

Minnesota Alliance on Crime Board Meeting Agenda January 16, 2020 One West Water Street, Conference Room #297 St. Paul, MN 55107

Introductions/Call to Order	Board President	5'
i. Introductions/ can to order	Board Fresident	,
II. Approve Agenda - Changes/Additions- Action Item	Board President	5′
III. Consent Agenda Items	· · · · · · · · · · · · · · · · · · ·	30'
 Secretary's Report- Action Item 	Secretary	
 Treasurer's Report- Action Item 	Treasurer	
 Director's Report 	Executive Director	
IV. Updates	Committees & Staff	20'
 Executive Committee 		
 Budget and Finance Committee 		
 Public Policy Committee 		
 Board Development Committee 		
VI. Focused Discussion	Staff & Board President	30′
 Board 2020 Annual Work Plan 		
 Leadership Development Project 		
 Upcoming Regional Meetings 		
VII. Action Item	Board President	0'
 There are no action items 		
VIII. Adjournment – Action Item	Board President	5′

MAC Board Meeting November 14th, 2019 – Meeting Minutes

I. <u>Called to Order by MAC Board President, Kelly Nicholson at 10:11am</u>

- a. Those present: Leah Ekstrom, Melissa Cornelius, Emily Douglas, Kelly Nicholson, Dana Johnson, Karla Bauer, Therese Lockwood, Sarah McGuire, Jessica Rugani, Harbir Kaur, Pamela Higgins-Maldonaldo
- b. Executive Director: Bobbi Holtberg

II. Review & Approve Agenda

- a. Motion to approve agenda
 - i. 1st Leah Ekstrom
 - ii. 2nd Pamela Higgins-Maldonaldo

Approved

- b. Motion to approve July and Annual Meeting Secretary's Report
 - i. 1st Emily Douglas
 - ii. 2nd Jessica Rugani

Approved

- c. Treasurer's Report
- d. Motion to approve Treasurer's Report
 - i. 1st Dana Johnson
 - ii. 2nd Jessica Rugani

Approved

- e. Directors Report
 - i. No further discussion or questions.

III. Committee Updates

- a. Executive Committee: Have continued to meet with Al Onkka about board leadership training. Business items like preparing for today and wrapping up from the Annual Meeting.
- b. Budget and Finance Committee: Covered August, September, October financials yesterday. Biggest changes were on reallocation of staff and rent.
- c. Public Policy Committee: no chairperson currently. DOC has been pulling in MAC and other coalitions. Commissioner is going to be asking for probation cap of 5 years, not necessarily for all crime. Bobbi talked about the importance of victim safety being considered in this. The two things this session to be focused on by MAC are around criminal justice reform and we will need to be aligned with other sister coalitions around VOCA/VAWA funding. There will need to be an ask in 2021 or there will simply be programs that will not survive. These are the items that will need to be strategized.
- d. Board Development Committee: no updates.

IV. Election of Vice President

- a. The idea is that the person serving in this position that they would then move into the President role when the time comes. Terms are 1 year. All officers need to articulate interest in serving on the executive committee.
 - i. Karla Bauer indicated interest in Secretary position.
 - ii. Emily Douglas indicated interest in Treasurer position.
 - iii. Leah Ekstrom indicated interest in Vice President position.

Motion to nominate Executive Committee Slate

MN Alliance on Crime Board Meeting Meeting Minutes November 14th, 2019

iv. Sarah McGuire 1st

v. Harbir Kaur 2nd

Vote unanimous - Approved slate

V. <u>Committee Assignments</u>

- a. Kelly provided an overview of the expectations of board members serving as chairperson and/or committee member. She provided an update on each committee and what they are focused on. Board Development Committee will be expected to work on onboarding, offboarding, and development of board members and establishing policies and procedures.
 - i. Board Development Committee: Amy Rigelman joined. Karla, Kelly, and Harbir will remain on the committee. Pamela will continue to serve as chairperson.
 - ii. Public Policy Committee: Jessica Rugani joined and will chair the committee. Dana and Therese will remain on the committee.
 - iii. Budget and Finance Committee: Melissa, Sarah, Leah will remain. Emily will continue to serve as chairperson.

VI. Adjourn

- a. Motion made to adjourn the meeting
 - i. Emily Douglas 1st
 - ii. Pamela Higgins-Maldonado 2nd

Approved -

Next Meeting: Annual Meeting on January 9th, 2020 @ 9:00 a.m. - 12:00 p.m. at the MAC office.

