



Minnesota Alliance on Crime Board Agenda July 13, 2017

Agenda Item	Who Leads	Time
I. Introductions/Call to Order	Board Chair	3'
II. Review- Changes/Additions- Action Needed	Board Chair	2'
III. Consent Agenda Items		45'
• Secretary's Report- Action Needed May	Secretary	
• Treasurer's Report- Action Needed June & Heidi Invoice	Treasurer	
• Director's Report	Executive Director	
IV. Updates-	Committees & Staff	15'
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Outreach and Engagement Committee		
• Public Policy Committee		
V. Action Items		0'
VI. Focused Discussion		55'
• Review of Fundamentals Training	Staff	
• Victims' Rights	Executive Director	
• Bylaws	Board Chair	
• Update of Strategic Planning	Executive Director	
• Membership Outreach	Board Chair	
VII. Adjourn	Board Chair	

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

MAC Board Meeting @ MAC Office, St. Paul
June 8, 2017 - Meeting Minutes

I. Called to Order at 10:03 a.m.

Those present:

Board of Directors: Vanessa Barr, Sara Miller, Vicki Walechka, Dresden Jones, Dianna Umidon, Chris Jensen, Kelly Nicholson, Denise Loy

By Phone: Shane Baker, Shawn Becker (partial attendance)

Executive Director: Bobbi Holtberg

MAC Staff: Danielle Kluz, Julia Tindell

II. Review-Changes/Additions

Changes: None

Additions: Bobbi Holtberg (ED) would like added to the agenda each month the topic of Strategic Planning so the Board can review what is happening or needs to happen in regards to the strategic plan.

Motion to approve June 2017 agenda with changes.

Motion 1st: Vicki Walechka

2nd: Sara Miler

Approved

III. Consent Agenda Items

- Secretary's Report

Reviewed May 2017 Minutes. Correction on page 2 of the minutes, section IV. Updates, bullet point: Budget & Finance Committee – should be MAC, not MA.

Motion to approve the Secretary's Report from May 2017 with the correction.

Motion 1st: Dresden Jones

2nd: Chris Jensen

Approved

- Treasurer's Report

Reviewed May financials. Donation was from Diane Homa from MADD and sales of pottery at the OJP conference – thank you!!

Motion to approve Treasurer's Report from May 2017.

Motion 1st: Sara Miller

2nd: Kelly Nicholson

Approved

- Director's Report – see Director's report in Board packet for full report.

-MAC is reaching out to other counties to encourage them to apply for the GC County/Attorney funding that is available. Going to do a webinar for County Attorney's Association to discuss the grant application. Want to see the money spent and not go back for other use. Encourage and reach out to other counties that you know to apply if they are eligible.

-In regards to legislative/policy – FY18 Federal Funding (VAWA) will decrease. VOCA looks to be reduced 17.2% (\$6 million). Don't think there will be a lot of changes in MN for FY18.

-We now have 60 members!! Did outreach at the OJP conference. We represent 53 counties in the State of MN.

-Had major issues with WebEx with the last webinar. Not using them again next year; will be switching providers for webinars.

-Evaluations being developed for use by Aurora Consulting will be through Survey Gizmo rather than Survey Monkey. Will be ready for use at the Fundamentals Training.

-Fundamentals training is two weeks away and we are full!! We have a waiting list of 10 so far. There has been a change in the presentations and will present “Scales of Victimization” rather than Ethics topic.

-The metro-based general crime victim services grant went to Cornerstone, will house advocates in Minneapolis, asking for a satellite office in south Minneapolis.

-Starting July 1, 2017 the emergency fund dollars of \$150,000 will be located with Cornerstone and they will handle all the administration of the dollars; Cornerstone had to devote one full-time person to handle and issue emergency dollars; emergency dollars are open to all counties in MN.

-Discussion of creating a technical assistance plan for new counties that are funded with the new GC dollars to help them start their programs.

-OJP is doing more financial oversight due to requirements with federal dollars. All grantees were sent a letter outlining the upcoming changes. OJP is not providing advance dollars to grantees anymore. Will be doing risk assessments on all grant programs; grant analysts will complete the risk assessments but programs do not get a copy unless you specifically request it. If you have questions on how you are graded, contact Cecilia, not the grant analyst.

-NITVAN grant was submitted. The grant creates a network of programs within the State of MN that are concerned with victims of identity theft. Fifteen programs are involved at this point. MAC wants to create a larger group for networking and training. This is only a one-year grant for \$50,000; October 1st start date. Part of the grant funds can be used to pay for a coordinator and this funding will provide additional funding for Julia to work full-time (1/2 time MAC and 1/2 time NITVAN grant activities).

-Silent auction – review the list of donations in August to see who needs to be contacted and review what else needs to be completed before annual training.

IV. Updates

- Executive Committee – met on Monday, June 5, 2017 to create the agenda.
- Board Development Committee – Dresden has developed by-laws for board recruitment.
- Budget and Finance Committee – met after the Board meeting in May, reviewed the FY18 budget. Discussion of the 990, which is due November 15, and finding a CPA to complete this for MAC. Four CPA's were contacted, price ranges from \$500 - \$1,000 for price. We are below the \$750,000 budget amount to warrant a full audit but would like to have someone else do the 990 to review financials for accountability. Was a request from membership to pay dues by credit card – we now have Square available to take credit card payments but we are charging a 5% convenience fee for taking credit card. Discussion of how much money is needed to have in reserves of unrestricted funds. Nothing official from OJP stating an amount but need to have enough to make payroll for a few months.
- Outreach and Engagement Committee – no meeting recently, did outreach at the OJP conference to gain members and met with current members at the Coalition Meet and Greet event.
- Public Policy Committee – have not met recently. Governor did sign a budget bill. Legislature will have more policy bills next year, this was a budget year. OJP is getting an increase but not very much, hoping it will cover the general healthcare increases and pay increases. The committee will discuss what worked and what to change before legislature starts meeting next year in regards to committee meetings.

V. Action Items

- FY18 Budget – The “In-Kind” Revenue line comes from the donated intern time and other services donated to MAC. Only allowed for intern in-kind revenue for FY18 (400 hours – year round). Included a line item for expenses for restricted activities (\$1,500). The 5% raise for the Executive Director will come from unrestricted funds – OJP will not add dollars to our grant until the next competitive cycle.

Motion made to approve the FY18 Budget.

Motion 1st: Chris Jensen

2nd: Denise Loy

Approved

- Bylaws: Executive Session Closed to Public – reviewed the by-law that was drafted.

Motion made to accept the Bylaw entitled “Closed Executive Sessions”.

Motion 1st: Vicki Walechka

2nd: Dresden Jones

Approved

- Bylaws: Board Recruitment – reviewed the draft that was created. In the section 4.5 want to reference bylaw 5.6 for the composition of board members. Need to change the term Board Member to Director for consistent language/wording with the rest of the bylaws and include language of an ad hoc director. This needs to be completed and then approved by members at the annual meeting. Reminder to be looking for new board members!!

VI. Focused Discussion

- Victims’ Rights Bill (Marsy’s Law) – Bobbi met with Meg Garvin at the NCVLI conference and has created some talking points in regards to the bill and included in the board packet. We want the sister coalitions to be supportive and on board too as we move forward and look at what section(s) of victims’ rights to be changed/enforced. After the fundamental victim training in June, MAC will start having focus groups around the State and then how to best approach this. This will be a multi-year project and what do we want to do.

VII. Adjourn

Adjourn at 12:03 p.m.

Motion 1st: Sara Miller

2nd: Dresden Jones

Approved

Next meeting: July 13, 2017 10:00 a.m. - 12:00 p.m. @ MAC Office, St. Paul

Respectfully Submitted,

Vicki Walechka
MAC Secretary

MAC Board – June 30, 2017
Email Motion

An email was sent on June 12, 2017 with a copy of the amended bylaws for Board recruiting and vetting.

Motion was made on June 30, 2017 to approve the Board Recruitment bylaws with the spelling change on page 1, section 4.5 Director and Ad Hoc Director Nominations to change “an” to “and”.

