

**Minnesota Alliance on Crime
Board Meeting Agenda
April 14, 2016**

- I. Introductions/Call to Order
- II. Agenda
 - a. Changes
 - b. Additions

***Action needed – approval of agenda**
- III. Secretary's Report
 - *Action needed – approval of minutes**
- IV. Treasurer's Report
 - *Action needed –approval of financials**
- V. Director's Report
- VI. Committee Reports
 - a. Executive Committee (Vanessa, Lisa, Catie, Brenda)
 - b. Special Events Committee (Sara, Lisa, Brenda, Vicki, Catie, Sharon, Denise)
 - c. Legislative Committee (Sharon, Vanessa, Shane, Chris, Vicki)
 - d. Publishing Committee (Lisa, Denise, Vanessa, Shane, Chris, Catie)
 - e. Marketing Committee/Development Committee (Sara, Lisa, Denise, Brenda)
 - f. Strategic Planning Committee (Vanessa, Vicki, Shane)
 - g. Financing Committee (Sara, Sharon, Catie, Lisa, Brenda, Chris)
- VII. Other
 - Website Design
 - Annual Meeting/Training & Silent Auction
 - May meeting date- May 9
 - Survey Monkey upgrade
 - Membership dues- Starting point for discussion
 - Next meeting – April 29, St. Paul- Northwestern Area Foundation
- VIII. Adjourn

Call in info: 866-740-1260
9408090

MAC Board Meeting - MAC Office, St. Paul
March 10, 2016 - Meeting Minutes

I. Called to Order at 10:05 a.m.

- Those present:
Board of Directors: Vanessa Barr, Chris Jensen, Shane Baker, Vicki Walechka, Sara Miller, Brenda Skogman
By Phone: Catie Houck
- Executive Director: Bobbi Holtberg
- Additional: Kelly Nicholson

II. Agenda

- Changes: None
 - Additions: Insurance – Carolina/Hartford and email from JoAnn Jones (OJP) in regards to conference
- Motion made to approve the March 2016 agenda with additional items added.
Motion 1st: Sara Miller
2nd: Brenda Skogman
Approved changes to agenda.

III. Secretary's Report

- Reviewed March 2016 Minutes.
 - Change in the Director's Report – it states that the Crime Victim Services RFP would be out at the end of the month for all coalitions to apply – this is incorrect, it's not the CVS funding that was released, it is the grant funding specifically for training and only the six coalitions can apply.
- Motion to approve Secretary's Report from February 11, 2016.
Motion 1st: Vicki Walechka
2nd: Chris Jensen
Approved secretary's report with corrections.

IV. Treasurer's Report

- Reviewed financial report. Brenda updated the Board that she submitted a grant revision to OJP moving \$5,000 from building costs/rent and \$8,500 from personnel = \$13,500 to contract services for strategic planning/consulting. The budget revision was approved by OJP. Aurora Consulting will invoice MAC \$1,250 each month starting in March and going through December 2016.
- Motion to approve Treasurer's Report for March 2016.
Motion 1st: Sara Miller
2nd: Catie Houck
Approved.

V. Director's Report

- Updated the website.
- Liz Richards of MCBW has submitted a grant to Bremer on behalf of all the coalitions asking for money to help with Action Day. Should hear back soon otherwise the "Action Day" committee is asking for \$500 from each coalition to help with expenses.
- MAC is canceling the silent auction at OJP Conference this year due to shortened conference length. Bobbi updated the thank you letter with this information and is contacting any businesses that sent gift certificates that expire soon to see if the dates can be changed. The Silent Auction list continues to be updated and can be viewed on Google Docs about items received. Silent auction will be held during the annual meeting/training.

- OJP sent an email to Liz (MCBW) & Jean (MNCASA) about the possibility of having a combined reception by the pool at Cragun's this year due to time constraints, normally we would have a wine/cheese meet & greet event. Bobbi will plan to be at the event along with any other board members that will be present at the OJP conference this year.
- April 29, 2016 is the full-day retreat being facilitated by Aurora Consulting. The "Design Team" includes Bobbi, Vanessa, Chris & Vicki and they will be working on the agenda prior to the meeting and answering any questions Aurora may have before the retreat day.
- The charitable organization fee was not submitted; putting that in the mail today and working with Brenda to create a worksheet listing things that need to be done with their annual deadlines to avoid this in the future.
- June 9, 2016 is the Granite City Food & Brewery Fundraiser in Roseville, this happens to be a board meeting date so those wanting to go after the meeting for lunch are welcome. A flyer was shown around and will be distributed to members. Kelly Nicholson knows an individual that works in Roseville Tourism and will send a flyer there. Brenda agreed to help look for places to hold the training at. Hope to have a venue located soon – preferably by April 1st. March 30 at 4:00 p.m. is the training grant deadline.
- OJP updated the grant crime standards and the coalition standards.
- Legislation for this year – firearms and body cams will be the main topics. No bill submitted yet for body cams, the Chief's Association and Coalitions want it to be the presumption that the video is private with exceptions, most states that have body cam laws are opposite. Some clean up language changes on certain items such as HRO's. May see a new position created at the State to handle sexual assault medical forensic exam payments for a statewide system, versus the county-wide system currently in place.
- Insurance update: working on a Director's/Officer's policy; working and looking at a policy with West Bend through Bremer (quote good for 30 days) rather than Carolina Insurance – cost is about the same but has \$1 million coverage and will cover the Board for past, present, and future.
- Bobbi found a second Hartford Business Owners and Accident Indemnity policy – this is required by MADD and renews in May.

VI. Committee Reports

- a. Executive Committee: None
- b. Special Events Committee:
- c. Legislative Committee:
- d. Publishing Committee: None
- e. Marketing/Development Committee: None
- f. Strategic Planning Committee: Full day board training on Friday, April 29, 2016 at the Northwest Area Foundation to start the strategic planning process.
- g. Financing Committee: None

VII. Other Agenda Items

- Policy and Procedure updates - motion made by Brenda Skogman to approve the updates and seconded by Sara Miller. Approved.
- Training RFP – Bobbi is meeting with the other coalition director's today about the training grant and hope to negotiate up front between themselves about the amounts they all will request.
 - o OJP would give \$10,000 to help coordinate training for the coalitions but that will be after the deadline date.
 - o This is a two-year training grant and looking to ask for money for research and development of training materials in year one and money to deliver the training in year two.

- o Discussed starting and having a basic victim rights training; as part of this discussion, looking to ask OJP about who will help train and create the victim/witness positions they are hoping to fund with new grant dollars in FY17. May be an opportunity for us?
 - o Other thoughts with this money is to develop a quarterly web training moving forward.
 - o Asking for assistance to help with the budget/dollar amounts – Kelly Nicholson, Sara Miller, Brenda Skogman, & Chris Jensen volunteered to help check on training facilities and costs.
- Tribal Summit is May 24-25 – it's free for all to attend, Bobbi plans to attend and will go directly to the OJP conference in Cragun's. Let Bobbi know if you are planning to go to Tribal Summit.
- Website Design: Vanessa signed the contract with Voyageur Web out of Mankato to update and create a new MAC website. Looking at a 6-8 week design timeline, discussed starting design process later to see what happens with the strategic planning process but wanted to get contract signed for technology grant. Possibly will have the design team come to a board meeting in May to talk about the updates. Asked for volunteers to assist with web page design or be on the committee: Vanessa, Bobbi, Vicki & possibly Lisa.
- Resignations: Catie, Sharon and Lisa have submitted letters of resignations. Sara Miller made the motion to approve the resignations, Shane Baker seconded. Approved. Discussed having some type of recognition for Sharon & Lisa at the annual meeting for all the years of service and hard work they have done for MAC.
- Ad hoc Board Member Applications: three new members being invited to join the MAC executive board, Karla Bauer, Kelly Nicholson & Danielle Kluz. Also received one from Diana Stair Umadahn, the Safe at Home program coordinator. Bobbi will be meeting with Diana in April – she had sent in an individual application to join MAC along with a board member applications – will revisit this in April after meeting with her. Bobbi will meet with Habir (previous MAC board member and currently working in Hennepin Child Protection) on March 24 to discuss possibly rejoining the board. Meeting with a victim, Angela Miller, who had a 2-year old child murdered when living in Colorado (neighbor shot at her husband who happened to be holding the child but hit the child instead). She does have a book/blog; Angela is expecting a baby April 1, 2016 so not able to join the board at this time but possibly in future.
 - o Explanation that ad hoc members can be on established committee's but cannot vote
- Brenda Skogman made the motion to approve the new board members and Sara Miller seconded. Approved.
- o Another name discussed and will be added to April agenda, Joy Freeman. She used to be with Breaking Free but currently on the MCBW board.
- Vice President/Secretary appointments: With the resignations accepted, there are vacancy's to be filled on the Board. Sara Miller agreed to be the new vice president, motion made by Brenda Skogman and seconded by Shane Baker. Approved. Vicki Walechka agreed to be secretary, Brenda Skogman made the motion and Sara Miller seconded. Approved.
- Dates/Places of future board meetings: Discussed the upcoming meetings and that they will go until 1:00 to allow for an hour to meet on the strategic planning process. The July and October meetings will be held in Willmar, the rest will remain at the MAC office and will look at using another room for more space.
- Committees: looking to change and go to five committees, need to be more structured, meet monthly with a purpose. Looking to create one called Board Development for training and orientation of new members. Ad hoc members can be on for one year. Looking to have a slate of new board members to vote on at the annual meeting, would like to see at least 15 (20 tops) for a healthy board.
- OJP Regional Board Training: Bobbi and Vanessa will attend this training in Rochester. Brenda Skogman made the motion to pay for Vanessa's mileage to the board training, Chris Jensen seconded. Approved.

Next meeting: April 14, 2016 - 10:00 a.m. – 12:00 p.m. by PHONE/CONFERENCE CALL. If you are in St. Paul, you are welcome to participate on conference call with Bobbi at the MAC office.

Strategic Planning – April 29, 2016 – 8:30/9:00 – 4:00 p.m. @ St. Paul Northwest Area Foundation.

VIII. Adjourn

Motion to Adjourn meeting at 11:51 a.m.

Motion 1st: Brenda Skogman

2nd: Sara Miller

Approved

Respectfully Submitted,
Vicki Walechka

MN Alliance on Crime
Income Statement for the period of
03/01/2016 - 03/31/2016

Account Number	Account Name	Account Type	Unrestricted	OJP	Technology Grant	Amount
Income						
4000	Contributions Income	income	\$0.00	\$0.00	\$0.00	\$0.00
4010	Annual Meeting	income	\$0.00	\$0.00	\$0.00	\$0.00
4020	Donations	income	\$0.00	\$0.00	\$0.00	\$0.00
4030	Membership Dues	income	\$50.00	\$0.00	\$0.00	\$50.00
4040	OJP Income	income	\$6,815.32	\$0.00	\$0.00	\$6,815.32
4070	Silent Auction	income	\$0.00	\$0.00	\$0.00	\$0.00
4090	Interest Income	income	\$2.69	\$0.00	\$0.00	\$2.69
4095	Miscellaneous Income	income	\$0.00	\$0.00	\$0.00	\$0.00
Total Income			\$6,868.01	\$0.00	\$0.00	\$6,868.01
Expense						
5000	Salaries	expense	\$0.00	\$4,967.31	\$0.00	\$4,967.31
5010	Payroll Taxes	expense	\$0.00	\$365.43	\$0.00	\$365.43
5020	Health/Dental Ins Premiums	expense	\$0.00	\$931.72	\$0.00	\$931.72
5100	Rent	expense	\$0.00	\$334.75	\$0.00	\$334.75
5110	Contract Services	expense	\$0.00	\$1,450.00	\$1,975.00	\$3,425.00
5120	Dues & Subscriptions	expense	\$0.00	\$0.00	\$0.00	\$0.00
5130	Equipment	expense	\$0.00	\$0.00	\$0.00	\$0.00
5140	Liability Insurance	expense	\$0.00	\$0.00	\$0.00	\$0.00
5150	Workers Comp Insurance	expense	\$0.00	\$0.00	\$0.00	\$0.00
5160	Miscellaneous	expense	\$79.92	\$75.00	\$0.00	\$154.92
5170	MMVAA Expenses	expense	\$0.00	\$0.00	\$0.00	\$0.00
5175	Silent Auction Expense	expense	\$0.00	\$0.00	\$0.00	\$0.00
5180	Nat'l Victim Rights Week Exp.	expense	\$0.00	\$0.00	\$0.00	\$0.00
5190	Office & Program Supplies	expense	\$0.00	\$74.65	\$0.00	\$74.65
6000	Telephone Expense	expense	\$0.00	\$117.88	\$0.00	\$117.88
6010	Travel & Training Expenses	expense	\$0.00	\$76.95	\$0.00	\$76.95
6020	Bank Service Charges	expense	\$0.00	\$28.00	\$0.00	\$28.00
6030	Aplos Software Expense	expense	\$0.00	\$25.00	\$0.00	\$25.00
Total Expense			\$79.92	\$8,446.69	\$1,975.00	\$10,501.61
Net Income / (Loss)			\$6,788.09	(\$8,446.69)	(\$1,975.00)	(\$3,633.60)

