



**Minnesota Alliance on Crime
Board Meeting Agenda
May 9, 2019
One West Water Street,
Conference Room #297
St. Paul, MN 55107**

<i>Agenda Item</i>	<i>Who Leads</i>	<i>Time</i>
I. Introductions/Call to Order	Board President	5'
II. Approve Agenda - Changes/Additions- Action Item	Board President	5'
III. Consent Agenda Items		30'
<ul style="list-style-type: none"> Secretary's Report- Action Item Treasurer's Report- Action Item Director's Report 	Secretary Treasurer Executive Director	
IV. Updates	Committees & Staff	20'
<ul style="list-style-type: none"> Executive Committee Budget and Finance Committee Public Policy Committee Board Development Committee 		
VI. Focused Discussion	Staff & Board President	30'
<ul style="list-style-type: none"> 2019 Silent Auction 2019 Annual Meeting and Capacity Building Training FY20 Annual Plan Upcoming Regional Meetings MAC Board Development Project Pride Booth, June 21-23 		
VII. Action Item	Staff and Board President	60'
<ul style="list-style-type: none"> Proposed technical changes to MAC mission statement and Core Values Bidding and Procurement Policy FY20-21 Operating Budget 		
VIII. Adjournment – Action Item	Board President	5'

MAC Board Meeting
March 14th, 2019 – Meeting Minutes

I. Called to Order by MAC Board President, Dianna Umidon at 10:02 a.m.

- a. Those present in-person: Dianna Umidon, Harbir Kaur, Sarah McGuire, Pamela Higgins-Maldonado.
Those present via Zoom: Leah Ekstrom, Melissa Cornelius, Emily Douglas, Kelly Nicholson, Dana Johnson, Rachael Joseph.
- b. Executive Director: Bobbi Holtberg.
- c. MAC Staff: Danielle Kluz and Amee Krogfus.
- d. Additional Attendee: Vicki Walechka, Le Sueur County Victim Witness Program.

II. Review/Approve Agenda – Changes/Additions

- a. Add review of board member application of Jessica Rugani.
- b. **Motion to modify agenda.**
 - i. 1st Harbir Kaur
 - ii. 2nd Sarah McGuire

Approved

III. Consent Agenda Items

- a. Secretary's Report: Reviewed January 2019, report.
 - i. Page 2. of minutes under vi. The acronym should be SEWA not SAWA.
 - ii. Distinguish between those who are present in-person and those using Zoom in future meeting minutes.
 - iii. **Motion to approve Secretary's Report from January 2019.**
 - 1. 1st Leah Ekstrom
 - 2. 2nd Pamela Higgins-Maldonado
- Approved**
- b. Treasurer's Report
 - i. Financials for January and February were submitted and reviewed.
 - ii. Bobbi, Julia, and Amee to revised the OJP grant budget. \$10,000 over in Personnel moved the Building Expenses. They will submit the budget amendment on Friday. It doesn't change the total – just how we spend it.
 - iii. **Motion to approve Treasurer's Report**
 - 1. 1st Leah Ekstrom
 - 2. 2nd Harbir Kaur
- Approved**
- c. Director's Report
 - i. Tech Upgrade Funds: RFP has a two week turnaround. This grant is different in that it is non-competitive. We were eligible to apply for up to \$15,000. OJP will determine eligibility and if they agree, the final awarded amount will be added into our next contract for our renewal grant beginning 10/01/2019. Our priority for these funds is a printer. Currently have a desk-top printer and something with more capacity is needed. Also, most staff is currently using laptops – hoping to replace with desk-top computers and tablets for each staff.

- ii. Bobbi strongly encouraged the Board to read *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*. Staff just had their 3rd discussion at yesterday's staff meeting and cannot recommend this book enough.
- iii. The staff will be out of the office April 17th-19th for a staff retreat to work on the FY20 annual work plan.
- iv. CVS Grant: Amee met with Julia to work on budget revisions and will be finishing the FSR for the CVS Grant on Monday.
- v. Training Grant: The FSR for the Training Grant has been submitted.
- vi. Annual Meeting and Training:
 - Amee is thinking about starting a committee for the silent auction. If anyone is interested, please contact Amee.
 - The wine-pull will now include some non-alcoholic beverages.
 - Thinking about doing some type of raffle items. Possible theme could be Trauma Stewardship.
- vii. NCVRW: The Department of Corrections reached out to MAC to participate in a panel about during Crime Victims' Rights Week at MCF-Faribault. Kelly will be facilitating the panel and Amee will be sharing her experience along with other panelists that will share their experiences. The audience will be made up of offenders in the prison.
- viii. ID Theft Training: Julia has 24 people registered so far. The Board forwarding the training to law enforcement helped to increase the number. It is now open to non-law enforcement. Julia is asking for a volunteer to pick Sean McCleskey up from the airport and take him to the hotel and bring him back to the airport.
- ix. The MSSA conference is next week. Julia made copies for those signed up. Some spots still need volunteers to work the booth.
- x. Twin Cities Pride Festival will take place June 22nd and 23rd. MAC is planning to have a booth and will need volunteers to work the booth.
- xi. Regional Meetings: We've received good feedback from the evaluations and also some good verbal and email feedback as well. For the Central meeting there were 16 attendees and there were 23 attendees for the Twin Cities meeting. MAC may want to consider visiting each area twice next year based on feedback. The next meetings will be May 2nd in the Northwest and May 3rd in the Northeast.
- xii. Webinars: There are two webinars scheduled for April on the 3rd and 17th.
- xiii. Trauma Informed Leadership Series: Karina Forrest-Perkins told MAC she really believes in the work MAC is doing and donated her speaker fee back.
- xiv. NCVC proposal was not accepted.
- xv. Danielle provided an updated training calendar.

