



Minnesota Alliance on Crime Board Agenda June 8, 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		40'
• Secretary's Report- Action Needed May	Secretary	
• Treasurer's Report- Action Needed May & Heidi Invoice	Treasurer	
• Director's Report	Executive Director	
IV. Updates-	Committees & Staff	20'
• Executive Committee		
• Board Development Committee		
• Budget and Finance Committee		
• Outreach and Engagement Committee		
• Public Policy Committee		
V. Action Items		25'
• FY18 Budget	Board Chair	
• Executive Session Closed to Public bylaws	Board Chair	
• Board Recruitment bylaws	Board Chair	
VI. Focused Discussion		30'
• Victims' Rights Bill (Marsy's Law)	Executive Director	
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
May 11, 2017 Meeting Minutes

I. Called to Order @ 10:06 a.m.

Those present:

Board of Directors: Vanessa Barr, Sara Miller, Brenda Skogman, Shawn Becker, Kelly Nicholson, Karla Bauer, Dianna Umidon, Dresden Jones

By Phone: Vicki Walechka, Denise Loy

Executive Director: Absent

MAC Staff: Danielle Kluz, Julia Tindell

Additional attendees: Nancy Yates, Lisa Smith, Therese Lockwood

II. Review Meeting Agenda

Motion to approve May 2017 agenda.

Motion 1st: Brenda Skogman

2nd: Kelly Nicholson

Approved

III. Consent Agenda Items

• Secretary's Report

Reviewed the minutes from April. Two changes made.

- 1) Page one, under Director's Report - Marsy's Law, should read, "MAC's position is to make it a priority to strengthen victims' rights and the best way to do this, whether it be Marsy's law or something else".
- 2) Page two, Section V. Action Items, Board of Director Meetings discussion. Delete the word "board" in this sentence to read, "The intent is not to exclude members, there are lots of other ways to engage and include members."

Motion to approve Secretary's Report from April with the following two corrections.

Motion 1st: Brenda Skogman

2nd: Karla Bauer

Approved

• Treasurer's Report

Reviewed April financials.

Motion to approve financial reports from April.

Motion 1st: Sara Miller

2nd: Dresden Jones

Approved

• Director's Report

-Bobbi is not present at the meeting, currently at the NCVLI conference. Review her Director's report in the board packet. Danielle highlighted some areas for the board.

-Question about Bylaws section and creating articles. Dresden asked who is to work on this issue, the executive committee or board development committee? Agreed that board development committee can start working on the policy or bylaw.

-Marsy's Law – still looking at this and Sean (intern) will be doing some research on the issue.

-The 3 coalitions will have a joint reception at the OJP conference; don't forget your name tags!

-99 people registered for the Data Practices webinar.

-Meeting with Aurora on creating the evaluation tool, should be ready before the fundamentals training the end of June; only three open spots left for the training, participants come from varied programs so will have a lot of variety at the training.

-Danielle and Julia went on a site visit to the Shakopee Police Department Victim program.

IV. Updates

- Executive Committee – met and discussed agenda for June meeting. Discussion of all four executive committee positions being open as of September and that need other board members to fill the positions of President, Vice-President, Secretary and Treasurer.
- Board Development Committee – discussions about drafting and writing by-laws on vetting and getting new board members.
- Budget and Finance Committee – meeting today after the regular MA Board meeting (5-11-17)
- Outreach and Engagement Committee – trying to plan a meeting before OJP conference; Danielle was going to try and get a list of attendees from JoAnn (OJP Conference Planner) to see who will be present to talk with and try to recruit for MAC memberships.
- Public Policy Committee – not meeting; read the director's report, lots going on.

V. Action Items

Closing Board of Director Meetings - Information provided to Board Members from Aurora Consulting about closing board meetings. Sheet entitled, "Basic Guidelines for Executive Sessions". Discussion about having a section closed at either the beginning or end of the meeting that can be closed; may not be needed at every meeting, only if needed. Preference voiced of having closed session at the end of the meeting for scheduling if other members want to attend the board meeting.

Motion was made to adopt Aurora's recommendations to include a CLOSED section at the end of the board of director meetings to discuss sensitive or confidential information.

Motion 1st: Kelly Nicholson

2nd: Brenda Skogman

Approved.

-Need to have a bylaw written for this; will check about having Sean write this and try to have ready before June meeting for review.

VI. Focused Discussions

Silent Auction @ Annual Meeting – Has anyone gone into the Google document and added to the list? Reminder that we want to try and grow the list by 10% this year.

Executive Committee Interests – Starting to have conversations with people on the Board to take over positions on executive board. Current board will be done after annual meeting; treasurer position has changed a lot. Feel free to ask questions of current executive board to see if you would be interested.

New Board Members – Trying to come up with new members to reach out to. Ideas - corporations, fraud prevention/loss prevention departments that we work with. Create a letter to send out; may have interest in involvement of MAC – forward this to the Outreach & Engagement Committee

Closed Section - only sent to Board of Directors.

VII. Adjourn

Meeting adjourned @ 11:11 a.m.

Motion 1st: Dresden Jones

2nd: Shawn Becker

Approved

Next meeting: June 8, 2017 from 10:00 a.m. – 12:00 p.m. @ MAC, St. Paul Office

Respectfully Submitted,

Vicki Walechka
MAC Secretary

MAC Board meeting – May 11, 2017
CLOSED Section

Staff Pay – recommendation from Executive Director to increase staff member Danielle Kluzs' pay 5% in October; raise Julia Tindell from \$18.50/hour to \$20/hour starting in December/January. This still leaves some surplus money at the end of the year and we want to keep that for any unexpected expenses/changes that may come up. Discussion of an increase for Bobbi, ED, as on 1-1-2018 for FY18. Very effective at her job and we want to keep her! Other discussion in regards to the budget – would like budget for FY18 approved at next board meeting, need to look at the categories. Do we have performance evaluations on employees? Would like to see them and the projected budget amounts, saying yes primarily to the staff increases but not approved yet. Table until June meeting; also talked about use of other incentives for staff.

MAC Board – May 17, 2017
Email Motion

An email was sent by MAC Board President, Vanessa Barr, on May 17, 2017 in regards to pay increases for MAC staff members, Danielle Kluz and Julia Tindell. There is extra money in the OJP grant and Bobbi would like to see the pay raises take effect May 15, this still leaves a small surplus in the Personnel category. Job descriptions were provided via email to Board Members per the request at the May meeting.

Motion was made to approve the pay increases as outlined in the email and board minutes from May 2017 for Danielle Kluz and Julia Tindell, effective May 15, 2017.