**MN Alliance on Crime
Balance Sheet as of 03/31/2016**

Account Number	Account Name	Account Type	Unrestricted	OJP	Technology Grant	Amount
Assets						
1000	Checking	asset	\$36,795.07	(\$20,417.50)	(\$1,975.00)	\$14,402.57
1010	Savings	asset	\$15,055.35	\$0.00	\$0.00	\$15,055.35
Total Assets			\$52,090.42	(\$20,657.50)	(\$1,975.00)	\$29,457.92
Liabilities						
2010	Federal Tax Liability	liability	(\$1,504.06)	\$2,688.00	\$0.00	\$1,183.94
2020	State Tax Liability	liability	\$198.32	\$0.00	\$0.00	\$198.32
Total Liabilities			(\$1,385.52)	\$2,767.78	\$0.00	\$1,382.26
Equity						
3000	Unrestricted Fund	equity	\$53,475.94	\$0.00	\$0.00	\$53,475.94
3001	OJP Fund Balance	equity	\$0.00	(\$23,425.28)	\$0.00	(\$23,425.28)
3003	Technology Grant Fund Balance	equity	\$0.00	\$0.00	(\$1,975.00)	(\$1,975.00)
Total Equity			\$53,475.94	(\$23,425.28)	(\$1,975.00)	\$28,075.66
Total Liabilities + Total Equity			\$52,090.42	(\$20,657.50)	(\$1,975.00)	\$29,457.92

MN Alliance on Crime
Transaction Details for the period of 03/01/2016
- 03/31/2016

Account	Transaction Date	Check Number	Contact/Company	Note	ID/JE Number	Unrestricted	OJP	Technology Grant	Amount
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Assets**Cash**

1000 Checking

03/02/2016			Riverview Station	Stamps		\$0.00	(\$49.00)	\$0.00	(\$49.00)
03/03/2016	1286		Aurora Consulting LLC	Inv 2426 March, 2016		\$0.00	(\$1,250.00)	\$0.00	(\$1,250.00)
03/03/2016			Aplos	March, 2016 Invoice		\$0.00	(\$25.00)	\$0.00	(\$25.00)
03/04/2016			AT & T	020916/6798001		\$0.00	(\$20.53)	\$0.00	(\$20.53)
03/04/2016			Deposit	AT& T Settlement		\$0.00	\$5.71	\$0.00	\$5.71
03/06/2016			Electric Embers	Mar, 2016 Invoice		\$0.00	(\$10.00)	\$0.00	(\$10.00)
03/06/2016			MNSure	Inv #330314 (Mar'16)		(\$190.42)	(\$465.86)	\$0.00	(\$656.28)
03/06/2016	1361		Heidi Hachfeld	Inv #126 (Mar. 2016)		\$0.00	(\$200.00)	\$0.00	(\$200.00)
03/08/2016			Bobbi Holtberg	3/4/16 Payroll		\$585.63	(\$2,423.08)	\$0.00	(\$1,837.45)
03/08/2016	1287		Paragon Printing	Inv #102592		\$0.00	(\$15.65)	\$0.00	(\$15.65)
03/08/2016			ProFlowers	Ord #110343653878 (Lisa)		(\$39.96)	\$0.00	\$0.00	(\$39.96)
03/08/2016			ProFlowers	Ord #111034035940 (Sharon)		(\$39.96)	\$0.00	\$0.00	(\$39.96)
03/14/2016			MNSure	Inv #331107 (April '16)		(\$190.42)	(\$465.86)	\$0.00	(\$656.28)
03/15/2016			EFTPS	02/2016 Fed Tax WH		(\$1,147.22)	\$0.00	\$0.00	(\$1,147.22)
03/15/2016			MN Dept of Rev	02/2016 WH Tax		(\$189.78)	\$0.00	\$0.00	(\$189.78)
03/15/2016	1360		STATE OF MN	Annual Renewal/Late Fee		\$0.00	(\$75.00)	\$0.00	(\$75.00)
03/16/2016			MMB	July-Sept 2015 OJP Reimbursement		\$6,815.32	\$0.00	\$0.00	\$6,815.32
03/16/2016			Deposit	Dianna Umidon Membership Dues		\$50.00	\$0.00	\$0.00	\$50.00
03/18/2016			Ready Talk	Inv #1008442-156097		\$0.00	(\$29.79)	\$0.00	(\$29.79)
03/22/2016			AT & T Mobility	Inv#825699954x03092016		\$0.00	(\$73.27)	\$0.00	(\$73.27)
03/22/2016			Bobbi Holtberg	3/18/16 Payroll		\$621.62	(\$2,544.23)	\$0.00	(\$1,922.61)
03/22/2016			Bremer Bank	2/16 Bank Charges		\$0.00	(\$28.00)	\$0.00	(\$28.00)
03/30/2016	1288		MADD	April Rent		\$0.00	(\$334.75)	\$0.00	(\$334.75)
03/31/2016	1290		Vanessa Barr	3/22 OJP Training Mileage		\$0.00	(\$76.95)	\$0.00	(\$76.95)
03/31/2016	1289		Voyageur Web	Inv 175081 1st billing website project		\$0.00	\$0.00	(\$1,975.00)	(\$1,975.00)

Total 1000 Checking

\$6,274.81	(\$8,081.26)	(\$1,975.00)	(\$3,781.45)
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1010 Savings

03/31/2016			To record Mar, 2016 Interest Income	107	\$2.69	\$0.00	\$0.00	\$2.69
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Total 1010 Savings

\$2.69	\$0.00	\$0.00	\$2.69
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Liabilities**Payables**

2010 Federal Tax Liability

03/08/2016			Bobbi Holtberg	3/4/16 Payroll		\$395.53	\$0.00	\$0.00	\$395.53
03/08/2016					105	\$0.00	\$178.08	\$0.00	\$178.08

			To record 03/04/16 Employer PR Taxes				
03/15/2016	EFTPS		02/2016 Fed Tax WH	(\$1,147.22)	\$0.00	\$0.00	(\$1,147.22)
03/22/2016	Bobbi Holtberg		3/18/16 Payroll	\$422.98	\$0.00	\$0.00	\$422.98
03/22/2016			To record 03/18/16 Employer PR Taxes	\$0.00	\$187.35	\$0.00	\$187.35
Total 2010 Federal Tax Liability				(\$328.71)	\$365.43	\$0.00	\$36.72
2020 State Tax Liability							
03/08/2016	Bobbi Holtberg		3/4/16 Payroll	\$94.89	\$0.00	\$0.00	\$94.89
03/15/2016	MN Dept of Rev		02/2016 WH Tax	(\$189.78)	\$0.00	\$0.00	(\$189.78)
03/22/2016	Bobbi Holtberg		3/18/16 Payroll	\$103.43	\$0.00	\$0.00	\$103.43
Total 2020 State Tax Liability				\$8.54	\$0.00	\$0.00	\$8.54
2050 Health Insurance Payable							
03/06/2016	MNSure		Inv #330314 (Mar'16)	(\$190.42)	\$0.00	\$0.00	(\$190.42)
03/08/2016	Bobbi Holtberg		3/4/16 Payroll	\$95.21	\$0.00	\$0.00	\$95.21
03/14/2016	MNSure		Inv #331107 (April '16)	(\$190.42)	\$0.00	\$0.00	(\$190.42)
03/22/2016	Bobbi Holtberg		3/18/16 Payroll	\$95.21	\$0.00	\$0.00	\$95.21
Total 2050 Health Insurance Payable				(\$190.42)	\$0.00	\$0.00	(\$190.42)
Income							
Income							
4030 Membership Dues							
03/16/2016	Deposit		Dianna Umidon Membership Dues	\$50.00	\$0.00	\$0.00	\$50.00
Total 4030 Membership Dues				\$50.00	\$0.00	\$0.00	\$50.00
4040 OJP Income							
03/16/2016	MMB		July-Sept 2015 OJP Reimbursement	\$6,815.32	\$0.00	\$0.00	\$6,815.32
Total 4040 OJP Income				\$6,815.32	\$0.00	\$0.00	\$6,815.32
4090 Interest Income							
03/31/2016			To record Mar, 2016 Interest Income	\$2.69	\$0.00	\$0.00	\$2.69
Total 4090 Interest Income				\$2.69	\$0.00	\$0.00	\$2.69
Expenses							
Administrative Expenses							
5000 Salaries							
03/08/2016	Bobbi Holtberg		3/4/16 Payroll	\$0.00	\$2,423.08	\$0.00	\$2,423.08
03/22/2016	Bobbi Holtberg		3/18/16 Payroll	\$0.00	\$2,544.23	\$0.00	\$2,544.23
Total 5000 Salaries				\$0.00	\$4,967.31	\$0.00	\$4,967.31
5010 Payroll Taxes							
03/08/2016				\$0.00	\$178.08	\$0.00	\$178.08

03/22/2016				To record 03/04/16 Employer PR Taxes	106	\$0.00	\$187.35	\$0.00	\$187.35
				To record 03/18/16 Employer PR Taxes					
Total 5010 Payroll Taxes						\$0.00	\$365.43	\$0.00	\$365.43
5020 Health/Dental Ins Premiums									
03/06/2016		MINSure	Inv #330314 (Mar'16)			\$0.00	\$465.86	\$0.00	\$465.86
03/14/2016		MINSure	Inv #331107 (April '16)			\$0.00	\$465.86	\$0.00	\$465.86
Total 5020 Health/Dental Ins Premiums						\$0.00	\$931.72	\$0.00	\$931.72
Other Expenses									
5100 Rent									
03/30/2016		1288	MADD	April Rent		\$0.00	\$334.75	\$0.00	\$334.75
Total 5100 Rent						\$0.00	\$334.75	\$0.00	\$334.75
5110 Contract Services									
03/03/2016		1286	Aurora Consulting LLC	Inv 2426 March, 2016		\$0.00	\$1,250.00	\$0.00	\$1,250.00
03/06/2016		1361	Heidi Hachfeld	Inv #126 (Mar, 2016)		\$0.00	\$200.00	\$0.00	\$200.00
03/31/2016		1289	Voyageur Web	Inv 175081 1st billing website project		\$0.00	\$0.00	\$1,975.00	\$1,975.00
Total 5110 Contract Services						\$0.00	\$1,450.00	\$1,975.00	\$3,425.00
5160 Miscellaneous									
03/08/2016			ProFlowers	Ord #110343653878 (Lisa)		\$39.96	\$0.00	\$0.00	\$39.96
03/08/2016			ProFlowers	Ord #111034035940 (Sharon)		\$39.96	\$0.00	\$0.00	\$39.96
03/15/2016		1360	STATE OF MN	Annual Renewal/Late Fee		\$0.00	\$75.00	\$0.00	\$75.00
Total 5160 Miscellaneous						\$79.92	\$75.00	\$0.00	\$154.92
5190 Office & Program Supplies									
03/02/2016			Riverview Station	Stamps		\$0.00	\$49.00	\$0.00	\$49.00
03/06/2016			Electric Embers	Mar, 2016 Invoice		\$0.00	\$10.00	\$0.00	\$10.00
03/08/2016		1287	Paragon Printing	Inv #102592		\$0.00	\$15.65	\$0.00	\$15.65
Total 5190 Office & Program Supplies						\$0.00	\$74.65	\$0.00	\$74.65
6000 Telephone Expense									
03/04/2016			AT & T	020916/6798001		\$0.00	\$20.53	\$0.00	\$20.53
03/04/2016			Deposit	AT&T Settlement		\$0.00	(\$5.71)	\$0.00	(\$5.71)
03/18/2016			Ready Talk	Inv #1008442-156097		\$0.00	\$29.79	\$0.00	\$29.79
03/22/2016			AT & T Mobility	Inv#825699954x03092016		\$0.00	\$73.27	\$0.00	\$73.27
Total 6000 Telephone Expense						\$0.00	\$117.88	\$0.00	\$117.88
6010 Travel & Training Expenses									

03/31/2016	1290	Vanessa Barr	3/22 OJP Training Mileage	\$0.00	\$76.95	\$0.00	\$76.95
Total 6010 Travel & Training Expenses				\$0.00	\$76.95	\$0.00	\$76.95
6020 Bank Service Charges							
03/22/2016		Bremer Bank	2/16 Bank Charges	\$0.00	\$28.00	\$0.00	\$28.00
Total 6020 Bank Service Charges				\$0.00	\$28.00	\$0.00	\$28.00
6030 Aplos Software Expense							
03/03/2016		Aplos	March, 2016 Invoice	\$0.00	\$25.00	\$0.00	\$25.00
Total 6030 Aplos Software Expense				\$0.00	\$25.00	\$0.00	\$25.00

