



## Minnesota Alliance on Crime Board Meeting Agenda February 8, 2018

<b>Agenda Item</b>	<b>Who Leads</b>	<b>Time</b>
I. Introductions/Call to Order	Board Chair	3'
II. Review- Changes/Additions- <b>Action Needed</b>	Board Chair	2'
III. Consent Agenda Items		20'
<ul style="list-style-type: none"> <li>January Secretary's Report- <b>Action Needed</b> Secretary</li> <li>January Treasurer's Report- <b>Action Needed</b> Treasurer</li> </ul>		
IV. Updates	Committees & Staff	30'
<ul style="list-style-type: none"> <li>February Director's Report</li> <li>Executive Committee</li> <li>Board Development Committee</li> <li>Budget and Finance Committee</li> <li>Public Policy Committee</li> <li>Outreach and Fundraising Committee</li> </ul>	ED	
V. Discussion		30'
<ul style="list-style-type: none"> <li>Open House</li> <li>Annual Meeting &amp; Capacity Building</li> <li>Training Dates</li> </ul>	Board Chair Board Chair	
VI. Closed Session for Focused Discussion		30'
VII. Adjourn	Board Chair	1'

**Next Board meeting: March 8, 2018**

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

MAC Board Meeting – via phone  
January 11, 2018 – Meeting Minutes

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**I. Called to Order by MAC Board Vice President, Kelly Nicholson at 10:01 a.m.**

- a. Those present: Dresden Jones, Chris Jensen, Karla Bauer, Shawn Becker, Melissa Cornelius, Pamela Higgins-Maldonado, Diane Homa
- b. Executive Director: Bobbi Holtberg
- c. MAC Staff: Danielle Kluz, Julia Tindell
- d. Additional Attendees: Catherine, St. Paul City Attorney's Office; Bonnie, Nicollet County Attorney's Office, Theresa Lockwood, Vicki Walechka, Le Sueur County Attorney's Office; Charles Nelson, Women of Nations, Kevin, Southern Minnesota Regional Legal Services

**II. Review Agenda – Changes/Additions**

- a. Additions – Add Closed Executive Meeting for Board Members only
  - i. **Motion to approve modified agenda**
  - ii. 1<sup>st</sup> Karla Bauer
  - iii. 2<sup>nd</sup> Chris Jensen

**Approved**

**III. Consent Agenda Items**

- a. Secretary's Report: Reviewed December 2017 report
  - i. **Motion to approve Secretary's Report from December 2017**
    - 1. Motion 1<sup>st</sup> Diane Homa
    - 2. 2<sup>nd</sup> Melissa Cornelius

**Approved**

- b. Treasurer's Report
  - i. Chris is being added as a signer to Bremer account. He is reviewing NITVAN grant funding with Julia.
  - ii. Bobbi: Clarified that Chris will have access to all account info for MAC.
  - iii. **Motion to approve Treasurer's Report from December 2017**
    - 1. Motion 1<sup>st</sup> Pamela Higgins-Maldonado
    - 2. 2<sup>nd</sup> Dresden Jones

**Approved**

- c. Director's Report
  - i. Bobbi received OJP request for desk audit on Tuesday. OJP only asked for source documents from one line item from one FSR training grant; Bobbi submitted that today. MAC's Worker's Comp policy was renewed; the premium remained the same. The policy can be found under Important Documents in the Board Member section of the website.
  - ii. Julia has implemented Last Pass, as password manager program. MAC was previously managing passwords by making up easy to remember passwords and sharing via Word document. In light of MITCIRN, they wanted a more secure way to save and share passwords to accounts accessed by multiple staff and Board members. Julia is getting all who need access set up on Last Pass. Chris and Diana will also get Last Pass accounts. Users need only remember a "master" password, which are collected by Julia for safe keeping. The program will pull up list of all

websites that Mac uses and a Google Chrome extension will autofill websites with passwords. This has already increased security. Julia shared that on January 5, she sent a package to Heidi (MAC's accountant) that contained some secure staff member information, as well as some MAC branded envelopes. The package arrived at Heidi's address bearing a stamp that said it arrived at the USPS office unsealed. All MAC envelopes were gone but documents with personal staff information were intact. The USPS thinks it simply came open and needed to be resealed and they don't believe the secure information was compromised. Julia has taken action to protect the 5 individuals whose ID was possibly compromised – those involved were notified, and the IRS has flagged all involved Social Security numbers and will monitor them during tax season. Bobbi thanked Julia for her swift action and said this was a learning experience.

- iii. MITCIRN: Julia had great call with the grant manager. MAC is on track and doing everything we need to do. 27 organizations have signed up to participate (that number may be closer to 35 now). The first webinar was held and 55 people attended. Additional webinars are scheduled for February 1 and March. A date has also been secured for the advanced training and network launch. Overall, people are really excited about this initiative.
- iv. Danielle: MAC is now up to 74 members with the addition of Renville County Attorney's Office and Stevens County Attorney's Office. Eight more programs are expected to join: Mid-Minnesota Legal Aid, Roseau County Victim Services, Bloomington City Attorney's Office, Kanabec County Attorney's Office, Mahnomen County Attorney's Office, Coon Rapids City Attorney's Office, Mid-Minnesota Women's Center, and Wadena County Attorney's Office. All are newly funded by OJP. Danielle has been working on the OJP Training Report. MAC trained 30% more members and allies than were trained in 2016. The Fundamentals in Victims Services training will be repeated in St. Cloud; people are encouraged to attend.

#### IV. Updates

- a. Executive Committee (Kelly)
  - i. No official meeting.
  - ii. Communicating through emails re: lease issue.
- b. Board Development Committee (Dresden, Bobbi, Kelly)
  - i. Rebecca Fisher interested in joining the Board but her work load recently exploded. However, Rachael outreached to Rebecca and confirmed that she is still interested. If approved, she will join as an ad hoc director.
  - ii. This committee agreed it needs to revisit the committee plan and determine how to make it come to fruition.
- c. Budget and Finance Committee (Chris)
  - i. No update.
  - ii. First meeting for 2018 will be 1/24.
- d. Public Policy Committee (Bobbi)

- i. Agreed as a group to wait until Diana comes back from vacation to meet. Meanwhile, we are all watching things play out at the legislature.
- e. Outreach and Fundraising (Shawn)
  - i. New vision statement: To build relationships and unrestricted funds to meet MAC's special and ongoing needs.
  - ii. Committee members will identify personal connections and relationships with local businesses who may want to support MAC. They will also reach out to Membership to see what connections they have.
  - iii. Danielle will create form to help document these relationships/connections. The form will be approved by committee and sent to Board for approval. The Committee will complete their forms by March and present to Board. The rest of the Board will be asked to complete the forms as well.

