



Date: Thursday, December 20, 2018  
 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 18, 2018 CATPA Board Minutes ..... Sheriff Nowlin
- (A) CATPA Financial Reports ..... Robert Force
- (I) Grant Project Briefing Reports ..... Kenya Lyons
  - (I) CMATT Budget Modification (Internally Approved) ..... Kenya Lyons
  - (I) BATTLE Budget Modification (Internally Approved) ..... Kenya Lyons
  - (A) CAAT Budget Modification – OmniPoll Request ..... Robert Force
  - (I) Grantee Update ..... Kenya Lyons
    - Reporting Requirements
    - CATI Site Visit
    - CAAT Site Visit
    - CBI Site Visit – 12/04/2018

### 2:15 PM OLD Business

- (I) CATPA New Board Members ..... Robert Force
- (I) FY 2020 Grant Manager’s Guidance Manual Adoption ..... Robert Force
- (I) Statutory Board Training for CATPA Board Members ..... Robert Force

### 2:25 PM New Business

- (I) C-MATT Crime Analyst Presentation (COCCA) ..... Mindy Duong
- (I) Wheel Case Indictment (BATTLE) ..... Cpt. Mark Mason
- (I) Uncommitted Reserve Balance ..... Robert Force
- (I) Board Members Engagement with Grant Projects ..... Sheriff Nowlin
- (I) Location of FY20 Funding Conference Meeting (March 13- 14, 2019) ..... Robert Force
- (I) Board Picture ..... Sheriff Nowlin
- (I) Calendar Year 2020 Board Meeting Schedule & Location ..... Sheriff Nowlin
- (I) CATI Conference (April 28 – May 2) Deadline March 15th ..... Robert Force

### 3:55PM Unfinished Business

- (I) Next Meeting: Thursday, February 21, 2019 @ 2:00 PM to 4:00 PM  
 CATPA Office  
 710 Kipling Street, Suite 106, Lakewood, CO

### 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:** December 20, 2018

**Time:** 2:00 PM – 4:00 PM

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

Chair: Sheriff Steve Nowlin  
 Vice Chair: LTC Barry Bratt

**Conference Call:** CATPA Conference Phone

**Attending Board Members**

- |                                                                                 |                                                                                |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Cory Amend, DOR                                        | <input checked="" type="checkbox"/> Sheriff Steve Nowlin, Law Enforcement Rep. |
| <input type="checkbox"/> Lovre Brajkovic, Insurance Rep.                        | <input 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 checked="" type="checkbox"/> Toren Evers-Mushovic, Consumer Rep.         | <input checked="" 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 type="checkbox"/> Pamela Hackbarth, Administrative Assistant | <input type="checkbox"/> Krystal Cook-Matson, Grant Specialist |

**Public Attendees**

- |                                                                     |                                                                        |
|---------------------------------------------------------------------|------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Commander Mike Greenwell, CMATT | <input checked="" type="checkbox"/> Cpt. Mark Mason, BATTLE            |
| <input checked="" type="checkbox"/> Mindy Duong, CMATT Analyst      | <input checked="" type="checkbox"/> Wesley Kartus, BATTLE Investigator |

**Call to Order**

The meeting was called to order at 2:07 p.m.

**Introductions**

Board members, CATPA staff and public attendees introduced themselves.

**Agenda Amendments**

- No agenda changes, CATPA staff emailed members on the phone with updated Board materials.

**Public Comment**

None

**Standing Business**

**Approval of CATPA Board Minutes from October 18, 2018**

- Jason Juarez pointed out the time of the Board meeting was incorrectly listed as 20:00 PM rather than 2:00 PM (page 4, under Old Business).
- LTC Bratt made the motion to approve, reflecting the correct time.  
 Jess Redman 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 30.46% expenditures. In addition, he pointed that CATPA's grantees are on track to spend their award, currently at 25.38% expenditures.

### ***FY2019 Grant Budget Report***

LTC Bratt asked CATPA staff if there were concerns with grantee expenditures, where staff replied there were none. The updated report shows all programs with the exception of CBI have spent funds in the first quarter. Grantees are being reminded during site visits and Project Directors meetings to be vigilant with their budget. Second quarter will end on 12/31/18 and grantees have to submit expenditures requests by 1/30/19. Director Force added that programs such as ATTIC and BATTLE are in the process of contracting services and are in the middle of the department's procurement process. Captain Mason added that both of these programs also faced some internal processing problems but have been working through the challenges. Sheriff Nowlin pointed out that the Line Item Grant Report does not match the FY2019 Grant Budget report. Director Force explained the new Line Item Grant Report is accurate with current transactions accounted for, just prior to the Board's meeting, where the Grant Budget report was distributed late last week.