MAC'S BUDGET
October 1, 2014 through September 30, 2015

OJP Budget, 2015

Personnel	\$29,000.00
Payroll Taxes	\$2,400.00
Travel & Training	\$1,387.00
Contract Services	\$150.00
Office & Program Expenses	\$3,163.00
Building Expenses	<u>\$3,900.00</u>
Total Available for FY 2015 (October-September, 2015)	\$40,000.00
Carryover from FY 2014	<u>\$7,383.91</u>
Total Available for FY15	\$47,383.91

OJP Expenses, 2015

10/1/2014 through 10/31/2014	\$5,831.17
11/1/2014 through 11/30/2014	\$5,475.44
12/1/2014 through 12/31/2014	\$3,416.50
1/1/2015 through 1/31/2015	\$5,662.82
2/1/2015 through 2/28/2015	\$5,083.25
3/1/2015 through 3/31/2015	\$6,927.76
3/1/2015 through 3/31/2015 adjustment	-\$1,030.00
4/1/2015 through 4/30/2015	\$3,367.77
5/1/2015 through 5/31/2015	\$3,865.04
6/1/2015 through 6/30/2015	\$3,826.49
6/1/2015 through 6/30/2015 adjustment	-\$1,857.65
7/1/2015 through 7/31/2015	\$4,027.84
8/1/2015 through 8/31/2015	\$2,787.48
9/1/2015 through 9/30/2015	\$0.00
Total Expenses for FY 2015	<u>\$47,383.91</u>
Available Balance at September 30, 2015	<u><u>\$0.00</u></u>

OJP Payments Received on Grant

October-December, 2014	Deposited 2/2/2015	\$14,723.11
January-March, 2015	Deposited 4/10/2015	\$16,643.83
April-Jun, 2015	Deposited 7/17/2015	\$9,201.65
July-August, 2015	Deposited 3/16/2016	\$6,815.32

Total Reimbursed through September 30, 2015	<u><u>\$47,383.91</u></u>
---	---------------------------

OJP Expenditures Report
October 1, 2014 through September 30, 2015

<u>OJP Budget, 2015</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Personnel	\$3,840.00	\$3,840.00	\$2,679.60	\$10,359.60
Payroll Taxes	\$309.19	\$297.60	\$207.67	\$814.46
Travel & Training	\$35.58	\$639.31	-\$244.42	\$430.47
Contract Services	\$200.00	\$200.00	\$200.00	\$600.00
Office & Program Expenses	\$1,121.40	\$173.53	\$248.65	\$1,543.58
Insurance				\$0.00
Building Expenses	\$325.00	\$325.00	\$325.00	\$975.00
Total Expenses for Period	\$5,831.17	\$5,475.44	\$3,416.50	\$14,723.11
	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Total</u>
Personnel	\$3,840.00	\$3,840.00	\$5,760.00	\$13,440.00
Payroll Taxes	\$303.26	\$297.60	\$446.40	\$1,047.26
Travel & Training	\$22.48	\$207.78	\$53.25	\$283.51
Contract Services	\$200.00	\$200.00	\$200.00	\$600.00
Office & Program Expenses	\$542.08	\$187.87	\$168.11	\$898.06
Insurance	\$431.00			\$431.00
Building Expenses	\$325.00	\$350.00	\$300.00	\$975.00
Total Expenses for Period	\$5,663.82	\$5,083.25	\$6,927.76	\$17,674.83
Not Included on Reimbursement	-\$631.00	-\$200.00	-\$200.00	-\$1,031.00
				\$16,643.83
	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Personnel	\$2,336.00	\$2,200.00	\$2,200.00	\$6,736.00
Payroll Taxes	\$195.52	\$170.50	\$170.50	\$536.52
Travel & Training	\$185.48	\$247.37	\$715.19	\$1,148.04
Contract Services		\$200.00	\$200.00	\$400.00
Office & Program Expenses	\$325.77	\$221.70	\$206.05	\$753.52
Insurance		\$500.47		\$500.47
Building Expenses	\$325.00	\$325.00	\$334.75	\$984.75
Total Expenses for Period	\$3,367.77	\$3,865.04	\$3,826.49	\$11,059.30
Adjustment to Reimbursement	-\$54.41	-\$922.17	-\$881.07	-\$1,857.65
				\$9,201.65
	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Personnel	\$3,354.76	\$2,413.18	\$0.00	\$5,767.94
Payroll Taxes	\$82.13		\$0.00	\$82.13
Travel & Training			\$0.00	\$0.00
Contract Services			\$0.00	\$0.00
Office & Program Expenses			\$0.00	\$0.00
Insurance			\$0.00	\$0.00
Building Expenses	\$965.25		\$0.00	\$965.25
Total Expenses for Period	\$4,402.14	\$2,413.18	\$0.00	\$6,815.32

MAC'S BUDGET
October 1, 2015 through September 30, 2016

OJP Budget, 2016

Personnel	\$66,560.00
Payroll Taxes	\$14,340.00
Travel & Training	\$2,500.00
Contract Services	\$3,000.00
Office & Program Expenses	\$4,000.00
Building Expenses	<u>\$9,600.00</u>
 Total Available for FY 2015 (October-September, 2016)	 \$100,000.00
Carryover from FY 2015	
 Total Available for FY16	 \$100,000.00

OJP Expenses, 2016

10/1/2015 through 10/31/2015	\$1,145.40
11/1/2015 through 11/30/2015	\$690.71
12/1/2015 through 12/31/2015	\$670.39
1/1/2016 through 1/31/2016	\$5,810.71
2/1/2016 through 2/29/2016	\$6,661.38
3/1/2016 through 3/31/2016	\$8,446.69
3/1/2016 through 3/31/2016 adjustment	
4/1/2016 through 4/30/2016	
5/1/2016 through 5/31/2016	
6/1/2016 through 6/30/2016	
6/1/2016 through 6/30/2016 adjustment	
7/1/2016 through 7/31/2016	
Total Expenses for FY 2016	<u>\$23,425.28</u>
 Available Balance at September 30, 2016	 <u><u>\$76,574.72</u></u>

OJP Payments Received on Grant

October-December, 2015	\$2,506.50
January-March, 2016	
April-June, 2016	
 Total Reimbursement to Date	 <u><u>\$2,506.50</u></u>

OJP Expenditures Report
October 1, 2015 through September 30, 2016

<u>OJP Budget, 2016</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes	\$8.00			\$8.00
Travel & Training		\$42.55		\$42.55
Contract Services	\$165.00	\$160.00	\$160.00	\$485.00
Office & Program Expenses	\$637.65	\$153.41	\$175.64	\$966.70
Building Expenses	\$334.75	\$334.75	\$334.75	\$1,004.25
				<u>\$0.00</u>
Total Expenses for Period	\$1,145.40	\$690.71	\$670.39	\$2,506.50

	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Total</u>
Personnel	\$3,634.62	\$4,846.16	\$4,967.31	\$13,448.09
Payroll Taxes	\$278.05	\$356.16	\$365.43	\$999.64
Health Insurance Premiums	\$450.00	\$450.00	\$931.72	\$1,831.72
Travel & Training	\$539.72		\$76.95	\$616.67
Contract Services	\$200.00	\$200.00	\$1,450.00	\$1,850.00
Office & Program Expenses	\$373.57	\$474.31	\$320.53	\$1,168.41
Building Expenses	\$334.75	\$334.75	\$334.75	\$1,004.25
				<u>\$0.00</u>
Total Expenses for Period	\$5,810.71	\$6,661.38	\$8,446.69	\$20,918.78

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes				\$0.00
Travel & Training				\$0.00
Contract Services				\$0.00
Office & Program Expenses				\$0.00
Building Expenses				\$0.00
				<u>\$0.00</u>
Total Expenses for Period	\$0.00	\$0.00	\$0.00	\$0.00

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes				\$0.00
Travel & Training				\$0.00
Contract Services				\$0.00
Office & Program Expenses				\$0.00
Building Expenses				\$0.00
				<u>\$0.00</u>
Total Expenses for Period	\$0.00	\$0.00	\$0.00	\$0.00

MAC'S Technology Budget
March 1, 2016 through September 30, 2016

Technology Budget, 2016

	<u>Grant Amount</u>	<u>MAC Match</u>
Cotract Services	\$8,175.00	\$3,000.00
Equipment Purchases	\$3,825.00	
Total Available for FY16	<u>\$12,000.00</u>	<u>\$3,000.00</u>

Technology Expenditures, 2016

3/1/2016 through 3/31/2016	\$1,975.00	
4/1/2016 through 4/30/2016		
5/1/2016 through 5/31/2016		
6/1/2016 through 6/30/2016		
7/1/2016 through 7/31/2016		
Total Expenses for FY 2016	<u>\$1,975.00</u>	
Available Balance at September 30, 2016	<u>\$10,025.00</u>	<u>\$3,000.00</u>

Technology Payments Received on Grant

January-March, 2016

April-June, 2016

Total Reimbersement to Date	<u>\$0.00</u>
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**MN Alliance on Crime
Bank Reconciliation
March, 2016**

Bank Balance March 31, 2016	16789.27
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Outstanding Deposits	0.00
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Outstanding Checks/Payments

1288	3/30/2016 MADD	\$334.75	
1289	3/31/2016	\$1,975.00	
1290	3/31/2016	\$76.95	<u>\$2,386.70</u>

Agrees with Checking Account Balance March 31, 2016	<u><u>14402.57</u></u>
--	------------------------

Checking Account

Checkbook Balance March 1, 2016	18184.02
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Total Deposits for March, 2016	6871.03
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Total Checks and Payments March, 2016	<u>10652.48</u>
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Checkbook Balance March 29, 2016	<u><u>14402.57</u></u>
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Savings Account

Beginning Balance March 1, 2016	15052.66
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Interest Income March, 2016	<u>2.69</u>
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Ending Savings Balance March 31, 2016	<u><u>15055.35</u></u>
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Heidi Hachfeld
423 W. Franklin Street
Morristown, MN 55052
507-330-0606

Invoice

Date: April 4, 2016
Invoice #: 127
Customer ID MAC

To: Minnesota Alliance on Crime
155 Wabasha Street S.
St. Paul, MN 55107

612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	
Hours	Description	Hourly Rate	Line Total
3.50	March Financials	20.00	70.00
3.25	Payroll, Monthly PR Tax Payments	20.00	65.00
3.25	Pay Bills, Health Ins. JE's, Emails, Research, filing, etc.	20.00	65.00
10.00			
		Subtotal \$	200.00
		Sales Tax	
		Total \$	200.00

Make all checks payable to Heidi Hachfeld
Thank you for your business!
423 W. Franklin Street, Morristown, MN 55052



155 South Wabasha Street, Suite 104, St. Paul, MN 55107
Phone (612) 940-8090/(866) 940-8090

April 14, 2016 – Board Meeting
Director's Report

Events

- **Action Day:** was held on March 30th. We did not receive the Bush Foundation grant to cover costs. The participating coalitions have agreed to split the costs. Previously, the MAC board had indicated MAC would contribute up to \$500 for the incurred costs. Liz Richards will be compiling the invoices and the coalition directors will discuss payment at the April 22nd Director's Meeting to be held at MNCASA.
- **NCVRW:** MAC participated in a tabling event at the Hennepin County Government Center on Tuesday, April 12th from 11:30-1:30.
- **Silent Auction:** Thank you letters have been sent for donations received and include an explanation of the change of date for the event. Phone calls need to be made to businesses that have not submitted a donation.
- **OJP Conference:** MAC, MNCASA, and MCBW will be co-hosting a reception on Thursday night at the conference from 6:30pm – 7:30pm. The three coalitions will split the cost of a portable bar (set up and tending – flat rate) \$75 + 18% service and 7.375% tax = \$95.03. I have submitted the request to table at the Resource Fair. OJP is soliciting bingo prizes and MAC has approximately 12 bottles of wine leftover from last year's reception. Would the board consider donating those to OJP to be used as bingo prizes?
- **Staff/Board Retreat:** April 29, 2016 8:30-4:00 at the Northwest Area Foundation 4th floor training room located in the Drake Building. MAC will provide Subway sandwiches, chips, and beverages for lunch. If anyone has a special dietary need, please let me know.
- **Granite City Fundraiser:** The flyer for the June 9th event is attached to the board packet. Please distribute it widely among your networks. Thank you to Kelly Nicholson who reached out to her friend Carrie who works for the Roseville Chamber of Commerce. Carrie will be distributing the event flyer to local hotels and businesses. Note: You only need to mention MAC when dining on June 9th. You do not have to show the flyer.
- **2016 Annual Membership Meeting and Training:** Sara has been exploring venue options. Once we know OJP's decision regarding the training grant submitted, we will begin outreach to possible trainers.