**V. Discussion & Action Items**

- a. Policy Change for Meals (per diem)
  - i. OJP provided guidance on whether we have to do post-meal reimbursement or if a per diem paid prior to travel is acceptable. OJP confirmed we can do a per diem program.
  - ii. Chris rewrote paragraphs 5D and 5E of MAC bylaws to be in accordance with the state commissioner's plan. This way, it will remain current. MAC staff will be provided a per diem in advance and will be required to present receipts required for reimbursement for other expenses incurred.
  - iii. The Policy Handbook will be updated and uploaded to the Important Documents page.
  - iv. **Motion to approve policy change**
    - 1. 1<sup>st</sup> Melissa Cornelius
    - 2. 2<sup>nd</sup> Karla Bauer

**Approved**

- b. Closed Session: MADD Lease
  - i. Non-Board members on call were asked to drop off for the closed session. Bobbi had a conversation with Art from MADD in Sept 2017, informing him we needed more space prior to the end of our lease. Bobbi asked if MADD would work with MAC; he said yes and asked for 60 day notice which Bobbi agreed to. After the move to a new office was approved by the Board, Bobbi sent Art notice immediately. Art did not respond. Bobbi followed up via email 3 weeks after her initial email. Art responded and stated that MAC could not break its lease because the MADD National office said he had no authority to amend the lease contract. MADD National intends to execute the lease thru 9/30/18; MAC is responsible for \$5600, which is \$800 for each of the 7 months remaining on the lease.

Bobbi sent the email exchange to the Executive Committee and reached out to Casey at OJP. Chris looked at the third amendment to lease, which is the only information MAC was provided despite having asked Art for the original lease and

two previous amendments. Chris cannot rep MAC but his opinion is there are issues with the way sublease is written and executed and it is likely not valid or enforceable. When Bobbi again asked Art about the two previous amendments and the original lease, he only replied stating MAC needs to pay \$5600 to break the lease.

Casey emailed Bobbi and said MADD National has taken over all of MN MADD's financial dealings. Therefore, Art may not be able to respond. Bobbi stated there is a lot going on MADD, and stated that she does not mean to put Diane Homa "on the spot" – the environment has been "hostile" and Bobbi concerned about ethical business on MADD's part. Bobbi feels that MAC needs to extricate themselves from any connection with MADD, specifically contractual obligations. What is our next move?

Chris stated it would be helpful for others to review the amendment to the lease agreement. MADD is the tenant, and they are subleasing the space to MAC; the actual "landlord" is RRB Associates – they are identified as the landlord on the sublease agreement. The original agreement was executed in 2007 with RRB and MADD. The first amendment to the sublease occurred in 2011. The second amendment to the sublease occurred in 2016. MAC signed the sublease amendment that extended to 9/30/2018 – Bobbi did not execute that action (before she was ED). The third amendment to sublease agreement references in Exhibit A, which is supposed to be the original lease and the two prior amendments. However, there is no Exhibit A provided/attached. Additionally, RRB does not appear to have signed the third amendment. There is no record of RRB's approval.

Outside of concerns over the lease and amendments, Art stated to Bobbi that all he required as 60 days' notice – MAC acted accordingly upon that information. If MADD is demanding that MAC pay out its lease, Chris feels we need to seek outside counsel. MAC could decide to pay the \$5600 but Chris believes that is the wrong course of action because MAC is not in the wrong in this situation, and this would not be a wise use of resources. MAC needs to investigate the cost of obtaining outside counsel. He further stated that since MAC and MADD are both OJP funded programs, this is a difficult situation.

Bobbi noticed a date error on the reference to the second amendment: the amendment says it was signed in 2016 but it was signed in 2015.

Kelly asked if outside counsel could be paid with unrestricted funds or OJP funds. Bobbi will check with OJP if that is an allowed expense. She also stated that she is unsure if MADD had disclosed the rent MAC has been paying them as income. MAC pays MADD \$800 per month. MADD pays \$4,000/month to RRB for the entire space.

Diane assured the Board that, as a former MADD employee, she will keep this confidential.

Bobbi reiterated Art's statement that MADD National told him he did not have the authority to give her permission to break the lease. If that is the case, could Art have entered into any sort of agreement with MAC in the first place? Bobbi will contact RRB. If RRB signed the original lease does that negate any amendment? Chris stated that depends on language, although RRB would have to consent to any sublease.

Bobbi asked the Board for specific direction. Does she reply to Art? What does she say? Who is responsible for obtaining counsel (if necessary)? Chris recommends MAC find a civil litigation attorney to send demand letter. The demand letter would demand the original lease, all amendments, and anything else that was supposed to be attached in Exhibit A on the third amendment. Chris believes this will cost approximately \$200-\$550. Chris also stated the demand letter should note all discrepancies in the third lease agreement.

Kelly stated she believes the Board President should contact an attorney. Since Dianna is on vacation, Kelly will do preliminary research into finding attorney because her father is in real estate and can likely recommend someone. She will bring the recommendation to the Executive Committee.

**VI. Adjourn**

**a. Motion made to adjourn the meeting at 11:03 AM**

- i. 1<sup>st</sup> Diane
- ii. 2<sup>nd</sup> Pamela

**Approved**

**Next Meeting: February 8, 2018 @ 10:00 a.m. – 12:00 p.m. – Second floor conference room at One West Water Street, St. Paul, MN 55107**

- Any considerations for next meeting?

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

Invoice  
Date: Jan. 31, 2018  
Invoice #: 148  
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
4.50	Bank Balancing, Financial Reports	20.00	90.00
4.50	Payroll preparation, Pay monthly taxes	20.00	90.00
5.00	Pay Bills, JE's, Filing, E-mail	20.00	100.00
4.25	Finalize and submit YE Payroll reports, set up new files and worksheets for 2018, calculate	20.00	85.00
18.25			-
		Subtotal \$	365.00
		Sales Tax	
		Total \$	365.00

Make all checks payable to Heidi Hachfeld  
Thank you for your business!