1st: Brenda Skogman and Denise Loy
2nd: Dianna Umidon

Approved

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

Income:

Donations	440.00
Membership Dues	871.00
OJP Grant Income	14749.18
Training Grant Income	2597.07
Interest Income	3.34
	<hr/>
	18660.59

Expenses:

OJP Grant Expenses	20136.74
Training Grant Expenses	2149.23
Unrestricted Expenses	800.64
	<hr/>
	23086.61

Total Expenses:

Personnel	15524.69
Payroll Taxes	1159.82
Health Insurance Premiums	900.00
Rent	800.00
Contract Services	2345.00
Dues & Subscriptions	0.00
Equipment	0.00
Liability Insurance	550.45
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Office & Program Supplies	110.20
Telephone Expense	280.94
Travel & Training Expenses	1344.51
Bank Service Charges	31.00
Aplos Software Expense	40.00
	<hr/>
	23086.61

Available Balances:

OJP Grant	70401.70
Training Grant	42947.57
Unrestricted-Checking	31278.87
Savings Account	15132.16
	<hr/>
	159760.30

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

Date: May 31, 2017
Invoice #: 141
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 June 2017

Updates

- **NITVAN II Grant Application:** The grant application was submitted on 5/31/2017. I hope to hear by August 1st if we will be awarded and funding would begin October 1st.
- **NCVLI Conference:** I attended the conference along with 5 other project partners. The conference was very informative and provided information that will be beneficial to MAC's initiative to strengthen victims' right in MN. I have submitted the scholarship reimbursement form to OVC.
- **OJP Conference:** There was good turnout for the joint coalition reception. Thank you to board members and staff for mingling with attendees. I believe we will have at least 3 new member programs as a result of conversations at the reception. Note: Diane Homa sold pottery at the resource fair and will be donating the proceeds to MAC. She expects the total to be over \$400.
- **Strengthening Victim's Right Initiative:** We created the attached talking points to frame MAC's initiative to strengthen victims' rights in MN. 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.
- **OJP Grant Changes:** Attached are several document recently sent from OJP. Due to the increase in VOCA funding and findings from the OIG audit, there has been and will continue to be increased financial oversight. MAC has already experienced this and has made changes to our FSR reporting process and provided additional budget detail when asked to do so. Beginning with FY18, OJP will be completing the attached Risk Assessment form before finalizing any grantee contracts. Also beginning with FY18, OJP is going to execute 2-year contracts instead of 1-year contracts. This change will help to decrease the need to submit budget revisions as we will have two years to spend out our funding. While I will have to submit a two-year grant budget to OJP, I will continue to create a MAC operating budget for each fiscal year. Next year, our FY19 operating budget will show the carry over amount from our OJP CVS grant and all expenses related to that funding source.
- **FY18 Operating Budget:** The proposed FY18 operating budget is attached.
- **Bylaws:** We provided feedback to Vanessa regarding wording to address executive sessions of meetings being closed to the public. I believe Dresden is working on language to address the recruitment and vetting of board members.
- **Board Recruitment:** Any updates?

Upcoming Events

- **Silent Auction:** Letter went out to donors on June 1st. At the August board meeting we will discuss follow-up phone calls that will need to be made by staff and board members.
- **Annual Meeting and Capacity Building Training:** The Save the date has gone out and registration information will be sent out around July 15th. The draft agenda is attached.

Legislative/Public Policy

- It was a crazy session. I hope to have a comprehensive list of new laws available soon. The approved current and upcoming biennium amounts for the OJP budget are below:

FY16 38,833 + FY17 38,694 = **77,527**

FY18 39,580 + FY19 40,036 = **79,616**

The increase is slightly less than what the Governor was asking for and amounts to cost of living increases.

- **Training and Engagement**
- **Membership Outreach:** MAC has been informed that the Polk and Red Lake County Attorney's Offices will be joining MAC shortly, which will bring us to 59 member programs. FY18 membership renewal letters and applications will be sent to existing MAC members on May 15th. Renewals are due July 1st. No change was made to the membership fee structure. The FY18 membership application is now on the MAC website.
- **Webinar Series:** Suzanne Elwell will present MAC's May webinar on Data Basics for Victim Advocates on May 17, 2017. The webinar is close to "selling out" after just a few days of registration being open.
- **Evaluation Process:** MAC has contracted with Aurora Consulting to develop best practice evaluation methods for our training and program work. We have twice met with Aurora to determine MAC's evaluation priorities and needs. A final product will be developed by Aurora by the Fundamentals in Victim Services training in June.
- **Training:** All trainers have been secured. Registration has opened and the training 65% sold out after one week.
- **Newsletter:** Danielle released the May MAC newsletter. The open rate so far 35%, which is above average.



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.



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Office of Justice Programs

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www.ojp.dps.mn.gov

Date: June 1, 2017

To: MN Office of Justice Programs (OJP), Crime Victim Services Grantees

From: Cecilia Miller, Grants Director

RE: Increased Grant Oversight

We have been fortunate to receive a significant increase in federal VOCA funding, which has enabled programs to stabilize staffing and increase their capacity. Along with the funding increase comes an increase in accountability and oversight. OJP, as the primary recipient of these funds, is responsible for monitoring our grantees (subrecipients). In doing so, we must follow these guidelines:

- Federal Office of Management and Budget (OMB) Uniform Guidance (200.331(b))
- 2015 U.S. Department of Justice Grants Financial Guide
- VOCA Program Guidelines
- MN Office of Grants Management (OGM) Grant Management Policies

If you review these documents you will see that monitoring grantees for compliance has become more complicated. One specific area for which we have increased our expectations is in the budget detail. An approved budget must include calculations for each line item and enough detail to determine in a financial desk review whether expenses are allowable or not. Financial Status Reports (FSR) must include enough detail so we can adequately monitor expenditures.

This increased focus on budget detail is impacting everyone and we are working on a number of tasks to increase OJP staff and grantee skill level:

- Updating the OJP Grant Manual
- Additional and ongoing training for OJP staff
- Additional and ongoing training for grantee staff

We know there is some inconsistency in how grant managers address issues or in the amount of information they request from grantees. As we build grantee capacity to provide what is needed for adequate grant management and build OJP staff capacity to provide increased grant monitoring, please know we are working on increasing consistency. However, there will always be some level of discretion involved in grant management and some inconsistency is inevitable.

We request your patience as grant managers ask their clarifying questions and request more detail. Please know that this is happening across the board, not just with your agency.

Desk Review Preliminary Findings:

Increased oversight has also meant an increase in the number of desk reviews being conducted. For some grantees (certainly not all) we are seeing grantee administrative capacity issues such as:

- Difficulty producing source documentation for expenditures
- Difficulty managing cash flow
- Difficulty submitting financial (or other) reports on time
- Lack of board oversight

Grant managers will be working closely with grantees, and may request that these types of capacity issues be included in the upcoming FY18 Best Practices Development Plan, which will be part of the renewal funding application.

