

**Minnesota Alliance on Crime
Board Meeting Agenda
February 11, 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
 - Workers Compensation Policy
 - By-laws, Policy & Procedure amendments
 - Technology Grant- Website Design
 - Board Training
 - Silent Auction/Diane Homa
 - Fundraiser w/ Granite City Food & Brewery
 - Lease w/ MADD
 - Board & Director Insurance
 - Next meeting – March 10, St. Paul
- VIII. Adjourn

Call in info: 866-740-1260
9408090

MAC Board Meeting- St Paul, MN
January 14th, 2016 - Meeting Minutes

I. Called to Order: 10:00 am

- Those present:
 - Board of Directors: Sara Miller, Vanessa Barr, Brenda Skogman, Vicki Walechka, Sharon Dicke, Chris Jensen
 - By Phone: Catie Houck, Denise Loy
- Executive Director: Bobbi Holtberg
- Additional attendees:

II. Agenda

Action Required: Motion to approve December agenda

Motion 1st: Brenda

2nd: Sharon

Approved

III. Secretary's Report

- Reviewed December Minutes- December 10th, not the 20th
 - **Action Required:** Motion to approve Secretary's Report from December.
- Motion 1st: Sharon
- 2nd: Sara
- Approved

IV. Treasurer's Report

- Reviewed financial report.
 - **Action Required:** Motion to approve Treasurer's Report for December.
- Motion 1st: Vicki
- 2nd: Sara
- Approved

Discussion to pay Vanessa mileage to meet with Bobbi on January 4th, 2016-

Motion 1st- Brenda

2nd- Sara

Approved

Discussion- found gift cards that were not used- Bobbi can use instead of requesting mileage until the cards are used up.

V. Director's Report

- * Meeting with Lou and Celica on January 27th, Information from DOC to the coalitions to update their visiting information per policy change, Bobbi will be sending out an E-Update on Friday January 15th, 2016, victims will not be able to visit the offenders, will also apply to video visiting.

VI. Committee Reports

- a. Executive Committee: none
- b. Special Events Committee: none
- c. Legislative Committee: needs to get together soon to figure out what needs to work on for this year. Will know more about policy on the 21st.

- d. Publishing Committee: none
- e. Marketing/Development Committee: none
- f. Strategic Planning Committee: none
- g. Financing Committee: none

VII. Other

- Board Training/Strategic Planning/New Board Members: Bobbi has been contacted by OJP with “helpful thoughts”, OJP would like to see expansion of board members and programs. Full day board training either March or April, Half the day about non-profits, the other half about prep of strategic planning. Spending time on organizing positions define roles from board to employees. Bobbi will be making phones calls for consultants, Brenda would amend and add it to the contract services, Bobbi would like to get this training nailed down by February, Friday’s would be a good day- April 22nd, 29th, 8th- would also have board meeting that day. Location-Litchfield, Willmar, St. Paul
- Silent Auction: Lisa printed all the letters, Vanessa stuffing, and Brenda will be checking with OJP for approval, 190 letters, Brenda will be having volunteers help do request’s online. Bobbi made some changes to letters as far as cleaning them up
- Annual Meeting: September 9th, 2016, Metro, 1st half of day will be meeting 2nd half of day will be training- Current by-laws state that we are supposed to be having a different kind of meeting, have to have membership meeting, not just a quick board meeting, it would be up to membership to vote on new board members, membership needs to have a voice. Do a Spring annual training as well. Annual Meeting should be for communicating with members. Topics: BCA and what they do, field officer, clean up, also cracking cell phones: Bobbi will reach out to the BCA, OVC as well. Send out a save the date (postcard) invite, personalize
- MAC Insurance: Directors and board insurance, workers comp. Carolina \$856, with a \$100 broker fee, ask to waive broker fee and to change the ED name, look into different quotes and Workers Comp. pay it this time and look into different insurance starting in August.
 Pay Hartford Insurance for 2016-\$472
 Motion 1st: Sharon
 2nd: Brenda
 Approved
- Technology Grant- Website Design: there were 2 that actually called Vanessa and they continue to call, they went onto the website and looked to see what the web-page looked like
 - VoyagurWeb- Vanessa will check into more GB and bring back to the board in February
 - 8bitstudio
 Rest of the money will be used to upgrade printer, software, phones, Wi-Fi and etc.
- By-laws, Policy & Procedure amendments: Chris has spent 15 hours updating policies, there was a lot of language that was not consist. Thank you, thank you, thank you Chris. Board members are not volunteers
 - Please read over the policies and if you have concerns or questions they will be addressed in February

Next meeting: February 11, 2016, 10 to 12- Willmar

VIII. Adjourn

Adjourn 12:08pm
 Motion 1st: Brenda
 2nd: Sara
 Approved

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

Account Number	Account Name	Account Type	Unrestricted	OJP	Amount
Income					
4000	Contributions Income	income	\$0.00	\$0.00	\$0.00
4010	Annual Meeting	income	\$0.00	\$0.00	\$0.00
4020	Donations	income	\$95.09	\$0.00	\$95.09
4030	Membership Dues	income	\$275.00	\$0.00	\$275.00
4040	OJP Income	income	\$2,506.50	\$0.00	\$2,506.50
4070	Silent Auction	income	\$0.00	\$0.00	\$0.00
4090	Interest Income	income	\$2.68	\$0.00	\$2.68
4095	Miscellaneous Income	income	\$0.00	\$0.00	\$0.00
Total Income			\$2,879.27	\$0.00	\$2,879.27
Expense					
5000	Salaries	expense	\$0.00	\$3,634.62	\$3,634.62
5010	Payroll Taxes	expense	\$0.00	\$278.05	\$278.05
5020	Health/Dental Ins Premiums	expense	\$0.00	\$450.00	\$450.00
5100	Rent	expense	\$0.00	\$334.75	\$334.75
5110	Contract Services	expense	\$0.00	\$200.00	\$200.00
5120	Dues & Subscriptions	expense	\$0.00	\$0.00	\$0.00
5130	Equipment	expense	\$0.00	\$0.00	\$0.00
5140	Liability Insurance	expense	\$0.00	\$0.00	\$0.00
5150	Workers Comp Insurance	expense	\$0.00	\$472.00	\$472.00
5160	Miscellaneous	expense	\$0.00	\$0.00	\$0.00
5170	MMVAA Expenses	expense	\$0.00	\$0.00	\$0.00
5175	Silent Auction Expense	expense	\$0.00	\$0.00	\$0.00
5180	Nat'l Victim Rights Week Exp.	expense	\$0.00	\$0.00	\$0.00
5190	Office & Program Supplies	expense	\$0.00	(\$268.42)	(\$268.42)
6000	Telephone Expense	expense	\$0.00	\$118.99	\$118.99
6010	Travel & Training Expenses	expense	\$0.00	\$539.72	\$539.72
6020	Bank Service Charges	expense	\$0.00	\$26.00	\$26.00
6030	Aplos Software Expense	expense	\$0.00	\$25.00	\$25.00
Total Expense			\$0.00	\$5,810.71	\$5,810.71
Net Income / (Loss)			\$2,879.27	(\$5,810.71)	(\$2,931.44)

**MN Alliance on Crime
Balance Sheet as of 02/01/2016**

Account Number	Account Name	Account Type	Unrestricted	OJP	Amount
Assets					
1000	Checking	asset	\$30,326.12	(\$6,031.02)	\$24,295.10
1010	Savings	asset	\$15,050.15	\$0.00	\$15,050.15
Total Assets			\$45,616.27	(\$6,271.02)	\$39,345.25
Liabilities					
2010	Federal Tax Liability	liability	(\$1,121.46)	\$1,966.41	\$844.95
2020	State Tax Liability	liability	\$132.17	\$0.00	\$132.17
Total Liabilities			(\$1,069.07)	\$2,046.19	\$977.12
Equity					
3000	Unrestricted Fund	equity	\$46,685.34	\$0.00	\$46,685.34
3001	OJP Fund Balance	equity	\$0.00	(\$8,317.21)	(\$8,317.21)
Total Equity			\$46,685.34	(\$8,317.21)	\$38,368.13
Total Liabilities + Total Equity			\$45,616.27	(\$6,271.02)	\$39,345.25

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

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

1000 Checking

	01/01/2016		Aplos	Jan. 2016 Inv.		\$0.00	(\$25.00)	(\$25.00)
	01/04/2016		AT & T	120915/6798001		\$0.00	(\$21.02)	(\$21.02)
	01/04/2016		Yahoo Web Hosting starter	2016 Web Hosting Starter		\$0.00	(\$95.88)	(\$95.88)
	01/05/2016	1357	Heidi Hachfeld	Inv 124 Jan, 2016 Svcs		\$0.00	(\$200.00)	(\$200.00)
	01/06/2016		Electric Embers	Jan. 2016 Inv.		\$0.00	(\$10.00)	(\$10.00)
	01/12/2016		Ready Talk	Inv 1008442-135807		\$0.00	(\$15.92)	(\$15.92)
	01/12/2016		Bobbi Holtberg	01/2016 Health Ins Premium		\$0.00	(\$450.00)	(\$450.00)
	01/12/2016		Bobbi Holtberg	01/08/16 Payroll		\$180.37	(\$1,211.54)	(\$1,031.17)
	01/14/2016	1358	Vanessa Barr	Mileage/Stamp		\$0.00	(\$165.42)	(\$165.42)
	01/16/2016		The Hartford	123115/12169451		\$0.00	(\$472.00)	(\$472.00)
	01/20/2016		Deposit	Dues/Donation		\$370.09	\$0.00	\$370.09
	01/22/2016		AT & T Mobility	Inv#825699954x01092016		\$0.00	(\$73.27)	(\$73.27)
	01/22/2016		ReadyTalk	Inv #1008442-142578		\$0.00	(\$8.78)	(\$8.78)
	01/22/2016		Bremer Bank	12/15 Bank Charges		\$0.00	(\$26.00)	(\$26.00)
	01/26/2016		Bobbi Holtberg	01/22/16 Payroll		\$518.70	(\$2,423.08)	(\$1,904.38)
	01/26/2016		MMB	1st Qtr 2016 OJP Grant Reimbursement		\$2,506.50	\$0.00	\$2,506.50
	01/31/2016	1283	MADD	Feb. 2016 Rent		\$0.00	(\$334.75)	(\$334.75)
Total 1000 Checking						\$3,575.66	(\$5,532.66)	(\$1,957.00)

1010 Savings

	01/31/2016			To record Jan, 2016 Interest Income	101	\$2.68	\$0.00	\$2.68
Total 1010 Savings						\$2.68	\$0.00	\$2.68

Liabilities**Payables**

2010 Federal Tax Liability

	01/12/2016		Bobbi Holtberg	01/08/16 Payroll		\$149.81	\$0.00	\$149.81
	01/12/2016			To record 01/08/16 Employer PR Taxes	98	\$0.00	\$92.69	\$92.69
	01/26/2016		Bobbi Holtberg	01/22/16 Payroll		\$417.09	\$0.00	\$417.09
	01/26/2016			To record 01/22/16 Employer PR Taxes	100	\$0.00	\$185.36	\$185.36
Total 2010 Federal Tax Liability						\$566.90	\$278.05	\$844.95

2020 State Tax Liability

01/12/2016	Bobbi Holtberg	01/08/16 Payroll	\$30.56	\$0.00	\$30.56
01/26/2016	Bobbi Holtberg	01/22/16 Payroll	\$101.61	\$0.00	\$101.61
Total 2020 State Tax Liability			\$132.17	\$0.00	\$132.17

Income

Income

4020 Donations

01/20/2016	Deposit	Dues/Donation	\$95.09	\$0.00	\$95.09
Total 4020 Donations			\$95.09	\$0.00	\$95.09

4030 Membership Dues

01/20/2016	Deposit	Dues/Donation	\$275.00	\$0.00	\$275.00
Total 4030 Membership Dues			\$275.00	\$0.00	\$275.00

4040 OJP Income

01/26/2016	MMB	1st Qtr 2016 OJP Grant Reimbursement	\$2,506.50	\$0.00	\$2,506.50
Total 4040 OJP Income			\$2,506.50	\$0.00	\$2,506.50

4090 Interest Income

01/31/2016		To record Jan, 2016 Interest Income	101	\$2.68	\$0.00	\$2.68
Total 4090 Interest Income				\$2.68	\$0.00	\$2.68

Expenses

Administrative Expenses

5000 Salaries

01/12/2016	Bobbi Holtberg	01/08/16 Payroll	\$0.00	\$1,211.54	\$1,211.54
01/26/2016	Bobbi Holtberg	01/22/16 Payroll	\$0.00	\$2,423.08	\$2,423.08
Total 5000 Salaries			\$0.00	\$3,634.62	\$3,634.62

5010 Payroll Taxes

01/12/2016		To record 01/08/16 Employer PR Taxes	98	\$0.00	\$92.69	\$92.69
01/26/2016		To record 01/22/16 Employer PR Taxes	100	\$0.00	\$185.36	\$185.36
Total 5010 Payroll Taxes				\$0.00	\$278.05	\$278.05

5020 Health/Dental Ins Premiums

01/12/2016	Bobbi Holtberg	01/2016 Health Ins Premium	\$0.00	\$450.00	\$450.00
Total 5020 Health/Dental Ins Premiums			\$0.00	\$450.00	\$450.00

Other Expenses

5100 Rent

01/31/2016	1283	MADD	Feb. 2016 Rent	\$0.00	\$334.75	\$334.75
Total 5100 Rent				\$0.00	\$334.75	\$334.75

5110 Contract Services

01/05/2016	1357	Heidi Hachfeld	Inv 124 Jan, 2016 Svcs	\$0.00	\$200.00	\$200.00
Total 5110 Contract Services				\$0.00	\$200.00	\$200.00

5150 Workers Comp Insurance

01/16/2016		The Hartford	123115/12169451	\$0.00	\$472.00	\$472.00
Total 5150 Workers Comp Insurance				\$0.00	\$472.00	\$472.00

5190 Office & Program Supplies

01/04/2016		Yahoo Web Hosting starter	2016 Web Hosting Starter	\$0.00	\$95.88	\$95.88
01/06/2016		Electric Embers	Jan. 2016 Inv.	\$0.00	\$10.00	\$10.00
01/14/2016	1358	Vanessa Barr	Mileage/Stamp	\$0.00	\$88.20	\$88.20
01/19/2016			Reclass Annual Meeting 99 Expense (Ch #1352, 10/5	\$0.00	(\$462.50)	(\$462.50)
Total 5190 Office & Program Supplies				\$0.00	(\$268.42)	(\$268.42)

6000 Telephone Expense

01/04/2016		AT & T	120915/6798001	\$0.00	\$21.02	\$21.02
01/12/2016		Ready Talk	Inv 1008442-135807	\$0.00	\$15.92	\$15.92
01/22/2016		AT & T Mobility	Inv#825699954x01092016	\$0.00	\$73.27	\$73.27
01/22/2016		ReadyTalk	Inv #1008442-142578	\$0.00	\$8.78	\$8.78
Total 6000 Telephone Expense				\$0.00	\$118.99	\$118.99

6010 Travel & Training Expenses

01/14/2016	1358	Vanessa Barr	Mileage/Stamp	\$0.00	\$77.22	\$77.22
01/19/2016			Reclass Annual Meeting 99 Expense (Ch #1352, 10/5	\$0.00	\$462.50	\$462.50
Total 6010 Travel & Training Expenses				\$0.00	\$539.72	\$539.72

6020 Bank Service Charges

01/22/2016		Bremer Bank	12/15 Bank Charges	\$0.00	\$26.00	\$26.00
Total 6020 Bank Service Charges				\$0.00	\$26.00	\$26.00

6030 Aplos Software Expense

01/01/2016		Aplos	Jan. 2016 Inv.	\$0.00	\$25.00	\$25.00
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MAC'S BUDGET
October 1, 2015 through September 30, 2016

OJP Budget, 2015

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	<hr/>
 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 2/28/2016	
3/1/2016 through 3/31/2016	
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>\$8,317.21</u>
 Available Balance at September 30, 2016	 <u><u>\$91,682.79</u></u>

OJP Payments Received on Grant

October-December, 2015	\$2,506.50
January-March, 2016	
April-June, 2016	
 Total Reimbursement to Date	 <hr/> <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			\$3,634.62
Payroll Taxes	\$278.05			\$278.05
Health Insurance Premiums	\$450.00			
Travel & Training	\$539.72			\$539.72
Contract Services	\$200.00			\$200.00
Office & Program Expenses	\$373.57			\$373.57
Building Expenses	\$334.75			\$334.75
				<u>\$0.00</u>
Total Expenses for Period	\$5,810.71	\$0.00	\$0.00	\$5,360.71
	<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

**MN Alliance on Crime
Bank Reconciliation
January, 2016**

Bank Balance January 31, 2016	24629.85
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Outstanding Deposits	0.00
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Outstanding Checks/Payments

1283	1/31/2016 MADD	\$334.75
		<u>\$334.75</u>

Agrees with Checking Account Balance January 31, 2016	<u><u>24295.10</u></u>
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Checking Account

Checkbook Balance January 1, 2016	26252.10
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Total Deposits for January, 2016	2876.59
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Total Checks and Payments November, 2016	<u>4833.59</u>
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Checkbook Balance January 31, 2016	<u><u>24295.10</u></u>
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Savings Account

