



**Minnesota Alliance on Crime  
Board Meeting Agenda  
July 9, 2020  
ZOOM meeting**

<b>Agenda Item</b>	<b>Who Leads</b>	<b>Time</b>
I. Introductions/Call to Order	Board President	5'
II. Approve Agenda - Changes/Additions- <b>Action Item</b>	Board President	5'
III. Consent Agenda Items		30'
• Secretary's Report- <b>Action Item</b>	Secretary	
• Treasurer's Report- <b>Action Item</b>	Treasurer	
• Director's Report	Executive Director	
IV. Updates	Committees & Staff	15'
• Executive Committee		
• Budget and Finance Committee		
• Public Policy Committee		
• Board Development Committee		
V. Focused Discussion	Staff & Board President	50'
• Anti-Racism Proposal		
• Virtual Annual Meeting Draft Agenda		
• Return to Office Policy		
• Board 2020 Annual Work Plan*		
• Leadership Development Project*		
VI. Action Item	Board President	35'
VII. Adjournment – <b>Action Item</b>	Board President	5'

\*Recurring Agenda Item

MAC Board Meeting  
May 14<sup>th</sup>, 2020 – Meeting Minutes

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**I. Called to Order by MAC Board President, Kelly Nicholson at 10:06am**

- a. Those present: Kelly Nicholson, Leah Ekstrom, Karla Bauer, Emily Douglas, Melissa Cornelius, Dana Johnson, Harbir Kaur, Therese Lockwood, Amy Rigelman, Jessica Rugani
- b. MAC members: Bonnie Petersen, Vicki Walechka, and Vanessa Barr
- c. MAC Staff: Bobbi Holtberg, Danielle Kluz, Ameer Krogfus, Julia Tindell

**II. Review & Approve Agenda**

**Motion to approve agenda**

- i. 1<sup>st</sup> Emily Douglas
- ii. 2<sup>nd</sup> Harbir Kaur

**Approved**

**III. Consent Agenda Items**

**Motion to approve Secretary's Report**

- i. 1<sup>st</sup> Leah Ekstrom
- ii. 2<sup>nd</sup> Amy Rigelman

**Approved**

**Motion to approve Treasurer's Report**

- iii. 1<sup>st</sup> Melissa Cornelius
- iv. 2<sup>nd</sup> Leah Ekstrom

**Approved**

**b. Directors Report**

- i. Ameer has a phone call with a potential intern later today. Hoping this will work out for summer internship.
- ii. Workers Comp did an audit and this year based on the information Heidi provided, because of how much staff traveled for training, they put MAC in a category of sales vs. clerical. That heavily increased the premium. Ameer and Heidi provided a dispute letter and won. MAC will receive a refund of just over \$800.
- iii. Community Innovation Grant is at a pause. Since COVID crisis there has not been response from partners. There will probably need to be modifications to the original grant proposal.
- iv. ITRC - Identity Theft Resource Center has asked to updated contract and Julia is working to adapt her training to online platform.
- v. Foundations training will not happen in person and Danielle and Julia are working on getting trainers set up to provide online.
- vi. There has been a positive reaction with the regular COVID updates that Danielle provides each week. Kelly asked if all new information could be highlighted at the top. Danielle clarified that all updates are new each week.
- vii. Bobbi wanted to highlight how proud she is of staff and their response to the COVID-19 crisis.
- viii. Completed FY21 Strategic Plan Session with AI. Next phase is by May 21<sup>st</sup>, 2020 staff will create implementation steps for the items they are responsible for. Also learned new tricks for online meetings. Miro is a great tool! Talk to Julia if you have questions as she is signed up for a free account.

- ix. Kelly asked when information will be pushed out from DOC. Bobbi has a call next Monday and should know more. All coalitions will be having a call the third Monday of the month moving forward.
  1. Right now, conditional medical release is holding up the process. In April alone, they received 528 applications for medical release. They have an obligation to review these applications. Right now they are short staffed and trying to get this done because they have to. Between this and waiting for the court to provide information on what they are required to do, it's holding things up.
  2. Kelly – speaking as a MAC representative but also as a service provider - how will information be provided? Ameer said her preference is to provide phone calls. Bobbi said that with larger counties, it may have to be via email.
  3. Bobbi continues to say that you are under no statutory obligation to provide these notifications. Kelly suggests getting a document put together with information for service providers to push to victims. Kelly anticipates many questions from victims. Victims should be referred to case workers with those questions. DOC says it will be “mandated” that if the victim is a victim of DV or SA, the agent must make contact with the community based program to say “If you are in touch with this victim, please be in touch with them.”
  4. Kelly asked, is the DOC wanting a report back of who has been contacted? Are they going to try to justify the dollars to do this, will they want some kind of report back? Bobbi will ask that question.
  5. Therese talked about their point person being part time. If she has to connect back with advocates to see if they've had contact with victims, that could become difficult, especially for a larger county. Bobbi does not foresee this being an expectation of DOC.