1st: Sara Miller
2nd: Brenda Skogman

Approved

**MN Alliance on Crime
Financials Summary
June, 2017**

Income:

Program Income	110.00
Donations	50.00
Membership Dues	5841.10
OJP Grant Income	20136.74
Training Grant Income	2149.23
Interest Income	3.23
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	28290.30

Expenses:

OJP Grant Expenses	14210.52
Training Grant Expenses	10419.64
Unrestricted Expenses	181.18
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	24811.34

Total Expenses:

Personnel	10552.46
Payroll Taxes	788.72
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	2320.00
Dues & Subscriptions	-75.00
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Office & Program Supplies	3165.57
Telephone Expense	411.54
Travel & Training Expenses	5877.05
Bank Service Charges	31.00
Aplos Software Expense	40.00
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	24811.34

Available Balances:

OJP Grant	56191.18
Training Grant	32527.93
Unrestricted-Checking	33368.28
Savings Account	15135.39
	<hr/>
	137222.78

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

Date: June 30, 2017
Invoice #: 142
Customer ID MAC

Salesperson	Job	Payment Terms	Due Date
		Due upon receipt	

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



Executive Director's Report July 2017

Updates

- **Strengthening Victims' Rights Initiative:** We created the attached talking points to frame MAC's initiative to strengthen victims' rights in Minnesota. I have distributed the document to the other coalition directors and the Crime Victim Justice Unit at OJP. We will distribute the talking points to MAC members, at a later date. We will announce dates that we will be convening focus groups and listening sessions at the annual meeting in September.
- **990:** I provided the finance committee with contact information for three possible CPAs to complete and file MAC's 990. The committee will gather quotes and select the CPA. Deadline for filing the 990 is November 15, 2017.
- **Board Recruitment:** I have had a couple of inquiries from individuals who may be interested in serving on the MAC board. To date, I have not received any completed applications. Please continue to recruit....recruit...recruit!
- **Liability Insurance:** Our policy renews on July 9th. The annual premium cost increased from \$857 to \$907 as a result of additional staff. ALL MAC insurance policies are on the board page of the website.
- **Health/Dental Insurance:** Danielle and I have elected to stay with the same Preferred One plan we currently have. The monthly premium will increase by \$96.37, which will be paid by Danielle and me. The new rate will go into effect October 1st.
- **NITVAN II Grant:** Our application has been accepted and approved to move on to the peer review stage. They hope to announce awards by the middle of August. The project has an October 1st start.
- **Succession Planning:** Attached is a good article regarding succession planning for coalitions. I have begun to create a document with vital information regarding my duties, MAC partners, and contacts. I will share this with the board at the August meeting. I will be meeting with Danielle and Julia to ask them to begin completing a similar document.
- **Strategic Plan:** Quarter 1 begins July 1st. Staff will be meeting weekly to check in on progress and will begin planning implementation steps for quarter 2 in mid-August. Please see the attached document with highlighted steps that require board attention. The strategic plan spreadsheet with implementation steps is also on the board page of the MAC website. Staff will update it routinely.

Upcoming Events

- **Silent Auction:** We have received 18 auction items, as of 6/29/2017. Donations include an autographed Stefon Diggs picture from the Vikings and 7 of the 18 donors are **NEW** donors! Please continue to reach out to any contacts you may have. The link to the donor list is located on the board page of the MAC website.

- **Annual Meeting and Capacity Building Training:** Now that the Fundamentals training has been completed, we will be finalizing the agenda for the Capacity Building Training. The final agenda will be available for review at the August meeting.

Legislative/Public Policy

- **Session Update:** Attached is a session summary that has been compiled by Washington County. It is fairly comprehensive.

Training and Engagement

- **Fundamentals in Victim Services:** I want to thank Danielle for the incredible job she did executing the training last week! The feedback was very positive. Julia and Sean were awesome team members. Special thanks to Denise Loy, who lent a helpful hand during the training. Everything went off without a hitch...except the microphone issue. ☺ We will be selecting the next training dates/location very soon. We know it will be November in St. Cloud, but haven't honed in on exact dates.
- **Membership Outreach:** Standpoint and the Becker County Attorney's Office have joined MAC, bringing us to 61 members! FY18 membership renewal letters and applications were sent to existing MAC members on May 15th. Renewals were due July 1st.
- **Evaluation Process:** The final online evaluation product was developed by Aurora in time for the Fundamentals in Victim Services training in June. It seems to be working very well.
- **Newsletter:** Danielle released the June MAC newsletter. The open rate so far 35%, which is above average.
- **OJP Training Committee:** Danielle has replaced Bobbi on this committee, which helps plan the OJP Conference and the Victim Service Academy.



The Minnesota Alliance on Crime: Providing Statewide Leadership in Crime Victims' Rights

The State of the State:

- Minnesota statutes contain robust rights for victims, but there is more that Minnesota can do to ensure that crime victims' rights are supported, advanced, and enforced, and that victims are treated with fairness, dignity, and respect.

The Leadership of the Minnesota Alliance on Crime:

- The Minnesota Alliance on Crime (MAC) is a membership coalition of 59 crime victim service providers in Minnesota, including prosecution-based victim/witness programs, community programs, and law enforcement agencies. MAC supports its membership through training, technical assistance, resources, public policy and legislative initiatives, and networking opportunities.
- The mission of MAC is to connect systems, service providers, and victims to advance the response for victims of all crime.
- Improving and enhancing rights for crime victims has been a leading priority since the coalition's founding in 1993.
- Strengthening Minnesota crime victim rights begins with the voices and collaborative efforts of advocacy and criminal justice practitioners in Minnesota. These stakeholders best understand the needs of victims, and the gaps and opportunities in current statute.
- Coordination and planning requires the involvement of all stakeholders, including advocacy programs, allied statewide victim service coalitions, government agencies, and statewide criminal justice representative associations.
- MAC is uniquely positioned to lead a collaborative, cross-disciplinary effort to strengthen crime victim rights and the response for all crime victims.

MAC's Priorities:

- MAC's priority initiative is to engage in a statewide conversation with victims/survivors, advocates, criminal justice professionals, state coalitions, and other stakeholders to assess the gaps in Minnesota's statutory scheme, and identify the strategies to strengthen crime victims' rights. A robust conversation must include the pros and cons of any proposal, along with a recognition of its viability given the state's political and policy climate.
- MAC's work to strengthen rights for victims will prioritize intentional conversations with traditionally underserved and marginalized communities such as communities of color, immigrant/refugee communities, LGBTQ communities, elder communities, and rural communities.
- A critical aspect of this endeavor is to examine how best to enforce crime victim rights and any needed changes to Minnesota's current enforcement model. Such an assessment process is expected to be a multi-year effort given the complexity of the issues, the stakeholder voices who need to be heard, and involved planning and coordination required to move forward with any recommended path.

Succession Planning For Coalitions

Christi Hurt, RSP Publications Specialist

The Issue

Planning for and managing executive leadership transitions are challenging tasks for any organization. The tenure of Executive Directors varies widely across the country, both in terms of length and tone of their leadership, but the challenges of moving from one ED to another are more similar than different.

Coalitions have been very lucky in the movement to end sexual violence. In many states, coalitions have enjoyed the long tenure of powerful women in leadership positions who have shepherded our coalitions and our movement as we've grown. In other states, there have been coalitions who have not enjoyed this kind of stable leadership. Instead, those organizations grapple with the challenges that changes in leadership bring. In either case, as well as those in between, every coalition will at some point be faced with the need to manage a successful transition from one Executive Director to the next. This article is intended to give coalition boards and staff ideas of how to plan for and engineer a successful transition, both in the face of an imminent departure or well in advance of any potential change.

The Challenge

Two things are happening when an organization manages a significant change in leadership. First, the inner workings of the organization need to be continued in a way that sustains the organization in the interim (stability). Second, there needs to be a concerted effort to replace the outgoing leader (the search). Having both goals, stability and the search, in the forefront of the organization is an important balance to strike. Because planning for an executive search is a critical and time consuming task, it serves an organization well to plan for how to maintain stability before a search is necessary. Succession planning is an ongoing process that must be discussed at all levels of the organization on a continuous basis. In fact, the very idea that change will happen and the organization will be ready for it can become an important piece of the coalition's culture.