423 W. Franklin Street, Morristown, MN 55052

**MN Alliance on Crime  
Financials Summary  
January, 2018**

**Income:**

Program Income	300.00
Donations	1028.26
Membership Dues	527.05
Training Grant Income	4267.70
NITVAN Income	2172.40
Interest Income	3.34
	<u><b>8298.75</b></u>

**Expenses:**

OJP Grant Expenses	15539.98
Training Grant Expenses	0.00
NITVAN Grant Expenses	1908.34
Unrestricted Expenses	117.42
	<u><b>17565.74</b></u>

**Total Expenses:**

Personnel	12152.46
Payroll Taxes	917.22
Health Insurance Premiums	1271.88
Rent	800.00
Contract Services	976.95
Workers Comp Insurance	438.00
Dues & Subscriptions	0.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	117.42
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	549.31
Telephone Expense	268.10
Travel & Training Expenses	2.40
Bank Service Charges	32.00
Aplos Software Expense	40.00
	<u><b>17565.74</b></u>

**Available Balances:**

OJP Grant	318506.29
NITVAN Grant	42472.23
Training Grant	11664.57
Unrestricted-Checking	19990.00
Savings Account	15158.59
	<u><b>407791.68</b></u>



## Minnesota Alliance on Crime

### Comparative Income Statement by Fund for the period of 01/01/2017 through 01/31/2017

Account Number	Account Name	Unrestricted	OJP Training Grant	NITVAN Grant	Total
<u>Income</u>					
4000	Contributions Income	0.00	0.00	0.00	0.00
4005	Program Income	300.00	0.00	0.00	300.00
4010	Annual Meeting	0.00	0.00	0.00	0.00
4020	Donations	1,028.26	0.00	0.00	1,028.26
4030	Membership Dues	527.05	0.00	0.00	527.05
4040	OJP Income	0.00	0.00	0.00	0.00
4042	Technology Grant Income	0.00	0.00	0.00	0.00
4044	Training Grant Income	4,267.70	0.00	0.00	4,267.70
4049	In-Kind Donations Income	0.00	0.00	0.00	0.00
4050	NITVAN Income	2,172.40	0.00	0.00	2,172.40
4070	Silent Auction	0.00	0.00	0.00	0.00
4090	Interest Income	3.35	0.00	0.00	3.35
4095	Miscellaneous Income	0.00	0.00	0.00	0.00
	<b>Total Income</b>	<b>8,298.76</b>	<b>0.00</b>	<b>0.00</b>	<b>8,298.76</b>
	<b>Total Income</b>	<b>8,298.76</b>	<b>0.00</b>	<b>0.00</b>	<b>8,298.76</b>
<u>Expense</u>					
<u>Administrative Expenses</u>					
5000	Salaries	0.00	10,552.46	0.00	12,152.46
5010	Payroll Taxes	0.00	794.82	0.00	917.22
5020	Health/Dental Ins Premiums	0.00	1,085.94	0.00	1,271.88
5030	In Kind Intern/Volunteer Expense	0.00	0.00	0.00	0.00
	<b>Total Administrative Expenses</b>	<b>0.00</b>	<b>12,433.22</b>	<b>0.00</b>	<b>14,341.56</b>
<u>Other Expenses</u>					
5100	Rent	0.00	800.00	0.00	800.00
5110	Contract Services	0.00	976.95	0.00	976.95
5120	Dues & Subscriptions	0.00	0.00	0.00	0.00
5130	Equipment	0.00	0.00	0.00	0.00
5140	Liability Insurance	0.00	0.00	0.00	0.00
5150	Workers Comp Insurance	0.00	438.00	0.00	438.00
5160	Miscellaneous	117.42	0.00	0.00	117.42
5170	Annual Meeting Expense	0.00	0.00	0.00	0.00
5175	Silent Auction Expense	0.00	0.00	0.00	0.00
5180	Nat'l Victim Rights Week Exp.	0.00	0.00	0.00	0.00
5185	Other Training Reimbursement	0.00	0.00	0.00	0.00
5190	Office & Program Supplies	0.00	549.31	0.00	549.31
6000	Telephone Expense	0.00	268.10	0.00	268.10
6010	Travel & Training Expenses	0.00	2.40	0.00	2.40
6020	Bank Service Charges	0.00	32.00	0.00	32.00
6030	Aplos Software Expense	0.00	40.00	0.00	40.00
	<b>Total Other Expenses</b>	<b>117.42</b>	<b>3,106.76</b>	<b>0.00</b>	<b>3,224.18</b>
	<b>Total Expense</b>	<b>117.42</b>	<b>15,539.98</b>	<b>0.00</b>	<b>17,565.74</b>
	<b>Net Income (Loss)</b>	<b>8,181.34</b>	<b>-15,539.98</b>	<b>0.00</b>	<b>-9,266.98</b>

**Minnesota Alliance on Crime**  
**Balance Sheet: Compare by Fund as of 01/31/2018**

Account Number	Account Name	Unrestricted	OIP CVS Grant	Training Grant	NITTVAN Grant	Amount
<b>Assets</b>						
<b>Cash</b>						
1000	Checking	110,234.66	-37,940.76	-45,143.33	-7,160.57	19,990.00
1010	Savings	15,158.59	0.00	0.00	0.00	15,158.59
1050	QB Buy Back Receivable	240.00	-240.00	0.00	0.00	0.00
	<b>Total Cash</b>	<b>125,633.25</b>	<b>-38,180.76</b>	<b>-45,143.33</b>	<b>-7,160.57</b>	<b>35,148.59</b>
	<b>Total Assets</b>	<b>125,633.25</b>	<b>-38,180.76</b>	<b>-45,143.33</b>	<b>-7,160.57</b>	<b>35,148.59</b>
<b>Liabilities</b>						
<b>Payables</b>						
2000	Accounts Payable	758.32	6,049.58	-6,807.90	0.00	0.00
2010	Federal Tax Liability	-15,579.53	18,189.47	0.00	367.20	2,977.14
2020	State Tax Liability	502.00	0.00	0.00	0.00	502.00
2030	FUTA Liability	-55.97	55.97	0.00	0.00	0.00
2040	State Unemployment Tax Liabli	-23.81	23.81	0.00	0.00	0.00
2050	Health Insurance Payable	258.93	-126.88	0.00	0.00	132.05
	<b>Total Payables</b>	<b>-14,140.06</b>	<b>24,191.95</b>	<b>-6,807.90</b>	<b>367.20</b>	<b>3,611.19</b>
	<b>Total Liabilities</b>	<b>-14,140.06</b>	<b>24,191.95</b>	<b>-6,807.90</b>	<b>367.20</b>	<b>3,611.19</b>
<b>Equity</b>						
<b>Fund Balances / Equity</b>						
3000	Unrestricted Fund	139,773.31	0.00	0.00	0.00	139,773.31
3001	OIP CVS Fund Balance	0.00	-62,372.71	0.00	0.00	-62,372.71
3002	MSB Foundation Grant	0.00	0.00	0.00	0.00	0.00
3003	Technology Grant Fund Balance	0.00	0.00	0.00	0.00	0.00
3004	Training Grant Fund Balance	0.00	0.00	-38,335.43	0.00	-38,335.43
3005	NITTVAN Grant Fund Balance	0.00	0.00	0.00	-7,527.77	-7,527.77
	<b>Total Fund Balances / Equity</b>	<b>139,773.31</b>	<b>-62,372.71</b>	<b>-38,335.43</b>	<b>-7,527.77</b>	<b>31,537.40</b>
	<b>Total Equity</b>	<b>139,773.31</b>	<b>-62,372.71</b>	<b>-38,335.43</b>	<b>-7,527.77</b>	<b>31,537.40</b>
	<b>Total Liabilities + Total Equity</b>	<b>125,633.25</b>	<b>-38,180.76</b>	<b>-45,143.33</b>	<b>-7,160.57</b>	<b>35,148.59</b>

