



Minnesota Alliance on Crime Board Agenda January 19, 2017

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board Chair	5'
II. Review- Changes/Additions- Action Needed	Board Chair	2'
III. Consent Agenda Items		20'
• Secretary's Report- Action Needed December	Secretary	
• Treasurer's Report- Action Needed December & Heidi Invoice	Treasurer	
• Director's Report	Executive Director	
IV. Updates-	Committees & Staff	30'
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Outreach and Engagement Committee		
• Public Policy Committee		
*Select Chairs and decide on a 1 st meeting date		
V. Action Items		0'
• None		
VI. Focused Discussion		60'
• Prosecutorial RFP	Executive Director	
• Annual Meeting/Silent Auction	Board Chair/ED	
• Board Recruitment	Board Chair	
VII. Adjourn	Board Chair	

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

MAC Board Meeting @ St. Paul MAC Office
December 8, 2016 - Meeting Minutes

I. Called to Order at 10:09 a.m. by Board President, Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Sara Miller, Vicki Walechka, Brenda Skogman,
Dresden Jones, Denise Loy, Chris Jensen, Shawn Becker

Executive Director: Bobbi Holtberg

MAC staff: Danielle Kluz, Julia Tindell

Additional attendees: Therese Lockwood and Renee

II. Review-Changes/Additions

Additions: Proposal from Aurora Consulting – ongoing strategic planning work

Discussion on the Executive Board Composition

III. Consent Agenda Items

- Secretary's Report
Reviewed Minutes from October 13, 2016 board meeting, October 26, 2016 phone meeting, and November 1, 2016 email vote
Motion to approve the Secretary's Report from Oct. 13, Oct. 26, and Nov. 1, 2016.
Motion 1st: Brenda Skogman
2nd: Dresden Jones
Approved
- Treasurer's Report
Reviewed financial reports from October and November of 2016.
Motion to approve Treasurer's Report from October and November, 2016.
Motion 1st: Sara Miller
2nd: Chris Jensen
Approved
- Director's Report
See Bobbi's report in Board packet.

Additional items: Updated the Board that MAC will be working with Carbonite to provide Cloud storage for all staff computers, the President's lap-top, and it can isolate the files on Heidi's computers as they relate to MAC financial information. It is \$269/year and we receive a 10% discount as a non-profit; this is for unlimited computers.

Danielle stated that four new members joined MAC. Provided to the Board a chart about the current membership and our goal to recruit more programs.

Provided a copy of the results from the Membership Training Needs Survey. We are looking at offering more webinars on a monthly basis.

IV. Updates

Committees should start meeting!

- Executive Committee
- Board Development Committee

- Budget and Finance Committee
- Outreach and Engagement Committee
- Public Policy Committee

V. Action Items

Discussion of purchasing an apartment-sized refrigerator and microwave for MAC staff.

Motion made to spend up to \$400 on new appliances, a refrigerator and microwave, and this money will be from grant funds, CVS-FY17.

Motion 1st: Denise Loy

2nd: Brenda Skogman

Approved

Discussion on the proposal from Aurora Consulting.

Our strategic plan outlines 4 pillars/areas to work on. Would like to work with Aurora to create an actual plan with a timeline for years 1, 2, 3, 4 or up to 5 years but this would be directed to the MAC staff as they would be implementing the programs and the actual work versus the Board members. Discussion of money for payment; some dollars are allocated in the FY2017 grant already. The intern starts and works from January – May, 2017, full-time for 480 hours, and this will count towards our match dollars.

Motion made to approve up to \$4,000 with Aurora Consulting to develop a timeline and /or work plan for the strategic plan.

Motion 1st: Vicki Walechka

2nd: Dresden Jones

Approved

Executive Director pay. Discussion that January 3, 2017 will be the one-year hire date for Bobbi. Currently her salary is at \$63,000, discussed dollar amounts available in grant and unrestricted dollars. In August the Board will review the pay of the new staff members.

The motion was made to provide the Executive Director a 5% raise for 2017.

Motion 1st: Denise Loy

2nd: Shawn Becker

Approved.

VI. Focused Discussion

Board meeting time - Currently we meet from 10 – 12:00; should it be changed from to 10 – 1:00 p.m.? Decided to stay with the 2-hour timeframe from 10:00 – 12:00 p.m. but that it can be extended if needed.