- Jess Redman made the motion to accept the operating budget as presented.
- Deb Vela seconded the motion.
- **Motion Passed (unanimous)**

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

### ***CMATT Budget Modification (Internal Approved)***

CMATT requested to move \$2,000.00 within the Travel Line Item, moving funds from the sub-line item items of Conference Travel to the Other Travel. This modification does not impact the scope of work and the modification was requested due to detectives making an unexpected trip to Maine for an investigative follow-up.

**Information - No Action Taken**

### ***BATTLE Budget Modification (Internally Approved)***

BATTLE requested to move \$3,740 from the Consulting Services Line Item to Supplies & Operating Line Item. This modification was requested for the purchase and installation of two (2) bumpers for the El Paso County Sheriff's Office, which are designated as arrest vehicles for the BATTLE South team. Sheriff Nowlin asked if these bumpers were replacing older ones or were they new purchases. Captain Mason stated these are additional bumpers for tactical purposes. LTC Bratt asked if these items, and their use, were consistent with the agency policies, procedures and training - as they are not allowed on State Patrol vehicles for the intended purpose. Director Force said he approved the request and apologized for not flagging whether or not the procurement was consistent with the El Paso County Sheriff's Office policy, procedures or training. LTC Bratt advised that since these have already been approved, the policy adherence needs to be addressed by the Project Director.

**Information - No Action Taken**



## **CAAT Budget Modification – Omni Poll Request**

CAAT is requesting an additional \$10,000.00 in the Consulting Services Line Item to engage Talmey-Drake in performing a follow-up to the 2016 Omni-Poll. Historically, this poll has been performed once every 2 years to identify perceptions of Coloradans regarding risk factors leading to auto theft. Director Force believes the poll is essential for a continued risk effort in evaluating efforts of CATPA public information and awareness efforts, and give an update on the perception of risk factors. Director Force advised there are sufficient uncommitted funds and spending authority for FY2019 to fund this request. Sheriff Nowlin asked if this poll was done every year, where Director Force advised the poll should be performed once every two years for benchmarking. Sheriff Nowlin then asked if this item was requested in the initial application. Director Force advised it was initially included, but CAAT made the decision to cut the item when they were not awarded the full amount of request.

- LTC Bratt made the motion to approve the additional funds and stated the additional \$10,000 is not an overly high amount to see if CAAT funding is working.
- Jess Redman seconded the motion.
- **Motion Passes (unanimous)**

## **Grantee Update**

Kenya Lyons gave the Board a briefing for all grant projects.

- The Attorney General's Office continues to report monthly, where the months of July to August the project reported 3 auto theft cases and 11 prosecutions/court hearings – which none of these activities were generated from the CATPA task forces. The Project reported reviewing 5 cases, where 3 were generated from CATPA task forces.
- ATICC sends out daily hot sheets and the Auto Theft Map and Statistical Data report. Their 1<sup>st</sup> quarter report was submitted, but was returned for revision to separate the crime analyst's activities between CMATT and ATICC.
- CAAT facilitated a steering committee on 11/28/18 for Puffer Week and continuing the year-long marketing campaign. CAAT gave a presentation at the CATI monthly meeting, asking investigators to reach out to their public information officers to engage in Puffer Week (1/27/19 – 2/2/19) and the availability of the Kilo Car.
- CATI continues to provide the Basic and Advance auto theft classes, VIN Inspection classes, and are preparing for the Vehicle Crimes Training Seminar on April 28<sup>th</sup> to May 2<sup>nd</sup> in Steamboat Springs. Director Force met with the CATI Executive Committee to start planning for the 2021 IAATI conference.
- CBI has not spent any funds but continues to have Subject Matter Expert meetings for the development CATPA TOPS Theme.
- BATTLE has received 24 signed MOUs and are working to approve the ELSAG EOC Policy Manual.
- CMATT was part of a large operation on luxury vehicles, which resulted in recovery of 17 stolen vehicles totaling \$1.2 million dollars.
- Director Force met with CMATT, ATICC, BATTLE and the Governor's Office of Information Technology to discuss prioritization, sustainability and future development of IT infrastructures funded by CATPA. The next meeting will be 1/9/2019.
- **Information - No Action Taken**



## **Reporting Requirements**

Grantees were presented with new FY20 reporting requirement forms at the Project Directors meeting. The requirements remain the same (listed both in the application and in the grant's special conditions). However, CATPA staff felt not all the programs were reporting all and/or correct data. The new requirements were developed to provide a simplified approach to uniform guidance for reporting results to the Board. LTC Bratt brought up the issue that when grantees report back to CATPA any sensitive information using these reporting forms, these need to be kept confidential. Director Force advised the reporting information is merely metrics of reporting data related to grant project activities without identification of personal information or investigative case sensitive information.