Beginning Balance January 1, 2016	15047.47
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Interest Income November, 2016	<u>2.68</u>
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Ending Savings Balance January 31, 2016	<u><u>15050.15</u></u>
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Heidi Hachfeld
423 W. Franklin Street
Morristown, MN 55052
507-330-0606

Invoice
Date: Feb. 1, 2016
Invoice #: 125
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
Hours	Description	Hourly Rate	Line Total
3.00	January Financials	20.00	60.00
3.50	Payroll, Monthly PR Tax Payments	20.00	70.00
3.50	Pay Bills, Health Ins. JE's, Emails, Research, filing, etc.	20.00	70.00

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

February 11, 2016 – Board Meeting
Director's Report

Outreach and Issues

- Joint Coalition's Meeting with OJP:
 - VOCA Funding RFP: Cecilia is still hopeful that RFP will be released by end of February with an application deadline 7 weeks after release. OJP intent is to maintain current level of funding for ALL currently funded programs who provide justification. There will be an option to apply for expansion funding. Those applying for expansion funds must show justification, quantifying data, breakdown of population to be served, and that an unmet or emerging need exists. Expansion funding priority is General Crime and Abused Children.
 - OJP is working on increasing standards for programs who receive GC funding.
 - There will be a separate RFP for County Attorney and other Governmental Agencies, but will be released at the same time as CVS RFP.
 - RFP FAQ will be released mid-February and will be updated throughout application period.
 - Coalitions will co-facilitate grant writing webinar similar to what was held in 2012.
 - OJP is aware of issues with 2012 grant review process. Cecilia said they are taking steps improve process.
 - Coalition RFP will be released approximately one month after CVS RFP. OJP and Coalitions are currently working on strengthening coalition standards.
 - OJP has \$427,000 in VOCA funds set aside for CVS training. All six statewide coalitions are eligible to apply and OJP indicated RFP would be release last week of January with a 4-week application deadline. RFP has not released as of 2/4/2016. OJP will be paying up to \$10,000 for a consultant to work with Coalitions to coordinate training plans.
 - OJP has set aside funding (couldn't say exact amount) for VOCA funded special projects. Identified priority projects are:
 - Legal Assistance for Victims

- Remote SANE Exams (tele-medicine)
 - Appellate Work
- Current Emergency Fund grants expire June 30th. OJP is exploring options for future disbursement of EF.
- Next meeting is set for March 10th from 12-3.
- Meeting with Lou Powell and Cecilia Miller:
 - Lou referenced meeting with the Executive Committee and the full BOD last August. She suggested connecting with several organizations to request their BOD manuals and BOD structures. I will make outreach to those organizations.
 - I explained my plan to meet with board members individually and to contract a consultant to facilitate strategic conversations and board training to help prepare for eventual strategic planning. Lou Powell indicated that she would support a budget revision to move approximately \$6000 from the rent line of our OJP budget to contracts to help pay for consultant. Cecilia strongly suggested working with Julia Claasen from Aurora Consulting. Cecilia indicated that if MAC needs help covering the cost of a consultant, we should contact OJP as she believes they could identify \$2,000-3,000 to offset the cost.
- Meeting with Julia Claasen: Julia just finished working with Minnesota Children's Alliance, which is similarly positioned to MAC. She believes before strategic planning can take place, a series of "Strategic Conversations" need to be facilitated to address fundamental questions of purpose, organization and board structure, and future visioning. Julia is available April 29th to facilitate a full day board training/strategic conversation facilitation. She suggests using a part of monthly board meetings to continue these conversations. I have reserved training space at the Northwest Area Foundation from 8:30am-4:00pm on April 29th.
- Meeting with Suzanne Elwell regarding Restitution Working Group Proposal. After meeting with Suzanne I sent out proposal to MAC membership for feedback and I have participated in follow-up phone conversations with stake holders. The proposal has not met major push-back. Proposal does place additional burden on prosecution to collect documentation.
- MAC will be participating in 2016 Action Day on March 30th. The theme of this year's event is, 'Together to Live Violence Free'. Day will begin at 9:30 with training/networking at St. Paul College followed by a march at 11:30 from the St. Paul College to the Capitol followed by a noon rally on the capitol steps. Coalitions will be working to find an equitable way to share costs. Next planning meeting in February 19th at 2:30.
- Silent Auction: I created a Google Doc to share the silent auction donor list. All board members are able to access and edit the list. Donations are coming in and are being recorded on the google doc.

- OJP Conference: The OJP conference is scheduled for May 25-27, 2016. These are the same dates of the Minnesota Tribal Summit. OJP was aware of the conflict but believed that the attendees would not overlap. If OJP does not move the dates MCBW, MNCASA, MIWSAC, and Sacred Hoop will not be submitting RFPs for presentations and will be messaging to their memberships that they are not obligated to attend the OJP conference and they will be offering incentives for them to attend the Tribal Summit. MAC has been asked to sign on to letter to Raeone Magnuson asking OJP to reconsider the conference dates.

Training

- In preparation for completing the OJP Training RFP, I created and distributed a survey to MAC membership asking them to provide feedback regarding training topics, modalities, and location. Deadline to complete the survey is February 12th. I will send summary of responses to the board.

Legislative

MCPA Body Camera Proposed Legislation

MCPA will be drafting a new bill. MCPA position is that data should be presumed private with exceptions to be made public. Most stated presume data to be public with exceptions to be made private.

Key Issues:

- Officers ability to review video prior to a writing a report or giving a statement following a “critical incident”
- When the cameras can be turned off
- Consent of the person(s) being filmed
- Data retention
- Data sharing
- Data classification – public, private, confidential
- Release of data in critical incidents

MCPA anticipates introducing a proposal to create a **Gun Violence Restraining Order (GVRO)** MCPA was ready to share proposed language, but anticipates releasing it soon.

MNCASA’S Proposed Changes to Harassment Restraining Order Statute (609.748)

- Subdivision 2: Removes requirement that the court determine whether a 16 or 17- year old has sufficient maturity and it is in their best interests to file for a harassment restraining order when they wish to file against a spouse or a person with whom they

have a child in common. Other changes to this subdivision allow a reputable adult over age 25 to petition on behalf of a minor, similar to an order for protection.

- Subdivision 3a: Investigate fee waiver for respondents in line with language sought for 518B. Determine whether fiscal impact is deterrent.
- Subdivision 3b: Allow petitioner to request that their location or residence be held confidential and only accessible to court personnel and law enforcement.
- Subdivision 4: Change “another person” to “petitioner” and broadens limits on contact through social media and other electronic means.
- Subdivision 5: Change “another person” to “petitioner” and broadens limits on contact through social media and other electronic means. Language related to a respondent vacating or modifying an order is removed from this subdivision because it is also present in subdivision 5b.
- Subdivision 5a: Precludes requirement for a hearing on a subsequent order or extension when the respondent did not request a hearing on the temporary order. The court may extend an order or issue a new order upon a showing of criminal sexual conduct. The draft also suggests some reordering of text within the subdivision for clarity.
- Subdivision 5b: This language about vacating and modifying an order should remain intact even though it’s struck-through on the current document. The removal of similar language in subdivision 5 addressed 50-year orders but had the same requirements as those listed in this section.
- Subdivision 6(g): Adds language similar to an OFP requiring 36-hour hold for violation of HRO. Will remove if fiscal impact is a deterrent.
- Subdivision 7: Clarifies requirements for sharing an order between the court and law enforcement when the petitioner has a change in residence.
- Subdivision 8: Similar to OFP statute allows for service by others such as corrections officers, court services officers, parole officers, corrections facility employees.
- Effective Date: Changes from August 1, 2015 to August 1, 2016.
- Also note that bill draft from 2015 had short-form notification – this will be removed in 2016 version.

MCBW’s Order for Protection bills were introduced as “recess introductions”

These pre-session filings were allowed in the House of Representatives. No official action can be taken on the bills before the start of the session (for example: they can’t be voted on in committee before March 8th).

- **O'Neill and Hilstrom introduced:** [H. F. 2552](#), A bill for an act relating to orders for protection; eliminating mandatory hearing requirement for subsequent orders and extensions; amending Minnesota Statutes 2014, section 518B.01, subdivisions 6a, 11, 18. The bill was referred to the Committee on Public Safety and Crime Prevention Policy and Finance.
- **O'Neill and Hilstrom introduced:** [H. F. 2553](#), A bill for an act relating to orders for protection; eliminating respondent filing fee requirements; amending Minnesota

Statutes 2014, section 518B.01, subdivision 3a. The bill was referred to the Committee on Public Safety and Crime Prevention Policy and Finance.

Here is a list of all the pre-session recess filings.

http://www.house.leg.state.mn.us/cco/intros.asp?dateofintro=1/29/2016&session_year=2015&ls_year=89&session=0

Board Misc.

- MAC's current lease with MADD expires February 29, 2016. I spoke with MADD ED, Art Morrow and he is working with MADD's national office to execute another one-year lease.

Date	(All)
Sum of Time	
Row Labels	Total
Met with Vanessa/General office set up	5
file/email clean up	2
Update MAC Member listserv	1
office set up/file organization	6
phone calls with victims	1.5
phone call with direct service advocate	0.5
file clean up	1.5
computer/printer set-up	1
office/supply closet organization	2
emails to other organizations/meeting invitations	1
ED training opportunity research	2
phone call with Lou Powell @ OJP	0.5
respond to emails	4
phone call with DV victim	0.75
ED resource reading	3.5
phone call with Liz Richards	0.75
Prep for Board meeting	2
phone calls	0.5
law research	1.5
attend MCBW DV LAW meeting	2
phone call with victim	2
update website	1.5
emails/phone calls	2
Board meeting prep	3.5
phone call with Cecilia Miller	0.75
strategic planning research	3.5
MCN resources discovery	1.5
MNATSA presentation prep	2.5
DOC victim Impact training	2
emails	11.5
OJP request to review DA data tracking request	1
phone call with victim's mother and follow up	2
informational mtg at St. Thomas	2
prep and board meeting	4
email	1.5
annual meeting exploration	1.5
eUpdate prep	1
eUpdate prep and drafting	4.5
phone calls with other agencies regarding a victim contact	1.5
read through court decisions	1
meeting with Liz Richards	2.5
TA with member	1
board training exploration	3
mail/bills	1
member program discovery	1.5
meeting with Brenda Skoogman	2.5
MCN 2016 Grant info	2
victim Impact Class @ MCF-LL	2
MN Criminal Justice Collaborative meeting	2.5
MNCASA public policy meeting	4
board training/strategic planning exploration	1
meeting with Suzanne Elwell	2
coalitions meeting with OJP	3
meeting summary creation	3
travel and meeting time	5.5
MNSure Application	0.5
reviewed current OJP funding RFP and provided feedback	2
meeting with Kelly Nicholson	2
training plan development	1
Attended DV Homicide Memorial	2
Conflict of Interest Meeting at OJP	2
meeting with Cecilia and Lou	3
meeting with Karla Bauer re OJP conference RFP	1
OJP Conference RFP	2
emails/phone calls to potential strategic consultants.	3
OJP Coalition Standard review	1.5
grant exploration to fund strategic planning process	1.5
set-up MAC email on iphone	2
meeting with MCBW and MNCASA	1.5
Action Day Meeting	
Grand Total	153.25



Minnesota Alliance on Crime

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PERSONNEL POLICIES

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GENERAL POLICY STATEMENT

1. The Personnel Policies of the Minnesota Alliance on Crime have been established for all staff (employees, interns, and volunteers) to have a clear understanding of their rights and obligations while working for the Minnesota Alliance on Crime.
2. These Personnel Policies shall be reviewed annually by the staff and the Board of Directors of the Minnesota Alliance on Crime to ensure that they are kept current. Any amendments or revisions must be approved by the majority of the Board of Directors. These policy and procedure statements are not intended to be an employment contract, and the Board of Directors reserves the right to make changes to the policies and procedures with or without notice.

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MISSION AND VISION

The mission of the Minnesota Alliance on Crime is to provide a statewide alliance for crime victim programs while promoting the advancement of victim services in Minnesota through education, resources, and legislation.

Our vision is to put victims' rights at the forefront of the criminal justice system by changing Minnesota's response to crime.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

1. The Minnesota Alliance on Crime ~~acknowledges-affirms that that~~ equal opportunity for all ~~persons persons is~~ is a fundamental human right. ~~It is the policy of the Minnesota Alliance on Crime to will~~ provide for equal opportunity in employment ~~at the Minnesota Alliance on Crime, and the Minnesota Alliance on Crime will not tolerate employment discrimination against any person on the basis of and advancement for all persons without discrimination because of~~ race, color, religion, sexual preference, political affiliation, marital status, ~~and~~ place of residence, disability, financial status, age, or other consideration prohibited by law. To implement this policy, ~~the~~ Minnesota Alliance on Crime requires that every person making application for, currently employed by, or applying for further vacancies ~~in-at~~ the Minnesota Alliance on Crime will be considered on the basis of individual ability and merits.

~~1.~~

2. ~~The Minnesota Alliance on Crime fully endorses the promotion of Equal Employment Opportunity and non-discrimination in all aspects of employment. We fully support the non-discrimination provisions of all State and Federal laws, rules, and regulations.~~

2. The Minnesota Alliance on Crime will ensure ~~The policy of this organization is to assure that all employees-staff are treated equally without regard to race, color, religion, sexual preference, political affiliation, marital status, place of residence, disability, financial status, age, or other consideration prohibited by law. residence, race, religion, color, political party, sex, national origin, sexual preference, age, or disability. This policy applies in-to recruitment, selection, appointment, and all other personnel actions taken by the Minnesota Alliance on Crime.~~

~~3.~~

3. Realizing that achievement of active anti-discrimination involves more than just a policy statement; ~~the Minnesota Alliance on Crime further commits itself to actively recruit minorities to work-on as board members, the an integral part of this policy is an active recruitment of minorities as employees, interns, and volunteers at the Minnesota Alliance on Crime staff.~~

~~4.~~

a. ~~The program's Minnesota Alliance on Crime's paid-employee, intern, and volunteer-unpaid staff~~ application packets will notify applicants that discrimination on the basis of any of the considerations identified above is prohibited.

~~a-~~

b. All hiring, placement, and promotion of applicants and ~~employees-staff~~ will be made on the basis of individual ability ~~and~~, performance, and staffing needs.

~~b-~~

c. ~~We The Minnesota Alliance on Crime~~ will subcontract ~~the services of solely only those to and through vendors that who~~ meet ~~state and federal eEqual eEmployment oOpportunity~~ guidelines.

~~c-~~

d. All compensation and fringe benefits, including access to training and educational programs for employees of the ~~program Minnesota Alliance on Crime~~, will be determined without regard to any of the ~~prohibited~~ considerations identified above.

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- e. Upon termination of employment, an interview will be held to determine if employees experienced any type of discrimination while employed by our program.

ADMINISTRATIVE POLICY

~~Executive Director can purchase up to \$250 without Board approval. When receipts are available they will be maintained and filed.~~

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CLASSIFICATION OF MINNESOTA ALLIANCE ON CRIME EMPLOYEES

1. Full-time permanent employees: ~~One~~ An employee whose work week ~~will consist~~ consists of 40 hours per week on a year-round basis ~~and and~~ who has successfully completed the required probationary period of six (6) months.
2. Part-time permanent employees: ~~One~~ An employee whose work week ~~consists is~~ employed on a regular schedule of less than 40 hours per week on a year-round basis and who has successfully completed the required probationary period of six (6) months.
3. Temporary employees: An employee ~~One~~ who has been appointed for a full-time or part-time position on a temporary or seasonal basis.
3. ~~Temporary employees are not eligible for benefits other than those provided by law (FICA, unemployment, worker's compensation). The exception may be when the funding source provides for such benefits such as health, paid holidays, vacation, sick leave, etc.~~
4. Probationary employees: ~~One~~ An employee who has been assigned a full-time or part-time ~~position~~ but who has not completed the probation period of six (6) months.
4. Intern: ~~One~~ A person working who is working at for the program Minnesota Alliance on Crime on a full-time or part-time basis ~~on a full time or part time basis and~~ who receives either school credit or a stipend for his/her work. An intern is not given the responsibilities or benefits of ~~a staff member~~ an employee.
5. Volunteer: ~~One~~ A person who is working for the Minnesota Alliance on Crime program on a full-time or part-time basis ~~and~~ who receives no compensation for his/her work, wages for the work performed. A A volunteer is not given the responsibilities or benefits of an employee.
6. ~~volunteer is considered to be an unpaid member of the staff.~~
7. Contract Servicesrvices: ~~One~~ A person providing services to the Minnesota Alliance on Crime who is working at the program on a full time or part time basis for remuneration under a contractual agreement, and who receives a stipend for services rendered ~~and who has signed a contract for providing such services~~. Contractual service providers are not eligible for any program benefits and are not considered to be a member of ~~the the~~ Minnesota Alliance on Crime staff.

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EMPLOYEES

1. Written job descriptions for all positions shall be developed and in writing prior to the hiring process. These descriptions outline major duties and responsibilities.
2. Recruitment of employees shall follow state and federal eEqual employment opportunity guidelines and laws.
3. All employment applications shall be in writing. Screening and hiring of applicants for the position of the Executive Director of the Minnesota Alliance on Crime shall be done by the Board of Directors. Additional staff shall be hired by the Executive Director of the Minnesota Alliance on Crime. All hiring practices shall be in accordance with these Personnel Policies. ~~provisions herein. Personnel will be selected solely upon their ability to most effectively carry out the duties of the vacant position.~~
3. In hiring an employee, the Board of Directors and the Executive Director will consider ~~the Personnel will be selected solely on their ability to carry out the duties of the job.~~ Education, experience, references, and personal qualifications of the prospective employee for the vacant position will be considered. The Board of Directors and the Executive Director may also consider special eligibility requirements for the particular vacant position In addition, there may be special eligibility requirements for some of the positions, based upon the specific requirements or limitations placed upon the Minnesota Alliance on Crime by of various funding sources.