Regarding Risk Assessments:

Use of a Risk Assessment Form is a management tool that assures compliance with State of Minnesota Grant Management Policies as well as Federal OMB requirements.

We have completed a pilot round of using the Risk Assessment form with new grants and have updated the form for use in the next grant cycle. A copy is being sent with the electronic version of this letter. We're still working out the details on what it means to score as a high risk grantee, but anticipate it will involve special grant conditions such as additional monitoring, training requirements, etc. Risk Assessments will be done before the grant is fully executed and we will, of course, be letting grantees know if they are considered high risk and what special conditions will be in place to address their risk level.

We know these changes can be challenging. We have shared goals for strong administrative and program capacity, and are available to provide technical assistance where needed. Please let me know if you have any questions.

Pre Award Risk Assessment

May 2017

This assessment ensures compliance with MN Office of Grants Management policy 08-06 and the Federal Office of Management and Budget (OMB) Uniform Guidance (200.331(b)) which require that we conduct a financial review and evaluate each subrecipient's (grantee) risk of non-compliance (statute/regulations/terms of award) for purposes of monitoring. This form will be filled out prior to final execution of any grant award to determine the risk level of the recipient. The final score helps determine the amount and type of grant monitoring to be conducted.

Grantee name: _____ Date of assessment: _____

Grant Number: _____ Dates of grant award: _____ Award amount: _____

Grant Manager: _____

CRITERIA	SCORE Low risk = 5 Moderate = 10 High = 15
A. <u>Amount of award:</u> Low: less than \$50,000 Moderate: \$50,000-\$250,000 High: over \$250,000	
B. <u>Complexity of project:</u> Low: simple work plan (< 5 main activities & budget items) Moderate: 5 – 10 budget items/activities (including match) High: numerous and detailed budget items, work plan with multiple components and deliverables	
C. <u>Administrative capacity:</u> Low: Previously successful grantee with no financial, programmatic, or administrative issues with low staff turnover. Moderate: New grantee able to demonstrate strong administrative capacity based on administrative capacity questionnaire Moderate: Previous grantee with some financial, programmatic, or administrative concerns High: Previous grantee with at least one of the following: late or inaccurate reports, significant staff turnover, previous financial desk review issues, previous performance issues, unresponsiveness to requests for information, concerns raised by stakeholders High: New grantee with concerns about administrative capacity, based on administrative capacity review questionnaire NOTES:	

Criteria	SCORE
<p>D. <u>Financial review for most recent agency fiscal year, check which document(s) were reviewed:</u></p> <p>Dates of fiscal year reviewed: _____</p> <p>Total revenue reported: _____ Total Federal expenditures reported: _____</p> <p>*Choose which form to review based on criteria listed under each document.</p> <p>_____ IRS Form 990 – year(s): _____ For NGO with total annual revenue of \$50,000 - \$750,000. <i>Describe any red flags:</i></p> <p>_____ Certified Financial Audit – year(s): _____ <u>Required</u> for agencies with total annual revenue over \$750,000, but with federal fund expenditures less than \$750,000. Request copy of Management Letter. Findings: Yes _____ No _____ <i>Describe any findings or red flags:</i></p> <p>_____ Single audit – year(s): _____ <u>Required</u> for agencies that spend \$750,000 or more in Federal funds during their Fiscal year. Request copy of Management Letter Findings: Yes _____ No _____ <i>Describe any findings or red flags:</i></p> <p>Confirm that agency has submitted audit to Federal Audit Clearinghouse (FAC) Check here if confirmed: _____</p> <p>_____ For agencies with annual revenue under \$50,000: <u>Board-reviewed</u> internal Financial statements, including:</p> <ul style="list-style-type: none"> a) Statement of Financial Position (also known as a Balance Sheet) b) Statement of Activity (also known as an Income and Expense Statement) <p>Low: Audit/990 reviewed with no issues identified No operating deficit and/or no unrestricted net asset deficit</p> <p>Moderate: Audit/990 reviewed with some red flags identified Minimal operating deficit and/or unrestricted net asset deficit for only 1-2 years Other concerns about financial stability (see below)</p> <p>High: Audit/990 reviewed with findings or red flags Documents never submitted or other concerns about financial stability Significant operating deficit or unrestricted net asset deficit for 1-2 years</p> <p>NOTES:</p>	

Monitoring required:

Score of 20-25: On-site visit every other grant period, with phone monitoring visit in between; financial reconciliation every other grant period.

Score of 30-40: Financial reconciliation and on-site visit required each grant period.

Score of 45-60: Financial reconciliation and on-site visit required each grant period. In addition, special conditions required such as source documents submitted with every FSR, monthly FSR submission, require grantee to obtain technical or management assistance, enhanced program monitoring, require grantee to obtain Board training.

Special conditions for this grant:**Things to look for in a financial review to help determine low/medium/high risk rating**

What is a “Significant Operating Deficit” and how do I find out if an organization has one?

- An operating deficit occurs when total actual expenditures exceed total actual income during a fiscal year.
- If an operating deficit is detected, it would be important to review prior year(s) information to determine whether there is a pattern of deficit spending that could signify future cash flow issues for the grantee.
- Your professional judgment should be used to determine whether the deficit is significant.

What is an “Unrestricted Net Asset Deficit” and how do I find out if an organization has one?

- Restricted net assets are assets that cannot be readily used to pay expenditures. They have strings attached to them that dictate how and when they may be used.
- Unrestricted net assets are assets, such as cash or short-term investments readily converted to cash, which can be used without restriction. In other words, these are assets that can be used to pay the bills and keep the organization stable.
- Again, your professional judgment should be used to determine whether the deficit is significant, but it is important to note that deficits in unrestricted net assets are of more importance/concern than operating deficits.

What are some examples of “Other Concerns about Financial Stability” and how do I look for them?

- Healthy organizations build up unrestricted net assets and maintain reasonable amounts of debt. Organizations with serious financial problems report diminishing or even negative (deficit) unrestricted net assets.
- Debt levels are another indicator of an organization’s financial health. Information about debt would be found in the “Liabilities” section of financial reports.
- The debt ratio is a measure of an organization’s debt burden.
 - Debt ratio = total liabilities divided by total unrestricted net assets
- There is no magic number that signifies a healthy debt load – every organization will have different dynamics. If you have spotted some concerning items in the financial statements, look at the direction of the debt ratio. Look at the ratio across a few years – if the number is increasing, this is a bad sign. Conversely, if the number is getting smaller, this is a sign that the organization’s health is getting stronger.

