



Date: Thursday, December 12, 2019  
 Location: CATPA Office  
 710 Kipling Street, Suite 106  
 Lakewood, CO 80215  
 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 October 17, 2019 CATPA Board Meeting Minutes ..... Sheriff Nowlin
- (A) CATPA Financial Reports December 12, 2019 ..... Robert Force
  - (I) Update: CATPA FY15-20 Uncommitted Reserve Reconciliation ..... Robert Force
- (I) Grant Project Briefing Reports ..... Kenya Lyons
  - (I) CMATT Budget Modification #2 (Electronic Vote Approved on 11/27/2019)
  - (I) Update: CMATT Club Request for the Community Action Project
  - (I) ATICC Site Visit (October 22,2019)..... Kenya Lyons
  - (I) Personnel Changes in CATPA Grants
    - (I) ATICC / BATTLE New Project Director..... Kenya Lyons
    - (I) AG’s Investigator Resignation ..... Kenya Lyons
    - (I) ATICC Intelligence Analyst Resignation ..... Kenya Lyons

**3:00 PM OLD Business**

- (A) 2020 Calendar Year Board Meeting Schedule and Locations (Monthly or Bimonthly) ..... Robert Force
- (A) FY2021 Funding Conference Locations (February 27, 2020 & March 26, 2020)..... Robert Force
- (I) Board Member Vacancy – New Procedures for Governor Appointment ..... Robert Force

**3:15 PM New Business**

- (A) CAAT Inventory Removal and Kilo Car Discussion ..... Robert Force
- (A) CAAT “Puffy” Social Media During Puffer Week Campaign (1/26/20-2/1/20)..... Robert Force
- (A) Funding of Bait Cars and Equipment – Discussion on Return of Investment ..... Lovre Brajkovic
- (I) Multi-State ATPA Summit Briefing (November 13 & 14, 2019) ..... Robert Force
- (I) CATPA Board Award Nominations..... Robert Force
  - Consideration of a Board Award Nomination Template
  - DPD Commander Fleecs – Denver Hardening Project (CMATT)
  - Captain Mark Mason
  - ATTIC Intel Analyst Gina Jefferies
  - AG’s Investigator Dana Chavez

**3:55PM Unfinished Business**

- (I) Next Meeting:  
 Thursday, February 20, 2020 @ 2:00PM – 4:00PM  
 CATPA Office, 710 Kipling Street, Suite 106, Lakewood, CO 80215

**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:** December 12, 2019

**Time:** 2:04 PM – 4:36 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 type="checkbox"/> Toren Mushovic-Evers, Consumer Rep.                    | <input type="checkbox"/> Vacant, 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

- Tonia Rumer, California Casualty Ins. Co.

### Call to Order

The meeting called to order at 2:04 PM.

### **Introductions**

Board members, CATPA Staff and public attendees introduced themselves.

### **Agenda Amendments**

Director Force requested an Agenda Amendment to add/correct the following items on the Board Agenda:

- New Business – CAAT should be an informational item not an action item
- Standing Business – add Directors Briefing
- LTC Barry Bratt made a motion to add/correct the items presented to the Agenda.
- Jess Redman seconded the motion
- **The motion passed unanimously.**

### Standing Business

#### **Approval of CATPA Board Minutes from October 17, 2019.**

- LTC Barry Bratt made a motion to approve the CATPA Board Minutes from October 17, 2019.
- Chief Clinton Nichols seconded the motion.



- **The motion passed unanimously.**

## **CATPA Financial Reports**

### ***CATPA FY15-20 Uncommitted Reserve Reconciliation***

Director Force provided an update on the CATPA FY15-20 Uncommitted Reserve Balance. As of June 30, 2019, there was approximately 3.7 million dollars in the Uncommitted Reserve, which was confirmed in a meeting with CDPS EDO Financial Services Accountants Jim Eeke and Britta Anderson. The good news is that CATPA has utilized its Spending Authority of 6.1 million over the past several years, which has reduced the Uncommitted Reserve Balance. Director Force advised the Board to continue maximizing the Spending Authority to decrease the Uncommitted Reserve Balance, which should be no more than 16% of annual revenue. Based on current revenue and grant expenditures, the Uncommitted Reserve Balance may not decrease below 16% until after FY2022.