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Adopted by the Board of Directors on _____

EMPLOYEE PERFORMANCE REVIEW AND PERSONNEL FILES

1. Probation: All Minnesota Alliance on Crime employees will be on probation for the first six (6) months of their employment at the Minnesota Alliance on Crime. At the end of three (3) months of employment, either the Board of Directors or the Executive Director there will be a will conduct a performance review of the employee. Any y-problems with that employee's performance will be discussed and documented at that review. Additionally, any achievements and future goals for the employee will be discussed and documented at that review. Near the end of, and goals will be set. At six (6) months of employment, either the Board of Directors or the Executive Director there will conduct a further be another performance review of the same employee. At that time, either the Board of Directors or the Executive Director will decide to accept the employee as a permanent employee, terminate that employee, or extend and a determination shall be made to either put the employee on a permanent status or to terminate employment. (The probationary period for the employee for may be extended at the option of the up to six (6) additional months Board after the six (6) month review. The extended probationary period can be up to six (6) months at the discretion of the Board. Performance review forms of for the Executive Director position shall be completed by the Board of Directors with after the initial screening and review by the Executive Committee. Performance reviews for all other employees and interns compiling the information on one form and conducting the review; all others shall be completed done by the Executive Director of the program.
1.
2. On-Going Performance Review: All employees shall receive an annual performance review on the date of their original hire. Annual performance reviews for the Executive Director shall be completed by the Board of Directors after initial screening and review by the Executive Committee. Annual performance reviews for all other employees shall be completed by the Executive Director. taff will be required to have a performance review annually upon completion of their probationary period. The review format shall be determined by the Director and Board members. The Director's performance review shall be conducted by the Executive Committee of the Board of Directors.
2.
3. Personnel File: A personnel file shall be maintained on-for each employee in the program at the Minnesota Alliance on Crime. The personnel file it shall include employee applications, written performance reviews, employee comments, and other personal data (excluding medical data), approved wage statements, and W-2 and W-4 withholding forms. All personnel records must be treated are classified as confidential. Only (The Executive Committee, the Executive Director, and the subject staff person employee of that file -whose file it is-, will have access to those files an employment file. Upon request, Except for dates of employment and positions held, the Minnesota Alliance on Crime will only publicly disclose the dates of a particular employee's employment and that positions that particular employee held. The Minnesota Alliance on Crime agency will not publicly disclose information about an employee's performance or remunerations without specific written permission of the employee. The personnel file for the Executive Director shall be physically retained only by the -President of the Board of Directors. All other employees' personnel files shall be retained, and not removed from, t no time shall

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~~the originals from an employee's personnel file be removed from the office Minnesota Alliance on Crime Office. An employee may review that employee's file at any time and with the exception of the Executive Director's file shall be held by the President of the Board of Directors. It is the employee's right to review the file upon request and to insert a statement contesting any item(s) of data which the employee believes to be inaccurate or unfair.~~

EMPLOYEE COMPENSATION

1. ~~Work Hours:~~ Full-time employees will work a 40-hour week. ~~P-and~~ part-time employees will work ~~the~~ designated hours ~~as~~ outlined in their ~~j~~Job ~~d~~Description. Work schedules shall be in compliance with the Fair Labor Standards Act. The work day may vary based ~~up~~ upon the number of compensatory hours accrued. Employees are required to document all hours of work.

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2. ~~Compensation:~~ Compensation of all employees will be determined by the Board of Directors. Salaries and/or wage shall be based ~~up~~ upon ~~the~~ availability of funds as approved by the Board ~~of Directors~~. ~~The q~~The experience and other qualifications of the person hired will determine his/her particular starting ~~salary or wage~~pay.

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3. ~~Salary increases:~~ At the discretion of the Board of Directors, a salary increase, if any, ~~The increase will come be applied on each staff/member's~~the anniversary on the ~~completion of the probationary period~~employee's date of hire. Any salary increase will be ~~Provided funding is available, and at the discretion of the Board~~ based upon the performance review of the employee. ~~salary and/or wage increases will be as~~ approved by the Board of Directors.

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4. ~~Pay Period:~~ All employees ~~will shall~~ be paid every two weeks. Time sheets must be directed to the President ~~of the Board of Directors and for approval for~~ payment ~~approval~~ by the Board ~~of Directors~~.

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5. ~~Reimbursement for Travel, Parking, and Other Business Related Expenses~~

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a. ~~Mileage:~~ ~~Staff Employees~~ will be reimbursed ~~for mileage expenses for for~~ business related ~~driving~~ purposes ~~under the following circumstances~~. ~~Mileage reimbursement will be paid at the current federal mileage reimbursement rate. Mileage will be paid at current federal rate~~Mileage will be reimbursed for trips ~~exceeding 10 miles round trip. Mileage will not be reimbursed for trips not exceeding 10 miles roundtrip. Mileage will not be reimbursed for normal~~

commuting to and from an employee's residence to and from the Minnesota Alliance on Crime office and must be over 10 miles from the office-. Mileage will be calculated from the Minnesota Alliance on Crime office to the business-related event, or from the employee's residence to the business-related event, whichever results in a shorter distance. All mileage reimbursement requests must be made in writing and submitted to the Board of Directors for reimbursement approval on a monthly basis. Staff will be reimbursed at the rate determined by the existing grant covering mileage for business related use of their cars, not including to and from work.

a.

b. ~~Parking:~~ Employees will be ~~Parking~~ reimbursed for parking expenses for business related purposes. All parking reimbursement requests must be made in writing and submitted to the Board of Directors for reimbursement approval on a monthly basis. in the course of job performance is reimbursed.

b.

c. ~~Training~~travel: At the discretion of the Board of Directors, and upon the pre-approval of the Board of Directors, the Minnesota Alliance on Crime will pay for business-related training expenses for employees. These expenses may include registration, airfare, rental cars, hotel/motel costs, materials, and other related expenses at the discretion of the Board of Directors. Staff will be reimbursed for travel to attend workshops and meetings with approval of the Board of Directors and based on available resources.

c.

d. ~~Meals:~~ Employees will be reimbursed for meal expenses under the following circumstances. At the discretion of the Board of Directors, employees will be reimbursed for lunch expenses up to \$15.00 per day if: the employee documents and provides, in writing, the business-related purpose and attendees of the lunch meeting to the Board of Directors; and, the employee provides an itemized receipt of the lunch expense to the Board of Directors. If overnight travel is required for a pre-approved business-related event, and at the discretion of the Board of Directors, employees will be reimbursed for eating expenses up to \$35.00 per day if: the employee provides itemized receipts of the eating expenses to the Board of Directors. An employee will not be reimbursed for any alcohol purchased at any meal or event. An employee will not be reimbursed for any tip the employee provides for services rendered at any meal or event. MAC will pay up to \$35/day if overnight travel is required. Alcohol and tips are excluded. Must have itemized receipt and must be approved before payment. Business lunch and business purpose is documented, MAC will approve up to \$15 and itemized receipt is required and must be approved before payment. Maximum reimbursement, including sales tax shall be for the actual cost, and not to exceed IRS allowance. Meals will be reimbursed only when staff is in travel status while on approved project business. Meal expenses are not to include alcoholic beverages.

d.

e. ~~Receipts:~~ A staff memberEmployees who claims reimbursement for expenses must retain receipts in order to receive reimbursement for expenses from the Minnesota

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Alliance on Crime. If an employee could not obtain a receipt for a business related expense (i.e. taxi fare, parking meter, or other similar expense), the employee must document the employee's expense and submit the employee's request for reimbursement for the expense to the Board of Directors for reimbursement approval.

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f. Miscellaneous Business Related Expenses: The Executive Director may purchase up to an annual limit of \$250.00 for work-related equipment or work-related materials without prior approval from the Board of Directors. Once the \$250.00 annual limit has been reached, the Executive Director will need to obtain prior approval from the Board of Directors for any additional purchases of work-related equipment or work-related materials. The Executive Director will retain all receipts for purchases made. The Executive Director must include receipts along with expense reports. Items excluded from receipt requirements are approved expenses when a receipt is not possible to obtain (taxi fare, parking meter, etc.). When using the company expense card attach these receipts to an expense report. An expense report to be filed with the Board of Directors must be filled out with appropriate receipts attached. Expense report must be done on a monthly basis.

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g. Expense Credit Card: The Executive Director and the President may use the Minnesota Alliance on Crime expense credit card for business related purchases in accord with the policy limitations indicated above. Failure to follow proper reimbursement procedures may result in nonpayment.

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e:

f. Other Expenses: Expenditures for other guests normally will not be reimbursed. In those instances where reimbursement may be claimed, a full explanation of the business purpose and the number of people served must accompany the request for reimbursement. Expenses must have prior approval of the Board of Directors before reimbursement will be made.

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6. Jury Duty: Employees who are summoned to jury duty will not be required to use any leave balances to cover time they may need to serve on jury duty. Employees on jury duty will receive their normal compensated salary or wage during the time they serve on jury duty. The time required for jury duty will not be charged to any leave. Any stipend the employee receives paid for the time the employee served on jury duty will be turned over to the Minnesota Alliance on Crime and the employee will be paid his or her regular salary.

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6. Employees are expected to complete his or her regular weekly work hours including the amount of time used for jury duty.

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EMPLOYEE BENEFITS

Eligible Employees: Except when noted to the contrary, an eligible employee shall ~~be include~~ a permanent full-time employee and a permanent part-time employee, regardless of the employee's ~~or~~ probationary employee status.

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1. Health Insurance: For eligible full-time employees, the Minnesota Alliance on Crime will pay up to \$450.00 per month for single coverage health insurance and dental insurance. The \$450.00 per month cannot be used to assist in payment for an employee's spouse's health insurance and dental insurance plan or to assist in payment for an employee's family's health insurance and dental insurance plan. For eligible part-time employees, the Minnesota Alliance on Crime will pay a pro-rated amount for single coverage health insurance and dental insurance, dependent upon the percentage of average weekly hours the part-time employee works out of 40 hours. This pro-rated amount cannot be used to assist in payment for an employee's spouse's health insurance and dental insurance plan or to assist in payment for an employee's family's health insurance and dental insurance plan. If an eligible employee declines single coverage health insurance and dental insurance from the Minnesota Alliance on Crime, that employee will be required to sign a waiver of health insurance and dental insurance form. Maximum Insurance will be paid up to \$400/month for single insurance and cannot be transferred to a spouses or partner's account. If insurance is declined a sign waiver form is required.

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2. Worker's Compensation Insurance: The Minnesota Alliance on Crime maintains a managed care worker's compensation insurance policy for its employees with a pre-selected health care provider. The Minnesota Alliance on Crime provides for worker's compensation insurance for its employees will be carried as required by all applicable State Law, state and federal laws.

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2.

a. An employee who sustains an injury ~~Injuries sustained~~ while performing a job-related ~~duties task or duty shall must be reported~~ report that injury as soon as possible to the Executive Director, who shall thereafter report to the Board of Directors; or the Board of Directors directly.

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a.

b. ~~Under Worker's Compensation, the Minnesota Alliance on Crime has a managed care policy with preselected health care providers.~~

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3. Unemployment Compensation: Absent a termination for cause, the Minnesota Alliance on Crime will provide for unemployment compensation will be covered as required by laws required by applicable state and federal law.

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3.

4. Social Security (FICA): The Minnesota Alliance on Crime will ~~Employees are automatically enrolled, as required by law; automatically deduct FICA tax from each employee's paycheck.~~

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4.

5. Paid Holidays: All eligible full-time and part-time employees will earn holiday pay. Holiday pay will be pro-rated for part-time employees. These holidays are not included in PTO. The holidays are:

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- a. New Year's Day
- b. Martin Luther King Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veteran's Day
- h. Thanksgiving Day
- ~~h.i. T-and-he day following Thanksgivingday after Dayr~~
- ~~—Christmas Day~~
- i.

6. Education and Training Opportunities: At the discretion of the Board of Directors, and upon pre-approval from the Board of Directors~~When funds are available and budgeted, staff employees~~ are encouraged to attend conferences, seminars, ~~institutes, etc., and training opportunities~~ relating to the employee's work at the Minnesota Alliance on Crime. Employees w-Staff will receive be paid only for her or his the employee's normal salary or wage for the time the employee spends at an approved conference, seminar, or training opportunity. -normal allowable work day hours with no compensation accumulation allowed.

6.
7. ~~Absence Without Leave~~Paid Time Off (PTO): Eligible employees will receive accrued
~~Any absence of an employee from work duty that is not authorized by specific grant or leave under the provisions of these policies will be deemed to be absence without leave. An employee shall receive no compensation or benefits for Any such absence without leave. Absence without leave shall also be without pay or benefits and shall be grounds for discipline or dismissal of an employee's dismissal from employment with the Minnesota Alliance on Crime.~~

~~—~~
~~—~~Paid Time Off (PTO) ————— ???

7. ~~p~~PTOaid time off for their work with the Minnesota Alliance on Crime. Paid time off may be used for vacation time, sick time, and/or bereavement/emergency leave. An eligible employee may use his/her accrued paid time off once the employee has completed the employee's first 90 days of employment. Advance notice in writing of at least one (1) week should be given to the President of the Board who in turn will notify the Board of Directors when staff will be taking one week or more of paid time off. Eligible employees shall accrue paid time off according to the following schedule: provides employees with flexibility concerning paid time off from work by combining vacation time, personal time, sick time, and bereavement/emergency leave into a single set of paid time away from work. By combining the various options into one plan, MAC reduces the administrative burden of monitoring these activities and employees have greater flexibility in scheduling time off. No PTO hours shall be granted within the first 90 days of employment.

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a. ~~Eligible full-time staff employees shall receive accrue twenty (20) days of PTO paid time off per year at the accrual rate of (1.666 0.7692 paid time off days per per two-week pay period month).~~

~~Either (8) hours can be flexed in two (2) week period if needed. Anything over will need Board approval.~~

b. ~~accrue PTO at a rate of 14 hours per month for 0 to end of 5 years of service and at a rate of 16 hours per month after 5 years. Eligible part-time employees staff shall accrue paid time off on a pro-rated basis pro-rated PTO, dependent upon the percentage of average weekly hours the part-time employee works out of 40 hours.~~

e. ~~Eligible employees may not carry mNo more than a total of twenty (20) days paid time off accrued at any time during the eligible employee's term of employment at the Minnesota Alliance on Crime. Any accrued paid time off in excess of the total twenty (20) day limit will be lost by the eligible employee. Once the eligible employee's paid time off total drops below twenty (20) total accrued days, the eligible employee will continue to accrue paid time off until the eligible employee again reaches the total twenty (20) day accrual limit again. given time anything over that will be lost.~~

b. ~~Accumulated PTO may not exceed 40 hours as of December 31 of each year. The hours will be pro-rated for part time staff. All hours over the allowable amount will be lost. The only exception will be when special permission has been requested of an approved by the Board of Directors.~~

d. ~~Upon employment termination termination of an employee's employment, the employee shall receive payment at the employee's normal rate of payment for the balance of any, accumulated PTO paid time off remaining for the employee. A payment under this provision will not exceed a maximum total of twenty (20) accrued days of paid time off to the employee. will be paid at the normal rate, with a maximum of 60 hours. The hours will be pro-rated for part-time staff. If employment is terminated during the probationary period of an employee's employment, that employee will not be entitled to a termination payment for accrued paid time off.~~

8. ~~Compensated Time: Exempt employees will not accrue compensatory hours. Non-exempt employees can accrue compensation hours up to a total of 40 hours per calendar year. This amount will be pro-rated for part-time non-exempt employees, dependent upon the percentage of average weekly hours the part-time employee works out of 40 hours. A non-exempt employee must use the non-exempt employee's compensatory time by December 31 of each year. On January 1 of each coming year, all non-exempt employees will lose all remaining, unused, compensatory time from the previous year. Any accrued compensatory time will not be paid out to a non-exempt employee upon the termination of that non-exempt employee's employment.~~

9. ~~Flexible Time: As needed, eligible employees may flex up to eight (8) hours of work time during each two-week pay period. Eligible employees may flex more than eight (8) hours of work time during a two-week pay period only upon the preapproval and at the discretion of the Board of Directors.~~

e. ~~first six months of employment, accumulated PTO will not be paid.~~

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Comp Time

10. Temporary Employees: Temporary employees are not entitled to the employee benefits described above at the Minnesota Alliance on Crime. Temporary employees will receive only those employment benefits specifically required by state and federal law, including, but not limited to, FICA, unemployment, and worker's compensation. At the discretion of the Board of Directors, the Board of Directors may provide temporary employees with health care, paid holidays, and paid time off.

