney General's Office** will deliver their intake process at the CATI Conference. Director Force said the meeting between BATTLE, CMATT and the AG's Office was open and productive. The outcome was very positive and direct. Sheriff Nowlin asked what the AG's Office is doing about the other task forces across the state. Director Force responded the AG will be presenting at the CATI seminar, then CMATT will receive their training during the CATI Conference, followed by BATTLE, which will be done in regional meetings and rolled out over the next 6-8 months. The biggest issue will be that the intake process will need to be customized based on the different regions, due to varying relationships with local district attorney offices. The Attorney General's Office has not submitted 3<sup>rd</sup> quarter financial requests as of this meeting, which are due today, and the CATPA Office will follow-up with them.
- **ATICC** and **BATTLE** both are up-to-date on their payment requests.
- **CAAT** has a Steering Committee meeting scheduled for 05/15/19. The Kilo Car is currently on display at the CATI Conference and John Henry will be providing training, during the CATI Conference, on utilizing the Kilo Car at local events.
- **CATI** has a total of 201 participants registered for the CATI Conference and Vehicle Crimes Training Seminar on April 28<sup>th</sup> to May 2<sup>nd</sup> in Steamboat Springs. The first planning meeting for the 2021 IAATI conference will be held April 30, 2019 at 7:00PM. As of now, there are approximately 20 volunteers to help with the IAATI 2021 Conference.
- **CBI** has not spent any funds, but have assured the CATPA Office that the project is expected to expend all awarded funds prior to the end of the year. CBI is working with the vendor and the data will be tested by June 30<sup>th</sup>.
- **CMATT** has no issues financially and is on track to spend all funds this grant year.

### ***Grantee Update***

#### **Site Visit – CMATT (February 27, 2019)**

CATPA has received the signed Site Visit Report back from CMATT.

- **Information - No Action Taken**

#### **Site Visit – BATTLE (March 29, 2019)**

CATPA has received the signed Site Visit Report back from BATTLE. They have acknowledged and agree to CATPA's recommendations for improvement.

- **Information - No Action Taken**

#### **Site Visit – AG's Office (March 29, 2019)**

CATPA has received the signed Site Visit Report back from the AG's Office. They agreed to comply with the regularly scheduled meeting between the Project Director and their Financial Officer as well as the other recommendations.

- **Information - No Action Taken**



**BATTLE and ATICC Performance Improvement Plan**

BATTLE and ATICC have successfully completed requirements of the Plan by completing submission of cash requests for the 2<sup>nd</sup> and 3<sup>rd</sup> quarter. Both projects are now in compliance. Of note, during the March payment request, they included an internal tracking spreadsheet demonstrating compliance with the performance improvement plan.

- **Information - No Action Taken**

**CMATT Budget Modification #3**

CMATT Modification #3 moved \$8,770 from Personnel cost savings to Training, to allow CATI to elevate CATPA sponsorships at the annual conference. This modification was internally by CATPA Staff on 04/04/2019 as it was less than \$10,000 and did not change CMATT’s program objectives

- **Information - No Action Taken**

**CMATT Budget Modification #4**

CMATT Modification #4 moved \$9,000 from Personnel cost savings to Consulting Services to cover remaining costs of the Denver Hardening Project. This modification was internally approved by CATPA Staff on 04/29/2019 as it was less than \$10,000 and did not change CMATT’s program objectives.

- **Information - No Action Taken**

**Meeting with CATPA Office, AG’s Office, BATTLE and CMATT**

As indicated above the AG’s Office held their communication meeting with the task force leaders on April 2 with a productive outcome, centered on the discussion and delivery of the intake process. Director Force commented the meeting was very positive and believes the relationship between the AG’s Office and task forces are going in the right direction. This meeting was the first step and meetings will be held by region in the coming months.

- **Information - No Action Taken**

**Project Director’s Meeting**

Kenya Lyons informed the Board the next Project Directors Meeting will be held on June 13<sup>th</sup>, 2019 at the CATPA Office.