IV. Committee Updates

- a. Executive Committee: Need another meeting soon. Currently focused on the annual performance review.
- b. Budget and Finance Committee: Currently meeting by phone the second Wednesday of every month. Did not have a March meeting but did have a phone

meeting in February. Discussed Amee's transition and adding the dental coverage for MAC staff.

- c. Public Policy Committee: MAC has been working with Rep. Jamie Long on HF689. This bill would shorten the maximum probation periods and standardize early release from probation. MAC's concerns are that victims do not currently have the right to be notified of early release and also restitution issues. This will likely not go anywhere this year but MAC hopes to continue to work with Rep. Jamie Long. Since Rachael resigned from the Board, Dianna will take over the Public Policy Committee chair.
- d. Board Development Committee:
 - i. Kelly vetted the Board application of Jessica Rugani. Kelly stressed the importance of commitment to the annual meeting and the required time commitment as a Board member.

1. Motion to approve adding Jessica Rugani as an ad hoc Board member.

- a. 1st Pamela Higgins-Maldonado.
- b. 2nd Dana Johnson.

Approved

Emily will notify Jessica and Pamela will follow up later with Jessica.

- ii. Discussion about adding an exit evaluation when people leave the Board.
- iii. The Board manual will now be available online – addition of hyperlinks will come later. Everyone should plan to bring their manuals to the May Board Meeting. Danielle will email a new Board password.
- iv. The Board will now start every meeting with our mission, core values, and a reminder that the meeting is confidential.

V. Focused Discussion

- a. 2019 Silent Auction: Julia and Amee are refining the donor list. Board should be thinking about networks and who could donate. Baskets are usually successful. Think outside the box and focus on quality over quantity. Amee will be taking over the silent auction and will send out information.
- b. 2019 Annual Meeting and Capacity Building Training: The annual meeting will take place the morning of the second day, Friday September 6th. MAC would like input from the Board on their thoughts on a theme and speakers. It was suggested to have the Spotlight Award happen after the annual meeting. It was suggested to have speakers related to what we want to focus on for 2020. The training will be at a hotel this year. Danielle will have the outline of the agenda by May.
- c. MAC Board Development Project: MAC will be having a conversation with Aurora to make sure being on the Board is not just serving MAC but also serving the Board member. Kelly, Emily, and Karla are planning a conference call with Al and will then be meeting with him in April. They are hoping to come to the May Board Meeting to identify the next steps. This should be an agenda item for the May meeting.
- d. MAC Staff Strategic Plan Check-In: We are on track. MAC still has 20% left in NITVAN partly because people donated back their speaker fees. What we don't spend out we may contract with Aurora to do an evaluation of the whole project. We must execute and pay for the service by March 31st.

- e. Board Annual Plan: The regional meetings are a great opportunity for Board development. A Board member is assigned to each regional meeting. On the 2019 Board Implementation Plan, Pamela will be added to the Manifest our Mission section, Melissa worked with Sarah and Leah on Develop and Sustain Core Programs so her name should be added. Julie, Shawn, and Rachel will be removed as they are no longer on the Board.

VI. Action Item

- a. Proposal to Add Dental Coverage to MAC Benefit Package: Bobbi reached out to Metro Benefits to get plan information. Two plans were reviewed. Health Partners is less and appears to fit the best for staff. Staff is asking MAC to pay 50% which would be \$857.16 per year. This will come out of the CVS grant.
- b. **Motion to add Health Partners dental insurance**
 - i. 1st Kelly Nicholson
 - ii. 2nd Harbir Kaur**Approved**

VII. Adjourn

- a. **Motion to adjourn the meeting**
 - i. 1st Pamela Higgins-Maldonado.
 - ii. 2nd Dana Johnson**Approved**

Next Meeting: May 9, 2019, @ 10:00 a.m. – 1:00 p.m. – 1 West Water Street, Suite 297

**MN Alliance on Crime
Financials Summary
March, 2019**

Income:

Program Income	0.00
Donations	0.00
Membership Dues	0.00
OJP Income	0.00
Training Grant Income	7506.33
In Kind Donations	2973.60
NITVAN Income	4306.38
Interest Income	4.00
	14790.31

Expenses:

OJP Grant Expenses	19080.67
Training Grant Expenses	11274.92
NITVAN Grant Expenses	12701.43
Unrestricted Expenses	1355.40
	44412.42

Total Expenses:

Personnel	25183.35
Payroll Taxes	1857.03
Health Insurance Premiums	1750.02
In Kind Intern/Volunteer Expense	0.00
Rent	2238.00
Contract Services	7058.00
Workers Comp Insurance	0.00
Dues & Subscriptions	106.17
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	203.56
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	663.74
Telephone Expense	278.21
Travel & Training Expenses	4996.34
Bank Service Charges	33.00
Aplos Software Expense	45.00
	44412.42

Available Balances:

OJP Grant	94372.80
Training Grant	227387.69
NITVAN Grant	0.00
Unrestricted-Checking	26086.80
Savings Account	15212.56
	363059.85



