



# Minnesota Alliance on Crime

## Board Agenda

### December 8, 2016

<b>Agenda Item</b>	<b>Who Leads</b>	<b>Time</b>
I. Introductions/Call to Order	Board Chair	5'
II. Review- Changes/Additions- <b>Action Needed</b>	Board Chair	2'
III. Consent Agenda Items		30'
<ul style="list-style-type: none"> <li>Secretary's Report- <b>Action Needed</b> October, phone &amp; email</li> <li>Treasurer's Report- <b>Action Needed</b> October &amp; November Heidi's Invoices</li> <li>Director's Report</li> </ul>	Secretary  Treasurer  Executive Director	
IV. Updates-	Committees & Staff	5'
<ul style="list-style-type: none"> <li>Executive Committee</li> <li>Board Development Committee</li> <li>Budget and Finance Committee</li> <li>Outreach and Engagement Committee</li> <li>Public Policy Committee</li> </ul>		
V. Action Items		20'
<ul style="list-style-type: none"> <li>Refrigerator &amp; Microwave purchase</li> <li>ED pay raise</li> </ul>	Board Chair Board Chair	
VI. Focused Discussion		60'
<ul style="list-style-type: none"> <li>Board Meeting time</li> <li>Silent Auction</li> <li>Annual Meeting venue ideas</li> </ul>	Board Chair Board Chair Board Chair	
VII. Adjourn	Board Chair	

***Minnesota Alliance on Crime connects systems, service providers, and victims to advance the response to victims of all crime.***

MAC Board Meeting @ MAC Board, St. Paul  
October 13, 2016 - Meeting Minutes

---

I. Called to Order at 10:04 a.m. by Board President, Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Kelly Nicholson, Karla Bauer, Dresden Jones, Diana Umidon, Denise Loy, Chris Jensen, Shane Baker, Sara Miller, Brenda Skogman

By Phone: Shawn Becker

Executive Director: Bobbi Holtberg

Training & Engagement Coordinator: Danielle Kluz

II. Review-Changes/Additions

Changes: None

Additions: Updates provided and handed out for each Board Member's MAC Binder.

III. Consent Agenda Items

• Secretary's Report

Reviewed September 2016 Minutes, no changes or corrections

**Motion to approve Secretary's Report from September 2016.**

Motion 1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Sara Miller

**Approved**

• Treasurer's Report

Brenda explained the detailed budget. 47 programs have renewed and 3 individuals. With the new fee structure implemented, MAC has seen an increase in revenue of \$10,000.

**Action Required:** Motion to approve Treasurer's Report from September 2016.

Motion 1<sup>st</sup>: Sara Miller

2<sup>nd</sup>: Chris Jensen

**Approved**

• Director's Report

See Director's Report in September Board packet.

Additional items elaborated on:

- Membership renewals are still coming in.
- Upcoming November 28 meeting in regards to the Wrap-Around Grant (MAC is a MOU partner).
- We will have an additional \$8,000 from the training grant to use. Are moving the annual meeting expenses to 2016 CVS (crime victim services) budget to use the rest of the grant dollars.
- Will be interviewing 5 candidates next week for the Administrative Support position, scheduled for Monday & Tuesday.
- Phone system is up and running, using a Voice Over Internet Phone (VOIP). Adding more Ethernet ports to the office to be plugged into; continuing to work on a conference phone and cart for mobility.
- The members-only section of the website is up and going with lots of resources available, be sure to review it. Thanks to all that added materials and worked on the section!

IV. Updates

- Executive Committee: None
- Board Development Committee: None
- Budget and Finance Committee: None
- Outreach and Engagement Committee: None
- Public Policy Committee: None

## V. Action Items: Elections for Board Positions.

### President

**Motion made to nominate Vanessa Barr for President.**

1<sup>st</sup>: Sara Miller

2<sup>nd</sup>: Brenda Skogman

**Approved**

### Vice-President

**Motion made to nominate Sara Miller for Vice-President.**

1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Karla Bauer

**Approved**

### Secretary

**Motion to nominate Vicki Walechka for Secretary.**

1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Kelly Nicholson

**Approved.**

### Treasurer

**Motion made to nominate Brenda Skogman for Treasurer.**

1<sup>st</sup>: Chris Jensen

2<sup>nd</sup>: Denise Loy

**Approved.**

## VI. Focused Discussion

Give to the Max Day coming November 17. The goal to raise this year is \$1,500, which is more than last year. A letter was provided and will be emailed out on November 10. Please personalize and email to ten friends, family members, colleagues to increase awareness. Please “like” MAC on Facebook page and share the post with Facebook users on your post.

Don’t forget to use Amazon Smiles for your holiday shopping – this is an easy fundraiser for MAC, we get a portion of the total.

Annual meeting – we had good comments; copy of the annual meeting survey was provided in the board packet for all to read and review. Discussion about the diversity comment. In regards to our new position being hired, MAC has advertised all over hoping to appeal and encourage others to apply for more diversity. Have 60 applicants for the position. Looking ahead to 2017 annual meeting and possible locations. Will be sending out another email survey to see if participants are using the information they learned from the conference. Business meeting was facilitated very well by Bobbi – thank you!! The format for next years’ annual meeting will be similar. Plan to send out another survey prior to the annual meeting to drive/focus the meeting.

Discussion of dates of Board of Director’s terms as updated Personnel Policies call for two, 3-year term limits. Attached is the list of Board Members, term end dates, and whether it is their first or second term.

