



**Date:** May 21, 2015  
**Location:** DCJ Conference Room  
 710 Kipling Street; Ste. 308  
 Lakewood, CO 80215

**Scheduled Time:** 1:30 PM – 3:30 PM  
**Conference Call Passcode:** 948348#  
**Long Distance:** 1-877-820-7831  
**Denver/Metro:** 720-279-0026

**Attending Board Members**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Jerry Cole, Chair Person       | <input checked="" type="checkbox"/> Robert Pace, Insurance Rep.           |
| <input checked="" type="checkbox"/> Tonia Rumer, Vice Chair Person | <input type="checkbox"/> Chief Kevin Paletta, Law Enforcement             |
| <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 checked="" type="checkbox"/> Carole Walker, Insurance Rep.         |
| <input checked="" type="checkbox"/> Ron Kammerzell, DOR            | <input checked="" type="checkbox"/> Sheriff Steve Nowlin, Law Enforcement |
| <input type="checkbox"/> LTC Brenda Leffler, CDPS                  |   |

**Attending CATPA Office Staff**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Robert Force, Director | <input checked="" type="checkbox"/> Charla Phagan, Office Manager |
|  | <input checked="" type="checkbox"/> Gina Salazar, Grant Manager   |

**Members of the Public**

Greg Malsam, Colorado Auto Theft Investigators (CATI)  
 Chris Tyus, Colorado Auto Theft Investigators (CATI)

**Call to Order**

The meeting was called to order at 1:40 p.m.

**Agenda Amendments**

The CATPA Regulatory Review and discussion of the CATPA statute were moved to the beginning of the agenda.

**CATPA Regulatory Review**

The Board held its annual Regulations Rules Review, where the meeting was calendared with the CDPS Executive Director’s Office, noticed on the CATPA Website and 369 CATPA customers were sent email invitations. The Board used the CDPS Regulatory Review Plan for 2015 to guide the review process.

The CATPA Board Chair, Jerry Cole, opened the review with background of the review processes. Chair Person Cole read the purpose statements, published by CDPS Executive Director’s Office, for the review process, which included:

- A. Whether the rule is necessary;
- B. Whether the rule overlaps or duplicates other rules of the agency or with other federal, state, or local government rules;
- C. Whether the rule is written in plain language and easy to understand;
- D. Whether the rule has achieved the desired intent and whether more or less regulation is necessary;
- E. Whether the rule can be amended to give more flexibility, reduce regulatory burdens, or reduce unnecessary paperwork or steps while maintaining its benefits;
- F. Whether the rule is implemented in an efficient and effective manner, including the requirements for the issuance of permits and licenses;



- G. Whether a cost-benefit analysis was performed by the applicable rulemaking agency or official in the principal department pursuant to §24-4-103 (2.5) C.R.S.; and
- H. Whether the rule is adequate for the protection of the safety, health, and welfare of the State or its residents.

Chair Person Cole then read each rule aloud, allowing for comments, concerns and suggestions from attending the public. After public comment, Chair Person Cole then solicited comments, concerns, suggestions and recommendations from the Board.

1. CATPA 1 AUTHORITY TO ADOPT RULES AND REGULATIONS

There were no comments or concerns voiced from the public or members of the Board.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

2. CATPA 2 DEFINITIONS

There were no comments or concerns voiced from the public or members of the Board.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

3. CATPA 3 REQUIREMENTS FOR AN ENTITY OTHER THAN A LAW ENFORCEMENT AGENCY TO BE A QUALIFIED APPLICANT

There were no comments or concerns voiced from the public or members of the Board.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

4. CATPA 4 APPLICABILITY

There were no comments or concerns voiced from the public or members of the Board.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

5. CATPA 5 APPLICATION PROCEDURES

A public comment was offered that the CATPA Grant Application would need to be updated with a new address, if the CATPA office relocates during the metropolitan task force consolidation. The concern was the current rule specifies the CATPA Board’s location as 710 Kipling Street, Denver, Colorado. During discussion, the Board believes the concern is remedied with the current existing language “or as required pursuant to the grant application, notice or instructions.”

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

6. CATPA 6 SELECTION OF GRANT RECIPIENTS-EVALUATION AND AWARD OF GRANT APPLICATION

There were no comments from the Board or the public.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

7. CATPA 7 CRITERIA FOR DETERMINING THE AMOUNT OF THE GRANT

There were no comments from the Board or the public.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

8. CATPA 8 NOTIFICATION OF GRANT AWARD DECISIONS

There were no comments from the Board or the public.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

9. CATPA 9 PROCEDURES FOR REVIEWING THE EFFECTIVENESS OF GRANT PROGRAM



CATPA Staff offered comment that the reporting requirements under the grant provisions require monthly reporting to monitor activities and achievement of objectives. These monthly reporting requirements are standardized and normalized data collections, via electronic format, which ease the grantee burden of prior reporting years to accumulate sporadic and non-uniform data. Narrative reports have been moved from quarterly requirements to semi-annual and annual summations. Furthermore, the CATPA Board receives a monthly progress report for all grantees, where monthly feedback is performed with each grantee. The new FY15 reporting requirements and grant review processes exceed the requirements in the regulation.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes as the regulation requirement is being exceeded.