**COUNTY BASED PROGRAMS: REVIEW AUDIT FOR ANY FINDINGS AND SCORE ACCORDINGLY.
SUBMIT ALL NGO AUDITS AND LIST OF GOVERNMENTAL AUDIT LINKS TO OJP ADMIN.**

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Office of Justice Programs

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www.ojp.dps.mn.gov

Date: June 1, 2017

To: MN Office of Justice Programs (OJP), Crime Victim Services Grantees

From: Cecilia Miller, Grants Director

RE: Two-year Grants

As you know, this next Request for Proposal (RFP) cycle is a noncompetitive application renewal cycle. The application on e-grants will include new budgets and a Best Practices Development Plan, as well as other annual required documents that must be reviewed and accepted.

With this next grant we are transitioning to a two-year grant which will be active from October 1, 2017 – September 30, 2019. The intent is to follow this with one more two-year grant from October 1, 2019 – September 30, 2021. That grant would be followed with another competitive RFP cycle and a 1-year grant.

A two-year grant will have the following advantages: it reduces the time and effort needed to gather and submit RFP materials; it reduces the number of required financial desk reviews; and it should provide more stability knowing you have a two-year grant.

We know developing a two-year budget may be challenging. We are developing resource materials such as budget guidelines and sample budgets that should be helpful. We are notifying you of this change now so that you can begin thinking about a two-year budget and preparing.

We plan to release the RFP by mid-July with a due date of mid-August. This will allow OJP staff enough time to review budgets, negotiate final budgets, conduct risk assessments, and get the grant contracts processed by October 1st.

In addition, an advance at the beginning of the grant period will no longer be available due to clarification we received from the Office of Inspector General regarding cash on hand policies. We hope with this early notice you are able to put other things in place to reduce the difficulty this may cause. Some agencies experience a benefit from working with the Nonprofits Assistance Fund, and we recommend that as a possible resource.

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Minnesota
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Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
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	Agency/Program	Fund	Governor Rec			House			Senate			Final Conference			Final Conference Tails		
			FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2020	FY2021	FY20-21
77																	
78	PUBLIC DEFENSE BOARD	GF	82,662	82,662	165,324	82,662	82,662	165,324	82,662	82,662	165,324	82,662	82,662	165,324	82,662	82,662	165,324
79																	
80	Decision Items:																
81	Attorney Staffing	GF	1,065	3,716	4,781	-	-	-	-	-	-	500	1,000	1,500	1,000	1,000	2,000
82	Salary Increase	GF	2,391	4,300	6,691	669	1,204	1,873	-	-	-	1,366	2,457	3,823	2,457	2,457	4,914
83	Health Insurance	GF	1,421	2,191	3,612	1,421	2,191	3,612	1,421	2,191	3,612	1,421	2,191	3,612	2,191	2,191	4,382
84	Pension Increase	GF	688	688	1,376	-	-	-	-	-	-	-	-	-	-	-	-
85	Sentencing Alternative Staffing	GF	219	553	772	-	-	-	-	-	-	-	-	-	-	-	-
86	Public Defense Corporations	GF	80	164	244	-	-	-	-	-	-	-	-	-	-	-	-
87	Changing Court Practices	GF	636	955	1,591	-	-	-	-	-	-	-	-	-	-	-	-
88																	
89	Total Public Defense	GF	89,162	95,229	184,391	84,752	86,057	170,809	84,083	84,853	168,936	85,949	88,310	174,259	88,310	88,310	176,620
90																	
91	SENTENCING GUIDELINES	GF	641	641	1,282	641	641	1,282	641	641	1,282	641	641	1,282	641	641	1,282
92																	
93	Decision Item:																
94	Salaries and Insurance	GF	17	34	51	17	34	51	6	10	16	14	28	42	28	28	56
95																	
96	Total Sentencing Guidelines	GF	658	675	1,333	658	675	1,333	647	651	1,298	655	669	1,324	669	669	1,338
97																	
98	PUBLIC SAFETY																
99																	
100	Homeland Security and Emergency Management	SR	850	850	1,700	850	850	1,700	850	850	1,700	850	850	1,700	850	850	1,700
101		ENV	72	72	144	72	72	144	72	72	144	72	72	144	72	72	144
102		GF	2,336	2,336	4,672	2,336	2,336	4,672	2,336	2,336	4,672	2,336	2,336	4,672	2,336	2,336	4,672
103	Decision Items:																
104	Replenish Disaster Contingency Account	GF	20,000		20,000	2,000		2,000	-	-	-	-	-	-	-	-	-
105	Roseau County Ditch Reimbursement 1999/2002	GF	2,800		2,800	-		-	-	-	-	1,250	-	1,250	-	-	-
106	Salary 1 and 1	GF	19	39	58	19	39	58	-	-	-	19	39	58	39	39	78
107	Pension Cost Increase	GF	16	26	42	-	-	-	-	-	-	-	-	-	-	-	-
108	Health Insurance, salary and misc.	GF	172	209	381	172	209	381	70	84	154	172	209	381	209	209	418
109	Bomb Squad Reimbursement	GF	100	100	200	-	-	-	80	80	160	50	50	100	50	50	100
110	Supplemental Non-Profit Security Grants	GF				75	75	150	150	-	150	150	-	150	-	-	-
111	Emergency Response Teams - D, M, St. C & P	SR				736	736	1,472	-	-	-	675	675	1,350	-	-	-
112	Operating Increase ENV	ENV	1	1	2			-	1	1	2	1	1	2	1	1	2
113																	
114	Total Homeland Security / Emergency Mgmt	SR	850	850	1,700	1,586	1,586	3,172	850	850	1,700	1,525	1,525	3,050	850	850	1,700
115		ENV	73	73	146	72	72	144	73	73	146	73	73	146	73	73	146
116		GF	25,443	2,710	28,153	4,602	2,659	7,261	2,636	2,500	5,136	3,977	2,634	6,611	2,634	2,634	5,268
117		ALL	26,366	3,633	29,999	6,260	4,317	10,577	3,559	3,423	6,982	5,575	4,232	9,807	3,557	3,557	7,114

