

Minnesota Alliance on Crime
Board Meeting Agenda
March 10, 2016

- I. Introductions/Call to Order
- II. Agenda
 - a. Changes
 - b. Additions

***Action needed – approval of agenda**
- III. Secretary's Report

***Action needed – approval of minutes**
- IV. Treasurer's Report

***Action needed –approval of financials**
- V. Director's Report
- VI. Committee Reports
 - a. Executive Committee (Vanessa, Lisa, Catie, Brenda)
 - b. Special Events Committee (Sara, Lisa, Brenda, Vicki, Catie, Sharon, Denise)
 - c. Legislative Committee (Sharon, Vanessa, Shane, Chris, Vicki)
 - d. Publishing Committee (Lisa, Denise, Vanessa, Shane, Chris, Catie)
 - e. Marketing Committee/Development Committee (Sara, Lisa, Denise, Brenda)
 - f. Strategic Planning Committee (Vanessa, Vicki, Shane)
 - g. Financing Committee (Sara, Sharon, Catie, Lisa, Brenda, Chris)
- VII. Other
 - Policy & Procedure finalization
 - Training RFP- time sensitive
 - Tribal Summit- MAC Representation
 - Website design
 - Resignations
 - Ad hoc Board Member applications
 - Vice President & Secretary appointments
 - Dates/places for future Board meetings
 - Committees
 - OJP Regional Board training
 - Next meeting – April 14- teleconference
- VIII. Adjourn

MAC Board Meeting- Willmar
February 11th, 2016 - Meeting Minutes

I. Called to Order: 10:05am

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

II. Agenda

- Changes:
 - Additions: Budget revision (Other)
- Action Required:** Motion to approve February agenda
Motion 1st: Brenda
2nd: Sharon
Approved

III. Secretary's Report

- Reviewed January Minutes
 - **Action Required:** Motion to approve Secretary's Report from January.
- Motion 1st: Sharon
2nd: Brenda
Approved

IV. Treasurer's Report

- Reviewed financial report.
 - **Action Required:** Motion to approve Treasurer's Report for January.
- Motion 1st: Lisa
2nd: Denise
Approved

V. Director's Report

- Crime Victim Services RFP would be out at the end of the month so all of the coalitions can apply. There will be a 7 week turn around when it comes out. The really good thing about this funding is that they are going to continue the funding at where it is at. No cutting. Base level want to maintain and then there will be expansion dollars, that will be what is competitive. You will need good data, show an unmet need, and that you can do it and have a pretty detailed budget to do it. There are two priorities. General Crime is #1 and Child Advocacy is #2, not looking to expand CAC model but looking to increase direct advocacy to juvenile crime victims. This is a 5-year cycle. There will be a webinar series. Only 30 counties receive OJP Funds for General Crime and OJP would like 70 counties. Word has got out about the increased funding for general crime and some community based programs are looking to use funds for expansions. It is important for MAC to be in the center of discussions with MCBW and MNCASA.

-Sent out the training survey summary. Bobbi would be in favor for spending \$300 for an updated Survey Monkey Account to do the calculation of the results. This will be tabled to the March meeting. Topics are in order of the number of responses. Bobbi will be using the survey results to develop the two-year plan. There were 43 responses.

VI. Committee Reports

- a. Executive Committee: None
- b. Special Events Committee: None
- c. Legislative Committee: Stuff is going to happen fast; decisions are already going to be made even before legislative session will begin. The State wide meeting is next Thursday. Let's get through the next two weeks and Bobbi will be in touch. Body Cams will be the HOTTEST. All Coalitions are in support. Data should be private and in most states it is public. There is an OFP and HRO bill MNCASA is bringing forward to clean up wording. Any Town pushing for firearm ? and in response the Chiefs Association is a gun violence restraining order. Family members would be able to file to have firearms removed from the household of someone who has been diagnosed with mental illness (happening nationally). Bobbi hasn't seen anything that MAC should take action on, but if that changes she will let us know.
 - a. Action Day has a different feel to it and it benefits our members. The theme this year is Together Violence Free. Locking arms and being united. Reaching out beyond the Coalitions and to our memberships (Black Lives Matter, OutFront). This is about violence that is occurring in ALL of our communities. There is some youth behind this. March 30th, 2016- St. Paul College, there will be different breakouts and activities. 11:15 there will be a peaceful march from the college to the Capital. The rally will be at the Capitol steps. There will be packets being handed out. They are not heavy on talking with the legislators. Bobbi has been asked if MAC can offset costs by \$500. Flyers and information will be going out soon. We will table the discussion of cost to the March meeting.
- d. Publishing Committee: None
- e. Marketing/Development Committee: None
- f. Strategic Planning Committee: None
- g. Financing Committee: None

VII. Other

- Workers Compensation Policy- There is an audit due by March 8th for Hartford and Brenda will be doing that. Heidi did pay the \$472.
- By-Laws, Policy & Procedure amendments- pg. 9 Lunch, thought there was just a base \$35 per day was only for overnight travel and if it was a business lunch and the receipt was itemized it was \$15, pg. 12 adding the day after Thanksgiving, it was already there and wording is just different. Pg 16- B- the written reprimand agreement if the person refuses to sign (made aware, but refused to sign should be added at the end, with date), Pg 19- clerical issue on #5, Pg. 22 #3, Pg. 29 #4 clerical, Pg. 30 clerical, Pg. 37,
 - o Clean it up and resend it and March could vote on it
- Technology Grant-Website Design-
 - o VoyagurWeb- Yes we can put our website on premium. The 10gb is a month, could increase to 20gb, there are only 2 that have exceeded the 20gb, \$150 set-up and \$360 per year for the 20gb it would replace the \$250 hosting fee, it is \$110 more for the 20gb, no problem in linking you tube videos and no problem with google transcript. Like having a member's only area.
 - Motion with 20gb and go with VoyagurWeb
 - 1st- Sharon

- 2nd- Denise
 - Approved
- Board Training- Julia submitted a proposal and what she is looking at doing, she would like to use the full day as a board training, April 29th, reserved the Northwest Area Foundation, it is going to take about 6 months of on-going conversation, she would work with us and use an hour of the board meeting in person to have the conversation. Doing a full board assessment, assessment with membership, to work with us for 6 months- \$10,000+. In rent we put \$9,600 and right now we are staying with MADD which leaves us \$5, 670 to move and went 3 months without an ED and saved \$10,905. \$15,000 in saving that we don't touch, plus unrestricted at \$46,685. Lou would approve any revisions that would need to be made.
 - Move money from building expenses and move from Personnel from when we didn't have an ED, will have about \$16,000
 - Motion
 - 1st- Brenda
 - 2nd- Sharon
 - Approved

The time commit will be the full day on April 29 and everyone will need to show up in person or phone to every board meeting. Bobbi wants everyone to think long and hard if this is the right investment for themselves and start with a clean slate and know that there will be conflict. We need to come together and be united. This process will take us to the end of the year. Bringing on three ad hoc board members. Bringing fresh views only if it is the right skill set. Make meeting 3 hours, is there a different time of day, be in person around 80% of the time. Bringing on the skill set of finances, providing diverse crime victim services, victim survivor.

\$12,500 with no travel would add \$400+ mileage for every month she needed to come to Willmar

Design Team-Executive Director and 3 board members

Take a couple of weeks to think about it and shoot Vanessa or Bobbi an email with your response if you will not be able to commit to this process.

- Silent Auction/Diane Homa- OJP scheduled their conference the same week as the Minnesota Tribal Summit. The Summit is Tuesday and Wednesday and the OJP conference was to be Wednesday at Noon until Friday at Noon. The OJP conference will start Thursday morning and adjourn Friday afternoon. May 26th-27th, 2016. We all have the link for the donor list and Bobbi is in document daily and updating. Green-donation received done, Yellow-will donate, Red- will not donate. Diane Homa would like to set up a table at the wine and cheese event for her pottery and 100% profits will go to MAC. MNCASA and MCBW sent out to membership saying you are not obligated to attend the OJP Conference. May not be doing the silent action due to low attendance and not worth the return. Discussion about doing the silent auction during our annual training. Bobbi would like to send a message to OJP and canceling the auction at the conference. Modify the thank you letter to reflect the change of date.
 - Motion to table the silent action
 - Sharon- 1st
 - Lisa- 2nd
 - Approved
- Fundraiser w/Granite City Food & Brewery- Roseville- Host an event, we would choose a day Monday-Thursday and create a flyer to promote the event and a percentage would be donated back to MAC, last 11am-midnight, Board is in favor and Bobbi will follow up.
- Lease w/ MADD- Lease is up at the end of February. OJP is pushing us to move out of MADD we will also looking for a new location. Rent went up to \$335/month. We will renew our lease for now.

- Board & Director Insurance- went currently have Carolina Insurance and Bobbi has been in conversation with Bremer. Might go up but because of better coverage. With Carolina Insurance we do not have insurance for past or future Board and is a cap of \$300,000. In speaking with Bremer it may go up about \$100/year but will be for at least \$1 million and will cover Board-past, current and future.

Next meeting: March 10, St. Paul

VIII. Adjourn

Adjourn 12:59 pm

Motion 1st: Catie

2nd: Lisa

Approved

MN Alliance on Crime
Income Statement for the period of
02/01/2016 - 02/29/2016

Account Number	Account Name	Account Type	Unrestricted	OJP	Amount
Income					
4000	Contributions Income	income	\$0.00	\$0.00	\$0.00
4010	Annual Meeting	income	\$0.00	\$0.00	\$0.00
4020	Donations	income	\$0.00	\$0.00	\$0.00
4030	Membership Dues	income	\$0.00	\$0.00	\$0.00
4040	OJP Income	income	\$0.00	\$0.00	\$0.00
4070	Silent Auction	income	\$0.00	\$0.00	\$0.00
4090	Interest Income	income	\$2.51	\$0.00	\$2.51
4095	Miscellaneous Income	income	\$0.00	\$0.00	\$0.00
Total Income			\$2.51	\$0.00	\$2.51
Expense					
5000	Salaries	expense	\$0.00	\$4,846.16	\$4,846.16
5010	Payroll Taxes	expense	\$0.00	\$356.16	\$356.16
5020	Health/Dental Ins Premiums	expense	\$0.00	\$450.00	\$450.00
5100	Rent	expense	\$0.00	\$334.75	\$334.75
5110	Contract Services	expense	\$0.00	\$200.00	\$200.00
5120	Dues & Subscriptions	expense	\$0.00	\$0.00	\$0.00
5130	Equipment	expense	\$0.00	\$0.00	\$0.00
5140	Liability Insurance	expense	\$0.00	\$0.00	\$0.00
5150	Workers Comp Insurance	expense	\$0.00	\$0.00	\$0.00
5160	Miscellaneous	expense	\$0.00	\$0.00	\$0.00
5170	MMVAA Expenses	expense	\$0.00	\$0.00	\$0.00
5175	Silent Auction Expense	expense	\$0.00	\$0.00	\$0.00
5180	Nat'l Victim Rights Week Exp.	expense	\$0.00	\$0.00	\$0.00
5190	Office & Program Supplies	expense	\$0.00	\$308.80	\$308.80
6000	Telephone Expense	expense	\$0.00	\$109.51	\$109.51
6010	Travel & Training Expenses	expense	\$0.00	\$0.00	\$0.00
6020	Bank Service Charges	expense	\$0.00	\$31.00	\$31.00
6030	Aplos Software Expense	expense	\$0.00	\$25.00	\$25.00
Total Expense			\$0.00	\$6,661.38	\$6,661.38
Net Income / (Loss)			\$2.51	(\$6,661.38)	(\$6,658.87)

**MN Alliance on Crime
Balance Sheet as of 02/29/2016**

Account Number	Account Name	Account Type	Unrestricted	OJP	Amount
Assets					
1000	Checking	asset	\$30,520.26	(\$12,336.24)	\$18,184.02
1010	Savings	asset	\$15,052.66	\$0.00	\$15,052.66
Total Assets			\$45,812.92	(\$12,576.24)	\$33,236.68
Liabilities					
2010	Federal Tax Liability	liability	(\$1,175.35)	\$2,322.57	\$1,147.22
2020	State Tax Liability	liability	\$189.78	\$0.00	\$189.78
2050	Health Insurance Payable	liability	\$190.42	\$0.00	\$190.42
Total Liabilities			(\$874.93)	\$2,402.35	\$1,527.42
Equity					
3000	Unrestricted Fund	equity	\$46,687.85	\$0.00	\$46,687.85
3001	OJP Fund Balance	equity	\$0.00	(\$14,978.59)	(\$14,978.59)
Total Equity			\$46,687.85	(\$14,978.59)	\$31,709.26
Total Liabilities + Total Equity			\$45,812.92	(\$12,576.24)	\$33,236.68

MN Alliance on Crime
Transaction Details for the period of
02/01/2016 - 02/29/2016

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

1000 Checking

02/01/2016		Aplos	Feb 2016 Invoice			\$0.00	(\$25.00)	(\$25.00)
02/02/2016		Bobbi Holtberg	02/2016 Health Insurance			\$0.00	(\$450.00)	(\$450.00)
02/02/2016	1359	Heidi Hachfeld	Inv #125 (Feb. 2016)			\$0.00	(\$200.00)	(\$200.00)
02/04/2016		AT & T	010916/6798001			\$0.00	(\$20.64)	(\$20.64)
02/05/2016		Bobbi Holtberg	2/5/16 Payroll			\$585.63	(\$2,423.08)	(\$1,837.45)
02/06/2016		Electric Embers	Inv #91482			\$0.00	(\$10.00)	(\$10.00)
02/07/2016	1284	Paragon Printing	Inv 102148/102142/102238			\$0.00	(\$298.80)	(\$298.80)
02/15/2016		MN Dept of Rev	01/2016 WH Tax			(\$132.17)	\$0.00	(\$132.17)
02/15/2016		EFTPS	01/2016 Fed Tax WH			(\$844.95)	\$0.00	(\$844.95)
02/17/2016		Ready Talk	1008442-149302			\$0.00	(\$15.60)	(\$15.60)
02/22/2016		AT & T Mobility	Inv#825699954x02092016			\$0.00	(\$73.27)	(\$73.27)
02/23/2016		Bobbi Holtberg	2/23/16 Payroll			\$585.63	(\$2,423.08)	(\$1,837.45)
02/23/2016		Bremer Bank	Jan. 2016 Bank Charges			\$0.00	(\$31.00)	(\$31.00)
02/29/2016	1285	MADD	March, 2016 Rent			\$0.00	(\$334.75)	(\$334.75)
Total 1000 Checking						\$194.14	(\$6,305.22)	(\$6,111.08)

1010 Savings

02/29/2016			To record Feb, 2016 Interest Income	104		\$2.51	\$0.00	\$2.51
Total 1010 Savings						\$2.51	\$0.00	\$2.51

Liabilities**Payables**

2010 Federal Tax Liability

02/05/2016		Bobbi Holtberg	2/5/16 Payroll			\$395.53	\$0.00	\$395.53
02/07/2016			To record 02/05/16 Employer PR Taxes	102		\$0.00	\$178.08	\$178.08
02/15/2016		EFTPS	01/2016 Fed Tax WH			(\$844.95)	\$0.00	(\$844.95)
02/23/2016		Bobbi Holtberg	2/23/16 Payroll			\$395.53	\$0.00	\$395.53
02/23/2016			To record 02/19/16 Employer PR Taxes	103		\$0.00	\$178.08	\$178.08
Total 2010 Federal Tax Liability						(\$53.89)	\$356.16	\$302.27