Discussion regarding creating the Board Committees, committees should include one board member and open to 2 – 10 members of MAC programs. Including new people could be a great tool to recruit new board members. MAC is currently growing and the role of the Board will evolve and change from operational to more visionary as MAC becomes more established with staff.

Executive Committee (consists of President, Vice-President, Secretary, Treasurer):  
Vanessa Barr, Sara Miller, Vicki Walechka, Brenda Skogman

Board Development Committee:  
Kelly Nicholson, Denise Loy, Dresden Jones

Budget and Finance Committee:  
Vanessa Barr, Brenda Skogman, Sara Miller, Chris Jensen

Outreach and Engagement Committee:  
Shawn Becker, Vicki Walechka, Danielle Kluz (staff member)

Public Policy Committee:  
Shane Baker, Chris Jensen, Diana Umidon, Vanessa Barr

Discussion of Policy & Procedure Changes – already voted to change page 8, paragraph #1 that part-time employees not eligible for benefits though this may be changed in the future based on VOCA funds.

Page 6 & 7 – adding Executive Director to go to for approval. Part-time employees get pro-rated paid time off. Danielle will also do an activity log similar to Bobbi outlining what she is working on to report to the Board. A form will be created for staff members to request PTO. Discuss of vacation and sick time accrual hours, carry over hours per year and pay out of unused time if leaving.

Vacation time accrual decided on:

0 – 2 years – 20 days

3 – 5 years – 25 days

5 – 7 years – 35 days

7 + years – 40 days and then the employee can negotiate

Other items were tabled and we will hold a phone meeting to finish up the changes to the Personnel Policy.

VII. Adjourn

**Motion made to adjourn the meeting.**

Motion 1<sup>st</sup>: Vicki Walechka

2<sup>nd</sup>: Shane Baker

**Approved**

Respectfully Submitted,

Vicki Walechka  
Board Secretary

**Next meeting:**

**November 10, 2016 - 10 – 1:00 p.m. @ MAC Office, St. Paul – Executive Board Training**

**December 8, 2016 – 10 – 1:00 p.m. @ MAC Office, St. Paul – Board Meeting**

MAC Board Meeting by Phone  
October 26, 2016

I. Phone meeting called to order at 12:05 p.m. by Board President Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Brenda Skogman, Dianna Umidon, Denise Loy, Chris Jensen, Shane Baker, Shawn Becker, Kelly Nicholson, Dresden Jones  
Executive Director: Bobbi Holtberg

A phone meeting was called to finish making changes and additions to the MAC Personnel Policy so they can be presented to new employees hired.

Section: Employee Benefits

#5 – Paid Holidays

- Added another paid holiday to be labeled “Floating Holiday” for current and future employees to use as they choose.

#8 – Compensated Time

- Discussion of new Dept. of Labor law changes in place for non-profit organizations. Reviewed examples provided. Decided to separate and create #8 for Exempt Employees and #9 for Non-Exempt employees.
- Exempt employees cannot accrue comp. time or will be paid at time and a half after 40 hours.
- Created #9 – Non-Exempt Policy
- If a permanent, full time non-exempt employee they cannot accrue time either.
- Make changes to formatting to mirror the rest of the document. Renumber #9 to #10 for Temporary Employees and #10 to #11 Absence without Leave.

Section: Sexual Harassment

- Procedures sub-section, page 18, #4 – change to say Vice-President, not co-president.

Section: Ethics

- Page #20, 1<sup>st</sup> paragraph added “the” before Minnesota Alliance on Crime and in #7 added “the” before Minnesota Alliance on Crime.

Created and added a Conflict of Interest Declaration form, page 27.

Created and added a Records Retention Policy, page 35.

- On page 37, #3 - Emergency Planning we discussed how to comply with this. Bobbi will purchase a hard-drive and back up the MAC computers once a week. At this time Bobbi will keep it at home (off-site) in a fire-proof safe.

Section: Policy for Board’s Approval of IRS Form 990

- Decided a board resolution IS required in order for the Form 990 to be filed.
- The means of delivery shall be via Email to each director’s email address.

Prior to beginning our meeting, Bobbi mentioned that she is submitting a grant application for funds to use for Crime Victim’s Rights Week.

Respectfully Submitted,

Vicki Walechka  
Board Secretary

MAC Vote by Email  
November 1, 2016

Board President Vanessa Barr sent an email on November 1, 2016 with an attachment of the updated Policies and Procedures that we have been discussing at the past board meeting and phone meeting.

**Sara Miller made a motion to accept the Policies/Procedures.**

Kelly Nicholson seconded the motion.