#### **IV. Committee Updates**

- a. Executive Committee:
  - i. Met twice in April and did work about the bylaws which will be discussed later in the meeting.
  - ii. We made decisions about the Annual Meeting and Silent Auction.
  - iii. Discussed moving forward with strategic planning and the contract with Aurora Consulting.
  - iv. What would business look like moving forward in terms of trainings and meetings online.
  - v. Kelly wanted to highlight the leadership of Bobbi and MAC during this time. There is no expectation that MAC staff will be returning to the office anytime soon. Bobbi will meet with staff on 5/26 to have discussion about what they would need to feel safe to return to the office in the future. Kelly asked if Bobbi would provide a template to membership about a safe way to return to the office. Bobbi said there has been discussion around this during Member Connect. Some members are further along than others, so it has been helpful conversation.
- b. Budget and Finance Committee:

- i. They meet every month and it has been “super-duper fun.” Still looking at the Round Up app and working with Danielle to get images and language information ready. When you set up Round Up, they have sections for you to advertise. You are limited to characters. Emily pulled from MAC website but wants staff input to ensure MAC will populate when someone searches in the app.
- c. Public Policy Committee:
  - i. Suspended meeting because of COVID response happening at the capitol. Bobbi reiterated that everything is COVID related.
- d. Board Development Committee:
  - i. Pamela was not able to join us today. She shared with Kelly that based on the chaos of work due to COVID-19, she was not able to convene a meeting but hopes to do so in the near future.

**V. Focused Discussion**

- a. Board 2020 Annual Work Plan
  - i. Kelly reviewed where we are on the plan.
- b. Leadership Development Project
  - i. This has paused with all that has been happening. No meetings or updates.
- c. 2020 Annual Meeting & Capacity Building
  - i. We determined that this would not be feasible to happen in person this year. What should the new format look like? We need to have Annual Meeting but what should we do about capacity building?
    1. Annual Meeting can be done via Zoom. Julia has become the internal expert of facilitating virtual meetings. There will be some new bylaws that need to be ratified by membership and potentially a new slate of board members to be voted in. It shouldn't take more than 1 hour for the business meeting. Karla and Julia agreed that Thursday 9/10 is a better day for attendance vs. Friday 9/11. Melissa said it would be easiest to have it later because it's the first day of school in her district. Multiple board members agreed that 10am is a good start time.
    2. Bobbi said capacity building portion of the training can be rolled out into 3 separate webinars. MAC staff have reached out to EJI to see if there is a chance that their staff could do a webinar or series of webinars. Staff hope to stick to the theme of Just Advocacy. Julia said that staff have also reached out to Healing Justice. No response yet. EJI would be talking about their criminal justice system reform work. Healing Justice would be speaking on working with victims after someone previously convicted has been exonerated. Julia said the webinars would probably be around 1 hour. Since neither organizations have responded, it's hard to know what their capacity is and what to expect. Kelly encouraged board members to contact MAC staff if you are aware of other speakers that fit the theme.
    3. In terms of dates for capacity building, we need to avoid dates that VFM and MNCASA are holding events.

4. Dana talked about ideas to do something social. Having wine over Zoom?  
Have a “best pajama pants” contest? Bobbi and staff are excited about that and Dana will take the lead. Will think about holding it on Thursday evening.
- d. Silent Auction & Fundraising Possibilities
  - i. As the silent auction will not be held, are there other ideas to raise funds this year? Bobbi talked about not feeling right asking for donations when businesses are struggling. Is there a way to raise funds and awareness without others incurring a cost? Round Up is one way to think about an ongoing way of bringing in unrestricted funds. We will still do Give to the Max. MAC just raised over \$500 through the Stay at Home GTTM. Bobbi would like to recognize that at this time this is not a priority because of where people are at.
- e. Board Officer Position Descriptions
  - i. Kelly pointed out that although the positions look like they have a lot of responsibility, we were trying to be detailed. The President and Treasurer do have detailed points, but many of them come naturally in the workflow. MAC is in a position of being supportive of development to learn these roles.
- f. Leadership Continuity Policy
  - i. This addresses if the President, Vice President, Executive Director, etc. could not fulfill duties, what would the plan be.