			Minnesota Alliance on Crime				
			OJP CVS Grant (Account #3001)				
			October 1, 2017 through September 30, 2019				
Description	Total State Funding Available	October, 2017	November, 2017	December, 2017	January, 2018	Total Expense to Date	Total Amount Remaining Available
<b>Building Expenses</b>	19200.00	800.00	800.00	800.00	800.00	3200.00	16000.00
<b>Contract Services</b>							
Monthly Contract Services	9600.00	400.00	435.00	840.00	976.95	2651.95	6948.05
Year End Financials FY18	400.00					0.00	400.00
Year End Financials FY19	400.00					0.00	400.00
<b>Office &amp; Program Expenses</b>							
Phones	3240.00	132.01	132.01	132.01	132.01	528.04	2711.96
AT & T WebEx	4200.00	118.65	131.86	128.81	136.09	515.41	3684.59
Office Supplies	4000.00		324.86	246.52	192.97	764.35	3235.65
Postage & Delivery	2000.00				77.15	77.15	1922.85
Printing	1500.00		88.60		351.19	439.79	1060.21
Subscriptions & Memberships	3795.00	55.00	196.42	49.33		300.75	3494.25
Business Insurance Policies	3952.00				438.00	438.00	3514.00
Bremer Bank Charges	816.00	31.00	32.00			63.00	753.00
<b>Equipment Purchases</b>	1509.00		153.47	31.00		184.47	1324.53
<b>Payroll Taxes &amp; Fringe</b>							
FICA	17010.55	631.20	631.20	631.20	631.20	2524.80	14485.75
Medicare	3978.30	147.62	147.62	147.62	147.62	590.48	3387.82
UI	340.00	26.00			16.00	42.00	298.00
Health Insurance Premiums (MAC)	26980.00	900.00	1193.76	1085.94	1085.94	4265.64	22714.36
<b>Personnel</b>							
Executive Director	132300.00	5088.46	5088.46	5088.46	5088.46	20353.84	111946.16
Tng & Engagement Coordinator	100464.00	3864.00	3864.00	3864.00	3864.00	15456.00	85008.00
Admin & Volunteer Coordinator	41600.00	1600.00	1600.00	1600.00	1600.00	6400.00	35200.00
<b>Travel &amp; Training</b>							
Mileage (Rate .0535)	2045.30		208.12	61.56		269.68	1775.62
Staff Development	1400.00	466.12	398.74	697.29		1562.15	-162.15
Parking	99.85				2.40	2.40	97.45

			Minnesota Alliance on Crime OJP CVS Grant (Account #3001) October 1, 2017 through September 30, 2019					
Description		Total State Funding Available	October, 2017	November, 2017	December, 2017	January, 2018	Total Expense to Date	Total Amount Remaining Available
Total Prior to Adjustments		380830.00	14260.06	15426.12	15403.74	15539.98	60629.90	320200.10
Adjustments								
	10/1/17 Reclass Standpoint New Laws Tng.	0.00	\$50.00				50.00	-50.00
	10/1/17 Reclass MVAA Reg.	0.00	\$225.00				225.00	-225.00
	10/1/17 Reclass DV Conf.	0.00	\$75.00				75.00	-75.00
	10/1/17 Reclass lodging for 10/17 Conf.	0.00	\$212.84				212.84	-212.84
	10/1/17 Reclass Internet Connections	0.00	\$208.33				208.33	-208.33
	10/30/17 Reclass Constant Contact Oct	0.00	\$49.00				49.00	-49.00
	11/30/17 Reclass Constant Contact Nov	0.00	\$0.00	49.00			49.00	-49.00
	12/31/17 Reclass Constant Contact Dec	0.00	\$0.00		49.00		49.00	-49.00
	12/1/17 Reclass NCVC Training Danielle	0.00			841.40		841.40	-841.40
	1/1/18 Reclass 12/14 Caribou to UR	0.00				-14.99	-14.99	14.99
	01/01/18 Reclass 11/15 Target to UR	0.00				-50.77	-50.77	50.77
	01/30/18 Reclass Constant Contact Jan	49.00				49.00	49.00	0.00
		0.00					0.00	0.00
Total to be Reimbursed		380879.00	15080.23	15475.12	16294.14	15523.22	62372.71	318506.29
Reimbursement Amount			15080.23					
Date			11/20/2017					

			Minnesota Alliance on Crime NITVAN Budget (Account #3005)					
			October 1, 2017 through September 30, 2018					
Description		Total State Funding Available	October, 2017	November, 2017	December, 2017	January, 2018	Total Expense to Date	Total Amount Remaining Available
Personnel		20800.00		1600.00	1600.00	1600.00	4800.00	16000.00
Fringe Benefits								
	FICA and Unemployment	1623.00		122.40	122.40	122.40	367.20	1255.80
	Health Insurance Premiums	2700.00		450.00	185.94	185.94	821.88	1878.12
	Workers Compensation	88.00					0.00	88.00
Travel & Training								
	Lodging	4286.00			697.29		697.29	3588.71
	Registration & Mileage	13935.00	266.40				266.40	13668.60
Supplies								
	Printing	269.18					0.00	269.18
	Presentation Materials	789.82			82.94		82.94	706.88
Consultants/Contracts		2339.00					0.00	2339.00
Other Operating Costs								
	Phone Data Communications	1595.00					0.00	1595.00
	Personnel Training	575.00	575.00				575.00	0.00
	Meeting Room Reservations	1000.00					0.00	1000.00
Total		50000.00	841.40	2172.40	2688.57	1908.34	7610.71	42389.29
Adjustments								
	1/1/18 Reclass Dunn Bros. to UR	0.00				-82.94	-82.94	82.94
		0.00			0.00		0.00	0.00
Total to be Reimbursed		0.00	841.40	2172.40	2688.57	1825.40	7527.77	42472.23
	Reimbursement Amount		841.40	2172.40				
	Date		12/13/2017	1/5/2018				