MN Alliance on Crime Financials Summary November, 2019

Income:	
Program Income	450.00
Donations	1110.16
Membership Dues	450.00
OJP Income	0.00
Training Grant Income	0.00
In Kind Donations	1 266.7 5
Silent Auction	0.00
Interest Income	2,50
	3279.41
Expenses:	32/3/47
OJP VOCA Fund Expenses	28243.84
OJP CVS State Fund Expenses	4589.87
Training Grant Expenses	
Unrestricted Expenses	5281.18
Office the trace	1325.35
Total Expenses:	39440.24
Personnel	17514.22
Payroll Taxes	17514.32
Health Insurance Premiums	1308.68
In Kind Intern/Volunteer Expense	1397.60
Rent	0.00
Contract Services	2238.00
Dues & Subscriptions	468.00
Equipment	479.11
Liability Insurance	15127.31
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	70.37
Silent Auction	250.00
	0.00
Office & Program Supplies	138.00
Telephone Expense	284.29
Travel & Training Expenses	71,56
Bank Service Charges	33.00
Aplos Software Expense	60.00
	39440.24
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Available Balances:	
OJP CVS VOCA Grant	A 47564
OJP CVS VOCA Grant OJP CVS State Grant	347701.73
	115033.86
Training Grant Unrestricted-Checking	153295.75
	20815.03
Savings Account	15239.86
	652086.23

MN Alliance on Crime Financials Summary December, 2019

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Executive Director's Report January 2020

MAC Updates

• Funding:

OVOCA/VAWA Federal Funding Forecast: I have been meeting with the other statewide coalition directors regarding our strategy for the upcoming state legislative session. We have agreed that the 2020 session should be used to educate and solicit support from legislators regarding the need to ensure victim services in Minnesota remain fully funded. As we analyze the forecasted federal VOCA and VAWA funding, we have agreed that we will need to request an increase in funding from the state during the 2021 session. Currently we are anticipating the request to be \$25 million. It is imperative that this be a truly joint request to ensure that ALL victims continue to receive supportive services. I will be working closely with the MAC Public Policy Committee as we move forward.

VFMN, Sacred Hoop, and MAC have all agreed that we will not propose or lead any legislative initiative during the 2020 session. We will monitor and provide input when asked and appropriate. MNCASA still has not assessed what, if any, legislative initiatives they may need to lead.

- OVC Grant with St. Paul Police Department (SPPD) and Triangle Research Institute (TRI): We are still waiting for our sub-grant with TRI to be finalized. OVC is behind on executing contracts with grantees, so until that process is complete, we are in a waiting period. MAC will receive \$30,000 over 3 years for our participation in the project. The project will focus on embedding an advocate inside of SPPD to provide "enhanced" advocacy to a control group of individuals who have experienced a residential burglary. The goal is to gather data that the trauma impact can be reduced by providing advocacy and support services to victims as soon after victimization occurs. MAC will be helping to develop the programs standards, training, and on-going support to the project. Julia Tindell will be the MAC staff taking the lead on the project.
- National Foundations: I attended a session facilitated by MCN regarding national foundations that fund non-profits in MN. As a result of attending the session, I now have access the national foundations database and have begun to research potential opportunities that match MAC's funding needs. I will keep the board updated as I submit funding requests.
- O Bush Foundation Community Innovation Grant: Julia has been working with Pete Singer (Advanced Trauma Consulting) and 5 other community partners (Family Innovations, MN State Guardian Ad Litem Board, Ramsey County Mental Health, Rice County Trauma Project, and Roseville Area Schools) to draft an application for the Bush Foundation's Community Innovation Grant. The partners are proposing a project to bring Debriefing to the community partners and collectively devise and implement a trauma mentoring program. Before the holidays, Julia and Pete had a phone call with Bush where they discussed the possible project and received feedback. The next step is for Julia and Pete to present their notes from the discussion to the other partners and continue the grant writing process. If awarded the grant, the partners have identified MAC as

the ideal administrator of the project. They would ask us to process financials related to the grant and dedicate .5 FTE (funded by the grant) to managing it.