## VI. Action Items

- a. Bi-law amendment for President & VP term limits, Section 7.1
  - i. In order to become an officer, you must have served on the BOD for 1 year.
  - ii. If you are going to be Treasurer or Secretary, the max term for either of these positions for 5 years.
  - iii. The max term for President and Vice President has been determined to be 2 years.
    1. If the President and VP were voted in at the same time, the VP would never have the opportunity to be President over the 5 years.
- b. Vice President Duties, Section 7.3
  1. We got rid of “President elect” because that would be Vice President.
- c. Sections 4.2 and 5.6
  - i. 4.2 refers to current BOD. Directors who term off the board cannot seek reelection for 3 years.
  - ii. 5.6 needed language regarding MAC staff and when they would be eligible to become a BOD. They must be separated for no less than 3 years to be considered for election.

### **Motion to amend bylaws 7.1, 7.3, 4.2, 5.6 as proposed**

- i. 1<sup>st</sup> Dana Johnson
- ii. 2<sup>nd</sup> Harbir Kaur

### **Approved**

- d. Annual Meeting  
**Motion to cancel in-person Annual Meeting to virtual meeting on Thursday, Sept. 10<sup>th</sup> at 10am**
  - i. 1<sup>st</sup> Amy Rigelman
  - ii. 2<sup>nd</sup> Therese Lockwood

**Approved**

**VII. Adjourn**

**Motion made to adjourn the meeting**

- i. 1<sup>st</sup> Leah Ekstrom
- ii. 2<sup>nd</sup> Therese Lockwood

**Approved**

**Next Meeting: July 9<sup>th</sup>, 2020 at 10am via Zoom**



## Executive Director's Report July 2020

### MAC Updates

- **Funding:**

- **OJP:** At the May coalition directors' meeting with OJP, Cecilia Miller indicated that OJP is considering pushing back the competitive funding process for 1-2 years. OJP currently has enough FY18 and FY19 VOCA funds in reserve to continue to fund programs at their current levels for 1-2 years. They will need to receive a waiver from MMB before they can announce this as MMB requires a competitive funding process at least every 5 years. There are numerous reasons why OJP and coalition directors feel that a competitive funding process, in the midst of a pandemic and unknowns regarding how Congress will act on funding the VOCA fund, could cause instability and undue anxiety. OJP hopes to hear from MMB by fall.
- **OVC Grant with St. Paul Police Department (SPPD) and Research Triangle Institute (RTI):** Julia and I met with RTI via Zoom on June 18<sup>th</sup> to discuss the new direction of the project. The COVID19 pandemic has reduced the capacity of law enforcement agencies nationwide. RTI is currently seeking permission from OVC to change the focus of the grant to development of a virtual assistant that would be able to provide basic information and referrals to victims of residential burglary. We had robust conversation regarding what this virtual assistant could and could not do and explored if it is possible to develop a virtual assistant to be trauma informed. RTI is submitting a new project narrative and budget allocation to OVC. RTI has asked MAC to continue to help guide the project and indicated that it may be possible to increase financial support for our involvement in the project.
- **Bush Foundation Community Innovation Grant:** The partners have agreed to move forward with submitting this grant application, following an encouraging conversation Pete Singer had with a Bush Foundation representative. The group plans to modify the grant to highlight the benefits in the current climate, and submit ASAP (by July at the latest).
- **OJP COVID Relief Funding:** Meeting scheduled for 7/1/2020. I will provide update at board meeting.

- **General Updates:**

- **Remote Working:** MAC staff discussed the Responsible Return to the Office policy that I created at the request of the board. If staff want to work from the office, they certainly can, as long as they abide by the safety requirements set in the policy. For now, staff has decided to continue to working from home, although Danielle has gone to the office a couple of days. While people entering the building are asked to wear masks in all public areas, Danielle reports that for the most part this isn't occurring. MAC staff also have to share a public restroom, which creates more risk. Amee has decided to go to the office to get the mail 2 days a week, but MAC staff will continue working remotely the majority of the time.