Emergency succession planning (last minute planning) can certainly be done, but the coalition will benefit from having conversations about planning and priorities without having a leadership crisis imminently hanging overhead. Advance succession planning can help ensure that there are many potential leaders inside the organization who can help craft or maintain stability during a time of change.

For Coalitions

Coalitions have distinct challenges in addressing executive transitions. In the anti-sexual violence field broadly, we talk about the crisis nature of our work being a profound barrier to organizational planning. In many ways, this is quite true: our rape crisis centers and coalitions are often understaffed, which overburdens existing staff and creates an environment in which they spend most of their time and energy fielding the day-to-day crises of survivor calls, systems demands, and funding fluxes. However, in this setting, it is even more important that we make time to plan

strategically for both the development of the organization and inevitable leadership changes, as we have fewer resources at our fingertips on a day-to-day basis and will not necessarily be able to marshal our resources in a true emergency to make a workable plan.

Because coalitions are responsible for both statewide systems advocacy work and local membership support (plus potentially numerous other activities) there are many necessary angles of succession planning. Coalitions manage a statewide membership, a statewide board of directors, and state-level systems and policy work, all of which demand a comprehensive understanding of a variety of issues. With these components affecting the organization deeply, it's imperative that the board of directors and executive leadership plan for change on many levels and grow an organization that's flexible and nimble along the way. Some of the challenges that face coalitions include (but are certainly not limited to):

- supporting complicated systems work (including relationship building and public policy efforts);
- managing a statewide board of directors, often who represent local programs;
- supporting the various needs of statewide member programs; and
- managing a staff with a high turnover rate (potentially).

Another issue that, though not unique to coalitions, should be given some attention is the amount of emotion either discussion or management of a transition can generate. For many staff, board members, and constituents, the personal relationships that develop during the course of one's work in the anti-sexual violence field are incredibly important. Discussing or planning transitions may bring up issues of grief and loss for individuals, and those emotions can be overwhelming. There are many resources that can be helpful to organizations in this arena, not the least of which are Employee Assistance Programs who can usually provide some level of group or individual processing/counseling sessions.

What we can do now: Preparing for your transition

It's very easy to avoid talking about eventual staff transitions, for fear of rocking the boat or starting conversations about one's own departure. However, the easiest time to talk about staff transitions is when they are not currently happening. Therefore, it serves an organization well to create an atmosphere that supports ongoing conversations about these inevitable, eventual changes.

There are many opportunities to discuss succession planning, with the organization's board of directors and staff, including:

- in annual personnel evaluation processes,
- through annual work planning conversations,
- in board strategic planning or visioning discussions,
- at regular board meetings, and
- at regular staff meetings.

The board of directors is responsible for setting the overall vision and goals of the agency. As the board works to fulfill this role, it can help prepare the organization for changes by clearly identifying its priorities. If the organization's leadership is clear about where it wants to be in the future, then those goals (if shared throughout the organization) will help in identifying the skills that would be needed in the any future leader.

The board is also responsible for making sure that the organization is in compliance with relevant laws, accounting procedures, and other accountability measures. In completing this part of its job, a member of the board (likely the secretary or chairperson) should know where the organizations key records are (501(c)3 letter, articles of incorporation, relevant filings with Secretary of State's office, etc) and should have copies of such documents in safe-keeping somewhere off-site.

At regular board meetings, board members should make a habit of asking key questions about how staff is creating systems to support their work in the future, how redundancies are being developed so that current information is not lost, and how staff is being cross-trained and supported so that no one person has information that others don't. The goal is to ensure that the organization develops processes and systems so that work can continue without much interruption if any key staff person leaves. The board of directors can make it known that one of their governance priorities is to build a strong organization that can prepare and plan for change, and therefore set expectations that staff will create their systems accordingly.

Annual evaluation and planning systems are important to have in place for all staff positions. Though it's important to give feedback consistently throughout the year, the annual evaluation and work planning processes can be useful opportunities to take a step back and complete a broader assessment of the past year's successes and challenges, as well as a time to take stock of where each position is heading for the next year or more. In these conversations, staff should discuss:

- how they're documenting their processes for posterity (so future staff don't have to recreate the wheel);
- with whom they have key relationships;
- where the growth areas in the position are (and what qualifications they or their successor will need to accomplish new goals);
- what their annual workflow calendar is and where it is documented;
- how they are developing redundancies in their work systems so if they are suddenly unavailable work can continue; and
- how the job description reflects the job, and how to make changes to the job description when appropriate.

In addition to making sure these key areas are addressed, staff can also attend to details that can help ensure that any unplanned transitions are smooth. These details include:

- who has copies of keys to agency files and where are they kept?
- who maintains a master list of passwords or other system that ensures computer files can be accessed?
- who has the authority to sign checks and approve expenses if the ED is unavailable?
- is there a general agency operations manual? Is one needed?

All of these conversations take time, and it will be time well spent in advance of a leadership crisis. In fact, organizations can ease into talk of succession planning by discussing what they would do in case of emergency and develop a mini-succession plan based on a hypothetical leadership crisis (the journal *Advancing Philanthropy* suggests the scenario of an Executive Director who wins the lottery and runs away to Tahiti, as opposed to a morbid hypothetical). After developing a short "in case of emergency" plan, the board and staff may feel more prepared to dig deeper and develop a multi-layered and broader succession plan.

In case of emergency

Though advance planning for transitions is most useful, organizations don't always have that opportunity. Entering a transition period without a previously developed plan doesn't mean that the organization has to forego any benefit planning could have provided. In fact, sometimes under the pressure of an urgent transition, organizations can craft thoughtful triage plans.

When a board of directors is faced with a sudden transition, they have a number of issues to tend to and questions to answer. The list of questions and issues can become overwhelming quickly, so it may be helpful to identify what the absolute priority areas are before moving forward.

- Who will approve expenses and sign checks?
- Who will ensure compliance with contracts and grants?
- Who will ensure the organization is in good financial health? (ensure checks and balances are maintained, oversee audit, etc)
- Who will supervise personnel?
- Is there anything about this transition that will threaten the organization's funding or future work? How can we address that?
- Who will communicate with our membership and key constituents about this transition? What are our talking points?
- Who is responsible for media contacts or public appearances during the transition?
- Who from the board will supervise the staff leadership during the transition?

A word about the money

No organization wants to face the mystery of where the organization's money is kept, how many accounts it has, or any question of who has signing authority on those accounts. It is imperative for every organization to identify at the board and executive staff level where every bank account is, what the account numbers are, and who is authorized to access these funds. Similarly, both board and staff leadership should know where the organization's lines of credit are, how much they are for, and who is authorized to change or access them.

An annual review and assessment of finances is a critical function of the finance committee or other designated board representative. Great care should be taken to ensure that only current employees and board members have access to funds and credit and it should never be a mystery as to where the organization's money is held.

After these critical areas are addressed, the board and staff of the organization can work together to maintain (or achieve stability) during an abrupt transition and then move forward to discussing how to complete a search process.

Addressing the challenges of statewide work

The statewide systems advocacy or policy work that coalitions participate in can not usually be addressed comprehensively in an emergency situation. Instead, statewide systems work must be cross-staffed and information about current work shared throughout the organization. This is not to say that all staff must attend statewide meetings – in fact, that is likely not a good use of staff time or expertise. But information about the coalition's agenda, key issues, and areas of concern can be shared in many ways.

First, statewide representation and advocacy work can't be a one-woman show. Coalitions rely on their memberships for input and feedback and therefore should base their priorities and agendas on what their membership wants to see addressed. There may be additional issues that arise that the coalition staff see need to be managed as well, and the coalition's membership should be informed (not necessarily polled) when such is the case.

Statewide systems work is incredibly labor intensive and takes the work of many different people to move forward. At the coalition staff level the Executive Director, or perhaps a Public Policy Director, is usually the main representative of the agency. In some coalitions, a support person or maybe another staff member might be available as well. It's important that, no matter how many or how few people a coalition might have involved, more than one person have relationships with the colleagues with whom the coalition works. More than one person must be trained on how the statewide systems work happens, where the state agencies are housed, who the players are, etc. Statewide systems work can also be discussed with the organization's full staff via staff meetings or other structured gathering.