Issues

- **Membership Renewal and Fee Structure:** I would like to explore making changes to MAC's current member fee structure. I have gathered information from other coalitions, which is attached. I am also working on development of a Membership Agreement that will outline the benefits and responsibilities of membership. I will have a draft completed and out for the BOD to review by the first week of May. The board will need to vote on the changes at the May board meeting so we can begin sending out 2017 renewal information.
- **Website Development:** Vicki and I met with Chad from VoyaguerWeb on April 1st. I have asked Danielle Kluz to join the website design team, as communications and marketing are her area of expertise. I am recommending enhancing the website design so that it can accommodate online event registration, payments, and donations. I am also recommending we go with the gold standard of email hosting and pay for 5 email addresses to be hosted. The Technology Grant has a required \$3000 match. Any discounts/pro bono work the developer offers can be counted towards the match. Per OJP, board members' time spent working on projects outlined in the grant cannot be applied to the match.
- **Social Media:** I have asked Danielle Kluz to become an administrator of MAC's Facebook and Twitter accounts. Danielle has agreed to be the primary "poster and tweeter" for MAC 😊
- **Board Development:** I have drafted and attached a BOD Job Description and Annual Conflict of Interest Declaration. Please review and provide feedback at the April BOD meeting.
- **Crime Victim Justice Unit:** Carolyn Bryant from the CVJU has contacted me regarding how MAC and the CVJU could create processes to ensure exchange of information and collaboration. CVJU often is the first to become aware of trends and issues that are negatively impacting crime victims statewide. Often, because of their status as a government entity, they are not able to respond in ways that will lead to sustained change. Carolyn created an information sheet that is attached, to assist the MAC board and stakeholders to better understand CVJU's role and the benefit of solidifying our relationship.

Training

- The OJP VOCA Training Grant application was submitted on March 25th. Chris Anderson has indicated award decisions will be announced by the end of April. I have attached the submitted project narrative and budget.
- Vanessa and I attended the OJP ED/Board Chair training on March 22nd. The training was facilitated by MAP for Non-Profits. The training provided a good overview of how ED/Board Chairs should ideally be working together and also brought up other topics that pertain to ensuring the overall well-being of non-profit organizations. One issue identified was the need to present financial information in a concise and easy to reconcile way. I will be working with Heidi, Brenda and Vanessa to see if we can identify a financial "dashboard" program to be used for monthly reporting.

Misc.

- As of April 8th, I have not received a lease from MADD to sign. I spoke with Art Morrow and he indicated that he had failed to follow-up with the national MADD office and said he would try to have information to me within 2 weeks.

Legislative — There have not been any substantive changes to any of the proposed legislation that I outlined in my March ED Report. All items being supported by MAC have moved forward.

Bills pertaining to body cameras are changing daily. I have attached Rep. Scott's Bill and amendments introduced by Rep. Cornish and Sen Latz. It is likely that no action will be taken during this session regarding classification of body camera data, which is a key issue. A task force was formed to continue to explore the issue. Research regarding laws in other states has proven less than helpful as Minnesota's existing data privacy laws allow for far more data to be shared than in most states. I will continue to monitor, as best I can, and will update the MAC board and membership as warranted.

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	17
Fundraising	5.5
Legislative	10.5
Meeting	42.5
Meeting Prep	7
Phone call	2.5
Research & Development	8.5
Training	8
(blank)	
Administrative	69
Technical Assistance	2.5
Victim Service	1
Travel	4
Outreach to Membership	4.5
Grand Total	182.5



D 2 D
DINE • TO • DONATE

Thursday, June 9th

It's

Minnesota Alliance on Crime

Day at Granite City Food & Brewery

851 Rosedale Center – Roseville 651.209.3500

All Day: from 11am-Close

To donate 10% of your tab, tell your server that you support the MN Alliance on Crime or show a paper or digital copy of the flyer



www.gcfb.com

Can't make it? To-Go orders are included too!

WHERE FOOD AND BEER IS MORE THAN A CRAFT. *It's an Art.*



Membership Renewal Invoice

Bobbi Holtberg
Minnesota Alliance on Crime
155 Wabasha St S Ste 104
Saint Paul, MN 55107-1822

Invoice Date: April 4, 2016
Invoice Due By: May 31, 2016
Member ID: 4005

Your membership dues are based on your organization's current annual operating budget. Please refer to the following chart to determine your dues and write the corresponding dues amount in the space below.

MCN Annual Membership Dues Schedule

If your annual operating budget is:

\$0 - \$99,999
\$100,000 - \$199,999
\$200,000 - \$399,999
\$400,000 - \$699,999
\$700,000 - \$999,999
\$1,000,000 - \$1,999,999
\$2,000,000 - \$2,999,999
\$3,000,000 - \$4,999,999
\$5,000,000 - \$9,999,999
\$10,000,000 - \$19,999,999
\$20,000,000 and above

Your annual membership dues are:

\$50
\$100
\$150
\$275
\$450
\$600
\$750
\$900
\$1,100
\$1,400
\$1,600

Operating budget for current fiscal year:

\$ _____

Membership dues enclosed

\$ _____

Memberships run for 12 months from when your organization's membership dues were first received. Membership dues are used in the year in which they were received.

Check Enclosed _____ Please Bill My Credit Card _____ Payment Amount _____ Member ID: 4005

Payment Information:

Card Number: _____ Exp. Date: _____

Name on Card: _____ Organization Name: _____

Billing Address: _____ City, State, Zip: _____

Cardholder Signature: _____

Remit this form and payment by:

Mail: Minnesota Council of Nonprofits, 2314 University Avenue West, Suite 20, Saint Paul, Minnesota 55114-1802

Fax: 651-642-1517

2314 University Avenue, Suite 20, St. Paul, MN 55114
Phone: 651-642-1904 | Fax: 651-642-1517
www.minnesotanonprofits.org | info@minnesotanonprofits.org

Regional chapters in: Central Minnesota Northeast Minnesota
Southeast Minnesota Southwest/South Central Minnesota
West Central Minnesota



Minnesota Coalition
for Battered Women



Minnesota Coalition for Battered Women

FY16 Member Application Form

July 1, 2016 - June 30, 2017

Membership is not complete unless membership dues AND application are received.

By completing and signing the membership application, you join with programs across the state to actively support the MCBW mission and core values.

New in 2015 – SharePoint/Yammer: SharePoint and Yammer are communication tools used across MCBW membership; these platforms are used like listservs so that members can share information and have conversations with each other and the MCBW staff.

Date of Application:		
Organization Name:		
Contact Person:		
Contact E-mail:		
SharePoint Contact:		
SharePoint Contact E-mail:		
Mailing address:		
City:	State:	Zip:
Business phone:		Ext:
Crisis phone:		Business fax:
Executive Directors Name:		
Executive Directors E-mail:		
Organization website address:		

Counties / Areas of service (please select all that apply):

- | | | | | | |
|---|---|--|---|--|--|
| ☐ Aitkin | ☐ Cook | ☐ Itasca | ☐ McLeod | ☐ Polk | ☐ Steele |
| ☐ Anoka | ☐ Cottonwood | ☐ Jackson | ☐ Meeker | ☐ Pope | ☐ Stevens |
| ☐ Becker | ☐ Crow Wing | ☐ Kanabec | ☐ Mille Lacs | ☐ Ramsey | ☐ Swift |
| ☐ Beltrami | ☐ Dakota | ☐ Kandiyohi | ☐ Morrison | ☐ Red Lake | ☐ Todd |
| ☐ Benton | ☐ Dodge | ☐ Kittson | ☐ Mower | ☐ Redwood | ☐ Traverse |
| ☐ Big Stone | ☐ Douglas | ☐ Koochiching | ☐ Murray | ☐ Renville | ☐ Wabasha |
| ☐ Blue Earth | ☐ Faribault | ☐ Lac qui Parle | ☐ Nicollet | ☐ Rice | ☐ Wadena |
| ☐ Brown | ☐ Fillmore | ☐ Lake | ☐ Nobles | ☐ Rock | ☐ Waseca |
| ☐ Carlton | ☐ Freeborn | ☐ Lake of the Woods | ☐ Norman | ☐ Roseau | ☐ Washington |
| ☐ Carver | ☐ Goodhue | ☐ Le Sueur | ☐ Olmsted | ☐ Scott | ☐ Watsonwan |
| ☐ Cass | ☐ Grant | ☐ Lincoln | ☐ Otter Tail | ☐ Sherburne | ☐ Wilkin |
| ☐ Chippewa | ☐ Hennepin | ☐ Lyon | ☐ Pennington | ☐ Sibley | ☐ Winona |
| ☐ Chisago | ☐ Houston | ☐ Mahnommen | ☐ Pine | ☐ St. Louis | ☐ Wright |
| ☐ Clay | ☐ Hubbard | ☐ Marshall | ☐ Pipestone | ☐ Stearns | ☐ Yellow Medicine |
| ☐ Clearwater | ☐ Isanti | ☐ Martin | | | |

Please briefly describe any changes in programming or service demographics that have occurred in the past year:

List names and email addresses of all office staff that should receive mailings from MCBW (E-Updates, informational emails, updates and alerts). Executive Directors and the Contact person listed on page one of this form will be added to the Directors list serve.

Checklist and Membership Agreement *(Please check each box)*

We have reviewed the following:

- ☐ MCBW Mission Statement and Core Values
- ☐ Membership Benefits

We have included the following with our application:

- ☐ Attachment A: Mission or philosophy statement (only if these have changed in the last year)
- ☐ Attachment B: By-laws (only if these have changed in the last year)
- ☐ A check for \$ _____ (see attached Membership Invoice)

Type of membership requesting:

Two different types of membership are available to organizations. All members benefit from participation in MCBW sponsored events, training, and resource dissemination; voting members have certain additional ways to participate in the Coalition.

Please check either "Voting Member Organization" or "Supportive Non-Voting Organization."

- ☐ **Voting Member Organization:** Voting members vote on new board members and changes to MCBW by-laws and are eligible for special travel scholarships:

(All boxes must be checked and voting delegate name must be filled in order to be a voting member)

- ☐ Incorporated as a Minnesota non-profit organization or tribal organization.
- ☐ Program is designed primarily to serve battered women and their children (programs that are a sub-group of a larger non-profit corporation that is not incorporated primarily for this purpose may become voting members as long as the other criteria are met). Voting rights are bestowed to the program providing direct services.
- ☐ Organization provides crisis intervention, advocacy, protective housing, referrals, peer support, and/or children's services.
- ☐ Payment for FY17 membership dues is included with this form.
- ☐ Organization supports and promotes the mission statement and core values of MCBW.

Each voting member organization shall appoint one (1) individual to serve as their voting delegate and one (1) individual to serve as their voting alternate at meetings of the membership. These individuals will serve as delegates and alternates until successors are appointed. Replacement delegates and alternates may be appointed by member organizations by providing written notice to MCBW before scheduled meetings.

Voting Delegate Name: _____

Voting Alternate Name: _____

- ☐ **Supportive Non-Voting Organization:** Nonprofit; health and education; tribal, state, and local government; and other organizations that pay dues and support and actively promote the mission statement and core values of MCBW may join as supportive non-voting members.

NOTE: Membership will not be renewed if all fields are not complete or without Executive Director Signature.

By signing below, we commit ourselves to ...

- ☐ actively promote the mission statement and core values of MCBW;
- ☐ support and participate in Action Day to End Violence Against Women on March 30, 2017; and
- ☐ attend MCBW's Annual Meeting on September 9-10 at Oakridge Conference Center in Chaska, MN.

Executive Director Signatures: _____ Date: _____

Your membership dues are based on your organization's current annual operating budget. Please refer to the following chart to determine your dues and write the corresponding dues amount in the space below.

MCBW Annual Membership Dues Schedule

If your annual operating budget is: Your annual membership dues are:

\$0 - \$49,999	\$75.00
\$50,000 - \$149,999	\$125.00
\$150,000 - \$299,999	\$175.00
\$300,000 - \$499,999	\$225.00
\$500,000 - \$749,999	\$275.00
\$750,000 - \$999,999	\$325
\$1 million - \$1,999,999	\$375
\$2 million and above	\$425

Operating budget for current fiscal year: \$ _____

(For programs that are a sub-group of a larger non-profit corporation or agency, dues are based on the operating budget of the domestic violence program.)

Membership amount due: \$ _____

Contribution to the "Sister Fund" \$ _____

We ask that you consider making a voluntary, additional contribution of \$75 to go into the "Sister Fund". This is a fund that is used to pay the dues of domestic violence programs that do not have the financial means to pay their dues. These programs are programs that do not have any stable funding source, are newer programs starting out or are programs that have experienced a sudden and/or dramatic loss of revenue. MCBW will use the "Sister Fund" to help pay these programs membership dues.

Membership is not complete unless membership dues AND application are received.