- **Commitment to Racial Justice:** Julia drafted an anti-racist work plan proposal, which she presented to staff on 6/29/20 for feedback, and which was then submitted to the executive committee for consideration on 6/30/20. MAC staff are requesting that the Board discuss the plan and either approve it (with or without modifications) or propose an alternative plan to support MAC's growth and development as an anti-racist organization.
- **Governors COVID-19 Response Plan:** MAC continues limited participation in the Victim Services Sub-Group of At-Risk Populations Work Group. The goal is to identify immediate needs for at-risk victim populations as a result of COVID-19. This is one of 8 work groups that the Governor's office is convening.
- **Annual Meeting and Capacity Building Training:** The Board decided that the Annual Members Business Meeting will take place virtually, September 10<sup>th</sup> from 10-12. Danielle sent out a save the date in an email and in the June newsletter. Julia is currently working to secure trainers and dates for the Capacity Building Training. A presenter from the Equal Justice Initiative will be presenting on Thursday, September 24, 10 AM - 11 AM. They have requested that this presentation not be recorded. Julia is also working with Healing Justice to secure a presenter, and considering options to request a local organization to train member programs.
- **Directors' Liability Insurance:** MAC's policy renews on 7/10/2019.

## Administrative

- **Interns:** We have one part-time intern for the summer. Angela Lopez was referred by Monica Jensen, and is a current student at Simpson College, majoring in Forensic Science and Criminal Justice, and minoring in Biology & Chemistry. She is exceptionally bright, and truly self-motivated.
- **Volunteer:** We also have a volunteer for the summer. Brianne LaDuke was also referred by Monica Jensen, and just graduated from the University of MN, with a B.A. in Anthropology and Psychology. Brianne is planning to attend Law School, and was looking for additional opportunities for the summer.
- **DOC Victim Notification:** We are now into our second full-week of receiving early release information from the DOC and pushing out to both county of commit and release.

## Special Projects

- **MemberConnect:** MemberConnect, in which member programs come together via Zoom every Wednesday to connect with one another personally and professionally, is still continuing. The program has evolved over time to incorporate small group breakout sessions and special, member-suggested focus topics. In June, Julia facilitated a special breakout session asking members to provide feedback on MemberConnect and suggestions for the future. Feedback was overwhelmingly positive. MAC will continue to offer MemberConnect on a weekly basis for the foreseeable future.
- **Identity Theft & Fraud:** This work is on hold until we can re-evaluate our priorities. ITRC has reached out to Julia to request that she convert the presentation she was going to do in San Diego into a presentation online. This presentation on the subject of sustainability planning is scheduled to take place in September 2020.
- **ToP (Technology of Participation) Facilitation Methods:** Julia is exploring options for adapting ToP methods to an online format, utilizing the program Miro.

## Training

- **Fundamentals in Victim Services Training:** Registration for the Summer 2020 Online Fundamentals in Victim Services is now opened and 20 have registered by June 29th. It will be held every Tuesday and Thursday from July 14 through August 11, 2020. The training info packet is part of the board packet.
- **Book Club:** Starting July 1st, Julia will be facilitating discussions about the book *Just Mercy* as a breakout session during MemberConnect every other week. We are currently in the process of choosing next year's book club options.

## Engagement

- **COVID-19/Coronavirus Web Page and Update:** Danielle has slowed down release of these updates to every other week since there are fewer resources being sent out.
- **Resources for Racial Justice and Community Healing and Update:** Danielle is sending out this update to members and allies weekly to increase their capacity to become anti-racist organizations and also to support the Black community.
- **Newsletter:** Danielle released the June 2020 MAC newsletter, which had a 37% open rate.
- **New Members:** Carlton County Attorney's Office in Carlton. Thanks to Leah Ekstrom for talking to them about the benefits of joining MAC.
- **In-Person Regional Membership Meetings:** Due to the pandemic, MAC staff will likely hold fall regional meetings online.
- **FY21 Membership Renewal:** Membership renewal information has sent out via email to all current members.



