



**Minnesota Alliance on Crime**  
**Board Meeting Agenda**  
**March 14, 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- <b>Action Item</b>	Board President	5'
III. Consent Agenda Items		30'
<ul style="list-style-type: none"> <li>• Secretary's Report- <b>Action Item</b></li> <li>• Treasurer's Report- <b>Action Item</b></li> <li>• Director's Report</li> </ul>	Secretary Treasurer Executive Director	
IV. Updates	Committees & Staff	20'
<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Budget and Finance Committee</li> <li>• Public Policy Committee</li> <li>• Board Development Committee</li> </ul>		
VI. Focused Discussion	Staff & Board President	75'
<ul style="list-style-type: none"> <li>• 2019 Silent Auction</li> <li>• 2019 Annual Meeting and Capacity Building Training</li> <li>• MAC Board Development Project</li> <li>• MAC Staff Strategic Plan Check-In</li> <li>• Board Annual Plan               <ul style="list-style-type: none"> <li>○ Regional Meetings</li> </ul> </li> </ul>		
VII. Action Item	Staff and Board President	15'
Proposal to add Dental Coverage to MAC Benefit Package		
VIII. Adjournment – <b>Action Item</b>	Board President	5'

MAC Board Meeting  
January 10<sup>th</sup>, 2019 – Meeting Minutes

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- I. **Called to Order by MAC Board President, Diana Umidon at 10:08am**
  - a. Those present: Dianna Umidon, Habir Kaur, Leah Ekstrom, Melissa Cornelius, Emily Douglas, Kelly Nicholson, Dana Johnson, Karla Bauer, Julie Richards, Therese Lockwood, Pamela Higgins-Maldonado.
  - b. Executive Director: Bobbi Holtberg
  - c. MAC Staff: Julia Tindell and Danielle Kluz
- II. **Review/Approve Agenda – Changes/Additions**
  - a. Strike through Outreach and Fundraising Committee.
  - b. **Motion to modify agenda**
    - i. Habir Kaur 1<sup>st</sup>
    - ii. Therese Lockwood 2<sup>nd</sup>

**Approved**
- III. **Consent Agenda Items**
  - a. Secretary's Report: Reviewed November 2018 report
    - i. Dianna and Leah's names misspelled.
  - b. **Motion to approve Secretary's Report**
    - i. 1<sup>st</sup> Leah Ekstrom
    - ii. 2<sup>nd</sup> Emily Douglas

**Approved**
  - c. Treasurer's Report
    - i. Financials for November and December were submitted and reviewed.
    - ii. Question regarding GTTM Day – why is it not the total amount reported? We receive donations through Give MN website, checks, and Facebook entity. There will be a lag in getting all GTTM donations due to the process through Facebook.
    - iii. How often do OJP funds come in? We are supposed to have a 2yr contract. When they submitted into their E-grant system in Oct, they mistakenly put our end date as Sept 30<sup>th</sup> 2018 instead of 2019. Our Oct FSR kicked back. Took a couple of weeks for OJP to correct it. Because of that lag, it shows up as \$33,000 but will normally be half that. And this will continue to increase due to the training grant.
    - iv. **Motion to approve Treasurer's Report from**
      - 1<sup>st</sup> Julie Richards
      - 2<sup>nd</sup> Dana Johnson

**Approved**
  - d. Directors Report
    - i. Ameer Krogfus joining us on Monday as Program Manager – Operations. Had several qualified candidates. She has managed grants, familiar with e-grant system, managed budgets, submitted FSRs – comes in with a lot of victim service experience in general crime and domestic violence. She brings a great understanding of the role of a coalition. Her email address is [amee@mnalliance.org](mailto:amee@mnalliance.org) and up and running.
    - ii. Intern starting on 1/30/19 and another one coming in to meet with Amy and Julia next week.