(Mail this portion along with completed membership application and payment)

Remittance Advice
Payment due by July 31, 2016

Mail to: MCBW
Attn: Leticia Floyd
60 East Plato Blvd., Ste. 130
St. Paul, MN 55107

Member Program Name: _____

Amount Enclosed: \$_____ Additional "Sister Fund" contribution: \$_____

MCBW Member Benefits

Public Policy and Legislation:

- MCBW members help shape the MCBW statewide legislative and policy agenda and participate in emerging issues discussions, needs assessments, surveys, and committee work. This membership participation guides MCBW in all of its public policy work, including state-wide prevention and social-change efforts, resource development, and development of effective communication on the issues that are most important to battered women and their children across Minnesota.
- MCBW provides member programs with resources to educate decision-makers about the importance of community efforts to end domestic violence and the need to continue to fund the programs that make these community efforts possible.
- MCBW tracks state and federal legislative activity that impacts local programs battered women and children. MCBW provides member programs with ongoing information about legislative events and with tools and guidance for how to be part of a collective voice at the capital.

MCBW training, technical assistance, annual membership meetings, and networking groups support and enhance the critical work of advocates, directors, training staff, teen and prevention educators, and women of color and Native women.

Training and Technical Assistance:

- Participate in MCBW trainings such as Domestic Violence 101, Legal Advocacy, Legislative Organizing, etc. at reduced rates.
- Attend free audio/web trainings.
- Contact MCBW staff when you need technical assistance, media relations support, research, or resources.
- Increase your corporate, government and community support through MCBW member mini-grants and travel scholarships.

Information and Resource Materials:

- Read MCBW updates with news, resources, and funding opportunities.
- Go to the MCBW website for information about trainings and events, brochures, articles, and other resources. Have access to the "members only" section of MCBW's website.
- Receive at no cost the initial materials for participation in the Live Violence Free flag campaign.
- Share information and resources with your colleagues at networking meetings and other MCBW events.

Networking Opportunities:

- Shape the priorities and activities of MCBW at the Annual Membership Meeting.
- Join networks, such as the Women of Color and Native American Women's Leadership Council, the Domestic Violence Legal Advocacy for Women Committee, the Legislative Advisory Committee, and Prevention Network.
- Participate in e-mail discussion lists with advocates from across the state, including up-to-the-minute news and resources.

MCBW Mission

The mission of the Minnesota Coalition for Battered Women is to provide a voice for battered women and member programs; challenge systems and institutions so they respond more effectively to the needs of battered women and their children; promote social change; and support, educate, and connect member programs.

We define battering as the use of a range of coercive tactics, including the threat or use of physical and sexual violence, to establish and maintain control over one's intimate partner. In the 1970s, women around the world forced their communities to recognize that male battering of women was a widespread and serious social problem. These activists created women's shelters, advocacy programs, state and national coalitions in response, with the goal of ending this form of violence against women. While this goal remains our primary concern, MCBW member programs understand that any individual may choose to batter a partner; thus we strive to effectively assist all individuals who are experiencing battering in their heterosexual or homosexual, dating and intimate relationships.

Core Values

1. We oppose the use of all forms of violence as a means of control in dating and intimate relationships, and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We understand that women have been and are the primary victims of battering as a result of patriarchal cultural values that historically have either expressly sanctioned or implicitly tolerated violence against women.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation and violence against women, including prostitution and sexual trafficking.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates battering and sexual violence.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence against women.
7. We promote and encourage the leadership of victim/survivors in guiding our advocacy and social change efforts.
8. We affirm the power of collective and collaborative efforts, in partnership with victim/survivors, to advocate with social systems and institutions in order to end the conditions that facilitate battering.
9. We believe that all women have the right to advocacy that supports their self-determination regarding lifestyles, finances, education, employment, sexual and reproductive matters, and responses to the violence in their lives.
10. We affirm the right of victim/survivors to confidentiality in their communications with advocates and program staff. We also promote the right of victim/survivors to safeguard their confidentiality as they seek protection or support from other agencies in their communities.
11. We seek to respond to the special needs of battered mothers and their children, and encourage efforts that reinforce the mother-child relationship, build on their resiliency and assets, and support their recovery from the trauma of living with a batterer.
12. We believe that it is the community's responsibility to confront perpetrators of battering and hold them accountable for their actions in order to prevent further abuse. We believe in the human potential for change and support community efforts to assist perpetrators who commit to ending abusive and violent behavior.
13. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of survivors.
14. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.



Minnesota Alliance on Crime Board of Director's Job Description

The mission of Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Executive Director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring MAC's programs and services
- enhancing MAC's public image
- assessing its own performance as the governing body of MAC

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for MAC to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve MAC's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

Further, board members are expected to:

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of MAC

I have read and agree to execute the duties and responsibilities of a member of the Board of Directors for the duration of my tenure.

Signed: _____

Date: _____

Adopted Membership Rates for 2016:

MNCASA Board of Directors adopted an update to our membership for Partner Programs, Allied Organizations and Individuals to better support the primary membership base and to cultivate new allied partners with an interest in the anti-sexual assault and child sexual abuse prevention movement. We seek to engage new partners from colleges and universities, child advocacy centers, military branches, multi-disciplinary teams, law enforcement agencies, prosecution agencies, other victim serving agencies, corrections agencies and sex offender treatment professionals.

Partner Programs

Advocacy programs or nonprofit organizations that provide a 24-hour sexual assault crisis line and serve victims of sexual assault.

	Current Membership Rates:	NEW Membership rates:
Budgets under \$60,000	\$150	\$150
Budgets \$60,001 to \$100,000	\$200 (up to \$80,000) \$250 (over \$80,000)	\$250
Budgets \$100,001 to \$500,000	\$300	\$350
Budgets \$500,001 to 1 Million	\$300	\$450.00
Budgets greater than 1 Million	\$300	\$550.00

Allied Organizational member: \$200 (previously \$150)

Any other organization interested in networking or accessing information about sexual violence, prosecution, prevention, or furthering the anti-rape, child sexual abuse prevention movement whose beliefs are consistent with the mission and philosophy of WCSAP.

Individual: \$75 (Standard) \$25 (student/senior/fixed income) (no change from previous amount)

Any individual or organization for whom the above rates present a significant financial challenge are invited to reach out to the Membership and Services Coordinator for consideration of a reduced rate.



Minnesota Alliance on Crime Annual Conflict of Interest Declaration

To : Minnesota Alliance on Crime Board of Directors and Executive Director

I hereby declare that :

- ☐ I have no actual or perceived conflicts of interest pertaining to any MAC member program, stakeholder, or vendor that interferes with my duties as a member of the Board of Directors for the Minnesota Alliance on Crime.
- ☐ I have an actual or perceived conflict of interest pertaining to a MAC member program, stakeholder, or vendor that could interfere with my duties as a member of the Board of Directors for the Minnesota Alliance on Crime.

The details of actual or perceived conflict of interest is stated below :

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration.

Signature : _____

Name : _____

Date : _____

Note:

(a) Please put a "✓" in the appropriate box



**Minnesota Alliance on Crime
FY16 Member Application Form
July 1, 2016 - June 30, 2017**

Membership is not complete unless membership dues AND application are received.

By completing and signing the membership application, you join with programs across the state to actively support the MAC mission and core values.

Date of Application:		
Organization Name:		
Contact Person:		
Contact E-mail:		
Mailing address:		
City:	State:	Zip:
Business phone:	Ext:	
Business fax:		
Name and email addresses of all staff to be added to the MAC Members Listserv:		
Name:	Email:	
Name:	Email:	
Name:	Email:	
Name:	Email:	
Name:	Email:	
Name:	Email:	
Name:	Email:	

Counties / Areas of service (please select all that apply):

- | | | | | | |
|---|---|--|---|--|--|
| ☐ Aitkin | ☐ Cook | ☐ Itasca | ☐ McLeod | ☐ Polk | ☐ Steele |
| ☐ Anoka | ☐ Cottonwood | ☐ Jackson | ☐ Meeker | ☐ Pope | ☐ Stevens |
| ☐ Becker | ☐ Crow Wing | ☐ Kanabec | ☐ Mille Lacs | ☐ Ramsey | ☐ Swift |
| ☐ Beltrami | ☐ Dakota | ☐ Kandiyohi | ☐ Morrison | ☐ Red Lake | ☐ Todd |
| ☐ Benton | ☐ Dodge | ☐ Kittson | ☐ Mower | ☐ Redwood | ☐ Traverse |
| ☐ Big Stone | ☐ Douglas | ☐ Koochiching | ☐ Murray | ☐ Renville | ☐ Wabasha |
| ☐ Blue Earth | ☐ Faribault | ☐ Lac qui Parle | ☐ Nicollet | ☐ Rice | ☐ Wadena |
| ☐ Brown | ☐ Fillmore | ☐ Lake | ☐ Nobles | ☐ Rock | ☐ Waseca |
| ☐ Carlton | ☐ Freeborn | ☐ Lake of the Woods | ☐ Norman | ☐ Roseau | ☐ Washington |
| ☐ Carver | ☐ Goodhue | ☐ Le Sueur | ☐ Olmsted | ☐ Scott | ☐ Watsonwan |
| ☐ Cass | ☐ Grant | ☐ Lincoln | ☐ Otter Tail | ☐ Sherburne | ☐ Wilkin |
| ☐ Chippewa | ☐ Hennepin | ☐ Lyon | ☐ Pennington | ☐ Sibley | ☐ Winona |
| ☐ Chisago | ☐ Houston | ☐ Mahnomon | ☐ Pine | ☐ St. Louis | ☐ Wright |
| ☐ Clay | ☐ Hubbard | ☐ Marshall | ☐ Pipestone | ☐ Stearns | ☐ Yellow Medicine |
| ☐ Clearwater | ☐ Isanti | ☐ Martin | | | |

Please briefly describe any changes in programming or service demographics that have occurred in the past year:

Checklist and Membership Agreement (Please check each box)

We have reviewed the following:

- ☐ MAC Mission Statement and Core Values
- ☐ Membership Benefits

We have included the following with our application:

- ☐ Attachment A: Mission or philosophy statement (only if these have changed in the last year)
- ☐ A check for \$_____ (see attached Membership Invoice)

Type of membership requesting:

Two different types of membership are available to organizations. All members benefit from participation in MAC sponsored events, training, and resource dissemination; voting members have certain additional ways to participate in the Coalition.

Please check either "Voting Member Organization" or "Supportive Non-Voting Organization."

- ☐ **Voting Member Organization:** Voting members vote on new board members and changes to MAC by-laws and are eligible for special travel scholarships:

(All boxes must be checked and voting delegate name must be filled in order to be a voting member)

- ☐ Incorporated as a Minnesota non-profit organization or tribal organization; or are a Victim/Witness Program located within a prosecutorial office.
- ☐ Program is designed primarily to serve crime victims Voting rights are bestowed to the program providing direct services.
- ☐ Organization provides crisis intervention, advocacy, safety planning, and referrals
- ☐ Payment for FY17 membership dues is included with this form.
- ☐ Organization supports and promotes the mission statement and core values of MAC.

Each voting member organization shall appoint one (1) individual to serve as their voting delegate and one (1) individual to serve as their voting alternate at meetings of the membership. These individuals will serve as delegates and alternates until successors are appointed. Replacement delegates and alternates may be appointed by member organizations by providing written notice to MAC before scheduled meetings.

Voting Delegate Name: _____

Voting Alternate Name: _____

- ☐ **Supportive Non-Voting Organization:** Nonprofit; health and education; tribal, state, and local government; and other organizations that do not provide direct services to crime victims; and actively promote the mission statement and core values of MAC may join as supportive non-voting members.

NOTE: Membership will not be renewed if all fields are not complete or without signature of the organization's authorized designee.

By signing below, we commit ourselves to ...

- ☐ actively promote the mission statement and core values of MAC;
- ☐ support and participate in Action Day to End Violence on March 30, 2017; and
- ☐ attend MAC's Annual Meeting on September 8-9, 2016.

Authorized Signature: _____

Date: _____

Your membership dues are based on your organization's current annual operating budget. Please refer to the following chart to determine your dues and write the corresponding dues amount in the space below.

MAC Annual Membership Dues Schedule

If your annual operating budget is: Your annual membership dues are:

\$0 - \$49,999	\$75.00
\$50,000 - \$149,999	\$125.00
\$150,000 - \$299,999	\$175.00
\$300,000 - \$499,999	\$225.00
\$500,000 - \$749,999	\$275.00
\$750,000 - \$999,999	\$325
\$1 million - \$1,999,999	\$375
\$2 million and above	\$425

Operating budget for current fiscal year: \$ _____

(For programs that are a sub-group of a larger non-profit corporation or government agency, dues are based on the operating budget of the victim services program.)

Membership amount due: \$ _____

Contribution to the "Ally Fund" \$ _____

We ask that you consider making a voluntary, additional contribution of \$25 to go into the "Ally Fund". This is a fund that is used to pay the dues of crime victim service programs that do not have the financial means to pay their dues. These programs are programs that do not have any stable funding source, are newer programs starting out or are programs that have experienced a sudden and/or dramatic loss of revenue. MAC will use the "Ally Fund" to help pay these programs membership dues.

Membership is not complete unless membership dues AND application are received.