10. PUBLICATIONS AND RULES INCORPORATED BY REFERENCE

There were no comments from the Board or the public.

Recommendation: The Board unanimously agreed to keep this regulation rule “as is” with no changes.

Chair Person Cole asked for any other comments, questions, concerns, suggestions or recommendations. Upon hearing none, the Review was closed by Chair Person Cole with agreement from the Board to keep the existing regulations rules “as is” with no changes.

### CATPA STATUTE DISCUSSION

Greg Malsam, President of the Colorado Auto Theft Investigators Association (CATI), shared three (3) suggestions for consideration to modify the CATPA statute.

- 1.) Eliminate the First Offender/Juvenile Offender program as a required initiative (rehabilitation). His reasoning is that CATPA has never received a grant proposal addressing this initiative. Secondly, if there was an applicant, it would divide the financial resources currently allocated to current grantees, which would cause a reduction of funding support to current programs.
- 2.) Request to increase the assessment fee from \$1.00 to \$2.00. His reasoning is the cost of operating the task forces is steadily increasing while the grant funding is stagnant.
- 3.) Increase funding by adding the following vehicle types to the assessment fee requirement: trailers, motorcycles, boats, ATVs and snow machines. Many of these vehicles are part of cases that the task forces investigate; even though there is no funding received for them.

Various members of the Board voiced concern about making changes to the statute before the Sunset Review as this could have political ramifications. Asking for more funds while also eliminating a program could send the wrong message to the legislature. It was suggested to eliminate the wording “First Time” from the statute, allowing for rehabilitation programs for all auto theft offenders to be able to apply for grant funding.

Carole Walker suggested that it would not be impossible to get the insurance companies to support an increase of the assessment fee; however CATPA will have to work with the insurance companies at the executive level. It might be easier to get the cooperation for adding additional vehicles to the assessment fee. In each case, we need to identify stakeholders that might not have buy-in so that we can educate them about CATPA.



## **Standing Business**

### **Minutes/Budget Reports**

- *A motion was made to approve the April 16, 2015 meeting minutes by Judi Burk.*
- *The motion was seconded by Robert Pace.*
- *The motion passed unanimously.*
  
- *Charla Phagan provided a briefing of the May Operating Budget Report to the Board.*
- *Ron Kammerzell made a motion to approve the May Operating Budget Report, as presented by staff.*
- *The motion was seconded by Judi Burk.*
- *The motion passed unanimously.*
  
- *Gina Salazar provided a briefing of the May Grant Budget Report to the Board.*
- *Ron Kammerzell made a motion to approve the May Grant Budget report, as presented by staff.*
- *The motion was seconded by Robert Pace.*
- *The motion passed unanimously.*

### **Grantee Update**

#### **Adams County Sheriff's Office and CMATT**

The Adams County Sheriff's Office joined the MATT/CMATT task force on May 19, 2015 with one Detective. MATT will use funds set aside for the Westminster Detective position as they pulled out of the task force as of February 2015. The \$9,408 to fund the Adams County Sheriff position for the remaining six weeks of the FY15 grant cycle will come from the \$34,648 that was line itemed for the Westminster position and no new funds will be requested.

The Board unanimously approved the use of \$9,408 set aside for the Westminster position for the Adams County Sheriff's position in light of the change in the task force composition.

### **Budget Modification Request - CMATT Consolidation Leadership Teambuilding**

Commander Becker is requesting to send seven (7) of the consolidated task force leaders to the IATTI conference in Phoenix, AZ from 8/9-8/14/2015 as a training and team building exercise. Total funds needed to fulfill this request are \$12,000. Staff provided four (4) different funding options in the event the Board would entertain approval of the request.

1. **Earmark Reverted Funds.** The Board has the fiducial ability to reserve anticipated reverted grant funds from FY15 and obligate them to fund the request. Staff heeded use of this practice as commitment of funds should be actual allocation, not anticipatory projections, especially in light of using reverted grant funds. Staff advised the best practice for using reverted funds would be awaiting the closure of the grant projects and then prioritizing the funds based on balancing needs. Staff noted that earmarking reverted funds could create an unhealthy expectation of proprietary ownership by grantees and place CATPA in an awkward position in the event the Board earmarks and obligates reverted funds when a grantee expends funds that were anticipated to be reverted.
2. **Grant Extension.** Although this has been a past practice, Staff advises extending grants creates a hardship in effecting an updated contractual agreement as well as financial tracking. This is a time consuming process that would require a budget modification for the