Executive Director's Report May 2019

MAC Updates

- **Funding:**
 - **OJP Renewal Grant RFP:** OJP released the renewal grant RFP and it is due May 17th. The eligibility letter that outlines the amount we are eligible to apply for and the various funding sources that will be used is attached. For the past two years all of our funding was State funding and didn't have a match requirement. This cycle our grant will be made up of both State and VOCA and we will have a 25% match on the VOCA funding. I will be submitting a partial Match waiver request as we simply can't meet the match required on this grant and our VOCA training grant. OJP has articulated they expect to receive a lot of waiver requests and it does not have a negative impact on our application.
 - **VOCA Special Projects:** We are still waiting for the RFP to be released. I will be submitting an application for funding to hire a full-time project coordinator to develop and deliver a statewide gap analysis regarding victims' rights in Minnesota.
 - **Law Enforcement Advocacy Pilot Project:** OJP will be releasing this special RFP in April. I am working with the Chief's and Sheriff's Associations to identify up to ten agencies that have the capacity to implement the suggested model.
- **MAC FY20-21 Operating Budget:** After Consulting with Dianna and Emily, I created a two-year operating budget that will coincide with our OJP grant contract period. At some point in the future, we may want to explore the benefits of changing our fiscal year to align with OJP's calendar. The budget is attached and will need to be approved by the board.
- **Staff Annual Planning:** We have a very productive retreat and completed our FY20 work plan. As part of the planning, we also walked through MAC's mission statement and core values and identified technical edits that need to be made. Please review the document that is included in the board packet and prepare to vote on the suggested edits.
- **Annual Meeting and Capacity Building Training:** The dates are set for September 5th and 6th at the Best Western Kelly Inn in St. Cloud, with annual meeting taking place on the morning of Friday, September 6th. The theme for this year is, Dream Keepers: Caring for Ourselves While Caring for Others. The theme is in keeping with our priority initiative of developing trauma informed leadership. Staff has begun to identify speakers and will be making outreach in the next few weeks. If the board has suggestions, please let Danielle know.
- **Joint Coalition Reception:** Statewide coalitions will once again be hosting a reception at the OJP conference. This year it will take place on Wednesday, May 22nd from 6:30-8:00pm. If there are board members who will be attending the conference, please make an effort to represent MAC at the reception. All MAC staff will be attending.

- **MAC Business Owner Policy:** MAC's policy renews on May 9th and is located on the board page of the website if you want to review it.
- **Bidding and Procurement Policy:** OJP is asking grantees to adopt of formal bidding and procurement policy if they don't have one. MAC's process has been to collect several bids for equipment and services over \$2,000. I have drafted a policy that is included in the packet for the board to discuss and approve.

ADMINISTRATIVE

- **Silent Auction:** Amee is beginning to recruit a small committee to work on this years' Silent Auction (please email Amee if you are interested in participating). First committee meeting will be scheduled by the end of May. What would you bid on from your area (i.e. waterpark, mini golf, massage...)?

Special Projects

- **MITCIRN:** The NITVAN II grant sunseted at the end of March. Julia is in the process of finalizing reporting paperwork. Moving forward, suggested by Aurora, MAC will refer to MITCIRN as a pilot project and integrate identity theft resources into the rest of MAC's programming rather than sustaining MITCIRN as an independent entity.
 - **Identity Theft Investigation Training:** The training was a huge success! At the last minute, Sean McCleskey said he may not be able to come because of a back injury, so we reached out to the MN Financial Crimes Task Force and were able to find a replacement. Rob Wilkinson presented an Identity Theft Investigation training for 40 law enforcement on Friday, March 29th. POST credits were approved.
 - **Law Enforcement Post-it Notes:** At the ID theft investigation training we also distributed post-it notes with victim resources for law enforcement to keep in their cars and give to victims of identity theft. We took down the information of the LE who took the cards to follow up 6 months from the training to see how useful they are. We are also hoping to pilot the post-it notes with Shakopee police department. If any board members want some post-it notes for their partners, contact Julia.
 - **Sustainability Plan:** MAC contracted with Aurora to create a "sustainability plan" during which MAC staff will identify a question (e.g. "What does MN need to do to support victims of identity theft?"), interview stakeholders who participated in MITCIRN and who have a general interest in answering the question, and produce a report to be shared with stakeholders and the NITVAN coalitions.
- **Other Special Projects:** Julia is transitioning into her new work on special projects and training. Based on the strategic planning session, she is likely to focus a great deal of her work on reaching underserved victims, and supporting membership in developing working groups to address issues they're invested in.

Training

- **Regional Membership Meetings:**
 - We held our Central Minnesota meeting in St. Cloud on March 7th. 16 members participated and the evaluations were very good.
 - Northwest Minnesota meeting will be held on Thursday, May 2nd in Moorhead. Bobbi and Danielle will be facilitating.

- Northeast Minnesota meeting will be held via Zoom on Friday, May 3rd. The meeting is taking place online due to lower membership numbers in NE Minnesota.
- We are still planning the July regional meetings in Southwest and Southeast Minnesota.
- **Trauma-Informed Leadership Series:**
 - Karina Forrest Perkins did her *How the Accumulation of Stress Affects Our Future* training on Thursday, February 21st at the Carondelet Center in St. Paul. 24 people were in attendance. It was an excellent training (as usual) with a lot of participant engagement!
 - Part 2 of the series was *The Role of HR as a Leader in Creating a Trauma-Responsive Culture* webinar, presented by Beth Neu and Pete Singer of the Zero Abuse Project on Wednesday, April 3. 52 participated in the webinar.
 - We are in the beginning phases of planning the in-person training and workshop that Zero Abuse Project will do on Thursday, June 27th.
- **Webinars:**
 - Caroline Palmer and Beatriz Mentenau of MDH and Michele Garnett McKenzie of Advocates for Human Rights presented a webinar in April: *Safe Harbor for All: A Statewide and Community-Driven Approach to Expanding Support for Adult Trafficking/Exploitation Survivors*. 65 participated in the webinar.
 - Next webinar will be *Crimes Involving Vehicles*, presented by our very own Kelly Nicolson. Will be held in May, exact date/time TBA.