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~~Exempt employees will not accrue compensatory hours. The Executive Director Non-exempt employees can accrue comp hours up to a total of 40 hours per calendar year. This amount will be pro-rated for a part-time non-exempt employees Executive Director. These hours must be used by December 31 of each year or will be lost. Any accrued comp time will not be paid out upon employment termination.~~

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~~Temporary employees are not eligible for benefits other than those provided for by law (FICA, unemployment, and worker's compensation). The Board of Directors may, at the Board's discretion, provide temporary employees with the following benefits: health care, paid holidays, vacation leave, and sick leave.~~

11. Absence Without Leave: Any absence of an employee from work that is not authorized by specific grant, the Executive Director, or the Board of Directors will be deemed to be absence without leave. An employee shall receive no compensation or benefits for any absence without leave. Absence without leave shall also be grounds for discipline or dismissal of an employee from employment with the Minnesota Alliance on Crime.

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OUTSIDE EMPLOYMENT AND ACTIVITIES

The Minnesota Alliance on Crime normally allows an employee, intern, or volunteer to maintain reasonable outside employment or consultation is ordinarily allowed at another organization outside the Minnesota Alliance on Crime, subject to the following considerations.

1. If outside employment or activities are deemed by the Executive Director or the ~~Executive Committee~~ Board of Directors to ~~interfere~~ be interfering with or ~~in~~ conflict with either job performance at the Minnesota Alliance on Crime or with the philosophy of the Minnesota Alliance on Crime, the employee, intern, or volunteer engaged in outside employment or activity will be asked to make a choice between the outside employment or activity ~~ies~~ and their employment, internship or volunteer work ~~job~~ with the Minnesota Alliance on Crime. In serious cases, the outside conflict may ~~be provide~~ provide grounds for discipline or for dismissal of an employee, intern, or volunteer.

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2. During the normal course of the employee's regular employment with the Minnesota Alliance on Crime, any donations and/or honorariums that a Minnesota Alliance on Crime employee, intern, or volunteer receives for ~~are given to the Executive Director or any other staff from~~ speaking engagements, services, workshops, consultations or other services provided through the Minnesota Alliance on Crime, will go belong to the Minnesota Alliance on Crime. ~~Contracts entered into prior to date of employment shall be exempt.~~

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3. Any materials developed by an employee, intern, or volunteer of the Minnesota Alliance on Crime for ~~the use of the Minnesota Alliance on Crime~~ use in the normal course of the employee's, intern's, or volunteer's regular work with the Minnesota Alliance on Crime shall ~~become the property of~~ belong to the Minnesota Alliance on Crime. Any such materials ~~and~~ cannot be used ~~for personal gain~~ outside of the normal course of the employee's, intern's, or volunteer's regular work with the Minnesota Alliance on Crime without the express and written consent of the Board of Directors.

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DISCIPLINARY PROCEDURE

1. It is the policy of the Board of Directors to administer preventive and progressive disciplinary action for all paid and unpaid employees, interns, or volunteers staff.

2. Progressive Discipline: Elements of progressive disciplinary action include:

a. Verbal reprimand: A verbal reprimand shall consist of an informal discussion with between an employee and/or volunteer the Executive Director or Executive Committee and the employee, intern, or volunteer about a relatively minor offense violation of these Personnel Policies. The verbal reprimand shall be documented in the employee's, intern's, or volunteer's file or in the volunteer's file and shall include the signature of the employee, intern, or volunteer.

b. Written reprimand: A written reprimand shall consist of a formal written statement to the employee, intern, or volunteer person, which describes the violation of the Personnel Policies, offense, refers to previous reprimands, states the desired goals or outcomes of this reprimand action, and outlines the subsequent disciplinary action for the employee, intern, or volunteer should the violation problem continue. The employee, intern, or volunteer shall sign the original statement written reprimand. The original signed written reprimand shall be placed in the employee's, intern's, or volunteer's personnel file, and the employee, intern, or volunteer shall receive a copy of the written reprimand.

b. is to be signed by the employee or volunteer and included in their file. The employee or volunteer shall receive a copy of the statement.

c. Suspension: A suspension shall consist of an involuntary, compulsory, and temporary absence of an employee, intern, or volunteer from their normal work at the Minnesota Alliance on Crime. duty without pay. Prior to any suspension, a (or as soon as possible in the case of following any serious employee infractions requiring immediate action by the Board of Directors, as soon thereafter as possible), the employee, intern, or volunteer shall receive a written statement from the Executive Director or the Board of Directors indicating the reasons for the employee's, intern's, or volunteer's suspension, the length of any the suspension period, and an outline of further disciplinary action the Board of Directors will take should the cited violation persist. The employee, intern, or volunteer shall sign the original written statement. The original signed written statement shall be placed in the employee's, intern's, or volunteer's personnel file, and the employee, intern, or volunteer shall receive a copy of the written statement. Problem continue. The original statement shall be signed by the

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~~employee and included in the personnel file. The employee shall receive a copy of the statement.~~ The maximum period of any suspension shall be 10 working days. The employee's, intern's, or volunteer's position shall be held open pending the employee's, intern's, or volunteer's employees return to work. An employee or intern shall not receive any compensation for any missed working days during the period of the employee's or intern's suspension.

~~e.~~

~~3. Employment Termination by the Minnesota Alliance on Crime.~~ The following violations ~~are considered to be~~ provide grounds for an employee's, intern's, or volunteer's termination dismissal from work for the Minnesota Alliance on Crime. These grounds provide only examples, and are neither entirely inclusive nor entirely exclusive:

~~3.~~ ~~and are not to be considered inclusive or exclusive.~~

a. Failure to meet the written conditions of a probationary period.

~~a.~~

b. Persistent failure to meet the requirements of the job.

~~b.~~

c. Outside employment or activities that are deemed by the Executive Director or the Board of Directors to interfere or conflict with either job performance at the Minnesota Alliance on Crime or the philosophy of the Minnesota Alliance on Crime.

~~e.~~

~~Outside employment or activities that are deemed by the Executive Director and the Board to be seriously interfering or in conflict with job performance at the Minnesota Alliance on Crime, or the philosophy of the Minnesota Alliance on Crime.~~

d. Unauthorized absence from work duty.

~~d.~~

e. Willfully sharing confidential information obtained through the Minnesota Alliance on Crime in an inappropriate or illegal manner ~~breaking confidentiality.~~

~~e.~~

f. Willful and persistent tardiness.

~~f.~~

g. Willful refusal to adhere to the policies, procedures, and practices of the Minnesota Alliance on Crime.

~~g.~~

h. Theft or embezzlement.

i. Other criminal activity.

~~h.~~

4. A decision to ~~terminate~~ dismiss an employee, intern, or volunteer shall be made by a majority of the Board of Directors. It is understood that there might may be times circumstances when the disciplinary procedure outlined above is not possible or prudent. In such cases, disciplinary actions or immediate termination dismissal may occur by the Executive Director, for subsequent review by the Board of Directors.

5. An employee or intern may request a formal review of their dismissal by filing a formal request to review their dismissal, including the disputed grounds for their dismissal, within (30) thirty days of the employee's or intern's dismissal.

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4. _____
5. ~~A written grievance must be submitted within 30 days of dismissal.~~

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LAYOFFS

When ~~termination of employment~~ termination of an employee's employment at the Minnesota Alliance on Crime is due to restructuring of a program, ~~or project, staffing, or temporary~~ lack of resources, seniority and performance ~~reviews shall will~~ be ~~part~~ considered by the Board of Directors in reaching any decision to lay-off Minnesota Alliance on Crime employees of this decision.

1. It will be the responsibility of the ~~Board~~ President of the ~~Minnesota Alliance on Crime~~ Board of Directors to provide a written notice of lay-off two weeks to all affected employees two weeks in advance of any lay-off, if possible. This notice will make clear that this termination is a lay-off and not a dismissal.

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GREIVANCE-COMPLAINT PROCEDURES

Any employee, intern, or volunteer who wishes to file a complaint regarding their work at the Minnesota Alliance on Crime must follow this complaint ~~The procedure must be followed in the sequence listed.~~ Failure to utilize this ~~process~~ complaint procedure is shall to be considered grounds for termination of ~~employment work~~ with the Minnesota Alliance on Crime.

1. An employee, intern, or volunteer has the right to present a complaint individually, as a group, or through a designated representative.
2. ~~Any staff member~~ employee, intern, or volunteer who ~~feels she or he~~ has a complaint against another employee, intern, or volunteer should first take ~~the their complaint matter~~ directly to the individual(s) involved in the complaint. Every effort should be made at this point to personally resolve the complaint with that employee, intern, or volunteer ~~the dispute.~~
1. _____
3. If a resolution to the complaint has not been reached the issue has not been resolved in accord with the procedure described above, the employee, intern, or volunteer shall bring their complaint directly to staff member or volunteer involved should bring the issue to the Executive Director within one (1) week of their previous attempt at personal resolution within one week.

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4. If a resolution to the complaint has not been reached through the above process and procedures ~~Executive Director in accord with the procedure described above, the employee, intern, or volunteer shall submit their complaint, in writing, a grievance must be submitted within one week, in writing,~~ to the President of the Board of Directors

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within one (1) week of their previous attempt at resolution with the Executive Director. The written complaint must be signed by the person(s) who raises the complaint. The written complaint should set forth the nature of the complaint, the facts upon which the complaint is based, the specific section(s) of these policies alleged to be violated, any other pertinent information, and the relief requested. and a copyA copy of the written complaint shall be~~letter~~ sent to all other ~~people~~ employees, interns, or volunteers involved.

- ~~3.~~
4.5. The President of the Board of Directors shall will submit the written grievance complaint to the Board of Directors. The grievance letter must be signed by the person(s) having the grievance and should set forth the nature of the grievance, the facts upon which it is based and the specific section(s) of these policies allegedly violated, and any other pertinent information, and the relief requested. The Board of Directors shall review the written complaint, make a decision on any action the Board of Directors will take, and shall respond in writing to the written complaint within 30 calendar days of the time-date the Board of Directors receives the written complaint. The decision of the Board of the Board of Directors on any action shall be final decision regarding that complaint. Staff has the right to present a grievance individually, as a group, or through a designated representative.

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CONSTITUENT SERVICE
ANTI-DISCRIMINATION POLICY
**AIDS, ARC, HUMAN IMMUNE DEFICIENCY VIRUS (HIV),
AND HEPATITIS B (HBV) ~~POLICY~~**

~~It is the Minnesota Alliance on Crime policy will not to discriminate against any individual it serves on the basis of race, religion, color, political party, sex, national origin, sexual preference, age, or disability. in services to any survivor of crime or her/his loved ones. In addition, the Minnesota Alliance on Crime will not discriminate in allowing opportunities for paid or volunteer positions.~~ In keeping with this policy, the Minnesota Alliance on Crime will not refuse services or opportunities to anyone for reasons of contact with or infection with a person infected by AIDS, ARC, HIV, or HBV. The Minnesota Alliance on Crime will keep all ~~Further, it is our policy that all records will be~~ medical records of individuals it serves private and subject to applicable state and federal data privacy laws.

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MINNESOTA ALLIANCE ON CRIME

SEXUAL HARASSMENT POLICY

POLICY:

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. ~~Sexual harassment is included among the prohibitions.~~ It is the Minnesota Alliance on Crime's policy to promote a work place free from sexual harassment. Each individual has the right to work in a professional atmosphere which promotes equal opportunity~~ies~~ and prohibits discriminatory practices, including sexual harassment. At the Minnesota Alliance on Crime, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

DEFINITION:

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of ~~a~~ a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances or propositions; verbal abuse of ~~a~~ a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, or pinching; suggestive insulting or, ~~or~~ obscene comments ~~or~~; gestures of a sexual nature; and display in the work place of sexually-suggestive objects or pictures.

GUIDELINES:

1. This policy covers all employees, interns, and volunteers of the Minnesota Alliance on Crime. The Minnesota Alliance on Crime will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, or by outside clients or other non-employees who conduct business with the Minnesota Alliance on Crime. The Minnesota Alliance on Crime encourages reporting of all incidents of sexual harassment regardless of who may be the offender ~~may be~~.

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2. All supervisory personnel within the agency are responsible for eliminating any and all forms of known sexual harassment ~~of which they are aware~~. Any ~~management personnel~~ supervisory personnel who ~~is made aware of~~ know of sexual harassment occurring at the Minnesota Alliance on Crime and fails to take corrective action pursuant to this policy will be subject to discipline up to, and including, termination.

3. ~~T~~While the Minnesota Alliance on Crime encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, ~~T~~the Minnesota Alliance on Crime also recognizes that this form of notification to the offender may not always be effective or possible. power and status of disparities between an alleged person harassing and a target may make such a confrontation impossible. In the event that this form of notification to the offender is either ineffective or impossible, the such informal, direct communication between individuals is either ineffective or impossible, the Executive Committee of the Board of Directors should be contacted through the procedure outlined ~~s~~ below. The Minnesota Alliance on Crime will not ~~in any way~~ retaliate in any way against an individual who makes a report of sexual harassment, nor will the Minnesota Alliance on Crime ~~permit~~ allow any supervisor, ~~officer~~ board member, or employee, intern, or volunteer to do so as well. Retaliation against an individual making a report of sexual harassment is a serious violation of this sexual harassment policy and should be reported in accord with the procedure identified in this policy immediately.

PROCEDURES:

1. A report of an alleged violation of this sexual harassment policy should be made immediately to the Executive Director or ~~the Board~~ President of the Board of Directors.
2. An investigation of the alleged sexual harassment will be handled through the Executive Committee in a confidential manner, to the extent practical and appropriate under the circumstances, so as in order to protect the privacy of the persons involved. ~~Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.~~ The Executive Committee will work with the reporter of the alleged sexual harassment. In pursuing the investigation, the Executive Committee will seek to take the wishes of the complainant into consideration, but will thoroughly investigate the matter as appropriate under the circumstances. The Executive Committee will inform the alleged offender ~~will be made aware of~~ the sexual harassment report and ~~will be given~~ give the alleged offender an opportunity to respond to the report and present witnesses to the Executive Committee. The ~~Chief Executive Officer~~ Executive Director or the President of the Board of Directors will keep the ~~complainant reporter~~ informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment ~~complaint report~~, ~~(The~~ Chief Executive Officer Executive Committee will recommend the any appropriate action to be taken. If the Minnesota Alliance on Crime concludes that sexual harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The ~~complainant~~

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reporter of the sexual harassment will be informed of the disciplinary action taken by the Executive Committee.

- 3.) In the event that the alleged sexual e-harassment cannot be substantiated, ~~this the Executive Committee will share this finding will be communicated to the complainant in an~~ with the reporter of the alleged sexual harassment in an appropriately sensitive manner. ~~The complainant is always free to provide additional evidence. The Executive Committee will also share this finding with the alleged perpetrator of the sexual harassment. which will also be investigated.~~
- 4.) If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written ~~comments appeal in a timely manner within (1) one week~~ to the President or Co-President of the Executive Committee for review by the full Minnesota Alliance on Crime Board of Directors.
- 5.) Employment conditions of the ~~complainant reporter, alleged harasser,~~ and witnesses will ~~be in no not be way~~ adversely affected through the use of this procedure, subject to paragraph 7, below.
- 6.) Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined ~~up to~~ and including ~~termination~~. Appropriate sanctions may also include a written reprimand, referral to counseling, and withholding pay.
- 7.) If an investigation results in a finding that the ~~complainant reporter of the alleged sexual harassment~~ falsely accused another of sexual harassment knowingly or in a malicious manner, the ~~complainant reporter~~ will be subject to appropriate sanctions, including the possibility of termination.
- 8) ~~The Chief Executive Officer shall forward to the Board of Directors or a committee of the Board of Directors any sexual harassment complaint filed against the Minnesota Alliance on Crime. The Chief Executive Officer shall follow the procedures set forth above and shall keep the Board apprised of the investigation and findings that arise from the complaint. The Chief Executive Officer shall keep confidential the identities of all parties involved pending completion of the investigation.~~

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ETHICS POLICY

It is the policy of Minnesota Alliance on Crime that its ~~employees and~~ board members and staff (employees, interns, and volunteers) uphold the highest standards of ethical, professional behavior. To that end, the Minnesota Alliance on Crime ~~employees and~~ board members and staff ~~shall dedicate themselves to carrying out the mission of this organization and~~ shall:

1. Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
2. Act in such a manner as to uphold and enhance the personal and professional honor, integrity, and the dignity of the Minnesota Alliance on Crime.
3. Treat all persons with respect and consideration ~~all persons and, without regard to race, color, religion, sexual preference, political affiliation, marital status, place of residence, disability, financial status, age, or other consideration prohibited by law regardless of race, religion, gender, sexual orientation, maternity or family marital status, disability, age or national origin.~~
4. Engage in carrying out the Minnesota Alliance on Crime's mission in a professional manner.
5. Collaborate with and support other professionals ~~in carrying to carry~~ out the Minnesota Alliance on Crime's mission.
6. Build professional reputations on the merit of services provided and refrain from competing unfairly with others.
7. Recognize that the chief function of Minnesota Alliance on Crime at all times is to serve the best interests of its constituency.
8. ~~Accept as a personal duty the responsibility to keep up to date on emerging issues involving the Minnesota Alliance on Crime.~~
9. ~~Can to conduct~~ themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
10. ~~Respect the structure and responsibilities of the Bboard of Ddirectors, provide the Board of Directorsm with accurate facts and sound adviceand advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Bboard of Ddirectors.~~
11. ~~Keep the community informed about issues affecting the community#.~~
12. ~~Conduct organizational duties with~~ Provide positive leadership ~~exemplified bythrough~~ open communication, creativity, dedication and compassion.