(Mail this portion along with completed membership application and payment)

Remittance Advice
Payment due by July 31, 2016

Mail to: MAC
Attn: Bobbi Holtberg
155 South Wabasha Street #104
St. Paul, MN 55107

Member Program Name: _____

Amount Enclosed: \$_____

Additional "Ally Fund" contribution: \$_____

Draft

MCBW Member Benefits

Public Policy and Legislation:

- MAC members help shape the statewide legislative and policy agenda and participate in emerging issues discussions, needs assessments, surveys, and committee work. This membership participation guides MAC in all of its public policy work, including state-wide prevention and training efforts, resource development, and development of effective communication on the issues that are most important to crime victim across Minnesota.
- MAC provides member programs with resources to educate decision-makers about the importance of community efforts to end violence and the need to continue to fund the programs that make these community efforts possible.
- MAC tracks state and federal legislative activity that impacts programs providing services to crime victims.
- MAC provides member programs with ongoing information about legislative events and with tools and guidance for how to be part of a collective voice at the capital.

MAC training, technical assistance, and annual membership meetings support and enhance the critical work of advocates, prosecutors, law enforcement, prevention educators, and others working to create better responses to crime victims.

Training and Technical Assistance:

- Participate in MAC trainings and receive travel and food reimbursement when applicable.
- Attend free audio/web trainings.
- Contact MAC staff when you need technical assistance, media relations support, research, or resources.

Information and Resource Materials:

- Read MAC eUpdates with news, resources, and funding opportunities.
- Go to the MAC website for information about trainings and events, brochures, articles, and other resources. Have access to the "members only" section of MAC's website.
- Share information and resources with your colleagues at networking meetings and other MAC events.

Networking Opportunities:

- Shape the priorities and activities of MAC at the Annual Membership Meeting.
- Join networks, such as, the Training Development Workgroup, the Legislative Advisory Committee, and Victim/Survivor Advisory Council.
- Participate in e-mail discussion lists with colleagues from across the state, including up-to-the-minute news and resources.

MAC's Mission

The mission of Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

Core Values

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation and violence.
3. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence.
4. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
5. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence.
6. We promote and encourage the leadership of victim/survivors in guiding our advocacy, policy and training efforts.
7. We affirm the power of collective and collaborative efforts, in partnership with victim/survivors, to advocate with social systems and institutions in order to end violence.
8. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of crime victims.
9. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.

(b) Please continue on supplementary sheet if necessary

DRAFT

MN CRIME VICTIM JUSTICE UNIT (CVJU) OVERVIEW

MISSION AND VISION STATEMENT

Mission statement:

The CVJU provides a process for victims of crime in Minnesota to question the actions by criminal justice and victim service agencies, and advances policy & practice to ensure that crime victims are treated with fairness, dignity, and respect

Vision:

THE OJP CVJU strengthens crime victim rights and elevates the value and visibility of crime victims in the criminal justice system.

CORE VALUES:

In the Crime Victim Justice Unit, our actions reflect and support our core commitment to:

- Victim-centered philosophy and practices
- Evidenced based practices in victim services
- Victims being treated with fairness, dignity, and respect.
- Recognized, critical, and valued role of victims in the criminal justice system.
- Promoting the highest attainable standards of competence, efficiency, and justice for crime victims.
- Citizens and criminal justice professionals are dealt with appropriately, openly, fairly, and impartially.
- Independent investigations and credible process.
- Constructive engagement (with subject agencies).

OPERATING PRINCIPLES:

All our programs, activities, operations and decisions reflect the:

- Best practices in victim services
- Impartiality, confidentiality and respect for all parties.
- Promotion of positive, respectful, and professional relationships, partnerships, and collaborations.
- Commitment to accountability, integrity, efficiency, timeliness, and transparency.
- Advancement of work that promotes trust, shared commitment, and collective action.

STRATEGIC OUTCOMES:

- Ensure compliance with statutory crime victim rights
- Prevent mistreatment of crime victims by criminal justice professionals
- Provide comprehensive and appropriate information and referrals to victims.
- Amend practices that are unjust, discriminatory, oppressive, or unfair.
- Improve attitudes and practices of criminal justice employees towards crime victims.
- Increase public awareness regarding the rights of crime victims
- Encourage crime victims to assert their rights.
- Provide crime victims a process to question the action of criminal justice agencies and victim assistance programs.

Minnesota Alliance on Crime (MAC) Proposed Training Priorities

Proposed training priorities were determined by responses provided by MAC members and stakeholders to the 2016 Training Needs Survey completed in February 2016. Survey participants were asked to provide information regarding topics/issues needing to be addressed to grow their capacity to better meet the needs of crime victims to which they provide services. Participants were also asked to provide information regarding training modalities, length, and location that would best meet their needs. Based on the 83 responses received, the following ranked priorities were identified.

1) Annual Capacity Building Training

1.5-day training held in September 2016 and 2017 in conjunction with MAC's .5-day annual membership meeting. Training would focus on building the capacity of member agencies to provide best practice and comprehensive victim services. Possible topics include but are not limited to:

- Ethics in Victim Services
- Improving collaborations
- Promising Practices in Victim Services
- Working with reluctant victims
- Assisting victims of crime post-conviction
- Working with incarcerated crime victims
- Impact of trauma
- Unconventional strategies for restitution recovery
- New restitution law
- Strategies to compassionately prepare victims for trial
- Risks and benefits of protective orders
- Restorative Justice practices
- Juvenile law
- U-Visa

This training will meet the needs identified in the 2016 Training Survey conducted with MAC members. The needs of victims are wide and varied and this 1.5 day training will provide opportunity for 4-6 topics to be addressed.

Anticipate 50 MAC members and stake holders will attend in 2016 and 100 in 2017. MAC will reimburse MAC member attendees for mileage, some meals, and lodging.

Written evaluations will be completed on-site after each training session. A follow-up survey will be emailed to participants approximately 60 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse MAC members who attend training for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and one night of lodging at or below the federally allowable rate.

2) Fundamentals in Victim Services Training

Development of a 2-day training to be delivered semi-annually to new victim service advocates. Training would focus on grounding new advocates in the foundational underpinnings of victim services and victim rights. Curriculum outline could include:

- Fundamentals in Victim Services
- Victim Rights
- Victimology
- Working with Children
- Financial Victimization
- Domestic Violence/Stalking
- Sexual Assault

MAC Members and stakeholder victim service agencies have identified the need for training that grounds new victim service advocates in the core fundamentals and philosophies of providing victim services. Many agencies do not have the capacity to send new advocates to the full Victim Services Academy and the Academy is only offered once annually. A two-day training offered semi-annually will help to fill the current training void that exists for new advocates.

Curriculum development would take place May 2016 – March 2017. Training delivery would occur in Summer 2017 and Winter 2018.

Anticipate 30 victim service advocates will attend in 2017 and 50 in 2018. MAC will reimburse attendees for mileage, meals, and lodging.

A pre and post-test will be given to training participants, as well as, written evaluations completed on-site after each training session. A follow-up survey will be emailed to participants approximately 45 days after training has been completed to measure what impact training information received has had on day-to-day practices and to identify topics/issues to be addressed through on-going training and discussion.

MAC will reimburse training attendees for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and two nights of lodging at or below the federally allowable rate.

3) Quarterly Skill Building Webinar Discussion

Development of quarterly webinar series. Webinar topics will address specific issues identified by members in the 2016 Training Survey. Possible topics include:

- Rural victim services
- Providing culturally competent services
- Working with incarcerated victims of crime
- Compassion fatigue/self-care
- Use of support dogs in victim services
- ACE's Study
- Historical Trauma
- Understanding victim behavior

- Working with children
- Working with families of missing children
- Parenting time/Custody law
- What does the BCA do?
- Gathering technological evidence
- DV and firearm prohibitions
- DWI/Current law regarding blood tests
- Civil remedies for victims
- Access to SANE exams
- Payment of SANE exams and rape kits
- Primary prevention strategies

The 2016 Training Survey revealed the need and desire of victim service advocates to receive up-to-date information on a variety of topics. The preferred method identified for this kind of information sharing, was use of webinar technology. This will not only allow for new information to be shared, but also for victim service advocates around the state to connect, exchange information, and problem solve collectively.

Development of the webinar series would take place from May- August 2016. Delivery would occur October 2016, January, April, July, October 2017, January, April 2018.

Anticipate 30-50 victim service advocates will participate in the quarterly one-hour webinar.

An online evaluation will be required to be completed before the webinar participants end the session. A semi-annual webinar survey will be distributed to gather information regarding how participants have integrated new information received and to solicit new topics for discussion.

4) Semi-Annual Prosecutor Training

Development and delivery of semi-annual, half-day, in-person training at a metro and outstate location. Training topic would focus on improving prosecution of general crimes committed against adults and children. Possible topics could include:

- Admission of child statements in child criminal sexual conduct cases
- Best practices in prosecuting child pornography cases
- When do protective order violations become a stalking case
- Advanced trial strategies
- Prosecuting financial exploitation/ID theft cases
- Best practice homicide investigation
- Securing technological evidence
- Compassionately preparing adult and child victims for trial

Prosecutors who completed the 2016 Training Survey indicated the need for on-going training specific to enhancing prosecutorial techniques that would result in successful prosecution of cases. Survey participants indicated the desire to receive this information in person and in both a metro and outstate location.

Development and planning would take place July – September 2016. Delivery would occur in November 2016, May 2017, November 2017, and May 2018.

Anticipate 20 prosecutors will attend 2016 training, 30 prosecutors will attend 2017 trainings, and 35 will attend 2018 training. MAC will reimburse mileage, applicable meals and lodging.

Written evaluations will be completed on-site after the training session. A follow-up survey will be emailed to participants approximately 60 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse MAC members attending training for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and one night of lodging at or below the federally allowable rate.

5) Coordinated Coalitions' Training

Coordinated one-day annual training with the other 5 statewide coalitions for victim service advocates addressing topics intersectional to all crime types. Training topics could include:

- Identifying bias
- Implications of untreated trauma
- Strengthening victim resiliency
- Racial disparity in victimization
- Intersection of oppression and victimization
- Strengthening collaborations
- Co-occurrence of domestic violence, sexual assault, and child protection issues
- Legal needs of crime victims
- Use of restorative justice practices
- Redefining 'justice' with victims of crime

Participants in the 2016 Training Survey indicated that they would like MAC to coordinate with other coalitions to provide in-depth information on topics that intersect all crime types. MAC members clearly stated they were not interested in MAC being a part of training that is domestic violence or sexual assault specific. Issues of providing culturally competent services, being aware of personal and institutional bias, and understanding the racial disparity in victimization ranked high among the suggested topics.

Development and planning would occur among all 6 statewide coalitions November 2016 – March 2017 with delivery occurring in June 2017 and June 2018.

Anticipate 40 MAC members will attend in 2017 and 50 in 2018.

MAC will reimburse MAC members attending training for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and one night of lodging at or below the federally allowable rate.

Minnesota Alliance on Crime (MAC) Proposed Training Priorities

Budget Narrative

1) Annual Capacity Building Training

September 2016 Metro Location:

Training Room Rental \$500/day x 2 days	\$ 1000.00
Trainers, 3 @ \$450.00 (includes: prep, travel and training delivery)	\$ 1350.00
Meal Reimbursement for MAC members attending, 2 lunches @ 11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 30 MAC members	\$ 930.00
Mileage Reimbursement for MAC member participants traveling over 30 miles round trip, 30 MAC member participants x 150 miles x .540/mile	\$ 2430.00
Lodging for 15 MAC member participants, 15 x \$140.00 (federally allowed rate for Hennepin and Ramsey counties)	\$ 2100.00
Participant Materials, \$10 x 100 participants	\$ 1000.00

Total for September 2016 Capacity Building Training \$ 8,810.00

September 2017 Outstate Location:

Training Room Rental \$350/day x 2 days	\$ 700.00
Trainers, 3 @ \$450.00 (includes: prep, travel and training delivery)	\$ 1350.00
Meal Reimbursement for MAC members attending, 2 lunches @ 11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 50 MAC members	\$ 1550.00
Mileage Reimbursement for MAC member participants traveling over 30 miles round trip, 45 MAC member participants x 150 miles x .540/mile	\$ 3645.00
Lodging for 25 MAC member participants, 25 x \$89.00 (federally allowed rate for non-metro counties)	\$ 2225.00
Participant Materials, \$10 x 150 participants	\$ 1500.00

Total for September 2017 Capacity Building Training \$10,970.00

Total Cost for Annual Capacity Building Training \$19,780.00

2) Fundamentals in Victim Services Training

Development of Curriculum

Mileage for 5 Training Workgroup Members to attend 4 in-person meetings, 5 x 150 miles @.540/mile	\$ 1620.00
Meal Reimbursement, lunch @ \$11 for 10 Training Workgroup Member at 4 in-person meetings, 10 x \$11.00 x 4	\$ 440.00
Monthly 90-minute conference call/webinar meeting with workgroup, .120/minute x 90 minutes x 10 participants x 8 conference calls/webinars	\$ 864.00