Conclusion

Regardless of the coalition's size, each organization can immediately begin to address the gaps that inevitably will arise during a time of transition. Cross training, complete information reporting, and solid documentation processes can all help alleviate the pain of these times of change. Issues ranging from simple internal office issues (where is the extra set of keys? How do I contact the landlord?) to major statewide policy issues (how did we come up with our position statement on sex offender management?) can render an organization temporarily ineffective if the right information isn't shared across multiple levels.

All organizations and businesses need to plan for changes in leadership. Statewide sexual assault coalitions face additional challenges that need to be addressed to ensure that advocacy efforts at the state level can continue in times of significant personnel changes. The board of directors and staff can prepare for these changes well in advance and should prioritize having conversations about inevitable changes (even if those changes are years away).

Checklist for executive transition planning (Advance Planning)

Complete?	What?	Who?
	Identify core values, vision, and goals	Board
	Update & maintain job description for ED	Board
	Support development of sustainable internal systems & processes	Board
	Provide support and governance to ensure organizational mission and values are upheld.	Board
	Develop organizational calendar of key activities	ED/Staff
	Cross-staff core organizational functions	Staff
	Share information regarding key files/documents	ED/Board & Staff
	Develop leadership of staff and membership	ED/Staff
	Develop constituent relationships across the organization (not based on individual personalities)	Board & Staff
	Create flexible succession plan (for Executive Director, key staff positions, and key board positions) and share it with staff and board	Board & Staff
	Update & maintain job descriptions for staff	ED/Staff
	Create redundant systems to support key staff work	ED/Staff
	Document internal agency processes/create operations manual(s)	ED/Staff

Checklist for Succession Planning (Triage)

Critical Questions	Answers & Notes
Where is our organizations' money? Do we have lines of credit? Who is authorized on all of these accounts?	
Who will approve expenses and sign checks?	
Who will ensure compliance with contracts and grants?	
Who will ensure the organization is in good financial health? (ensure checks and balances are maintained, oversee audit, etc)	
Who will supervise personnel?	
Is there anything about this transition that will threaten the organization's funding or future work? How can we address that?	
Who will communicate with our membership and key constituents about this transition? What are our talking points?	
Who is responsible for media contacts or public appearances during the transition?	
Who from the board will supervise the staff leadership during the transition?	
If staff have taken on additional responsibilities, how are they being compensated?	

Bibliography

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Office of the Washington County Attorney

SESSION LAW UPDATE FOR CRIMINAL JUSTICE PROFESSIONALS

2017 REGULAR SESSION

BY

RICHARD HODSDON

ASSISTANT WASHINGTON COUNTY ATTORNEY

June 2017

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CRIMINAL LAW AND PROCEDURE

Chpt. 95

This chapter is the public safety financing bill and it also has some policies provisions in it. It has five articles with finance parts generally effective July 1, 2017, and policy provisions August 1.

Appropriations are in Article One and covers 2 years. Finance matters of interest to criminal justice include the following.

Money is appropriated in both years to add more public defenders.

4.1 million goes to re-build the predatory offender registration data base.

1.3 million each year to BCA for additional staff in firearms examination, drug lab, investigations and criminal history system. Money is also given BCA to create the state Harassment Restraining Order data base.

POST Board is given 6 million each year for peace officer training and the implement best practices. This is in addition to about 2.9 million a year for reimbursement.

A cap is put on the number of juveniles admitted to MCF- Red Wing to meet PREA staff to inmate ratios.

Article Two is called courts.

The seventh and ninth judicial districts each get one new judge.

Minn. Stat. 243.49 relating to papers to be provided with orders of commitment to DOC has been reduced to a certified record of the commitment and indictment or plea.

Minn. Stat. 609.48 concerning venue for perjury provides the case can be prosecuted where the statement under penalty of perjury was signed or the district court where it was filed.

The time to request a hearing under Minn. Stat. 609.748 for a temporary harassment restraining order has been reduced from 45 days to 20 days after completion of service.

Article three is called courts and public safety

Minn. Stat. 152.105, subd. 2 requires each sheriff to have a system or contract with a vendor for drug take back.

Minn. Stat. 243.05, 244.05 and 244.198 concerning conditional release and related forms of release is amended to mandate that prior to revoking parole or probation for a nonviolent drug offender for a technical violation when the offender is not a risk to the public and is amenable to

community supervision the agent seek to restructure supervision and keep the person in the community.

Minn. Stat. 243.17, subd. 1 concerning sheriff reimbursement for transporting inmates to prison is changed to provide the commissioner of management and budget pay to the commissioner of corrections funds to reimburse the sheriffs. The total amount shall not exceed \$500,000 each year and are to be made one or two times each fiscal year based on a fee schedule agreed to by Dept. of Corrections and the Minn. Sheriff Association.

The impersonating an officer statute was amended and a new section was created. The prior statute Minn. Stat. 609.475 was changed to make it a misdemeanor to impersonate an active or reserve military member, veteran or public official with intent to wrongfully obtain money, property or any other tangible benefit.

A new statute at Minn. Stat. 609.4751 relates to impersonating a peace officer. It is a misdemeanor to falsely impersonate a peace officer with intent to mislead another into believing the person is an officer. The crime becomes a gross misdemeanor if the person gains access to a public or government building not open to the public, or without legal authority directs another person to act or refrain from acting, or violates 169.64, subd. 2, 3 or (emergency vehicle lighting) or siren section of 169.68 or operates a motor vehicle marked as police, patrolman, sheriff, deputy, trooper, state patrol, conservation officer, agent or marshal or with any lettering, marking or insignia or colorable imitation including but not limited to stars, badges, or shields identifying the vehicle as law enforcement and that a reasonable person would believe is a law enforcement vehicle. A second conviction within 5 years of the first is a felony.

Criminal damage to property in the first degree in Minn. Stat. 609.595, subd. 1 is added to apply if the property damaged was a public safety motor vehicle and the damage caused substantial interruption or impairment of public safety services or a reasonably foreseeable risk of bodily harm.

It is a gross misdemeanor third degree criminal damage under Minn. Stat. 609.595, subd. 2 if the damage was to a public safety vehicle and the defendant knew it was one.

The definition of a public safety motor vehicle is in Minn. Stat. 609.595, subd. 4 and includes marked law enforcement vehicles and fire and ambulance.

Minn. Stat. 609.605 provides it is misdemeanor trespass on a school bus to board a school bus while in operation and refuse to get off when ordered to do so.

A new law is created in Minn. Stat. 609.6057 and makes it a misdemeanor to violate a geographic restriction the defendant knows about. The law applies to a defendant in a criminal proceeding or juvenile delinquency defendant. A court can issue such an order independent of any other pre-trial or release conditions. The statute lists what the judge should consider in

issuing the order, allows for exceptions and requires the defendant be informed of the restrictions. When the case is over the court must cancel the restriction and may do so before that.

Changes were made in the harassment restraining order law in Minn. Stat. 609.748. Service may be made by any peace officer, corrections officers, and probation and parole staff.

A new short form notification is adopted similar to that used in domestic cases. That part of the law goes into effect 30 days after the BCA website for HRO data becomes operational.

Minn. Stat. 624.714, subd. 17. Prohibits the owner or operator of a private establishment from banning a peace officer from having a gun on the premises. The officer can be required to present credentials before being let in.

Starting July 1, 2018, under Minn. Stat. 626.8469 all law enforcement agencies shall provide in-service training in crisis intervention and mental illness, conflict management and mediation and bias related training. POST will develop learning objectives. It shall be at least 16 hours and be done each three year licensing period. Each agency must keep a record and licensing sanctions can be imposed for a violation.

Article four reduces some court filing fees and waives fee for the respondent in a HRO case.

Article Five is called controlled substances and adds more chemical compounds to the list.

Chpt. 98

An amendment to Minn. Stat. 626.05, subd. 2 now allows peace officers in the Dept. Of Commerce Fraud Unit to get search warrants.

ADMINISTRATIVE MATTERS

Chpt. 26

Minn. Stat. 471.198 is amended to allow local governments to spend tax money for National Night Out and any other events to promote positive police community relations. Money may also be solicited for that purpose if authorized by agency resolution.