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- 12.13. Exercise ~~any whatever~~ discretionary authority ~~they have under the law~~ in accord with ~~to~~ lawfully carrying out the mission of the ~~organization~~ Minnesota Alliance on Crime.
- 13.14. Serve ~~with each other and the community with~~ respect, concern, courtesy, and responsiveness ~~in carrying out the organization's mission~~.
- 14.15. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
- 15.16. Avoid any interest or activity that is in conflict with ~~the conduct of their~~ any official duty at the Minnesota Alliance on Crimeies.
- 16.17. Respect and protect privileged and confidential information ~~on to which they have access in the course of their official duties~~.
- ~~18. Strive for personal and professional excellence. E~~and encourage the professional development of others.
- 17.19. Strive for personal and professional excellence individually and as a team.

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MINNESOTA ALLIANCE ON CRIME POLICY AND ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help ~~directors, officers~~board members, and employees, interns, and volunteers of the Minnesota Alliance on Crime ~~to~~ identify situations that present potential conflicts of interest in their service to the Minnesota Alliance on Crime. Additionally, this policy is intended ~~and~~ to provide the Minnesota Alliance on Crime with a procedure which, if observed, will allow an action taken by a board member or employee who has a conflict of interest to remain a valid and binding action for the Minnesota Alliance on Crime. ~~transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction.~~ This policy is further intended to comply with the procedure ~~prescribed~~provided for in Minnesota Statutes, Section 317A.255, governing conflicts of interest for directors of nonprofit corporations. ~~In~~N the event there is an inconsistency between the requirements and procedures ~~prescribed~~provided for herein and those provided for in section 317A.255, the statutes shall control. ~~All capitalized terms are defined in Part 2 of this policy.~~

1. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Part 2 of this Policy.
- b. A "Responsible Person" is any person serving as the Executive Director, employee, intern, volunteer, or member of the Board of Directors of the Minnesota Alliance on Crime.
- c. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother sister, or spouse of a brother or sister, of a Responsible Person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of charitable organization by the Minnesota Alliance on Crime. The making of a gift to the Minnesota Alliance on Crime is not a Contract or Transaction.

2. Conflict of Interested Defined. For purposes of this policy, the following circumstances shall be deemed to create a Conflicts of Interest:

- ~~1.~~a. Outside Interests.
 - ~~i.~~i. -A Contract or Transaction entered into between the Minnesota Alliance on Crime and a Responsible Person or Family Member.

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- ~~ii.~~ ~~i.~~ A Contract or Transaction entered into between the Minnesota Alliance on Crime and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

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~~ii.~~ ~~b.~~ Outside Activities.

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- ~~i.~~ ~~b.~~ -A Responsible Person competing with the Minnesota Alliance on Crime in the rendering of services or in any other Contract or Transaction with a third party.

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- ~~ii.~~ ~~i.~~ A Responsible Person ~~is~~ having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with the Minnesota Alliance on Crime in the provision of services or in any other Contract or Transaction with a third party.

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~~ii.~~ ~~c.~~ Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

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- ~~e.~~ ~~i.~~ ~~d~~ Does or is seeking to do business with, or is a competitor of the Minnesota Alliance Crime; or

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- ~~ii.~~ ~~ii.~~ has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Minnesota Alliance on Crime; or

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- ~~iii.~~ ~~iii.~~ -is a charitable organization operating in Minnesota; or

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- ~~iv.~~ ~~iv.~~ -creates circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to in any particular transaction or activity of the Minnesota Alliance on Crime.

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~~2.~~ Definitions:

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- ~~a.~~ A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
~~b.~~ A "Responsible Person" is any person serving as an officer, employee or member of the Board of Directors of Minnesota Alliance on Crime.
~~c.~~ A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother sister, or spouse of a brother or sister, of a Responsible Person.
~~d.~~ A "material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances is substantial enough that it would, or reasonably

could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of charitable organization by Minnesota Alliance on Crime. The making of a gift to Minnesota Alliance on Crime is not a Contract or Transaction.

3. Procedures.

3.

a. Prior to ~~action taken by the B~~board of Directors or Executive C~~o~~mmittee action on a Contract or Transaction involving a Conflict of Interest, a ~~director-board member~~ or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

a.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe ~~the Board of Directors or Executive Committee that the board or committee~~ will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

b.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the ~~Board of Directors' or Executive Committee~~board or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

e.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a ~~C~~onflict of ~~I~~nterest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

d.

e. Responsible Persons who are not members of the Board of Directors of ~~the~~ Minnesota Alliance on Crime, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of ~~action taken by the Board of Directors Board or Executive C~~ommittee-action, shall disclose to the ~~c~~Chair or the ~~c~~Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect ~~the~~ Minnesota Alliance on Crime's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the

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Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

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4. **Confidentiality.** Each Responsible Person shall exercise care not to otherwise publicly disclose confidential information acquired in connection with an inquiry into any real or potential Conflict of Interest. ~~such status or information the disclosure of which might be adverse to the interests of Minnesota Alliance on Crime.~~ Furthermore, a each Responsible Person shall not disclosure or use confidential information relating to the business of Minnesota Alliance on Crime for the personal profit or advantage of the Responsible Person or a Family Member.

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5. **Review of Policy.**

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a. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.

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b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a potential Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the Minnesota Alliance on Crime. Any such information regarding business interests of a Responsible Person or Family Member shall be treated as confidential. ~~Such information shall be made and shall~~ generally be made available only to the Chair, the Executive Director, and any committee appointed to address a Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

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c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

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MINNESOTA ALLIANCE ON CRIME CONFLICT OF INTEREST
INFORMATION FORM

~~innesota Alliance on Crime Conflict of Interest Information Form~~

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Name: _____ Title: _____

Please describe~~d~~ below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest ~~arising~~ (as defined in the Minnesota Alliance on Crime's Policy on Conflicts of Interest.) Examples include, but are not limited to, employment at or ownership of businesses with which the Minnesota Alliance on Crime contracts for services; any relationship with an organization that competes with the Minnesota Alliance on Crime in the provision of services or acquisition of funding; and receipt of gifts/favors from these businesses or organizations.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the Policy of Conflict of Interest of Minnesota Alliance on Crime that is currently in effect.

Adopted by the Board of Directors on _____

Signature: _____ Date: _____

Adopted by the Board of Directors on _____

GIFT ACCEPTANCE POLICY

The Minnesota Alliance on Crime actively solicits gifts and grants to further the mission of the organization. There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status. ~~Hence~~Therefore, the following gift acceptance policy applies to all board members, employees, interns, or volunteers of the Minnesota Alliance on Crime:

Acceptance

The Minnesota Alliance on Crime ~~'s responsibility is to~~ will ~~productively~~ pursue gifts and grants that will further the ~~organization's Minnesota Alliance on Crime's~~ mission, goals, and objectives. The primary consideration in the pursuit of gifts and grants is how they ~~can~~ gifts and grants will benefit the ~~organization~~ Minnesota Alliance on Crime in the most ethical and unencumbered manner.

The ~~chief executive~~ Executive Director and the Board of Directors of the Minnesota Alliance on Crime ~~and the Board~~ have the authority to solicit and/or accept gifts on behalf of the Minnesota Alliance on Crime. Unrestricted, outright gifts of cash, check, credit card, and publicly traded securities do not require approval.

Gifts will only be accepted where there is charitable intent on the part of the donor. The Minnesota Alliance on Crime ~~is unable to~~ will not accept gifts that are overly restrictive in purpose. The most desirable gifts are those with the least restrictions, as unrestricted funds allow the ~~organization~~ Minnesota Alliance on Crime to address its most pressing needs.

Refusal of Gifts

The Minnesota Alliance on Crime reserves the right to refuse ~~contributions~~ gifts that do not ~~enhance, promote further, and ensure further~~ the ~~purpose~~ mission of the Minnesota Alliance on Crime ~~and or~~ the long-range financial viability of the ~~organization~~ Minnesota Alliance on Crime. The Minnesota Alliance on Crime further reserves the right, as well as the right to determine how a gift will be credited and/or recognized.

Unless the board grants a specific exception, the Minnesota Alliance on Crime will not accept any gifts that:

- Contain a condition that requires any action on the part of the Minnesota Alliance on Crime organization that is unacceptable to the Board of Directors administration;
- Contain a condition that the proceeds will be spent by the Minnesota Alliance on Crime organization for the personal benefit of a named individual or individuals;
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- Require the ~~organization~~ Minnesota Alliance on Crime and its administration to employ a specified person now or at a future date;
- Inhibit the ~~organization~~ Minnesota Alliance on Crime from seeking gifts from other donors;
- Expose the organization to adverse publicity, litigation, or other civil or criminal liabilityies;
- Require undue expenditures, or ~~involve the organization in unexpected additional responsibilities~~ of the Minnesota Alliance on Crime because of the gift's source, conditions, or purpose;
- Involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws.

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~~Property encumbered by a mortgage or other indebtedness cannot normally be accepted as a gift unless the donor agrees to assume all carrying costs until the property is liquidated. Exceptions to this guideline can be made when the value of the property exceeds the anticipated exposure, or will produce income, or will be used by Minnesota Alliance on Crime in its programs.~~

~~The~~ Minnesota Alliance on Crime does not accept any gifts requiring annuity payments that will be need to be guaranteed by the ~~organization~~ Minnesota Alliance on Crime.

Gifts of Property

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Any gifts of real estate or gifts of other property valued at \$5,000.00 or more must be approved by the Board of Directors (or designated committee) of the Minnesota Alliance on Crime.

Donors are responsible for obtaining their own appraisals for tax purposes of real property or tangible or intangible personal property being given to Minnesota Alliance on Crime. Donors are further responsible ~~and~~ for any fees or other expenses related to such appraisals.

The Minnesota Alliance on Crime retains the right to obtain its own qualified appraisals, at its own expense, of real ~~property~~ or tangible or intangible personal property being offered to the Minnesota Alliance on Crime as a gift ~~at its own expense~~.

Property encumbered by a mortgage or other indebtedness cannot normally be accepted as a gift by the Minnesota Alliance on Crime unless the donor agrees to assume all property costs until the property is liquidated. Exceptions to this guideline can be made when the value of the property exceeds the anticipated mortgage or indebtedness, or will produce income, or will be used by the Minnesota Alliance on Crime in its programs.

The Minnesota Alliance on Crime will acknowledge receipt of gifts of tangible personal or real property in accordance with ~~the~~ federal tax law. In doing so, the Minnesota Alliance on Crime

~~designee and~~ will sign any IRS form or other documents necessary for the donor to obtain a tax deduction for such gifts, so long as such acknowledgment does not ~~entail~~ require that the Minnesota Alliance on Crime perform a valuation of the gift.

Noncash gifts will be accepted only when it is reasonably expected they can be converted into cash within a reasonable period of time, or when the Minnesota Alliance on Crime can utilize the ~~property-noncash gift~~ in its operations. ~~Generally one year shall~~ generally be considered a reasonable period of time for conversion of a noncash gift to cash. All noncash gifts to the Minnesota Alliance on Crime will be sold at the discretion of the Minnesota Alliance on Crime, whose express policy will be to convert the property to cash at the earliest opportunity, keeping in mind current market conditions and the potential use of the property ~~in the accomplishment of~~ to further the mission of the Minnesota Alliance on Crime.

All gifts of life insurance must comply with applicable state insurance regulations, including insurable interest clauses.

Gifts of Securities

~~Gifts of s~~Securities ~~are shall be~~ received ~~into the an~~ investment account maintained at an SEC accredited financial or brokerage institution, as determined by the ~~F~~inance ~~C~~ommittee of the Board of Directors.

Gifts of securities will be acknowledged to the donor at the value received into the investment account, as of the day the gift of securities is received.

All securities will be sold immediately after the Minnesota Alliance on Crime has knowledge of receipt of those securities into the investment account.

Professional Advice

Prospective donors ~~shall be~~ should be strongly encouraged in all cases to consult with their own independent legal and/or tax advisors about proposed gifts, including tax and estate planning implications of ~~those~~ gifts. No representative of the Minnesota Alliance on Crime shall provide legal or tax advice to any donor or prospective donor.

Upon request, representatives of the Minnesota Alliance on Crime may provide ~~to the donor~~ sample bequest language for restricted and unrestricted gifts to the donor, in order to ensure that a bequest is properly designated. The Minnesota Alliance on Crime may also provide, upon request, IRS-approved prototype trust agreements for review and consideration by the donor and his or her advisors. The sample nature of such language or agreements shall be clearly stated on all documents given to donors, and donors shall be advised that consultation with their own legal advisors is essential prior to use of such standard language or ~~specimen~~ agreements.

Confidentiality

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All information about donors and prospective donors, including but not limited to their names, the names of their beneficiaries, the nature and amounts of their gifts, and the sizes of their estates will be kept confidential by the Minnesota Alliance on Crime and its representatives, unless the donor grants permission to release such information. All requests by donors for anonymity will be honored, except to the extent that the Minnesota Alliance on Crime is required by law to disclose the identity of donors.

Authority

The ~~board~~ Board of Directors' chair or his or her designee is authorized to enter into planned gift agreements on behalf of the Minnesota Alliance on Crime. The Board of Directors' chair or his or her designee is further authorized and to execute any and all documents necessary or appropriate to consummate such agreements.

Revision or Amendment

Upon recommendation from the Fundraising Committee or the Finance Committee, these gift acceptance policies may be revised or amended by the ~~board~~ Board of Directors, ~~upon recommendation from the fundraising or finance committees of the board.~~

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WHISTLEBLOWER POLICY

General

~~The Minnesota Alliance on Crime's Personnel Policies~~~~Code of Ethics and conduct required~~~~requires the Executive Director, employees, interns, and volunteers~~~~directors, officers and employees~~ to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees, interns, volunteers, and representatives of the Minnesota Alliance on Crime, we must practice honesty and integrity in fulfilling our responsibilities ~~and comply with all~~while complying with all applicable laws and regulations.

Reporting Responsibility

It is ~~the~~ the responsibility of ~~all the Executive Director, employees, interns, and volunteers~~~~directors, officers and employees~~ to comply with the ~~Code~~ Minnesota Alliance on Crime's -Personnel Policies and ~~to~~ report violations or suspected violations in accordance with ~~the~~ this Whistleblower Policy.

No Retaliation

~~No director, employee, intern, or volunteer~~~~No director, officer or employee~~ who in good faith reports a violation of the Minnesota Alliance on Crime's Code-Personnel Policies shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Minnesota Alliance on Crime prior to seeking resolution outside the ~~o~~Organization.

Reporting Violations

Adopted by the Board of Directors on _____

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The ~~Code~~ Minnesota Alliance on Crime's Personnel Policies addresses the ~~Minnesota Alliance on Crime's open door policy and~~ suggests that employees, interns, and volunteers share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's, intern's, or volunteer's supervisor is in the best position to address an area of concern. However, if ~~you the employee, intern, or volunteer is~~ are not comfortable speaking with ~~your a~~ supervisor or ~~you~~ are not satisfied with ~~your a~~ supervisor's response, the employee, intern, or volunteer is you are encouraged to speak with ~~someone in the Executive Director Human Resources Department or anyone on the Board on the Board of Directors. with whom you are comfortable in approaching.~~ Supervisors and managers are required to report suspected violations of the Personnel Policies Code of Conduct to the Minnesota Alliance on Crime's COrganization's Compliance Officer. The Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or if uncomfortable approaching a supervisor, an employee, intern, or volunteer when you are not satisfied or uncomfortable with following the Minnesota Alliance on Crime's open door policy, individuals should contact the Organization's Compliance Officer Minnesota Alliance on Crime's Compliance Officer directly.

Compliance Officer

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The Minnesota Alliance on Crime's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of these ~~Code~~ Personnel Policies and, at his/her discretion, shall advise the Executive Director and/or the ~~audit committee~~ Executive Committee. The Compliance Officer has direct access to the Executive Coaudit committee of the ~~Bo~~ard of ~~D~~irectors and is required to report to the ~~audit committee~~ Executive Committee at least annually on compliance activity. The Minnesota Alliance on Crime's Compliance Officer is _____ ~~the chair of the audit committee.~~

Accounting and Auditing Matters

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The ~~Executive a~~ Cudit committee of the ~~B~~oard of ~~D~~irectors shall ~~address-respond to~~ all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the ~~audit committee~~ Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

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Anyone filing a complaint concerning a violation or suspected violation of the ~~Code~~ Personnel Policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Personnel Policies ~~Code~~. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

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Confidentiality

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Violations or suspected violations of the Personnel Policies may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

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Handling of Reported Violations

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The Compliance Officer will notify the sender of any complaint and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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Strategic Conversations Proposal

for



AURORA
CONSULTING

February 4, 2016

Bobbi Holtberg, Executive Director
Minnesota Alliance on Crime
155 S. Wabasha Street, Suite 104
St. Paul, MN 55107

Dear Bobbi,

We are delighted to submit a proposal to the Minnesota Alliance on Crime (MAC). We propose to facilitate a strategic conversations process that will culminate in deciding strategic directions and organizational implications. We look forward to the opportunity to work with you bringing our expertise, experience, and relevant research to the process.

At Aurora...

- we understand the nuance and complexity of nonprofits with over 70 years of combined consulting experience;
- we have customized processes and approaches for nonprofits from different sectors, of different sizes, and at various points in their lifecycle; and
- we take a holistic approach to our work with nonprofits, understanding the interplay of governance, leadership, management, operations, adaptability and impact.