	Agency/Program	Fund	Governor Rec			House			Senate			Final Conference			Final Conference Tails		
			FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2020	FY2021	FY20-21
118	Bureau of Criminal Apprehension (BCA)																
119		SGSR	7	7	14	7	7	14	7	7	14	7	7	14	7	7	14
120		THF	2,325	2,325	4,650	2,325	2,325	4,650	2,325	2,325	4,650	2,325	2,325	4,650	2,325	2,325	4,650
121		GF	50,872	50,872	101,744	50,872	50,872	101,744	50,872	50,872	101,744	50,872	50,872	101,744	50,872	50,872	101,744
122	Decision Items:																
123																	
124	Salary 1 and 1	GF	284	568	852	284	568	852	-	-	-	284	568	852	568	568	1,136
125	Pension Cost Increase	GF	232	387	619	-	-	-	-	-	-	-	-	-	-	-	-
126	Health Insurance, salary and misc.	GF	1,810	2,371	4,181	1,810	2,371	4,181	724	945	1,669	1,810	2,371	4,181	2,371	2,371	4,742
127	Predatory Offender Registry Replacement	GF	2,100	2,000	4,100	2,100	2,000	4,100	-	-	-	2,100	2,000	4,100	400	400	800
128	BCA Criminal Investigators / Analyst	GF	1,230	1,230	2,460	-	-	-	280	280	560	681	682	1,363	682	682	1,364
129	Firearms Examiner	GF	250	250	500	125	125	250	125	125	250	250	250	500	250	250	500
130	Drug Monitoring Analyst	GF	100	100	200	-	-	-	-	-	-	-	-	-	-	-	-
131	Criminal History System Maintenance Staff	GF	250	250	500	-	-	-	-	-	-	250	250	500	250	250	500
132	Drug Forensic Scientist	GF	150	150	300	150	150	300	150	150	300	150	150	300	150	150	300
133	HRO Short Form Notification System	GF				169	47	216	-	-	-	-	169	169	47	47	94
134	Salary and Insurance	THF	49	94	143	49	94	143	16	31	47	49	94	143	94	94	188
135																	
136	Total Bureau of Criminal Apprehension	GF	57,278	58,178	115,456	55,510	56,133	111,643	52,151	52,372	104,523	56,397	57,312	113,709	55,590	55,590	111,180
137		SGSR	7	7	14	7	7	14	7	7	14	7	7	14	7	7	14
138		THF	2,374	2,419	4,793	2,374	2,419	4,793	2,341	2,356	4,697	2,374	2,419	4,793	2,419	2,419	4,838
139		ALL	59,659	60,604	120,263	57,891	58,559	116,450	54,499	54,735	109,234	58,778	59,738	118,516	58,016	58,016	116,032
140																	
141																	
142	Fire Marshal	SR	5,747	5,747	11,494	5,747	5,747	11,494	5,747	5,747	11,494	5,747	5,747	11,494	5,747	5,747	11,494
143																	
144	Decision Items:																
145	Salary, health and miscellaneous	SR	227	361	588	227	361	588	76	120	196	227	361	588	361	361	722
146	Supplemental Increase	SR			-	323	189	512	-	-	-						
147	Medicaid Senior Living Inspections	SR			-			-	300	300	600	300	300	600	300	300	600
148																	
149	Total Fire Marshal	SR	5,974	6,108	12,082	6,297	6,297	12,594	6,123	6,167	12,290	6,274	6,408	12,682	6,408	6,408	12,816
150																	
151	Board of Firefighter Training	SR	3,603	3,603	7,206	3,603	3,603	7,206	3,603	3,603	7,206	-	-	-	-	-	-
152																	
153	Decision Items																
154	Increased Firefighter Training and Education	SR				662	662	1,324	1,350	1,350	2,700	4,265	4,265	8,530	4,265	4,265	8,530
155	Task Force One	SR				500	500	1,000	-	-	-	500	500	1,000	500	500	1,000
156	Minnesota Air Rescue Team	SR				250	250	500	60	60	120	250	250	500	250	250	500
157																	
158	Total Firefighter Training	SR	3,603	3,603	7,206	5,015	5,015	10,030	5,013	5,013	10,026	5,015	5,015	10,030	5,015	5,015	10,030

	Agency/Program	Fund	Governor Rec			House			Senate			Final Conference			Final Conference Tails		
			FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2018	FY2019	FY18-19	FY2020	FY2021	FY20-21
159																	
160	Gambling and Alcohol Enforcement	SR	741	741	1,482	741	741	1,482	741	741	1,482	741	741	1,482	741	741	1,482
161		GF	1,632	1,632	3,264	1,632	1,632	3,264	1,632	1,632	3,264	1,632	1,632	3,264	1,632	1,632	3,264
162																	
163	Decision Items:																
164	Alcohol and Gambling Agents	GF	180	180	360	90	90	180	-	-	-	180	180	360	180	180	360
165	Alcohol and Gambling Field Educator	GF	89	89	178	-	-	-	-	-	-	-	-	-	-	-	-
166	Salary 1 and 1	GF	14	30	44	14	30	44	-	-	-	14	30	44	30	30	60
167	Pension Cost Increase	GF	12	20	32	-	-	-	-	-	-	-	-	-	-	-	-
168	Health Insurance, salary and misc.	GF	91	125	216	91	125	216	37	50	87	91	125	216	125	125	250
169	Salary and Insurance	SR	17	23	40	17	23	40	6	8	14	17	23	40	23	23	46
170																	
171	Total Gambling and Alcohol Enforcement	SR	758	764	1,522	758	764	1,522	747	749	1,496	758	764	1,522	764	764	1,528
172		GF	2,018	2,076	4,094	1,827	1,877	3,704	1,669	1,682	3,351	1,917	1,967	3,884	1,967	1,967	3,934
173		ALL	2,776	2,840	5,616	2,585	2,641	5,226	2,416	2,431	4,847	2,675	2,731	5,406	2,731	2,731	5,462
174																	
175	Office of Justice Programs	SGSR	96	96	192	96	96	192	96	96	192	96	96	192	96	96	192
176		GF	38,878	38,878	77,756	38,878	38,878	77,756	38,878	38,878	77,756	38,878	38,878	77,756	38,878	38,878	77,756
177	Decision Items:																
178	Violent Crime Coordinating Council	GF	1,000	1,000	2,000	35	35	70	500	500	1,000	-	-	-	-	-	-
179	Salary 1 and 1	GF	17	34	51	17	34	51	-	-	-	17	34	51	34	34	68
180	Pension Cost Increase	GF	14	23	37	-	-	-	-	-	-	-	-	-	-	-	-
181	Health Insurance, salary and misc.	GF	159	198	357	159	198	357	64	79	143	159	198	357	198	198	396
182	Pathways to Policing	GF				500	500	1,000	-	-	-	-	400	400	400	400	800
183	Terrorism Recruitment Prevention Grants	GF				250	250	500	-	-	-	250	250	500	-	-	-
184	Sex Trafficking Grants	GF				299	180	479	-	-	-	180	180	360	180	180	360
185																	
186	Total Office of Justice Programs	GF	40,068	40,133	80,201	40,138	40,075	80,213	39,442	39,457	78,899	39,484	39,940	79,424	39,690	39,690	79,380
187		SGSR	96	96	192	96	96	192	96	96	192	96	96	192	96	96	192
188		ALL	40,164	40,229	80,393	40,234	40,171	80,405	39,538	39,553	79,091	39,580	40,036	79,616	39,786	39,786	79,572
189																	
190	Emergency Communication Networks	911-E	77,085	77,085	154,170	77,085	77,085	154,170	77,085	77,085	154,170	77,085	77,085	154,170	77,085	77,085	154,170
191																	
192	Decision Items:																
193	Salary and Insurance	911-E	102	136	238	102	136	238	34	46	80	102	136	238	136	136	272
194																	
195	Total Emergency Communication Networks	911-E	77,187	77,221	154,408	77,187	77,221	154,408	77,119	77,131	154,250	77,187	77,221	154,408	77,221	77,221	154,442
196																	
197	Totals Public Safety	GF	124,807	103,097	227,904	102,077	100,744	202,821	95,898	96,011	191,909	101,775	101,853	203,628	99,881	99,881	199,762
198		ENV	73	73	146	72	72	144	73	73	146	73	73	146	73	73	146
199		SGSR	103	103	154,614	103	103	206	103	103	206	103	103	206	103	103	206
200		SR	11,185	11,325	22,510	13,656	13,662	27,318	12,733	12,779	25,512	13,572	13,712	27,284	13,037	13,037	26,074
201		911-E	77,187	77,221	154,408	77,187	77,221	154,408	77,119	77,131	154,250	77,187	77,221	154,408	77,221	77,221	154,442
202		THF	2,374	2,419	4,793	2,374	2,419	4,793	2,341	2,356	4,697	2,374	2,419	4,793	2,419	2,419	4,838
203		ALL	215,729	194,238	564,375	195,469	194,221	389,690	188,267	188,453	376,720	195,084	195,381	390,465	192,734	192,734	385,468