- iii. GTTM total \$4,000!
- iv. MITCRN Update:
  - Holiday themed open house. Julia's friend did recording as Santa Claus and called in with an identity theft scenario for participants to support SC through. Lisa Smith and Carolyn Bryant gave thorough plans.
  - Sean McClusky (has a new position title) is training on identity theft investigation. Date is March 29<sup>th</sup>, 2019. We will have post credits and reimbursement for LE traveling. Will be held at the Wilder Center. Were going to do morning and afternoon but just going to do 50 seats in the morning and if that gets full, we'll add an afternoon session with 50 seats. Handing out cards to pilot for 6 months. We will see if they are successful and if so, OJP will print the next round. MITCRN will not take as much of Julia's time as initially anticipated. More of a need to look at special projects as a whole.
- v. Training Grant – Danielle and Julia have come up with a timeline. Multiple events happening each month – schedule subject to change. Overlap with OJP hosting a Language Access Training in February. MAC staff are aware and addressing it with OJP. The MAC training in Oct. will be more detailed and hands-on, building off what OJP is doing. Trauma Informed Leadership Series – how to implement practices in the work place for acknowledging and responding. Karrina Forest Perkins doing in-person training which will be evening or weekend due to Karina's availability – training on individual experiences. Then webinar on Zero Abuse, then in-person training focused on people in leadership. Julie Richards will be doing a training on trauma in society. Trying to bring broad community level and individual level. Try to roll this out at least twice in 3 years.
- vi. Roseau County Attorney's Office has joined MAC. Habir and Danielle met with a staff person from SAWA and they also plan on joining.
- vii. NCVC – submitted proposal.
- viii. MAC Annual Meeting and Training proposed for 9/5 and 9/6. Judges are away for a conference and there is no court. Makes it easier for victim witness and other staff attend.
- ix. Regional Meetings – reviewed map with regions. Members can go to whichever training. Board members need to help find a venue that's cheap, finding hotel accommodations, and getting word out to members in their region. Please register to attend in your region if possible. For metro regional meeting coming up, had board members volunteer to call metro members to encourage attendance. Call by early next week – Danielle will send script of info, then let her know if they are coming or not. What is the structure of these meetings? – get to know each other. Talk about issues in their community: challenges and good things happening. Then problem solve and collaborate. Talk about what we have coming up for training. Especially in out-state, what is feasible for you and training? The agendas will be driven by region and their needs/wants. As we go along, share what we are hearing in other regions. What can we be doing for your region? These meetings are offered to members only. MAC staff will encourage those in attendance to let their

colleagues that are not members of MAC know the benefits. These regional meetings are considered a benefit of membership.

**IV. Committee Updates:**

- a. Executive Committee: meeting regularly. Helpful to Bobbi for having the committee to talk through situations that arise that she may need guidance on.
- b. Budget and Finance Committee: first meeting with Emily Douglas as treasurer. Went through Dec financial summary. Emily talked about what she has learned with Heidi. 2<sup>nd</sup> Wed of every month will review the previous month's financials. Leah Ekstrom has past experience as a business owner which has brought valuable insight to the committee.
- c. Public Policy: has not met yet but has a meeting scheduled. Dianne will be taking Rachael's place during her leave of absence to chair committee. Sexual harassment and gun violence were announced as priorities this session yesterday. Coalitions are talking about making the ask to hold crime victim service funding in place. Will not be asking for increase but will be requesting no decrease.
- d. Board Development Committee: Pamela is chair and has not met yet.