Our mission is to strengthen the Minnesota Alliance on Crime through facilitated strategic conversations and development so that you can best achieve your mission *to provide a statewide alliance for crime victim programs, while promoting the advancement of services in Minnesota through education, resources, and legislation.*

Thank you for the opportunity to submit this proposal. Should you have any questions we are happy to answer them either by phone, email, or in person.

Sincerely,

Julia Classen and the Aurora Team
julia@auroraconsult.com
612-871-8882

AURORA'S APPROACH

Aurora Consulting blends the art and science of consulting by focusing on trust, relationships, and translating research into practice. We understand the scope and complexity of the nonprofit landscape and we combine our knowledge with support for leaders when they need it most. We believe in a co-created process that results in a better outcome for nonprofits and the communities they serve. We achieve this by breaking our processes into manageable steps, documenting progress along the way, and keeping the process on track.

Aurora Consulting is dedicated to strengthening the nonprofit community. As a result, we work to embed skills and expertise within our client organizations so they can build adaptable leadership and systems that will help them sustain the work they do to achieve their mission. Our team has experience in design and facilitation of theory of change development, strategic planning, board and staff training, organizational assessment, and capacity building processes that are the basis of this proposal.

Facilitation

Aurora Consulting's facilitation is guided by the following values and principles:

- Participants hold critical expertise about the organization and the community.
- Participants are given the opportunity to reflect and process individually, in small groups and in large groups to ensure that the process allows for all voices to be heard.
- The flow of the process is generally from broad (big picture, vision) to narrow (details, specifics) circling back as necessary.
- Areas for deep discussion cannot always be predicted in advance making flexibility a necessity.

As facilitators Aurora Consulting brings deep expertise in the following areas when guiding organizations through planning:

- | | |
|------------------------------|---|
| • Organizational development | • Working with multiple stakeholder groups and competing priorities |
| • Strategic thinking | • Evaluation |
| • Organizational planning | • Nonprofit Sustainability |
| • Group dynamics | |

SCOPE OF WORK

Establishing and Managing the Process

Aurora Consulting will work in close collaboration with MAC's executive director and board throughout the project and will help establish a *project design team*. The design team participates in regular planning meetings with Aurora and provides feedback and critical input about the organization's needs.

Aurora will work with a Design Team to customize the process, ensure the goals are articulated, and facilitate a process that moves smoothly and meets the desired goals. The Design Team is made up of 4-6 organizational representatives from the board of directors and staff. As a team they act as a conduit with board members and process advisor. The Design Team provides critical input, guidance and feedback to the consultants throughout the process.

Deliverable: A co-created facilitation process to develop strategic directions with strong buy-in and engagement from the organization.

Board and Staff Retreat

We understand that in developing your strategic directions you are in need of a facilitated process that allows staff and board to:

- Engage in deep discussion of the organization and field
- Identify and explore options
- Determine strategic direction moving forward for the next three years

Aurora's proposed scope of work is designed to be flexible in order to meet your needs throughout this project.

Deliverables:

A facilitated strategic thinking process resulting in consensus about strategic directions, follow-up meetings to assist with the implications and implementation of the strategic directions.

Board Implementation Sessions

Following the development of broad strategic directions, we propose a series of conversations with the board to discuss the governance implications to pursue those directions.

Aurora will facilitate a process that allows leadership staff and board to:

- Assess the board's capacity to lead the organization
- Develop strategies to deepen and broaden the board's capacity.

Deliverables:

An online board assessment will be conducted with a summary report to guide the board implementation sessions. Six facilitated trainings of 1-2 hours in duration to develop and deepen the board's leadership in the implementation of the strategic directions.

PROPOSED TIMELINE

We propose starting in March 2016 and ending by December 2016. We believe that MAC would benefit from a full-day retreat with the board and staff to begin the work on assessing the organizational needs and opportunities to begin to form strategic directions. We expect to attend 6 board meetings in 2016 for a one -hour board session that can coincide with the regularly scheduled board meetings.

FEE STRUCTURE

At Aurora Consulting we want our clients to be able to contact us at anytime without worrying about what it will cost them. As a result, the fee structure for this proposed work is based on deliverables rather than an hourly rate.

	Description	Budget
Establishing and Managing the Process March 2016	<ul style="list-style-type: none"> • Partner with MAC leadership to create and manage the process • Work with MAC to establish the Design Team and support its work through the project 	1,500
Board and Staff Retreat April – May 2016	<ul style="list-style-type: none"> • Facilitate participatory process to develop the strategic directions. • One full-day retreat for board and staff 	5,000
Board Development Sessions June – Dec 2016	<ul style="list-style-type: none"> • Conduct board assessment using an online tool developed by Aurora Consulting • Develop summary report of the board assessment Facilitate six one-hour board development sessions in 2016. • Provide electronic copies of all materials used in the trainings to EJC. 	6,000
		\$12,500

Payment Schedule

The payment schedule is monthly with the first payment made at contract start and the last payment made upon completion of the contract and all deliverables.

OUR EXPERIENCE

Our work is grounded in research and more than 70 years of combined experience in the field. At Aurora Consulting we have extensive experience working with nonprofits of different sizes, facing unique challenges, across Minnesota, the region, and nationally.

We work with stakeholders diverse in terms of culture, socio-economic status, citizenship, health status, gender, sexual identity, or other characteristics people choose to identify themselves. This work has spanned issues such as philanthropy, poverty, education, community development, homelessness, hunger, advocacy and violence against women and children.

The majority of our work falls into four broad categories: leadership and governance; performance management and evaluation; organizational development and capacity building; and trainings and facilitation.

Within these broad categories we have worked with organizations across the state of Minnesota and nationally on projects related to:

- Organizational assessment
- Strategic planning
- Organizational re-structuring and mergers
- Evaluation and building the capacity of organizations to evaluate
- Board development
- Organizational sustainability (in terms of mission, purpose, finance and impact)
- Environment scans
- Leadership development

A sample of our past clients:

- Minnesota Council of Nonprofits
- Nonprofits Assistance Fund
- Family Tree Clinic
- Mosaic
- WISE
- Youthprise
- Alexander House
- Minnesota Elder Justice Center
- Minnesota Board on Aging
- MN River Area Agency on Aging
- Rochester Area Foundation
- Somali American Parent Association
- CornerHouse
- Emerge Community Development

MEET THE TEAM



Julia Classen – Principal Consultant

Julia Classen is Principal Consultant and co-founder of Aurora Consulting, a company specializing in providing performance management and evaluation, leadership and governance, and sustainability consulting to organizations. She has been a leader on non-profit boards of directors for more than 30 years, serving organizations that are national, regional and local in scope. She currently serves as Chair of the Board of Directors of the Minnesota Children's Alliance.

Julia has worked as a consultant in a variety of arenas, including board development, organizational assessment, capacity building, performance management, leadership development, strategic management and planning, public policy formation, and facilitation. She has conducted workshops and trainings at state, local and national conferences. Julia served as a Public and Nonprofit Leadership Center's Hubert Fellow at the Humphrey School of Public Affairs at the University of Minnesota researching and designing case studies of nonprofit organizations. In 2011, Julia served as Senior Fellow for the Minnesota Council of Nonprofits developing and leading the inaugural Performance Management Leadership Institute. Additionally, she has been a plenary or keynote speaker at statewide, regional and national conferences.

In addition to her consulting, Julia was an adjunct faculty member at the University of MN, Humphrey School from 2009-2015. Julia most recently taught Management and Governance of Nonprofits as a core course of the undergraduate major/minor in nonprofit management.



Al Onkka – Senior Consultant

Al Onkka is a Senior Consultant with Aurora Consulting. Al is experienced in promoting data-based decision making and organizational learning having worked in the field of evaluation since 2009. Al uses, and builds the capacity of others to use, an evaluative lens to help organizations develop, understand and improve at the programmatic and organizational level. An evaluative lens allows stakeholders to look at issues from multiple perspectives, ask the right questions, and communicate clearly about outcomes.

Previously, Al was an Evaluation and Research Associate at the Science Museum of Minnesota. As a member of one of the largest informal education evaluation departments in the country, he worked on internal, local, and national evaluation and research projects. He was the lead evaluator of projects funded by the National Science Foundation, Minnesota Legacy Amendment, and the Nancy and Roger McCabe Foundation. In these projects, Al worked closely with clients to define their questions and evaluation strategy, navigate their organization's culture of evaluation, create effective communications, and understand and act on evaluation results.

Al is a board member at Rainbow Rumpus, a Minneapolis non-profit. He has served on the board since 2011 including time spent as secretary and as chair. Al chaired the board during the departure of Rainbow Rumpus's founding Executive Director and led the effort to transform Rainbow Rumpus into a successful and sustainable board-led organization. He is also a board member of the Minnesota Evaluation Association. Al has a master's degree in Evaluation Studies from the University of Minnesota's Department of Organizational Leadership, Policy, and Development.



Lisa Zellmer – Senior Consultant

Lisa Zellmer is a Senior Consultant with Aurora Consulting. Lisa has led research, organizational development, and capacity building initiatives for more than 20 years in the nonprofit and public sectors. She takes a whole organization approach to her work in helping nonprofits build partnerships, strengthen boards, diversify funding streams, and more effectively reach key stakeholders. Throughout her work, Lisa helps communities and organizations develop the leadership and systems they need to grow and manage change.

Recently, Lisa has served mid-sized nonprofits as *Director of Development* at Stages Theatre Company in Hopkins and *Director of Development, Communications and Outreach* at AccountAbility Minnesota (now Prepare + Prosper) in St. Paul, MN. She has also worked at both the local and national level as U.S. Senate legislative staff, program manager at the Minnesota Council on Foundations and as an independent consultant working with Pew Charitable Trusts, Northwest Area Foundation, Marketing Source USA and the Brookings Institution. Lisa coordinated the site-visit portion of the Brookings Institution's Nonprofit Effectiveness Project, a multi-year collaborative research project which was published in a 3-part series: *Making Nonprofits Work, Pathways to Nonprofit Excellence, and Sustaining Nonprofit Performance*.

Lisa participated in the Minnesota Council of Nonprofit's first Strategic Connectors Leadership Institute and she draws on that experience to encourage the development of leadership at all levels. She has a BA from St. Olaf College and a MA in Public Affairs from the University of Minnesota's Humphrey School of Public Affairs with concentrations in nonprofit & public management and community & economic development.

Barr, Vanessa

From: Ross Lund <info@minnesotadesign.com>
Sent: Friday, November 06, 2015 3:41 PM
To: Barr, Vanessa
Subject: RE: Quick Contact
Attachments: mnallianceoncrimequote.pdf

Vanessa,

Here is my quote. No monthly fees from me. You would just have your hosting fee to godaddy or whomever you want to use for hosting. (probably around \$60 per year)

Additional work down the road is 20 per hour. Again this site would have a content management system so you could do most of the updates yourself.

Thanks,
Ross Lund
Minnesota Design Studio, LLC.
224 Crocus Pl
Mankato, MN 56001
507.340.5577
info@minnesotadesign.com
www.minnesotadesign.com



From: Get A Free Quote [mailto:vanessa.barr@blueearthcountymn.gov]
Sent: Friday, November 6, 2015 3:06 PM
To: info@minnesotadesign.com
Subject: Quick Contact

Name: Vanessa Barr
Email Address: vanessa.barr@blueearthcountymn.gov
Phone: (507)304-4630
URL: www.mnallianceoncrime.org
Approximate Budget: unsure
Project Details: complete re-design website, user friendly, non-profit, include members only links, include donation link, monthly maintenance fees, etc.
How Did You Hear About Us?: google

WEBSITE QUOTE

Date: 11/6/2015

Minnesota Design Studio, LLC
224 Crocus Pl
Mankato, MN 56001
507.340.5577
info@minnesotadesign.com

Tc

Vanessa Barr

www.mnallianceonline.org

Service	Detail/ETA	Price
Web Design	Unlimited revisions on design for wordpress (eta 1 week to finalize new design) Coded in pure css for faster loading Dropdown Menus Rotating Slideshow in banner included Responsive Design For Mobile Devices – click to call etc Quick Contact Forms Members Only Pages Content Management System (wordpress) Google Analytics and Reporting Setup Training/Maintenance (30 days) All Hosting Configuration and All Setup Included	\$750
SEO	Yoast SEO Pack installed and setup	included
Subtotal		
Sales Tax		
Total		\$750

Quotation prepared by: Ross Lund

Will take about 2 weeks of time to complete. (eta 1 week to finalize custom design, 1 week to code) We need something similar to a linux economy hosting package with godaddy which you already have.



*Our Work Is Exceptional
And We Will Prove It!*

Thank you for your business!

Barr, Vanessa

From: Matthew Schroeder <matthew@8bitstudio.com>
Sent: Wednesday, November 11, 2015 12:08 PM
To: Barr, Vanessa
Subject: Website Proposal 11-11-15
Attachments: proposal 11-11-15.pdf

Hello Vanessa,

I've completed our proposal for your website project. This ballpark estimate is our recommended and ideal investment to achieve the results I feel your organization requires from a new website.

When it comes to ongoing or monthly maintenance we offer 2 options:

1. **"Regular Rate"** (\$135 / hrs) - Contact us with update request. We can usually swap a few pictures and some text within 15-30min = \$33.75 - \$67.50. *This is great for sites that do not require many updates and are not very active.*
2. **"Time Block Program"** (\$100 / hr) - Available for purchase once per year, our time block program allows clients to save over 25% on content updates & routine maintenance. We will work with you to determine how many hours are recommended to optimize your site performance. These time blocks expire at the end of each year (Dec. 31).

If you have any questions or thoughts please don't hesitate to contact me. I'd love the opportunity to explain any of our services or plans in more detail. If your budget is not in the proximity of our initial estimate, I'd encourage you to contact me to discuss ways we can align our time estimates more closely with your budget. Keep in mind these times are suggested based on preliminary conversations and is not necessarily a "set in stone price". During our evaluation services we are able to negotiate time, materials, & budget details.

Thanks again for the opportunity to offer our proposal. Let me know if you would like to schedule a call to discuss the next steps!

Matthew Schroeder
Director

office: (612) 208-8248
email: matthew@8bitstudio.com
snail: 720 Century Ave SW Suite 114 Hutchinson, MN 55350
website: 8bitstudio.com





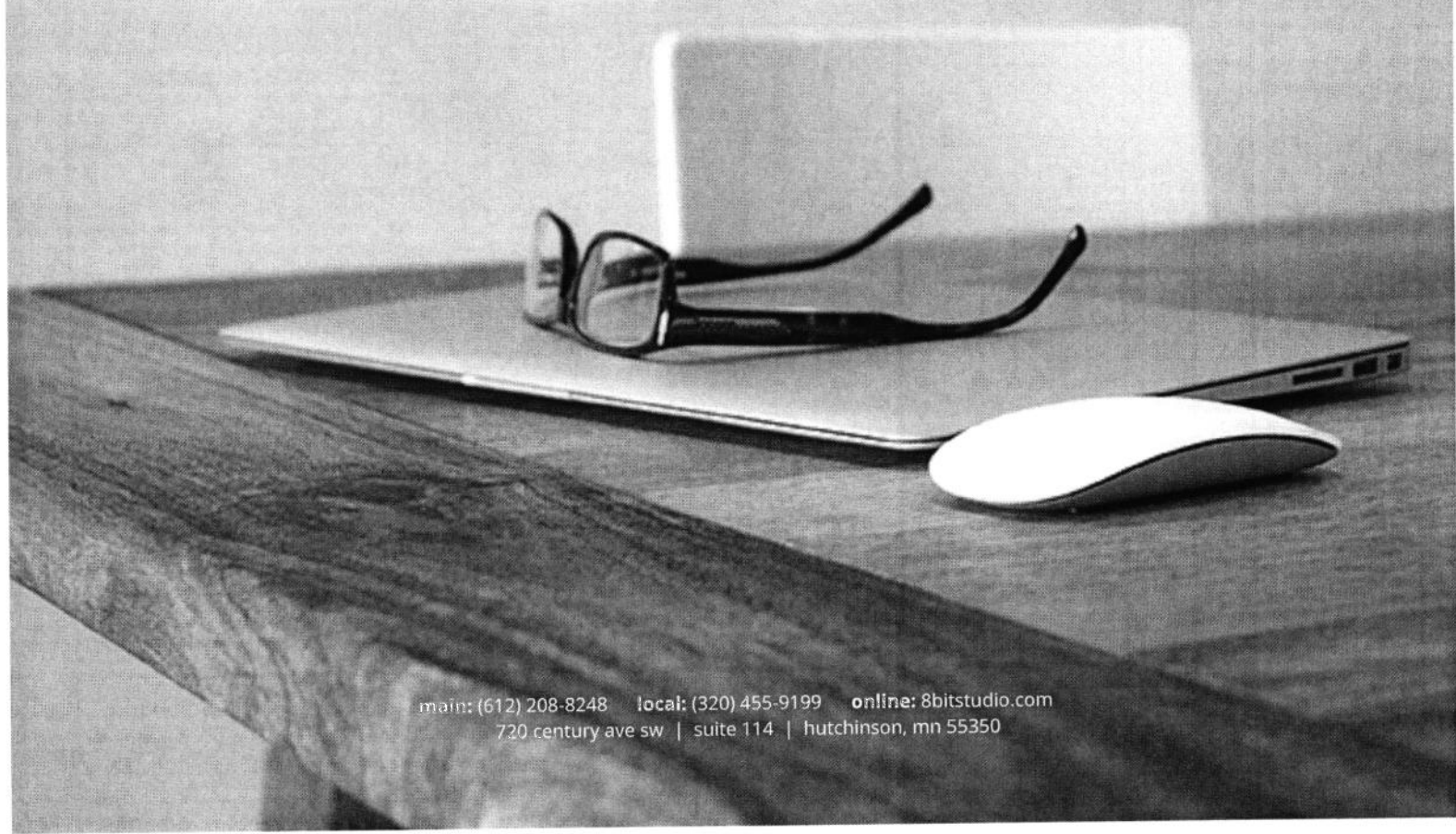
Website Proposal

Prepared For: Minnesota Alliance on Crime // Vanessa Barr // 507-304-4630

Prepared By: 8bitstudio // Matthew Schroeder

Project: Responsive Website Design & Development

Date: November 11, 2015



main: (612) 208-8248 local: (320) 455-9199 online: 8bitstudio.com
720 century ave sw | suite 114 | hutchinson, mn 55350

Executive Summary

Introduction

Thank you for the opportunity to submit a proposal for the redesign of MN Alliance on Crime website platform. Working together, I am confident that we will be able to achieve the goals required to attract and retain visitors to the website.