Silent Auction – OJP is changing the annual conference in May 2017 to a Wednesday a.m. – Thursday p.m. conference to condense it; this allows for only one night of activities. MAC is looking at having a reception again during the conference with MNCASA and MCBW and not sure it is feasible to have a large silent auction like we have in previous years since there is only one open night. Discussion about having a raffle of some type instead at the conference to generate a few dollars. Discussion of do we want to have the silent auction or move it to a different time?

The motion was made to move the silent auction to be part of the annual meeting.

Motion 1st: Sara Miller

2nd: Vicki Walechka

Approved

Annual Meeting: Venue Ideas and Dates – Looked at feedback from the Membership Training Needs Survey as to locations for the annual meeting. MAC has had a rotating schedule for the annual meeting venue between Out State and Metro; this year will be an Out State location. Agreed to have the 2017 Annual Meeting in St. Cloud. Talked about the dates for the annual meeting and came up with three different dates to work from; Bobbi will check with the other coalitions to make sure our dates don't conflict with anything they are offering.

Dates in order of preference:

Option 1: September 21 – 22

Option 2: September 28 – 29

Option 3: September 14-15 or 7-8

Discussion about the current board composition and where we want to be moving towards: twin cities/metro, community-based, corporate member and under-represented groups are the areas we need to look at for Board recruitment/development as we move forward in 2017.

VII. Adjourn

Motion to adjourn the Board meeting.

Motion 1st: Brenda Skogman

2nd: Chris Jensen

Approved

Next meeting: January 19, 2017 @ 10:00 – 12:00 p.m. – @ MAC Office, St. Paul

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

Income:

Program Income	300.00
Donations	15.00
Membership Dues	800.00
OJP Reimbursement	4995.54
Interest Income	2.90
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	6113.44

Expenses:

OJP Grant Expenses	15094.55
Training Grant Expenses	305.41
Unrestricted Expenses	-78.92
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	15321.04

Total Expenses:

Personnel	10006.16
Payroll Taxes	746.95
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	1605.00
Dues & Subscriptions	0.00
Equipment	378.97
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	-132.72
Annual Meeting Expense	275.84
Office & Program Supplies	337.49
Telephone Expense	189.95
Travel & Training Expenses	140.40
Bank Service Charges	33.00
Aplos Software Expense	40.00
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	15321.04

Available Balances:

OJP Grant	148638.45
Technology Grant	0.00
Training Grant	48278.32
Unrestricted	7658.09
Savings Account	15078.04
	<hr/>
	219652.90

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

Date: Dec. 31, 2016
Invoice #: 136
Customer ID: MAC

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

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

Hours	Description	Hourly Rate	Line Total
7.00	Bank Balancing/Dec. Financials	20.00	140.00
6.50	Payroll, Tax Payments, Qtly Tax Returns	20.00	130.00
4.00	Pay Bills, Filing, JE's	20.00	80.00
17.50			-
		Subtotal	\$ 350.00
		Sales Tax	
		Total	\$ 350.00

423 W. Franklin Street, Morristown, MN 55052



Executive Director's Report January 2017

Updates

- **OJP Tech Grant:** The final FSR and grant report have been submitted to and accepted by OJP.
- **NCVRW Grant:** MAC was not awarded a grant for this year. We will still be going ahead with our open house and will support our members and promote their events.
- **Staffing:** Abbie Ostrom has begun her internship with MAC. Abbie will be assisting with monitoring legislation, newsletter development, working with Danielle on training development, and a variety of other tasks. We also want to offer Abbie the opportunity to shadow other disciplines within the criminal justice system and direct service advocacy. If any board member would be willing to allow Abbie to shadow you or staff from your office for a day, please let me know.
- **Lease:** I have signed our lease with MADD. I will have a copy available for review at the meeting. Our lease now runs through 9/30/18.
- **WebEx Conferencing:** We have contracted with ATT for one year for all of our audio, video, and webinar conferencing. While it is not as user friendly as Ready Talk, we will be saving a substantial amount of money. Danielle has been diligent in trying to understand this new platform and make it work for our needs.
- **General Crime Hotline:** The hotline went live on January 3rd. The toll free voice line is: 866-385-2699 and the text line is 612-399-9977.
- **General Crime Direct Service RFP:** MAC continues to work with OJP to inform the final RFP that will be released to fund start-up of a community based general crime direct service program to be located in Minneapolis. Cecilia Miller is still working on the FAQ and RFP, but has promised to send MAC both documents prior to their release. Cecilia also shared that the intent is to funnel OJP Emergency Funds to the organization that is awarded the GC Program funding. Currently 27 programs receive Emergency Funds and OJP wants to streamline access to the funds by having one program distribute them. While the service area of the GC program will be the 7-county metro area, victims statewide will be able to access the emergency funds. She has articulated that the RFP will be released some time in February.
- **OJP Funding Opportunities:** OJP has committed to releasing the Prosecutorial CVS RFP this spring. I am meeting with Carolyn Bryant from the OJP Crime Victims Justice Unit to discuss messaging to currently unfunded counties. I will also be meeting with MCAA in the hopes of working with them to reach county attorneys. Danielle, Julia, and I will be creating an FAQ to hopefully address some of the misinformation and misconceptions some may have regarding OJP funding. I will be sending information out to the board as it is available and I would ask that you engage your county attorney or neighboring county attorneys that are eligible to apply. Also, if you have any feedback that you think