MAC'S Training Budget (Account #3004)					
<u>March 1, 2016 through September 30, 2018</u>					
<b>Training Budget, 2016-2017</b>					<u>Grant Amount</u>
(A) Annual Capacity Building Training					\$18,715.00
(B) Fundamentals in Victim Services Training					\$27,694.00
(C) Quarterly Skill Building Webinar Discussion					\$3,591.00
Total Available for 2016-2017					\$50,000.00
<b>Training Expenditures, 2016-2017</b>					<u>Total</u>
6/1/2016 through 6/30/2016		\$0.00	\$0.00	\$300.00	\$300.00
<b>Total FY16 Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
7/1/2016 through 7/31/2016		\$0.00	\$0.00	\$0.00	\$0.00
8/1/2016 through 8/31/2016		\$0.00	\$0.00	\$0.00	\$0.00
9/1/2016 through 9/30/2016		\$0.00	\$0.00	\$0.00	\$0.00
10/1/2016 through 10/31/2016		\$324.28	\$19.62	\$0.00	\$343.90
11/1/2016 through 11/30/2016		\$119.58	\$652.79	\$0.00	\$772.37
12/1/2016 through 12/31/2016		\$275.84	\$29.57	\$0.00	\$305.41
1/1/2017 through 1/31/2017		\$0.00	\$11.54	\$0.00	\$11.54
2/1/2017 through 2/28/2017		\$0.00	\$239.97	\$0.00	\$239.97
3/1/2017 through 3/31/2017		\$0.00	\$332.94	\$0.00	\$332.94
4/1/2017 through 4/30/2017		\$2,000.00	\$597.07	\$0.00	\$2,597.07
5/1/2017 through 5/31/2017		\$2,000.00	\$149.23	\$0.00	\$2,149.23
6/1/17 through 6/30/17		\$2,000.00	\$8,785.35	\$0.00	\$10,785.35
7/1/17 through 7/31/17		\$2,000.00	\$3,842.06	\$0.00	\$5,842.06
8/1/17 through 8/31/17		\$1,004.66	\$0.00	\$0.00	\$1,004.66
9/1/17 through 9/30/2017		\$3,141.87	\$0.00	\$0.00	\$3,141.87
10/1/17 through 10/31/17		\$6,241.36	\$0.00	\$0.00	\$6,241.36
11/1/17 through 11/30/17		\$0.00	\$3,767.70	\$0.00	\$3,767.70
12/1/17 through 12/31/17		\$0.00	\$1,200.00	\$0.00	\$1,200.00
1/1/18 through 1/31/18		\$0.00	\$0.00	\$0.00	\$0.00
<b>Total FY17 Expenses</b>		<b>\$19,107.59</b>	<b>\$19,627.84</b>	<b>\$0.00</b>	<b>\$38,735.43</b>
1/1/18 Reclass Aurora Inv #1116			-\$700.00		-\$700.00
<b>Total Training Grant Expenses to date</b>		<b>\$19,107.59</b>	<b>\$18,927.84</b>	<b>\$300.00</b>	<b>\$38,335.43</b>

<b>MAC'S Training Budget (Account #3004)</b>					
<u><b>March 1, 2016 through September 30, 2018</b></u>					
<b>Training Budget, 2016-2017</b>					<u><b>Grant Amount</b></u>
<b>Available Balance at August 31, 2017</b>					<b>\$11,664.57</b>
<u><b>Training Payments Received on Grant</b></u>					
June, 2016				\$300.00	
July, 2016 through June, 2017				\$17,537.78	
July, 2017				\$5,842.06	
August-September, 2017				\$4,146.53	
October, 2017				\$6,241.36	
November-December, 2017				\$4,267.70	
<b>Total Reimbursement to Date</b>				<b>\$38,335.43</b>	

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 01/01/2011 through 01/31/2018

<u>Asset</u> <u>Cash</u> 1000 - Checking	<u>Name</u>	<u>Transaction</u> <u>Date</u>	<u>Check</u> <u>Numbe</u>	<u>Contact</u>	<u>Note</u>	<u>Fund</u>	<u>Amount</u>
1000 - Checking		01/01/2018		Preferred One	Inv #173520001675 (Jan, 2018)	Unrestricted OJP	-402.66 -1,085.94
		01/01/2018		Electric Embers	Jan. 2018 Invoice	NITVAN Grant OJP	-185.94 -15.00
		01/01/2018		Aplos	Jan. 2018 Invoice	OJP	-40.00
		01/01/2018			Transfer: To reclass 11/15/17 Target Invoic	Unrestricted OJP	-50.77 50.77
		01/01/2018			Transfer: To reclass 12/12/17 Dunn Bros Ir	Unrestricted NITVAN Grant	-82.94 82.94
		01/01/2018			Transfer: To reclass 12/14 Caribou Invoice	Unrestricted OJP	-14.99 14.99
		01/01/2018			Transfer: To reclass 12/3 Aurora inv #1116	Unrestricted Training Grant	-700.00 700.00
		01/04/2018	1493	UpTech Partners	Wiring at new office	OJP	-606.95
		01/05/2018		Bobbi Holtberg	01/05/2018 Payroll	Unrestricted OJP	635.88 -2,544.23
		01/05/2018		Danielle Kluz	01/05/2018 Payroll	Unrestricted OJP	452.85 -1,932.00
		01/05/2018		Julia Tindell	01/05/2018 Payroll	Unrestricted OJP	386.08 -800.00
		01/05/2018			Donation/NITVAN Reimbursement	NITVAN Grant	-800.00
		01/05/2018		Deposit		Unrestricted	1,000.00
		01/09/2018		MMB	Speaking Fee-Danielle 11/13	Unrestricted	2,172.40
		01/10/2018		Gandhi Mahal Restaur:	Holiday Lunch	Unrestricted	300.00
		01/12/2018		Amplifier Store	Posters for new office	Unrestricted	-52.21
		01/15/2018		Amazon	Moving Boxes	OJP	-84.99
		01/15/2018		EFTPS	12/2017 Fed Tax WH	Unrestricted	-2,977.14
		01/15/2018		MN Dept of Rev	12/2017 MN WH	Unrestricted	-507.84
		01/16/2018		Next Deal Shop	Identity Theft Roller	OJP	-19.98
		01/19/2018	1494	Heidi Hachfeld	Inv #147 (Dec. 2017)	OJP	-370.00
		01/19/2018		Bobbi Holtberg	01/19/2018 Payroll	Unrestricted	635.88
		01/19/2018		Danielle Kluz	01/19/2018 Payroll	OJP	-2,544.23
		01/19/2018		Julia Tindell	01/19/2018 Payroll	Unrestricted OJP	452.85 -1,932.00
		01/22/2018		AT & T Office at Hand2	Inv 825699954x010918	NITVAN Grant	-800.00
		01/22/2018		AT&T TeleConference	Inv #801004048	OJP	-132.01
		01/22/2018		Bremner Bank	Bank Charges12/17	OJP	-136.09
		01/23/2018		USPS	Mover's Guide	OJP	-32.00
		01/26/2018		Deposit	Donation/Membership Dues	Unrestricted	-1.00
		01/26/2018		MMB	Training Grant Reimbursement	Unrestricted	28.26
		01/29/2018	1545	MADD	Feb, 2018 Rent	Unrestricted OJP	4,267.70 -800.00
		01/29/2018	1546	Paragon Printing	Inv #110634 Letterhead/Envelopes	OJP	-351.19
		01/29/2018		Passport Parking	Parking for Julia at Tax Assistance Center	OJP	-2.40
		01/29/2018		Square Deposit	Membership Dues Wadena Co.	Unrestricted	77.05
		01/30/2018			Transfer: To reclass Jan '18 Constant Conte	Unrestricted OJP	49.00 -49.00
		01/30/2018		MN Ui	4th Qtr, 2017 UI	OJP	-16.00