I have identified the following objectives and solutions that we intend to address throughout this project. These are preliminary topics that we would like to more accurately define during our project evaluation phase.

Objectives

Based on our past discussions I feel these are the primary goals moving forward:

- **Website Branding** - The client is a reputable law firm located in Minnesota. One of the primary objectives of a new website will be to create a look & feel that better portray the organization. The first impression when a visitor arrives to the new site will be strong, fresh, and professional.
- **Responsive Technology** - As time has passed, the internet has dramatically changed. Smartphones & tablets are becoming user's primary browsing devices and responsive technology has become an industry standard. Google has recently announced that your site ranks may be affected if you do not have a responsive site.
- **UX/UI** - I believe that we could make improvements to the UX/UI by creating more precise calls to action on the website. We will integrate modern css technology that allows a more interactive experience. Visitors should feel as though they are on a self guided tour of your organization and easily request information and receive immediate, precise feedback.
- **Navigation** - 8bitstudio will assist in creating a navigation that allows visitors to quickly and easily locate articles, resources, and other information they seek.
- **Online Donations** - The client seeks a website that provides visitors the ability to easily make online donations.

Solutions

8bitstudio will provide a fresh modern website that uses responsive mobile technology. We will maintain key elements in your branding / identity and improve on the presentation of the content. Less text, impressive graphics, clear calls to action, and more resources for your visitors will result in a more successful website that meets modern standards.

Below are our initial estimates of time we feel would be an appropriate investment to achieve the results best suited for this project.



Evaluation & Project Scope

5 hrs

You wouldn't build a new house without a proper blueprint and understanding the cost of investment. Valuable time goes into planning the size, floor plan, materials, and much more to make sure the home you end up with is a perfect fit. Building a website follows the same principle. It's our job to go through an intake process and listen to your needs and wants, carefully selecting an affordable starting point. Once we scope your project, it becomes much easier to define our time and materials required to complete your project. Planning up front helps eliminate project creep and surprise expenses during development.

Hosting / CMS / Plug-in Install & Configuration

6 hrs

During this stage of your project we configure the hosting account, create databases, install technologies (CMS/Plug-ins), and configure your platform settings for development. Our team has carefully refined our development process over the years, making improvements to it as technology continues to change. Having a well-configured platform during development creates a smooth flow into the wireframe stage.

Planning, Intake, & Project Management

14 hrs

Now we get creative! This is one of the most enjoyable parts of our job, starting with an empty whiteboard and creating something to be admired. Of all the services we offer at 8bitstudio, this area sets us apart from much of our competition. Brainstorming with our client, a creative director, designer, and developer helps to establish the perfect approach to your project. Every project requires time for management to assure development continues to move in a positive direction assuring the job is done right and on time.

Creative Development

18 hrs

Creative development is one of the most important aspects of your website. Visitor retention is key to making sure your website performs how you'd expect. We carefully design the layout, navigation, and overall user interface with your target audience in mind. The more time our team can invest on creative direction the more impressive your online presence will be. We recommend to carefully consider how much time you feel we need to refine your project. If you'd like to discuss increasing this time we'd be happy to answer any questions you might have.

Technical Development

24 hrs

A programmer meets with a creative director working to implement your website functionality. Adding custom features, contact forms, dynamic elements, and an assortment of other high-tech terms (HTML 5, CSS, Javascript, API's). A properly coded website equates to better performance in many areas: search engines, load times, cross browser functionality, mobile experience and so much more. Our team fuels up your website and gets the gears moving at peak performance prior to launch.



Responsive Mobile Development 12 hrs

Adding responsive technology has quickly become an industry standard. There isn't an easy button that converts your site to become responsive & mobile friendly. Responsive design is hand coded and tailored for mobile performance. What is all involved? We plan the optimum layout, user interface, content, graphics, and load performance for your mobile visitors. Without proper mobile planning, a responsive site can actually have an adverse affect and create a higher bounce rate.

Testing & Launch 4 hrs

Before we launch your site, it goes through a beta testing stage. During beta tests, we interact with your website just like a customer would and determine if it's ready for launch. If there are any improvements needed we can work them out prior to going public with your new website. During beta you will also have an opportunity to review the website and provide final feedback. Once we agree the site is ready good and ready, we begin our launch procedures.

Analytic Tracking Report Configuration 1 hrs

Every website we build has tracking code installed. We use these reports to benchmark our success and the growth of your website. It is rewarding to see the thousands of visitors hitting your website and their interactions. From these reports, we can learn so much about your website's performance and its user interface trends. Knowing the city your visitors came from, how they found you, and hundreds of other analytic statistics help us continue to make valuable improvements.

Post-Launch Procedures 2 hrs

Once your website has completed the launch procedures there are a few remaining tasks for us to perform. Specifically we need to submit your website to the major search engines and request that your new website is indexed properly. Once this phase is complete your project is officially complete!

Grand Total Website Service Estimated Hours 86 hrs

This ballpark estimate is our recommended and ideal investment to achieve the results I feel you're looking for. The time and materials we've included in this estimate are based on our limited understanding of your project scope and may be subject to change during the evaluation phase. We will work with you during evaluation to balance an agreeable budget and project scope. For a detailed breakdown please reference the line item estimate below.



CREATE A SUPERIOR WEBSITE

Qty.	Description	Unit Price	Line Total
5	Evaluation & Project Scope Services	\$135.00	\$675.00
6	Hosting / CMS / Plugin Install & Configuration	\$135.00	\$810.00
14	Planning - Intake, Strategy, Sketching, Project Management	\$135.00	\$1,890.00
18	Creative Development - Wireframe Layout, Graphic Design	\$135.00	\$2,430.00
24	Technical Development - Template HTML / CSS / Advanced Tech.	\$135.00	\$3,240.00
12	Mobile Development - Responsive Planning, Development,	\$135.00	\$1,620.00
4	Testing & Launch - Alpha & Beta Testing, Launch Project	\$135.00	\$540.00
1	Analytic Tracking Report Configuration	\$135.00	\$135.00
2	Post-Launch Procedures	\$135.00	\$270.00
TBD	DNS & email configuration	\$135.00	TBD
86	Total Estimated Hours	Sub Total	\$11,610.00
1	Evaluation & Project Scope Refund W/ Signed SOW	Discount	\$675.00
		Estimate	\$10,935.00

Non Profits (501c3 Tax Status) are eligible for a charitable contribution from 8bitstudio to your organization upon project completion of 7% of the total project investment.

The estimated charitable donation to Shepherd of the Lake is **\$765.45**



CREATE A SUPERIOR WEBSITE

Website Hosting Options

	Essential	Professional	Premium	Corporate
Bandwidth (Monthly Traffic)	4 GB 400 Visitors*	10 GB 1,000 Visitors*	50 GB 5,000 Visitors*	100 GB 10,000 Visitors*
Disk Space (Media Storage)	500 MB	1 GB	4 GB	10 GB
Databases	1	1	2	3
Monthly Site Backups	✓	✓	✓	✓
On Call Server Administrator	✗	✗	✓	✓
	\$29 _{/mo.}	\$39 _{/mo.}	\$79 _{/mo.}	\$149 _{/mo.}



CREATE A SUPERIOR WEBSITE

Website Protection Plans

	Essential	Professional	Premium
24/7 Uptime Tracking	✓	✓	✓
Monthly Contact Form Test	✓	✓	✓
Google & Bing Webmaster Monitoring	✗	✓	✓
Brand Monitoring	✗	✗	✓
24/7 On-Call Retainer	✗	✗	✓
	\$15 _{/mo.}	\$49 _{/mo.}	\$99 _{/mo.}

Barr, Vanessa

From: Yvonne M Cariveau <yvonne@voyageurweb.com>
Sent: Monday, November 30, 2015 4:40 PM
To: Barr, Vanessa
Subject: Proposal for MN Alliance on Crime
Attachments: MN Alliance on Crime Proposal2015.11.pdf

Hi Vanessa,

As soon as I got into the office today, I made your proposal my first priority.
I'm sorry this took longer than I'd hoped - the holiday slowed me down more than I thought it would.

Please review and I'll be happy to go over this with you.

I applied a nonprofit discount of \$500 to the base price and discounted the hosting fee for you as well.

All the best!

Yvonne

--

Yvonne Cariveau, PhD
President / Owner
VoyageurWeb

507-550-1534 *direct*

507-344-2280 *main*

507-550-1533 *billing*

507-625-3723 *fax*

201 N. Broad St., Ste. 305 | Mankato, MN 56001

follow us on

Facebook | Twitter | LinkedIn

Website updates: changes@voyageurweb.com or 507-344-2280

Billing: billing@voyageurweb.com or 507-344-2283

Sales: sales@voyageurweb.com or 507-344-2280



**Proposal for
Mn Alliance on Crime**

November 30,, 2015

This quote for services is good for 3 months from the above date.

Prepared by Yvonne Cariveau

VoyageurWeb

201 N. Broad Street, Suite 305

Mankato, MN 56001

P.O. Box 205

Mankato, MN 56002-0205

Phone: 507-550-1532 or 507-344-2280

Fax: 507-625-3723

Email: sales@voyageurweb.com

Site Address

<http://www.mnallianceoncrime.org/>

Project Goals

- Mobile-responsive website that works great on desktops, laptops, tablets and phones
- Updated, attractive, but fast-loading site
- Members only area with pages only members that login can see
- Easy-to-update site that is ADA compliant (for maximum accessibility)
- Overall - a site that serves the organization's audiences well (system and community advocates, women's organizations and victims of crime)

Proposal

Desktop and Mobile (Responsive) Design

Your new web site will be provided with a look that is:

- **Attractive** brand-consistent and created to accomplish your goals
- **Responsive** works great on smartphones, tablets and desktop/laptops
- **Accessible** usable by a wide possible audience of visitors and browsers
- **Consistent** professional look throughout the site - making it easy for users

We will start with a mobile-responsive layout - we'll show you several options to pick from. Then we will add your logo, colors and images to personalize the design for you. With this type of site, we understand you are looking for something that is clean, professional, fast-loading and ADA compliant.

Planned Site Content

Site visitors come to your site for the content; the information presented as text, images, videos, documents and links. So getting this right is a key part of the project.

Content quality metrics:

- information is relevant and consistent with site goals
- loads quickly (essential for mobile users) (goal is under 2 seconds)
- friendly to people using adaptive devices (ADA) and smartphones
- set up well for search engines to find you on your selected keywords

Content Planning and Entry

Content on your site is expected to include about 10 pages of information - similar to that on the site now. Our staff will fill in the home page and 9 additional pages for you - you can add more pages yourself after training.

Below is a "sitemap" listing all of the pages on the current site.

<http://www.mnallianceoncrime.org/>

<http://www.mnallianceoncrime.org/home>

http://www.mnallianceoncrime.org/about_us
<http://www.mnallianceoncrime.org/initiatives>
<http://www.mnallianceoncrime.org/membership>
http://www.mnallianceoncrime.org/victims_rights
http://www.mnallianceoncrime.org/victims_rights/derechos_de_las_v%C3%ADctimas
<http://www.mnallianceoncrime.org/resources>
http://www.mnallianceoncrime.org/trainings_and_events
http://www.mnallianceoncrime.org/contact_us
http://www.mnallianceoncrime.org/support_mac

And these documents:

- assets/docs/Website_Role_of_Advocates.1155040.docx
- assets/docs/Crime_Victim_Rights_in_Minnesota.202111822.pdf
- assets/docs/Crime_Victim_Rights_in_Minnesota202111822.12154817.pdf
- assets/docs/OJP_Police_Report_Doc211145613.19123346.pdf
- assets/docs/MAC_41715.105195431.ppt
- assets/docs/Allies_Slides_to_Share_A.11474401.pdf
- assets/docs/Allies_Slides_to_Share_A2.11474432.pdf
- assets/docs/Allies_Slides_to_Share_B.11474456.pdf
- assets/docs/Allies_Slides_to_Share_Part_2.11474536.pdf
- assets/docs/TASK_Manual.113200934.pdf

Members Only Area

A new feature this new site will have that is not on the old one will be a Members Only area. Your staff will be able to set up and give out a username and password to members. Using that information, your members will be able to login on the site and view pages that the public can not see. All members will be able to see all member pages (not separated out by member).

Content Management

Based on the goals above, we propose to build your new site with WordPress. WordPress is a content management system that is installed on our server. It is easy to learn and it provides great tools for keeping your website up-to-date.

Training

We will meet in person or via web conference, with up to 4 on your team, to walk through how to add pages, edit text, change pictures and more. We'll also show you **how to view your site analytics** and what to look for. After training, you can add as many pages or as much content as you'd like anytime, at no extra cost.

Pop-up Photo Galleries

Photo galleries are a set of small images that you can click on. The photo you click on blows up on the screen (graying out the website behind it). A person can click on arrows right/left to scroll

through images in the gallery. We will set up one photo gallery as part of this project. You can add additional galleries and add/edit photos after training.

Blog

We will setup a means for you to post text (and images) to the site on a regular basis. This can be used to share information about Initiatives - breaking news, new ideas, recent victories or other current events types of things.

Fill-in Contact Form

Visitors to your site will be able to complete a set of questions (name, email, comments and more). When they submit, that information will be emailed to the email address(-es) you select. **Our forms are “smart”** - meaning that they will make sure that a phone number is a number and that required information is filled in before they will send/save. Every form we create has **spam-protection built-in** also.

Search Engine Optimization (SEO) and Site Marketing

Successful websites are found by their target audience.

As part of this proposal, our staff will:

- research and recommend key phrases for your website
- configure your site to help make those keyphrases easily found by search engines
- provide advice to your content editors on maintaining the site well after “go-live”

In addition, most successful websites need traditional marketing, social media, public relations and promotional work by you or your marketing firm, especially during the early life of the site.

Social Media Integration

- Facebook, Twitter and other social media links will be on all pages of your site.
- “Share” your site content on Facebook, Google+, Twitter, Pinterest and other social media, as well as email a link to a friend or co-worker.

Google Analytics for Tracking Site Use

Tracking code on your site provides you with detailed information about visits to your website. We will setup **Google Analytics to track and monitor progress on your goals**. As part of your training to update the site, we’ll also show you what to look for in Analytics.

Project Management

Your VoyageurWeb Project Manager is your helper and guide during the creation of your site and afterwards.

Your project manager will

- gather data and feedback from you throughout the process
- keep you updated
- test and document work done by our staff
- make sure that your site meets your needs and is done on-time and on-budget

Set up (One-time cost) Estimate: \$3950

This price includes purchase of a license for the base WordPress theme.

Estimates are +/- 10%. We will work with you to keep the project on budget and will notify you as early as possible if the final cost will exceed the estimate above.

On-going Hosting and Content Management System Maintenance:

\$280 - \$30 nonprofit discount = \$250/year

*This fee includes 10GB of server space, up to 20 email addresses and up to 5 site URLs AND **routine content management software updates** to maintain security and reliability of your site over time. We will upgrade WordPress and the plugins we set up for you as needed. (This is something most hosting companies do not do.)*

Payment Arrangements

50% of the total project estimate will be invoiced (net 30) at project start.

40% of project estimate will be billed when our work is completed.

10% of project estimate and any hosting fees will be billed when the site goes live for public use

Project Timeframe

We estimate completing the deliverables described above in 10-12 weeks.

Change Orders and Delays

Additions to work beyond the project specifications (change orders) sometimes occur as a website develops. These will incur added charges at your project hourly rate. We will identify change orders when they come up and give you the option to do them or put them on a list to be done in the future.

Important Notes

Website Hosting: Costs above assume the site is hosted with VoyageurWeb unless specifically noted otherwise. Site files can be moved at any time without penalty.

Copyright: It is your responsibility to obtain copyright approval for items you supply to us for use on your site. Be VERY cautious about using any items downloaded from the Internet on your site (images, programs, etc). Any copyrighted materials we purchase for you will be documented as part of our project work.

Site Promotion: Unless specifically listed here as a service to be provided, marketing and site promotion in the form of search engine listings, advertising or any other type of promotion are NOT an included part of the service. We recommend a full review of your marketing efforts, including the new website, to reach your target audience for best effect.

Payment: If the initial project down payment invoice is not paid in a timely way (net 30 days), work on your project may be halted until that payment is received.

Going Live: Final approval of the work by you (the Buyer) and agreement to pay the final invoice is required before the work is made public.