- current grant (with Board approval), a new contract would need to be drafted and obtain the proper approval and signatures and additional accounting procedures. Because of the administrative processes required to extend the grant, and associated funds, it is unlikely processes can be completed before the end of this fiscal year (June 30, 2015).
3. Fund after July 1, 2015. This option does not allow for timely appropriation of funding and administrative arrangements for attendance to the IAATI Conference. The conference is held one month after the beginning of the FY16, which securing travel arrangements and registrations for seven (7) individuals would likely cause increased costs and a compromise of financially processing the requests.
  4. Authorize Current FY15 Funds. This option would require a Budget modification moving \$5,000 from the personnel lines to the training lines in the FY15 MATT budget. MATT would then use these funds to purchase registration and airline tickets for the seven individuals. Funds could be accounted for from one fiscal year to another with minimal accounting (via journal to the Budget Sheet). Staff spoke with CDPS Financial Services and confirmed this option is allowable and is a State of Colorado approved accounting practice. The remaining expenses (per diem, lodging and incidentals) would be paid from the FY16 MATT grant funds.
    - *Ron Kammerzell made a motion to approve the budget modification, moving \$5,000 from the personnel line to the training line in the FY15 MATT budget in order to purchase IAATI registration and airfare (to be used in FY16) for the seven CMATT task force leaders.*
    - *The motion was seconded by Tonia Rumer.*
    - *The motion passed unanimously.*

Upon the approval of the MATT budget modification, Robert Force asked the Board to reconsider the CATI request to use FY15 funds to pay for registration and transportation costs to IAATI, as the Board previously denied their request. The request was considered denied as there was no Board motion.

### **CAAT Steering Committee**

CAAT and Amelie have shifted their focus to an on-going program that includes media (print, radio & social media) that can be used year-round with the messaging to lock your car that is not limited to season in addition to the winter and summer campaigns that have been used. In order to have continued success, CATPA is enlisting the continued support of the other grantees with specific roles. (CATI- encourage support from membership, Task Forces- focus specific operational activities to support the campaign as well as reporting daily activities to ATICC, PIO Officers- assist in coordination/dissemination of campaign materials and report on PIO activities related to the campaign and ATICC- accumulate specific daily activity and data and give CAAT and CATPA the results from the campaign) CATPA will assist in coordination of activities, reporting and communication during the campaigns and compile an outcome report for the CATPA Board and CATI membership.

### **New Business**

#### **CATPA FY16 Inventory Plan**



CATPA staff has developed two forms to help with the inventory tracking of grantee equipment in the FY16 grant cycle. The first form will replace Exhibit H of the CATPA Interagency Agreement and will be used in On-Site Monitoring. The goal of this form is to get a loss/damage certification for each piece of equipment purchased for \$5,000 or more in the FY16 grant cycle. The second form is a CATPA Grant Inventory Certification Form. This form is intended to track all equipment paid for with CATPA funds. The CATPA staff will send this form out before FY16 in order to get a better idea of the inventory status for each grantee.

### **Sheriff's Representative/ Insurance Representative**

Sheriff Steve Nowlin was introduced as the new Law Enforcement Representative from the Board. He is representing the Sheriff's Office of Montezuma County. Mr. Jason Juarez was introduced as the new Insurance Representative. He is representing Nationwide Insurance Company.

### **CATPA Briefings/Reports**

#### **IACP Vehicle Theft Award**

*Robert Force gave the Board a briefing of the IACP Vehicle Theft Award submissions. By the close of the nomination deadline, BATTLE was submitted for nomination as a team and CSP Trooper Zach Murray was submitted by CATI for individual award nomination. The award recipients will be announced in August 2015, prior to the October 2015 IACP International Conference in Chicago, Illinois.*

#### **Vehicle Theft/Temperature Report**

*CATPA staff reviewed a statistical report on the relationship between vehicle thefts and temperature variances in 2014. The report was compiled by Director Kevin Kline (Division of Homeland Security and Emergency Management), Scott Casey (ATICC), Bryan White (ATICC) and Robert Force (CATPA). The results of the study gave clear indication there is not a significant relationship between vehicle theft and temperature variances. Contrary to what some may believe, the average vehicle thefts in Colorado during 2014 were between 8-9 per day, regardless of the temperature.*

### **Unfinished Business**

#### **Watch Your Car Dismantling Plan**

Staff briefed the Board on the Watch Your Car Dismantling Plan, which effectively closing the program on June 1, 2015. After a brief discussion of the Plan, the Board agreed with implementation of the Plan.

#### **Next Meeting**

The next CATPA Board meeting will be on 6/18/2015 at the CATPA offices, 710 Kipling Street, Suite 106, Lakewood, CO from 1:30pm – 3:30pm.

### **ADJOURN:**

The meeting was adjourned at 3:26pm.

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