Engagement

- **Newsletter:** Danielle released the March 2019 MAC newsletter, which had a 44% open rate, and the April 2019 newsletter, which had an open rate of 43%. March featured its Spotlight on Service on the Southern Valley Alliance for Battered Women and April on the Jacob Wetterling Resource Center.
- **Brochures:** MAC has updated its brochures with pictures of our members and staff (instead of stock photos) and our new address.
- **Website:** Danielle added new resources to the Members page of the website.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



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www.dps.state.mn.us

Date: April 11, 2019
To: Bobbi Holtberg
Minnesota Alliance on Crime
From: Cecilia Miller, Grants Director
Re: Notice of Eligibility for FY20 & FY21 Funding

The information contained in this notice is specific to your agency's response to the *Crime Victim Services 2020-21 Renewal Grants RFP* ("Crime Victim Services 2020" in E-grants) that can be found at the following link:

<https://dps.mn.gov/divisions/ojp/forms-documents/Documents/cvs/CSV20RFP.pdf>

Your agency is eligible to apply for **\$515,712** to provide the following services during the 24-month period of October 1, 2019 to September 30, 2021:

- \$500,830 for statewide coalition services.
- \$14,882 for technology upgrades.

*If funding for technology upgrades is listed above, your grant manager has preliminarily approved your submission but funding will only be awarded after further review and approval of the documents required in the "Sub-contracts and bidding requirements" section of the RFP.

Please use the following exact totals as you budget your award between the *VOCA, Match & State* columns in E-grants:

- **\$390,512** in federal Victims of Crime Act (VOCA) funding
- **\$97,628** required in VOCA match
- **\$125,200** in state funding

State Funding: During the 2-year grant period state funding expires at different times, so plan for these time limitations as you create your budget:

- **\$62,600** is available from October 1, 2019 through June 30, 2021.
- **\$62,600** is available from July 1, 2020 through September 30, 2021.

Please see the RFP for specific information about completing your budget and requesting a match waiver if applicable.

As a recipient of federal funding, you are required to have an active SAM account at <https://www.sam.gov/> to receive reimbursements. Because your SAM account requires annual renewals at no charge, please become familiar with the date that your SAM account expires each year so you can make the necessary updates to avoid reimbursement delays.

The Office of Justice Programs (OJP) reserves the right to modify the amount for which your agency is

EQUAL OPPORTUNITY EMPLOYER

eligible to apply if grant award amounts received by OJP are different than anticipated.

Please feel free to contact your grant manager with questions and for technical assistance.

Organization: Minnesota Alliance on Crime

A-CVS-2020-MNALLCRI-032

Budget Summary

Budget				
Budget Category	VOCA	State	Match	
Personnel				
Executive Director	\$134,521.00	\$0.00	\$14,950.00	
Program Manager of Operations	\$0.00	\$102,243.00	\$0.00	
Program Manager of Training and Engagement	\$57,901.00	\$0.00	\$0.00	
Program Manager of Training and Special Projects	\$51,123.00	\$0.00	\$0.00	
Total	\$243,545.00	\$102,243.00	\$14,950.00	
Payroll Taxes & Fringe				
FICA, Medicare, MN UI, Health Insurance, Dental Insurance	\$41,116.00	\$19,033.00	\$1,144.00	
Total	\$41,116.00	\$19,033.00	\$1,144.00	
Contract Services				
Contract Bookkeeper	\$12,480.00	\$0.00	\$0.00	
Total	\$12,480.00	\$0.00	\$0.00	
Travel & Training				
Staff Travel	\$6,000.00	\$0.00	\$1,500.00	
Total	\$6,000.00	\$0.00	\$1,500.00	
Office & Program Expenses				
Aplos Bookkeeping Software	\$1,080.00	\$0.00	\$0.00	
Bank Charges	\$840.00	\$0.00	\$0.00	
Business Owners Insurance Policy	\$1,819.00	\$0.00	\$0.00	
Canva	\$26.00	\$0.00	\$0.00	
Constant Contact	\$1,176.00	\$0.00	\$0.00	
Directors and Executive Liability Insurance Policy	\$1,819.00	\$0.00	\$0.00	
Dropbox	\$1,800.00	\$0.00	\$0.00	
Electric Embers	\$408.00	\$0.00	\$0.00	
General Office Supplies	\$4,800.00	\$0.00	\$0.00	
LastPass	\$624.00	\$0.00	\$0.00	
MCN Membership	\$300.00	\$0.00	\$0.00	
Microsoft Office Upgrades	\$180.00	\$0.00	\$0.00	
Norton Anti-Virus Software	\$48.00		\$0.00	\$0.00
Phones and Internet	\$7,320.00	\$0.00	\$0.00	
Postage and Delivery	\$1,800.00	\$0.00	\$0.00	

Organization: Minnesota Alliance on Crime

A-CVS-2020-MNALLCRI-032

Budget Summary

Printing	\$1,200.00	\$0.00	\$0.00
Survey Gizmo	\$1,500.00	\$0.00	\$0.00
Website Hosting	\$400.00	\$0.00	\$0.00
Workers Comp Insurance Policy	\$1,819.00	\$0.00	\$0.00
Zoom Video Conferencing	\$480.00	\$0.00	\$0.00
Total	\$29,439.00	\$0.00	\$0.00
Building Expenses			
Rent	\$40,800.00	\$0.00	\$7,200.00
Total	\$40,800.00	\$0.00	\$7,200.00
Equipment Purchases			
Tech Upgrades	\$14,882.00	\$0.00	\$0.00
Total	\$14,882.00	\$0.00	\$0.00
Other Expenses			
Staff Development	\$2,250.00	\$3,924.00	\$0.00
Total	\$2,250.00	\$3,924.00	\$0.00
Total	\$390,512.00	\$125,200.00	\$24,794.00