# Minnesota Alliance on Crime

## Transaction List by Account for the period of 01/01/2017 through 01/31/2018

Name	Transaction Date	Check Number	Contact	Note	Fund	Amount
1010 - Savings	01/30/2018		The Hartford	010318/12169451 WC Insurance	OJP	-438.00
	01/30/2018		Riverview Station	Postage	OJP	-77.15
	Total for 1000 - Checking					-9,307.13
	01/31/2018			To record January, 2018 Interest Income	Unrestricted	3.35
Total for 1010 - Savings						3.35
Liability						
Payables						
2010 - Federal Tax Liability						
	01/05/2018		Bobbi Holtberg	01/05/2018 Payroll	Unrestricted	416.70
	01/05/2018		Danielle Kluz	01/05/2018 Payroll	Unrestricted	313.43
	01/05/2018		Julia Tindell	01/05/2018 Payroll	Unrestricted	307.83
	01/05/2018			To record 01/05/2018 Employer PR Taxes	OJP	389.41
	01/15/2018		EFTPS	12/2017 Fed Tax WH	NITVAN Grant	61.20
	01/19/2018		Bobbi Holtberg	01/19/2018 Payroll	Unrestricted	-2,977.14
	01/19/2018		Danielle Kluz	01/19/2018 Payroll	Unrestricted	416.70
	01/19/2018		Julia Tindell	01/19/2018 Payroll	Unrestricted	313.43
	01/19/2018			01/19/2018 Payroll	Unrestricted	307.83
	01/19/2018			To record 01/19/2018 Employer PR Taxes	OJP	389.41
					NITVAN Grant	61.20
Total for 2010 - Federal Tax Liability						0.00
2020 - State Tax Liability						
	01/05/2018		Bobbi Holtberg	01/05/2018 Payroll	Unrestricted	99.69
	01/05/2018		Danielle Kluz	01/05/2018 Payroll	Unrestricted	73.06
	01/05/2018		Julia Tindell	01/05/2018 Payroll	Unrestricted	78.25
	01/15/2018		MN Dept of Rev	12/2017 MN WH	Unrestricted	-507.84
	01/19/2018		Bobbi Holtberg	01/19/2018 Payroll	Unrestricted	99.69
	01/19/2018		Danielle Kluz	01/19/2018 Payroll	Unrestricted	73.06
	01/19/2018		Julia Tindell	01/19/2018 Payroll	Unrestricted	78.25
Total for 2020 - State Tax Liability						-5.84
2050 - Health Insurance Payable						
	01/01/2018		Preferred One	Inv #173520001675 (Jan, 2018)	Unrestricted	-402.66
	01/05/2018		Bobbi Holtberg	01/05/2018 Payroll	Unrestricted	119.49
	01/05/2018		Danielle Kluz	01/05/2018 Payroll	Unrestricted	66.36
	01/19/2018		Bobbi Holtberg	01/19/2018 Payroll	Unrestricted	119.49
	01/19/2018		Danielle Kluz	01/19/2018 Payroll	Unrestricted	66.36
Total for 2050 - Health Insurance Payable						-30.96
Equity						
Fund Balances / Equity						
3000 - Unrestricted Fund						
	01/01/2018			Transfer: To reclass 11/15/17 Target Invoic	Unrestricted	-50.77
	01/01/2018			Transfer: To reclass 12/12/17 Dunn Bros Ir	Unrestricted	-82.94
	01/01/2018			Transfer: To reclass 12/14 Caribou Invoice	Unrestricted	-14.99
	01/01/2018			Transfer: To reclass 12/3 Aurora inv #1116	Unrestricted	-700.00
	01/30/2018			Transfer: To reclass Jan '18 Constant Conte	Unrestricted	49.00
Total for 3000 - Unrestricted Fund						-799.70
3001 - OJP CVS Fund Balance						
	01/01/2018			Transfer: To reclass 11/15/17 Target Invoic	OJP	50.77
	01/01/2018			Transfer: To reclass 12/14 Caribou Invoice	OJP	14.99
	01/30/2018			Transfer: To reclass Jan '18 Constant Conte	OJP	-49.00
Total for 3001 - OJP CVS Fund Balance						16.76
3004 - Training Grant Fund Balance						
	01/01/2018			Transfer: To reclass 12/3 Aurora inv #1116	Training Grant	700.00

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 01/01/2017 through 01/31/2018

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
3005 - NITVAN Grant Fund Balance						
	01/01/2018			Transfer: To reclass 12/12/17 Dunn Bros if	NITVAN Grant	82.94
				<b>Total for 3005 - NITVAN Grant Fund Balance</b>		82.94
Income						
4005 - Program Income						
	01/05/2018		MMB	Speaking Fee-Danielle 11/13	Unrestricted	300.00
				<b>Total for 4005 - Program Income</b>		300.00
4020 - Donations						
	01/05/2018		Deposit	Donation/NITVAN Reimbursement	Unrestricted	1,000.00
	01/26/2018		Deposit	Donation/Membership Dues	Unrestricted	28.26
				<b>Total for 4020 - Donations</b>		1,028.26
4030 - Membership Dues						
	01/26/2018		Deposit	Donation/Membership Dues	Unrestricted	450.00
	01/29/2018		Square Deposit	Membership Dues Wadena Co.	Unrestricted	77.05
				<b>Total for 4030 - Membership Dues</b>		527.05
4044 - Training Grant Income						
	01/26/2018		MMB	Training Grant Reimbursement	Unrestricted	4,267.70
				<b>Total for 4044 - Training Grant Income</b>		4,267.70
4050 - NITVAN Income						
	01/05/2018		Deposit	Donation/NITVAN Reimbursement	Unrestricted	2,172.40
				<b>Total for 4050 - NITVAN Income</b>		2,172.40
4090 - Interest Income						
	01/31/2018			To record January, 2018 Interest Income	Unrestricted	3.35
				<b>Total for 4090 - Interest Income</b>		3.35
Expense						
Administrative Expenses						
5000 - Salaries						
	01/05/2018		Bobbi Holtberg	01/05/2018 Payroll	OIP	2,544.23
	01/05/2018		Danielle Kluz	01/05/2018 Payroll	OIP	1,932.00
	01/05/2018		Julia Tindell	01/05/2018 Payroll	OIP	800.00
				<b>Total for 5000 - Salaries</b>		5,276.23
5010 - Payroll Taxes						
	01/19/2018		Bobbi Holtberg	01/19/2018 Payroll	OIP	2,544.23
	01/19/2018		Danielle Kluz	01/19/2018 Payroll	OIP	1,932.00
	01/19/2018		Julia Tindell	01/19/2018 Payroll	OIP	800.00
				<b>Total for 5010 - Payroll Taxes</b>		5,276.23
5020 - Health/Dental Ins Premiums						
	01/01/2018		Preferred One	Inv #173520001675 (Jan, 2018)	OIP	1,085.94
				<b>Total for 5020 - Health/Dental Ins Premiums</b>		1,085.94
Other Expenses						
5100 - Rent						
	01/29/2018	1545	MADD	Feb, 2018 Rent	OIP	800.00