**Approved** by a unanimous vote.

Respectfully Submitted,

Vicki Walechka  
Board Secretary

**MN Alliance on Crime  
Financials Summary  
October, 2016**

**Income:**

Donations	100.00
Membership Dues	750.00
OJP Reimbursement	40347.83
Tech Grant Reimbursement	4483.46
Silent auction	75.00
Interest Income	1.91
	<hr/>
	<b>45758.20</b>

**Expenses:**

OJP Grant Expenses	11617.28
Technology Grant Expenses	1412.15
Training Grant Expenses	343.90
Unrestricted Expenses	0.00
	<hr/>
	<b>13373.33</b>

**Total Expenses:**

Personnel	8526.16
Payroll Taxes	632.88
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	0.00
Dues & Subscriptions	0.00
Equipment	801.71
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	324.28
Office & Program Supplies	805.06
Telephone Expense	512.24
Travel & Training Expenses	0.00
Bank Service Charges	31.00
Aplos Software Expense	40.00
	<hr/>
	<b>13373.33</b>

**Available Balances:**

OJP Grant	178797.72
Technology Grant	3583.39
Training Grant	49356.10
Unrestricted	41122.51
Savings Account	10073.11
	<hr/>
	<b>282932.83</b>

**MN Alliance on Crime  
Financials Summary  
November, 2013**

**Income:**

Interest Income	2.03
	<u>2.03</u>

**Expenses:**

OJP Grant Expenses	15064.72
Technology Grant Expenses	3583.39
Training Grant Expenses	772.37
Unrestricted Expenses	199.59
	<u>19620.07</u>

**Total Expenses:**

Personnel	9636.16
Payroll Taxes	718.63
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	1580.00
Dues & Subscriptions	3262.10
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	179.99
Annual Meeting Expense	119.58
Office & Program Supplies	1484.48
Telephone Expense	869.13
Travel & Training Expenses	0.00
Bank Service Charges	30.00
Aplos Software Expense	40.00
	<u>19620.07</u>

**Available Balances:**

OJP Grant	163733.00
Technology Grant	0.00
Training Grant	48583.73
Unrestricted	16768.31
Savings Account	15075.14
	<u>244160.18</u>



Heidi Hachfeld  
423 W. Franklin Street  
Morristown, MN 55052  
507-330-0606

Date: Oct. 31, 2016  
Invoice #: 134  
Customer ID: MAC

612-940-8090

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	
Hours	Description	Hourly Rate	Line Total
3.25	Carryover from September	20.00	65.00
4.75	October Financials/Fund Adjustments for reimbursements	20.00	95.00
4.75	Payroll, Tax Payments, Quarterlies	20.00	95.00
3.75	Pay Bills, Filing, JE's, E-mails, set up new OJP Fund info	20.00	75.00
16.50			-
		Subtotal	\$ 330.00
		Sales Tax	
		Total	\$ 330.00

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

Heidi Hachfeld  
423 W. Franklin Street  
Morristown, MN 55052  
507-330-0606

Invoice

Date: Nov. 30, 2016  
Invoice #: 135  
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
5.75	Bank Balancing November Financials	20.00	115.00
4.25	Payroll, Tax Payments	20.00	85.00
4.25	Pay Bills, Filing, JE's	20.00	85.00
3.50	Tech Grant summary, payments, adjustments, e-mails	20.00	70.00
17.75			-
		Subtotal	\$ 355.00
		Sales Tax	
		Total	\$ 355.00

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



## Executive Director's Report November/December 2016

### Updates

- **OJP Tech Grant:** All \$12,000 has been spent out and the \$3,000 match requirement has been met. A final budget revision was submitted and approved. The final FSR will be submitted in the next week. The final expenses are listed below.

Date	Vendor	Item	Total
10/16/2016	Best Buy	Computer for Office Coordinator	\$695.62
10/22/2016	AT & T Mobility	Desktop Phone System	\$471.42
10/26/2016	Amazon	Media Cart	\$139.02
10/31/2016	Amazon	Ethernet Cable/Webcam	\$106.09
11/09/2016	Best Buy	Smart TV, Webcam, Microphone	\$932.95
11/10/2016	Amazon	Mobile TV Cart	\$89.99
11/22/2016	AT & T Mobility	Polycom Conference Phone	\$765.21
11/28/2016	Best Buy	2 Computers With 2-Year Protection Plans	\$1539.98
11/28/2016	Amazon	4 Laptop Bags	\$131.96
11/28/2016	TechSoup	Adobe Acrobat Pro – 2 Licenses	\$110.00
11/28/2016	Canva	Desktop Publishing Software	\$13.30

All equipment necessary to facilitate video conferencing for board meetings has been purchased and installed. Due to an increase in costs, MAC will be discontinuing use of ReadyTalk and has signed up for service through AT&T for WebEx conferencing. As of today, I have not received all information needed to begin using the service, but hope to have that information within the week. There will be a learning curve, so please be patient as we implement this new technology.

- **Give to the Max Day:** We fell short of our \$1500 goal by about 50%. While I'm happy to have the additional \$750 in unrestricted funds, I'm disappointed that we didn't have 100% board participation. Over the next year, Danielle, Julia, and I will be working to begin developing a sustainable donor plan. I have confidence that we will exceed our 2017 goal.
- **Staffing:** Julia Tindell has begun work as the MAC Administrative and Volunteer Coordinator. Over the next few months, I will be working with Julia to create administrative processes and to transition some financial duties (egrant reporting, FSR submission, communication with bookkeeper, etc) to her. Julia has extensive experience in development and implementation of volunteer recruitment and coordination. The goal is to begin development of a plan by spring of 2017. MAC is beyond lucky to have Julia on our team!