MAC Budget & Finance Committee

Meeting Minutes

Wednesday, April 10, 2019

Meeting Facilitator & Committee Chair: Emily Douglas

Committee Members on the call: Melissa Cornelius, Emily Douglas, Leah Ekstrom, Bobbi Holtberg, Ameer Krogfus, Sarah McGuire, Dianna Umidon

- I. Meeting called to order at 12:02 p.m.
- II. Review of February & March 2019 Financials
 - a. Bobbi reported that MAC recently submitted a budget revision on the OJP CVS grant. Because MAC needed to wait for OJP to approve the budget revision before Ameer could submit the February FSR, there was a delay in reimbursement and the OJP CVS income in March shows \$0. This also shows in the March account balances that the unrestricted checking looks lower than usual because everything that would be FSR'ed came out of unrestricted checking and hasn't been reimbursed yet. April will look like a lot of income due to March and April being reimbursed to MAC in April.
 - b. Bobbi reported that MAC has expended its staff development dollars and is being intentional about what funds are spent out of unrestricted funds for staff development.
 - c. Bobbi gave the subcommittee a head's up that we will see health and dental insurance slightly higher starting in April because dental benefits for staff will begin April 10, 2019
- III. Grant Status Updates
 - a. NITVAN:
 - i. Bobbi reported that the last of the NITVAN income will appear in the April financial report – Since the NITVAN grant sunsetted March 31, 2019, we will no longer see NITVAN in the financials after April when the final income will be received as reimbursements from expenses in March.

- ii. Bobbi reported that the NITVAN grant was \$50,000 reimbursement. MAC staff were trying to calculate everything the last day to the penny and came very close. They overspent by \$23 on an expense that went under contract services for Aurora and ultimately came out of unrestricted funds.
- iii. Bobbi reported that MAC staff met with Jake May (sp?) from the BCA Financial Crimes Task Force last week. He is very excited about partnering with MAC around identity theft and financial fraud. Julia will be the point person for that collaboration going forward and will be an unfunded project. However, the BCA has an abundant budget to help fund deliverables and perhaps trainings.
- iv. Bobbi reported that Julia met with Al Onkka from Aurora and NITVAN approved the evaluation project that will occur later in the year – trying to figure out how effective was this project and what is the need going forward – what gaps need to be filled – basically going to be doing a lot of data review and interviews with partners and what do we need to keep building on, are there things that still need to be done to be data-driven and capacity-building and meaningful moving forward.

b. Technology Grant:

- i. Bobbi reported that MAC is asking for \$15,000 to pay for a new printer and new laptops with docking stations and large monitors for staff. Bobbi received feedback from OJP that their application looks good. The funding for technology will be rolled into the renewal grant and be a separate line item instead of a separate grant.

c. OJP CVS Grant:

- i. Bobbi reported that it is renewal application time.
- ii. Bobbi informed the subcommittee that is going to a new electronic system and will be asking for MAC to upload policies on different things. Bobbi does not think MAC has a policy for procuring bids and deciding on vendors for purchasing equipment. MAC has been using an unwritten process of getting three estimates and choosing the best value. There have not been any issues with this process and OJP hasn't questioned anything, but there is currently nothing in writing regarding the process. Bobbi will work on proposed

language for the policy and submit some a draft policy to this committee to review before the May board meeting.

IV. Miscellaneous Items

- a. Bobbi reported that this past Monday, April 8, 2019, Heidi made Bobbi aware that the \$15 recurring monthly payment to Electric Embers (???) to house listers was not made because Bobbi's credit card was declined. Bobbi found out from Bremer Bank that her card was shut down after \$207 in online purchases were made to a Google service that were deemed suspicious activity. Bobbi confirmed that these were illegitimate transactions. Bremer Bank is in the process of issuing a new credit card to Bobbi and will reimburse MAC the \$207 within 10 business days.
- b. Bobbi reported that Amee is doing a rockstar job with finances. Amee completed all the FSRs for the grants this month on her own and has been a huge help to MAC.
- c. Emily thanked Amee for hand-delivering checks to Emily at her home during recovery that needed to be signed for MAC
- d. Emily thanked the group for sending flowers during her recovery
- e. March subcommittee meetings was canceled due to Emily's unavailability to facilitate the meeting.
- f. Bobbi and Amee confirmed that Julia will no longer be a member of this subcommittee since Amee has taken responsibility for MAC finances. Emily will remove Julia from the email list for this subcommittee

V. Meeting adjourned at 12:29 p.m.

Next Meeting: May 8, 2019 @ 12:00 p.m.



Fiscal Year 2020 Annual Plan

MAC FY18-22 Strategic Plan

On April 17-19, 2019, MAC staff held a strategic visioning retreat to reflect on the work completed in FY19 and vision forward for FY20. The retreat resulted in an annual plan for FY 2020. The MAC staff considered the goals (numbered) and strategies (lettered), included below, from the strategic plan. For each set of goals and strategies, the staff discussed:

1. The current reality of the set.
2. What success would look like in 3-5 years if that goal and strategies are accomplished.
3. The accomplishments we would like to have in the first year of the plan.

Afterwards, the staff created an annual plan organized by quarters and determined the timeframe for each accomplishment. This work is included on the last page.

MAC staff also identified which staff member or board committee will be responsible for completing 90-day plans for each of the accomplishments in the first quarter of FY20.



I. MANIFEST OUR MISSION

Strategies

- A. Strengthen relationships in order to benefit victims, MAC members, and criminal justice systems.
- B. Increase the capacity and resources of MAC to advance the response for victims of all crime.
- C. Strengthen MAC's organizational leadership with the expectation that the Board of Directors will uphold best practices for governance and oversight.