## **Anti-Racist Work Plan Proposal**

The Minnesota Alliance on Crime (MAC) has an obligation to our member programs, our staff, our Board of Directors, and our stakeholders—especially victims and survivors of crime—to be a proactively anti-racist organization. The values of racial justice and anti-racism are woven throughout our core values, and are vital to our mission to advance the response for *all* victims of crime, especially Black victims, Indigenous victims, and other victims of color. As a coalition, it is also important that MAC's work is guided by the needs, desires, and expertise of our member programs and stakeholders.

With all of these things in mind, MAC staff are proposing the facilitation of a consensus workshop in which our member programs and stakeholders will be invited to come together to collectively and collaboratively answer the question:

### **What steps does the Minnesota Alliance on Crime need to take in order to become a more anti-racist organization?**

We would like to offer this workshop multiple times for different groups associated with MAC, starting with a workshop for the MAC board and staff, then offering one or more workshops for member programs, and finally facilitating one or more workshops for partners and stakeholders outside of the organization.

Following the consensus workshops, the MAC board and staff will develop action plans to accomplish the steps determined to be necessary in the workshops. This may include writing new implementation steps into our strategic plan, or creating a separate action plan.

In order for this to be an effective tool for MAC, all staff and board members must agree to participate fully in the process, and to make a commitment to purposefully pursue action to implement the steps outlined within the proposed consensus workshop. To enable a collaborative and timely process, we would like to form an ad hoc working group comprised of at least 4 board members and 2 staff members to thoughtfully plan the workshops.

## Proposed Timeline

July 2020	<ul style="list-style-type: none"><li>● (7/9/20): MAC Board of Directors review, discuss, and either approve this plan with or without modifications or propose an alternative.</li><li>● Ad hoc working group meets to discuss and plan workshops, including:<ul style="list-style-type: none"><li>○ Come to consensus on wording of the question</li><li>○ Identify people and organizations who should be invited to workshops</li><li>○ Identify dates for workshops</li><li>○ Assist MAC staff with workshop invitations and other promotions</li></ul></li></ul>
August 2020	<ul style="list-style-type: none"><li>● MAC board and staff complete one consensus workshop and provide feedback to improve the process</li></ul>
September 2020	<ul style="list-style-type: none"><li>● MAC Annual Meeting and Capacity Building Training occurs throughout the month of September</li><li>● Workshops for MAC member programs commence after the Capacity Building Training has concluded (the first workshop could be Tuesday, September 29th)</li></ul>
October 2020	<ul style="list-style-type: none"><li>● Workshop(s) for member programs</li></ul>
November 2020	<ul style="list-style-type: none"><li>● Workshop(s) for other partners, stakeholders, and allies</li></ul>
December 2020	<ul style="list-style-type: none"><li>● MAC board and staff review consensus workshop outcomes and create organizational plan to move forward</li></ul>

## **Draft 2020 Annual Meeting Agenda**

Presidents Highlights

FY20 Financial Report

Board Committee Reports

- Executive
- Board Development
- Budget & Finance
- Public Policy

Administrative & Volunteer Report and Visioning Forward

Training and Special Projects Report and Visioning Forward

Membership & Engagement Report and Visioning Forward

Member Survey Feedback

BOD Slate?

Proposed Changes to Bylaws:

Separation Period for Board members, Sections 4.2 and 5.6

Bi-law amendment for President & VP term limits, Section 7.1

Vice President Duties, Section 7.3

Membership Voting

Closing/Adjournment

# MAC Guidance Post-COVID 19

**All employees should speak to the individual(s) if they see them not practicing good social distancing practices. Each employee holds a responsibility to the health and safety of co-workers.**

*This policy may change at any time in response to ever-changing guidance and situations.*

## Responsible Re-entry Guidance:

### Returning Employees

1. Employees may be asked to:
  - Work remotely when feasible.
  - Return to work in phases. If an employee's job responsibilities are better suited to the office environment they will be considered for being one of the first employees brought back if a phased return is instituted.
  - Alternating schedules between working in the office and working remotely may be required.
  - While disruptive to other staff, having one person in the open common area during a conversation instead of in a person's office may be required for social distancing. Better yet, use the phone to call your co-workers and reduce unnecessary physical contact or space.
2. **Employees are required to provide information regarding their temperature at least once a day.** Employees with a temperature greater than 99.4 F should stay home. Those who feel ill, should plan to work from home for at least 72 hours. Employees should notify the executive director as soon as possible. MAC will provide each employee with a thermometer and protective covers. If you would rather use your own thermometer you may do so. You are required to document your temperature on designated forms.
3. Employees should wear a mask when meeting face-to-face with others and 6-foot distance is not possible. Non-symptomatic employees may choose to not wear a mask while they are working alone in their office. Employees will wear masks when gathered in a group larger than ten or are in common areas. MAC will provide surgical style masks as they are available and can be afforded. If you require a specific type of masks that is different than the type provided you will need to provide your own. Use care and proper techniques for removal, disposal, and/or re-use for non-disposable masks.