**V. Focused Discussion**

- a. Updates to Operations Manual – MAC staff should be doing an annual review of policies. Table of contents is all hyper-linked to get to the information you are looking for.
  - i. Starting on page 14 are additions – previously we did not have a policy for Smoke-Free, Drug-Free, Alcohol in the Workplace, and Workplace Violence.
    - 3. Drug-Free Workplace d. - should the 5-day deadline be more immediate? Edit to notify no later than 24 hours.
    - And b. – what does that mean? Spell out over the counter.
    - 4. Alcohol under i. – make note for purposes of fundraising we will distribute but not consume.
  - ii. Pamela suggested for consideration a policy about staff experiencing or perpetrating violence. I.e. Providing PTO for attending court, etc. Pamela will share and it will be added now.
  - iii. Pg. 16 – OJP is looking to better policy around timesheets. This is formalizing the practice. OJP has seen the way MAC tracks time and they have approved it.
    - 4. A. edit to BOD or designee, not employee.
    - 5. Lodging: Danielle will pull from the Commissioner of Public Safety's plan. MAC has to follow because funded by OJP/DPS.
    - Will specify 3. Bereavement is addition to PTO.
    - 3. C. edit wording to include domestic partner vs. in-law. Therese will give the example Hennepin County uses.
    - Parental (2. B.) Leave will be edited to 12 weeks.
  - iv. Bobbi will update by EOD Monday to send out to BOD. We will vote by email.
  - v. Make an addition for Unpaid Leave. Get rid of Personal Use... 3. Long distance calls.
- b. Bobbie provided update on staff strategic plan. Staff reviewed and accomplished many of the goals set to accomplish. Much of it is organically happening. Created implementation steps for the following quarter. Board accountability for 2019 Board Implementation Plan – checking in at the board meeting – include as an agenda item. Racheal and Therese sent out

- a google doc to start board inventory. Harbir has reached out to MSSA to table and present. She's also reached out to the Somali community.
- c. Annual Meeting – being hosted in St. Cloud following the rotation MAC follows.
  - d. **Motion to approve 2019 Annual Meeting dates**
    - i. 1<sup>st</sup> Therese Lockwood
    - ii. 2<sup>nd</sup> Pamela Higgins-Maldonado

**VI. Closed Session**

- a. Bobbi's review
  - i. Dianna will send out self-review from this year and last year. Then we can see what her goals were for last year and we can see what she accomplished.
  - ii. It was suggested to use a different tool next year. This evaluation tool is not very detailed or comprehensive.
- b. Annual Meeting and Training
  - i. Discussion regarding the expectations of the board of directors' role in planning and hosting Annual Meeting and Training.

**VII. Adjourn**

- a. **Motion made to adjourn the meeting**
    - i. Emily Douglas 1st
    - ii. Pamela Higgins-Maldonado 2nd
- Approved**

**Next Meeting: March 4, 2019 @ 10:00 a.m. – 1:00 p.m. – 1 West Water Street, Suite 297**

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

**Income:**

Program Income	0.00
Donations	1520.00
Membership Dues	137.50
OJP Income	9590.37
Training Grant Income	0.00
In Kind Donations	559.00
NITVAN Income	2008.53
Interest Income	4.00
	<u>13819.40</u>

**Expenses:**

OJP Grant Expenses	12401.31
Training Grant Expenses	6728.03
NITVAN Grant Expenses	2287.19
Unrestricted Expenses	1866.00
	<u>23282.53</u>

**Total Expenses:**

Personnel	14048.52
Payroll Taxes	1037.30
Health Insurance Premiums	1300.02
In Kind Intern/Volunteer Expense	1097.80
Rent	2238.00
Contract Services	752.00
Workers Comp Insurance	0.00
Dues & Subscriptions	131.74
Equipment	849.96
Liability Insurance	0.00
Workers Comp Insurance	429.00
Miscellaneous	32.58
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	676.24
Telephone Expense	320.33
Travel & Training Expenses	268.04
Bank Service Charges	56.00
Aplos Software Expense	45.00
	<u>23282.53</u>

**Available Balances:**

OJP Grant	127280.58
Training Grant	246168.94
NITVAN Grant	14664.17
Unrestricted-Checking	52727.04
Savings Account	15204.94
	<u>456045.67</u>

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

**Income:**

Program Income	0.00
Donations	8.99
Membership Dues	0.00
OJP Income	12450.31
Training Grant Income	13831.06
In Kind Donations	1486.80
NITVAN Income	0.00
Interest Income	3.62
	<u>27780.78</u>

**Expenses:**

OJP Grant Expenses	13729.11
Training Grant Expenses	7506.33
NITVAN Grant Expenses	2003.19
Unrestricted Expenses	701.38
	<u>23940.01</u>