would be helpful to OJP or to MAC staff regarding outreach and messaging, please contact me as soon as possible. Attached to the board packet is a list of both funded and not funded counties.

- **Action Day:** As I have mentioned, there will not be a single event that the coalitions will be jointly sponsoring. Instead, each coalition is planning an event to take place during the legislative session to bring awareness to the impact of victimization. Attached to the board packet is a listing of the events. MAC's event is the April 4th open house.
- **Worker's Comp Insurance Policy:** I have changed the carrier from Wells Fargo to Bremer. Due to our increased payroll, our annual premium will increase. The exact premium amount will be available on January 16th. The renewal date is 1/31/2017.
- **Strategic Planning:** Staff will be spending 8 hours on February 23rd developing a detailed strategic plan with Aurora Consulting. The final document should be available to the board prior to the April board meeting.

Upcoming Events

- **National Crime Victim's Rights Week Open House:** Danielle created and sent out a Save the Date for the event to be held on Tuesday, April 4th from 4-6 pm. Please plan to attend and please extend invitations to MAC's partners that you may be in contact with and our member programs. We are also asking each board member, as a constituent, to contact their legislators and encourage them to attend.
- **OJP Conference:** Dates are May 23-25, 2017. Workshop proposals are due February 3rd. Karla Bauer and I will be submitting a proposal to present our Scales of Victimization presentation. Danielle and Julia are exploring the possibility of presenting on a general crime focused topic. I anticipate submitting a scholarship application one MAC staff to attend and will be encouraging Abbie to submit a scholarship application as well. If Danielle does not attend as a presenter, I would ask the board to approve expending the funds so all MAC staff can attend the conference. MCBW, MNCASA, and MAC will be hosting a joint reception at the 2017 conference.
- **Annual Membership Meeting and Capacity Building Training:** Dates will be September 21-22, 2017. Julia spent extensive time putting together quotes from potential venues. The Holiday Inn is the venue that can meet our space needs and budget. I will be executing a contract with them in the next week or so. Danielle has proposed a theme for the event—*Above and Beyond: Excellence in Victim Services*.
- **Silent Auction:** I would like to send letters to donors on 5/1/17 with a deadline for response of 8/30/17. We will be cleaning up the donor list and will send it to board members for review and to make suggestions of additional donors to contact.

Legislative/Public Policy

- We sent out letters and a MAC brochure to each legislator. We will be developing informational packets that will be hand-delivered to each legislator in February/March. The packets will also include invitations to the April 4th open house.
- We received a meeting invitation freshman Rep. Fue Lee to discuss his session priorities. The meeting has been scheduled for January 25th at 1:00pm.

Outreach to Membership/Training

- **Membership Outreach:** In December, We sent out letters to the five newly funded victim/witness program inviting them to join MAC. So far, one program has joined, Faribault County. Next on our list are 24 victim/witness programs that are not currently MAC members.
- **Quarterly Webinar Series:** The January webinar date had to be pushed forward to February 15th due to scheduling issues with Jeremy Roberts, our trainer. Danielle is also contacting Chris Anderson from OJP to schedule a webinar on VOCA reporting.
- **Statewide Community-Based GC Services Survey:** We received responses from all community-based general crime programs about the services they provide to victims, their service area(s), their policies on emergency funds, etc. Danielle compiled this information and created a resources list for MAC and Day One's use.
- **Training Development Workgroup:** Work on planning the upcoming Fundamentals in Victim Services training continues. We are close to an event date being set. The workgroup will meet at the end of January.
- **Regional/Quarterly Member Convening:** I will be working with Danielle on development of a plan to begin convening MAC members by region on a quarterly basis. The intent would be to begin convening by late winter/early spring.
- **Newsletter:** Danielle released the December MAC newsletter. Fun newsletter statistics: On average, 25% of those on the MAC listserv open the newsletter each month. This is higher than the Constant Contact average newsletter open rate of 10%. The most popular/clicked section of the newsletter is the employment opportunities and the second most popular is the appellate updates.
- **Website:** Due to using a new graphics service, Canva, we now has the capacity to significantly improve our web graphics (as well as graphics for other uses, such as the newsletter).