LTC Bratt asked if the income is being tracked as it was suggested that the number of registrations might be plateauing. Director Force explained that the projected revenue for FY2021 is anticipated to be 5.3 million dollars. The revenue has been going up by approximately \$100,000 the last four years. Director Force informed the Board that the Department of Revenue reports the number of registrations in January in their annual report. This will include the number of registrations filed for FY2019. We should be able to know this information by the end of January and can better anticipate the FY2021 funding on this information. LTC Bratt asked if there were any checks and balances with the Department of Revenue as to what vehicles are assessed or not assessed. Director Force advised the Assessment Process is primarily based on good faith reporting from the insurance industry but the number of cars, SUVs, pickup trucks, motorcycles and trailers reported by the Department of Revenue in 2019 is close to the 2019 Assessment, with roughly 40,000 vehicles are not subject to the CATPA Assessment Fee.

- LTC Barry Bratt made a motion to approve the CATPA FY15-20 Uncommitted Reserve Reconciliation as presented.
- Chief Clinton Nichols seconded this motion.
- **The motion passed unanimously**

### ***FY2020 Operating and Grantee Budget Reports***

Director Force provided two different Operating Budget Reports to the Board. The first report is an overview and was created on December 6, 2019. The second report is an itemized report by line category for all grantees and CATPA Administration. To date the CATPA Office has expended \$170,595.27. There was a total of \$5.7 million allocated to grantees. To date \$1.3 million has been expended by the grantees, leaving a total of \$4.1 million remaining. The 2<sup>nd</sup> quarter reports are not due until January 30, 2020. Kenya Lyons stated that all projects are on track to expend all their funds by the end of FY2020.

LTC Barry Bratt asked why the balance for CATI is different between the two reports. Director Force informed the Board that when categorizing the grantees, the report given to the Board does not differentiate the Cash Advances. The difference between the two reports for CATI is their cash advance in the amount of \$28,772.00. LTC Barry Bratt asked what the purpose of the cash advance was. Director Force informed the Board that it was given to grantee to ensure they are



able to cover conference expenses that they otherwise would not be able to cover. Grant Manager, Kenya Lyons informed the Board that the Cash Advance balance is tracked with each monthly reimbursement submitted by the grantee. LTC Barry Bratt asked why the advance does not show on the itemized report. Director Force and Grant Manager Kenya Lyons explained that the accounting system CATPA uses, FARS, subtracts the cash advance from the total grant award for the grantee. However, a spreadsheet report is sent to the grantee each month with their outstanding balance, and any applicable payments that they had made towards the cash advance. All cash advances must be cleared before the end of the grant cycle.

Director Force informed the Board that the Arizona Auto Theft Authority gives the total amount of the grant out as a cash request on day one of the grant award. This process makes tracking of these funds very hard. Sheriff Steve Nowlin added this process adds to the grant financial management for CATI and shows that CATPA is a good steward of the cash fund. It was suggested in the future when itemizing the grantee reports to add a column at the end for cash advances. Lovre Brajkovic asked how many grantees take advantage of the cash advance. Grant Manager, Kenya Lyons stated there are two grantees that have used it in the past: CAAT and CATI. For the FY2020 grant cycle, CATI was the only grantee who opted to use the cash advance.

- Cory Amend made a motion to approve the Operating and Grantee Reports as presented.
- Bob Pace seconded the motion.
- Jason Juarez was a nay on the presented reports and wanted to see formulas.
- **The motion passed by a majority vote.**

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

#### **CMATT Budget Modification #2 (Electronically Approved 11/27/2019)**

The CMATT Budget Modification # 2 was sent out to all Board Members on November 15, 2019 via email. It was voted on November 18, 2019 through November 23, 2019. This modification brought about questions on the use of Bait Cars and should be noted there was one objection that will be discussed during today's meeting under new business. The CMATT Budget Modification #2 was approved electronically on November 27, 2019.

- **Information - No Action Taken**

#### **CMATT Club Request**

CMATT requested to purchase 20 clubs for a Community Action Project that it is conducting. This is informational to the Board.