• Stakeholder Update:

- O MAC, along with the other statewide coalitions have now met twice with MN DOC administration regarding the restructuring of the DOC Victim Services Unit. We are pleased that DOC recognizes the need to be working with the coalitions as they make decisions as to what work should be conducted by DOC staff and what work should be done by community and government-based advocates. We have provided information that will be used to develop the position description for the unit's director and have been asked to participate in the hiring process once the position is posted.
- MAC staff met with staff from the Day One General Crime Program and will continue to support their work in any way we can. We discussed tabling opportunities that Day One could participate in to ensure practitioners and victims are aware of the general crime program.

Administrative

- **Tech Upgrades:** MAC staff purchased new computers and a copier/printer.
- Interns: We are currently seeking 1-2 full or part-time interns for Spring Semester.

Special Projects

- Identity Theft & Fraud: There are two updates in this category.
 - Julia attended the NCVC conference on behalf of MAC in December, where she was asked by the Identity Theft Resource Center to draft a proposal to train other identity theft coalitions on sustainability planning. The proposal has been submitted and ITRC is considering dates in late March or early April.
 - MAC staff completed their sustainability planning project with Al Onkka from Aurora Consulting on December 12th. The next step is for Julia to draft a report on the process to distribute to stakeholders.
- Additional Funding/Project Research: Bobbi and Julia are assessing Robert Woods Johnson Foundation
 for funding opportunities that may create opportunities for research on victims' rights in partnership with
 academics at UMN.

Training

- Fundamentals in Victim Services Training
 - o Was held January 9-10, 2020 at Dakota Lodge in West St. Paul.
 - o 50+ participants from around the state.
 - o Included new "Trauma-Informed Advocacy" training written and presented by Julia to replace "Core Advocacy" formerly presented by Bree Adams-Bill. Training will be updated and in future trainings all MAC staff will be involved in presenting.

Webinars

- o Bobbi presented "The Road to the Minnesota Legislature" on November 20, 2019.
- Siv Dobrovolny from Standpoint and Dave Skovholt from the Minnesota Department of Labor and Industry presented "Protecting Workers from Exploitation and Trafficking Using the New Wage Theft Law" on December 18, 2019.

- Faribault Prison Panel: MAC presented a panel of survivors on the impact of crime on November 14, 2019. Approximately 250 incarcerated men and staff attended.
- MNVAA: MAC presented twice at MNVAA in November. Amee served on a panel titled "The Good, the Bad, and What I Wish I had Been Told" and Julia presented "General Crime."
- NCVC National Training Institute 2019: Julia and Amee will be attended the National Training Institute in Denver, Colorado in December. Julia presented on a panel on identity theft coalition building. She also participated in a pre-conference training hosted by ITRC.

Engagement

- Newsletter: Danielle released the December 2019 MAC newsletter, which had a 44% open rate, and the January 2020 newsletter (too early for open rate). December featured its Spotlight on Service on the Minnesota Elder Justice Center.
- New members: Family Safety Network in Walker and Moorhead City Attorney's Office.
- Danielle is currently working on updating the email lists to ensure maximum member engagement.
- MAC held the "Coffee, Cocoa, and Cookies with the Coalition" open house on Thursday, December 18,
 2019. Approximately 30 members and allies attended and a good time was had by all.

MAC Budget & Finance Committee Meeting Minutes

Wednesday, December 18, 2019

Committee Members Present: Emily Douglas (Chair), Melissa Cornelius, Bobbi Holtberg, Amee Krogfus, Sarah McGuire

- I. Call to Order at 1:01 p.m.
- II. Approve Minutes from November 13, 2019 Committee Meeting
- III. Review Financials from November 2019
 - a. Income:
 - i. Program Income of \$450.00 was from Julia and Amee's presentation at OJP's MNVAA
 - ii. Donations of \$1110.16 were from Give To The Max Day and Amazon Smile
 - iii. Grant income for CVS and Training grants were delayed this month and will show in December Financials
 - iv. In Kind Donations of \$1266.75 are the value of MAC's intern hours

b. Expenses:

- i. Equipment: Staff computers and new copier/printer was purchased in November for a total of \$15,127.31. \$14,882 of that amount was coded to the OJP CVS grant under to expend the technology dollars granted and the remaining amount will be coded and requested from OJP CVS grant under VOCA.
- ii. Miscellaneous expenses of \$70.37 were for a birthday lunch
- iii. Annual Meeting expenses of \$250 were for payment to Pete Singer for his prep and presentation at MAC's annual meeting
- iv. Office & Program Supplies of \$138 were for Microsoft Office licenses for staff through Tech Soup

v. Travel & Training expenses of \$71.56 were for food/coffee at the MAC Board Strategic Planning Meeting and a debrief after the DOC Panel