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	29.5
Legislative	3
Meeting	20
Meeting Prep	5.5
Phone call	1.5
Research & Development	23
Training	8.5
(blank)	
Victim Service	3
Administrative	40.5
Technical Assistance	5.5
Outreach to Membership	6.5
PTO	8
Holiday	16
Grand Total	170.5

Danielle Kluz
Activity Summary - December 2016

Label	Total Hours
Admin	17
Email	16
Fundraising	3
Holiday	16
Legislative	4
Meetings	24
Meeting Prep	7
Outreach to Membership	39
Paid Time Off	20
Research & Development	3
Technical Assistance	6
Training	21
TOTAL	176

Julia's MAC activity report (December 2016)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	0.5
Meeting	5.5
Meeting Prep	2
Training	12
(blank)	
Administrative	44
Holiday	8
Other	8
Grand Total	80

2017

EVENTS TO END VIOLENCE IN MINNESOTA

January 18th

Beyond the Headlines:

What You Need to Know About Sexual Assault

12:00 to 1:00 at the Minnesota State Capitol
in the L'etoile du Nord room

Sponsored by MNCASA

January 31st

Domestic Violence Homicide Memorial

3:30 – 5:00 at the St. Paul College Club

Sponsored by MCBW

February 14th

March for Missing and Murdered Indigenous Women

Duluth & Minneapolis

Sponsored by Sacred Hoop & MIWSAC

March 7th

It Happens Here: A Day of Action to End Domestic Violence

Noon at Courthouses Across Minnesota

Sponsored by MCBW

April 4th

National Crime Victims' Rights Week Open House

4:00 - 6:00 at the MN Alliance on Crime in St Paul

An invitation to programs, legislators, policy makers
to learn more about crime victims rights

Sponsored by MAC

County	Member	OJP Funding Status	Community
Aitkin County	No	Victim/witness	
Anoka County	Yes	Victim/witness	
Becker County	No	Victim/witness & community program	Lakes Crisis Center
Beltrami County	No	Victim/witness	
Benton County	No	Victim/witness	
Big Stone County	Yes	Community program	Someplace Safe
Blue Earth County	Yes	Victim/witness	
Brown County	Yes	Other system program	
Carlton County	No	Victim/witness	
Carver County	Yes	Victim/witness	
Cass County	No	Victim/witness	
Chippewa County	Yes	Victim/witness	
Chisago County	Yes	Victim/witness	
Clay County	No	Victim/witness	
Clearwater County	No	New V/W program	
Cook County	Yes	Victim/witness	
Cottonwood County	No	No program	
Crow Wing County	Yes	Community program	Crow Wing Co. Victim Services
Dakota County	Yes	Victim/witness	
Dodge County	No	Victim/witness	
Douglas County	Yes	Community program	Someplace Safe
Faribault County	No	New V/W program	
Fillmore County	No	Victim/witness	
Freeborn County	Yes	Community program	Freeborn Co. Crime Victims Crisis Center
Goodhue County	No	Victim/witness	
Grant County	No	No program	
Hennepin County	Yes	Victim/witness	
Houston County	No	No program	
Hubbard County	No	Victim/witness	
Isanti County	Yes	Victim/witness	
Itasca County	Yes	Victim/witness	
Jackson County	No	No program	
Kanabec County	Yes	Community program	WINDOW
Kandiyohi County	Yes	Victim/witness	
Kittson County	No	No program	
Koochiching County	Yes	Community program	Friends Against Abuse