- **MAC Cloud Storage and Networking:** Thank you to Julia for spending a considerable amount of time researching options to meet our need for backing up our files and providing a way to network our computers. After analyzing our options, I have chosen to subscribe to Carbonite. The annual cost is just under \$250 and we can connect an unlimited number of computers. All staff computers and the board president's computer will be connected. I would like to explore the possibility of providing the contract bookkeeper with a laptop that would then be connected to the Carbonite network.
- **Lease:** We still have not received our lease from MADD. MADD was renewing their own lease and the MADD national office would not execute a sub-lease until their lease was finalized. Their lease was finalized and I have been told to expect our lease to be ready for signature within the next 2 weeks. The lease will run through September 30<sup>th</sup>, 2018.
- **Phone System:** Final installation is complete! After the phone system was installed it became apparent that there is no need for MAC to continue service of a cell phone. All voicemails are sent via email so those needing an immediate response can be attended to whether staff is in the office or not. The cost saving will more than offset the cost of adding another extension for the conference phone.
- **General Crime Hotline:** I have been spending a considerable amount of time working with Day One as they prepare to open the Day One call center on January 3<sup>rd</sup>. I have been taking part in both the Stakeholders and Development Workgroups. Carolyn Bryant and I have spent MANY hours advising and developing two full days of training focusing on General Crime that will be part of the 60 hour training newly hired call specialists will receive. Carolyn and I will be delivering training on Saturday. Danielle will be attending the training to both take in new information and to prepare to take over responsibility for delivering the training moving forward. Julia has been hired as a part-time call specialists on the general crime hotline and will be attending the training as a trainee.

**NOTE: The GC hotline number will now be a statewide toll-free number.**

- **General Crime Direct Service RFP:** MAC continues to work with OJP to inform the final RFP that will be released to fund start-up of a community based general crime direct service program to be located in the metro area. I have concerns that the RFP may not specify "standalone" and would be applicable to larger DV/SA programs. I have voiced this to Cecilia Miller and she said she doesn't want that outcome, but has concerns about a current stand-alone GC program having the capacity to take on this level of direct service. I have been assured MAC will see the final RFP and have opportunity to provide feedback prior to release.
- **OJP Funding Opportunities:** OJP has articulated the intent to re-release the GC Prosecutorial RFP sometime in the spring of 2017. I have been in conversation with the OJP grants unit, the CVJU unit, MCAA, and other coalitions about how we can be working NOW to address the issues that prevented counties from applying in 2016. I expect that I will be spending a considerable amount time reaching out to individual counties, as well as, potentially hosting a webinar and/or conference call to address concerns and questions.
- **Strategic Planning:** I have not received a quote from Aurora Consulting for work to complete the strategic plan. I know they are busy wrapping up the sale of the business from Julia to AI, so I am trying to be patient. I will follow up with AI in the next couple of weeks and will plan to have a quote for the board to consider at the January board meeting.

## Upcoming Events

- **OJP Conference:** Dates are May 24-26, 2017. There is still discussion about exactly when the conference will start and end. As of now, OJP is indicating the conference will begin with a welcoming reception on the evening of Tuesday, May 23rd and will end at the end of the day on Thursday. I would like to plan to have all MAC staff attend and potentially respond to the presentation RFP to focus on a general crime area.

MCBW, MNCASA, and MAC will plan to host a joint reception at the 2017 conference on the evening of Wednesday, May 24<sup>th</sup>.

- **Silent Auction:** Do we want to move it back to the conference or hold it in conjunction with our annual meeting? With the lack of a 3<sup>rd</sup> evening to host an event, I think it could be challenging to coordinate the event so that it doesn't compete with other scheduled activities.
- **Annual Membership Meeting and Capacity Building Training:** We will be looking to secure a venue within the next few weeks. I would like the board to provide location and theme suggestions.

## Legislative/Public Policy

- **Funding/Bonding Year:** With the new makeup of the state legislature, the coalitions have agreed to work together to oppose any proposal to decrease crime victim services funding. There has also been discussion about opposing any proposed challenges to Separation Ordinances.
- **Restitution:** MAC met with Suzanne Elwell to discuss next steps to move the workgroup's proposal forward. Suzanne has asked MAC to be a part of meetings with stakeholders and to initiate conversations with county's that are MAC members. Suzanne is working to assess whether the push back is isolated or more widespread. The sense is that it is isolated, but we will be working to address all concerns for the purpose of being able to go back to the legislature with a ratified proposal.
- Nancy Yates contacted me asking that MAC consider amending language to MN Statute 611A.046 VICTIM'S RIGHT TO REQUEST PROBATION REVIEW HEARING. ***"A victim has the right to ask the offender's probation officer to request a probation review hearing if the offender fails to pay restitution as required in a restitution order."***

Nancy's suggestion is to add language that would allow a victim to request a probation review hearing by contacting the County Attorney's Office. In Carver County, Nancy is allowed to file a motion for a review hearing, but she is concerned in other counties that may not be the case.

After consulting with Suzanne Elwell, it seems that making that suggested language change could have negative unintended consequences. The current language doesn't limit a victim to only making a request through the probation agent.

- MAC will be sending letters to each legislator with information about our mission and work. Danielle and I have been discussing inviting legislators, members, and allied partners to an Open House at MAC sometime during session. MAC's focus this session will be on relationship building and closely monitoring legislation that may have a negative impact on crime victims and MAC members.