2020 State Tax Liability

02/05/2016		Bobbi Holtberg	2/5/16 Payroll			\$94.89	\$0.00	\$94.89
02/15/2016		MN Dept of Rev	01/2016 WH Tax			(\$132.17)	\$0.00	(\$132.17)

02/23/2016	Bobbi Holtberg	2/23/16 Payroll	\$94.89	\$0.00	\$94.89
Total 2020 State Tax Liability			\$57.61	\$0.00	\$57.61

2050 Health Insurance Payable

02/05/2016	Bobbi Holtberg	2/5/16 Payroll	\$95.21	\$0.00	\$95.21
02/23/2016	Bobbi Holtberg	2/23/16 Payroll	\$95.21	\$0.00	\$95.21
Total 2050 Health Insurance Payable			\$190.42	\$0.00	\$190.42

Income

Income

4090 Interest Income					
02/29/2016	To record Feb, 2016 Interest Income	104	\$2.51	\$0.00	\$2.51
Total 4090 Interest Income			\$2.51	\$0.00	\$2.51

Expenses

Administrative Expenses

5000 Salaries						
02/05/2016	Bobbi Holtberg	2/5/16 Payroll		\$0.00	\$2,423.08	\$2,423.08
02/23/2016	Bobbi Holtberg	2/23/16 Payroll		\$0.00	\$2,423.08	\$2,423.08
Total 5000 Salaries				\$0.00	\$4,846.16	\$4,846.16

5010 Payroll Taxes

02/07/2016		To record 02/05/16 Employer PR Taxes	102	\$0.00	\$178.08	\$178.08
02/23/2016		To record 02/19/16 Employer PR Taxes	103	\$0.00	\$178.08	\$178.08
Total 5010 Payroll Taxes				\$0.00	\$356.16	\$356.16

5020 Health/Dental Ins Premiums

02/02/2016	Bobbi Holtberg	02/2016 Health Insurance		\$0.00	\$450.00	\$450.00
Total 5020 Health/Dental Ins Premiums				\$0.00	\$450.00	\$450.00

Other Expenses

5100 Rent						
02/29/2016	1285	MADD	March, 2016 Rent	\$0.00	\$334.75	\$334.75
Total 5100 Rent				\$0.00	\$334.75	\$334.75

5110 Contract Services

02/02/2016	1359	Heidi Hachfeld	Inv #125 (Feb. 2016)	\$0.00	\$200.00	\$200.00
Total 5110 Contract Services				\$0.00	\$200.00	\$200.00

5190 Office &
Program Supplies

02/06/2016	Electric Embers	Inv #91482	\$0.00	\$10.00	\$10.00
02/07/2016 1284	Paragon Printing	Inv 102148/102142/102238	\$0.00	\$298.80	\$298.80

**Total 5190 Office &
Program Supplies**

\$0.00	\$308.80	\$308.80
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6000 Telephone
Expense

02/04/2016	AT & T	010916/6798001	\$0.00	\$20.64	\$20.64
02/17/2016	Ready Talk	1008442-149302	\$0.00	\$15.60	\$15.60
02/22/2016	AT & T Mobility	Inv#825699954x02092016	\$0.00	\$73.27	\$73.27

**Total 6000 Telephone
Expense**

\$0.00	\$109.51	\$109.51
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6020 Bank Service
Charges

02/23/2016	Bremer Bank	Jan. 2016 Bank Charges	\$0.00	\$31.00	\$31.00
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**Total 6020 Bank
Service Charges**

\$0.00	\$31.00	\$31.00
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6030 Aplos Software
Expense

02/01/2016	Aplos	Feb 2016 Invoice	\$0.00	\$25.00	\$25.00
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**Total 6030 Aplos
Software Expense**

\$0.00	\$25.00	\$25.00
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MAC'S BUDGET
October 1, 2015 through September 30, 2016

OJP Budget, 2015

Personnel	\$66,560.00
Payroll Taxes	\$14,340.00
Travel & Training	\$2,500.00
Contract Services	\$3,000.00
Office & Program Expenses	\$4,000.00
Building Expenses	<u>\$9,600.00</u>
 Total Available for FY 2015 (October-September, 2016)	 \$100,000.00
Carryover from FY 2015	<hr/>
 Total Available for FY16	 \$100,000.00

OJP Expenses, 2016

10/1/2015 through 10/31/2015	\$1,145.40
11/1/2015 through 11/30/2015	\$690.71
12/1/2015 through 12/31/2015	\$670.39
1/1/2016 through 1/31/2016	\$5,810.71
2/1/2016 through 2/29/2016	\$6,661.38
3/1/2016 through 3/31/2016	
3/1/2016 through 3/31/2016 adjustment	
4/1/2016 through 4/30/2016	
5/1/2016 through 5/31/2016	
6/1/2016 through 6/30/2016	
6/1/2016 through 6/30/2016 adjustment	
7/1/2016 through 7/31/2016	
Total Expenses for FY 2016	<u>\$14,978.59</u>
 Available Balance at September 30, 2016	 <u><u>\$85,021.41</u></u>

OJP Payments Received on Grant

October-December, 2015	\$2,506.50
January-March, 2016	
April-June, 2016	
 Total Reimbursement to Date	 <hr/> <u><u>\$2,506.50</u></u>

OJP Expenditures Report
October 1, 2015 through September 30, 2016

<u>OJP Budget, 2016</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes	\$8.00			\$8.00
Travel & Training		\$42.55		\$42.55
Contract Services	\$165.00	\$160.00	\$160.00	\$485.00
Office & Program Expenses	\$637.65	\$153.41	\$175.64	\$966.70
Building Expenses	\$334.75	\$334.75	\$334.75	\$1,004.25
				<u>\$0.00</u>

Total Expenses for Period	\$1,145.40	\$690.71	\$670.39	\$2,506.50
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	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>Total</u>
Personnel	\$3,634.62	\$4,846.16		\$8,480.78
Payroll Taxes	\$278.05	\$356.16		\$634.21
Health Insurance Premiums	\$450.00	\$450.00		
Travel & Training	\$539.72			\$539.72
Contract Services	\$200.00	\$200.00		\$400.00
Office & Program Expenses	\$373.57	\$474.31		\$847.88
Building Expenses	\$334.75	\$334.75		\$669.50
				<u>\$0.00</u>

Total Expenses for Period	\$5,810.71	\$6,661.38	\$0.00	\$11,572.09
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	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes				\$0.00
Travel & Training				\$0.00
Contract Services				\$0.00
Office & Program Expenses				\$0.00
Building Expenses				\$0.00
				<u>\$0.00</u>

Total Expenses for Period	\$0.00	\$0.00	\$0.00	\$0.00
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	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Total</u>
Personnel				\$0.00
Payroll Taxes				\$0.00
Travel & Training				\$0.00
Contract Services				\$0.00
Office & Program Expenses				\$0.00
Building Expenses				\$0.00
				<u>\$0.00</u>

Total Expenses for Period	\$0.00	\$0.00	\$0.00	\$0.00
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**MN Alliance on Crime
Bank Reconciliation
February, 2016**

Bank Balance February 29, 2016	18718.77
Outstanding Deposits	0.00
Outstanding Checks/Payments	
1359 2/2/2016 Heidi Hachfeld	\$200.00
1285 2/29/2016 MADD	\$334.75
	<u>\$534.75</u>
Agrees with Checking Account Balance February 29, 2016	<u>18184.02</u>

Checking Account

Checkbook Balance February 1, 2016	24295.10
Total Deposits for February, 2016	0.00
Total Checks and Payments February, 2016	<u>6111.08</u>
Checkbook Balance February 29, 2016	<u>18184.02</u>

Savings Account

Beginning Balance February 1, 2016	15050.15
Interest Income February, 2016	<u>2.51</u>
Ending Savings Balance February 29, 2016	<u>15052.66</u>

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

Invoice

Date: March 3, 2016
Invoice #: 126
Customer ID: MAC

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

612-940-8090

Salesperson	Job	Payment Terms	Due Date
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Hours	Description	Hourly Rate	Line Total
3.00	February Financials	20.00	60.00
3.50	Payroll, Monthly PR Tax Payments	20.00	70.00
3.50	Pay Bills, Health Ins. JE's, Emails, Research, filing, etc.	20.00	70.00

10.00

Subtotal	\$	200.00
Sales Tax		
Total	\$	200.00

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

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

A-CVS-2016-MNALLCRI-00035
Minnesota Alliance on Crime

Date of Request: 2/18/2016

Please add additional information here:

We would like to move money from our building expenses into the contract services . When we did the budget we put in extra money to look at the possibility of moving our office and rent being more . At this point we have decided that we are going to stay in the MADD Office for at least another year and therefore we have \$5,500 extra . We also would like to move money from our personnel into contract services . We were without an executive director for 3 months which leaves an extra \$10,000 in our personnel . We will be hiring Aurora Consulting to develop and complete our strategic planning and board training . They will be billing us monthly at the rate of \$1,250 for 10 months.

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail on Change
Building Expenses (Other: \$9,600.00) - Rent	\$9,600.00	(\$5,000.00)	\$4,600.00	Extra from Rent and Not Moving to Contract Services
Personnel (Other: \$66,560.00) - ED Wages	\$66,560.00	(\$8,500.00)	\$58,060.00	Extra from Personnel and Not Having an ED to Contract Services
Contract Services (Other: \$3,000.00) - Contract Services	\$3,000.00	\$13,500.00	\$16,500.00	To Be Used for Aurora Consulting to do Strategic Planning and Board Training
TOTAL	\$79,160.00	\$0	\$79,160.00	

Please Note: The total of this grid only accounts for the changes you are making in this budget revision. If you would like to see your total budget, please select all line items even if they are not all affected by the budget revision . This will give you your correct award amount.



155 South Wabasha Street, Suite 104, St. Paul, MN 55107
Phone (612) 940-8090/(866) 940-8090

March 10, 2016 – Board Meeting
Director's Report

Events

- **Action Day:** MAC will be participating in 2016 Action Day on March 30th. The theme of this year's event is, 'Together to Live Violence Free'. Information has been sent to MAC members and is also on MAC's website.
- **NCVRW:** I am working with Carolyn Bryant to identify a pre-recorded webinar that focuses on Crime Victim's Rights and Response to Crime Victims that can be offered to MAC members during NCVRW. I hope to be able to send out the webinar invitation and information within the next two weeks.
- **Silent Auction:** Thank you letters have been sent for donations received and include an explanation of the change of date for the event. I will continue to send letters as donations are received.
- **OJP Conference:** OJP has been notified that MAC will not be holding the Silent Auction at the 2016 conference. I was asked to join the OJP Training Advisory Committee. I submitted an RFP to co-present a workshop titled: The Scales of Victimization with Karla Bauer from 360 Communities. The RFP was accepted by the committee.
- **Staff/Board Retreat:** April 29, 2016 8:30-4:00 at the Northwest Area Foundation 4th floor training room located in the Drake Building. Julia Classen will be facilitating the day-long meeting. In preparation for our work with Aurora Consulting, a Design Team has been assembled and its members include; Bobbi Holtberg, Vanessa Barr, Chris Jensen, and Vicki Walechka. The design team will be meeting with Julia Classen on March 10th.
- **Granite City Fundraiser:** I have been in contact with Janelle Forystek from Roseville Granite City. I have chosen Thursday, June 9th as the date for the fundraising event. This is a board meeting day and I was hoping we could hold our meeting at the restaurant and purchase lunch, but, they do not have a private room nor an area that they feel would be conducive to our needs. Those wanting to can plan to go to Granite City for a late lunch after the June meeting concludes. I will work with Janelle on creation of the flyer and will send them to the BOD and membership when completed.

- **2016 Annual Membership Meeting and Training:** Due to the influx of training dollars, I recommend planning a two-day event on September 8-9 at a metro location. I will be asking for dollars to reimburse members for lodging and food.

Issues

- **Board Resignations:** Sharon Dicke, Lisa Seiffert, and Catie Houck have decided to step down from the MAC Board of Directors. Words are not enough to convey the gratitude I have for all three of these amazing women and the difference they have made in the lives of many through their involvement with MAC. We will recognize Sharon and Lisa in a more formal way at the annual meeting and training in September.
- **Board Recruitment:** Karla Bauer has submitted an application to the board and I recommend we accept her as an ad hoc member for the period of one year with the option to extend for a full term. Kelly Nicholson will be rejoining the board as an ad hoc member. I met with Danielle Kluz, former ED of Bridges to Safety and Development Director at Breaking Free and she has indicated that she is interested in joining the board as an ad hoc member and will submit her application by Monday, March 7th. **While a board member's status is 'ad hoc' they are unable to serve on any committee of the board.**
Alicia Nichols had submitted an application, but due to scheduling issues. She has had to withdraw her application. She has indicated that she believes she will be in a position to commit to the board in the fall. I am meeting with Angela Miller, a crime victim/survivor, on Monday March 7th to discuss the possibility of her joining the board in the future. Angela is due to give birth April 1st, so it is likely she will wait until the fall.
- **Revised General Crime Standards:** OJP has incorporated feedback given from MAC and has released the final version of General Crime Standards for Community and Government based system. The revised standards will be included in the CVS Funding RFP. The final versions are attached.
- **Revised Statewide Coalition Standards:** OJP asked the six statewide coalitions to work together to redraft the current coalition standards. We submitted our draft, with significant changes, to OJP and OJP has accepted it in whole. The final version is attached.

Training

- OJP Released the Training Funding RFP. Deadline for submission is March 30th at 4:00 pm. The funding period is May 1, 2016 – June 30, 2018. I will be meeting with MCBW and MNCASA to discuss preliminary plans and coordination. MAC Member Training Survey Results are attached. I will send the proposal to the BOD for review prior to submitting to OJP.

Misc.

- MAC's current lease with MADD expires February 29, 2016. Art Morrow continues to work with the national MADD office to execute a new lease through February 28, 2017.
- Thank you Brenda for completing an OJP budget revision, moving funds to 'contract services' for our work with Aurora Consulting.

Legislative

Waiving Order for Protection (OFP) Filing Fees for Respondents

- **Legislative Process:**
- This bipartisan legislation (**HF2553**) was pre-filed on January 28th and introduced on January 29th in the House of Representatives.
- Rep. Marion O'Neill (29B, Maple Lake, R) is the chief author in the House, with Rep. Debra Hilstrom (40B, Brooklyn Center, DFL) as co-author.
- In the Senate, Chair of the Judiciary Committee, Sen. Ron Latz (46, St. Louis Park, DFL) will author the bill. The Senate will not be accepting bill filings until the first day of session on March 8th.
- **Background:**
- Current statute gives the courts discretion to charge respondents a filing fee in Order for Protection (OFP) proceedings, and some district courts are now charging respondents. This creates an unequal system and a due process concern. While petitioners pay nothing to fully engage in the process, respondents are being required to pay, creating a barrier for respondents' opportunity to be heard.
- HF2553 amends the Domestic Abuse Act to waive respondent filing fees

HF2252/SFxxxx Waiving Hearings in Order for Protection (OFP) Extensions

- **Legislative Process:**
- This bipartisan legislation (HF2252) was pre-filed on January 28th and introduced on January 29th in the House of Representatives.
- Rep. Marion O'Neill (29B, Maple Lake, R) is the chief author in the House, with Rep. Debra Hilstrom (40B, Brooklyn Center, DFL) as co-author.
- In the Senate, Chair of the Judiciary Committee, Sen. Ron Latz (46, St. Louis Park, DFL) will author the bill. The Senate will not be accepting bill filings until the first day of session on March 8th.
- **Background:**
- Under current statute, OFPs, with certain limited relief can be granted without a hearing, but only if the respondent chooses to waive the right to a hearing. However, *an extension of a limited-relief OFP requires a hearing* – even if the petitioner and respondent do not want a hearing for the limited-relief OFP.
- HF2252 allows limited-relief OFPs to be extended without a hearing requirement only after the respondent is provided notice and opportunity to be heard and chooses not to request a hearing.