Copying of curriculum, \$15.00 x 100 copies	\$ 1500.00
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Total Development of Curriculum Cost	\$ 4,424.00
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Delivery of Fundamentals on Victim Services Training

Summer 2017 Metro Location

Training Room Rental \$500/day x 2 days	\$ 1000.00
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Trainers 4 @ \$900 (includes: 6 hours of prep, 2 hours of travel and 8 hours of training delivery x 4 trainers)	\$ 3600.00
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Meal Reimbursement, 2 lunches @ \$11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 30 participants	\$ 930.00
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Mileage Reimbursement for participants traveling over 30 miles round trip, 15 participants @150 miles @.540/mile	\$ 1215.00
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Lodging for 15 participants, 15 x \$140.00 x 2 nights (federally allowed rate for Ramsey and Hennepin counties)	\$ 4200.00
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Total for Summer 2017 Fundamentals in Victim Services Training	\$10,945.00
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Winter 2018 Outstate Location

Training Room Rental \$350/day x 2 days	\$ 700.00
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Trainers 4 @ \$900 (includes: 6 hours of prep, 2 hours of travel and 8 hours of training delivery x 4 trainers)	\$ 3600.00
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Meal Reimbursement, 2 lunches @ \$11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 50 participants	\$ 1550.00
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Mileage Reimbursement for participants traveling over 30 miles round trip, 25 participants x 150 miles x .540/mile	\$ 2025.00
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Lodging for 25 participants, 25 x \$89.00 x 2 nights (federally allowed rate for non-metro counties)	\$ 4450.00
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Total for Winter 2018 Fundamentals in Victim Services Training	\$12,325.00
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Total Cost for Development and Delivery of Fundamentals in Victim Services Training	\$27,694.00
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3) Quarterly Skill Building Webinar Discussion

Facilitator, 1 @ \$225 per webinar (includes: 3 hours prep, 1 hour facilitation @ \$56.25/hr) x 7 webinars	\$ 1575.00
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ReadyTalk webinar/audio hosting, \$.120/minute x 60 minutes x 40 participants x 7 webinars	\$ 2016.00
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Total Cost for Quarterly Skill Building Discussion	\$ 3591.00
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4) Semi-Annual Prosecutor Training

2016 Metro Located Training	
Training Room Rental \$300/ half day	\$ 300.00
Trainer @ \$450	
(includes: 3 hours of prep, 2 hours of travel, 3 hours of training delivery)	\$ 450.00
Meal Reimbursement, breakfast @ \$9.00 for 10 prosecutors arriving night before training	\$ 90.00
Mileage Reimbursement for participants traveling over 30 miles round trip, 10 participants x 150 miles x .540/mile	\$ 810.00
Lodging for 10 participants, 10 x \$140 (federally allowed rate for Hennepin and Ramsey counties)	\$ 1400.00
Total Cost for 2016 Prosecutor Training	\$ 3050.00
2017 Metro Located Training	
Training Room Rental \$300/ half day	\$ 300.00
Trainer @ \$450	
(includes: 3 hours of prep, 2 hours of travel, 3 hours of training delivery)	\$ 450.00
Meal Reimbursement, breakfast @ \$9.00 for 15 prosecutors arriving night before training	\$ 135.00
Mileage Reimbursement for participants traveling over 30 miles round trip, 15 participants x 150 miles x .540/mile	\$ 1215.00
Lodging for 15 participants, 15 x \$140 (federally allowed rate for Hennepin and Ramsey counties)	\$ 2100.00
Total Cost for 2017 Metro Located Prosecutor Training	\$ 4200.00
2017 Outstate Located Training	
Training Room Rental \$200/half day	\$ 200.00
Trainer @ \$450	
(includes: 3 hours of prep, 2 hours of travel, 3 hours of training delivery)	\$ 450.00
Meal Reimbursement, breakfast @ \$9.00 for 15 prosecutors arriving night before training	\$ 135.00
Mileage Reimbursement for participants traveling over 30 miles round trip, 15 participants x 150 miles x .540/mile	\$ 1215.00
Lodging for 15 participants, 15 x \$89 (federally allowed rate for non-metro counties)	\$ 1335.00
Total Cost for 2017 Outstate Located Prosecutor Training	\$ 3335.00
2018 Outstate Located Training	
Training Room Rental \$200/half day	\$ 200.00
Trainer @ \$450	
(includes: 3 hours of prep, 2 hours of travel, 3 hours of training delivery)	\$ 450.00
Meal Reimbursement, breakfast @ \$9.00 for 20 prosecutors arriving night before training	\$ 180.00
Mileage Reimbursement for participants traveling over	

30 miles round trip, 20 participants x 150 miles x .540/mile	\$ 1620.00
Lodging for 20 participants, 20 x \$89	
(federally allowed rate for non-metro counties)	\$ 1780.00
Total Cost for 2018 Outstate Located Prosecutor Training	\$ 4230.00
Total Cost for Semi-Annual Prosecutor Training	\$14,815.00

5) Coordinated Coalition's Training

June 2017 Metro Located Training	
Training Room Rental, one-sixth of \$500/day	\$ 85.00
Trainer, one-sixth of \$1350	
(includes: 12 hours prep, 4 hours of travel, 8 hours of training delivery)	\$ 225.00
Meal Reimbursement, breakfast @ \$9.00 for 10 MAC members	
arriving night before training	\$ 90.00
Mileage Reimbursement for MAC members traveling over	
30 miles round trip, 15 participants x 150 miles x .540/mile	\$ 1215.00
Lodging for 10 MAC members, 10 x \$140	
(federally allowed rate for Hennepin and Ramsey counties)	\$ 1400.00
Total Cost for June 2017 Metro Located Training	\$ 3005.00
June 2018 Outstate Located Training	
Training Room Rental, one-sixth of \$500/day	\$ 85.00
Trainer, one-sixth of \$1350	
(includes: 12 hours prep, 4 hours of travel, 8 hours of training delivery)	\$ 225.00
Meal Reimbursement, breakfast @ \$9.00 for 15 MAC members	
arriving night before training	\$ 135.00
Mileage Reimbursement for MAC members traveling over	
30 miles round trip, 20 participants x 150 miles x .540/mile	\$ 1620.00
Lodging for 15 MAC members, 15 x \$89	
(federally allowed rate for non-metro counties)	\$ 1335.00
Total Cost for June 2018 Outstate Located Training	\$ 3400.00
Total Cost for Coordinated Coalition's Training	\$ 6,405.00

State of Minnesota
HOUSE OF REPRESENTATIVES

EIGHTY-NINTH SESSION

H. F. No. 3468

03/23/2016 Authored by Scott; Lesch; Metsa; Anderson, M., and Backer

The bill was read for the first time and referred to the Committee on Civil Law and Data Practices

1.1 A bill for an act
1.2 relating to data practices; classifying portable recording system data; establishing
1.3 requirements for destruction of certain data in certain cases; requiring consent to
1.4 record data on private property with exceptions; imposing requirements on law
1.5 enforcement agencies and vendors; requiring audits; requiring a written policy;
1.6 requiring approval by a local governing body; amending Minnesota Statutes
1.7 2014, section 13.82, subdivisions 6, 7; Minnesota Statutes 2015 Supplement,
1.8 section 13.82, subdivision 2; proposing coding for new law in Minnesota
1.9 Statutes, chapters 13; 626.

1.10 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.11 Section 1. Minnesota Statutes 2015 Supplement, section 13.82, subdivision 2, is
1.12 amended to read:

1.13 Subd. 2. **Arrest data.** The following data created or collected by law enforcement
1.14 agencies which document any actions taken by them to cite, arrest, incarcerate or
1.15 otherwise substantially deprive an adult individual of liberty shall be public at all times
1.16 in the originating agency:

- 1.17 (a) time, date and place of the action;
1.18 (b) any resistance encountered by the agency;
1.19 (c) any pursuit engaged in by the agency;
1.20 (d) whether any weapons were used by the agency or other individual;
1.21 (e) the charge, arrest or search warrants, or other legal basis for the action;
1.22 (f) the identities of the agencies, units within the agencies and individual persons
1.23 taking the action;
1.24 (g) whether and where the individual is being held in custody or is being incarcerated
1.25 by the agency;

(h) the date, time and legal basis for any transfer of custody and the identity of the agency or person who received custody;

(i) the date, time and legal basis for any release from custody or incarceration;

(j) the name, age, sex and last known address of an adult person or the age and sex of any juvenile person cited, arrested, incarcerated or otherwise substantially deprived of liberty;

(k) whether the agency employed ~~an~~ a portable recording system, automated license plate reader, wiretaps or other eavesdropping techniques, unless the release of this specific data would jeopardize an ongoing investigation;

(l) the manner in which the agencies received the information that led to the arrest and the names of individuals who supplied the information unless the identities of those individuals qualify for protection under subdivision 17; and

(m) response or incident report number.

Sec. 2. Minnesota Statutes 2014, section 13.82, subdivision 6, is amended to read:

Subd. 6. **Response or incident data.** The following data created or collected by law enforcement agencies which document the agency's response to a request for service including, but not limited to, responses to traffic accidents, or which describe actions taken by the agency on its own initiative shall be public government data:

(a) date, time and place of the action;

(b) agencies, units of agencies and individual agency personnel participating in the action unless the identities of agency personnel qualify for protection under subdivision 17;

(c) any resistance encountered by the agency;

(d) any pursuit engaged in by the agency;

(e) whether any weapons were used by the agency or other individuals;

(f) a brief factual reconstruction of events associated with the action;

(g) names and addresses of witnesses to the agency action or the incident unless the identity of any witness qualifies for protection under subdivision 17;

(h) names and addresses of any victims or casualties unless the identities of those individuals qualify for protection under subdivision 17;

(i) the name and location of the health care facility to which victims or casualties were taken;

(j) response or incident report number;

(k) dates of birth of the parties involved in a traffic accident;

(l) whether the parties involved were wearing seat belts; ~~and~~

(m) the alcohol concentration of each driver; and

3.1 (n) whether the agency used a portable recording system to document the agency's
3.2 response or actions, including a brief description of its compliance with section 13.825,
3.3 subdivision 3.

3.4 Sec. 3. Minnesota Statutes 2014, section 13.82, subdivision 7, is amended to read:

3.5 Subd. 7. **Criminal investigative data.** Except for the data defined in subdivisions
3.6 2, 3, and 6, investigative data collected or created by a law enforcement agency in order
3.7 to prepare a case against a person, whether known or unknown, for the commission of a
3.8 crime or other offense for which the agency has primary investigative responsibility are
3.9 confidential or protected nonpublic while the investigation is active. Inactive investigative
3.10 data are public unless the release of the data would jeopardize another ongoing investigation
3.11 or would reveal the identity of individuals protected under subdivision 17. Images and
3.12 recordings, including photographs, video, and audio records, which are part of inactive
3.13 investigative files and which are clearly offensive to common sensibilities are classified
3.14 as private or nonpublic data, provided that the existence of the ~~photographs~~ images and
3.15 recordings shall be disclosed to any person requesting access to the inactive investigative
3.16 file. An investigation becomes inactive upon the occurrence of any of the following events:

3.17 (a) a decision by the agency or appropriate prosecutorial authority not to pursue
3.18 the case;

3.19 (b) expiration of the time to bring a charge or file a complaint under the applicable
3.20 statute of limitations, or 30 years after the commission of the offense, whichever comes
3.21 earliest; or

3.22 (c) exhaustion of or expiration of all rights of appeal by a person convicted on
3.23 the basis of the investigative data.

3.24 Any investigative data presented as evidence in court shall be public. Data
3.25 determined to be inactive under clause (a) may become active if the agency or appropriate
3.26 prosecutorial authority decides to renew the investigation.

3.27 During the time when an investigation is active, any person may bring an action in
3.28 the district court located in the county where the data are being maintained to authorize
3.29 disclosure of investigative data. The court may order that all or part of the data relating to
3.30 a particular investigation be released to the public or to the person bringing the action. In
3.31 making the determination as to whether investigative data shall be disclosed, the court
3.32 shall consider whether the benefit to the person bringing the action or to the public
3.33 outweighs any harm to the public, to the agency or to any person identified in the data.
3.34 The data in dispute shall be examined by the court in camera.

4.1 Sec. 4. **[13.825] PORTABLE RECORDING SYSTEMS.**

4.2 Subdivision 1. **Application; definitions.** (a) This section applies to law enforcement
4.3 agencies that maintain a portable recording system for use in investigations, or in response
4.4 to emergencies, incidents, and requests for service.

4.5 (b) A peace officer who collects portable recording system data, and any other
4.6 officer whose activities are recorded on the data, regardless of whether the officer is or
4.7 can be identified by the recording, is a subject of the data for purposes of this chapter,
4.8 except that the rights of a data subject provided in subdivisions 2 and 3 do not apply to a
4.9 peace officer while the officer is investigating or responding to an emergency, incident, or
4.10 request for service.