Warranty

All programming and coding work is warranted for errors for 90 days after completion date. We will HTML validate and check our code carefully. We strongly recommend careful review of the site by your staff during those 90 days. When your site goes live, immediately view and use every page, place orders, fill out forms and try out all website updating functions. Any errors found will be corrected promptly and at no cost. We will also gladly add to instructions or improve error messages during those 90 days. Beyond that 90 day mark, changes to your site, even to correct errors, will incur our normal hourly or contract prices unless you have a service contract with VoyageurWeb. We recommend an ongoing service contract for e-commerce and other complex sites.

Contract Terms

This Agreement for Services ("Agreement") is made as of the most recent signature date on this contract between Internet Connections, Inc, doing business as VoyageurWeb ("Company"), a Minnesota corporation whose principal office is located in Mankato, Minnesota and MN Alliance on Crime ("Buyer"), a Minnesota nonprofit, whose principal office is located at 155 South Wabasha St., Suite 104, St. Paul, MN.

RECITALS

A. Company owns and operates a website design and hosting business, providing services including, without limitation, website design and programming, website maintenance, website hosting, web server site hosting (co-location) and miscellaneous support services; and

B. Buyer does or wishes to provide its products, services and/or ideas through means including an Internet-based website with a home page URL of <http://www.mnallianceoncrime.org/> (the "Website"), and Buyer desires to have Company provide the following services: website design, graphic design and/or programming, maintenance, and shared site hosting (hosting site on a server with other sites), detailed on proposal/quote attached hereto and incorporated herein by reference (the "Proposal").

NOW THEREFORE, in consideration of the mutual promises, representations and covenants set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Fees:

Fees to be paid for the services selected are provided in the attached proposal, signed and dated by Buyer. If no amount is otherwise designated above, services shall be billed at a project hourly rate of \$75.00.

2. Customer Service and Responsibilities:

2.1 Buyer's Responsibilities. Buyer shall be responsible for providing all customer support regarding products or services offered on their website to Buyer's customers/visitors.

2.2 Company's Responsibilities. Company shall be responsible for Website design, graphic design and/or programming, maintenance, and shared site hosting (hosting site on a server with other sites) as detailed on the Proposal, including: (a) providing adequate staffing to respond to design, programming, maintenance, and engineering needs of Buyer; (b) providing bandwidth and adequate environment for Website servers; (c) providing prompt response time (reasonably determined by the Company) for action in the event of a machine, program, security or bandwidth failure.

2.3 Website design. Company uses a combination of custom programming code, open source and/or purchased code from third parties as part of the programming used to construct the Website.

2.3.1 Company Code. Company retains all right and ownership to its custom programming code used in construction of the website. Buyer is granted a limited license to use the Company's custom programming code and any purchased code to which Company has purchased rights ("Company Code") for their intended purpose of presenting information on the website. Buyer is prohibited from any other use of Company Code including, without limitation, reverse engineering, resale and/or licensing to third parties. Buyer may move and alter the programs including Company Code as desired, but may not claim authorship or use Company Code in producing other websites.

2.3.2 Open Source Code. Neither Company nor Buyer may claim ownership to open source code used in the construction of the website.

2.3.3 Purchased Code. Ownership of the purchased code will vary depending upon the separate terms of the purchase of said code, with said purchase terms controlling.

2.4 Website maintenance services. Company shall use standardized procedures where applicable and in the event of an error will promptly remedy the error upon notification by the Buyer.

2.5 Website hosting. It is specifically understood and agreed the Buyer's website will be hosted and maintained on a shared server, together with websites other than that or those of Buyer. In the event Buyer's website generates access in an amount greater than that reasonably determined by Company's engineers to be reasonable for performance and reliability, Buyer agrees to cooperate with and pay expenses for accommodating that level of

usage. Buyer is responsible for notifying Company as early as possible of marketing or other events that are likely to generate large bursts in usage of the site.

2.6 Passwords. All passwords and access information pertaining to the Buyer's website will be released ONLY to a designated representative of Buyer.

3. Term and Termination:

3.1. This Agreement shall remain in effect for a term of one year from its date of execution, unless terminated earlier in accordance with this Agreement, and shall renew annually on this anniversary date unless terminated by either party upon 30 days prior written notice.

3.2 In the event of a material breach of this Agreement and such breach is not cured by the breaching party within ten days after written notice of breach by the non-breaching party, the non-breaching party may terminate this Agreement upon written notice to the breaching party.

3.3 Upon the expiration or termination of this Agreement, Company shall: (a) cease work or services as outlined in the Proposal, and (b) return (as applicable) or destroy any confidential or proprietary property of Buyer (with a certification to Buyer of any such destruction).

3.4 All obligations by Buyer to pay any accrued but unpaid amounts shall survive the expiration or termination of this Agreement.

The following Sections of this Agreement will survive the termination or expiration thereof for any reason: 5, 5.5-5.7, 7, 8 and 10.

4. Trademarks, Logos, and Copyrights:

4.1 Each party acknowledges that the other party is the sole and exclusive owner of all of right, title and interest in and to its trademarks, trade names, insignia, or devices and other intellectual property rights related thereto. Except as expressly provided herein, no property, license, permission, or interest of any kind in or to the use of any trademark, trade name, color combination, insignia, or device owned or used by a party is or is intended to be given to, transferred to, or acquired by the other party by the execution, performance, or nonperformance of this Agreement or any part thereof. Each party agrees that it shall in no way contest or deny the validity of, or the right or title of the other party in or to such trademark, trade name, color combination, insignia, or device, by reason of this Agreement and shall not encourage or assist others directly or indirectly to do so, during the lifetime of this Agreement and thereafter. In addition, neither party shall utilize any such trademark, trade name, color combination, insignia, or device in any manner that would diminish its value or harm the reputation of this Agreement, and any and all rights or privileges of each party to the use of the other party's trademark, trade name, color combination, insignia, or device will cease.

4.2 No release or disclosure of the fact of or the terms of this Agreement may be issued by either party without the express consent of the other party. If the parties mutually agree to issue a press release or other public disclosure concerning the issues described in this Agreement, the parties shall cooperate to mutually agree on a press release describing the relationship based on this Agreement, and to issue such press release in the normal course of business. In the absence of such mutual Agreement, the parties agree that no press release shall be issued concerning the issues set forth in this Agreement.

4.3 Company acknowledges that Buyer is the sole and exclusive owner of all of right, title and interest in and to: (a) product descriptions and other material and content provided by Buyer to Company for use on the website; and (b) all data collected via or generated by the website. Subject to Company's rights and to Company Code, the appearance, coloring and graphics of the website, including but not limited to, the "look and feel" of the website, all materials created by the Company relating to the content on the website or in connection with any of Buyer's products or trademarks and other proprietary material and information, and all adaptations of works based on or derived with respect thereto shall remain or become the exclusive property of Buyer ("Buyer Content"). Buyer shall be considered the author of the Buyer Content for purposes of copyright and all worldwide right, title and interest therein, shall be the property of Buyer as the party specially commissioning said work.

5. Independent Contractors, Warranties, Indemnities:

5.1 Buyer and Company are each independent contractors with respect to the services performed hereunder. Nothing contained herein shall be deemed to create a relationship of partner, principal and agent, or joint venture between the parties. Neither party has the right or authority to incur obligations of any kind in the name of or for the account of the other party nor to commit or bind the other party to any contract or other obligation.

5.2 "Work Product" is defined as the result of the services to be provided Buyer as set forth in the Proposal and any proposals between Company and Buyer, executed during the term of this Agreement and any renewals. Company represents and warrants that: (a) all Work Product will comply with the descriptions set forth in such Proposals as may be executed from time to time and any other specifications for the Work Product provided by the Company; and (b) the services provided by Company hereunder will meet or exceed the service levels provided by the Company to other clients. Except for the foregoing and, except as a result of the Company's gross negligence or willful misconduct, all such services, without limitation, are provided to the Buyer on an AS IS, AS AVAILABLE basis and no warranties are made to the Buyer, or anyone, regarding (a) the success or failure of the website to market the services or products provided by Buyer or (b) the ability or speed of the website to be accessed from any location on the Internet.

5.3 With the exception of the Work Product, Buyer will, unless otherwise specifically determined by the selection of services set forth in this Agreement, be solely responsible for the development, content, operation, and maintenance of the website, and for all materials that appear on the website. Buyer will be wholly responsible for the following matters, and Company disclaims all liability for these matters with respect to the website:

5.3.1 Technical operation of its website and all related equipment (if programming and/or equipment are provided by Buyer),

5.3.2 Creating and posting product or service descriptions on its website whether or not those products or services sold directly on its website,

5.3.3 Ensuring the accuracy, timeliness and appropriateness of materials posted on its website (including all product or service-related materials),

5.3.4 Ensuring that materials posted on its website do not violate or infringe upon the rights of any third party, and

5.3.5 Ensuring that materials posted on its website are not libelous or otherwise illegal.

5.4 Both parties shall comply with all applicable laws and government regulations (including the United States as well as the rest of the world, where applicable) concerning content and consumer data privacy. With regard to this Agreement, Buyer will make commercially reasonable efforts:

5.4.1 To avoid soliciting customers where the customer is known to be under the age of 18 (each such person a "child"), or

5.4.2 To avoid taking actions that would put the other party in jeopardy of being deemed a "website targeted to Children" as that term is defined in the Children's Online Privacy Protection Act of 1998. Further, with regard to this Agreement, in the event either party discloses to the other personally identifiable data concerning users of the disclosing party's services, the personally identifiable data of those persons actually known to the disclosing party to be under the age of 13 shall not be disclosed.

5.5 Each party shall indemnify, hold harmless and defend, at its sole cost and expense, the other party, its officers, directors, employees, affiliates, shareholders, agents, successors, representatives and assigns, from any and all third-party claims, actions, proceedings, expenses (including reasonable attorney's fees), damages, or liabilities (collectively "Claims"), arising out of, or related in any manner whatsoever to, its negligent or intentional acts or omissions (whether tortious or contractual) in performing or failing to perform any of the terms or conditions of this Agreement or the breach of any warranties or representations contained in this Agreement.

5.6 EXCEPT AS SET FORTH ABOVE, NEITHER PARTY MAKES ANY REPRESENTATION OR WARRANTY REGARDING THE NUMBER OF VISITS TO THE website OR ANY OTHER MATTER RELATING TO THE VALUE OF THE BENEFITS RECEIVED UNDER THIS AGREEMENT.

5.7 LIQUIDATED DAMAGES: WITH THE EXCEPTION OF (A) CLAIMS BY EITHER PARTY FOR BODILY INJURY, DEATH OR DAMAGE TO REAL PROPERTY OR TANGIBLE PERSONAL PROPERTY FOR WHICH THE OTHER PARTY OR ANY OF ITS SUBCONTRACTORS IS LEGALLY LIABLE, OR (B) CLAIMS BY EITHER PARTY BASED ON GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR THE OTHER'S LOST PROFITS OR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF EITHER PARTY IS AWARE OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF A BREACH OF THIS AGREEMENT BY COMPANY CONCERNING ANY PROVISION OF SERVICES TO BE PROVIDED BY COMPANY UNDER THIS AGREEMENT, THE MAXIMUM DAMAGES TO BE PAID OR MADE PAYABLE TO BUYER FOR SUCH BREACH SHALL BE THE AMOUNT OF FEES PAID BY BUYER UNDER THIS AGREEMENT.

6. Notices:

Any and all notices required hereunder shall be in writing, addressed, and sent U.S. Certified or Registered Mail, Return Receipt Requested, postage prepaid to the parties at their addresses shown below:

IF TO Company:
Internet Connections, Inc/VoyageurWeb
P.O. Box 205
Mankato, MN 56002-0205

WITH A COPY TO:
Farrish Johnson Law Office, Chtd.
1907 Excel Drive
Mankato, MN 56002-4157

IF TO Buyer: Using the address provided on the signed Quote/Contract/Proposal form, all notices shall be deemed delivered on the date of their deposit in the U.S. Mail.

7. Assigns: This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, successors, and assigns. Neither party may assign this Agreement without first obtaining the written consent of the other party, which shall not be unreasonably withheld, provided, however, that a party may assign this Agreement, without the consent of the other party, to:

7.1 A purchaser of all or substantially all of the assigning party's assets or a majority or controlling interest in the assigning party's voting stock, provided that the purchaser is not a competitor to the other party of this Agreement; or

7.2 To a present or future subsidiary or affiliate of the assigning party.

8. Governing Law: THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA, WITHOUT REFERENCE TO ITS LAWS GOVERNING CHOICE OF LAW.

9. Entire Agreement: Agreement and the Proposal constitute the entire understanding between the parties and supersede all previous Agreements or negotiations on the subject matter herein, whether written or oral, and shall not be modified or amended except by written Agreement duly executed by the parties, failure or delay on the part of either party to exercise any right, power, privilege, or remedy under this Agreement shall not constitute a waiver thereof. In the event of a conflict between the terms of this Agreement and terms of the Proposal, the terms of this Agreement shall govern.

10. Confidentiality. Company acknowledges that in the performance of this Agreement or in contemplation thereof, Company and its employees and agents may have access to private or confidential information or trade secrets (collectively "Confidential Information") of Buyer. "Confidential Information" shall mean information regarded by Buyer and identified to the Company as confidential, including, but not limited to information relating to Buyer's past, present or future research, development or business affairs which Buyer does not disclose to the public in the ordinary course of its business. Company agrees: (i) to keep, and have its employees and agents keep, confidential, any and all such Confidential Information in the same manner as it protects its own confidential information of like kind, but in no event shall it exercise less than due diligence and care; and (ii) not to reproduce, use or publish or otherwise disclose to others, or permit its employees or agents to reproduce, use, publish or disclose to others, any Confidential information belonging to Buyer without Buyer's prior written approval.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized signatories as of the day and year set forth below.

BUYER

By: _____

Name (please print): _____

Title (please print): _____

Organization: MN Alliance on Crime

Phone Number: _____

E-Mail Address: _____

Date: _____

Helpful Terminology to Know

Domain name - your identity on the Internet (voyageurweb.com, acme.com, etc).

Subdomain - a name that puts a word BEFORE the domain, separated by a dot. For example: **mail.voyageurweb.com** or **www.acme.com**. Subdomains can point to a website or pages within a website. Subdomains can point to completely different websites from their parent domain.

Registrar - a company that maintains records about domain names, they are paid an annual registration fee to hold your domain name for your exclusive use.

Server - a computer that "serves" information on the internet (web servers serve web sites, email servers serve email, etc)

Network - a set of computers linked together so they can share information

Content - text and images used on a website

CMS (Content management system) - software installed on a web server that allows people to make updates to the content on a website without having to know how to do HTML.

Drupal - a type of content management system, developed as a CMS

WordPress - a type of content management system, originally developed for simple blogging

SEO -Search Engine Optimization - optimizing each page of a website (and the structure of it) to make it easy for search engines to find the keywords and phrases you want it to find.

SEM - Search Engine Marketing - placing ads on sites like Google, Microsoft Ads Center, Facebook, etc.

Social media - websites and mobile applications that encourage the sharing of information with others. Examples are Facebook, Twitter, YouTube and Pinterest.

Barr, Vanessa

From: Mankato Web Design <staff@mankatowebdesign.com>
Sent: Friday, November 06, 2015 3:12 PM
To: Barr, Vanessa
Subject: RE: Re-design website

Vanessa

Thank you for your request for the Minnesota Alliance on Crime. I have checked out your website and it appears to be a great start. We could redesign the website in Wordpress allowing you to make independent (charge fee) changes to the website, blog, edit pages, add photos, etc. with a brand new design. We also could make the website responsive for cell phones and tablets and complete the project in 4-6 weeks and estimated cost would be \$3,500 - \$4,500 roughly.

A good first step if our plan, timeline and cost sound like something you would be interested in having us start in the next 30 days or so would be to schedule a meeting.

Do you have any time available in the next week or two? Or if you prefer, do you have anytime next week to discuss your project further by phone?

Matt Peschong
Director / Marketing Manager



3144 Chowen Ave S, Suite 631, Minneapolis, MN 55416
Phone: (612) 558-1020
Email Address: Staff@MankatoWebDesign.com
Web Design: <http://www.MankatoWebDesign.com/>

Video: Mankato Web Design Introduction
Online Payments: Pay Your Bill Online
Wordpress Tutorial: Watch Our Wordpress Tutorial Video Today.



----- Original Message -----

Subject: Re-design website
From: "Barr, Vanessa" <Vanessa.Barr@blueearthcountymn.gov>
Date: Fri, November 06, 2015 3:03 pm
To: "'staff@MankatoWebDesign.com'" <staff@MankatoWebDesign.com>

Good Afternoon-

I am the Board President for the Minnesota Alliance on Crime and we are looking to re-create our website. We are wondering if we could get a quote on what it

would be to make our site professional and user-friendly for a non-profit organization. We would also like to look at what a monthly maintenance fee would be for it.

Please contact me with any questions. Thank you!

Vanessa Barr
VICTIM/WITNESS COORDINATOR
LEGAL ASSISTANT

Office: 507-304-4600
Direct: 507-304-4630
Fax: 507-304-4620

401 Carver Road
P.O. Box 3129
Mankato, MN 56002

E-Mail: vanessa.barr@blueearthcountymn.gov

OFFICE OF BLUE EARTH COUNTY ATTORNEY
PATRICK R. McDERMOTT, COUNTY ATTORNEY



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