- **Information - No Action Taken**

## **Site Visit – CATI (August 15, 2018)**

CATPA has received the signed Site Visit Report back from CATI. The Site Visit found no major issues, however, CATPA did recommend that CATI formalize their out-of-state scholarship application process and reporting.

- **Information - No Action Taken**

## **Site Visit – CAAT (October 24, 2018)**

CATPA has received the signed Site Visit Report back from CAAT. The Site Visit found no major issues, however, CATPA did recommend that CAAT develop and adopt a formal grant policy. CATPA staff is working to assist CAAT on formalizing a grant policy.

- **Information - No Action Taken**

## **Site Visit – CBI (December 4, 2018)**

CATPA conducted a Site Visit and is in the process of finalizing a final draft report. During the Site Visit, no major issues or recommendations were discovered.

- **Information - No Action Taken**

## **Old Business**

### **CATPA New Board Members**

Director Force announced the two new Board Members: Amy Taylor and Chief Clinton Nichols. Ms. Taylor is from State Farm and is replacing Judi Burk as an insurance representative. Chief Nichols is from City of Commerce City Police Department and is replacing Chief Duane Oakes as a law enforcement representative. Members of the Board gave individual welcomes to Ms. Taylor and Chief Nichols.

- **Information – No Action Taken**

### **FY2020 Grant Manager's Guidance Manual Adoption**

Director Force reported the Grant Manager's Guidance Manual was electronically sent out via email on November 9 requesting an electronic vote on the adoption of the guide. The CATPA office received electronic approval on November 16, 2018.

- **Information – No Action Taken**



## **Statutory Board Training for CATPA Board Members**

LTC Bratt asked if this is new training or has the Board already received this training. Director Force responded this training was provided by the Attorney General's Office on October 18, 2018. All Board members have received this training with the exception of Toren Mushovic. Director Force reported the CATPA Office can provide one-on-one training, using the Attorney General's Office training materials, when needed. Sheriff Nowlin asked if there is a timeline for all Board members to complete the training and Director Force replied that it is preferred to have the training done during the first of the year as CATPA has to report to the CDPS Compliance Office. Sheriff Nowlin asked Director Force to contact Toren Mushovic before the end of January to get the training completed. Director Force said he will reach out to Toren Mushovic before the next Board meeting.

- **Information – No Action Taken**

## **New Business**

### **C-MATT Crime Analyst Presentation (COCCA)**

Mindy Duong, Analyst from CMATT made a presentation to the Board about the role and function of criminal investigative analysts at C-MATT. Mindy highlighted the Alpine Case Study as a representation of a COCCA case. She went over the analyst activities and its four different stages: 1) Preliminary, 2) Investigative, 3) District Attorney Vetting, and 4) Grand Jury. She explained in detail how sometimes an analyst may need to go back to each stage over and over before finally going in front of a Grand Jury. The timeline for this particular case was received in August 2017 and indictments were completed in May 2018. Sheriff Nowlin asked, "Did the defendants have felony convictions in the past and where they habitual offenders?" Mindy responded "Yes, all offenders were habitual offenders." LTC Bratt asked if a press release had been done to show all the good work and Commander Greenwell stated the Denver DA did do a press release. The Board congratulated Mindy for all the great work.

*Commander Greenwell had a brief discussion regarding the Board's need for Analytical Products from CMATT. Commander Greenwell asked the Board if the analytical products CMATT produces are sufficient or do they wish to see something different. LTC Bratt asked, "What kind of feedback do you want?" Greenwell asked if the Board wants to see higher executive level reports, for example, what are the vehicles being used for, the kind of suspects, what type of recoveries, etc. Commander Greenwell and Director Force discussed that a pending activity of C-MATT is to publish an executive summary of vehicle theft. A short discussion was held where Board members advised they would like to see some products for review and comment.*