This link provides recommendations from the CDC on care of reusable, cloth, mask.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

4. Wash hands frequently. Soap and/or hand sanitizer are provided.
5. Hand towels throughout the office should be replaced with paper.
6. Employees are encouraged to bring their own silverware and use disposable dinnerware.
7. Employees are encouraged to bring and use their own water bottles.
8. Employees going out to get their lunch should consider using drive-thru or curbside pick-up. Employees should wash their hands upon their return and disinfect the area in which they ate.

9. Trash should be emptied before the bags are full or overflowing which can increase an employee's contact with germs.
10. Disinfect your personal workstations at the start and end of the workday.
11. Sanitize faucets and handles after using the sink.
12. The last employee out should disinfect door handles to the entrance and exit doors.
13. Employees are discouraged from using equipment, phones for example, and supplies of a co-worker whenever possible.

### **Common Areas**

1. The coffee pot buttons and supplies should be sanitized after each use. Congregating in groups of more than two at the coffee pot, water dispenser, and kitchen is discouraged.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-lock bags. A name and a date should be written on the bag.

For more on how to properly sanitize your work environment you can go to [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html).

### **Building Access**

1. The entry doors to the One West Water Street will be unlocked during business hours.
2. Anyone entering the building must wear a mask and practice social distancing in all common areas.
3. After Norm has completes his normal cleaning of the building, every week night he will go back and wipes down and sanitizes all surfaces that people may touch including door handles, stair rails, light switches, etc.

### **Office Access**

1. Only employees should be allowed in the MAC office.
2. The general public, board members, and volunteers are NOT permitted on-site during this process.
3. Meetings with non-MAC staff participants should be conducted virtually.
4. One door will be designated as an entrance only, and the other designated as an exit only.
5. Hand sanitizer, tissues, and disinfecting wipes will be available in the common office space.
6. Supply purchasing should be done online.
7. Shopping in stores is discouraged.
8. Deliveries may be left outside the main entrance door to limit those who enter the office. When possible, delivered packages should sit untouched in the lobby area for at least 24 hours.

### **Employee Offices**

1. MAC staff will not share office space.
2. No more than one person should be in an office space at any given time.
3. Staff should disinfect their workspace at the beginning and end of each work day.
4. Hand sanitizer, tissues, and disinfecting wipes should be placed in each office/workspace.

## Travel

1. Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.
2. Attendance at in-person meetings may be postponed or not approved depending on the current guidance by the CDC. Speak with the executive director about invitations received to meet with collaborative partners.

## Responsible Daily Practices Moving Forward

### Employees

1. Continue normal work schedules.
2. Encourage hygiene best practices.
3. Disinfect personal workstations at the start and end of each day.
4. Vulnerable employees should practice physical distancing and minimizing unnecessary exposure and consider continuing to work from home.

### Common Areas

1. All common areas should be disinfected daily.
2. Disinfect meetings rooms before and after each use.
3. Continue to provide hand sanitizer, tissue, and disinfecting wipes in all common areas.

### Travel

1. Minimize non-essential travel.
2. Practice good hygiene protocols while off site and upon return.
3. If you learn you have traveled to an area or come into contact with an outbreak of flu or COVID19, plan to isolate by working remotely.

### Employee Assistance

1. Employee health coverage allows for visits for mental health assistance.

The following were considered when creating a plan to return to the office:

### Safety and Health

- Prompt identification and isolation of potentially infectious people is a critical step in protecting MAC employees. Allowing employees back in phases may help protect employees as well as off-set some of the cost associated with sanitation and protection of employees.
- Employees should maintain good physical social distancing whenever possible.
- Employees may be required to wear a face mask when interacting with others.