Chpt. 60

Minn. Stat. 260C.163 relating to CHIPS proceedings is amended to provide that children ten years of age or older are entitled to their own counsel at no cost. Once a child turns 10 social services must within 14 days advise them of this right. A parent may not waive a child's right to counsel.

Chpt. 67

The provision in Minn. Stat. 373.38 that required a license bureau to be open at least one evening and Saturday morning has been changed to eliminate mandated times as long as it is open at least 40 hours a week.

Chpt. 92

Election and voting law changes are in this chapter. There are a few aspects that may be of interest to criminal justice professionals.

Minn. Stat. 3.088 concerning leave of absence and reinstatement to a public employer adds serving on a tribal council to the protected positions.

Article three permits switching from election to appointment for Morrison County Recorder, Benton County Recorder, Pine county Auditor-Treasurer, Stearns County Recorder, Marshall County Recorder and Rice County Recorder and Auditor-Treasurer.

TRAFFIC

Chpt. 12

Minn. Stat. 169A.63, subd. 7 on DWI forfeiture is amended to expand the innocent owner defense to allow it to be used by co-owners to contest forfeiture.

Chpt. 55

New Minn. Stat. 168.1294 creates a law enforcement memorial license plate and provides the revenue will be placed in a special account to help fund LEMA's mission.

Chpt. 76

This chapter makes several changes to Chapter 171 to permit the state to implement the federal Real ID act.

Minn. Stat. 171.017 is amended to mandate criminal history checks for all DPS employees or driver license agents.

Minn. Stat. 171.019 is enacted to mandate implementation of compliance with the federal Real ID Act but gives a person the option to obtain a license that does not comply with federal requirements.

Minn. Stat. 171.0605 is new legislation that lists evidence of identity and lawful presence that will be needed to obtain a compliant license.

Minn. Stat. 171.12 adds a new subdivision to require DPS to establish written procedures to ensure only persons authorized by law can get access to driver license data. All access to records must be recorded in a data audit trail that is public data to the extent not otherwise classified by law.

DPS must immediately and permanently revoke the authorization of any individual who willfully accesses or shares data when not authorized by law and must forward the matter to the appropriate prosecutor for criminal prosecution.

DPS must arrange for an independent biennial audit and the results of the audit are public. This section becomes public the day after DPS has implemented the new licensing and registration system.

If DPS obtains a copy of birth certificates as part of the licensing process it must not retain a copy without consent of the subject.

For non-compliant licenses DPS may not distribute non-commercial licenses outside the state beyond what current law allows.

DPS must start issuing fully compliant driver licenses no later than October 1, 2018, and if a person want an early renewal a surcharge will be assessed with the amount depending on when the current license expires.

Chpt. 83

This chapter contains DWI related changes and contains three articles

Minn. Stat. 171.306 is amended as to ignition interlock devices to prohibit DPS from establishing standards that include location tracking capabilities with court order. It also requires manufacturers to advise program participants if the device has that ability.

Article 2 makes changes in the DWI law as to implied consent and search warrant based procedures. These sections have a July 1, 2017 effective date.

Minn. Stat. 169A.20, subd. 2 makes it a crime to refuse to submit to test of blood or urine pursuant to a search warrant.

Minn. Stat. 169A.51 is amended to modify the implied consent advisory requirements so it will now be a breath test advisory only.

Minn. Stat. 169A.051, subd. 3 now applies only to blood and urine tests and prohibits them unless done under search warrant or under a judicially recognized exception to the search warrant requirement.

Minn. Stat. 169A.51, subd 4 allows a blood or urine test pursuant to warrant even after a breath test under circumstances in existing law and adds as another situation if the person is unconscious or incapacitated to the point the peace officer has a good faith belief the person is

mentally or physically unable to comprehend the breath test advisory or otherwise voluntarily submit to tests.

Minn. Stat. 169A.53 doubles the time to file an implied consent petition from 30 to 60 days.

Minn. Stat. 169A.53, subd. 3 adds as an affirmative defense to implied consent the defendant was under the influence of a controlled used as prescribed. It is also a defense to driving with a schedule I or II controlled substance in the system unless the court finds driving ability was impaired.

The time allowed under Minn. Stat. 169A.60, subd. 10 to file a petition for judicial review of forfeiture goes from 30 to 60 days.

Minn. Stat. 171.177 creates a new statute for license revocation after refusal to cooperate with a search warrant for blood or urine. When the warrant is presented the officer must advise refusal is a crime. To sustain a license revocation the officer must offer both blood and urine.

When the warrant is executed and results obtained the officer must advise DPS if there was a test refusal or if tested if the result exceeded the legal threshold of .08 or .04 for commercial vehicles or presence of a schedule 1 or 2 controlled substance except THC.

If there is a test refusal or a failure DPS will revoke the license consistent with existing law. A person can petition for judicial review within 60 days as provided for in current law.

If a person refuse a test under warrant none will be given unless an officer has probably cause to believe criminal vehicle operation was committed. It is not obstructing legal process under 609.50 to refuse a test under warrant unless it involves force or violence.

Article 3 applies the search warrant procedures and modification of implied consent terminology to breath test in several areas including 97B. 066 (Hunting), 360.0753 (aircraft), 624.7143 (carrying under the influence). Changes are effective July 1, 2017.

Chpt. 86

Minn. Stat. 169.8295 increases the weight limits for truck hauling fluid milk.

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	36
Meeting	20
Meeting Prep	9.5
Phone call	1
Research & Development	27
Training	25
(blank)	
Administrative	47
Technical Assistance	13.5
Outreach to Membership	2
Grand Total	181

Danielle Kluz
Activity Summary June 2017

Label	Total Hours
Admin	26
Email	11
Holiday	0
Meetings	12
Meeting Prep	3
Outreach to Membership	20
PTO	4
Public Policy	0
Research & Development	0
Technical Assistance	1
Training	95
Travel	4
TOTAL	176

Julia Activity Report (June 2017)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Meeting	2
(blank)	
Outreach to Membership	1.5
Training & Education Development	18.5
Professional Development	8
Break	7
Finance	4
Administration	47
Grand Total	88



Board Member Composition: 2016-2017

I represent/am the following (please check all that apply):

	Bylaws State
<input type="checkbox"/> MAC Voting Member Organization- 83%	67%
<input type="checkbox"/> Seven-County Twin Cities Metro Area- 33%	50%
<input type="checkbox"/> Greater Minnesota- 58%	50%
<input type="checkbox"/> Government/Systems-Based Organization- 83%	33%
<input type="checkbox"/> Community-Based Organization- 8.3%	33%
<input type="checkbox"/> Corporate Organization/Private Citizen- 8.3%	13%
<input type="checkbox"/> Victim/Survivor of Crime- 25%	20%
<input type="checkbox"/> Underrepresented Group or Community- 8.3%	20%

STATED BYLAWS
OF THE
MINNESOTA ALLIANCE ON CRIME

ARTICLE I
Registered Office

The registered office of the Minnesota Alliance on Crime, at which the general business of the Minnesota Alliance on Crime shall be transacted and where the records of the Minnesota Alliance on Crime shall be kept, shall be at such a place in the State of Minnesota as shall be fixed from time to time by the Board of Directors.

ARTICLE II
Membership

SECTION 2.1 Membership. Individuals or agencies desiring membership status shall complete and submit an annual membership application with dues assigned and established periodically by the Board of Directors. If meeting the financial obligation of membership presents a hardship for an individual or organization, the individual or organization may submit a proposal to the Executive Committee for special consideration. Proposals for special consideration will be reviewed for acceptance on a case-by-case basis.

SECTION 2.2 Voting Member Organization. (a) An organization may become a Voting Member Organization of the Minnesota Alliance on Crime by meeting the following requirements:

1. The organization must be incorporated as a Minnesota non-profit organization or tribal organization; or a Victim/Witness Program located within a prosecutorial or law enforcement office;
2. The organization must, as a primary function, provide direct services to crime victims;
3. The organization must provide either criminal justice assistance, victim advocacy, victim safety planning, and/or victim services' referrals;
4. The organization supports and promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
5. The organization has completed its annual membership application and paid its annual membership dues in full.

(b) If the organization meets each of the requirements listed in paragraph (a), the organization shall be a Voting Member Organization of the Minnesota Alliance on Crime.