- **Information - No Action Taken**

#### **ATICC Site Visit (October 22, 2019)**

CATPA Staff and ATICC Staff conducted an on-site visit on October 22, 2019. This yielded a positive outcome for all parties. Grant Manager Kenya Lyons informed the Board there were a couple of minor issues and recommendations made to the program and it is working on correcting. ATICC was given two weeks from the time of the visit to implement the recommended changes and those two weeks have not passed yet. One of the recommendations that was made was to create a grant policy. This grant policy is being developed by the Grants Management Unit. Another recommendation to have the Financial Officer meet with CDPS Financial Services on a quarterly



basis to ensure the grant is reconciling with what is being reported in the states' financial system, CORE.

Sheriff Steve Nowlin asked if there was a checklist that was provided to the grantee prior to the site visit. Grant Manager Kenya Lyons informed the Board that there is a checklist and it was provided to the grantee. The checklist includes both programmatic and financial items the grantee needs to provide prior and at the site visit. Sheriff Steve Nowlin asked if there was a policy with the site visit reports. Director Force informed the Board that previously there was; however, the Attorney General discouraged this, so there no longer is a policy in place. Director Force explained the purpose of the on-site visit is to see the grantees physical files to ensure they are complying with the grant requirements outlined in the grant agreements.

- **Information - No Action Taken**

### **Personnel Changes in CATPA Grants**

#### **ATICC and BATTLE New Project Director**

Captain Mark Mason has moved to a new position. Sergeant Matthew Beaudin is the acting Project Director for both ATICC and BATTLE.

#### **Attorney General's Office Investigator**

Dana Chavez, the investigator for the Attorney General's Office, has left for a position within the Department of Revenue. This occurred at the end of November 2019. This will create cost savings for the Attorney General's Office.

#### **ATICC Analyst**

Gina Jeffries has moved from ATICC to the Human Trafficking Section of CSP. This leaves a vacancy for ATICC and a cost savings until the position is filled.

Sheriff Steve Nowlin asked if there are any plans on replacements for these positions. Grant Manager, Kenya Lyons explained that there are plans on replacing the ATICC Analyst, but not the Attorney General's Investigator at this time.

- **Information - No Action Taken**

### **Director's Briefing**

#### **Border Patrol Article**

Director Force informed the Board that there was an article within the Customs and Board Patrol magazine that listed 129 vehicles being identified as being stolen at port of entry. At the time of publishing, there had been over 1,000 parts found that were reported stolen. These stolen vehicles and parts were from different states and were anticipated to go overseas. The majority of these thefts were high-end vehicles. The article stated the least expensive vehicle was the Toyota Camry.

- **Information - No Action Taken**

#### **Donald Fymbo**

Director Force informed the Board there is a gentleman by the name of Donald Fymbo who had his classic motorcycle stolen. He thinks he found the motorcycle and is trying to get it back. He's



contacted CATPA and been forwarded to Commander Greenwell. If he attempts to contact any board members, please refer him back to the CATPA Office.

- **Information - No Action Taken**

### **Denver Hardening Project**

Director Force and Commander Greenwell have been writing up a case study on the Denver Hardening Project. This case study will be sent to the Board for review once finished and approved by LTC Barry Bratt. The Denver Hardening Project was conducted over a period of 4 years with an approximate cost of \$256,000 funded by CATPA. This project was located in Denver's District 4. There was an overall 30% reduction in this District area as a result of the project; however, thefts in the rest of the districts increased by 25% percent. LTC Barry Bratt asked how many thefts were on the roads. Director Force explained all thefts occurred on the roads. Bob Pace asked if there were repeat thefts involved with the vehicles serviced. Director Force explained there was three repeat thefts out of 108. Within this case study, one of the areas that was identified as being problematic was after the installation of the devices. It is noted that one vehicle had an OEM system therefore; it was not able to have the installation done.

Cory Amend thanked Robert for his work on the project and case study. Cory Amend asked if there was a possibility that this project could be rolled out to other areas. Director Force explained that at the Grant Workshop held in December Pueblo Police Department was looking to do a similar project. However, since then, they have decided not to move forward with it. The key is to find the right agency. Sheriff Steve Nowlin suggested Grand Junction or Mesa County. Chief Clinton Nichols suggested that Commerce City or Adams County may be interested in the project. Cory Amend suggested bringing it up at the Chiefs or Sheriffs conferences. LTC Barry Bratt asked if the device would work on a car with a system engine mobilizer. LTC Barry Bratt suggested reaching out to the car dealerships within the city of Pueblo. Cory Amend suggested the Colorado Dealer's Association and advised Director Force that he would forward contact information for follow-up.