IV. Grant Status Updates

a. Bobbi – still waiting to hear from partners on subgrant from St. Paul PD \$30,000 for the next three years and cover Julia's time working on that project – Heidi will need to create a fund and code for that project – expected to be finalized after a meeting with grant partners in January 2020 – Will likely show on Financials Summary TRI (Triangle Research Institute) Grant

V. Miscellaneous Items

- a. Bobbi asked Heidi to make some changes on the Financial Summary sheet to clarify income and expenses for VOCA and State funds. This will breakdown the funding sources to make the summary cleaner and easier to show that VOCA and State dollars and not being comingled. VOCA and State dollars are combined in the CVS Grant but come from two different funding sources.
- b. Bobbi also asked Heidi to add a field under Total Expenses for "Program Income Expended" that we will see next month. Right now there is nowhere on the Financial Summary sheet to show where and how Program Income was expended. Program Income is required to be expended in the same quarter it was earned, so it may not show in the same month but should show in the same quarter.
- c. Amee is working on a spreadsheet for Unrestricted Funds which will be helpful for OJP desk reviews
- d. Checked in about time of monthly meetings noon works better for a couple members due to court calendars at 1:00 p.m. We will keep the meetings for 2020 scheduled at 12:00 p.m. and adjust monthly as needed.

VI. Adjourned meeting at 1:18 p.m.

Next Meeting: January 8, 2020 @ 12:00 p.m. via Conference Now

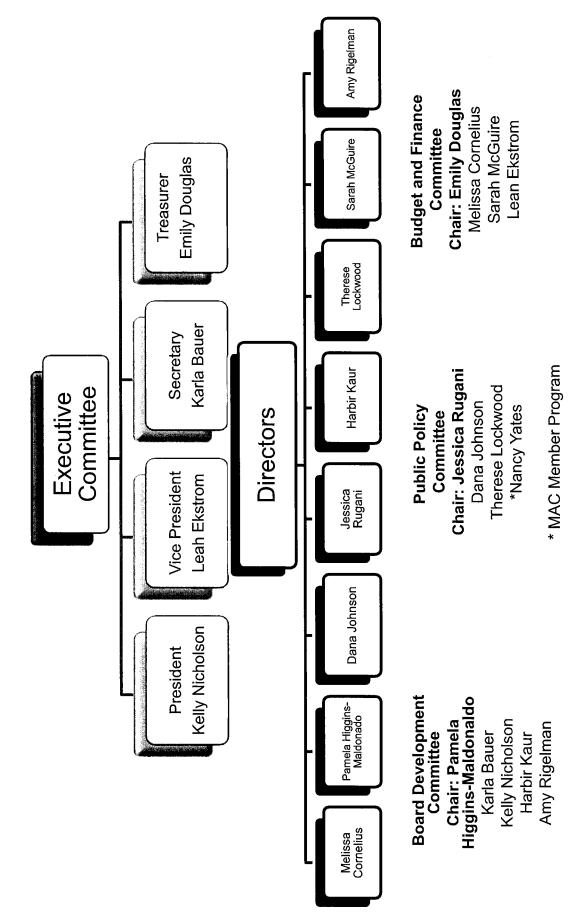
MAC Board Annual Agenda

	Board	Board Agenda		Committee Work	
T eg-page	Regular Items	Board Plan Items	Executive	Board Development	Finance
Dec	•	•		 Discuss how to include victim/survivor self-identification into recruitment and vetting process. Update application with voluntary identification of victim/survivor (broadly). 	
Jan 9th	 Assess ED and review succession plan Review board performance and Succession 	 ID key questions for member and board interactions (small talk) Discuss goals and options for increasing victim survivor voices. 			 Bd. Members call regional meeting participants before/after.
Feb	•	•			
Mar 12t h	Review board composition.	 Fundraising ask training for board (Bobbi, Danielle) Options for annual giving discussed. Discuss potential 2nd tier participants. 	•		
Apr	•				•
May 14t h	 Review strategic plans. Approve budgets. 	 Pres gives officer recruitment talk. Officer expectations and calendar document. Discuss "embodying leadership" options and ambitions. 	•	•	