4.11 (c) As used in this section, "portable recording system" means a device worn by a
4.12 peace officer that is capable of both video and audio recording of the officer's activities and
4.13 interactions with others or collecting digital multimedia evidence as part of an investigation.

4.14 Subd. 2. **Data classification; retention requirements.** (a) Data collected by a
4.15 portable recording system are classified and must be maintained as follows:

4.16 (1) data that document law enforcement activity that does not constitute an
4.17 investigation or a response to an emergency, incident, or request for service, are private or
4.18 nonpublic data, and must be destroyed within 30 days of collection;

4.19 (2) data that document a law enforcement investigation or response to an emergency,
4.20 incident, or request for service are public, subject to paragraph (c), if the data document
4.21 activities in a location where a subject of the data does not have a reasonable expectation of
4.22 privacy. The data must be retained for no longer than any applicable statute of limitations
4.23 period has expired, or 180 days after the close of an investigation, whichever is later; and

4.24 (3) data that document a law enforcement investigation or response to an emergency,
4.25 incident, or request for service are private data on individuals or nonpublic data if the data
4.26 document activities in a location where a subject of the data has a reasonable expectation
4.27 of privacy, except that data that document a law enforcement investigation or response that
4.28 involves a use of force resulting in bodily harm, as defined in section 609.02, are public,
4.29 subject to paragraph (c). Data subject to this clause must be retained for no longer than
4.30 any applicable statute of limitations period has expired, or 180 days after the close of an
4.31 investigation, whichever is later.

4.32 (b) Data subject to the classification and retention requirements of this subdivision
4.33 may not be released or disseminated to any person unless the following individuals'
4.34 identities have been blurred or distorted sufficiently to render the individuals unidentifiable:

4.35 (1) individuals whose appearance on the recording are incidental and whose activities
4.36 are unrelated to the purpose of the law enforcement investigation or response; and

(2) individuals whose identities are subject to protection under section 13.82.

(c) Portable recording system data that relate to an active investigation are classified as provided in section 13.82, subdivision 7. When the investigation becomes inactive, the data are classified as provided in this subdivision.

Subd. 3. Notice and consent required to collect data in private locations; exceptions. (a) Except as provided in paragraph (b), a portable recording system may not record activity at a location where a subject of the data has a reasonable expectation of privacy unless:

(1) the peace officer has notified each data subject whose activities may be recorded of the existence of the recording system; and

(2) each data subject has consented to the recording system's use.

(b) The notice and consent requirements of paragraph (a) are not required:

(1) in searches conducted according to the terms of a valid search warrant;

(2) where exigent circumstances reasonably prevent the law enforcement agency from providing notice and obtaining consent; or

(3) from individuals recorded incidentally by the portable recording system and whose activities are unrelated to the purpose of the law enforcement investigation or response, if the officer has made a reasonable effort to prevent those activities from being recorded.

(c) The consent requirements of paragraph (a) are not required in an investigation of, or response to, a report of domestic abuse as defined in section 518B.01, subdivision 2.

Subd. 4. Use of portable recording systems required. (a) At any time an officer is equipped with a portable recording system, the system must be used to document the peace officer's investigations and responses to all emergencies, incidents, and requests for service. The portable recording system must collect data for the full duration of the officer's investigation or response, subject to the notice and consent requirements of subdivision 3. A peace officer may only use a portable recording system issued and maintained by the officer's agency documenting the officer's investigations and responses.

(b) In the event of a conflict between this subdivision and subdivision 7, this subdivision applies.

Subd. 5. Facial recognition technology. A law enforcement agency may not deploy or use facial recognition technology in connection with any portable recording system data unless expressly authorized by law. Facial recognition technology may be used to blur or distort the identity of an individual protected by subdivision 2, paragraph (b).

Subd. 6. Use of force cases; officer review prior to completion of report prohibited. A responding peace officer may not review data collected on a portable

6.1 recording system prior to completing the officer's final report documenting the emergency,
6.2 incident, or request for service if the law enforcement response involved a use of force.

6.3 Subd. 7. **First amendment activities.** To the extent possible, portable recording
6.4 systems must only be used to record a peace officer's investigations and responses to a
6.5 specific emergency, incident, or request for service. Except in response to a specific
6.6 emergency, incident, or request for service, a portable recording system may not collect
6.7 data at any event, activity, or assembly subject to protection under the First Amendment
6.8 of the United States Constitution unless the data collection has been authorized, in
6.9 writing, by the chief of police, sheriff, or head of the law enforcement agency. A written
6.10 authorization is public data at all times.

6.11 Subd. 8. **Authorization to access data.** (a) A law enforcement agency must comply
6.12 with sections 13.05, subdivision 5, and 13.055 in the operation of portable recording
6.13 systems and in maintaining portable recording system data.

6.14 (b) The responsible authority for a law enforcement agency must establish written
6.15 procedures to ensure that law enforcement personnel have access to the portable recording
6.16 system data that are not public only if authorized in writing by the chief of police, sheriff,
6.17 or head of the law enforcement agency, or their designee, to obtain access to the data
6.18 subject to the terms of a search warrant. Consistent with the requirements of paragraph
6.19 (c), each access must include a record of the search warrant that is the basis for the access.

6.20 (c) The ability of authorized individuals to enter, update, or access portable recording
6.21 system data must be limited through the use of role-based access that corresponds to
6.22 the official duties or training level of the individual and the statutory authorization that
6.23 grants access for that purpose. All queries and responses, and all actions in which data
6.24 are entered, updated, accessed, shared, or disseminated, must be recorded in a data
6.25 audit trail. Data contained in the audit trail are public, to the extent that the data are
6.26 not otherwise classified by law.

6.27 Subd. 9. **Sharing among agencies.** (a) Portable recording system data that are not
6.28 public may only be shared with or disseminated to another law enforcement agency, a
6.29 government entity, or a federal agency subject to a search warrant and upon meeting the
6.30 standards for requesting access to data as provided in subdivision 8.

6.31 (b) If data collected by a portable recording system are shared with another law
6.32 enforcement agency under this subdivision, the agency that receives the data must comply
6.33 with all data classification, destruction, and security requirements of this section.

6.34 (c) Portable recording system data may not be shared with, disseminated to, sold to,
6.35 or traded with any other individual or entity unless explicitly authorized by this section
6.36 or other applicable law.

7.1 Subd. 10. **Biennial audit.** (a) A law enforcement agency must maintain records
7.2 showing the date and time portable recording system data were collected and the
7.3 applicable classification of the data. The law enforcement agency shall arrange for
7.4 an independent, biennial audit of the data to determine whether data are appropriately
7.5 classified according to this section, how the data are used, and whether they are destroyed
7.6 as required under this section, and to verify compliance with subdivisions 8 and 9. If the
7.7 commissioner of administration believes that a law enforcement agency is not complying
7.8 with this section or other applicable law, the commissioner may order a law enforcement
7.9 agency to arrange for additional independent audits. Data in the records required under
7.10 this paragraph are classified as provided in subdivision 2.

7.11 (b) The results of the audit are public. The commissioner of administration shall
7.12 review the results of the audit. If the commissioner determines that there is a pattern
7.13 of substantial noncompliance with this section by the law enforcement agency, the
7.14 agency must immediately suspend operation of all portable recording systems until the
7.15 commissioner has authorized the agency to reinstate their use. An order of suspension
7.16 under this paragraph may be issued by the commissioner upon review of the results of the
7.17 audit, upon review of the applicable provisions of this chapter, and after providing the
7.18 agency a reasonable opportunity to respond to the audit's findings.

7.19 (c) A report summarizing the results of each audit must be provided to the
7.20 commissioner of administration, to the chair and ranking minority members of the
7.21 committees of the house of representatives and the senate with jurisdiction over data
7.22 practices and public safety issues, and to the Legislative Commission on Data Practices
7.23 and Personal Data Privacy no later than 30 days following completion of the audit.

7.24 Subd. 11. **Notification to Bureau of Criminal Apprehension.** (a) Within ten days
7.25 of implementation of a portable recording system, a law enforcement agency must notify
7.26 the Bureau of Criminal Apprehension of that implementation, including the number of
7.27 officers equipped with a portable recording system device.

7.28 (b) The Bureau of Criminal Apprehension must maintain a list of law enforcement
7.29 agencies using portable recording systems and the number of officers in each agency
7.30 using a portable recording system device. The list is public and must be available on the
7.31 bureau's Web site.

7.32 Subd. 12. **Portable recording system vendors.** (a) For purposes of this subdivision,
7.33 a "portable recording system vendor" means a person who is not a government entity and
7.34 that provides services for the creation, collection, retention, maintenance, processing, or
7.35 dissemination of portable recording system data for a law enforcement agency or other

government entity. By providing these services to a government entity, a vendor is subject to all of the requirements of this chapter as if it were a government entity.

(b) Subject to paragraph (c), in an action against a vendor under section 13.08, for a violation of this chapter, the vendor is liable for presumed damages of \$2,500 or actual damages, whichever is greater, and reasonable attorney fees.

(c) In an action against a vendor that improperly discloses data made not public by this chapter or any other statute classifying data as not public, the vendor is liable for presumed damages of \$10,000 or actual damages, whichever is greater, and reasonable attorney fees.

EFFECTIVE DATE. This section is effective August 1, 2016. Data collected before the effective date of this section must be destroyed, if required by this section, no later than 15 days after the date this section becomes effective.

Sec. 5. **[626.8473] PORTABLE RECORDING SYSTEMS ADOPTION;
WRITTEN POLICY REQUIRED.**

Subdivision 1. **Definition.** As used in this section, "portable recording system" has the meaning given in section 13.825, subdivision 1.

Subd. 2. **Public comment; approval of local governing body required.** (a) A local law enforcement agency may not purchase or implement a portable recording system unless the governing body with jurisdiction over the law enforcement agency has approved:

(1) purchase and implementation of the system; and

(2) the written policy required under subdivision 3.

(b) A vote to approve use of a portable recording system and the written policy required by subdivision 3 must occur at a regularly scheduled meeting of the governing body, following an opportunity for public comment. Notice of the meeting must be posted at least 30 days prior to the date of the meeting.

Subd. 3. **Written policies and procedures required.** (a) The chief officer of every state and local law enforcement agency that uses or proposes to use a portable recording system must establish and enforce a written policy governing its use, subject to the approval requirements in subdivision 2. Use of a portable recording system without adoption of a written policy meeting the requirements of this subdivision is prohibited. The written policy must be posted on the agency's Web site.

(b) At a minimum, the written policy must incorporate the following:

(1) the requirements of section 13.825 and other data classifications, access procedures, retention policies, and data security safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;

9.1 (2) procedures for testing the portable recording system to ensure adequate
9.2 functioning;

9.3 (3) procedures to address a system malfunction or failure, including requirements
9.4 for documentation by the officer using the system at the time of a malfunction or failure;

9.5 (4) circumstances under which recording is mandatory, prohibited, or at the
9.6 discretion of the officer using the system;

9.7 (5) circumstances under which the consent of a data subject is required prior to
9.8 recording;

9.9 (6) circumstances under which a data subject must be given notice of a recording;

9.10 (7) circumstances under which a recording may be ended while an investigation,
9.11 response, or incident is ongoing;

9.12 (8) procedures for the secure storage of portable recording system data and the
9.13 creation of backup copies of the data;

9.14 (9) procedures to ensure compliance and address violations of the policy, which
9.15 must include, at a minimum, supervisory or internal audits and reviews, and the employee
9.16 discipline standards for unauthorized access to data contained in section 13.09; and

9.17 (10) if applicable, any other standards for use contained in a uniform policy adopted
9.18 by the Minnesota Chiefs of Police Association or the Minnesota Sheriffs' Association.

9.19 **EFFECTIVE DATE.** This section is effective August 1, 2016, provided that a
9.20 law enforcement agency using a portable recording system on that date must secure the
9.21 governing body's approval of the system and the policy required under this section, no
9.22 later than January 15, 2017.

This Document can be made available
in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

EIGHTY-NINTH SESSION

H. F. No. 3651

03/29/2016

Authored by Cornish

The bill was read for the first time and referred to the Committee on Public Safety and Crime Prevention Policy and Finance

1.1

A bill for an act

1.2

relating to public safety; law enforcement; regulating the use of body cameras by

1.3

peace officers; proposing coding for new law in Minnesota Statutes, chapter 626.

1.4

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5

Section 1. **[626.8473] PORTABLE RECORDING DEVICE POLICY.**

1.6

A law enforcement agency that authorizes peace officers employed by the agency

1.7

to wear portable recording devices shall not prevent, or adopt a policy that prevents, or

1.8

otherwise restrict a responding peace officer from reviewing recordings from a portable

1.9

recording device prior to completing the officer's final report or making a statement related

1.10

to an incident.

SENATE
STATE OF MINNESOTA
EIGHTY-NINTH SESSION

S.F. No. 3291

(SENATE AUTHORS: LATZ)

DATE	D-PG	OFFICIAL STATUS
03/29/2016	5319	Introduction and first reading Referred to Judiciary

1.1

A bill for an act

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