### Communications

- Transparency and constant communication are key for a successful re-entry.
- All employees should speak to the individual(s) if they see them not practicing good social distancing practices. Each employee holds a responsibility to the health and safety of co-workers.

# JOURNEY

The task force created a journey map to describe the goals for a developing leader in each of their development stages. The first row is for anyone engaged with MAC. The second row is how *MAC Mission Leadership* looks on the board.

## Action Plan

	Introducing Leadership	Developing Leadership	Practicing Leadership	Embodying Leadership
Year 1 (Sept 19 – Sept 20)	<ul style="list-style-type: none"> <li>• Ribbons for new board members at annual meeting. -Staff</li> <li>• Welcome reception for new board members occurs at annual meeting. -Exec</li> <li>• “Board buddy” expectations created. -Dev</li> </ul>	<ul style="list-style-type: none"> <li>• Document detailing MAC members and board members by region. -Staff</li> <li>• Newsletter update to highlight board members in regions. -Exec-&gt;Danielle</li> <li>• Document annual giving options to present to board. -Exec</li> <li>• Fundraising ask training for board. -Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Officer expectations and calendar document. -Exec</li> <li>• President gives officer recruitment spiel. -Exec</li> <li>• Add question to application about whether board members do any trainings. -Dev</li> </ul>	<ul style="list-style-type: none"> <li>• Identify opportunities for board to be up front at annual meeting. -Exec-&gt;Staff</li> <li>• Board agenda item to discuss embodying leadership options and ambitions. -Exec</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Onboarding and orientation checklist created including general info about MAC and board info. -Dev</li> <li>• Formalize/Document recruitment, selection, and onboarding process -Dev</li> <li>• Exec committee does first new member orientation at office. (Oct). -Exec</li> </ul>	<ul style="list-style-type: none"> <li>• Each board member, once a year, gives a snapshot of themselves, what’s going on, etc. -Exec</li> <li>• Establish regional contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee expectations: Leadership, notes, agendas, reports, etc. -Exec</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance public policy committee.</li> </ul>

Year 3	<ul style="list-style-type: none"><li>•</li><li>•</li><li>• Formal policy review happens by board (every 3 year).</li><li>•</li></ul>
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Note: for any new ongoing actions that are the responsibility of an officer or committee, make sure to note them in the appropriate expectations document being created. E.g. *President gives officer recruitment spiel.*

MAC Board Annual Agenda

	<b>Board Agenda</b>		<b>Committee Work</b>		
	<i>Regular Items</i>	<i>Board Plan Items</i>	<i>Executive</i>	<i>Board Development</i>	<i>Finance</i>
<i>Dec</i>	•	•	•	<ul style="list-style-type: none"> <li>• Discuss how to include victim/survivor self-identification into recruitment and vetting process.</li> <li>• Update application with voluntary identification of victim/survivor (broadly).</li> </ul>	•
<b>Jan 9th</b>	<ul style="list-style-type: none"> <li>• Assess ED and review succession plan</li> <li>• Review board performance and Succession</li> </ul>	<ul style="list-style-type: none"> <li>• ID key questions for member and board interactions (small talk)</li> <li>• Discuss goals and options for increasing victim survivor voices.</li> </ul>	•	•	<ul style="list-style-type: none"> <li>• Bd. Members call regional meeting participants before/after.</li> </ul>
<i>Feb</i>	•	•	•	•	•
<b>Mar 12th</b>	<ul style="list-style-type: none"> <li>• Review board composition.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising ask training for board (Bobbi, Danielle)</li> <li>• Options for annual giving discussed.</li> <li>• Discuss potential 2<sup>nd</sup> tier participants.</li> </ul>	•	•	•
<i>Apr</i>	•	•	•	•	•
<b>May 14th</b>	<ul style="list-style-type: none"> <li>• Review strategic plans.</li> <li>• Approve budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Pres gives officer recruitment talk.</li> <li>• Officer expectations and calendar document.</li> <li>• Discuss “embodying leadership” options and ambitions.</li> </ul>	•	•	•