## **Outreach to Membership/Training**

- **Quarterly Webinar Series:** As a result of being able to pay for all of the 2016 Annual Meeting/Training expense with overage from our FY16 CVS grant, we have an additional \$8,000 to spend in our Training grant. After hearing from members and consulting with the Training Development Workgroup, we will begin hosting monthly training webinars in 2017. We will alternate focusing on emerging issues and providing foundational training/information.
- **Membership Training Survey:** MAC members were surveyed about their needs for training in 2017. Participation rates were high, with 48 responses. Members indicated that they would be “very likely” to participate in emerging issues webinars and “likely” to participate in foundational webinars. See attached summary of responses.
- **Statewide Community-Based GC Services Survey:** We have sent out a survey to community-based general crime programs about the services they provide to victims, their service area(s), their policies on emergency funds, etc. This will be used so that the Day One GC hotline can provide more effective referrals.
- **Training Development Workgroup:** Work on planning the upcoming Fundamentals in Victim Services training continues. The group has decided, after much discussion, to narrow the focus of the training to foundational elements of advocacy such as the role of the advocate, ethics, elimination of bias/oppression/privilege, victims’ rights and systems advocacy. This is to ensure that this particular training stands apart from others, such as the MNVAA, and that new advocates develop the foundational skills they need to provide services to all victims.
- **Regional/Quarterly Member Convening:** I will be working with Danielle on development of a plan to begin convening MAC members by region on a quarterly basis. The intent would be to begin convening by late winter/early spring.
- **Newsletter:** The November MAC newsletter was released. It included special features on emerging court issues affecting FLSA law, hate crimes, and developing relationships with legislators.
- **Website:** The MAC website was substantially restructured to improve navigation, including adding pages about joining MAC, a list of member programs, mission/core values, and board/staff. Further resources were added to the members-only page.

## **Misc.**

- I am requesting approval to spend up to \$400 for an apartment-sized refrigerator and microwave. With our expanding staff, there has been some issues with continuing to share the limited fridge space with MADD. We have room to locate a small refrigerator and microwave in the larger office space. NOTE: Since MADD provided a desk for Danielle’s office, we have unspent dollars in our budget to cover this cost.

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	38
Fundraising	1
Meeting	42
Meeting Prep	18.5
Phone call	9.5
Research & Development	18.5
Training	4
(blank)	
Travel	4
Administrative	35.5
Technical Assistance	5.5
<b>Grand Total</b>	<b>176.5</b>

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	22
Legislative	2
Meeting	38
Meeting Prep	6
Research & Development	27
Training	17.5
(blank)	
Travel	4
Victim Service	3
Administrative	28
Technical Assistance	3.5
Outreach to Membership	2
Holiday	24
Other	4
<b>Grand Total</b>	<b>181</b>



## November 2016 Activity Summary: Danielle Kluz

Label	Total Hours
Admin	19.5
Email	19
Fundraising	14
Holiday	24
Meetings	14.5
Meeting Prep	2.5
Outreach to Membership	40.5
Research & Development	6
Technical Assistance	2
Training	34.5
<b>TOTAL</b>	<b>176.5</b>

## November 2016 Activity Summary: Julia Tindell

Label	Time
Email	3.75
Meeting	12.5
Meeting Prep	3.0
Training	8.5
Administrative	33.25
Holiday	4.0
<b>Grand Total</b>	<b>65.0</b>



## **FY 2017 MAC Member**

## **Programs and Individual**

### **Members**

#### **Anoka County Victim Witness Program**

[ww2.anokacounty.us/v3\\_coatty/victim-witness.aspx](http://ww2.anokacounty.us/v3_coatty/victim-witness.aspx)  
Emily Douglas  
2100 Third Ave. Ste. 720  
Anoka, MN 55303  
763-323-5549  
[emily.douglas@co.anoka.mn.us](mailto:emily.douglas@co.anoka.mn.us)  
Voting Member

#### **Blue Earth County Attorney's Office**

[www.co.blue-earth.mn.us/dept/attorney.php](http://www.co.blue-earth.mn.us/dept/attorney.php)  
Vanessa Barr  
P.O. Box 3129  
Mankato, MN 56002  
507-304-4612  
[vanessa.barr@blueearthcountymn.gov](mailto:vanessa.barr@blueearthcountymn.gov)  
Voting Member

#### **Brown County Probation**

[www.co.brown.mn.us/departmentslink/probation-department](http://www.co.brown.mn.us/departmentslink/probation-department)  
Bernie Epper  
1 South State St.  
New Ulm, MN 56073  
507-233-6665  
[bernie.epper@co.brown.mn.us](mailto:bernie.epper@co.brown.mn.us)  
Voting Member

#### **Carver County Attorney's Office**

[www.co.carver.mn.us/departments/county-attorney](http://www.co.carver.mn.us/departments/county-attorney)  
Nancy Yates  
604 E. 4<sup>th</sup> St.  
Chaska, MN 55318  
952-361-1412  
[nyates@co.carver.mn.us](mailto:nyates@co.carver.mn.us)  
Voting Member

#### **Cass County Attorney's Office**

[www.co.cass.mn.us/government/county\\_directory/attorney/index.php](http://www.co.cass.mn.us/government/county_directory/attorney/index.php)  
Sharon Pfeiffer  
P.O. Box 3000  
Walker, MN 56424  
218-547-7422  
[cass.victimservices@co.cass.mn.us](mailto:cass.victimservices@co.cass.mn.us)  
Voting Member

#### **Chippewa County Victim Witness Program**

No Website Available  
Denise Loy  
629 N. 11<sup>th</sup> St., Suite 11  
Montevideo, MN 56265  
320-269-3095  
[denise.loy@co.ym.mn.gov](mailto:denise.loy@co.ym.mn.gov)  
Voting Member