(c) Each Voting Member Organization shall appoint one (1) individual to serve as their voting delegate and one (1) individual to serve as their voting alternate at meetings of the membership of the Minnesota Alliance on Crime. These individuals will serve as delegates and alternates until successors are appointed. Replacement delegates and alternates may be appointed by Voting Member Organizations by providing written notice to the Minnesota Alliance on Crime before scheduled meetings of the members of the Minnesota Alliance on Crime.

(d) Each Voting Member Organization shall exercise the privilege of one (1) vote at all meetings of the members of the Minnesota Alliance on Crime.

SECTION 2.3 Non-Voting Member Organization. (a) An organization may become a Non- Voting Member Organization of the Minnesota Alliance on Crime if:

1. The organization promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
2. The organization:
 - A. Is a non-profit organization working in the areas of health and education; or,
 - B. Is a local, state, or tribal government; or,
 - C. Does not provide direct services to crime victims; and,
3. The organization has completed its annual membership application and paid its annual membership dues in full.

(b) If the organization meets each of the requirements listed in paragraph (a), the organization shall be a Non-Voting Member Organization of the Minnesota Alliance on Crime.

(c) A Non-Voting Member Organization does not have the privilege to vote at meetings of the members of the Minnesota Alliance on Crime.

SECTION 2.4 Non-Voting Member Individual. (a) An individual may become a Non- Voting Member Individual of the Minnesota Alliance on Crime if:

1. The individual promotes the mission statement and core values of the Minnesota Alliance on Crime; and,
2. The individual has completed the individual's annual membership application and paid the individual's annual membership dues in full.

(b) If the individual meets each of the requirements listed in paragraph (a), the individual shall be a Non-Voting Member Individual of the Minnesota Alliance on Crime.

(c) A Non-Voting Member Individual does not have the privilege to vote at meetings of the members of the Minnesota Alliance on Crime.

SECTION 2.5 Interest in Property. The members of the Minnesota Alliance on Crime shall not have any right, title, or interest in the real or personal property of the Minnesota Alliance on Crime.

SECTION 2.6 Resignation. Any member may resign membership at any time by giving written notice of the resignation of membership to the Board of Directors. Such resignation shall take effect at the beginning of the next Board of Directors meeting.

SECTION 2.7 Termination. Any membership may be terminated by a two-thirds majority vote of the Board of Directors.

ARTICLE III

Meetings of the Members

SECTION 3.1 Notice. Written notice of the time and place for each meeting of the members of the Minnesota Alliance on Crime shall be emailed or mailed, postage prepaid, to each member of the Minnesota Alliance on Crime at his or her last known email address or physical address not less than five nor more than sixty days before the meeting. Any member may waive notice of a meeting before, at, or after the meeting, orally, in writing, or by attendance. Attendance at a meeting is deemed a waiver unless the member objects: (1) at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened; or (2) before a vote on an item of business because the item may not lawfully be considered at that meeting and the member did not participate in the consideration of the item at that meeting.

SECTION 3.2 Members List for Meeting. The Minnesota Alliance on Crime Member List for Meeting shall consist of all member s of the Minnesota Alliance on Crime as of the date of the meeting.

SECTION 3.3 Voting. At all meetings of the members of the Minnesota Alliance on Crime, each Voting Member Organization shall be entitled to cast one (1) vote on any questions coming before the meeting. The presence of one-third of the Voting Member Organizations shall constitute a quorum at any meeting thereof. The Voting Member Organizations present and entitled to vote at any meeting, although less than a quorum, may adjourn the meeting. A majority vote of the Voting Member Organizations present and entitled to vote at any meeting at which a quorum is present shall be sufficient to transact business. When any meeting of the members is adjourned to another time and place, notice of the adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken.

SECTION 3.4 Annual Meeting. The Annual Meeting of the members of the Minnesota Alliance on Crime shall be held in the month of September at such time and location as may be designated by the Board of Directors. The Annual Meeting shall serve the following purposes: nominating and recruiting board members; presenting reports on the activities and financial condition of the Minnesota Alliance on Crime; and, transacting of such other business as may properly come before the Annual Meeting.

ARTICLE IV

Directors

SECTION 4.1 Number. The Board of Directors of the Minnesota Alliance on Crime shall consist of five (5) to fifteen (15) directors or Ad Hoc Directors.

SECTION 4.2 Terms. Directors of the Minnesota Alliance on Crime shall be elected to serve a term of three years. The start date of each term for each director shall be determined by the Board of Directors and recorded by the Executive Director of the Minnesota Alliance on Crime. The directors shall be divided into three (3) classes, approximately equal in number, so that the terms of office of approximately one-third of the directors shall expire each year. Each director shall hold office for the term for which the director was elected and until the end of the meeting at which the director's successor has been elected, or until the director's death, resignation, or removal. If ratified by the Minnesota Alliance on Crime membership, each director may serve up to a maximum of two consecutive board terms. Directors of the Minnesota Alliance on Crime shall serve without financial compensation.

SECTION 4.3 Ad Hoc Director. As the Board of Directors may find it appropriate from time to time, the Board of Directors may appoint a maximum of three (3) Ad Hoc Directors by majority vote to fill any vacancy on the Board of Directors. Ad Hoc Directors may serve a maximum of one year as an Ad Hoc Director on the Board of Directors. If ratified by the Minnesota Alliance on Crime membership, each Ad Hoc Director may become a full director of the Minnesota Alliance on Crime. The start date of each term for each Ad Hoc Director ratified to become a full director shall be determined by the Board of Directors and recorded by the Executive Director of the Minnesota Alliance on Crime. Ad Hoc Directors of the Minnesota Alliance on Crime shall serve without financial compensation. Ad Hoc Directors shall have all responsibilities and authorities of a director of the Minnesota Alliance on Crime, except for the limitations provided for in this section. Ad Hoc Directors may not serve as an officer of the Minnesota Alliance on Crime Board of Directors.

SECTION 4.4 Removal. Any director or Ad Hoc Director may at any time be removed with cause by the Board of Directors. If a vacancy occurs because of the death, resignation or removal of a director or Ad Hoc Director and results in Board membership less than the minimum set forth in the bylaws, such vacancy shall be filled by the Board of Directors for the unexpired term of such director or Ad Hoc Director.

SECTION 4.5 Director And Ad Hoc Director Nominations. The Board Development Committee shall be primarily responsible for nominating prospective directors or Ad Hoc Directors to the Board of Directors. In addition, any director or Ad Hoc Director may nominate a prospective director or Ad Hoc Director. The prospective director or Ad Hoc Director shall represent the Minnesota Alliance on Crime's diverse constituency in accord with SECTION 5.6.

Directors and Ad Hoc directors may be nominated at any time; however, the slate of directors and Ad Hoc Directors will be presented to Membership for voting and approval at the annual training. Directors and Ad Hoc Directors nominated at various times throughout the year may be approved by the Board on a temporary basis until such time as they can be approved by Membership.

SECTION 4.6 Board Application Standards. All Board of Directors' applicants must complete the following steps when applying for a position as Board Member.

1. Request a copy of the *Minnesota Alliance on Crime Board of Director's Job Description* from a current director, Ad Hoc Director, or MAC employee.
2. Submit the following to the Executive Director:
 - a. Completed *Minnesota Alliance on Crime Board of Directors Candidate Application*;
 - b. Completed *Minnesota Alliance on Crime Annual Conflict of Interest Declaration* and submit it to the Executive Director;
 - c. Signed *Minnesota Alliance on Crime Board of Director's Job Description*.
3. Participate in a phone interview with a Board Development Committee member.

All portions of the application process must be completed in order to be considered for a director or Ad Hoc Director position.

SECTION 4.7 Board Elections. Once a prospective director or Ad Hoc Director has completed the Board Application process, the Board Development Committee will present the applicant(s) to the Board of Directors at the next scheduled Board of Directors meeting. The Board of Directors shall be given the opportunity to inquire about the applicant's suitability, experience, and interest in being a director or Ad Hoc Director of the Minnesota Alliance on Crime. Once all inquiries have been satisfied, the President of the Board of Directors will call for a vote to determine if the applicant(s) are approved. Only current directors or Ad Hoc Directors will be allowed to vote on prospective Board of Director's applicants. Approved applicants shall be notified by a member of the Board Development Committee.