# Minnesota Alliance on Crime

## Transaction List by Account for the period of 01/01/2017 through 01/31/2018

Name	Transaction Date	Check Numbe	Contact	Note	Fund	Amount
5110 - Contract Services						Total for 5100 - Rent 800.00
	01/04/2018	1493	UpTech Partners	Writing at new office	OJP	606.95
	01/19/2018	1494	Heidi Hachfeld	Inv #147 (Dec. 2017)	OJP	370.00
Total for 5110 - Contract Services						976.95
5150 - Workers Comp Insurance						
	01/30/2018		The Hartford	010318/12169451 WC Insurance	OJP	438.00
Total for 5150 - Workers Comp Insurance						438.00
5160 - Miscellaneous						
	01/09/2018		Gandhi Mahal Restau	Holiday Lunch	Unrestricted	52.21
	01/10/2018		Amplifier Store	Posters for new office	Unrestricted	65.21
Total for 5160 - Miscellaneous						117.42
5190 - Office & Program Supplies						
	01/01/2018		Electric Embers	Jan. 2018 Invoice	OJP	15.00
	01/12/2018		Amazon	Moving Boxes	OJP	84.99
	01/16/2018		Next Deal Shop	Identity Theft Roller	OJP	19.98
	01/23/2018		USPS	Mover's Guide	OJP	1.00
	01/29/2018	1546	Paragon Printing	Inv #110634 Letterhead/Envelopes	OJP	351.19
	01/30/2018		Riverview Station	Postage	OJP	77.15
Total for 5190 - Office & Program Supplies						549.31
6000 - Telephone Expense						
	01/22/2018		AT & T Office at Hank Inv	82569954x010918	OJP	132.01
	01/22/2018		AT&T TeleConferenc	Inv #801004048	OJP	136.09
Total for 6000 - Telephone Expense						268.10
6010 - Travel & Training Expenses						
	01/29/2018		Passport Parking	Parking for Julia at Tax Assistance Centu	OJP	2.40
Total for 6010 - Travel & Training Expenses						2.40
6020 - Bank Service Charges						
	01/22/2018		Bremer Bank	Bank Charges12/17	OJP	32.00
Total for 6020 - Bank Service Charges						32.00
6030 - Aplos Software Expense						
	01/01/2018		Aplos	Jan. 2018 Invoice	OJP	40.00
Total for 6030 - Aplos Software Expense						40.00

**MN Alliance on Crime  
Bank Reconciliation  
January, 2018**

Bank Balance January 31, 2018 22110.18

Outstanding Deposits 0.00

22110.18

**Outstanding Checks/Payments**

1372	9/28/2016	Danielle Kluz	149.99
1441	7/13/2018	Community University HCC	11.00
1494	1/19/2018	Heidi Hachfeld	370.00
1545	1/29/2018	MADD	800.00
1546	1/29/2018	Paragon Printing	351.19
	1/30/2018	The Hartford	438.00

\$2,120.18

Agrees with Checking Account Balance January 31, 2018

**19990.00**

**Checking Account**

Checkbook Balance January 1, 2018 29297.13

Total Deposits for January, 2018 8295.41

Total Checks and Payments January, 2018 17602.54

Checkbook Balance January 31, 2018 **19990.00**

**Savings Account**

Beginning Balance January 1, 2018 15155.24

Interest Income January, 2018 3.35

Ending Savings Balance January 31, 2018 **15158.59**



## Executive Director's Report February 2018

### Updates

- **OJP Desk Review:** MAC received a request for supporting documents related to expenses we requested for reimbursement on our October 2017 Training Grant FSR. The documents were due February 7, 2018, and I submitted them on January 12, 2017 and we received our desk review close letter on January 18<sup>th</sup>. Both the request letter and close letters are attached. I think we scored some points for submitting the information in a very detailed and organized way.
- **Office Space:** MAC will be physically moving to the new office space on February 1<sup>st</sup> and 2<sup>nd</sup>. The February 8<sup>th</sup> board meeting will be held in the conference room at the new office building.
- **Change of Address Notifications:** Julia, Heidi and I have been working to ensure our physical address is updated on all applicable accounts. I have also provided required information to Bremer Insurance so our policies can be updated to cover the new office space. Postcards were mailed to members, stakeholders, vendors, donors, and others on January 31<sup>st</sup>.
- **Strategic Plan:** MAC staff spent time completing implementation steps for Quarter 3 goals. The updated plan is available for board review on the board website page.
- **VOCA Funds:** The federal government's use of continuing resolutions rather than a new approved budget is problematic for VOCA funds. Before the new, one-time increase of funds can be finalized, there needs to be an approved budget. These delays mean that VOCA special project funding will be delayed. Funds won't be issued prior to January 2019 for VOCA special projects. (State STOP special project grant RFP will be issued the fall of 2018 with a January 2019 start date.)

### MITCIRN (MN Identity Theft and Cybercrime Resource Network)

- **Participation:** Currently 37 organizations have signed up to participate in MITCIRN.
- **Foundational Training Webinar Series:**
  - "Consumer Protections and Criminals' Tactics: the AARP Fraud Watch Network" with Jay Haapala (Associate Director of Community Outreach at AARP and coordinator of the Fraud Watch Network) scheduled for Thursday, February 1<sup>st</sup>, 2018, 12pm-1pm (68 registrants)
  - March webinar TBA (hoping to get someone to train on criminal identity theft—working with Carolyn Bryant to secure a presenter)
- **MITCIRN Advanced Training & Network Launch:** Scheduled for Wednesday, April 11<sup>th</sup>, 2018 (during National Crime Victims' Rights Week) at the Wilder Center in St. Paul, MN. The morning will consist of a

network meeting and committee meetings. In the afternoon, there will be a plenary training session on working with Native victims of identity theft, as well as breakout sessions with the following three tracks: Investigation/Prosecution; Victim Services; and Consumer Protection/Prevention.