Current Reality

- We have good relationships with sister coalitions but have not coordinated our work to produce any collaborative projects.
- Strengthened staff relationships with culturally specific programs but staff and board need on-going training regarding cultural humility.
- Increased funding from OJP, but need to diversify funding streams.
- Need to build relationships in faith communities, hospitals, and other community resources that interact with crime victims
- Increased knowledge of MAC staff
- Staff are all leaders

Success Indicators

- Increased member participation at all MAC sponsored events
- Strong collaborative relationships with culturally specific programs
- Diverse and sustainable funding streams
- Creation of victim/survivor members voting caucus
- More diverse membership
- MAC staff are developed and confident leaders
- Continued improvement in BOD/staff relationships
- Established relationships within underserved communities

Second Year Accomplishments (June 2020)

- Conduct stakeholder analysis
- Staff continue to develop relationships with culturally specific programs
- Secure VOCA Special Projects grant
- Secure non-government funding for a .5 FTE public policy manager
- Develop and streamline administrative and financial procedures
- Each staff participate in at least one state and one national training per year



2. DEVELOP AND INCREASE MEMBERSHIP

Strategies

- A. Develop and diversify membership to meet the needs of all crime victims in Minnesota.
- B. Inform MAC's mission and work by elevating diverse victim and survivor voices.
- C. Engage members to increase their knowledge, skills, expertise and resources.

Current Reality

- MAC is a very system based organization
- Membership has grown in number and diversity
- There are missing voices at the MAC table
- MAC staff are all victims/survivors
- Most MAC members are engaged
- MAC staff has increased their capacity to provide quality training, technical assistance, and develop resources
- Produced FY17 annual report

Success Indicators

- Membership will expand so every victim will have at least one-member program to seek support from
- Every program receiving general crime funding would be a MAC member
- Victims/Survivors experience MAC as a place where they are valued and heard
- Increased technical assistance requests
- All MAC members participate to the best of their ability

Second Year Accomplishments (June 2020)

- Strong well-planned annual meeting
- Complete FY20 member needs assessment, including how MAC can best support victims/survivors working in the field of victim services
- Write and distribute annual report
- Increase membership of programs currently funded for general crime advocacy by 5
- Develop technical assistance capacity and resource
- Identify opportunities to make outreach to potential members who work with underserved populations



3. DEVELOP AND SUSTAIN CORE PROGRAMS

Strategies

- A. Enhance the ability of members to connect with each other and also to inform MAC's priorities.
- B. Provide high quality trainings, technical assistance, and resources.
- C. Develop and inform legislative and public policy solutions to advance the response for victims of all crime.

Current Reality

- Good connections with MAC members
- Increased networking opportunities for member
- Some outstate members may feel isolated
- MAC providing high quality training, technical assistance, and resource development
- MAC is filling training/TA gaps
- MAC doesn't have a proactive legislative agenda
- Crime victims do not currently have all the rights they need and deserve

Success Indicators

- Members connected to MAC and each other
- Member needs driven collaborative working group
- Fulfill VOCA training grant activities
- MNVAA moved under MAC training umbrella
- Hold off-session legislative listening session based on issue(s) identified in member survey

Second Year Accomplishments (June 2020)

- Launch VOCA special project to identify needs of underserved victims
- Complete year one of VOCA training grant activities
- Convene working groups as needed by members
- Support provision of training, technical assistance, and resources to newly funded law enforcement advocacy programs
- Develop MAC's staff training catalog and policies
- Host 12 regional meetings (one in-person, one online for each region)

4. ENGAGE STAKEHOLDERS

Strategies

- A. Grow MAC's organizational capacity by pursuing relationships with potential supporters.
- B. Create opportunities to increase public awareness of the unique needs of general crime victims/survivors.
- C. Work with allied crime victim coalitions and service providers to advance the field for all victims and survivors.

Current Reality

- Small individual donor pool
- No foundation or corporate funding
- Increased GTTMD income
- BOD not actively involved in fundraising
- MAC is tabling at more events
- Increased exposure through monthly newsletter and social media
- Coalition directors meet monthly
- Not currently connected with Toward Zero Deaths initiative

Success Indicators

- BOD actively involved in fundraising
- 100% giving by BOD
- MAC has a presence at statewide law enforcement conferences
- On-going working groups with stakeholders to address emerging issues
- Strengthened victims' rights in Minnesota

Second Year Accomplishments (June 2020)

- MAC staff increase involvement with allied stakeholders
- Table and/or train at 10 stakeholder sponsored events
- Develop “fundraiser in a box” for BOD and allied stakeholders to host parties
- Explore funding opportunities with corporations and law firms
- Host successful silent auction
- Develop and implement a volunteer and internship program

FY20 Strategic Plan

Q1 July
2019

Q2 Oct
2019

Q3 Jan
2020

Q4 April
2020

MANIFEST OUR MISSION

Conduct stakeholder analysis.	Julia			
Staff continue to develop relationships with culturally specific programs.	Bobbi			
Secure VOCA special projects grant.	Bobbi			
Secure non-government funding for a .5 FTE public policy manager.	Bobbi			
Develop and streamline administrative and financial procedures.	Amea			
Each staff member participate in at least one state and one national training per year.	Danielle			

DEVELOP AND INCREASE MEMBERSHIP

Strong, well-planned annual meeting.	Danielle			
Complete member needs assessment, including how MAC can best support victims/survivors working in the field of victim services.	Danielle			
Write and distribute annual report.	Danielle			
Increase membership of programs currently funded to do general crime advocacy by 5.		Danielle		
Identify opportunities to make outreach to potential members who work with underserved populations.		Julia		

DEVELOP AND SUSTAIN CORE PROGRAMS

Launch VOCA special projects to identify needs of underserved victims.		Bobbi		
Complete year 1 of VOCA training grant activities.	Julia			
Convene working groups as needed by members.	Julia			
Support provision of training, technical assistance, and resources to newly funded law enforcement advocacy programs.	Bobbi			
Develop MAC's staff training catalog and policies.		Julia		
Host 12 regional meetings (1 in person, 1 online for each region).	Danielle			

ENGAGE STAKEHOLDERS

Staff members increase involvement with allied stakeholders.	Amea			
Table and/or train at 10 events.	Amea			
Develop "fundraiser in a box" for board members and allied stakeholders to host parties.	Julia			
Explore funding opportunities with corporations and law firms.	Bobbi			
Host a successful silent auction.	Amea			
Develop and implement a volunteer and internship program.	Amea			

Updated 4/24/19



MAC's Mission

The mission of the Minnesota Alliance on Crime (MAC) is to connect systems, service providers, and victim to advance the response for all victims of all crime.