STATE OF MINNESOTA

Office of Governor Mark Dayton

130 State Capitol ♦ 75 Rev. Dr. Martin Luther King Jr. Boulevard ♦ Saint Paul, MN 55155

May 30, 2017

The Honorable Kurt Daudt
Speaker of the House
State Office Building, Room 463
100 Rev. Dr. Martin Luther King, Jr. Blvd.
Saint Paul, Minnesota 55155

Dear Speaker Daudt:

On the advice of my General Counsel, to ensure there are no legal challenges, I am signing Chapter 95, House File 470.

I believe funding Public Safety is not an optional matter and must be done to keep Minnesotans safe. As my Commissioners have stated routinely, there were no bells and whistles in my original budget. Every request was a need. Some of them, you approved:

- **\$38 million for The Department of Corrections (DOC) Employee Compensation:**
This funding will allow Commissioner Roy to maintain 200-250 positions and avoid layoffs.
- **\$4.3 million for food and utilities operating costs at DOC:**
This funding will go towards the State's statutory obligation to feed and house offenders in Minnesota's correctional facilities.
- **\$11.4 million for offender health care:**
This is another obligation of the state and is crucial to keeping offenders and staff in facilities healthy. This also helps address the rising costs of Hepatitis C, which is rising at alarming rate in facilities.
- **\$1.1 million for the enforcement of the Prison Rape Elimination Act (PREA)**
This funding will ensure DOC complies with the federal PREA regulations. Failure to comply could have resulted in financial penalties and ineligibility for certain federal funds.
- **\$6.4 million for Community services:**
Allowing the DOC to pass through additional funding to counties to provide community supervision.
- **\$6.4 million for the Department of Public Safety's (DPS) operational support:**
Without this funding, DPS would not be able to maintain current levels of service to local communities and Minnesotans ranging from supporting crime victims to assisting with natural disasters or violent crimes.
- **\$4.1 million for a replacement system for Predatory Offender Registry (POR):**
This system holds more than 31,000 records on predatory offenders. A new system will provide more reliable, timely and accurate data to make the POR system more easily integrated with other systems.

- **\$1.4 million for more investigations staff at the Bureau of Criminal Apprehension (BCA):**
Although this is not my full request, this funding is a start to allowing the BCA Investigations Division to provide investigative assistance to criminal justice agencies statewide.
- **\$300,000 for BCA Drug Chemistry Staff:**
This funding will decrease the turnaround times at the drug chemistry lab and the investment will increase public safety by providing evidence for cases to move more quickly.
- **\$12 million for Police Training:**
This funding aligns with the recommendations of the Governor's Council on Law Enforcement and Community Relations and provides training for law enforcement officers across the state on de-escalation and crisis intervention training.
- **Additional funding for the courts:**
The amount funded is not the full courts ask, but allows them to maintain a well-functioning court system.

I appreciate the work of the legislature and leaders. However, I am disappointed that the following items initiatives that I believe to be very important were not funded:

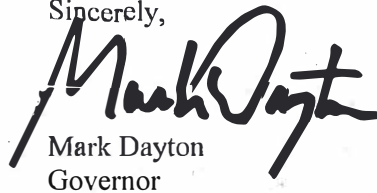
- **\$3.1 million for Mental Health Services and \$3.7 million for restrictive housing reform at DOC:** With this funding, DOC would have been able to increase their mental health programming, counseling and cognitive skills development. This is extremely necessary as DOC has seen a 20% increase in the number of offenders with a mental illness.
- **\$6 million for DOC Security Staffing and Security Systems Upgrades:**
Adequate security coverage is paramount to operating a safe and secure prison. This funding would have hired additional correctional officers and updated or replaced security systems.
- **\$2 million for additional Medical and Nursing at DOC facilities:**
Funding for medical and nursing services would have increased on-site clinical services, mitigate overtime, accommodate the medical needs of offenders in special programming and expand 24/7 nursing services at one additional correctional facility.
- **\$3.5 million for offender case management at DOC:**
This funding would have increased the provision of integrated case management services that are effective in reducing recidivism for high risk offenders.
- **\$200,000 for a Drug Monitoring Analyst at the BCA:**
This investment would have further supported public safety partners with addressing the growing opioid epidemic.
- **\$20 million for the Disaster Contingency Account:**
Because there was no immediate resources into the Disaster Contingency Account, local governments will have to wait until a special session is called to approve emergency funding during a natural disaster.

The Honorable Kurt Daudt
May 30, 2017
Page 3

Finally, there is one policy provision that I am particularly disappointed in: the DPS rulemaking prohibition. As I have said continuously, this provision is not necessary as DPS does not have the authority to engage in rulemaking. I still strongly support any legislation that gives DPS express authority to engage in rulemaking to create a path for Driver's Licenses for All. It is my hope that the legislature will look at this issue on its own and work to pass a bill. This is a public safety issue that needs to be addressed and has broad support.

In closing, I again thank you for funding the core operations of my agencies and hope that we can revisit some of my other funding requests in the future.