- **Information – No Action Taken**

### **Wheel Case Indictment (BATTLE)**

Wesley Kartus, BATTLE Investigator made a presentation to the Board about the Wheel Case Indictment. He discussed how the case started with someone reporting wheels on an open field and the case progressed from the initial intake. Investigator Kartus briefed the identifiable markings on the wheels led the investigation to identify the selling of stolen wheels on social media marketplaces, including thefts from several car dealerships across the Denver Metro Area. In the end, two offenders were arrested and indicted on 15 counts including non-chargeable events with sixteen vehicles in the amount of \$45,928 and chargeable events of thirty-four vehicles in the amount of \$95,721.23. The Board as a whole congratulated Investigator Kartus on a great investigation. Director Force asked Investigator Kartus what were believe to be the greatest challenges of the investigation. Investigator Kartus responded that not having a centralized database of thefts and/or victims and getting real time



information was a challenge as the information he was able to obtain was two weeks behind. LTC Bratt stated it would be great to spend funds showcasing this case to other investigators, to get them excited about the work they do. Maybe CATPA should look at funding CMATT and BATTLE to send Wes to investigative meetings and/or groups across the state.

*A short discussion was held where Commander Greenwell suggested that a group and/or meeting should exist where all investigative groups (drug, gang, robbery, theft, property, etc.) come together and share ideas. LTC Bratt stated this is a great idea. LTC Bratt asked if CATPA has funds to host quarterly meetings. Information sharing is critical, maybe a motion is needed. LTC Bratt asked Sheriff Nowlin if he feels they could get support to do this. Sheriff Nowlin stated maybe starting regionally. Sheriff Nowlin stated something similar happens now in southern Colorado and this helps to solve cases. Director Force stated CATPA can take the lead to organize this and he would reach out and work with the task forces commanders, key players. Commander Greenwell suggested maybe using technology to get this done such as conference calls, webinars. Board members commented that this would appear to be beneficial.*

- **Information – No Action Taken**

### **Uncommitted Reserve Balance**

Director Force informed the Board of a change that happened last year in the Statute. In the past CATPA was exempt from having a set cap on uncommitted funds. However, the Statute changed last year and CATPA might now have a cap of 16.5%. As of today, CATPA has about 3.5 million dollars of uncommitted funds. CAPTA will compose a management plan on how to spend all these funds and apply full spending authority. This will be presented to the Board. Bob Pace asked if this applies to encumbered funds and Director Force said it does not, as it applies to funds that have not been encumbered. Director Force emphasized how CATPA is communicating with grantees about spending their full award and submitting budget modifications in a timely fashion for review. In addition, it is important for grantees to see how invested the Board is in their projects and thanked the Board members that were able to attend the grant workshop on December 7<sup>th</sup>.

- **Information – No Action Taken**

### **Board Members Engagement with Grant Projects**

Sheriff Nowlin encouraged the Board to attend the CATI monthly meetings, Project Director quarterly meetings, and the CATI annual seminar. Kenya Lyons will send out the CATI agenda when it becomes available to the Board.

- **Information – No Action Taken**

### **Location of FY20 Funding Conference Meeting (March 13-14, 2019)**

Bob Pace has graciously reserved the same room at the same location the CATPA funding conference was held last year; American Family Insurance, 9510 Meridian Blvd. - Mount Evan's Room, Englewood, CO 80130.

- **Information – No Action Taken**

### **Board Picture**

Director Force asked new members to contact the CATPA office so staff can make arrangements for the Board picture.

- **Information – No Action Taken**



## **Calendar Year 2020 Board Meeting Schedule & Location**

Director Force reminded the Board that a quarter of all Board meetings need to be held outside the Denver Metro area. A question was asked to the Board if meetings should still be held every other month? The consensus is yes. The time should also continue to be the same, 2 pm to 4 pm. It was suggested by Sheriff Nowlin the meetings should be held in the Western (Grand Junction) and Eastern (Limon) slopes during the summer months. Sheriff Nowlin also brought up that the Board meeting in December should be held the second week of December rather than the third week due to the Holidays. The rest of the Board agreed.

- **Information – No Action Taken**

## **CATI Conference (April 28 – May 2) Deadline March 15th**

Director Force mentioned costs to the CATI conference can be covered with CATPA funds. If interested, let CATPA staff know by mid-March. Sheriff Nowlin asked if it would be possible to have a Board meeting at the CATI location? After discussion, a consensus was that it may be best to have the April meeting during the CATI Conference.

- **Information – No Action Taken**

## **Next Meeting**

February 21, 2019 from 2:00 PM to 4:00 PM  
CATPA Office  
710 Kipling Street, Suite 106  
Lakewood, CO 80215

## **Adjourn**

The meeting was adjourned at 4:04 p.m.

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