## **Training and Engagement**

- **Webinars:** The January webinar was held with on January 4<sup>th</sup> with Suzanne Elwell of OJP presenting Building Identity Theft Advocacy Skills. The February Webinar will be held on February 1<sup>st</sup> (see above). Rachael Joseph will be presenting a webinar on April 9<sup>th</sup> on working with families of homicide victims—this will be a National Crime Victims’ Rights Week event.
- **Membership Outreach:** Bloomington County Attorney’s Office, Kanabec County Attorney’s Office, Mid-Minnesota Women’s Center, and Renville County Attorney’s Office have joined MAC, bringing us to 77 members. Coon Rapids City Attorney’s Office, Mahnomon County Attorney’s Office, Mid-Minnesota Legal Aid, Nobles County Attorney’s Office, Roseau County Attorney’s Office, St. Louis County Attorney’s Office, and Wadena County Attorney’s Office have all expressed interest in joining MAC, too.
- **Newsletter:** Danielle released the February 2018 MAC newsletter.
- **Fundamentals in Victim Services Training:** Will be held in St. Cloud February 21-22, 2018 and is intended for government advocates. Registration is now open.
- **Trauma Training:** Danielle has approached Karina Forrest-Perkins to do a repeat of the November 17, 2018 training on trauma and the brain. This is intended to be a follow-up to the Fundamentals training and would ideally be held during the last two weeks of April 2018.
- **National Crime Victims’ Rights Week:** April 8-14, 2018. MAC has already emailed resources to members and allies. We also will be providing a calendar of events around the state on our website. In addition, the April webinar and the MITCIRN Summit will be NCVRW events.

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
and Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
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Services

Emergency  
Communication  
Networks

Homeland  
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Pipeline Safety

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## Office of Justice Programs

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[www.ojp.dps.mn.gov](http://www.ojp.dps.mn.gov)

January 9, 2018

Ms. Bobbi Holtberg, Executive Director  
Minnesota Alliance on Crime  
155 South Wabasha Street, Suite #104  
St. Paul, Minnesota 55107

Bobbi:

As part of the Office of Justice Programs' routine grant monitoring process, I am conducting a financial desk review on grant #A-VOCAT-2016-MNALLCRI-00004 for the Financial Status Report (FSR) your agency submitted for the time period of October 2017. A copy of the FSR is enclosed.

The purpose of a desk review is to confirm that your expenses are consistent with your approved budget and that there are adequate supporting documents to match expenditures claimed. Please send supporting documentation for the following:

- Travel & Training Expenses

The attached Desk Review Process Guide and Travel & Training expense worksheet should help you determine what you need to submit. Please send your supporting documents to my attention no later than Wednesday, February 7, 2018. If you need additional time to gather the documentation or would like me to perform the desk review onsite, please give me a call so we can discuss options.

If you have any questions or concerns, please give me a call at 651-201-7325 or email me at [Vicky.anthony@state.mn.us](mailto:Vicky.anthony@state.mn.us).

Sincerely,

Vicky L. Anthony  
Financial Reconciliation Liaison  
445 Minnesota St., Suite 2300  
St. Paul, Minnesota 55101

cc: Casey Cashman, Grant Manager

## Financial Status Report / Payment Request Summary

## GRANT INFORMATION

<b>Grantee:</b>	Minnesota Alliance on Crime
<b>Grant #:</b>	A-VOCAT-2016-MNALLCRI-00004
<b>Award Amount:</b>	\$50,000.00
<b>Term:</b>	05/01/2016 to 06/30/2018

## REPORT INFORMATION

<b>Main Contact:</b>	Bobbi Holtberg
<b>Request #:</b>	11
<b>Final Report:</b>	No
<b>Status:</b>	Payment Request
<b>Current Report Period:</b>	10/1/2017 to 10/1/2018

Comments to the Review Team from the Grantee:



BUDGET ITEMS	TOTAL	EXPEND THRU			REMAINING			CURRENT PERIOD EXPENSES	MATCH		
		VOCA-Eligible	Other	Match	VOCA-Eligible	Other	Match				
Travel & Training	\$42,000.00		\$0.00	\$0.00		\$0.00	\$19,826.37	\$22,173.63	\$0.00	\$6,241.36	\$0.00
Contract Services	\$8,000.00		\$0.00	\$0.00		\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$50,000.00		\$0.00	\$0.00		\$0.00	\$27,826.37	\$22,173.63	\$0.00	\$6,241.36	\$0.00

Advance Remaining to Spend Down \$0.00

Minus Advance  
Spend Down

AWARD REMAINING	\$22,173.63	AMOUNT TO BE PAID	\$6241.36
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[illegible]

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol  
and Gambling  
Enforcement

Bureau of  
Criminal  
Apprehension

Driver  
and Vehicle  
Services

Emergency  
Communication  
Networks

Homeland  
Security and  
Emergency  
Management

Minnesota  
State Patrol

Office of  
Communications

Office of  
Justice Programs

Office of  
Pipeline Safety

Office of  
Traffic Safety

State Fire  
Marshal



## Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515

Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799

[www.ojp.dps.mn.gov](http://www.ojp.dps.mn.gov)

January 16, 2018

Ms. Bobbi Holtberg, Executive Director  
Minnesota Alliance on Crime  
155 South Wabasha Street – Suite #104  
St. Paul, Minnesota 55107

Bobbi:

We have completed the financial desk review of the FSR submitted for the time period of October 2017.

I want to thank you and your staff for submitting the documentation in such a well-organized and complete manner!

I am happy to inform you that all expenses claimed during this review period were found to be reasonable, allowable and consistent with your approved budget.

Thank you for your patience and cooperation during this process. If you have any questions or concerns about this desk review please contact me at 651-201-7325 or [Vicky.anthony@state.mn.us](mailto:Vicky.anthony@state.mn.us) or your grant manager, Casey Cashman.

Many thanks to you and your staff for the many services you provide to the community,

*Vicky L. Anthony*

Vicky L. Anthony  
Financial Reconciliation Liaison  
MN Office of Justice Programs

cc: Casey Cashman, Grant Manager

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
email	25
Meeting	18.5
Meeting Prep	5
Research & Development	20
Training	4.5
(blank)	
Administrative	74.5
Technical Assistance	11
PTO	10.5
Holiday	16
<b>Grand Total</b>	<b>185</b>

**Danielle Kluz**  
**Activity Summary January 2018**

<b>Label</b>	<b>Total Hours</b>
Admin	18
Email	11
Holiday	16
Meetings	14
Meeting Prep	4
Outreach to Membership	41
PTO	24
Public Policy	1
Research & Development	1
Technical Assistance	0
Training	54
Travel	0
<b>TOTAL</b>	<b>184</b>

Julia Activity Report (January 2018)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Meeting	5
Meeting Prep	2
(blank)	
Technical Assistance	0.5
Outreach to Membership	2
Holiday	16
Training & Education Development	2.5
Professional Development	1
Break	19
PTO	6
Finance	8
Administration	63.5
NITVAN	45
Meeting	10.5
<b>Grand Total</b>	<b>181</b>