**Total Expenses:**

Personnel	16788.90
Payroll Taxes	1243.62
Health Insurance Premiums	1750.02
In Kind Intern/Volunteer Expense	0.00
Rent	2238.00
Contract Services	820.00
Workers Comp Insurance	0.00
Dues & Subscriptions	106.17
Equipment	0.00
Liability Insurance	0.00
Workers Comp Insurance	0.00
Miscellaneous	0.00
Annual Meeting Expense	0.00
Other Training Reimbursement	0.00
Office & Program Supplies	186.91
Telephone Expense	278.09
Travel & Training Expenses	446.30
Bank Service Charges	37.00
Aplos Software Expense	45.00
	<u>23940.01</u>

**Available Balances:**

OJP Grant	113551.47
Training Grant	238662.61
NITVAN Grant	12701.43
Unrestricted-Checking	55928.46
Savings Account	15208.56
	<u>436052.53</u>



## Executive Director's Report March 2019

### MAC Updates

- **Funding:**
  - **Tech Upgrade Funds:** OJP released the tech grant RFP and provided just over 2 weeks to submit by the March 5<sup>th</sup> deadline. We were eligible to apply for up to \$15,000. The final request is included in the board packet. OJP will add the final awarded dollar amount to our FY20-21 renewal grant that will begin 10/1/2019.
  - **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 late spring. 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.
- **Legislative:** I have been working closely with OJP and Rep. Jamie Long on HF689. The bill would shorten maximum probation periods and standardize early release from probation. MAC's concern is that currently, victims do not have the right to notice of early release from probation and also the issue of unpaid restitution. I will keep the public policy committee informed as we move forward with possible language to address our concerns. We doubt that this bill will move forward this session.
- **Annual Meeting and Capacity Building Training:** The dates are set for September 5<sup>th</sup> and 6<sup>th</sup> at the St. Cloud Holiday Inn. I was informed that the board has decided to only mandate board members to attend the Annual Meeting portion of the two-day event. I was also asked to move the day of the Annual Meeting from Thursday to Friday. Staff will be working to identify a theme and trainers.

\*I am asking that the Board identify directors who will be in attendance throughout the two-day event and ensure that there will be one director, each day, who will be responsible for seeing that all board tasks are completed. It is my understanding that the board is going to identify and assign tasks they will be responsible for. MAC staff is concerned about having enough board support for set-up, take-down, and member engagement throughout the entirety of the event.
- **Silent Auction:** Julia is working with Ameer to update the Silent Auction donor list. Does the board want to support a wine pull as an additional fundraiser during the 2-day event?
- **Trauma Stewardship:** MAC staff are currently reading the book *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others* by Laura van Dernoot Lipsky with Connie Burk. We read around 20 pages and discuss the book at each staff meeting. The MAC Board is welcome and invited to join us to read it and learn more about the trauma exposure response at the individual, organizational, and societal levels and how we can become more effective "trauma stewards."
- **FY20 Strategic Planning:** Staff will be out of the office April 17-19 to develop the FY20 annual work plan.

## Admin & Finance

- **Amee's Training:** Amee joined MAC staff on January 14th and has been in training to take over Julia's previous responsibilities regarding admin & finance. Amee is doing a wonderful job, picking up on responsibilities quickly and thoroughly, and has already seamlessly integrated into the staff.
- **Workers' Compensation Insurance Policy:** Our policy renewed on 1/31/19. Heidi also completed our annual audit required by Hartford.
- **Intern:** We currently have an intern, Tess, who is working closely with Bobbi on the 2019 Legislative Session.
- **Silent Auction:** Amee will be working to develop a clear goal for the silent auction, streamline the request and receiving process of donations, and build a committee to make the silent auction a success for all!
- **NCVRW:** April 8<sup>th</sup> MAC will be participating in a panel at the DOC in Faribault, as part of NCVRW. Panelist will be sharing their experience with a life-changing event and to serve as a reminder that some choices can have a forever impact.