- **Information - No Action Taken**

## **Old Business**

### **2020 Calendar Year Board Meeting Schedule and Locations (Monthly or Bi-Monthly)**

Grant Specialist Krystal Cook-Matson has prepared two calendars for the FY2020 for Board Meetings. The first calendar within the board package is for bi-monthly meetings. The second calendar within the board package is for monthly meetings. According to the Sunshine Law a quarter of the board meetings need to be outside the Denver Metro Area. To help determine whether to continue with bi-monthly or move to monthly, each board members was asked their preference.

Sheriff Steve Nowlin – Bi-Monthly

Jason Juarez – Monthly

Chief Clinton Nichols – Monthly with Call in Option

Lovre Brajkovic – Will the meeting be shorter if monthly? It all depends on agenda

Bob Pace – Bi-monthly with option for emergency meeting or electronic votes

Toren Mushovic-Evers – Bi-monthly but monthly if meeting time is shortened

Jess Redman – What is better for CATPA Staff? CATPA Staff can do either



LTC Barry Bratt – Can do either  
Amy Taylor – Why did the Board go from monthly to bi-monthly? Time commitment  
Tonia Rumer – Better Monthly

Jess Redman asked what the purpose was of splitting the funding conference up. Director Force explained that it was to give a month in between to review applications before making a final determination. It was also to give board members a break between the two funding conference days.

A roll call was initiated to determine whether the CATPA Board Meetings were going to be held Monthly or Bi-Monthly.

Cory Amend – Monthly  
LTC Barry Bratt – Bi-Monthly  
Jess Redman – Bi-Monthly  
Jason Juarez – Monthly  
Bob Pace – Bi-Monthly  
Lovre Brajkovic – Monthly  
Chief Clinton Nichols – Bi-Monthly  
Amy Taylor – Bi-Monthly  
Toren Mushovic-Evers – Bi-Monthly  
Sheriff Steve Nowlin – Bi- Monthly

The motion does not pass. Board Meetings will continue to be held Bi-Monthly.

LTC Barry Bratt asked if it was necessary to have the Board Meeting on February 20, 2020 and the Funding Conference on February 27, 2020. Jason Juarez stated he felt both days were needed. Sheriff Steve Nowlin suggested having the Board Meeting and Funding Conference on the same day. After Board discussion, it was decided to continue with the Board Meeting on February 20, 2020 and the Funding Conference Day 1 on February 27, 2020.

Per the Sunshine Law, a quarter of the CATPA Board Meetings must be held outside the Denver Metro Area. It was suggested to do these meetings during the summer month, Pueblo on June 18, 2020 and Fort Collins on August 20, 2020.

- LTC Bratt made a motion to approve the Bi-Monthly Calendar as presented with Pueblo and Fort Collins as the outside the metro area locations for this year.
- Bob Pace seconded the motion.
- **The motion passed unanimously.**

### **Board Member Vacancy – New Procedures for Governor Appointment**

Director Force informed the Board that Deb Vela submitted her resignation from the Board in October. There has been a change in the process for new board members to be appointed. For Insurance Representatives, CATPA has to send a solicitation to all insurance companies. This will be done within the next week or two for Deb Vela's replacement. For those wishing to be on the Board, he/she must submit a resume. Resumes will be reviewed by the Director of CATPA. Director Force will submit a recommendation along with the resume to LTC Barry Bratt for consideration. The recommendation will be forwarded to the CDPS Executive Director's Office





for consideration. If approved, the Executive Director's Office will submit the recommendation to the Governor's Office for review.

Jason Juarez asked how long this new process would take. Director Force explained it could take three months or longer. Director Force explained that there will be a vetting process for those interested and it he/she will need to do an interview for the board vacancy.