#### **Chisago County Attorney's Office Victim Assistance**

[www.chisagocounty.us/167/Victim-Witness](http://www.chisagocounty.us/167/Victim-Witness)  
Wendy Stenberg  
313 N. Main St.  
Center City, MN 55012  
651-213-8402  
[wsstenb@co.chisago.mn.us](mailto:wsstenb@co.chisago.mn.us)  
Voting Member

#### **Clay County Attorney's Office**

<http://claycountymn.gov/161/Attorney>  
Michelle Olsonoski  
807 11th St. N., PO Box 280  
Moorhead, MN 56560  
218-299-7513  
[michelle.olsonoski@co.clay.mn.us](mailto:michelle.olsonoski@co.clay.mn.us)  
Voting Member

**Cook County Attorney's Office**

[www.co.cook.mn.us/2016site/index.php/attorney](http://www.co.cook.mn.us/2016site/index.php/attorney)  
Molly Hicken  
411 West 2nd Street  
Grand Marais, MN 55604  
218-387-3670  
[molly.hicken@co.cook.mn.us](mailto:molly.hicken@co.cook.mn.us)  
Voting Member

**Cornerstone Advocacy Service**

[www.cornerstonemn.org](http://www.cornerstonemn.org)  
Meg Schnabel  
1000 E. 80th St.  
Bloomington, MN 55410  
952-884-0376  
[megs@cornerstonemn.org](mailto:megs@cornerstonemn.org)  
Voting Member

**Crime Victims Resource Center**

<http://mayoclinichealthsystem.org/locations/austin/medical-services/domestic-abuse>  
Tori Miller  
101 14th St. NW  
Austin, MN 55912  
507-437-6680  
[miller.tori@mayo.edu](mailto:miller.tori@mayo.edu)  
Voting Member

**Crow Wing County Victim Services**

[www.crimevictimservices.net](http://www.crimevictimservices.net)  
Kathy Fleisher  
803 Kingwood St., Ste. 203  
Brainerd, MN 56401  
218-828-9518  
[kathy.cwcvcs@integra.net](mailto:kathy.cwcvcs@integra.net)  
Voting Member

**Dakota County Attorney's Office**

[www.co.dakota.mn.us/LawJustice/WitnessSupport/Pages/default.aspx](http://www.co.dakota.mn.us/LawJustice/WitnessSupport/Pages/default.aspx)  
Monica Jensen  
1560 Hwy. 55  
Hastings, MN 55033  
651-438-4440  
[monica.jensen@co.dakota.mn.us](mailto:monica.jensen@co.dakota.mn.us)  
Voting Member

**Freeborn County Crime Victims Crisis Center**

[www.co.freeborn.mn.us/192/Crime-Victims-Crisis-Center](http://www.co.freeborn.mn.us/192/Crime-Victims-Crisis-Center)  
Maureen Williams-Zelenak  
203 West Clark St.  
Albert Lea, MN 56007  
507-377-5454  
[maureen.williams-zelenak@co.freeborn.mn.us](mailto:maureen.williams-zelenak@co.freeborn.mn.us)  
Voting Member

**Friends Against Abuse**

[www.friendsagainstabuse.com](http://www.friendsagainstabuse.com)  
Jenell Feller  
407 4<sup>th</sup> St.  
International Falls, MN 56649  
218-285-7220  
[leeann@friendsagainstabuse.com](mailto:leeann@friendsagainstabuse.com)  
Voting Member

**Hands of Hope Resource Center**

[www.handsofhope.net](http://www.handsofhope.net)  
Stephanie Och  
P.O. Box 67  
Little Falls, MN 56345  
320-632-1657  
[steph.handsofhope@co.todd.mn.us](mailto:steph.handsofhope@co.todd.mn.us)  
Non-Voting Member

**Hennepin County Attorney's Office**

[www.hennepinattorney.org/get-help#crime](http://www.hennepinattorney.org/get-help#crime)  
Nicki Slick  
300 S. 6<sup>th</sup> St.  
Minneapolis MN 55487  
612-348-5650  
[nicki.slick@co.hennepin.mn.us](mailto:nicki.slick@co.hennepin.mn.us)  
Voting Member

**Isanti County Victim Services/SAIC**

[www.co.isanti.mn.us/isanti/departments/attorney](http://www.co.isanti.mn.us/isanti/departments/attorney)  
Brenda Skogman  
555 18<sup>th</sup> Ave. SW  
Cambridge, MN 55008  
763-689-8346  
[Brenda.skogman@co.isanti.mn.us](mailto:Brenda.skogman@co.isanti.mn.us)  
Voting Member

**Itasca County Attorney's Office**

[www.co.itasca.mn.us/Home/Departments/Attorneys/Pages/Victim-Assistance.aspx](http://www.co.itasca.mn.us/Home/Departments/Attorneys/Pages/Victim-Assistance.aspx)  
Dida Foster  
123 NE 4<sup>th</sup> St.  
Grand Rapids, MN 55744  
218-327-2867  
[dida.foster@co.itasca.mn.us](mailto:dida.foster@co.itasca.mn.us)  
Voting Member

**Jacob Wetterling Resource Center of NCPTC & Gundersen Health System**

[www.gundersenhealth.org/ncptc/jacob-wetterling-resource-center](http://www.gundersenhealth.org/ncptc/jacob-wetterling-resource-center)  
Alison Feigh  
2021 E. Hennepin Ave. Ste. 360  
Mpls, MN 55413  
651-714-4673  
[akfeigh@gundersenhealth.org](mailto:akfeigh@gundersenhealth.org)  
Voting Member