Law Enforcement Use Body Cameras

- **Legislative Process:**
- No legislation was pre-filed in the House to address the complex policy challenges that law enforcement body cameras have brought to the forefront.
- As we work to balance the need for law enforcement transparency and accountability with the needs of victims, MCBW, MNCASA and MAC are lobbying legislators to support the following positions
 - Law enforcement body camera data should be presumptively private to avoid a chilling effect of victims not calling 911 for fear of the footage being public;
 - Subjects of the data should have access to the footage;
 - The data should be presumptively public if law enforcement uses a weapon or uses force that results in substantial bodily harm. Law enforcement transparency is essential so that victims from all communities

see law enforcement as a resource – lack of transparency can also have a chilling effect on victims seeking help from law enforcement.

Child Protective Services (CPS)

- **Legislative Process:**
- On February 1st, the Legislative Taskforce on Child Protection released a final report on its oversight of the implementation of the Governor’s CPS recommendations.
- DHS is convening a CPS and domestic violence workgroup which will begin meeting in mid-March. MCBW is a member of this DHS workgroup.
- MCBW’s internal Child Protection Workgroup is continuing to meet to look at policy recommendations and training for DHS and counties.

Prison Population Task Force

- **Legislative Process:**
- This Task Force has met five times since September 2016.
- At the March 3rd meeting, Sen. Ron Latz (46, St. Louis Park, DFL), will be proposing a list of recommendations in his Prison Reform Proposal.
- One proposal is to reinstitute the State Parole Board and allow offenders to serve only 60% of sentence
- MCBW submitted feedback on the draft of Sen. Latz’s Prison Reform Proposal, requesting that there be appropriations not only for chemical dependency and mental health services, but also for culturally specific, statutorily compliant domestic abuse programming in DOC facilities and the community

“Revenge Porn” Working Group:

- **Issue:** The misuse of technology and non-consensual distribution of images and identifying information are tactics of abusers. Such acts greatly impact victim safety and well-being. MCBW will monitor and respond to any “revenge-porn” legislation.
- **Legislative Process:** MCBW has been participating in a legislative working group to address this issue. We will have updates on the legislation as the session commences.

Firearm Safety:

- **Issue:** On average, 50% of Minnesota DV homicides are committed with a firearm. MCBW supports gathering comprehensive data on DV homicides and firearms usage in order to gain a deeper understanding of the underlying problems and to develop policy solutions that are informed by evidence.
- **Legislative Process:** MCBW continues to engage with national and local advocacy groups on the policy connection between access to firearms and domestic violence. Legislative updates on firearms policy will be available as we move through the session.

609.748 Harassment; Restraining Order

- Waive fees for both petitioners and respondents in cases of Sexual Assault, Domestic Violence, and Stalking
- Allow minors aged 16 or 17 to petition of their own behalf if they are married to or have a child in common with the respondent
- Allow a reputable adult to file on behalf of a minor
- Add language relating to social media/electronic contact

Position of Authority

- Clarify who is in a position of authority over a minor
- Expand definition to create a lookback period of 120 days for criminal sexual assault cases involving position of authority status

Statute of Limitations

- Extend statute of limitations pertaining to mandated reporter failure to report child maltreatment to three

Medical Forensic Exams

- Establish a statewide coordinator and taskforce to address issues related to training, billing, storage, testing, and resources for healthcare providers
 - Explore feasibility of moving from County to County system to Statewide system

If you would like to review the proposed language for these bills, please contact me.

MAC activity report

February 2016

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	24.5
Fundraising	8.5
Legislative	8
Meeting	48.25
Meeting Prep	6.5
Phone call	17
Research & Development	21
Training	2
Outreach to Membership	9.75
Travel	7.5
Holiday	8
Technical Assistance	5.75
Administrative	2
Grand Total	168.75

**GENERAL CRIME VICTIM PROGRAM STANDARDS
FOR GOVERNMENT-BASED GRANTEES
DRAFT – March 2016**

GOAL

The overall goal of these standards is to ensure crime victims' rights are upheld, to increase victims' safety and access to services that meet their self-defined needs, and to ensure that program services are relevant to the populations that exist within the community.

DEFINITIONS

General crime victim: A general crime victim refers to a victim of any crime, including: assault, robbery, burglary, theft, homicide, sexual assault, domestic abuse, child abuse, elder abuse, sex and labor trafficking, DWI, criminal vehicular homicide/operation and other traffic offenses with a victim, arson, fraud and identity theft, criminal damage to property, bias motivated crimes and any other crime punishable by law. Any person defined as a "crime victim" under Minnesota Statutes section 611A.04, subd 1(b) is a "general crime victim."

Government-based grantee: A government entity that receives OJP funds for the provision of services to crime victims is a "government-based grantee." A government entity includes a city, county, state or tribal prosecutorial, law enforcement, probation, corrections, and human services/social services agencies.

LIMITS TO PRIVACY IN COMMUNICATION

The program shall clearly inform victims as early as possible in their assistance to the victim about the role of the victim service staff and the confidentiality limitations on information provided by the crime victim to the victim service staff.

SERVICES TO VICTIMS

The general crime victim program shall provide victim services to primary and secondary victims of crime including, but not limited to:

Information and referral

- a. Provide statutorily required notices to crime victims.
- b. Explain the criminal justice process, including the investigatory stage, case review, prosecution process and post-conviction process.
- c. Explain the authority and discretion of criminal justice professionals.
- d. Explain the statutory rights afforded to crime victims.
- e. Explain to victims the availability of financial assistance through restitution, crime victim reparations and emergency funds, and provide appropriate referrals.
- f. Provide information on available legal resources and courthouse-based Self-help Centers.

- g. Provide information about civil protective orders including the process to obtain, the relief available, and the local resources available to assist with their preparation.
- h. Discuss with and refer victims to the support services available to them from victim-serving organizations and social service agencies in the community. Identify services available to them such as crisis intervention, safety planning, legal advocacy, emergency shelter, emergency assistance, and support groups and counseling services. Explain which agencies provide confidential services.

Assistance

- a. Provide assistance to victims throughout the entire criminal prosecution process, including hearing/trial preparation and court accompaniment.
- b. Assist with completing restitution requests in criminal cases.
- c. Assist with completing reparations claim forms.
- d. Assist with or connect victims to organizations that provide emergency assistance such as transportation, shelter, food and other basic necessities.
- e. Process requests for “direct client assistance” funds distributed through the program, if applicable.
- f. Act as liaison between victim and criminal justice professionals including investigators and prosecutors.
- g. Provide assistance with the preparation of civil protective order applications.
- h. Provide guidance and assistance in filing elder, vulnerable adult and child abuse reports.
- i. Provide referrals for immigrant crime victims to appropriate social service and legal resources to meet their unique needs.
- j. Facilitate the return of stolen property and property held as evidence.
- k. Ensure that victims and witnesses have a safe waiting area at the courthouse.
- l. Assist victims who wish to limit distribution of their personal information by explaining the statutory protections and assist in making the necessary requests to law enforcement agencies and prosecutors.
- m. Provide additional assistance as appropriate, such as transportation to the courthouse.

Advocacy

- a. Advocate on the behalf of victims with law enforcement, prosecutors and judges to ensure the victim’s rights are upheld, their voices are heard, and their interests are represented.
- b. Act as a liaison with other criminal justice system personnel to ensure crime victims have the information they need at various stages in the process and are treated with dignity and respect.
- c. Ensure that victims’ input, concerns and objections are communicated to the prosecutor.

NOTE: For additional requirements specific to PROSECUTORIAL AGENCIES, see pg. 4

POLICIES AND PROCEDURES

- a. Develop and periodically review procedures and practices related to crime victim rights, and make any necessary changes to ensure continued compliance with the statutory obligations to victims.
- b. Assist in developing agency policies and procedures to ensure the efficient and timely collection of information for the processing of restitution requests.
- c. Establish an end-of-case process that ensures complete information is provided to victims about post-convictions issues, rights, resources, and information.
- d. Ensure that information regarding the agency's complaint process is readily available to victims and provide information on how to access the complaint policy and process.

STAFF SUPPORT AND SUPERVISION

New staff: Government-based agencies shall provide formalized new employee orientation and training to victim service staff that includes crime victim rights, information about the network of community and government resources available to crime victims, effective communication with victims, and respectful response towards victims.

Professional development: Victim service staff shall be provided ongoing training opportunities, utilizing both in-house and outside training sources.

Supervision: Victim service staff workload shall be designed to ensure that the core efforts of the victim service professional are for assisting victims, providing necessary notifications, being responsive and available to victims, and ensuring that the victims' concerns and position are communicated to the relevant criminal justice professional.

PROFESSIONAL TRAINING AND SYSTEMS CHANGE

Victim service staff shall work to ensure the fair and sensitive treatment of victims within their own office and within the offices of their criminal justice system partners. Their efforts with their office and outside agencies should include:

- a. Providing training and updates on crime victimization and rights issues.
- b. Monitoring the offices' compliance with statutory obligations.
- c. Assisting with the development, review, and update of policies and procedures to ensure that they are sensitive to the rights and needs of crime victims.
- d. Maintaining formal and informal contacts and relationships with criminal justice partners who have contact with victims of crime.

EXTERNAL ACTIVITIES

Community partners and collaborative relationships: Victim service staff shall actively work to establish and maintain effective collaborative relationships with crime victim service providers, legal aid, law enforcement agencies, and other government agencies to better address the needs of crime victims. Partnering may involve both formal and informal avenues, including referral agreements; cooperative community training, events, and public awareness activities; cross-disciplinary trainings; culturally-specific

and issue-specific workgroups; multi-disciplinary taskforces; information sharing; and community provider networks.

Community education and outreach: Staff should promote, collaborate on, and assist with local community education efforts aimed at enhancing community and public safety. Staff should conduct outreach and organize training efforts to educate the community on crime victim rights and victimization and to increase public awareness of crime victim/witness services.

REQUIREMENTS SPECIFIC TO PROSECUTORIAL AGENCIES

Policies and procedures: Prosecutorial agencies shall maintain documentation of their policies and procedures that demonstrate compliance with their obligations to crime victims under Minnesota Statutes chapter 611A. This documentation shall include notification letters and their internal procedures for maintaining records of communication and correspondence with victims.

Communication with victims: Prosecutorial agencies shall maintain documentation of communications with victims in criminal cases being prosecuted by the agency, including the provision of statutorily required notices.

Collaboration with other organizations and agencies: Those prosecutorial agencies that have arrangements with community-based organizations or other government entities to provide assistance and notifications to victims of crimes being prosecuted by the agency must ensure that those other programs have timely access to relevant case information and hearing dates, and that they maintain records of their assistance to those crime victims. Arrangements between government-based grantees and other organizations must be formalized in a memorandum of understanding that describes the relationship between the government-based grantee and the other organization, the services being provided, the protections on the data, records retention and documentation of services.

GENERAL CRIME VICTIM PROGRAM STANDARDS FOR COMMUNITY-BASED GRANTEEES

DRAFT - March 2016

GOAL

The overall goal of these standards is to ensure crime victims' rights are upheld, to increase victims' safety and access to services that meet their self-defined needs, and to ensure that program services are relevant to the populations that exist within the community.

DEFINITIONS

General crime victim: A general crime victim refers to a victim of any crime, including: assault, robbery, burglary, theft, homicide, sexual assault, domestic abuse, child abuse, elder abuse, sex and labor trafficking, DWI, criminal vehicular homicide/operation and other traffic offenses with a victim, arson, fraud and identity theft, criminal damage to property, bias motivated crimes and any other crime punishable by law. Any person defined as a "crime victim" under Minnesota Statutes section 611A.04, subd 1(b) is a "general crime victim."

Community-based grantee: A non-profit community-based organization that receives OJP funds for the provision of services to crime victims and that is not a government entity. (A government entity includes city, county, state or tribal prosecutorial, law enforcement, probation, corrections, and human services/social services agencies.)

SERVICES TO VICTIMS

The services provided by the general crime victim program should address the emotional, physical, safety and financial needs of the crime victim. Services should be provided in a supportive, empathetic and trauma-informed manner.

Services are provided whether or not the crime was reported to law enforcement and regardless of participation in any criminal justice system setting or process.

The general crime victim program shall provide victim services to primary and secondary victims of crime including, but not limited to:

Information and referral

- a. Explain the criminal justice process, including the investigatory stage, case review, prosecution process and post-conviction process.
- b. Explain the authority and discretion of criminal justice professionals, including the role of victim/witness staff and their limits on confidentiality.
- c. Explain the statutory rights afforded to crime victims.
- d. Explain to victims the availability of financial assistance through restitution, crime victim reparations and emergency funds, and provide appropriate referrals.
- e. Provide information on available legal resources and courthouse-based Self-help Centers.

- f. Provide information about civil protective orders, including the process to obtain, the relief available, and the local resources available to assist with their preparation.
- g. Provide referrals for immigrant crime victims to appropriate social service and legal resources to meet their unique needs, such as assistance with U-visa applications.

Assistance

- a. Operate or collaborate with a community partner on a 24-hour crisis line that connects crime victims directly with advocates for crisis counseling and emergency referral.
- b. Provide or connect victims to organizations that provide emergency assistance such as transportation, shelter, food and other basic necessities.
- c. Provide follow-up assistance to victims.
- d. Provide assistance to victims throughout the entire criminal justice process, including reporting the crime, during an investigation, case review, hearing/trial preparation, court accompaniment and post-conviction.
- e. Ensure victims involved in a criminal prosecution understand who to contact in the prosecutor's office and facilitate communication between victims and victim/witness staff or other appropriate person in prosecutorial agency.
- f. Assist with completing reparations claim forms.
- g. Process requests for "direct client assistance" funds distributed through the program, if applicable.
- h. Provide assistance with the preparation of civil protective order applications.
- i. Provide guidance and assistance in filing elder, vulnerable adult and child abuse reports.
- j. Assist victims who wish to limit distribution of their personal information by explaining the statutory protections and assist in making the necessary requests to law enforcement agencies and prosecutors.
- k. Provide additional assistance as appropriate, such as transportation to the courthouse and child care.

Advocacy

- a. Advocate on the behalf of victims with law enforcement officers, prosecutors and judges to ensure the victims' rights are upheld, their voices are heard, their interests are represented and they are treated with dignity and respect.
- b. Act as a liaison with criminal justice system personnel, such as law enforcement officers, prosecutors and victim/witness coordinators, and probation officers to ensure crime victims have the information they need at various stages in the process and can provide information to those criminal justice system personnel.
- c. Advocate on behalf of victims to help meet their self-defined needs in areas including, but not limited to, housing, safety and security issues; creditors; property repair; and in obtaining assistance from other non-traditional resources/services.