## Special Projects

- **"Special Projects":** When the NITVAN grant sunsets, Julia will transition into a new role where half of her time will be spent focusing on special projects. MITCIRN will be one of those projects, but she will also dedicate time to identifying needs and opportunities for MAC to support advocates in serving victims of other crimes. If you have suggestions of focus areas, please reach out to Julia directly.
- **Law Enforcement Investigation Training:** On Friday, March 29, MAC will host Sean McCleskey for a half day training on identity theft investigation at the Wilder Foundation in St. Paul. As of 3/4, there were 30 people registered to attend the training. We expect more will register in the coming weeks. Sean plans to waive his speaker fee for the event. We also plan to print out the post-it notes the working group has been working on to distribute them at the event.
- **MITCIRN:** The NITVAN grant sunsets on Sunday, March 31. Julia is in the process of reaching out for a cost estimate of a MITCIRN evaluation. Because this sort of work has been tried so many times in Minnesota and consistently it has failed to sustain itself, Julia believes a process and/or impact evaluation would be extremely helpful in determining how to move forward.
- **Anti-trafficking working group:** Julia has begun working with a small group on discussing the statewide response to victims of trafficking while focusing a more critical eye on the unintended consequences of various criminalization/decriminalization models. Currently, the group is comprised of representatives from MDH, UROC, and SWOP-Minneapolis. The group will meet later in March to discuss a name, identify clear collective goals/objectives, and identify other partners for prospective involvement.

## Training

- **Regional Membership Meetings:**
  - The Twin Cities regional meeting was held on January 24 at the Northwest Area Foundation.
  - The Central Minnesota meeting was held on March 7 at Anna Marie's Alliance in St. Paul.
  - The next set of meetings will be May 2 and 3 in Northwest and Northeast 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 is the *The Role of HR as a Leader in Creating a Trauma-Responsive Culture* webinar, to be presented by Beth Neu and Pete Singer of the Zero Abuse Project on Wednesday, April 3, 12:00-1:30 PM. 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:** Danielle Kitto of the Office of Justice Programs will presented a webinar on February 27th on reparations. Next webinar will be *The Role of HR as a Leader in Creating a Trauma-Responsive Culture* on April 3rd. We also plan to provide a webinar of the Safe Harbor for All report to the Legislature in late April.

## **Engagement**

- **Newsletter:** Danielle released the January 2019 MAC newsletter, which had a 44% open rate, and the February 2019 newsletter, which had an open rate of 46%.
- **National Center for Victims of Crime 2019 Conference:** Will be held December 4-6, 2019 in Denver. MAC has submitted a proposal for Bobbi, Danielle, Julia, and Kelly Nicholson to present a workshop titled “The Benefits of Creating and Sustaining a General Crime Coalition.” We will find out this March.

## MAC 2019 Training Timeline

Quarter	Month	Training	Format	Location	Lead
Quarter 1	January	1/24: Twin Cities Regional Meeting	In Person	Metro	Danielle
	February	2/27: Reparations, Danielle Kitto	Webinar	Online	Danielle
		2/21 Accumulation of Stress, Karina Forrest Perkins	In Person	Metro	Julia
	March	3/7: Regional Meeting	In Person	Central	Danielle
		3/29: Law Enforcement Investigation	In Person	Metro	Julia
Quarter 2	April	4/3: Trauma Informed HR, Beth Neu & Pete Singer	Webinar	Online	Julia
		4/16: Safe Harbor for All	Webinar	Online	Danielle
	May	5/2: Regional Meeting (Northwest)	In Person	Northwest	Danielle
		5/3: Regional Meeting (Northeast)	In Person	Northeast	Danielle
		Webinar	Webinar	Online	Danielle
	June	Prosecutor Training	In Person	TBD	Julia
		6/27: Trauma Informed HR Workshop, Beth & Pete	In Person	TBD	Julia
Webinar		Webinar	Online	Danielle	
Quarter 3	July	7/18: Regional Meeting (Southwest)	In Person	Southwest	Julia
		7/19: Regional Meeting (Southeast)	In Person	Southeast	Julia
		Webinar	Webinar	Online	Julia
	August	7/31-8/1: Fundamentals in Victim Services	In Person	Greater MN	Danielle
		Manifestations of Trauma in Society, Julie Richards	In Person	TBD	Julia
	September	9/5-9/6: Capacity Building Training	In Person	Greater MN	Danielle
Quarter 4	October	Webinar	Webinar	Online	Julia
		Language Access Training	In Person	TBD	Danielle
	November	Webinar	Webinar	Online	Julia
	December	12/13-12/14: Fundamentals in Victim Services	In Person	Metro	Danielle
		Webinar	Webinar	Online	Danielle

