



Date: April 28, 2016
Location: CATPA Offices
 710 Kipling Street, #106
 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"/> Tonia Rumer, Chair Person | <input checked="" type="checkbox"/> Robert Pace, Insurance Rep. |
| <input checked="" type="checkbox"/> Sheriff Steve Nowlin, Vice Chair Person | <input type="checkbox"/> Chief Kevin Paletta, Law Enforcement |
| <input checked="" type="checkbox"/> Jason Juarez, Insurance Rep. | <input type="checkbox"/> Jess Redman, District Attorney Rep. |
| <input checked="" type="checkbox"/> Judi Burk, Insurance Rep. | <input type="checkbox"/> Carole Walker, Insurance Rep. |
| <input type="checkbox"/> Ron Kammerzell, DOR | <input type="checkbox"/> Josh Gates, Consumer Rep. |
| <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"/> Kenya Lyons, Grant Manager |

Call to Order

The meeting was called to order at 1:29 p.m.

Introductions

Agenda Amendments

Due to the fact that a quorum was not available, action items were not addressed during this meeting.

Standing Business

- Approval of CATPA Board Minutes
- Approval of CATPA Financial Reports
- CATPA Running Balance Report

**Approval of minutes and budget reports were postponed until the May meeting.*

Grantee Updates

ATICC- Staff caught an error with the FY17 grant award. The original request was for 5 crime analysts, however due to technical difficulties with the PDF application one position was inadvertently left off the request. Note that the approval of the additional analyst will not compromise the funding amounts for the FY17 grant cycle. When a quorum is available the Board will vote.

ATICC’s quarterly report was shared with the Board. The overall response was the report was valuable information; however there were a few suggestions for more information to be captured.

- The number of registered vehicles by county as well as the number of unregistered vehicles reported as stolen by county. Director Force said he would inquire with the Department of Revenue (DOR) about obtaining these figures.
- Tracking of vehicles captured in the CATPA assessment fee versus vehicles where the fee is not collected. If possible, monthly reporting of these statistics would be welcome.

Staff noted that these requests could be included in the FY17 contract.



The ATICC unit is undergoing personnel changes; Sergeant Rich Smith was promoted to Captain and reassigned to another troop.

CATI- the CATI conference was a huge success. The training was relevant and the networking opportunities were abundant. The CATPA grantees all presented to the attendees about their programs. The presentations were well received, although a few were not targeted to this particular audience.

CMATT- Commander Becker will be transitioning out as his retirement gets closer and a replacement has been named. Interviews are set for the first week of May. Due to the continued Century Link issues at the co-location as well as issues with the occupancy permit, the CMATT team will move into a DPD substation not far from the colocation as a temporary location. The anticipated date for the co-location move in is now May 29th. The analysts have been having regular meetings in anticipation of working together at the co-location.

FY17 revised grant applications have been received by staff and the templates are on target for completion by May 2nd. At that point the CDPS lawyers will review the document. Special conditions will be added in an exhibit format to make it easier for the grantees to identify.

New Business

Advance Payment to Grantees- Historically CATPA has given two of the grantees (CAAT & CATI) an advance payment at the beginning of the grant funding cycle due to the need to secure media buys and venue contracts. It is very difficult for staff and grantees to track/account for the advanced funds and there is a lengthy process that needs to be completed with the controller and financial services department to get the advanced funds. Another concern is whether a grantee is earning interest on the money advanced. As a result of these factors, Staff would like to eliminate the need for the advanced payments and has requested the assistance of the Board in reviewing/approving any requests for advances in the future.

- The CATI Board has scheduled the conference later in the fiscal year. Staff has also advised the CATI Board to seek net 30/45/60 terms when contracting with a venue in the future. As state agents staff is able to use the bid process to secure a venue within a state contract; however CATI would lose control of the venue choice. Another option is to produce a state funding letter for CATI to present to the vendor during negotiations.
- It is more difficult to eliminate the need for an advance with CAAT. It was suggested to add to the special conditions of the contract a statement of understanding which will put the tracking responsibilities on the grantee as well as stating that the funds should be used for the specific reimbursements sited for the advance and should not be held to earn interest.

CATPA Office Protocols- Director Force wanted to share the CATPA office protocols with the Board, noting that they are important for future audits, the Sunset Review as well as succession planning. Members of the Board in attendance requested an electronic copy of the entire document for review.



Retirement of Chief Kevin Paletta-

Chief Paletta has announced his intent to retire from the Lakewood Police Department. Staff is working with Chair Tonia Rumer to notify the Colorado Chief's Association to seek a recommendation for a replacement. Staff will also notify our contact at the Governor's office to get a new appointment.

Board Member Josh Gates has accepted a new position as a Veterans Service Officer with the state. Due to this new position and conflicts with scheduling, Mr. Gates has given notice of resignation from the Board. Staff will notify the Governor's office in order to get another appointment.

Unfinished Business

The next CATPA Board meeting will be on 5/19/2016 at the CATPA Offices, 710 Kipling Street, Suite 106, Lakewood 80215 from 1:30pm – 3:30pm.

ADJOURN:

The meeting was adjourned at 2:38 p.m.