MAC Board Annual Agenda

Jun					
Jul 9th	 Year-end financials Review annual report draft 	 Annual meeting planning. Discuss welcome reception for new board members. 	•	•	
Aug			•	•	
Sep	Annual Meeting.Board members network.	•	•	 Regional ribbons at annual meeting. 	
Oct		•	 New board member orientation. 	•	•
Nov	 GTMD Conflict of Interest 990 Annual Board planning. Year- end staff recognition. 	•		•	

Minnesota Alliance on Crime



Minnesota Alliance on Crime Board Member Roster 2019 - 2020

One West Water Street, Suite 260 St. Paul, MN 55107 612.940.8090/866.940.8090

Kelly Nicholson, President	Leah Ekstrom, Vice President
Dakota County Attorney's Office	Cook County Attorney's Office
1590 Highway 55	411 W 2 nd Street
Hastings, MN 55033	Grand Marais, MN 55604
Work: 651-438-4471	Work: 218-387-3669
Cell: 651-280-9489	leah.ekstrom@co.cook.mn.us
kelly.nicholson@co.dakota.mn.us	Board term started: October 1, 2018
Board term started: October 1, 2016	Board term ends: September 30, 2021
Board term ends: September 30, 2019	Term: 1
Term: 2	
Karla Bauer, Treasurer	Emily Douglas, Treasurer
Community Member/Survivor	Anoka County Attorney's Office
2410 Fox Hollow Lane	2100 Third Ave, Suite 720
Owatonna, MN 55060	Anoka, MN 55303
Work: 952-985-5300	Cell: 612.310.4338
Cell: 507-202-3153	Work: 763.324.5361
karlabauer314@gmail.com	emily.douglas@co.anoka.mn.us
Board term started: April 1, 2016	Board term started: October 1, 2017
Board term ends: September 30, 2020	Board term ends: September 30, 2020
Term: 1	Term: 1
Melissa Cornelius	Pamela Higgins-Maldonado
Watonwan County Attorney's Office	Cornerstone Advocacy Services
PO Box 518	1000 E 80 th Street
St. James, MN 56081	Bloomington, MN 55420
Work: 507.363.0442	Cell: 320.226.0314
melissa.cornelius@co.watonwan.mn.us	Work: 952-884-0376
Board term started: October 1, 2017	pamelam@cornerstonemn.org
Board term ends: September 30, 2020	Board term started: October 1, 2017
Term: 1	Board term ends: September 30, 2020
	Term: 1
Dana Johnson	Harbir Kaur
Polk County Attorney's Office	Hennepin County
816 Marin Ave., Ste 254	Child Protection Social Worker
Crookston, MN 56716	300 S. 6 th Street, MC 639
Cell: 218-289-3206	Minneapolis, MN 55487
Work: 218-281-1554	Office: 612-387-7513
Dana.johnson@co.polk.mn.us	Cell: 651-408-5196
	Harbir.kaur2@hennepin.us
Board term started: October 1, 2018	
Board term started: October 1, 2018 Board term ends: September 30, 2021	Board tern started October 1, 2019
· · · · · · · · · · · · · · · · · · ·	

Therese Lockwood **Hennepin County Attorney's Office**

C2200 Government Center 300 South Sixth Street Minneapolis, MN 55487 612-348-4002

Therese.lockwood@hennepin.us Board term started: October 1, 2018 Board term ends: September 30, 2021