Danielle
Julia

*Updated 3/6/19 by Julia*

**Minnesota Alliance on Crime (MAC)**  
**Technology Upgrade Funds Request**  
**March 4, 2019**  
**Total Amount Requested: \$14,881.00**

Item #1

- A. Ricoh Network Printer
- B. \$8,000
- C. \$15/month maintenance agreement x 24 months = \$360.00
- D. This will replace a desktop printer that was purchased in 2016. The current printer's condition is fair.
- E. MAC's current desktop printer does not have the capacity and features that are now needed to support the dramatically increased number of trainings, resource development, and general workload of MAC staff.

Item #2

- A. 4 – Desktop Computers with Webcam
- B. \$849.00/each x 4 = \$3396.00
- C. N/A
- D. New request
- E. Updated technology is needed to ensure MAC staff can develop and deliver quality training, technical assistance, and resource development. MAC will also utilize the features of these updated computers to develop spread sheets to better track MAC's work in all areas.

Item #3

- A. 4 – Tablet Computers with Webcam
- B. \$749.00/each x4 = \$2996.00
- C. N/A
- D. These tablets will replace the following:
  - Dell, purchased Sep 2016, condition: fair
  - HP, purchased in 2016, condition: poor (slow, frequently shuts down without warning)
  - Lenovo, purchased in 2016, condition: poor (slow, frequently shuts down without warning)
  - HP, purchased 2016, condition: poor
- E. MAC staff needs to be able to work offsite when necessary. MAC staff is now traveling with more frequency to meet with members and stakeholders and to provide training throughout the state. Upgraded and reliable mobile technology is essential to support the fast pace of MAC's work.

Item #4

- A. Dell 24-inch External Monitor
- B. \$129.99
- C. N/A
- D. New request
- E. This external monitor will be used by one of the MAC interns whose work supports the development of the monthly newsletter. The larger sized monitor aides in ensuring quality graphics are developed.

**Minnesota Social Service Association (MSSA)**  
**Annual Training Conference & Expo**  
Hilton Minneapolis

Exhibition booth sign-up:

*Tuesday, March 19<sup>th</sup>; 3:00 PM – 7:00 PM: Exhibitor Check-in/Set-up*

Anytime 3-7pm: \_\_\_\_\_ \*

*Wednesday, March 20<sup>th</sup>; 10:00 AM – 4:00 PM Exhibits open*

10:00 AM – 12:00 PM: \_\_\_\_\_

12:00 PM – 2:00 PM: \_\_\_\_\_

2:00 PM – 4:00 PM: \_\_\_\_\_

*Thursday, March 21<sup>st</sup>; 8:00 AM – 4:00 PM Exhibits open*

8:00 AM – 10:00 AM: \_\_\_\_\_

10:00 AM – 12:00 PM: \_\_\_\_\_

12:00 PM – 2:00 PM: Julia

2:00 PM – 4:00 PM: Julia

Julia will be presenting the <i>Great Game of Power</i> in the morning on Thursday, March 21 <sup>st</sup> for two sessions 8:30-11:50 AM.
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*Friday, March 22<sup>nd</sup>; 8:00 AM – 1:00 PM Exhibits open/Tear-down*

8:00 AM – 10:30 AM: \_\_\_\_\_

10:30 AM – 1:00 PM: \_\_\_\_\_ \*\*

Notes

\*This volunteer will be responsible for taking the exhibitor materials from MAC, bringing them to the Hilton Minneapolis, checking MAC in, and setting up the table in the expo area.