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Core Values

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of victimization ~~violence~~ throughout the course of one's life.
2. We seek ~~to ensure~~ a criminal justice system that is fair and accessible to crime victims, ~~and where~~ meaningful rights for crime victims are routinely honored.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation and violence.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, immigration status, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We ~~undertake are dedicated to~~ prevention efforts to confront and change cultural norms and practices that facilitate violence.
7. We promote and encourage the leadership of victims/survivors in guiding our advocacy, policy, and training efforts.
8. We affirm the power of collective and collaborative efforts to ~~advocate with social systems and institutions in order~~ to end violence.
9. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies ~~and programs for our members~~ and allies to better meet the diverse and emerging needs of crime victims.
10. We commit to ~~create~~ creating a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.

DRAFT PROCUREMENT/BIDDING POLICY

The purchase of goods and services is necessary for the smooth operation of the Minnesota Alliance on Crime (MAC). The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

MAC shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. MAC shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases under \$2,000 a price survey by telephone of two suppliers will be sufficient for determining the supplier.
- For purchases above \$2,000, a quotation/invoice shall be obtained from three local suppliers.
- Purchases from a sole source shall be explained in the purchase file.

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

Minnesota Alliance on Crime

Fiscal Year Period: FY 20-21

FY20-21

Budget

Revenue

	OJP CVS Grant	OJP Training Grant	Unrestricted
Grant Income	\$ 610,084.00	\$ 124,853.00	
Foundations*			\$ 50,000.00
Corporations*			\$ 50,000.00
Individual Contributions*			\$ 10,000.00
Fundraising Events*			\$ 7,000.00
Membership Income*			\$ 40,000.00
Earned Interest Income			\$ 100.00
Speaking Honorariums			\$ 600.00
Cash on Hand			\$ 84,381.00
Total Cash Revenue	\$ 610,084.00	\$ 124,853.00	\$ 242,081.00
Total In-Kind Revenue* (Match)			\$ 40,000.00
*Projected Revenue	Total Revenue		
	\$ 610,084.00	\$ 124,853.00	\$ 282,081.00

Expenses

Staff Salary	\$ 416,728.00	\$ 109,023.00	\$ 14,950.00
Staff FICA	\$ 34,464.00	\$ 3,170.00	\$ 928.00
Staff Medicare	\$ 5,017.00	\$ 742.00	\$ 216.00
Staff MN UI	\$ 376.00	\$ 62.00	\$ -
Staff Health Insurance	\$ 32,400.00	\$ 5,400.00	\$ -
Staff Dental Insurance	\$ 858.00	\$ -	\$ -
Contracted Services	\$ 14,280.00	\$ -	\$ -
Building Expense (Rent)	\$ 45,192.00	\$ 6,456.00	\$ 7,200.00
Office supplies, insurance, subscriptions, software	\$ 33,887.00	\$ -	\$ -
Travel - Lodging, training and conferences	\$ 6,000.00	\$ -	\$ -
Staff Development	\$ 6,000.00	\$ -	\$ -
Technology upgrades	\$ 14,882.00	\$ -	\$ -
Total Cash Expenses	\$ 610,084.00	\$ 124,853.00	\$ 23,294.00
Total In-Kind Expenses (Match)	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Total Expenses	\$ 630,084.00	\$ 144,853.00	\$ 63,294.00
Revenue over Expenses	\$ (20,000.00)	\$ (20,000.00)	\$ 218,787.00