STAFF SUPPORT AND SUPERVISION

New staff: Programs shall provide formalized new employee orientation and training to victim service staff, volunteers and board/advisory members. Training shall include effective communication with victims, the provision of trauma-informed services, the provision of culturally-specific services, information about the network of community and government resources available to crime victims, crime victim rights, and data practices and confidentiality.

Professional development: Program staff shall be provided ongoing training opportunities, utilizing both in-house and outside training sources.

PROFESSIONAL TRAINING AND SYSTEMS CHANGE

Programs shall work to ensure the fair and sensitive treatment of victims within their own agency and with their community and criminal justice system partners. Their efforts with their program and outside agencies/organizations should include:

- a. Providing training and updates on crime victimization issues.
- b. Maintaining formal and informal contacts and relationships with community and criminal justice partners who have contact with victims of crime, including those working in domestic abuse and sexual assault advocacy, law enforcement, court services, legal representation, corrections, health, education, social services, and faith based organizations.
- c. Engage in efforts to identify issues and improve the response to crime victims by criminal justice, social service and advocacy systems. Examples of such efforts include monitoring and analyzing existing responses, case reviews, organizing community coordinated responses, and assisting with the review and development of effective and sensitive operational policies, procedures and practices. These systems change efforts must prioritize the needs and rights of victims, rather than institutions.

COLLABORATION

Community-based partners: Programs shall identify and be knowledgeable of other local community-based service providers who work with victims. Programs shall actively work to develop and maintain strong relationships with involved organizations and agencies to better serve victims of crime. Programs shall partner with agencies to promote cooperative service, better manage resources, and enhance the overall response to victims of crime in their community. Partnering may involve cooperative training and public awareness activities; cross-disciplinary trainings; professional memberships; culturally-specific and issue-specific workgroups; multi-disciplinary taskforces; information sharing; community provider networks; referral agreements; interagency feedback and service evaluations; technological, administrative, and programmatic resource sharing; and other creative means.

PUBLIC AWARENESS AND COMMUNITY EDUCATION

Community education and outreach: Programs should conduct outreach and organize training efforts to educate the community on crime victimization issues and services available to victims. Outreach and training should address the nature and scope of victimization; crime prevention strategies; the causes and consequences of victimization; the need for improvements in the social service, criminal justice, and victim

service systems to improve the response and experience of crime victims; and the services and resources available to victims from community-based and government-based agencies.

Programs shall provide at least four in-person presentations on these topics to community service groups, civic organizations, special populations, professional organizations, or school groups.

Education collaboration: Programs should promote, collaborate on, and assist with the local community education efforts of other government agencies and community organizations that are aimed at crime prevention, assisting victims, and enhancing community and public safety.

Statewide Coalition Standards

All statewide coalitions shall operate in accordance with the philosophy statement of the crime specific area they represent. A coalition is a grassroots, statewide, membership-based organization that supports the elimination of violence, advocates on behalf of crime victim issues, challenges ideas and attitudes which permit violence and the systemic oppression of victims to continue, and responds to the needs and concerns of communities through input from its members. The coalitions shall employ both prevention and intervention strategies. A coalition is not a direct service provider. Coalition activities shall increase the capacity of direct service providers to promote and provide crime victim services. Coalition activities shall also be directed towards broader social and cultural change and equipping member programs and others to employ primary prevention strategies.

Public Awareness

- Public Education which may include presentations, social media, general awareness events and awareness campaigns.
- Media Awareness through social and traditional media work
- General Communication & Response including maintaining a website, a method of communicating with the general public, responding to requests for information/resources, connecting public with local programs/advocacy.

Public Policy/System Change

- Education & Training to system personnel, advocates and general public on policy issues.
- Convene policy makers – bring voice of survivors and advocates into discussion
- Improve System Responses – convene criminal justice collaborative, work with tribal and state agencies on policy issues work may include legislative, government agencies and legal policy approaches
- Respond to Requests from policy makers
- Coordinate with state, national and tribal policy makers.

Capacity Building & Membership Support

- Assessment of Needs – from member programs, survivors and communities
- Training & Education for members, system personnel and community.
- Capacity Building – provide technical assistance for members, system programs and communities, respond to requests for information, resources and support.
- Convening members, system personnel and communities
- Advocate for needs of members, survivors and community.

Overarching Commitments:

- Commitment to Accessibility
Statewide coalitions shall provide respectful, welcoming, accessible, and inclusive environments for all individuals, including those with disabilities. Statewide coalitions are committed to meeting all requirements of existing legislation, and their own policies

and goals, in an effort to remove and prevent barriers that might interfere with a person's ability to fully interact with the statewide coalition.

- Commitment to Diversity & Inclusion

All statewide coalitions shall embrace cultural and cross-cultural diversity, value diverse life experiences, and create an environment that is inclusive of all. Statewide coalitions shall engage in efforts to ensure leadership, staff, and membership are inclusive of persons from diverse organizations, communities and populations.

- Commitment to Best Practices – Administration of work.

2016 Training Survey Response Summary

(45 total responses received)

Question 1: What is your role within the Criminal Justice System?

Prosecutor – 16.28% (7)

Victim Witness – 55.81% (24)

Community Based Advocate – 20.93% (9)

Other – 6.98% (3)

Question 2: What training topics would you like to see MAC address? List at least 5 and no more than 8.

(I've compiled responses by topics and have weighted them by number of responses.)

Fundamentals of Victim Services (22)

- Role of Victim/Witness Advocate
- Role of Community Based Advocate
- Improving Collaboration between County and Community Based Advocates
- Rural Victim Services
- Working with Uncooperative Victims*
- Assisting Victim Post Conviction
- Ethics in Victim Services
- Working with Victims Who Don't Report to LE
- Safety Planning
- Working with Victims with Disabilities
- Providing Culturally Competent Victim Services
- Identifying Bias
- New Trends/Promising Practices in Victim Services
- Compassion Fatigue/Self Care
- Working with Incarcerated Crime Victims (VOCA/VAWA Considerations)
- Support Group Strategies
- Use of Support Dogs in Victim Services Nationally

Victimology/Impact of Trauma (16)

- Implication of Unrecognized Trauma, Grief, Mental Health Issues
- ACE's Study and How Trauma Effects the Brain
- Domestic Violence Trauma
- Sexual Assault Trauma
- Intergenerational (Historical) Trauma
- Why Do Victim's Recant/Not Cooperate*
- Why do Victims Do What They Do – Tonic Immobility
- Intersection Between Victim and Offender
- Rebuilding After Crisis
- Racial Disparity in Victimization

Child Related Crimes/Working with Children (13)

- Children's Exposure to Violent Crimes
- Admission of Child Statements in Child Sex Cases
- Child Pornography: How to Prosecute/Best Practices
- Impact/Treatment of Incest Among Siblings
- Co-occurrence of DV and Child Abuse and Child Protection Issues
- How to Assist Families of Missing Children

- Parenting Time/Custody Law
- Juvenile Victim Services

Criminal Justice System (12)

- Strategies to Compassionately Prepare Victims for Trial
- Best Practice Homicide Investigation
- Advanced Trial Strategies
- Legal Needs of Crime Victims
- What Does the BCA Do
- DWI/Current Law Regarding Blood Tests
- Use of DNA
- Juvenile Law

Restitution/Financial Victimization (12)

- Unconventional Strategies to Increase Restitution Recovery
- Forfeiture of Defendant's Assets to Pay Restitution
- Working with Probation to Ensure Effective Collection of Restitution
- New Restitution Law/Requirements of Prosecutors
- Financial Exploitation/ID Theft
- Financial Crimes

Domestic Violence (9)

- DANCO/OFP Violations
- DV and Firearm Prohibitions
- Risks and Benefits of Protective Orders
- Housing Issues for DV Victims

Victim Rights (8)

- Strengthening/Expanding Victim Rights (look at Oregon)
- Engaging the Media/Community Regarding Victim Rights and Impact of Crime
- Civil Remedies for Crime Victims

Stalking (5)

- Gathering Evidence
- Technology Used to Stalk

New Laws (5)

- Working with Law Makers
- Potential Issues for Future Legislation

Technology (4)

- Internet Scams
- Cyber Safety

Sexual Assault (4)

- Primary Prevention of Sexual Assault
- Access to SANE Exams
- Payment of Exams/Rape Kits

Trafficking (2)

Restorative Justice (1)

OJP/VOCA Reporting Standards (1)

Question 3: What training modality works best for you?

In-Person – 63.42%

Webinar – 21.05%

Other – 10.56%

- Combination of In-Person/Webinar
- Recorded In-Person Training

Question 4: How often would you like MAC to offer in-person training?

Monthly – 5.26%

Quarterly – 89.47%

Annually – 5.26%

Question 5: How often would you like MAC to offer webinar training?

Monthly – 47.37%

Quarterly – 52.63%

Question 6: What training location works best for you?

Metro – 78.95%

St. Cloud – 31.58%

Regional – 31.58%

Question 7: What length of in-person training works best for you?

Half Day or Less – 52.63%

Full Day – 42.11%

Other – 5.26%

- Depends on topic

Question 8: What length of webinar works best for you?

60 minutes – 57.89%

90 minutes – 31.58%

Other – 10.52%

- 30-45 minutes

Question 9: Would you like MAC to offer more collaborative training with other statewide coalitions?

Yes – 84.21%

No – 5.26%

Other – 10.53%

- Unsure
- Only if General Crime Focused

Question 10: What other information would you like to share regarding your training needs?

- Would it be possible to have some sort of crisis line for advocates? Maybe somewhere that we can call if we have a particularly unique situation that we just want to talk out?
- Training for new advocates are few & far between. They need to occur at least twice a year. the frequency of the trainings, considering the high turnover rate in this field.
- Please offer training for new staff. Week long training not available often enough to address initial training needs.
- Keeping in touch with members around the state
- We need to focus on prevention and children and youth behaviors and attitudes to put an end to all crimes.
- How the role of a victim witness coordinator can help a LE investigation and prosecution.
- Working together more with other coalitions and crisis centers.
- General Crime, too much DV and SA.
- I encourage collaboration with other coalition, however, there needs to be general crime specific training so that there is substantiation for the need and importance.



Minnesota Alliance on Crime

PERSONNEL POLICIES

GENERAL POLICY STATEMENT

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

MISSION AND VISION

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

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

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

1. The Minnesota Alliance on Crime affirms that equal opportunity for all persons is a fundamental human right. The Minnesota Alliance on Crime will provide for equal opportunity in employment at the Minnesota Alliance on Crime, and the Minnesota Alliance on Crime will not tolerate employment discrimination against any person on the basis of race, color, religion, sexual preference, political affiliation, marital status, place of residence, disability, financial status, age, or other consideration prohibited by law. To implement this policy, the Minnesota Alliance on Crime requires that every person making application for, currently employed by, or applying for further vacancies at the Minnesota Alliance on Crime will be considered on the basis of individual ability and merit.
2. The Minnesota Alliance on Crime will ensure that all staff are treated equally without regard to race, color, religion, sexual preference, political affiliation, marital status, place of residence, disability, financial status, age, or other consideration prohibited by law. This policy applies to recruitment, selection, appointment, and all other personnel actions taken by the Minnesota Alliance on Crime.
3. Realizing that achievement of active anti-discrimination involves more than just a policy statement; the Minnesota Alliance on Crime further commits itself to actively recruit minorities to work as board members, employees, interns, and volunteers at the Minnesota Alliance on Crime.
 - a. The Minnesota Alliance on Crime's employee, intern, and volunteer application packets will notify applicants that discrimination on the basis of any of the considerations identified above is prohibited.
 - b. All hiring, placement, and promotion of applicants and staff will be made on the basis of individual ability, performance, and staffing needs.
 - c. The Minnesota Alliance on Crime will subcontract services solely to and through vendors who meet state and federal equal employment opportunity guidelines.
 - d. All compensation and fringe benefits, including access to training and educational programs for employees of the Minnesota Alliance on Crime, will be determined without regard to any of the prohibited considerations identified above.
 - e. Upon termination of employment, an interview will be held to determine if employees experienced any type of discrimination while employed by our program.

CLASSIFICATION OF MINNESOTA ALLIANCE ON CRIME EMPLOYEES

1. Full-time permanent employee: An employee whose work week consists of 40 hours per week on a year-round basis and who has successfully completed the required probationary period of six (6) months.
2. Part-time permanent employee: An employee whose work week consists of less than 40 hours per week on a year-round basis and who has successfully completed the required probationary period of six (6) months.
3. Temporary employee: An employee who has been appointed for a full-time or part-time position on a temporary or seasonal basis.
4. Probationary employee: An employee who has been assigned a full-time or part-time but who has not completed the probation period of six (6) months.
5. Intern: A person working for the Minnesota Alliance on Crime on a full-time or part-time basis who receives either school credit or a stipend for his/her work. An intern is not given the responsibilities or benefits of an employee.
6. Volunteer: A person working for the Minnesota Alliance on Crime on a full-time or part-time basis who receives no compensation for his/her work. A volunteer is not given the responsibilities or benefits of an employee.
7. Contract Services: A person providing services to the Minnesota Alliance on Crime for remuneration under a contractual agreement. Contractual service providers are not eligible for any program benefits and are not considered to be a member of the Minnesota Alliance on Crime staff.

EMPLOYEES

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

EMPLOYEE PERFORMANCE REVIEW AND PERSONNEL FILES

1. Probation: All Minnesota Alliance on Crime employees will be on probation for the first six (6) months of their employment. At the end of three (3) months of employment, either the Board of Directors or the Executive Director will conduct a performance review of the employee. Any problems with that employee's performance will be discussed and documented at that review. Additionally, any achievements and future goals for the employee will be discussed and documented at that review. Near the end of six (6) months of employment, either the Board of Directors or the Executive Director will conduct a further performance review of the employee. At that time, either the Board of Directors or the Executive Director will decide to accept the employee as a permanent employee, terminate that employee, or extend the probationary period for the employee for up to six (6) additional months. Performance reviews for the Executive Director shall be completed by the Board of Directors after initial screening and review by the Executive Committee. Performance reviews for all other employees and interns shall be completed by the Executive Director.
2. On-Going Performance Review: All employees shall receive an annual performance review on the date of their original hire. Annual performance reviews for the Executive Director shall be completed by the Board of Directors after initial screening and review by the Executive Committee. Annual performance reviews for all other employees shall be completed by the Executive Director.
3. Personnel File: A personnel file shall be maintained for each employee at the Minnesota Alliance on Crime. The personnel file shall include employee applications, written performance reviews, employee comments, personal data (excluding medical data), approved wage statements, and W-2 and W-4 withholding forms. All personnel records are classified as confidential. Only the Executive Committee, the Executive Director, and the subject employee of that file will have access to an employment file. Upon request, the Minnesota Alliance on Crime will only publicly disclose the dates of a particular employee's employment and that positions that particular employee held. The Minnesota Alliance on Crime will not publicly disclose information about an employee's performance or remuneration without specific written permission of the employee. The personnel file for the Executive Director shall be physically retained only by the President of the Board of Directors. All other employees' personnel files shall be retained, and not removed from, the Minnesota Alliance on Crime Office. An employee may review that employee's file at any time and insert a statement contesting any item(s) of data which the employee believes to be inaccurate or unfair.