\*\*This volunteer will be responsible for tearing down the booth and transporting the exhibiting materials back to MAC by Monday, March 23<sup>rd</sup>.

# MAC Budget & Finance Committee

## Meeting Minutes

Wednesday, February 13, 9, 2019  
12:00 PM

**Meeting Facilitator & Committee Chair:** Emily Douglas

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

**Committee Members not on the Call:** Julia Tindell

- I. Meeting called to order at 12:00 p.m.
- II. Review of January 2019 Financials
  - a. Income:
    - i. Donations: last check donations from Give to the Max Day
    - ii. In-Kind Donations: Value of intern time which will be used for a soft match on the OJP Training grant – MAC is currently hosting two interns and they are fantastic
  - b. Expenses:
    - i. Bank Service Charges \$56 in January (normally \$41) due to one-time change fee to add Ameer as a signer on accounts
- III. Grant Status Updates
  - a. OJP CVS Grant
    - i. Bobbi plans to submit budget amendments next week in e-grants after running projections through end of the September – MAC is right on for spending, but need to make a couple of adjustments
    - ii. Match waiver (down to 10%) approved by OJP who will now seek approval from OVW

- b. OJP Training Grant: no updates
- c. NITVAN Grant:
  - i. Project will sunset March 31, 2019 and funds need to be spent down by March 31, 2019
  - ii. Majority of remaining funds not allocated for Julia's salary will be used for law enforcement training to be held on March 29, 2019
  - iii. If there is a sizable balance after the training, Julia has been in contact with Aurora Consulting about doing a high-level program evaluation to provide feedback about NITVAN that can be done in summer if it is paid for by March 31, 2019
- d. General:
  - i. Ameer and Julia plan to do training next week on the FSRs (financial status reports) and submit those
  - ii. Yesterday OJP sent out information on upcoming grant opportunities – one was a \$12,000 two-year technology grant MAC would be eligible for – RFP expected to be released in the next week and have a 3-4 week turnaround
    - 1. Bobbi started discussions with staff about MAC tech upgrades – envision using grant to purchase good desktop computers for all full-time staff as well as updated laptops for staff to travel with (have found that working from a small laptop screen is not ideal every day)
    - 2. Ameer has been put in charge of researching the best options for the kind of work MAC does – would like to commit to one brand for all staff
    - 3. Previous technology grant paid for website upgrade, television, conference phone and laptops that are now 3 ½ years old
    - 4. Would have current laptops wiped and donate to MCTC or another school for students to use and could be an in-kind donation (since this grant would be VOCA dollars it will require a 25% match)

#### IV. Miscellaneous Items

##### i. MAC Staff Dental Coverage:

1. Bobbi spoke to health insurance contact Chris Woodis about options for dental coverage and received two options – Delta Dental and Health Partners.
2. Bobbi sent both to staff for feedback and decided as a group that Health Partners had the lowest premium and best coverage
3. Requirements: 75% of employees not enrolled in plan elsewhere and 50% of all employees, employer must pay minimum of 50% of a single premium
4. Monthly premium \$47.61/participant; if MAC pays 50% contribution for three employees, the total would be \$71.42/month.
5. MAC contribution could come out of OJP CVS Grant health insurance line item (currently \$11,000 remaining to carry through another nine months) - could submit a budget amendment to move \$500 for dental insurance coverage) – could include as ongoing expense in continuation grant (FY20/21 RFP expected in April 2019)
6. The executive committee has already agreed this would be an appropriate use of funds and a great benefit for staff
7. This committee agrees this would be an appropriate use of funds and a great benefit for staff
8. Approval for dental insurance for staff will be placed on the agenda for the March board meeting for a vote

#### V. Meeting adjourned at 12:32 p.m.

Next Meeting: Wednesday, March 13, 2019 12:00 PM

# Board Development Proposal

## MINNESOTA ALLIANCE ON CRIME

June 2018

### PROJECT CONTEXT

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We understand that the MAC board wishes to govern MAC through the shared values of advocates and survivors. The board would like to undertake board development to include:

- Review best practices for diversifying a board of directors.
- Discuss the opportunities and challenges of shifting the composition, work, culture, and/or structure of the MAC board to better align with the board's shared values.
- Create a vision and path for moving forward.