- **Information - No Action Taken**

**Task Force Quarterly Report**

Director Force informed the Board that BATTLE and CMATT have submitted their Task Force Quarterly Productivity Reports. The BATTLE and CMATT results are as follows:

ACTIVITY	CMATT	BATTLE	TOTAL
Meetings			
Training	87	11	98
Investigations	608	206	814
COCCA	3		3
Major	36	6	42



ACTIVITY	CMATT	BATTLE	TOTAL
Arrests	66	59	125
ALPR Reads	222,617	846,695	1,069,312
Thefts Identified	98	93	191
Thefts Recovered	76	93	169
Bait Car Operations	6	10	16
Hours	348	247	595

- **Information - No Action Taken**

- LTC Bratt made the motion to accept the Grant Project Briefing and Grantee Update Report as presented.
- Robert Pace seconded the motion
- **Motion Passed (unanimous)**

## Old Business

### **CATPA Board Meeting June 20, 2019 Grand Junction**

Director Force provided the statute Article V. Sunshine Law states: “All Board meetings shall be open to the public and subject to the requirements of §24-6-402 C.R.S. To promote public participation, the Board is encouraged to hold at least one-third of its regularly scheduled meetings outside the Denver metropolitan area each year, taking budgetary constraints into account. Earlier in the year the Board decided to have meetings in Steamboat Springs, Limon and Grand Junction to comply with the Sunshine Law. However, the statute would require a minimum of two meetings, where a third is not required. Director Force provided a cost evaluation, which amounts to approximately \$3,600 to \$3,800 of expenses for meeting in Grand Junction. Director Force asked if the Board still desired to meet in Grand Junction? Louvre asked if the Board’s presence would be beneficial to be in Grand Junction? A short discussion was held and it was decided to move forward with the plans to hold the meeting in June 2019 in Grand Junction. Director Force informed the Board it may cost approximately \$3,800 in travel costs to hold the meeting in Grand Junction. LTC Bratt mentioned using a state resources such as state a vehicle or the state plane to lessen the cost for CATPA Staff and Board members to attend. CATPA staff asked the Board which members were planning on attending. Tentatively planning to attend is LTC Bratt. Cory Amend originally thought he was able to partake, but at the end of the meeting stated he would not be able to attend the Grand Junction meeting after all. The remaining available Board members advised they will likely call in.

### **FY20 BATTLE Funding Recommendation**

LTC Bratt brought concerns to the Board about the level of funding for BATTLE compared to CMATT, and the appearance of minimizing statewide operations to benefit the metro area. LTC Bratt said he believed that funding Thornton PD undermines the priority of the Board to fund task forces and, should funding have been given, it should have been funded under the CMATT grant. LTC Bratt pointed out that the BATTLE funding reduction significantly impairs the operation of BATTLE from the current year’s operation. Sheriff Nowlin asked if there was a possibility of having the VIN Inspectors in different locations and not just situated in the Denver area. LTC Bratt informed the Board that the VIN Inspectors are located in places where VIN Inspections are often needed and where employees are willing to work. Cory Amend informed the Board that by funding Thornton PD, this will put things in place for the dysfunction that is occurring in the North Metro Area. Cory commented that the general consensus of the Board to fund Thornton PD was



due to the dysfunction occurring in Adams County. LTC Bratt stated the funding of Thornton PD would essentially be ripping apart task forces, as it allows single agencies to receive CATPA funds instead of awarding these funds to established task forces. LTC Bratt positioned if the Board wanted to fund Thornton PD, then it should have done so by placing it under the CMATT Task Force instead of funding it separately. Sheriff Nowlin stated the problem is with Adams County. LTC Bratt stated Adams County is not getting the level of service they want from being a CMATT partner. LTC Bratt also suggested CMATT pay the lease for the CMATT building, along with associated expenses, out of their FY20 grant. This would amount to \$111,621 which would allow BATTLE to redirect those funds back to areas where it can do the best and reduce the impact of the funding reduction. The Board then deliberated on if or how funding recommendations or changes could be performed after the FY20 Funding Conference actions. Director Force notified the Board the FY20 Awards have not been finalized and the Office Staff are planning to send the grant agreements in the next two weeks. Director Force advised the FY20 Funding Recommendation, performed during the March meeting, was not a binding determination for FY20 funds, but once the grant agreements are signed, then the program and funding are obligated. Director Force emphasized there is a two-week window of opportunity to modify or change grant funding levels or programmatic requirements for FY20 grant projects. Sheriff Nowlin interjected the intent of the money is for prevention, law enforcement and prosecution and every agency has a stake in this. Lovre Brajkovic asked about what impact this would have on CMATT if the Board made funding changes. Commander Greenwell requested permission to speak to the Board and Sheriff Nowlin granted his request. Commander Greenwell informed the Board this change would impact CMATT as their next year's funding budget had already been approved by the CMATT Board. Commander Greenwell also informed the Board that in this next grant cycle the percent matched by certain agencies would need to go from 70% to 50% to free up monies for this change as well as to purchase ALPR's for partners. Commander Greenwell informed the group that currently there are 11 partner agencies. Douglas County will be joining CMATT with a signed MOU and has been allocated approximately \$92,000 for the next funding cycle. Commander Greenwell said if CMATT has to cover the costs of the building, this will jeopardize the 11 partner agencies. Bob Pace asked Commander Greenwell if the funds could come from overtime? Commander Greenwell informed the Board that overtime costs are hard to predict. Amy Taylor stated that BATTLE received their funding level because of the issues that resulted in BATTLE being placed on a Performance Improvement Plan. Amy Taylor stated BATTLE needed to be held accountable for their late submission of financial requests. Director Force pointed out to the Board that CMATT had experienced similar financial struggles 3 years ago, which led to the Board funding an administrative position at CMATT. Cory Amend stated LTC Bratt was not present during the funding conference and it was decided at the funding conference how to fund BATTLE and it shouldn't be modified after the fact. Regarding the CMATT Lease: Director Force informed the Board the CMATT lease was championed by CSP in 2016 during the CMATT Consolidation Effort as CMATT partners were unable to execute a lease agreement for the collocation site. Director Force advised it was an oversight during the FY20 Application Reviews to have not caught that the expenses should be charged against the CMATT grant. Director Force stated that if the expenditures aren't covered by CMATT in FY20 that they should be required in FY21. Director Force advised that he had caught the oversight the week following the Funding Conference and met with Cpt. Mason and Commander Greenwell – where Commander Greenwell felt that moving the monies undermined the Board's decision more than complying with the financial responsibility attributed to CMATT. Bob Pace asked Director Force if the Board had maximized the spending authority for the FY2020 grant period and Director Force responded "Yes. There's no more funding available." Chief Nichols suggested the Board split the costs 50/50