EMPLOYEE COMPENSATION

1. Work Hours: Full-time employees will work a 40-hour week. Part-time employees will work the designated hours outlined in their job description. Work schedules shall be in compliance with the Fair Labor Standards Act. The work day may vary based upon the number of compensatory hours accrued. Employees are required to document all hours of work.
2. Compensation: Compensation of all employees will be determined by the Board of Directors. Salaries and/or wage shall be based upon the availability of funds as approved by the Board of Directors. The qualifications of the person hired will determine his/her particular starting salary or wage.
3. Salary increases: At the discretion of the Board of Directors, a salary increase, if any, will be applied on the anniversary on the employee's date of hire. Any salary increase will be based upon the performance review of the employee as approved by the Board of Directors.
4. Pay Period: All employees shall be paid every two weeks. Time sheets must be directed to the President of the Board of Directors for payment approval by the Board of Directors.
5. Reimbursement for Travel, Parking, and Other Business Related Expenses
 - a. Mileage: Employees will be reimbursed for mileage expenses for business related driving purposes under the following circumstances. Mileage reimbursement will be paid at the current federal mileage reimbursement rate. Mileage will be reimbursed for trips exceeding 10 miles round trip. Mileage will not be reimbursed for trips not exceeding 10 miles roundtrip. Mileage will not be reimbursed for normal commuting to and from an employee's residence to and from the Minnesota Alliance on Crime office. Mileage will be calculated from the Minnesota Alliance on Crime office to the business-related event, or from the employee's residence to the business-related event, whichever results in a shorter distance. All mileage reimbursement requests must be made in writing and submitted to the Board of Directors for reimbursement approval on a monthly basis.
 - b. Parking: Employees will be reimbursed for parking expenses for business related purposes. All parking reimbursement requests must be made in writing and submitted to the Board of Directors for reimbursement approval on a monthly basis.
 - c. Training: At the discretion of the Board of Directors, and upon the pre-approval of the Board of Directors, the Minnesota Alliance on Crime will pay for business-related training expenses for employees. These expenses may include

registration, airfare, rental cars, hotel/motel costs, materials, and other related expenses at the discretion of the Board of Directors.

- d. Meals: Employees will be reimbursed for meal expenses under the following circumstances. At the discretion of the Board of Directors, employees will be reimbursed for lunch expenses up to \$15.00 per day if: the employee documents and provides, in writing, the business-related purpose and attendees of the lunch meeting to the Board of Directors; and, the employee provides an itemized receipt of the lunch expense to the Board of Directors. If overnight travel is required for a pre-approved business-related event, and at the discretion of the Board of Directors, employees will be reimbursed for eating expenses up to \$35.00 per day if: the employee provides itemized receipts of the eating expenses to the Board of Directors. An employee will not be reimbursed for any alcohol purchased at any meal or event. An employee will not be reimbursed for any tip the employee provides for services rendered at any meal or event.
 - e. Receipts: Employees must retain receipts in order to receive reimbursement for expenses from the Minnesota Alliance on Crime. If an employee could not obtain a receipt for a business related expense (i.e. taxi fare, parking meter, or other similar expense), the employee must document the employee's expense and submit the employee's request for reimbursement for the expense to the Board of Directors for reimbursement approval.
 - f. Miscellaneous Business Related Expenses: The Executive Director may purchase up to an annual limit of \$250.00 for work-related equipment or work-related materials without prior approval from the Board of Directors. Once the \$250.00 annual limit has been reached, the Executive Director will need to obtain prior approval from the Board of Directors for any additional purchases of work-related equipment or work-related materials. The Executive Director will retain all receipts for purchases made. The Executive Director must attach these receipts to an expense report to be filed with the Board of Directors on a monthly basis.
 - g. Expense Credit Card: The Executive Director and the President may use the Minnesota Alliance on Crime expense credit card for business related purchases in accord with the policy limitations indicated above.
6. Jury Duty: Employees who are summoned to jury duty will not be required to use any leave balances to cover time they may need to serve on jury duty. Employees on jury duty will receive their normal compensated salary or wage during the time they serve on jury duty. Any stipend the employee receives for the time the employee served on jury duty will be turned over to the Minnesota Alliance on Crime.

EMPLOYEE BENEFITS

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

1. Health Insurance: For eligible full-time employees, the Minnesota Alliance on Crime will pay up to \$450.00 per month for single coverage health insurance and dental insurance. The \$450.00 per month cannot be used to assist in payment for an employee's spouse's health insurance and dental insurance plan or to assist in payment for an employee's family's health insurance and dental insurance plan. For eligible part-time employees, the Minnesota Alliance on Crime will pay a pro-rated amount for single coverage health insurance and dental insurance, dependent upon the percentage of average weekly hours the part-time employee works out of 40 hours. This pro-rated amount cannot be used to assist in payment for an employee's spouse's health insurance and dental insurance plan or to assist in payment for an employee's family's health insurance and dental insurance plan. If an eligible employee declines single coverage health insurance and dental insurance from the Minnesota Alliance on Crime, that employee will be required to sign a waiver of health insurance and dental insurance form.
2. Worker's Compensation Insurance: The Minnesota Alliance on Crime maintains a managed care worker's compensation insurance policy for its employees with a pre-selected health care provider. The Minnesota Alliance on Crime provides for worker's compensation insurance for its employees as required by all applicable state and federal laws.
 - a. An employee who sustains an injury while performing a job-related task or duty shall report that injury as soon as possible to: the Executive Director, who shall thereafter report to the Board of Directors; or the Board of Directors directly.
3. Unemployment Compensation: Absent a termination for cause, the Minnesota Alliance on Crime will provide for unemployment compensation as required by applicable state and federal law.
4. Social Security (FICA): The Minnesota Alliance on Crime will automatically deduct FICA tax from each employee's paycheck.
5. Paid Holidays: All eligible full-time and part-time employees will earn holiday pay. Holiday pay will be pro-rated for part-time employees. These holidays are not included in PTO. The holidays are:
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day

- g. Veteran's Day
- h. Thanksgiving Day
- i. The day following Thanksgiving Day
- j. Christmas Day

6. Education and Training Opportunities: At the discretion of the Board of Directors, and upon pre-approval from the Board of Directors, employees are encouraged to attend conferences, seminars, and training opportunities relating to the employee's work at the Minnesota Alliance on Crime. Employees will receive the employee's normal salary or wage for the time the employee spends at an approved conference, seminar, or training opportunity.
7. Paid Time Off (PTO): Eligible employees will receive accrued paid time off for their work with the Minnesota Alliance on Crime. Paid time off may be used for vacation time, sick time, and/or bereavement/emergency leave. An eligible employee may use his/her accrued paid time off once the employee has completed the employee's first 90 days of employment. Advance notice in writing of at least one (1) week should be given to the President of the Board who in turn will notify the Board of Directors when staff will be taking one week or more of paid time off. Eligible employees shall accrue paid time off according to the following schedule:
 - a. Eligible full-time employees shall accrue twenty (20) days of paid time off per year at the accrual rate of 0.7692 paid time off days per two-week pay period.
 - b. Eligible part-time employees shall accrue paid time off on a pro-rated basis, dependent upon the percentage of average weekly hours the part-time employee works out of 40 hours.
 - c. Eligible employees may not carry more than a total of twenty (20) days paid time off at any time during the eligible employee's term of employment at the Minnesota Alliance on Crime. Any accrued paid time off in excess of the total twenty (20) day limit will be lost by the eligible employee. Once the eligible employee's paid time off total drops below twenty (20) total accrued days, the eligible employee will continue to accrue paid time off until the eligible employee again reaches the total twenty (20) day accrual limit again.
 - d. Upon termination of an employee's employment, the employee shall receive payment at the employee's normal rate of payment for the balance of any accumulated paid time off remaining for the employee. A payment under this provision will not exceed a maximum total of twenty (20) accrued days of paid time off to the employee. If employment is terminated during the probationary period of an employee's employment, that employee will not be entitled to a termination payment for accrued paid time off.
8. Compensated Time: Exempt employees will not accrue compensatory hours. Non-exempt employees can accrue compensation hours up to a total of 40 hours per calendar

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

9. Flexible Time: As needed, eligible employees may flex up to eight (8) hours of work time during each two-week pay period. Eligible employees may flex more than eight (8) hours of work time during a two-week pay period only upon the preapproval and at the discretion of the Board of Directors.
10. Temporary Employees: Temporary employees are not entitled to the employee benefits described above at the Minnesota Alliance on Crime. Temporary employees will receive only those employment benefits specifically required by state and federal law, including, but not limited to, FICA, unemployment, and worker's compensation. At the discretion of the Board of Directors, the Board of Directors may provide temporary employees with health care, paid holidays, and paid time off.
11. Absence Without Leave: Any absence of an employee from work that is not authorized by specific grant, the Executive Director, or the Board of Directors will be deemed to be absence without leave. An employee shall receive no compensation or benefits for any absence without leave. Absence without leave shall also be grounds for discipline or dismissal of an employee from employment with the Minnesota Alliance on Crime.

OUTSIDE EMPLOYMENT AND ACTIVITIES

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

1. If outside employment or activities are deemed by the Executive Director or the Board of Directors to interfere or conflict with either job performance at the Minnesota Alliance on Crime or with the philosophy of the Minnesota Alliance on Crime, the employee, intern, or volunteer engaged in outside employment or activity will be asked to make a choice between the outside employment or activity and their employment, internship or volunteer work with the Minnesota Alliance on Crime. In serious cases, the outside conflict may provide grounds for discipline or dismissal of an employee, intern, or volunteer.
2. During the normal course of the employee's regular employment with the Minnesota Alliance on Crime, any donations and/or honorariums that a Minnesota Alliance on Crime employee, intern, or volunteer receives for speaking engagements, services, workshops, consultations or other services provided through the Minnesota Alliance on Crime, will belong to the Minnesota Alliance on Crime.
3. Any materials developed by an employee, intern, or volunteer of the Minnesota Alliance on Crime for use in the normal course of the employee's, intern's, or volunteer's regular work with the Minnesota Alliance on Crime shall belong to the Minnesota Alliance on Crime. Any such materials cannot be used outside of the normal course of the employee's, intern's, or volunteer's regular work with the Minnesota Alliance on Crime without the express and written consent of the Board of Directors.

DISCIPLINARY PROCEDURE

1. It is the policy of the Board of Directors to administer preventative and progressive disciplinary action for all employees, interns, or volunteers.
2. Progressive Discipline: Elements of progressive disciplinary action include:
 - a. Verbal reprimand: A verbal reprimand shall consist of an informal discussion between the Executive Director or Executive Committee and the employee, intern, or volunteer about a violation of these Personnel Policies. The verbal reprimand shall be documented in the employee's, intern's, or volunteer's file and shall include the signature of the employee, intern, or volunteer.
 - b. Written reprimand: A written reprimand shall consist of a formal written statement to the employee, intern, or volunteer which describes the violation of the Personnel Policies, refers to previous reprimands, states the desired goals or outcomes of this reprimand, and outlines the subsequent disciplinary action for the employee, intern, or volunteer should the violation continue. The employee, intern, or volunteer shall sign the original written reprimand. The original signed written reprimand shall be placed in the employee's, intern's, or volunteer's personnel file, and the employee, intern, or volunteer shall receive a copy of the written reprimand. If the employee, intern or volunteer refused to sign written reprimand, the refusal shall be documented and dated.
 - c. Suspension: A suspension shall consist of an involuntary, compulsory, and temporary absence of an employee, intern, or volunteer from their normal work at the Minnesota Alliance on Crime. Prior to any suspension, or as soon as possible following any serious employee infraction requiring immediate action by the Board of Directors, the employee, intern, or volunteer shall receive a written statement from the Executive Director or the Board of Directors indicating the reasons for the employee's, intern's, or volunteer's suspension, the length of any suspension period, and an outline of further disciplinary action the Board of Directors will take should the cited violation persist. The employee, intern, or volunteer shall sign the original written statement. The original signed written statement shall be placed in the employee's, intern's, or volunteer's personnel file, and the employee, intern, or volunteer shall receive a copy of the written statement. The maximum period of any suspension shall be 10 working days. The employee's, intern's, or volunteer's position shall be held open pending the employee's, intern's, or volunteer's return to work. An employee or intern shall not receive any compensation for any missed working days during the period of the employee's or intern's suspension.

3. Employment Termination. The following violations provide grounds for an employee's, intern's, or volunteer's dismissal from work for the Minnesota Alliance on Crime. These grounds provide only examples, and are neither entirely inclusive nor entirely exclusive:
 - a. Failure to meet the written conditions of a probationary period.
 - b. Persistent failure to meet the requirements of the job.
 - c. Outside employment or activities that are deemed by the Executive Director or the Board of Directors to interfere or conflict with either job performance at the Minnesota Alliance on Crime or the philosophy of the Minnesota Alliance on Crime.
 - d. Unauthorized absence from work.
 - e. Willfully sharing confidential information obtained through the Minnesota Alliance on Crime in an inappropriate or illegal manner.
 - f. Willful and persistent tardiness.
 - g. Willful refusal to adhere to the policies, procedures, and practices of the Minnesota Alliance on Crime.
 - h. Theft or embezzlement.
 - i. Other criminal activity.
4. A decision to dismiss an employee, intern, or volunteer shall be made by a majority of the Board of Directors. It is understood that there may be circumstances when the disciplinary procedure outlined above is not possible or prudent. In such cases, immediate dismissal may occur by the Executive Director, for subsequent review by the Board of Directors.
5. An employee or intern may request a formal review of their dismissal by filing a formal request to review their dismissal, including the disputed grounds for their dismissal, within (30) thirty days of the employee's or intern's dismissal.

LAYOFFS

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

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

COMPLAINT PROCEDURES

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

1. An employee, intern, or volunteer has the right to present a complaint individually, as a group, or through a designated representative.
2. An employee, intern, or volunteer who has a complaint against another employee, intern, or volunteer should first take their complaint directly to the individual(s) involved in the complaint. Every effort should be made at this point to personally resolve the complaint with that employee, intern, or volunteer.
3. If a resolution to the complaint has not been reached in accord with the procedure described above, the employee, intern, or volunteer shall bring their complaint directly to the Executive Director within one (1) week of their previous attempt at personal resolution.
4. If a resolution to the complaint has not been reached through the Executive Director in accord with the procedure described above, the employee, intern, or volunteer shall submit their complaint, in writing, to the President of the Board of Directors within one (1) week of their previous attempt at resolution with the Executive Director. The written complaint must be signed by the person(s) who raises the complaint. The written complaint should set forth the nature of the complaint, the facts upon which the complaint is based, the specific section(s) of these policies alleged to be violated, any other pertinent information, and the relief requested. A copy of the written complaint shall be sent to all other employees, interns, or volunteers involved.
5. The President of the Board of Directors shall submit the written complaint to the Board of Directors. The Board of Directors shall review the written complaint, make a decision on any action the Board of Directors will take, and respond in writing to the written complaint within 30 calendar days of the date the Board of Directors receives the written complaint. The decision of the Board of the Directors on any action shall be the final decision regarding that complaint.

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

The Minnesota Alliance on Crime will not discriminate against any individual it serves on the basis of race, religion, color, political party, sex, national origin, sexual preference, age, or disability. In keeping with this policy, the Minnesota Alliance on Crime will not refuse services to anyone for reasons of contact with a person infected by AIDS, ARC, HIV, or HBV. The Minnesota Alliance on Crime will keep all medical records of individuals it serves private and subject to applicable state and federal data privacy laws.