County	Member	OJP Funding Status	Community
Lac Qui Parle County	No	New V/W program	
Lake County	Yes	Victim/witness	
Lake of the Woods County	Yes	Community program	Friends Against Abuse
Le Sueur County	Yes	Victim/witness	
Lincoln County	Yes	Community program	New Horizons Crisis Center
Lyon County	Yes	Community program	New Horizons Crisis Center
Mahnomen County	Yes	Victim/witness	
Marshall County	Yes	Victim/witness	
Martin County	Yes	Victim/witness	
McLeod County	No	No program	
Meeker County	Yes	Victim/witness	
Mille Lacs County	No	Victim/witness	
Morrison County	Yes	Community program	Hands of Hope
Mower County	Yes	Community program	Crime Victims Resource Center
Murray County	Yes	Community program	New Horizons Crisis Center
Nicollet County	Yes	Victim/witness	
Nobles County	No	No program	
Norman County	No	Victim/witness	
Olmsted County	No	Victim/witness	
Otter Tail County	Yes	Community program	Someplace Safe
Pennington County	No	Victim/witness	
Pine County	Yes	Community program	WINDOW
Pipestone County	No	No program	
Polk County	No	Victim/witness	
Pope County	Yes	Community program	Someplace Safe
Ramsey County	Yes	Victim/witness	
Red Lake County	No	Victim/witness	
Redwood County	Yes	Community program	New Horizons Crisis Center
Renville County	No	No program	
Rock County	No	No program	
Roseau County	No	Victim/witness	
Scott County	No	Victim/witness	
Sherburne County	No	Victim/witness	
Sibley County	No	Victim/witness	
St. Louis County	No	Victim/witness	

County	Member	OJP Funding Status	Community
Stearns County	No	Victim/witness	
Steele County	Yes	Victim/witness	
Stevens County	Yes	Community program	Someplace Safe
Swift County	No	Victim/witness	
Todd County	Yes	Community program	Hands of Hope
Traverse County	Yes	Community program	Someplace Safe
Wabasha County	No	No program	
Wadena County	No	New V/W program	
Waseca County	No	No program	
Washington County	No	Victim/witness	
Watsonwan County	Yes	program	Tubman
Wilkin County	Yes	Community program	Someplace Safe
Winona County	Yes	Victim/witness	
Wright County	Yes	Victim/witness	
Yellow Medicine County	Yes	New V/W program	

Implementation Planning Proposal

MAC 2017

In April 2016, the MAC board of directors developed four strategic directions and underlying strategies. In 2017, the MAC staff will develop an annual plan to begin the work of the strategic plan and present it to the board.

ANNUAL PLANNING OVERVIEW

Al Onkka, Aurora Consulting, will facilitate annual planning with the MAC staff. Annual planning consists of two parts:

1. Determining the accomplishments that will be achieved by the end of the year.
2. Creating short implementation plans for each accomplishment.

First-year accomplishment workshop

To kick off annual planning, staff will participate in a 3-4 hour workshop to determine for each strategic direction:

1. What is the current reality of this direction?
2. What are our success indicators?
3. What do we need to accomplish in the first year (and each quarter of the year)?

This process can be repeated for each subsequent year of the strategic plan.

90-day planning workshop

We recommend that MAC review progress on the strategic plan quarterly, make adjustments, and plan for the next quarter. In this 2-3 hour workshop, we:

- Create short implementation plans for the first 90 days of each first-year accomplishment.
- Set priorities.

MAC may wish to have Aurora facilitate the first and second 90-day planning workshops, at which point MAC can take over for themselves. After the first 90 days, another 90-day planning workshop can be held to review past progress, make adjustments, and create a plan for the next 90 days.

PROPOSED TIMELINE

- Feb 2017: Annual planning workshop (3-4 hours)
- Feb-March 2017: First 90-day planning workshop (2-3 hours)
- June-July 2017: Second 90-day planning workshop (1-2 hours)

Note: depending on availability, the annual planning workshop and the first 90-day planning workshop could be done on the same day. Otherwise, two separate days two or more weeks apart is fine.

FEE STRUCTURE

The fee for this proposed work is presented below. The fee structure is based on deliverables rather than an hourly rate.

	Description	Budget
Annual planning workshop	<ul style="list-style-type: none"> Facilitation of 3-4 hour workshop. Preparation of workshop results report. 	2,000
First 90-day workshop	<ul style="list-style-type: none"> Facilitation of 2-3 hour workshop. 	1,500
Second 90-day workshop	<ul style="list-style-type: none"> Facilitation of 1-2 hour follow-up workshop. 	500
		\$4,000