ARTICLE V
Duties of Directors and Ad Hoc Directors

SECTION 5.1 Expectations. Each director and Ad Hoc Director of the Minnesota Alliance on Crime shall:

1. Know the Minnesota Alliance on Crime's mission, core values, policies, programs, and needs;
2. Follow the organization's bylaws, policies, and board resolutions;
3. Serve as active advocates and ambassadors for the Minnesota Alliance on Crime;
4. Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy;
5. Leverage connections, networks, and resources to fully achieve the Minnesota Alliance on Crime's mission;
6. Faithfully read and understand the organization's financial statements;
7. Fully engage in identifying and securing the financial resources and partnerships necessary for the Minnesota Alliance on Crime to advance its mission;
8. Give a meaningful personal financial donation;
9. Prepare for, attend, and conscientiously participate in board meetings;
10. Participate in one or more board sub-committees;
11. Commit to five (5) to ten (10) hours per month, as needed, in service to the Minnesota Alliance on Crime;
12. Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings; and,
13. Maintain confidentiality about all internal matters of the Minnesota Alliance on Crime.

SECTION 5.2 Meeting Attendance. Directors of the Minnesota Alliance on Crime shall make every effort to attend all meetings of the Board of Directors. Failure to attend three (3) consecutive meetings per fiscal year shall be grounds for removal, unless otherwise previously approved of by the Board of Directors.

SECTION 5.3 Training. Directors of the Minnesota Alliance on Crime shall attend, participate in, and successfully complete annual board training as organized by the Board of Directors.

SECTION 5.4 Committee Participation. Directors of the Minnesota Alliance on Crime shall be assigned to at least one sub-committee as assigned by the Board of Directors. Every effort shall be made to assign the director to his or her committee of choice.

SECTION 5.5 Board Director Recruitment. Each director shall each year, to the best of their ability, recruit new directors for recommendation to the Minnesota Alliance on Crime Board of Directors. Once recruited, the Board of Directors shall thoroughly vet the proposed new directors. Once properly vetted, the Board of Directors shall present a slate of proposed directors to the Minnesota Alliance on Crime Voting Member Organizations at the Annual Meeting. At the Annual Meeting, the Voting Member Organizations may either ratify or reject the slate of proposed directors by majority vote.

SECTION 5.6 Composition of the Board of Directors. The Board of Directors shall, to the best of its ability, seek to have the following representation compose the Minnesota Alliance on Crime Board of Directors:

1. Sixty-Seven Percent (67%) of the Board of Directors shall represent Voting Member Organizations;
2. Thirty-Three Percent (33%) of the Board of Directors shall represent Non-Voting Member Organizations or Non-Voting Member Individuals;
3. Fifty Percent (50%) of the Board of Directors shall represent communities in the seven-county metro area of Minneapolis and Saint Paul;
4. Fifty Percent (50%) of the Board of Directors shall represent communities outside of the seven-county metro area of Minneapolis and Saint Paul;
5. Thirty-Three Percent (33%) of the Board of Directors shall represent government systems-based organizations;
6. Thirty-Three Percent (33%) of the Board of Directors shall represent community services-based organizations;
7. Twenty Percent (20%) of the Board of Directors shall include victims and survivors of crime;
8. Twenty Percent (20%) of the Board of Directors shall include under-represented groups,; and,
9. Thirteen Percent (13%) of the Board of Directors shall include corporate or private sector citizens.

The Board of Directors will determine whether a particular Director or Ad Hoc Director fulfills a particular composition category enumerated above.

ARTICLE VI
Meetings of the Board of Directors

SECTION 6.1 Meeting for the Purpose of Electing Officers. At the first board meeting following the Annual Meeting in September, at a time and place designated by the Board of Directors, the Board of Directors shall meet to elect officers of the Board of Directors.

SECTION 6.2 Other Meetings. Other meetings of the Board of Directors may be held at such time and place as announced at a previous meeting of the Board of Directors. Meetings of the Board of Directors may also be called at any time by the President, or upon the request of three or more members to the President, of the Board of Directors. Anyone entitled to call a meeting of the Board of Directors may make a request to the President to call the meeting, and the President shall give notice of the meeting, setting the time, place and purpose thereof, to be held between five and thirty days after receiving the request. If the President fails to give notice of the meeting within seven days from the day on which the request is made, the person or persons who requested the meeting may fix the time and place of the meeting and give notice in the manner hereinafter provided.

SECTION 6.3 Notice. Written notice of the time and place for each meeting of the Board of Directors shall be emailed to each director of the Board of Directors at the director's last known email address not less than five nor more than thirty days before the meeting. Any director may waive notice of a meeting before, at, or after the meeting, orally, in writing or by attendance. Attendance at a meeting is deemed a waiver unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened, and the director does not participate in the meeting.

SECTION 6.4 Closed Executive Sessions. Board Meetings are open to all Minnesota Alliance on Crime members. The Board of Directors reserves the ability to hold executive sessions at the end of board meetings to discuss any information that is private or sensitive. Executive sessions are closed to Minnesota Alliance on Crime members and guests.

SECTION 6.5 Quorum. The presence of one-third of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. The directors present at any meeting, although less than a quorum, may adjourn the meeting.

SECTION 6.6 Voting. At all meetings of the Board of Directors, each director shall be entitled to cast one (1) vote on any question coming before the meeting. A majority vote of the directors present at any meeting, if there be a quorum, shall be sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A director shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Directors. A director who is present at a meeting of the Board of Directors when an action is taken is presumed to have assented to the action unless the director votes against the action, abstains, or is prohibited from voting on the action.

SECTION 6.7 Written Action. Any action that could be taken at a meeting of the Board of Directors may be taken by written action as provided in the Minnesota Alliance on Crime's Articles of Incorporation.

SECTION 6.8 Conflicts of Interest. The Minnesota Alliance on Crime shall not enter into any contract or transaction with: (a) one of more of its directors; (b) a director of a related organization (within the meaning of Minn. Stat. § 317A.011, subd.18 (2016); or, (c) an organization in or of which a director is a concurrent director, officer, or legal representative, or has a material financial interest. Notwithstanding these prohibitions, the Minnesota Alliance on Crime may enter into a contract or transaction as described in (a), (b), or (c) if the material facts as to the contract or transaction and as to the director's interest are fully disclosed or known to the Board of Directors, and the Board of Director authorizes, approves, or ratifies the contract or transaction in good faith by the affirmative vote of a majority of the directors (without counting the interested director), at a meeting at which there is a quorum not counting the interested director. Failure to comply with the provisions of this section shall not invalidate any contract or transaction to which the Minnesota Alliance on Crime is a party.

ARTICLE VII

Officers

SECTION 7.1 Tenure of Office. The officers of this corporation shall be a President, a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may designate. Officers shall be elected by the Board of Directors to serve for terms of one year. Any officer may at any time be removed by the Board of Directors with cause. The same person may not hold more than one office at the same time. A new director may not become an officer of the Minnesota Alliance on Crime until that director has served as a director for one (1) year.

SECTION 7.2 President. The President shall: (1) have general active management of the business of the corporation; (2) when present, preside at meetings of the board and of the members; (3) see that orders and resolutions of the board are carried into effect; (4) sign and deliver in the name of the Minnesota Alliance on Crime deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws by the board to another officer or agent of the corporation; (5) when necessary, certify proceedings of the board and the members, and (6) perform other duties prescribed by the Board of Directors.

SECTION 7.3 President Elect. The President Elect shall perform the duties of the President in case of the latter's absence or disability. Execution by the President Elect on behalf of the Minnesota Alliance on Crime of any instrument shall have the same force and effect as if it were executed on behalf of the Minnesota Alliance on Crime by the President.

SECTION 7.4 Vice-President. The Vice-President shall perform duties as assigned by the Board of Directors. In the absence of the President at a meeting of the Board of Directors, the Vice-President shall fulfill the duties of the President described in Section 7.2. In the event of the resignation or removal of the President, the Vice-President shall assume the role of President of the Board of Directors until such time as a new President may be elected.