Sincerely,



Mark Dayton
Governor

cc: Senator Michelle L. Fischbach, President of the Senate
Senator Paul E. Gazelka, Senate Majority Leader
Senator Thomas M. Bakk, Senate Minority Leader
Senator Scott J. Newman, Minnesota Senate
Representative Melissa Hortman, House Minority Leader
Representative Paul Torkelson, House of Representatives
The Honorable Steve Simon, Secretary of State
Mr. Cal R. Ludeman, Secretary of the Senate
Mr. Patrick Murphy, Chief Clerk of the House of Representatives
Mr. Paul Marinac, Revisor of Statutes

Q1 July 2017	Q2 Oct 2017	Q3 Jan 2018	Q4 April 2018
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MANIFEST OUR MISSION

Strong slate of board candidates. With vetting process and board calendar.				
<i>Coordinator: Bobbi Team Members: Board Development Committee Collaborators/Partners: Board of Directors</i>				
Engage the Board Development Committee	Bobbi		March '17	
Develop a vetting process (phone calls, interview process, knowledge of MAC)	Bobbi & BD Committee		March '17	
Outline expectations for new Board members	Bobbi & BD Committee		March '17	
Develop a calendar	Bobbi & BD Committee		March '17	
Compile a list of prospective Board members	Bobbi & BD Committee		July '17	
Vote on new Board members at the Annual Meeting & Training	Members		September '17	
<i>Evaluation Measures: at least 4 strong candidates to present to membership at the Annual Meeting</i>				
Staff create connection with other potential partners.				
<i>Coordinator: Danielle Team Members: Bobbi & Julia Collaborators/Partners: Partners</i>				
Each staff pick an organization to make outreach, visit, and learn how to support	Staff		July '17	
Each staff engage with one organization regularly (Board, committee)	Staff		Ongoing	
<i>Evaluation Measures: each staff is actively engaged</i>				
Add law enforcement and/or culturally specific group to members. Identify shared values/mission.				
<i>Coordinator: Danielle Team Members: Bobbi & Julia Collaborators/Partners: Outreach Committee</i>				
Do outreach to law enforcement associations	Staff		July - Sep '17	
Do outreach to culturally specific programs	Staff		July - Sep '17	
Staff commit to professional development to learn about the unique impact of crime on communities	Staff		July - Sep '17	
Do outreach to underprivileged communities to find an intern	Staff		July - Sep '17	
Make contact with 3 culturally specific programs and actively engage: attend events, identify common missions, find out things we can do to support	Staff		July - Sep '17	
<i>Evaluation Measures: add one law enforcement and one culturally specific group to members.</i>				
Julia goes to 1.0 FTE from 0.5				
100% giving by the board.				
Private foundation grant.				

DEVELOP AND INCREASE MEMBERSHIP

Strong well-planned annual meeting. Informed by this process.				
<i>Coordinator: Bobbi Team Memberships: Danielle & Julia Collaborators/Partners: Board</i>				
Finalize location logistics	Julia		July '17	
Manage silent auction	Bobbi, Board, Julia		July '17	

Business meeting	Bobbi, Danielle, Board	July '17
Capacity building training	Danielle, Bobbi	July '17
Registration/reimbursement	Julia	July - Sep '17
<i>Evaluation Measures: TBD (pending evaluation course with Aurora)</i>		
Board role discussed in increasing membership. Plan exists for supporting.		
<i>Coordinator: Danielle Team Members: Outreach Committee Collaborators/Partners: Bobbi</i>		
Discuss ideas for membership ideas with Outreach Committee--empower the committee!	Danielle	March '17
Develop implementation steps	Outreach Committee	March '17
Staff & Board review implementation steps	Staff & Board	Sep '17
Finalize written plan	Outreach Committee	Sep '17
<i>Evaluation Measures: Plan created and ready to be implemented</i>		
Six times a year online or in-person training. Strong evaluation of it.		
<i>Coordinator: Danielle Team Members: Bobbi & Julia Collaborators/Partners: Board Training Committee</i>		
Survey member programs to assess training needs/interests	Danielle	Completed(?)
Select training dates, subjects, and trainers	Danielle & Bobbi	July '17
Reserve spaces for in-person trainings	Julia	July '17
Distribute training registration information	Danielle	Ongoing
Host trainings	Staff & Board	Ongoing
Evaluations	Danielle	Ongoing
<i>Evaluation Measures: Attendees complete evaluations</i>		
Needs assessment survey for members.		
<i>Coordinator: Julia Team Members: Bobbi & Danielle Collaborators/Partners: Board</i>		
Look through strategic plan to find opportunities for member voting or feedback	Staff & Board	April '17
Look through 2016 needs assessment to choose questions to ask again	Staff	April '17
Compile questions for survey	Danielle & Julia	April '17
Run the survey by the Board	Staff & Board	May '17
Send out the final survey	Julia	June '17
Send out survey reminders	Julia	July '17
Compile answers to discuss during the annual meeting	Danielle	Aug '17
<i>Evaluation Measures: Happens on-time with 2-3 members responding</i>		
Annual report for members.		
<i>Coordinator: Danielle Team Members: Bobbi, Julia, Board Chair Collaborators/Partners: N/A</i>		
Determine content of annual report	Danielle & Bobbi	
Get financial information for report and create graphics	Julia	15-Jul-17

Content Development (ED letter, Vanessa letter, other content)	Danielle, Bobbi, & Vanessa	5-Aug-17		
Send files to printer to make 100 copies	Danielle	15-Aug-17		
Create online version and upload to website	Danielle	15-Aug-17		
Distribute report at Annual Meeting	Danielle	20-Sep-17		
<i>Evaluation Measures: Attendees fill out evaluation</i>				
Research best practices for engaging victim/survivors. Identify purpose/need/partners for MAC.				

DEVELOP AND SUSTAIN CORE PROGRAMS

Plan and hold two regional membership meetings				
<i>Coordinator: Danielle Team Members: Danielle, Julia, Potentially the Board Collaborators/Partners: Member Programs in Meeting Locations</i>				
Determine date and location of meeting	Danielle & Bobbi	6-Jun-17		
Find meeting space and hotel rooms for staff if necessary	Julia & Possibly Board	15-Jun-17		
Send out save the date to members	Danielle	16-Jun-17		
Create agenda	Danielle & Bobbi	30-Jun-17		
Create registration materials and send to members	Danielle	30-Jun-17		
Create any necessary materials for meeting	Danielle & Bobbi	5-Jul-17		
Purchase any needed supplies	Julia	7-Jul-17		
<i>Evaluation Measures: Attendees fill out evaluation</i>				
In person contact with 100 legislators. Tell them who we are.				
<i>Coordinator: Bobbi Team Members: Danielle, Julia, Abbie, & Board Collaborators/Partners: Public Policy & Legislative Committee</i>				
Call legislative assistants to invite legislators to Crime Victims Rights Week	Abbie	March '17		
Strategically identify potential partners	Bobbi & Danielle	During/After Session		
Approach legislators with direct messaging (Marsy's law and/or org)	Staff	March '18		
<i>Evaluation Measures: 100 legislators reached</i>				
Identify 3-5 legislators who can be more engaged.				
Have a 2018 legislative agenda.				
Connect with county attorney's association about public policy.				
Plan for foundational support of Marsy's law. Who else can help?				