Term:1

Sarah McGuire Mid MN Legal Aid

110 6th Ave. So., Ste. 200 St. Cloud, MN 56302 320-257-4857

smcguire@mylegalaid.org

Board term started: October 1, 2018 Board term ends: September 30, 2021

Term: 1

Amy Rigelman Benton County Attorney's Office

615 Hwy 23 Foley, MN 56329 Phone: (320) 968-5182 arigelman@co.benton.mn.us Board tern started October 1, 2019

Board term ends September 30, 2022

Term: 1

Jessica Rugani

Anoka County Attorney's Office

2100 Third Ave, Suite 720 Anoka, MN 55303

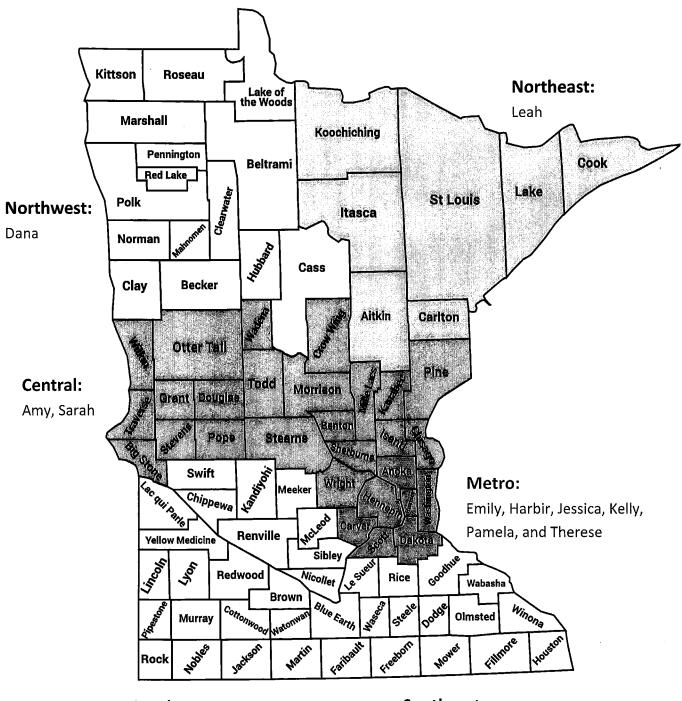
Work: 763.324.5396

Jessica.rugani@co.anoka.mn.us Board tern started October 1, 2019 Board term ends September 30, 2022

Term: 1

Minnesota Alliance on Crime

Regions and Counties



Southwest:

Southeast:

Melissa

Karla

Central Region:

Benton County Victim Services
Chisago County Victim Assistance Program
Crow Wing County Attorney's Office
Crow Wing County Victim Services
Family Pathways
Hands of Hope Resource Center
Isanti County Victim Services

Metro Region:

360 Communities
Anoka County Victim/Witness Services
Bloomington City Attorney's Office
Breaking Free
Carver County Attorney's Office
Community University Health Care Center
Cornerstone Advocacy Service
Dakota County Attorney's Office
Hennepin County Attorney's Office
Immigrant Law Center of Minnesota
Inver Grove Heights Police Department
Jacob Wetterling Resource Center
Minneapolis City Attorney's Office

Northeast Region:

Cook County Victim Services Duluth City Attorney's Office Friends Against Abuse

Northwest Region:

Becker County Attorney's Office
Cass County Attorney's Office
Clay County Victim/Witness Program
Clearwater County Attorney's Office
Family Safety Network
Hubbard County Crime Victim Services
Mahnomen County Victim Services Office

Southeast Region:

Blue Earth County Attorney's Office Crime Victims Resource Center Faribault County Attorney's Office Freeborn County Crime Victims' Crisis Center HOPE Center HOPE Coalition

Southwest Region:

Brown County Probation
Chippewa County Victim/Witness Program
Kandiyohi County Attorney's Office
Martin County Victim Services
Meeker County Attorney's Office
New Horizons Crisis Center
Nicollet County Attorney's Office Victim/Witness Program

Kanabec County Attorney's Office
Mid-Minnesota Legal Aid
Mid-Minnesota Women's Center
Pine County Attorney's Office
Someplace Safe
Stevens County Attorney's Office Victim Services
Wright County Victim Assistance Program

Minnesota Children's Alliance
Minnesota Elder Justice Center
Minnesotans for Safe Driving
Ramsey County Attorney's Office
Safe at Home
Shakopee Police Department
Southern Minnesota Regional Legal Services
St. Paul City Attorney's Office
Standpoint
Survivor Resources
ThinkSelf
United States Attorney's Office
Women of Nations
Women's Advocates

Itasca County Attorney's Office Lake County Attorney's Office St. Louis County Attorney's Office

Marshall County Victim Services
Norman County Victim Assistance Program
Pennington County Crime Victim Services
Polk County Coordinated Victim Services
Red Lake County Victim Services
White Earth DOVE Program

Le Sueur County Victim/Witness Program Olmsted County Attorney's Office Rice County Attorney's Office Rochester City Attorney's Office Steele County Attorney's Office Winona County Attorney's Office

Nobles County Attorney's Office Redwood County Attorney's Office Renville County Attorney's Office Safe Avenues Watonwan County Victim Witness Program Women's Rural Advocacy Programs Yellow Medicine County Attorney's Office