Director Force informed the Board that there are two re-appointments that will be up as of February 1, 2020. These two individuals are Bob Pace and Jess Redman. Director Force asked both Jess and Bob if they could submit their resumes to the CATPA Office within the next week. Director Force informed them that they will be receiving an email with a link to the Governor's page and asked that they re-apply for their positions on the board.

- **Information - No Action Taken**

## New Business

### **CAAT Inventory Removal and Kilo Car Discussion**

Director Force informed the Board that CAAT submitted the inventory removal form to remove the Kilo Car from their inventory. In their reasoning for removing it, they noted that the car is not being maintained and the packages are disintegrating. A breakdown of how much was spent on the kilo include FY2018 \$40,895.00, FY2019 \$44,482.95 and on FY2020 \$11,874.38. For a grand total of \$97,252.33. The kilo car is currently being stored in a CSP Trailer located at Camp George.

In October 2018, it was estimated to have a useful life of 8 months. LTC Barry Bratt asked why the kilo car was inventoried as equipment. Director Force explained that it met all the criteria as capitalized equipment. Cory Amend asked what happens to the car now with or without the inventory removal form being signed. Grant Manager Kenya Lyons informed the Board that CAAT would like to donate it to a non-profit. Jess Redman asked if board approval is needed to discard the vehicle?

- LTC Barry Bratt made a motion to consider the kilo car as capitalized equipment.
- Cory Amend seconded the motion.
- **The motion passed unanimously.**

Sheriff Steve Nowlin asked who has the title to the car. Director Force explained that CAAT has the title to the car.

- LTC Barry Bratt made a motion to approve CAAT's request as the equipment is damaged and no longer usable using the straight-line depreciation method.
- Bob Pace seconded the motion.
- **The motion passed unanimously.**

### **CAAT "Puffy" Social Media During Puffer Week Campaign**

Director Force informed the Board that CAAT is using "Puffy" as the social media campaign for Puffer Week. The Puffer Week Campaign runs from January 26, 2020 to February 1, 2020.

- **Information - No Action Taken**





## **Funding of Bait Cars and Equipment - Discussion**

Director Force informed the Board that CMATT has requested to get a Ford Truck to use as a bait vehicle. The Ford Truck that CMATT does have has yielded a high investment return. The other bait cars that CMATT has are not having an investment return. Lovre Brajkovic suggested that there is no real investment return as CMATT is using old technology.

The Metrics/Evaluation on the Bait Cars from CMATT and BATTLE are in the process and will be implemented later on this year. Sheriff Steve Nowlin commented that the Bait Cars can be successful if placed in the right place.

- **Information - No Action Taken**

## **Multi-State ATPA Summit Briefing**

Director Force informed the Board that the 1<sup>st</sup> ever regional ATPA Summit was held November 13, 2019 and November 14, 2019 in Durango, Colorado. It was a one-day and half summit which included New Mexico, Arizona and Colorado. It was a round table discussion and an important question was asked on day one; what are five things that the ATPAs wanted to get out of the meeting. Director Force explained that the minutes to this Summit will be available to the Board once completed. The main take away was informational sharing amongst the states; cars are crossing state borders and taken overseas. During the next grant cycle, CATPA will be looking at multi-state informational sharing. There will be another meeting held perhaps in Arizona.

- **Information - No Action Taken**

## **CATPA Board Award Nominations**

Administrative Assistant Pamela Hackbarth informed the Board that each of the participants listed on the agenda received an award from CATI at their meeting on December 11, 2019.

CATPA staff would like to make the following recommendations for CATPA awards

- DPD Commander Fleecs – Excellence in Auto Theft Prevention
- Captain Mark Mason – Leadership in Auto Theft Prevention
- ATTIC Analyst Gina Jefferies - Excellence Auto Theft Prevention
- AG's Investigator Dana Chavez – Excellence Auto Theft Prevention
- Sheriff Nowlin made motion to recognized these individuals
- Bob Pace seconded the motion
- **Motion Passed. CATPA staff will work to order the awards and make a presentation during the CATI conference.**

## **Next Meeting**

Thursday, February 20, 2020 from 2:00 PM to 4:00 PM

CATPA Office

710 Kipling Street, Suite 106

Lakewood, CO 80215

- The meeting was adjourned at 4:36 PM
-