**Kandiyohi County Attorney's Office**

[www.co.kandiyohi.mn.us](http://www.co.kandiyohi.mn.us)  
Jen Hovland  
415 SW 6<sup>th</sup> St.  
Willmar, MN 56201  
320-231-2440  
[jen.hovland@co.kandiyohi.mn.us](mailto:jen.hovland@co.kandiyohi.mn.us)  
Voting Member

**Lake County Attorney's Victim Witness Program**

[www.co.lake.mn.us/departments/attorney/victim\\_witness.php](http://www.co.lake.mn.us/departments/attorney/victim_witness.php)  
Susan Frericks  
601 Third Ave.  
Two Harbors, MN 55616  
218-834-8345  
[susan.frericks@co.lake.mn.us](mailto:susan.frericks@co.lake.mn.us)  
Voting Member

**Le Sueur County Victim/Witness Program**

[www.co.le-sueur.mn.us/departments/victim\\_witness/index.php](http://www.co.le-sueur.mn.us/departments/victim_witness/index.php)  
Vicki Walechka  
88 South Park Ave.  
LeCenter, MN 56057  
507-357-8512  
[vwalechka@co.le-sueur.mn.us](mailto:vwalechka@co.le-sueur.mn.us)  
Voting Member

**Mahnomen County Victim Services Office**

[www.co.mahnomen.mn.us/victim\\_witness.html](http://www.co.mahnomen.mn.us/victim_witness.html)  
Lynn Geray  
311 North Main St.  
P. O. Box 440  
Mahnomen, MN 56557  
218-935-9319  
[lynn.geray@co.mahnomen.mn.us](mailto:lynn.geray@co.mahnomen.mn.us)  
Voting Member

**Maplewood Police Department**

[www.ci.maplewood.mn.us/460/Police](http://www.ci.maplewood.mn.us/460/Police)  
Paul Schnell  
1830 Co. Rd. B East  
Maplewood, MN 55109  
651-249-2602  
[paul.schnell@maplewoodmn.gov](mailto:paul.schnell@maplewoodmn.gov)  
Non-Voting Member

**Marshall County Victim Services**

[www.co.marshall.mn.us/marshallcounty/departments](http://www.co.marshall.mn.us/marshallcounty/departments)  
Judy Bernat  
208 East Colvin, Suite 2  
Warren, MN 56762  
218-745-5523  
[judy.bernat@co.marshall.mn.us](mailto:judy.bernat@co.marshall.mn.us)  
Non-Voting Member

**Martin County Victim Services**

[www.co.martin.mn.us/index.php/services/victim-witness](http://www.co.martin.mn.us/index.php/services/victim-witness)  
Rebecca Bentele  
201 Lake Ave., Security Bldg. Rm. 245  
Fairmont, MN, 56031  
507-238-3209  
[rebecca.bentele@co.martin.mn.us](mailto:rebecca.bentele@co.martin.mn.us)  
Voting Member

**Meeker County Attorney's Office**

<http://www.co.meeker.mn.us/166/Attorney>  
Renee Brandt  
325 North Sibley Ave.  
Litchfield, MN 55355  
320-693-5223  
[Renee.brandt@co.meeker.mn.us](mailto:Renee.brandt@co.meeker.mn.us)  
Voting Member

**Meeker County Sheriff's Office**

[www.co.meeker.mn.us/217/Sheriff](http://www.co.meeker.mn.us/217/Sheriff)  
Sara Miller  
326 N. Ramsey Ave.  
Litchfield, MN 55355  
320-693-5400  
[sara.miller@co.meeker.mn.us](mailto:sara.miller@co.meeker.mn.us)  
Voting Member

**Minneapolis City Attorney's Office**  
[www.ci.minneapolis.mn.us/attorney](http://www.ci.minneapolis.mn.us/attorney)  
Mary Ellen Heng  
350 S. 5th St. Room 210, City Hall  
Minneapolis, MN 55415  
612-673-2270  
[maryellen.heng@minneapolismn.gov](mailto:maryellen.heng@minneapolismn.gov)  
Voting Member

**Minnesota Children's Alliance**  
[www.minnesotachildrensalliance.org](http://www.minnesotachildrensalliance.org)  
Marcia Miliken  
2301 Woodbridge Street, #200  
Roseville, MN 55113  
612-615-4605  
[marcia.milliken@gmail.com](mailto:marcia.milliken@gmail.com)  
Non-Voting Member

**Minnesotans for Safe Driving**  
[www.mnsafedriving.com](http://www.mnsafedriving.com)  
Sharon Gehrman-Driscoll  
8700 West 36th St., Ste. 1E  
St. Louis Park, MN 55426  
952-221-7393  
[sgehrman@centurylink.net](mailto:sgehrman@centurylink.net)  
Voting Member

**MN Elder Justice Center**  
<http://elderjusticemn.org>  
Amanda Vickstrom  
2610 University Avenue West, Ste 530  
St. Paul, MN 55114  
651-440-9300  
[amanda.vickstrom@elderjusticemn.org](mailto:amanda.vickstrom@elderjusticemn.org)  
Voting Member

**Mothers Against Drunk Driving**  
[www.madd.org/local-offices/mn](http://www.madd.org/local-offices/mn)

Art Morrow  
155 S. Wabasha Street, Ste. 104  
St. Paul, MN 55107  
651-523-0802 x2759  
[jennifer.freeburg@madd.org](mailto:jennifer.freeburg@madd.org)  
Non-Voting Member