SECTION 7.5 Secretary. The Secretary shall provide for the keeping of proper records of all transactions of this corporation. The Secretary shall also perform such other duties as may be assigned by the Board of Directors.

SECTION 7.6 Treasurer. The Treasurer shall: (1) keep accurate financial records for the corporation; (2) review monthly bank statements, balance sheets and other financial reports, sign checks; (3) report the financial status of the organization to the board at its regular board meeting for board members to review and approve with a formal vote; (4) work with the Executive Director and Finance Committee to draft and approve the annual operating budget and present at annual meeting; (5) upon request of the Board of Directors, provide the President and the Board of Directors an account of transactions and an update of the financial condition of the Minnesota Alliance on Crime; (6) work with the Executive Director, contracted bookkeeper, and/or tax preparer; and (7) perform other duties prescribed by the Board of Directors or by the President.

SECTION 7.7 Additional Powers. Any officer of this corporation, in addition to the powers conferred upon that officer by the Bylaws, shall have such powers to perform additional duties as may be prescribed by the Board of Directors.

ARTICLE VIII

Committees

SECTION 8.1 Authority. The Board of Directors may act by and through such committees as it may create. Each committee shall have duties and responsibilities as are assigned by the Board of Directors. Each committee shall at all times be subject to the control and direction of the Board of Directors. Committee members, other than members of the Executive Committee, need not be directors.

SECTION 8.2 Membership. Each committee shall consist of, at a minimum, one member of the Board of Directors, and shall consist of two to ten committee members. Membership on a committee shall be open to all board members, as well as all members of the Minnesota Alliance on Crime.

SECTION 8.3 Executive Committee. The Executive Committee shall be composed of: the President; the President Elect; the Vice-President; the Secretary; and the Treasurer. The Executive Committee shall have the authority of the Board of Directors in the management of the business of the Minnesota Alliance on Crime in the interval between meetings of the Board of Directors. The Executive Committee shall at all times be subject to the control and direction of the Board of Directors.

SECTION 8.4 Meeting. Meetings of any committee may be called at any time by a member of the committee or by the President, on at least five days' notice by email, or two days oral notice by telephone or in person. Meetings of each committee may also be held at such time and place as are announced at a previous meeting of the committee. Appearance at a meeting is deemed to be a waiver of the notice unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and the committee member does not participate in the meeting.

SECTION 8.5 Voting. At all meetings of a committee of the Minnesota Alliance on Crime, each member of the committee shall be entitled to cast one vote on any question coming before such meeting of the committee. The presence of a majority of the membership of any committee of the Minnesota Alliance on Crime shall constitute a quorum at any meeting thereof, but the members of a committee present at any such meeting, although less than a quorum, may adjourn the meeting. A majority vote of the members of a committee of the Minnesota Alliance on Crime present at any meeting thereof, if there be a quorum, shall be sufficient for the transaction of the business of such committee. Any action that could be taken at a committee meeting may be taken by written action signed by all members of the committee.

ARTICLE IX
Executive Director

SECTION 9.1 Position. The Board of Directors may employ, at a salary it shall determine, an Executive Director of the Minnesota Alliance on Crime.

SECTION 9.2 Responsibilities. The Executive Director shall be responsible to the Board for:

1. Carrying out the policies and programs of the Minnesota Alliance on Crime;
2. Employing and discharging employees in accordance with the policies of the Minnesota Alliance on Crime;
3. Supervising all expenditures of the Minnesota Alliance on Crime in accordance with the policies of the Minnesota Alliance on Crime;
4. Reporting, regarding the work of the Minnesota Alliance on Crime, at each meeting of the Board of Directors; and
5. Performing other duties prescribed by the Board of Directors or by the President.

SECTION 9.3 Execution of Documents. The Executive Director shall have authority to execute all documents necessary for the day to day operation of the Minnesota Alliance on Crime.

SECTION 9.4 Evaluation. The Executive Director shall be evaluated on an annual basis in a manner to be determined by the Board of Directors. A written summary of each such evaluation shall be placed in the Executive Director's personnel file.

SECTION 9.5 Committees. The Executive Director shall be an ex-officio member of the Board of Directors, the Executive Committee, and all standing and special committees of the Board, but shall have no vote thereon.

ARTICLE X
Indemnification

To the full extent permitted by any applicable law, the Minnesota Alliance on Crime shall indemnify each person made or threatened to be made a party to any threatened, pending or completed civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of the Minnesota Alliance on Crime, by reason of the former or present capacity of the person as:

- (a) A director, officer, employee or member of a committee of the Minnesota Alliance on Crime; or,
- (b) a director, officer, partner, trustee, employee or agent of another organization or employee benefit plan, who while a director, officer, or employee of the Minnesota Alliance on Crime, is or was serving the other organization at the request of the Minnesota Alliance on Crime or whose duties as a director, officer, or employee of the Minnesota Alliance on Crime involve or involved such service to the other organization;

against judgments, penalties, fines (including, without limitation, excise taxes assessed against the person with respect to an employee benefit plan), settlements, and reasonable attorney's fees and disbursements, incurred by the person in connection with the proceeding.

Indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee or committee member, shall inure to the benefit of the heirs, executors, and administrators of such person and shall apply whether or not the claim against such person arises out of a matter occurring before the adoption of this section shall apply as a credit against any indemnification provided by this section.

Any member, director, officer, or agent is not civilly liable for an act or omission by that person if the act or omission was in good faith, was within the scope of the person's responsibility, and did not constitute willful or reckless misconduct. Actions such as breach of fiduciary duty, federal causes of action, and breach of contract are not covered.

The Minnesota Alliance on Crime may, to the full extent permitted by applicable law, purchase and maintain insurance on behalf of any person who is or was a director, officer, or employee or a member of a committee of this Minnesota Alliance on Crime against any liability asserted against such person and incurred by such person in any such capacity.

ARTICLE XI

Finance

SECTION 11.1 Acceptance. Any dues, contributions, grants, bequests or gifts made to the Minnesota Alliance on Crime shall be accepted or collected only as authorized by the Board of Directors.

SECTION 11.2 Deposit of Funds. All funds of the Minnesota Alliance on Crime shall be deposited to the credit of the Minnesota Alliance on Crime under such conditions and in such banks, trust companies or other depositories as shall be designated by the Board of Directors.

SECTION 11.3 Record of Transactions. All contracts, checks and orders for the payment, receipt or deposit of money, and access to securities of the Minnesota Alliance on Crime shall be recorded in a manner as designated by the Board of Directors.

SECTION 11.4 Annual Budget. The annual budget of estimated income, income expense, and capital expense shall be approved by the Board of Directors.

SECTION 11.5 Title to Property. Title to all property shall be held in the name of the Minnesota Alliance on Crime.

SECTION 11.6 Authority to Borrow. Encumber Assets. No director, officer, agent, or employee of this Minnesota Alliance on Crime shall have any power or authority to borrow money on its behalf, to pledge its credit, or to mortgage or pledge its real or personal property, except within the scope and to the extent of the authority delegated by resolutions adopted by the Board of Directors. Authority may be given by the Board of Directors for any of the above purposes and may be general or limited to specific instances.

SECTION 11.7 Summary Report. A summary report of the financial operation of the Minnesota Alliance on Crime shall be made by the Treasurer at least quarterly to the Board of Directors.

ARTICLE XII
Miscellaneous

SECTION 12.1 Fiscal Year. Unless otherwise fixed by the Board of Directors, the fiscal year of this Minnesota Alliance on Crime shall begin on July 1 and end on the succeeding June 30.

SECTION 12.2 Corporate Seal. The Minnesota Alliance on Crime shall have no corporate seal.

SECTION 12.3 Electronic Communications. A director or committee member may participate in a meeting by any means of communication through which such person, other persons so participating, and all persons physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes presence in person at the meeting. A conference among directors or committee members by any means of communication through which such person may simultaneously hear each other during the conference is a meeting of the Board of Directors or committee, as the case may be, if the same notice is given of the conference as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence in person at a meeting.

SECTION 12.4 Amendments. The membership may amend these bylaws by a majority vote of the membership.

SECTION 12.5 Discrimination. This Minnesota Alliance on Crime shall not discriminate on the basis of race, age, color, religion, physical or mental disability, affectional orientation, public assistance or marital status.