ENGAGE STAKEHOLDERS

Create case for strengthening victims' rights. A communication piece.				
<i>Coordinator: Bobbi Team Members: Danielle, Julia, & Board</i>				
Clarify the "Why"	Bobbi & Danielle	March '17		

Research Marsy's Law and other constitutional amendments and present findings to Staff & the Board	Intern	Ongoing
Outreach to other states who have successfully implemented Marsy's Law	Intern	Ongoing
Research other states' statutes.	Intern	Ongoing
Convene focus groups and listening session regionally.	Bobbi	Aug '17
Identify prospective legislative champions	Bobbi & Danielle	Oct '17 and beyond
Research effective messaging to create a simple, consistent message	Danielle	July '17 - Sep '17
<i>Evaluation Measures: Do we have a succinct case that will allow us to gain support for Marsy's Law?</i>		
Full-time intern year round. (Define why, then how).		
<i>Coordinator: Team Members: Collaborators/Partners:</i>		
Do outreach to colleges, universities, and criminal justice programs that require internships	Bobbi & Julia	March '17 & Ongoing
Do outreach to underserved/marginalized communities	Bobbi & Julia	March '17 & Ongoing
Review and update intern job description and application	Julia	March '17
Interview for Summer internship	Staff	March '17
Interview for Fall internship	Staff	June - July '17
Interview for Winter internship	Staff	Oct '17
<i>Evaluation Measures: Have interns</i>		
Outreach to newly funded counties regarding technical assistance.		
Host crime victim rights week event. Opportunity to engage stakeholders.		
Development plan for donors and funders. Be strategic.		
Explore options for public awareness campaign.		

MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	25.5
Meeting	24.5
Meeting Prep	9.5
Phone call	1
Research & Development	5.5
Training	36
(blank)	
Travel	17.5
Victim Service	1
Administrative	46
Technical Assistance	6.5
Outreach to Membership	2
PTO	3.5
Holiday	8
Grand Total	186.5

Danielle Kluz
Activity Summary -May 2017

Label	Total Hours
Admin	18
Email	11
Holiday	8
Meetings	27.5
Meeting Prep	3
Outreach to Membership	31
PTO	11.5
Public Policy	2
Research & Development	0
Technical Assistance	0
Training	54
Travel	10
TOTAL	176

Julia Activity Report (May 2017)

Week	(All)
Date	(All)

Row Labels	Sum of Time
Meeting	8.5
Research & Development	1.5
(blank)	
Travel	6
Outreach to Membership	3.5
Holiday	4
Professional Development	24.5
Break	5
Finance	4
Administration	35
Grand Total	92

Minnesota Alliance on Crime

Fiscal Year Period: FY 2018

	FY2018 Budget	Previous FY17 Budget	Previous FY16 Budget
Revenue			
OJP CVS Grant	190,415	190,415	100,000
OJP VOCA Training Grant (carry over)	45,096	50,000	
NITVAN OVC Grant*	50,000		
Foundations*	10,000		
Corporations*	5,000		
Individual Contributions*	1,500	963	
Fundraising Events*	2,500	1,653	2,500
Membership Income*	13,000	11,800	5,150
Earned Interest Income	31	31	30
Speaking Honorariums*	300	300	
Cash on Hand	49,260	28,183	7,352
Total Cash Revenue	\$ 367,102	\$ 283,345	
Total In-Kind Revenue	\$ 25,200	\$ 9,216	
*Projected Revenue Total Revenue	\$ 392,302	\$ 292,561	\$ 115,032
Expenses			
Staff Salary and Wages*	140,490	134,160	66,560
Fringe Benefits & Payroll Taxes*	24,418	26,259	14,340
NITVAN Project Coordinator**	20,800		
NITVAN PC Fringe Benefits & Taxes**	4,334		
NITVAN Project Expenses**	24,866		
Rent*	9,600	9,300	9,600
Contract Services*	5,200	8,800	3,000
Travel and Meetings*	1,072	2,926	10,016
ATT Office at Hand*	1,620		
ATT WebEx*	2,100		
Equipment*	500	1,875	7,516
General Office Supplies*	2,000	2,715	750
Staff Development*	750	315	300
Printing & Copying*	750	836	900
Technology/Software*	482		200
Postage & Delivery*	1,000	300	250
Subscriptions and Memberships*	1,610	1,100	1,600
MAC Insurance Policies*	1,976	1,829	
Bank Charges*	408		
Training***	45,096	50,000	
Expenses Related to Restricted Activities	1,500		
Total Cash Expenses	\$ 290,572	\$ 240,379	\$ 115,032
Total In-Kind Expenses	\$ 25,200	\$ 9,216	
Total Expenses	\$ 315,772	\$ 249,631	\$ 115,032
Revenue over Expenses	\$ 76,530	\$ 42,930	

*Expenses Charged to OJP CVS Grant = \$190,415 + 3561.00 (I will ask OJP for an increase of 3561.00 for ED salary increase)

**Expenses Charged to NITVAN Grant = \$50,000

***Expenses Charged to VOCA Training Grant = 45,096

Staff Salary and Wages total includes a 5% increase for ED salary = 3308.00

Fringe Benefits and Payroll Taxes include addition 7.65% of the 3308.00 = 253.00

Closed Executive Sessions

Board meetings are open to all MAC 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 MAC members and guests.

DRAFT

Draft of Board of Directors Vetting Standards

SECTION 4.5 Board Member Nominations. The Board Development Committee shall be primarily responsible for nominating prospective Board Members representing MAC's diverse constituency. In addition, any Board Member may nominate a candidate. *****Can potential members be nominated at any time?***

SECTION 4.6 Board Application Standards. All Board 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 Board Member 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 Board Member position.

SECTION 4.7 Board Elections. Once a potential Board Member(s) has completed the Board Application process, the Board Development Committee will present the applicant(s) to the Board at the next scheduled Board meeting. The Board shall be given opportunity to inquire about applicant's suitability, experience, and interest. Once all inquiries have been satisfied, the Board Chair will call for a vote to determine if the candidate(s) are approved. Only current Board Members will be allowed to vote on potential Board applicants. Approved candidates shall be notified by a member of the Board Development Committee.

Additional by-laws on beginning a Board Member's term? Board Training, etc.?