A	B	C	D	E	F	G	H	I	J	K
1	MAC Operating Budget FY20-21									
2	VOCA									
3	FY 20-21									
4										
5										
6										
7	Individual	Description	Qty	Amount	Total	Qty	Amount	Total	Unrestricted	Total
8	Bobbi Holtberg	Salary	1	\$ 164,682.00	\$ 164,682.00			\$ -	1	\$ 7,475.00
9	Danielle Kluz	Salary	1	\$ 60,808.00	\$ 60,808.00	1	\$ 57,901.00	\$ 57,901.00		\$ -
10	Julia Tindell	Salary	1	\$ 66,429.00	\$ 66,429.00	1	\$ 51,122.00	\$ 51,122.00		\$ -
11	Amee Krogfus	Salary	1	\$ 124,809.00	\$ 124,809.00			\$ -		\$ -
14	Subtotal				\$ 416,728.00			\$ 109,023.00		\$ 14,950.00
15	Bobbi Holtberg	FICA	1	\$ 11,599.00	\$ 11,599.00			\$ -	1	\$ 928.00
16	Danielle Kluz	FICA	1	\$ 6,847.00	\$ 6,847.00		\$ 3,590.00	\$ -		\$ -
17	Julia Tindell	FICA	1	\$ 6,422.00	\$ 6,422.00	1	\$ 3,170.00	\$ 3,170.00		\$ -
18	Amee Krogfus	FICA	1	\$ 9,596.00	\$ 9,596.00			\$ -		\$ -
21	Subtotal				\$ 34,464.00			\$ 3,170.00		\$ 928.00
22	Bobbi Holtberg	Medicare	1	\$ 1,952.00	\$ 1,952.00			\$ -	1	\$ 216.00
23	Danielle Kluz	Medicare	1	\$ 840.00	\$ 840.00		\$ 840.00	\$ -		\$ -
24	Julia Tindell	Medicare	1	\$ 742.00	\$ 742.00	1	\$ 742.00	\$ 742.00		\$ -
25	Amee Krogfus	Medicare	1	\$ 1,483.00	\$ 1,483.00			\$ -		\$ -
28	Subtotal				\$ 5,017.00			\$ 742.00		\$ 216.00
29	Bobbi Holtberg	MN UI	1	\$ 125.00	\$ 125.00			\$ -		\$ -
30	Danielle Kluz	MN UI	1	\$ 63.00	\$ 63.00		\$ 62.00	\$ -		\$ -
31	Julia Tindell	MN UI	1	\$ 63.00	\$ 63.00	1	\$ 62.00	\$ 62.00		\$ -
32	Amee Krogfus	MN UI	1	\$ 125.00	\$ 125.00			\$ -		\$ -
35	Subtotal				\$ 376.00			\$ 62.00		\$ -
36	Bobbi Holtberg	Health Insurance	1	\$ 10,800.00	\$ 10,800.00			\$ -		\$ -
37	Danielle Kluz	Health Insurance	1	\$ 5,400.00	\$ 5,400.00		\$ 5,400.00	\$ -		\$ -
38	Julia Tindell	Health Insurance	1	\$ 5,400.00	\$ 5,400.00	1	\$ 5,400.00	\$ 5,400.00		\$ -
39	Amee Krogfus	Health Insurance	1	\$ 10,800.00	\$ 10,800.00			\$ -		\$ -
42	Subtotal				\$ 32,400.00			\$ 5,400.00		\$ -
43	Bobbi Holtberg	Dental Insurance	1	\$ 286.00	\$ 286.00			\$ -		\$ -
44	Danielle Kluz	Dental Insurance			\$ -			\$ -		\$ -
45	Julia Tindell	Dental Insurance	1	\$ 286.00	\$ 286.00			\$ -		\$ -
46	Amee Krogfus	Dental Insurance	1	\$ 286.00	\$ 286.00			\$ -		\$ -
49	Subtotal				\$ 858.00			\$ -		\$ -
50	Contract Services	Monthly Accounting & Year En	24	\$ 595.00	\$ 14,280.00			\$ -		\$ -
51				\$ -	\$ -			\$ -		\$ -
56	Subtotal				\$ 14,280.00			\$ -		\$ -
57	Building Expenses	Monthly Rent	24	\$ 1,883.00	\$ 45,192.00	24	\$ 269.00	\$ 6,456.00	24	\$ 300.00
58	Office/Program	Telephone-Internet	24	\$ 305.00	\$ 7,320.00			\$ -		\$ -
59	Office/Program	Office Supplies	24	\$ 376.50	\$ 9,036.00			\$ -		\$ -

	A	B	C	D	E	F	G	H	I	J	K
60	Office/Program	Postage and Delivery	24	\$ 75.00	\$ 1,800.00			\$ -			\$ -
61	Office/Program	Printing	24	\$ 50.00	\$ 1,200.00			\$ -			\$ -
62	Subscriptions	Aplos	24	\$ 45.00	\$ 1,080.00			\$ -			\$ -
63	Subscriptions	Electric Embers	24	\$ 17.00	\$ 408.00			\$ -			\$ -
64	Subscriptions	Constant Contact	24	\$ 49.00	\$ 1,176.00			\$ -			\$ -
65	Subscriptions	Dropbox	24	\$ 75.00	\$ 1,800.00			\$ -			\$ -
66	Subscriptions	Zoom	24	\$ 20.00	\$ 480.00			\$ -			\$ -
67	Subscriptions	Last Pass	24	\$ 26.00	\$ 624.00			\$ -			\$ -
68	Membership	MCN Membership	2	\$ 150.00	\$ 300.00			\$ -			\$ -
69	Subscriptions	Survey Gizmo	2	\$ 750.00	\$ 1,500.00			\$ -			\$ -
70	Subscriptions	Canva	2	\$ 13.00	\$ 26.00			\$ -			\$ -
71	Subscriptions	Host Website	2	\$ 300.00	\$ 600.00			\$ -			\$ -
72	Insurance	Business Owners	2	\$ 909.50	\$ 1,819.00			\$ -			\$ -
73	Insurance	Workers Comp	2	\$ 909.50	\$ 1,819.00			\$ -			\$ -
74	Insurance	Liability	2	\$ 909.50	\$ 1,819.00			\$ -			\$ -
75	Financial	Bank Charges	24	\$ 35.00	\$ 840.00			\$ -			\$ -
76	Software	Norton Anti-Virus	2	\$ 24.00	\$ 48.00			\$ -			\$ -
77	Software	Microsoft Office	12	\$ 16.00	\$ 192.00			\$ -			\$ -
78					\$ -			\$ -			\$ -
79	Subtotal				\$ 33,887.00			\$ -			\$ -
80	Travel/Lodging	Training-Conferences	8	\$ 750.00	\$ 6,000.00			\$ -			\$ -
81	Staff Development	Conference-Training Registrati	8	\$ 750.00	\$ 6,000.00			\$ -			\$ -
82	Tech Upgrades	4 Dell Laptops and 6 doscking s	1	\$ 6,757.00	\$ 6,757.00			\$ -			\$ -
83	Tech Upgrades	Kyocera Printer	1	\$ 8,125.00	\$ 8,125.00			\$ -			\$ -
84	Subtotal				\$ 14,882.00			\$ -			\$ -