SEXUAL HARASSMENT

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

DEFINITION:

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

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

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

GUIDELINES:

1. This policy covers all employees, interns, and volunteers of the Minnesota Alliance on Crime. The Minnesota Alliance on Crime will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, or by outside clients or other non-employees who conduct business with the Minnesota Alliance on Crime. The Minnesota Alliance on Crime encourages reporting of all incidents of sexual harassment regardless of who may be the offender.
2. All supervisory personnel within the agency are responsible for eliminating any and all forms of known sexual harassment. Any supervisory personnel who know of sexual harassment occurring at the Minnesota Alliance on Crime and fail to take corrective action pursuant to this policy will be subject to discipline up to, and including, termination.

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

PROCEDURES:

1. A report of an alleged violation of this sexual harassment policy should be made immediately to the Executive Director or the President of the Board of Directors.
2. An investigation of the alleged sexual harassment will be handled through the Executive Committee in a confidential manner, to the extent practical and appropriate under the circumstances, in order to protect the privacy of the persons involved. The Executive Committee will work with the reporter of the alleged sexual harassment. The Executive Committee will inform the alleged offender of the sexual harassment report and give the alleged offender an opportunity to respond to the report and present witnesses to the Executive Committee. The Executive Director or the President of the Board of Directors will keep the reporter informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment report, the Executive Committee will recommend any appropriate action to be taken. If the Minnesota Alliance on Crime concludes that sexual harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The reporter of the sexual harassment will be informed of the disciplinary action taken by the Executive Committee.
3. In the event that the alleged sexual harassment cannot be substantiated, the Executive Committee will share this finding with the reporter of the alleged sexual harassment in an appropriately sensitive manner. The Executive Committee will also share this finding with the alleged perpetrator of the sexual harassment.
4. If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written appeal within (1) one week to the President or Co-President of the Executive Committee for review by the full Minnesota Alliance on Crime Board of Directors.
5. Employment conditions of the reporter, alleged harasser, and witnesses will not be adversely affected through the use of this procedure, subject to paragraph 7, below.

6. Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined up to, and including, termination. Appropriate sanctions may also include a written reprimand, referral to counseling, and withholding pay.
7. If an investigation results in a finding that the reporter of the alleged sexual harassment falsely accused another of sexual harassment knowingly or in a malicious manner, the reporter will be subject to appropriate sanctions, including the possibility of termination.

ETHICS

It is the policy of Minnesota Alliance on Crime that its board members and staff (employees, interns, and volunteers) uphold the highest standards of ethical, professional behavior. To that end, the Minnesota Alliance on Crime board members and staff shall:

1. Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
2. Act in such a manner as to uphold and enhance the personal and professional honor, integrity, and the dignity of the Minnesota Alliance on Crime.
3. Treat all persons with respect and consideration and without regard to race, color, religion, sexual preference, political affiliation, marital status, place of residence, disability, financial status, age, or other consideration prohibited by law.
4. Engage in carrying out the Minnesota Alliance on Crime's mission in a professional manner.
5. Collaborate with and support other professionals to carry out the Minnesota Alliance on Crime mission.
6. Build professional reputations on the merit of services provided and refrain from competing unfairly with others.
7. Recognize that the chief function of Minnesota Alliance on Crime at all times is to serve the best interests of its constituency.
8. Keep up to date on emerging issues involving the Minnesota Alliance on Crime.
9. Conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
10. Respect the structure and responsibilities of the Board of Directors, provide the Board of Directors with accurate facts and sound advice, and uphold and implement policies adopted by the Board of Directors.
11. Keep the community informed about issues affecting the community.
12. Provide positive leadership through open communication, creativity, dedication and compassion.
13. Exercise any discretionary authority in accord with lawfully carrying out the mission of the Minnesota Alliance on Crime.
14. Serve each other and the community with respect, concern, courtesy, and responsiveness.

15. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
16. Avoid any interest or activity that is in conflict with any official duty at the Minnesota Alliance on Crime.
17. Respect and protect privileged and confidential information.
18. Encourage the professional development of others.
19. Strive for personal and professional excellence individually and as a team.

CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help board members, employees, interns, and volunteers of the Minnesota Alliance on Crime identify situations that present potential conflicts of interest in their service to the Minnesota Alliance on Crime. Additionally, this policy is intended to provide the Minnesota Alliance on Crime with a procedure which, if observed, will allow an action taken by a board member or employee who has a conflict of interest to remain a valid and binding action for the Minnesota Alliance on Crime. This policy is further intended to comply with the procedure provided for in Minnesota Statutes Section 317A.255, governing conflicts of interest for directors of nonprofit corporations. In the event there is an inconsistency between the requirements and procedures provided for herein and those provided for in section 317A.255, the statutes shall control.

1. **Definitions.**

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

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

- a. **Outside Interests.**
 - i. A Contract or Transaction entered into between the Minnesota Alliance on Crime and a Responsible Person or Family Member.
 - ii. A Contract or Transaction entered into between the Minnesota Alliance on Crime and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner,

associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

b. Outside Activities.

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

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

- i. does or is seeking to do business with, or is a competitor of the Minnesota Alliance Crime; or
- ii. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Minnesota Alliance on Crime; or
- iii. is a charitable organization operating in Minnesota; or
- iv. creates circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Minnesota Alliance on Crime.

3. Procedures.

- a. Prior to action taken by the Board of Directors or Executive Committee on a Contract or Transaction involving a Conflict of Interest, a board member or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe the Board of Directors or Executive Committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the

disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board of Directors' or Executive Committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
 - d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
 - e. Responsible Persons who are not members of the Board of Directors of the Minnesota Alliance on Crime, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of action taken by the Board of Directors or Executive Committee, shall disclose to the chair or the chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect the Minnesota Alliance on Crime's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the chair or the chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.
4. **Confidentiality.** Each Responsible Person shall exercise care not to otherwise publicly disclose confidential information acquired in connection with an inquiry into any real or potential Conflict of Interest. Furthermore, each Responsible Person shall not disclose ~~use~~ or use confidential information relating to the business of Minnesota Alliance on Crime for the personal profit or advantage of the Responsible Person or a Family Member.
5. **Review of Policy.**
- a. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
 - b. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a potential Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to the Minnesota Alliance on Crime. Any such information

regarding business interests of a Responsible Person or Family Member shall be treated as confidential. Such information shall be made generally available only to the Chair, the Executive Director, and any committee appointed to address a Conflict of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

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

**MINNESOTA ALLIANCE ON CRIME CONFLICT OF INTEREST
INFORMATION FORM**

Name: _____ Title: _____

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

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

Signature: _____ Date: _____

GIFT ACCEPTANCE POLICY

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

Acceptance

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

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

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

Refusal of Gifts

The Minnesota Alliance on Crime reserves the right to refuse gifts that do not further the mission of the Minnesota Alliance on Crime or the long-range financial viability of the Minnesota Alliance on Crime. The Minnesota Alliance on Crime further reserves the right to determine how a gift will be credited and/or recognized.

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

- Contain a condition that requires any action on the part of the Minnesota Alliance on Crime that is unacceptable to the Board of Directors;
- Contain a condition that the proceeds will be spent by the Minnesota Alliance on Crime for the personal benefit of a named individual or individuals;
- Require the Minnesota Alliance on Crime to employ a specified person now or at a future date;
- Inhibit the Minnesota Alliance on Crime from seeking gifts from other donors;

- Expose the organization to adverse publicity, litigation, or other civil or criminal liability;
- Require undue expenditures, or additional responsibilities of the Minnesota Alliance on Crime because of the gift's source, conditions, or purpose;
- Involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws.

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

Gifts of Property

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

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

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

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

The Minnesota Alliance on Crime will acknowledge receipt of gifts of tangible personal or real property in accordance with federal tax law. In doing so, the Minnesota Alliance on Crime designee will sign any IRS form or other documents necessary for the donor to obtain a tax deduction for such gifts, so long as such acknowledgment does not require that the Minnesota Alliance on Crime perform a valuation of the gift.

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

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

Gifts of Securities

Gifts of securities shall be received in an investment account maintained at an SEC accredited financial or brokerage institution, as determined by the Finance Committee of the Board of Directors.

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

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

Professional Advice

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

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

Confidentiality

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

Authority

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

Revision or Amendment

Upon recommendation from the Fundraising Committee or the Finance Committee, these gift acceptance policies may be revised or amended by the Board of Directors.

WHISTLEBLOWER POLICY

General

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

Reporting Responsibility

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

No Retaliation

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

Reporting Violations

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

Compliance Officer

The Minnesota Alliance on Crime's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of these Personnel Policies and, at his/her discretion, shall advise the Executive Director and/or the Executive

Committee. The Compliance Officer has direct access to the Executive Committee of the Board of Directors and is required to report to the Executive Committee at least annually on compliance activity. The Minnesota Alliance on Crime's Compliance Officer is the President of the Board of Directors.

Accounting and Auditing Matters

The Executive Committee of the Board of Directors shall respond to all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

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

Confidentiality

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

Handling of Reported Violations

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

Minnesota Department of Public Safety
Office of Justice Programs (OJP)
Crime Victim Services
445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-1515
1-888-622-8799

Request for Proposals
VOCA Training 2016
Due March 30, 2016

Purpose

The purpose of this Request for Proposals (RFP) is to solicit applications from statewide crime victim coalitions for training projects designed to improve the work of crime victim direct service providers.

Grant Term

Applicants may apply for one-time funding for the grant period May 1, 2016 – June 30, 2018.

Eligible Applicants

Eligible applicants are Mending the Sacred Hoop, Minnesota Alliance on Crime, Minnesota Children's Alliance, Minnesota Coalition Against Sexual Assault, Minnesota Coalition for Battered Women, and Minnesota Indian Women's Sexual Assault Coalition.

Application Deadline

The application must be submitted using the web-based E-grants system by 4:00 p.m. on March 30, 2016.

Funds Available

\$427,000 in Victims of Crime Act (VOCA) funding is available for application.

Eligible Expenses

Costs related to providing training including travel, lodging, food reimbursement, speaker fees, training development and preparation and training materials, training space rental fees and training activities. Questions about other specific costs should be directed to your OJP grant manager.

Application Process

All applications should be submitted via E-grants, the OJP online grants management system, at <https://app.dps.mn.gov/egrants/>. When ready to submit your application, click on "View Status Options" from your Grant Menu and then click on "Apply Status" under the *Application Submitted* option. For assistance submitting your application or navigating through the application, you should reference the Grantee/User Manual by clicking on the *Training Materials* link at the top of most E-grants screens.

Technical Assistance

For questions regarding the application, please contact your organization's assigned OJP grant manager.

Match Requirements

There are no match requirements with these funds.

Application Components

The following will be addressed in the E-grants application:

- A. Applicant Form
- B. Terms and Conditions
- C. Grant Program Guidelines and Certifications
- D. General and Administrative Standards
- E. Narrative
- F. Budget

A. Applicant Form

Applicants need to complete every field of the form provided. This form lists the authorized representatives for the program and other identifying information.

B. Terms and Conditions

As part of submitting this application in E-grants the applicant agency agrees to the Terms and Conditions. These address State requirements such as worker's compensation and data privacy. By agreeing to these in E-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. This document becomes, by reference, part of the formal grant contract agreement.

C. Grant Program Guidelines and Certifications

As part of submitting this application in E-grants the applicant agency agrees to the Grant Program Guidelines. These address requirements such as civil rights and affirmative action. In addition grantees agree to follow the OJP Grant Manual which provides basic information on policies and procedures for grant administration. By agreeing to these in E-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in E-grants. This document becomes, by reference, part of the formal grant contract agreement.

Applicants are also required to sign and upload the following certifications:

- USDOJ Certifications
- EEOP Certification
- Civil Rights Training

D. General and Administrative Standards

Applicants must confirm their organization meets all *General and Administrative Standards*.

E. Narrative

Applicants must detail their training plan including:

- a. Description of the training you hope to provide with this VOCA funding – if planning more than one training, clearly identify each by giving them unique names.
- b. If you have provided any of the proposed training events in the past, identify which are to be replicated and which are new. For replicated training, detail previous evaluation results or anecdotal response by attendees that speaks to the need for repeated training.
- c. Per training, provide the intended audience, length of training, & estimated numbers of attendees.
- d. Explanation of the need for each intended training and what unmet needs will be addressed through conducting each training. Explain why you've chosen the particular training and the potential impact on direct service providers.
- e. Detail how training content will be evaluated by attendees.
- f. Explanation of what assistance (if any) you plan to provide to attendees to attend training (i.e., mileage reimbursement, lodging, etc.) and why.
- g. If planning more than one event, prioritize the training events by ranking them in importance (most critical to least critical) and explain the ranking.

F. Budget

Applicants should budget their entire request under the “VOCA-eligible” budget column. All expenses must be VOCA-eligible in accordance with the *Budget Allocation Guide* found in the budget pages of the application in E-grants.

VOCA Food and Beverage Cost Policy: No VOCA funding can be used to purchase food and/or beverages for any meeting, conference, training or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the federal Office of Justice Programs. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. Food reimbursement must comply with the “Commissioner's Plan” guidelines. See the OJP Grant Manual, Appendix B for information: <https://dps.mn.gov/divisions/ojp/grants/Documents/grant%20manual%20current.pdf>

Application Review Process

Applications will be reviewed by OJP staff and funded based on a clear and thorough response to the RFP, the clarity of budget documents and a compelling narrative.

Post Award Requirements

- **Grant contract process.** OJP staff will work with the applicant to negotiate a final budget. The formal grant contract will be initiated, signed by the grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- **Risk Assessment.** In accordance with federal guidance finalists for OJP grants will have a Risk Assessment completed by OJP before a grant becomes fully executed. Updated financial documents will be requested for the risk assessment, (i.e., board-reviewed internal financial statements or IRS Form 990) if not already on file.
- **Progress reporting.** Grantees will be required to submit narrative reports every 6 months detailing the use of the funding and accomplishments. The final narrative report will request detail regarding the numbers of people trained.
- **Grant payments.** This is a cost reimbursement grant. The grantee will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget. A one-month's cash advance at the beginning of the grant period may be requested, followed by quarterly (or monthly in some circumstances) reimbursements. **The first Financial Status Report (FSR) will be for 2 months only and must be submitted for expenses up to 6/30/16 – the end of the state fiscal year – even if no costs have yet been incurred. See grant manager for assistance.**

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of an application made in response to this request, or pay for information solicited or obtained as part of this process.

Safe Harbor Tribal Summit

May 24-25, 2016

Tuesday, May 24th 9am–5pm & Wednesday, May 25th 9am–1pm

Mystic Lake Casino & Hotel, Prior Lake, MN



A **FREE** conference to address the sexual exploitation and sex trafficking of Native youth in Minnesota. Attendees will gain an understanding of sex trafficking in Indian Country and how to forge collaborations in support of victim/survivors.



Hosted and sponsored by the Shakopee Mdewakanton Sioux Community

KEYNOTE SPEAKER: SARAH DEER



Sarah Deer is a professor of law at Hamline Mitchell College of Law. She is a 2014 MacArthur Fellow and a citizen of the Muscogee (Creek) Nation of Oklahoma. She has advocated for Native survivors of sexual assault and domestic violence for over 20 years. She is the author of many articles and books on

Indian law and issues facing Native women, including *The Beginning and End of Rape: Confronting Sexual Violence in Native America*.

FEATURED TOPICS:

- Working with Survivors
- Area Resources
- Coordinated Community Response

WHO SHOULD ATTEND:

Tribal leaders, agency employees, & community members; professionals who work in Indian Country or with Native youth.