between CMATT and BATTLE. By splitting the costs 50/50, each Grantee will be responsible for half of the lease costs, \$55,810.50. Chief Nichols also suggested the full cost of the lease should be included in CMATT's FY21 Application. Cory Amend stated he was not opposed to splitting the costs for FY20 and for CMATT to be responsible for the full cost in FY2021.

- Chief Nichols made a motion for BATTLE and CMATT split the CMATT Lease costs for the FY20 grant cycle, approximated at \$55,810.50 for each Grantee, with CMATT taking responsibility of the entire CMATT Lease cost in FY21.
- Lovre Brajkovic seconded the motion.
- **Roll Call Vote:**
  - Sheriff Nowlin – abstained
  - LTC Bratt – abstained
  - Lovre Brajkovic – Yes
  - Robert Pace – Yes
  - Chief Nichols – Yes
  - Amy Taylor – Yes
  - Cory Amend – Yes
- **The motion passed by majority vote.**

### **Multi-Crime Task Force Command/Leadership Meeting**

Director Force reported to the Board there were local, regional, state and federal agencies represented at the Multi-Crime Task Force Command/Leadership Meeting. Director Force stated it was a very good start to bring together law enforcement to share ways to work together and share case information. There was a discussion on deconfliction tools. Everyone agreed to hold the meeting once every 6 months, the next meeting will be held in October.

- **Information – No Action Taken**

### **Arizona Conference / IACP Conference**

Director Force also reported about his attendance at the Arizona Auto Theft Summit Conference and the IACP Conference in April 2019. Director Force indicated that there is interest in having a regional meeting once every 6 months possibly down in the Four Corners area with Arizona, Colorado and New Mexico. Director Force stated no one else in the country is doing this. Sheriff Nowlin suggested the Montezuma Sheriff's Office as a possible location.

- **Information – No Action Taken**

## **New Business**

### **Funding Conference Debrief**

Director Force indicated the grant award criteria and guidelines have been developed over the last 5 years among previous Board members, where this may be a time to reconsider and reevaluate them. The CATPA Office is recommending to meet for a half or three-quarter day retreat to re-evaluate the award processes. All Board members verbally agreed to participate. Sheriff Nowlin asked that the venue have more space than what is offered at the CATPA Office. The Office will send out a Doodle link for coordinating the date, time and venue for availability in early fall.

### **Kenya Lyons- Nomination for Professional Services of Year Award**

Director Force presented Ms. Lyons with a gift of photos taken at the event and expressed his gratitude to the Board for her hard work and dedication.



### **CDPS Boards and Commissions Policy**

Director Force advised the Board that CDPS enacted a new Board and Commissions Policy and, after review, the CATPA Board is currently in compliance with the Policy.

### **Next Meeting**

Thursday, June 20, 2019 from 2:00 PM to 4:00 PM  
Grand Junction, Colorado  
Location TBA

### **Adjourn**

- Robert Pace made a motion to adjourn.
  - Chief Nichols seconded.
- The meeting was adjourned at 4:34 PM
-