MAC Board Annual Agenda

<i>Jun</i>	•	•	•	•	•
<b>Jul 9th</b>	<ul style="list-style-type: none"> <li>• Year-end financials</li> <li>• Review annual report draft</li> </ul>	<ul style="list-style-type: none"> <li>• Annual meeting planning.</li> <li>• Discuss welcome reception for new board members.</li> </ul>	•	•	•
<i>Aug</i>	•	•	•	•	•
<b>Sep</b>	<ul style="list-style-type: none"> <li>• Annual Meeting.</li> <li>• Board members network.</li> </ul>	•	•	• Regional ribbons at annual meeting.	•
<i>Oct</i>	•	•	• New board member orientation.	•	•
<b>Nov</b>	<ul style="list-style-type: none"> <li>• GTMD</li> <li>• Conflict of Interest</li> <li>• 990</li> <li>• Annual Board planning.</li> <li>• Year- end staff recognition.</li> </ul>	•	•	•	•

# summer 2020 fundamentals in victim services

an online training for new crime  
victim advocates & staff

july - august 2020

minnesota alliance on crime



**minnesota alliance on crime**

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# we invite you to fundamentals in victim services

Please join the Minnesota Alliance on Crime online in July and August 2020 for a training for newer victim advocates.



## about fundamentals in victim services

The Summer 2020 MAC Fundamentals in Victim Services Training is an online advocacy training for victim advocates to develop core advocacy knowledge to provide victim-centered services. This training will cover:

- The role and importance of the advocate (both community-based and system-based);
- Working in collaboration with other criminal justice professionals;
- How trauma affects victims and those who work with them;
- Crime victims' rights;
- Systems change advocacy;
- Understanding bias, privilege, and oppression;
- Occupational identity;
- Vicarious trauma;
- And MORE.

The online training will feature interactive modules to appeal to different styles of learning, with a combination of lecture, small group work, and games. **MAC will award a certificate of completion to attendees who complete all the modules.**

**We will apply for CLE credits by request. If you would like CLE credits, please contact Danielle at [danielle@mnallianceoncrime.org](mailto:danielle@mnallianceoncrime.org) by July 3, 2020.**

## who should attend?

The primary audience for this training is general crime advocates who have been working in the field for less than two years. This is a fundamental-level training, not an advanced training. Advocates from domestic violence and sexual assault programs are also very welcome, as well as others involved in the criminal justice system and/or victim services such as prosecutors and civil attorneys.

## about the minnesota alliance on crime

MAC is a membership coalition of more than 90 crime victim service providers in Minnesota, including prosecution-based victim/witness programs, community-based programs, law enforcement agencies, civil legal organizations, and individuals committed to supporting crime victims. The Minnesota Alliance on Crime connects systems, service providers, and victims to advance the response for victims of all crime. We support our member through training, technical assistance, resources, public policy and legislative initiatives, and networking opportunities.

# training modules

MAC will award a certificate of completion to participants who complete all the modules.

## Trauma Responsive Advocacy

*Julia Tindell, Minnesota Alliance on Crime*

- Session 1: Tuesday, July 14 from 10:00—11:45 am
- Session 2: Thursday, July 16 from 10:00—11:30 am

## Systems Advocacy

*Kelly Nicholson, Dakota County Attorney's Office*

- Tuesday, July 21 from 10:00—11:30 am

## Victims' Rights

*Bobbi Holtberg, Minnesota Alliance on Crime*

- Tuesday, July 23 from 10:00—11:30 am

## When It's More Than Just a Job: Developing a Healthier Relationship to Your Occupational Identity

*Johnanna Ganz, Johnanna Ganz Consulting*

- Session 1: Tuesday, July 28 from 1:00—2:30 pm
- Session 2: Thursday, July 30 from 1:00—2:30 pm

## Bias, Privilege, and Oppression

*Julie Richards, Inquire, Decipher, Progress*

- Session 1: Tuesday, August 4 from 1:00—2:30 pm
- Session 2: Thursday, August 6 from 1:00—2:30 pm

## Beyond Bubble Baths: Vicarious Trauma

*Danielle Kluz, Minnesota Alliance on Crime*

- Tuesday, August 11 from 10:00—11:30 am



*Julia Tindell*



*Kelly Nicholson*



*Bobbi Holtberg*



*Johnanna Ganz*



*Julie Richards*



*Danielle Kluz*

# fees & registration

- This training is FREE for all.
- If you represent a program that is not a MAC member, we encourage your organization to [join MAC now](#). You're missing out on some great members-only trainings, resources, and our weekly online MemberConnect chat!
- [Register by Friday, July 10, 2020](#).
- Questions? Contact [Danielle Kluz](#).