COST: FREE!

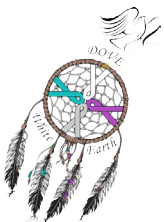
Includes breakfast and lunch on Tuesday and breakfast on Wednesday.

HOTEL ROOMS AVAILABLE AT GROUP

RATE Contact Mystic Lake Hotel at (952) 445-9000 and mention Safe Harbor Tribal Summit.

REGISTER NOW! sh-tribalsummit.eventbrite.com

ADDITIONAL SPONSORS:



QUESTIONS, CONTACT:

Arianna Nason
MN Indian Women's Resource Center
anason@miwrc.org
(612) 728-2026

Barr, Vanessa

From: Barr, Vanessa
Sent: Monday, March 07, 2016 2:42 PM
To: Barr, Vanessa
Subject: FW: MAC Board

From: Catie Houck [<mailto:catie.h@someplacesafe.info>]
Sent: Tuesday, March 1, 2016 10:04 AM
To: ed@mnallianceoncrime.org
Subject: MAC Board

1312 7th Ave E
Alexandria, MN 56308
(320) 304-3955

March 1st, 2016

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

Dear Mrs. Holtbeg:

I am writing to announce my resignation from the Board of Minnesota Alliance on Crime, effective two weeks from this date. My last day will be Tuesday, March 15th, 2016.

This was not an easy decision to make. The past year has been very rewarding. I've enjoyed being on the board of Minnesota Alliance on Crime and I have learned so much.

Thank you for the opportunities for growth that you have provided me.

I wish you and the agency all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

Catherine Houck

Catie Houck
Someplace Safe | Crime Victim Advocate

Barr, Vanessa

From: Seifert, Lisa
Sent: Friday, March 04, 2016 1:38 PM
To: 'ed@mnallianceoncrime.org'; Barr, Vanessa
Subject: Resignation

Dear Bobbi and MAC Board Members:

Due to my professional responsibilities, I am resigning my position on the MAC Board effective immediately. I want to Thank You each of you for the opportunity to get to know each of you better and I believe we have done some wonderful things for MAC. I do believe that MAC has gained a great Executive Director that has a good vision for MAC. I have full confidence that she will do great things for this organization.

Thank you again for the opportunity.

Lisa

Lisa Seifert
VICTIM/WITNESS COORDINATOR
LEGAL ASSISTANT

Office: 507-304-4600 401 Carver Road
Direct: 507-304-4612 P.O. Box 3129
Fax: 507-304-4620 Mankato, MN 56002

E-Mail: lisa.seifert@blueearthcountymn.gov

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



Barr, Vanessa

From: Sharon Dicke <Sharon.Dicke@co.meeker.mn.us>
Sent: Monday, March 07, 2016 8:13 AM
To: ed@mnallianceoncrime.org
Cc: Barr, Vanessa
Subject: Resignation

This message was sent securely using ZixCorp.

I am with deep regret submitting my resignation as a MAC board member. My past years have been a wonderful experience both professionally and personal. MAC has the continued potential to do many great things. I hope with your "new blood" on the board that things will continue to grow and MAC will become the biggest and best Coalition.....
Sharon.....

Sharon M. Dicke
Meeker Co. Victim Service

The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517[4]. This e-mail is intended for the use of those whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Please return it immediately to the sender with attachments, if any, and notify the sender by telephone. Thank you for your cooperation.

This message was secured by ZixCorp^(R).



Application for MAC Board Membership

Name		
Karla Bauer		
Home Address		
2410 Fox Hollow Ln.		
Owatonna, MN 55060		
Work Company & Address		
360 Communities		
501 E. Hwy. 13		
Burnsville, MN 55337		
Phone	Other Phone	e-mail
507-202-3153	952-985-4067	kbauer@360communities.org
Summarize your experience with and/or interest in the Minnesota Alliance on Crime.		
<p>I was employed with the MN Coalition Against Sexual Assault from April 2007 to September 2012. During that time, I was a part of the planning committee for Action Day to End Violence Against Women, a partnership with several coalitions, including the Minnesota Alliance on Crime.</p> <p>I have worked in both the domestic and sexual violence advocacy movements. My current position at 360 Communities is supervising a food shelf and resource center for low income families. I know the impact that general crime has on the people we serve and I have become even more aware of the lack of services that can be available to victims of general crime. To have an opportunity to serve on the board of MAC would be an exciting opportunity for me.</p>		

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
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Fundraising		X	
Board development (recruitment, training, evaluation)			X
Program planning and evaluation (trainings, outreach)	X		
Financial management and control (budgeting, accounting)			X
Public policy, legislative advocacy		X	
Communication, public and media relations;			X
Public speaking	X		
Strategic planning		X	
Information technology (website, listserv)		X	
Writing, publications			X
Special events (planning and implementing)	X		
Other:			

For the items you checked as “very experienced” or “some experience”, please provide details.

When I worked for MNCASA as Membership Service Coordinator, I served on several planning committees, both internally and externally. I assisted in planning MNCASA’s Annual Training Symposium, Action Day to End Violence Against Women, and MNCASA’s fundraiser, AWARE. I also served on planning committees for Office of Justice Programs’ (OJP) Crime and Victimization Conference and the OJP Victim’s Assistance Academy and presented at both events.

My experience in working with websites and listserv maintenance is also through MNCASA. I was responsible for maintaining parts of the website related to coalition membership, as well as the listserv participants and content for the membership listserv.

In my first year at MNCASA, I completed the 40 Hour Sexual Assault Training Manual with the help of a committee made up of coalition members and board members.

My current position at 360 Communities as the Burnsville Family Resource Center Coordinator, I supervise 40-50 active volunteers. I hold bi-monthly volunteer meetings that include a training component. Some of the topics include are mandated reporting, crisis intervention, and cultural diversity.

If not described above, please outline your experience as a volunteer board or committee member?

Although I have worked alongside board members, I have not had the time or opportunity to serve as a board member. As I mentioned in the previous question, I have served on many planning committees.

Presently, I serve on 360 Communities' Diversity Work Group. This group is focused on making intentional efforts to continue to raise our awareness and ability to be culturally competent as an organization.

Are you willing to make a one-year commitment?

I am very willing to make a one-year commitment. I feel confident that I am in a position to be dedicated to this time commitment.

Are you willing to attend monthly board meetings (you may occasionally attend by phone)?

Yes, monthly board meetings will work with my schedule.

Are you willing to actively participate on at least one committee?

Yes, I would look forward to having responsibilities on a committee.

Whom may we contact as a reference for you?

Anika Rychner, Director of Self-Sufficiency, is my supervisor at 360 Communities.

Please attach a resume or a bio to this application.

Please return completed application to:

Bobbi Holtberg, MAC Executive Director

ed@mnallianceoncrime.org or by mail to the address below.

Thank you for your interest!

Minnesota Alliance on Crime
155 S Wabasha St, Ste 104
St. Paul, MN 55107

If you have questions, please call: 612.940.8090 or 866.940.8090

2410 FOX HOLLOW LANE OWATONNA, MN 55060

PHONE (507) 202-3153 • E-MAIL KARLABAUER314@GMAIL.COM

KARLA BAUER

OBJECTIVE

To obtain the Burnsville Family Resource Center Coordinator position with 360 Communities.

EDUCATION

Minnesota State University, Mankato

Mankato, MN

B.S. Corrections and Sociology, 2004

PROFESSIONAL EXPERIENCE

Burnsville Family Resource Center Coordinator

360 Communities

Burnsville, MN

March 2014-Present

- Oversee the supervision, scheduling, on-going training, orientation and evaluation of all staff, interns, volunteers, and community groups to ensure that quality services are maintained
- Coordinate regular volunteer meetings & trainings for food shelf and resource center volunteers.
- Identify un-met community needs, new service delivery strategies and community challenges
- Provide direct services to individuals and families when needed. This includes intake appointments for food or financial assistance
- Oversee the general operations of the Burnsville Food Shelf.
- Follow mandated reporting laws for child abuse and neglect
- Collect data and maintain accurate records for statistical, evaluation and funding purposes
- Attend and actively participate in Self Sufficiency team meetings, trainings and all-staff events
- Ensure seamless communication with other agency programs regarding families accessing services through the Burnsville office, to ensure holistic services to children, families, and individuals

School-Based Family Support Worker

360 Communities – Partners for Success

Burnsville, MN

March 2013-Present

- Work cooperatively and professionally by building relationships and trust with school staff and families to meet the needs of the school and the families to ensure school success
- Provide ongoing support and follow-up to ensure parents are following through on strategies recommended by the school and communicate progress made at home to school staff
- Complete family intake based on family strengths, needs and risks
- Provide appropriate service coordination in response to families and their needs
- Identify service barriers and work to remove them
- Follow mandated reporting laws for child abuse and neglect
- Collect data and maintain accurate records for statistical, evaluation and funding purposes
- Attend and actively participate in Partners for Success team meetings, trainings and all-staff events

Hospice Volunteer Coordinator

District One Hospital

Faribault, MN

September 2012-August 2013

- Field and coordinate requests for patients and program volunteer assignments and communicate them with staff, volunteers, patients, families and facilities
- Respond to interested potential volunteers
- Track volunteer hours
- Provide recognition to volunteers
- Plan, coordinate, and facilitate monthly Hospice Volunteer Meetings
- Coordinate volunteer evaluations and commitments annually
- Develop, organize, and facilitate Hospice Volunteer Training

Membership Services and Communications Coordinator

Minnesota Coalition Against Sexual Assault

St. Paul, MN

April 2007-September 2012

- Provide technical assistance and information to over 70 MNCASA member programs
- Develop, distribute and maintain informational and resource materials for program members. This includes brochures, training materials and articles
- Coordinate quarterly MNCASA Membership meetings, including arranging for space, notifying members, and planning agendas and trainings
- Coordinate quarterly MNCASA Volunteer Coordinator meetings, including arranging for space, notifying members, and planning agendas and trainings
- Maintain and update membership directory which includes; services provided by the member programs, areas served, and contact information
- Act as the communication conduit for MNCASA member programs

Coordinator of Sexual Assault Services

360 Communities – Lewis House

Eagan, MN

January 2005-April 2007

- Supervised 24-hour sexual assault crisis line serving Dakota County
- Recruited, trained and retained volunteers
- Coordinated and presented trainings during 40-Hour required training for sexual assault volunteers
- Provided direct support and referral services to victim/survivors of sexual assault
- Maintained professional relationships with criminal justice personnel, medical personnel, law enforcement, schools and social service workers
- Scheduled and delivered educational presentations on domestic and sexual violence to thousands of children and adults in schools, businesses, childcare facilities, law enforcement agencies and faith communities

- Collected, recorded and reported community education and client statistics
- Ensured the compliance of all mandated reporting laws for child abuse and neglect.

Shelter- Based Family Support Worker

360 Communities – Lewis House

Eagan, MN

March 2004-January 2005

- Provided support and referrals for women and children in crisis
- Performed intake duties for new residents and encouraged residents' participation in weekly goal planning
- Supported women and children in community through outreach services
- Maintained shelter safety and security
- Followed all mandated reporting laws for child abuse and neglect
- Provided support during criminal/civil court hearings for Orders for Protection or Harassment Orders
- Implemented safety plans

INTERNSHIPS

Shelter-Based Family Support Worker

360 Communities – Lewis House

Eagan, MN

January 2004-May 2004

- Responsible for same duties as full time staff (see above)
- Worked with marketing staff to create and design multi-lingual brochures and OFP Hotline
- Disbursed the multi-lingual information to local law enforcement and Dakota County courthouses

VOLUNTEER EXPERIENCE

Crisis Resource Center

Owatonna, MN

- Received 40-Hour required training for sexual assault advocacy
- Responded to crisis line for sexual assault and domestic violence victims/survivors

SKILLS AND ABILITIES

- Written and verbal communication with all levels of organizations
- Logistical organizing
- Knowledgeable in Microsoft Word, Power Point, and Excel
- Collaborating with a cross-functional team
- Planning and implementing annual training events



Application for MAC Board Membership

Name		
Danielle Kluz		
Home Address		
195 E. 5 th Street #1204, St. Paul, MN 55101		
Work Company & Address		
Private consultant and volunteer		
Phone	Other Phone	E-mail
(612) 239-6343		dakluz@gmail.com
Summarize your experience with and/or interest in the Minnesota Alliance on Crime.		
<p>The Minnesota Alliance on Crime is a much-needed voice of victims of general crime statewide. During my years as staff at the Minnesota Coalition for Battered Women (2001-2007), I was lucky enough to work with MAC on several public policy initiatives and to gain much needed perspective on the critical needs of general crime victims and the programs that serve them.</p>		

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
Fundraising		x	
Board development (recruitment, training, evaluation)		x	
Program planning and evaluation (trainings, outreach)	x		
Financial management and control (budgeting, accounting)		x	
Public policy, legislative advocacy	x		
Communication, public and media relations	x		
	x		
Strategic planning	x		
Information technology (website, listserv)	x		
Writing, publications	x		
Special events (planning and implementing)	x		
Other:			

For the items you checked as “very experienced” or “some experience”, please provide details.

Since 2001, I have worked exclusively for non-profit agencies that serve victims of crime and/or serve as the voice of victims on a statewide/national basis.

- **Fundraising:** Have written and edited numerous state, federal, and private foundation grants. Have planned and successfully executed fundraising events. Have formed connections and relationships with local and national funders.
- **Board recruitment and training:** Participated in board recruitment process with the Minnesota Coalition for Battered Women, as well as the Partnership for Domestic Abuse Services/Bridges to Safety. Served on the board of directors for the Minnesota Father and Families Network.
- **Program planning and evaluation (trainings, outreach):** As the founding leader of Bridges to Safety, a multidisciplinary domestic abuse service center in St. Paul, created the program’s service delivery, policies and procedures, evaluation processes, ongoing in-service trainings, and outreach to the community—focusing on underserved communities.
- **Financial management and control (budgeting, accounting):** At Bridges to Safety was responsible for creating and monitoring the program’s annual budget.
- **Public policy, legislative advocacy:** As the MN Coalition for Battered Women’s communications coordinator, worked closely with the legislative and policy coordinator to create grassroots organizing strategies for membership, to draft legislation, to create policy talking points and other materials, etc. Also planned and executed eight legislative candidate forums around the state for the 2002 elections and spearheaded voter registration drives in coordination with domestic violence programs. In 2013, testified before the Minnesota Senate on behalf of Breaking Free and teen victims of sex trafficking.
- **Communication, public and media relations:** Extensive experience throughout entire career in these areas including social media outreach, media (TV/radio/newspaper) relations, developing written materials (brochures, annual report, newsletters, training materials, etc.), membership outreach and communications, web development, e-mail listserv development and maintenance, etc.
- **Public speaking:** Experienced public speaker and trainer, having spoken and/or trained at events such as the Action Day to End Violence Against Women, Breaking Free’s Offenders Prostitution Program, the Minnesota Office of Justice Conference on Victims of Crime, the Minnesota Coalition for the Homeless Annual Conference, the Minnesota Coalition for Battered Women Conference, etc.
- **Strategic planning:** Participated actively in strategic planning processes as staff with the Minnesota Coalition for Battered Women and the Partnership for Domestic Abuse Services/Bridges to Safety collaboration. Also participated in strategic planning as a board member with the Minnesota Fathers and Families Network.
- **Information technology (website, listserv) and writing publications:** Please see above.