**New Horizons Crisis Center**  
[www.newhorizonscrisiscenter.org](http://www.newhorizonscrisiscenter.org)  
Carrie Buddy  
109 S. 5th St., Ste. 40  
Marshall, MN 56258  
507-532-5764  
[nhcc@iw.net](mailto:nhcc@iw.net)  
Voting Member

**Nicollet County Attorney's Office**  
[www.co.nicollet.mn.us/142/Attorneys-Office](http://www.co.nicollet.mn.us/142/Attorneys-Office)  
Bonnie Peterson  
501 South Minnesota Ave  
St. Peter, MN 56082  
507-934-7890  
[bonnie.peterson@co.nicollet.mn.us](mailto:bonnie.peterson@co.nicollet.mn.us)  
Voting Member

**Ramsey County Attorney's Office**  
[www.co.ramsey.mn.us/attorney](http://www.co.ramsey.mn.us/attorney)  
Tami McConkey  
345 Wabasha St. N., Suite 120  
St. Paul MN 55102  
651-266-3092  
[Tami.McConkey@co.ramsey.mn.us](mailto:Tami.McConkey@co.ramsey.mn.us)  
Voting Member

**Rice County Attorney's Office**  
[www.co.rice.mn.us/victimwitness](http://www.co.rice.mn.us/victimwitness)  
Shawn Becker  
218 NW 3rd St.  
Faribault, MN 55021  
507-332-5934  
[sbecker@co.rice.mn.us](mailto:sbecker@co.rice.mn.us)  
Voting Member

**Rochester City Attorney's Office**  
[www.rochestermn.gov/departments/city-attorney](http://www.rochestermn.gov/departments/city-attorney)  
Kristina Bush

201 4th Street SE, Room 247  
Rochester, MN 55904  
507-328-2128  
awhite@rochestermn.gov  
Voting Member

**Safe Avenues**

www.willmarshelter.com  
Jen Johnson  
P.O. Box 568  
Willmar, MN 56201  
320-235-0475x1  
jenj@willmarshelter.com  
Voting Member

**Shakopee Police Department**

www.shakopeemn.gov/city-  
government/departments/police  
Barb Hedstrom  
475 Gorman Street  
Shakopee, MN 55379  
952-233-9467  
bhedstrom@shakopeemn.gov  
Voting Member

**Someplace Safe**

www.someplacesafe.info  
Sheila Korby  
P.O. Box 815  
Fergus Falls, MN 56537  
218-731-2025  
sheila.k@someplacesafe.info  
Non-Voting Member

**St. Paul City Attorney's Office**

www.stpaul.gov/departments/city-attorney  
Jim Jeffery  
500 City Hall/Courthouse, 15 W. Kellogg Blvd.  
St. Paul, MN 55102  
651-266-8764  
jim.jeffery@ci.stpaul.mn.us  
Voting Member

**Steele County Attorney's Office**

www.co.steele.mn.us/divisions/attorney\_office.php  
Daniel McIntosh  
303 South Cedar Ave.

Owatonna, MN 55060  
507-444-7780  
daniel.mcintosh@co.steele.mn.us  
Voting Member

**United States Attorney's Office**

www.justice.gov/usao-mn  
David Anderson  
600 US Courthouse, 300 South 4th St.  
Minneapolis, M 55415  
612-664-5600  
david.anderson46@usdoj.gov  
Voting Member

**Watonwan County Victim Witness Program**

www.co.watonwan.mn.us/index.aspx?nid=270  
Melissa Cornelius  
710 2nd Ave. S., P.O. Box 518  
St. James, MN 56081  
507-375-3260  
melissa.cornelius@co.watonwan.mn.us  
Voting member

**White Earth DOVE Program**

http://whiteearthdove.com  
Tanya Vold  
P.O. Box 418  
White Earth, MN, 56591  
218-983-4656  
tanyav@whiteearth.com  
Voting Member

**WINDOW Victim Services**

www.window4victims.com  
Lisa Lilja  
P.O. Box 739  
Hinckley, MN 55037  
320-384-7996  
exdirwindow@scicable.com  
Non-Voting Member

**Winona County Attorney's Office**

www.co.winona.mn.us/page/2765  
Claire Exley  
171 W. 3<sup>rd</sup> St.  
Winona, MN 55987

507-457-6586  
cexley@co.winona.mn.us  
Voting Member

### **Women of Nations**

Della Plume  
www.women-of-nations.org  
P.O. Box 7125  
St. Paul, MN 55107  
651-251-1601  
dplume@women-of-nations.org  
Voting Member

### **Wright County Victim/Witness Program**

www.co.wright.mn.us/143/Victim-Witness-Assistance  
Jenny Paripovich  
10 NW 2nd St. #400  
Buffalo, MN 55313  
763-682-7349  
jenny.paripovich@co.wright.mn.us  
Non-Voting Member

### **Individual Members**

Lauren Schmitz  
1501 Freeway Blvd.  
Brooklyn Center, MN 55430  
763-569-8580  
lauren.schmitz@ic.fbi.gov

Lisa Smith  
1501 Freeway Blvd.  
Brooklyn Center, MN 55430  
763-569-8581  
lisa.smith@ic.fbi.gov

Diana Umidon  
1542 East Shore Drive  
St. Paul, MN 55106  
651-201-1382  
ddumidon@gmail.com