- **Special events (planning and implementing):** Successfully planned and implemented numerous special events including the Action Day to End Violence Against Women, the MCBW Conference, the OJP Conference on Victims of Crime, the official opening of Bridges to Safety, the Breaking Free Annual Fundraising Breakfast, and the Breaking Free Demand Change conference.

If not described above, please outline your experience as a volunteer board or committee member?

- National Network to End Domestic Violence, Washington, DC
Communicating for Change Project National Steering Committee, 2005-2007
- Second Judicial District Domestic Violence Coordinating Council, St. Paul, MN
Member, 2007-2015
- Minnesota Department of Public Safety Office of Justice Programs, St. Paul, MN
Conference on Crime Victims Planning Committee Member, 2009-2013
- Minnesota Fathers and Families Network, St. Paul, MN
Board of Directors, 2010-2013

Are you willing to make a one-year commitment?

Yes.

Are you willing to attend monthly board meetings (you may occasionally attend by phone)?

Yes.

Are you willing to actively participate on at least one committee?

Yes.

Whom may we contact as a reference for you?

Shelley Johnson Cline, executive director, St. Paul and Ramsey County Domestic Abuse Intervention Project: (651) 645-2824.

Referee Rebecca Rossow, Second Judicial District Court of Minnesota, (651) 266-2903, rebecca.rossow@courts.state.mn.us

Please attach a resume or a bio to this application.

Please return completed application to:

Bobbi Holtberg, MAC Executive Director

ed@mnallianceoncrime.org or by mail to the address below.

Thank you for your interest!

Minnesota Alliance on Crime

155 S Wabasha St, Ste 104

St. Paul, MN 55107

If you have questions, please call: 612.940.8090 or 866.940.8090.

Danielle Kluz

195 East 5th Street #1204, St. Paul, Minnesota 55101 ■ (612) 239-6343 ■ dakluz@gmail.com

EDUCATION

University of Wisconsin—Madison, Madison, WI

Bachelor of Arts, Russian Language and Literature, June 1993

PROFESSIONAL EXPERIENCE

Breaking Free, St. Paul, MN

Communications Director, 2014-2015

Directed external communications strategies for large nonprofit working to end human trafficking, including developing successful communications plan and policies, and leading media outreach and advocacy. Designed all published materials including brochures, annual reports, and outreach materials. Publicized events and accomplishments through e-mail newsletters and social media. Streamlined and updated organization's web site. Successfully planned and executed fundraising and educational events, such as the 2014 Annual Fundraising Breakfast, the 2014 Candlelight Vigil, and the 2015 Demand Change Project conference. Coordinated and facilitated organization's John School, a court-ordered educational program for men convicted of soliciting prostitution. Provided presentations and trainings on sex trafficking for numerous audiences in Minnesota.

The Partnership for Domestic Abuse Services, St. Paul, MN

Bridges to Safety Coordinator, 2007-2014

Identified and provided bridge to services for underserved individuals and communities at nonprofit domestic abuse service center. Developed and implemented internal communications, including media outreach. Provided trainings and presentations on Bridges to Safety's services and domestic violence. Developed and PDAS budget. Identified funding sources, and supported and coordinated fundraising, grant writing, and reporting. Assured effective service delivery and quality service to victim. Hired, supervised, and evaluated Bridges to Safety staff. Worked with PDAS committees to develop and implement protocols, processes, systems, operational structures, and procedures for Bridges to Safety. Developed, coordinated, and implemented in-service training. Provided strategic leadership in planning the future work of PDAS.

Minnesota Coalition for Battered Women, St. Paul, MN

Communications, Public Awareness and Prevention Coordinator, 2001-2007

Worked collaboratively with diverse communities and organizations to end domestic violence at statewide membership coalition. Coordinated communications and logistics for special events such as Violence Against Women Action Day at the Capitol, and the MCBW Statewide Conference, Domestic Violence Awareness Month. Developed statewide domestic violence prevention initiatives and public awareness campaigns. Built organizational capacity by providing fundraising support through communications strategies, grant writing/editing, and grant reporting. Worked with local and national media on press conferences, opinion pieces, interviews, press releases. Wrote, designed, and edited brochures, speeches, articles, and quarterly newsletter. Created communications strategies, position papers, and talking points

for organization's public policy/legislative agendas and public awareness activities. Designed, maintained, and wrote content for MCBW web site. Provided technical assistance and training for member programs and affiliated organizations on communications, media advocacy, grassroots organizing, technology safety for battered women, and prevention.

VOLUNTEER EXPERIENCE

The Saint Paul and Ramsey County Domestic Abuse Intervention Project, St. Paul, MN
Volunteer, 2015—present

Assist criminal justice intervention agency with communication and public relations strategies, including collaborating on the planning and execution of their 2015 Domestic Violence Awareness Month community and media event. Create searchable electronic catalogue of large resource library.

BOARD, COMMITTEE & TASK FORCE EXPERIENCE

National Network to End Domestic Violence, Washington, DC
Communicating for Change Project National Steering Committee, 2005-2007

Second Judicial District Domestic Violence Coordinating Council, St. Paul, MN
Member, 2007-2015

Minnesota Department of Public Safety Office of Justice Programs, St. Paul, MN
Conference Planning Committee Member, 2009-2013

Minnesota Fathers and Families Network, St. Paul, MN
Board of Directors, 2010-2013

AWARDS

Soroptomist International of Greater Minneapolis
Women Who Make Change Award, May 2006.

COMPUTER SKILLS

Proficiency in the following computer programs:

- Microsoft Office: Word, Excel, Power Point, and Publisher
- Web design: Dreamweaver, HTML code, and Cascading Style Sheets
- Email marketing and event planning: Constant Contact and EventSpot

TRAINING EXPERTISE

Technology safety planning with domestic violence victims (including specialized Facebook training), grassroots legislative organizing, building relationships and messaging with the media, developing a collaborative-based domestic abuse service center, domestic violence 101, and sex trafficking 101.

REFERENCES

Available upon request.



Application for MAC Board Membership

Name		
Kelly Nicholson		
Home Address		
2322 Beech St W, Rosemount, MN 55068		
Work Company & Address		
1560 Highway 55, Hastings, MN 55033		
Phone	Other Phone	e-mail
W: 651-438-4471	C: 651-280-9489	Kelly.nicholson@co.dakota.mn.us
Summarize your experience with and/or interest in the Minnesota Alliance on Crime.		
<p>I have been part of a member program of MAC since 1996, so have participated in Annual Meetings and attended training offered. I was a Board Member 2001 – 2003, and from 2012 – 2014.</p>		

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
Fundraising		X	
Board development (recruitment, training, evaluation)		X	
Program planning and evaluation (trainings, outreach)	X		
Financial management and control (budgeting, accounting)		X	
Public policy, legislative advocacy		X	
Communication, public and media relations;		X	
Public speaking	X		
Strategic planning		X	
Information technology (website, listserv)			X
Writing, publications		X	
Special events (planning and implementing)	X		
Other:			

For the items you checked as “very experienced” or “some experience”, please provide details.

In addition to the experience that I gained serving on the MAC Board, I was also Vice-President of a 501(c)(3) organization called Pause 4 Paws for from 2011-2014. In that capacity, I was involved in fundraising; Board recruitment and development; planning special events, and writing/editing news articles and marketing materials.

I have assisted in the planning of the MN Victim Assistance Academy since 2005, and approximately 14 of the annual Conference on Crime and Victimization, both sponsored by the Office of Justice Programs.

I have been an Adjunct Instructor for St. Mary’s University – Police Science Program since 2004. Community Education and Professional training has been a requirement of my position since 1996.

If not described above, please outline your experience as a volunteer board or committee member?

Are you willing to make a one-year commitment? I am willing to be an ad hoc Board member until Fall of 2016, when Board voting will take place. I will re-assess my availability at that time.

Are you willing to attend monthly board meetings (you may occasionally attend by phone)? Yes

Are you willing to actively participate on at least one committee? Yes

Whom may we contact as a reference for you?

1. Monica Jensen, Community Relations Director

Dakota County Attorney’s Office

651-438-4440

2. Don Winger, Program Director

St. Mary’s University, Police Science Program

612-728-5198

Please attach a resume or a bio to this application.

Please return completed application to:

Bobbi Holtberg, MAC Executive Director

ed@mnallianceoncrime.org or by mail to the address below.

Thank you for your interest!

Minnesota Alliance on Crime
155 S Wabasha St, Ste 104
St. Paul, MN 55107

If you have questions, please call: 612.940.8090 or 866.940.8090

Kelly M. Nicholson, M.S.

2322 Beech Street West
Rosemount, MN 55068

Home: 651-280-9489
Work: 651-438-4471

kelly.nicholson@co.dakota.mn.us

EXPERIENCE

Dakota County Attorney's Office – Victim Witness Program, Hastings, MN
July 2006 to present

Victim Witness Supervisor

- Oversee and manage the day-to-day functions of the Victim Witness Division by assessing and evaluating adherence to MN Statute 611A and program standards.
- Work to improve system responsiveness to crime victims' needs by networking with professionals to refine policies and procedures.
- Promote the Victim/Witness Program and its services to agencies, schools, community organizations, and the general public.
- Provide training to attorneys, law enforcement, medical staff, and other professionals regarding crime victim rights, issues, and dynamics.
- Address budgetary needs, including securing and managing grants.
- Provide direct services to crime victims and witnesses.
- Analyze the effects of legislation and case law on victims' rights and prosecution.

Saint Mary's University, Minneapolis, MN
2004 to present

Adjunct Instructor

- Teach "Victimology", "Crimes Against the Family", and "Demographic Influences on Policing" courses for law enforcement students obtaining their Bachelor's degree in the Police Science Program.

Anoka County Attorney's Office – Victim Witness Program, Anoka, MN
February 1996 to July 2006

Victim Services Specialist

- Uphold crime victims' rights afforded by MN Statute 611A.
- Facilitate an understanding of the criminal justice process.
- Refer victims to appropriate support services.
- Assist victims in filing for financial compensation for crime related expenses.
- Promote, arrange, and attend meetings with attorneys, victims and witnesses.
- Coordinate witness appearances for trial.
- Recruit, interview, train, and supervise a core of 15 who provide direct services to sexual assault victims through the 24-hour crisis line and at hospital emergency departments.
- Specialized in working with sexual assault victims of all ages.
- Provide training and education to community groups and criminal justice professionals.

EDUCATION

St. Cloud State University
September 1998 - December 2001

St. Cloud, MN

- **Masters of Science - Criminal Justice Administration**

University of Minnesota
September 1991 - May 1995

Duluth, MN

- **Bachelor of Arts - Sociology and Criminology**, double major
Psychology, minor

PROFESSIONAL EDUCATION

National Victim Assistance Academy – Leadership Institute
October – December 2014

online

- **Certificate**

Critical Analysis in Victim Assistance
October 6-8, 2010

St. Paul, MN

- **Certificate**

Dakota County Leadership Track
September 2006 – May 2007

Farmington, MN

- **Certificate**

MN Victim Assistance Academy, MN Department of Public Safety – Office of
Justice Programs
August 6 – 12, 2006

St. Cloud, MN

- **Certificate**

Youth Services Bureau
May 19 – 20, 2006

Cottage Grove, MN

- **Certificate – Community Circles, Restorative Justice Program**

St. Thomas University
October 2001 - February 2002

Minneapolis, MN

- **Certificate - Volunteer Management**

Sexual Assault Resource Services
October 9 - 11 and 23 - 25, 1998

Minneapolis, MN

- **Certificate - Sexual Assault Advocate Training**

National Victim Assistance Academy, U.S. Department of Justice, Office for Victims of
Crime
July 12-18, 1997

Fresno, CA

- **Certificate**

PROFESSIONAL ACTIVITIES

- Minnesota Alliance on Crime, Board member, 2001 to 2003, 2012 to 2014
- Dakota County Child Protection Team 2015 to present
- Dakota County Coordinated Community Response Team, June 2014 to present
- Dakota County Diversity Leadership Committee, member, September 2006 to present
- Minnesota Victim Assistance Academy Planning Committee, member, 2004 to present
- MN Department of Health Framing and Messaging Action Team, Co-Chair, 2008 to 2009
- Minnesota Conference on Crime Victims Planning Committee, member, 1997 to 2008 and 2015 to present
- Dakota County Domestic Abuse Council, member, July 2006 to 2009
- Dakota County Victim Justice Council, member, July 2006 to 2009
- The Alliance for a *Violence-Free* Anoka County, member, 1996 to July 2006
- Anoka County Sexual Assault Committee, Secretary 1998, Chair 2000, Co-Chair to July 2006
- Tenth Judicial Bias Elimination Team, member, 1997 to July 2006
- Child Abuse Prevention Council, member, 1995 to 2003
- “The Right Touch” community event on sexual assault prevention, Event Planner, April 14, 2001
- State-wide Crime Victims’ Rights Week Planning Committee, member 1997, Co-Chair 1998

PROFESSIONAL TRAINING CONDUCTED FOR

- Minnesota Conference on Crime Victimization
- Minnesota Victim Assistance Academy
- Minnesota Alliance on Crime
- Minnesota County Attorney Association - Support Staff Conference
- Minnesota Department of Corrections - Restorative Justice Conference, Exploring Justice Program
- 360 Communities and Alexandra House - Sexual Assault Volunteer Advocate Training
- Multiple local law enforcement agencies, Community Corrections Departments, and Social Services Departments
- Elementary, middle, and high schools, churches, and community groups. Topics include: crime victim rights and services, sexual assault, child abuse, child safety, domestic violence, and dating violence.
- Higher learning institutions - guest speaker: Brown College, Rasmussen College, Metropolitan State University, Hamline University, Dakota County Technical College, Anoka-Hennepin Technical College, and St. Cloud State University.

Recommended MAC Board Committee Structure

The role of a board committee is to prepare recommendations for the board, decide what matters need to be taken up by the full board, advise organization staff when needed, or to take on a significant project/event. Board Committees assign a committee chair and establish an on-going meeting schedule. Committee meeting minutes are distributed to the full board on a regular basis.

Executive: Oversee operations of the board; act on behalf of the board during on-demand activities that occur between meetings, these acts are later presented for full board review; comprised of board chair, other officers and/or committee chairs; performs evaluation of Executive Director.

Board Development: Ensure effective board processes, structures and roles, including retreat planning, committee development, and board evaluation. Is responsible for developing plan to ensure recruitment of most qualified potential board members and oversees creation and delivery of orientation and training for new and current board members.

Budget and Finance: Oversee development of the budget; ensure accurate tracking/monitoring/accountability for funds; ensure adequate financial controls; often led by the board treasurer; review major grants and associated terms.

Outreach and Engagement: Develop and carry out plan to grow the organizations visibility and engage stakeholders in the work of the organization. Ensure organization has informed understanding of the needs of both member programs and the individuals that member programs serve.

Public Policy: Monitors and responds to issues effecting crime victims and victim service providers throughout the state of Minnesota. Ensures the full board and membership is kept informed regarding issues, trends, policy, and potential legislative actions.

Potential Ad Hoc Committees: (ad hoc committees *exist to accomplish a specific goal over a specific amount of time*)

Special Events: Plans and coordinates special events as needed.

Training: Provides direction regarding training needs of membership and assists planning and coordination of training delivery.

Research: Conducts specific research and/or data gathering to make decisions about a current function in the organization, (i.e.) website design, technology upgrades, other topic specific issues.