Mac hopes that success in this effort will:

- Promote a diversity of experience and perspectives on the board.
- Increase the benefit and experience of board service for board members.
- Reflect and model the values, voice, and work of MAC.
- Result in stronger board governance.

Furthermore, this work will be conducted in a way that:

- Promotes authentic participation by board and staff.
- Engenders board and staff commitment to MAC's future.
- Models positive and productive collaboration.

### SCOPE OF WORK

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This work will be done in two groups, a task force of board and staff (~4) and the full board.

#### Initial introduction to board

MAC will gain assent from the board to pursue this idea with the understanding that a board/staff task force will do initial legwork, present a proposal for moving forward to the board, and engage the full board at that time. Aurora advises.

#### Task force proposal development

Aurora will facilitate a 3-hour meeting with the task force to:

- Refine a message about why this is important.
- Review best practices and initial implications of pursuing this direction.
- Establish a proposed process for moving forward.

#### *Deliverable*

A proposal document for the board's review.

#### Full board discussion

Aurora will facilitate a 2- to 3-hour large group discussion (with help from the taskforce) for the full board to review the proposal, discuss implications, and develop a shared vision for this direction.

#### *Deliverable*

Discussion results.

#### Task force action planning

Aurora will facilitate a 3-hour meeting with the task force to create a 3-year plan of action to shift the board's composition, culture, structure. And, identify key communication messages about this work.

#### *Deliverable*

Three-year plan documentation.

#### Board presentation

MAC will present the task force's plan to the board. Aurora advises.



## TIMELINE

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Aurora can start this project in October 2018, and anticipate it taking 3-6 months (depending on scheduling). Task force meetings can be scheduled for anytime. Meetings with the board could be scheduled during regular board meetings.

## FEE STRUCTURE

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The fee for this proposed work is presented below. Aurora's fee structure is based on deliverables rather than an hourly rate.

	Description	Budget
<b>Task force facilitation</b>	<ul style="list-style-type: none"><li>• Design and facilitate task force meetings.</li><li>• Document results.</li></ul>	2,500
<b>Board meeting facilitation</b>	<ul style="list-style-type: none"><li>• Facilitate half-day participatory workshop with full board.</li><li>• Document results.</li></ul>	1,500
<b>Process Management</b>	<ul style="list-style-type: none"><li>• Manage the process and work with the executive and/or board rep.</li></ul>	500
		<b>\$4,500</b>

**FY19 Strategic Plan**

**Q1 July 2018      Q2 Oct 2018      Q3 Jan 2019      Q4 April 2019**

**MANIFEST OUR MISSION**

Staff and BOD create/develop relationships with culturally specific programs.	Julia			
Sustained funding to support MITCIRN.	Bobbi			
Increase MAC staff to 3.5 FTE.			Bobbi	
Update position descriptions and succession plans.		Bobbi		
Develop administrative procedure list.		Julia		
Develop and streamline in-office financial procedures.		Julia		

**DEVELOP AND INCREASE MEMBERSHIP**

Strong, well planned annual meeting.	Danielle			
Complete member needs assessment.	Danielle			
Launch "Spotlight" initiatives.	Danielle			
Expand membership to 110 programs.		Danielle		
Develop technical assistance capacity and resources.			Danielle	
Evaluate existing communications and develop a plan for enhancements (including FY18 annual report, monthly newsletter, website, and ListSerts).	Danielle			

**DEVELOP AND SUSTAIN CORE PROGRAMS**

Develop training for prosecution and law enforcement.			Danielle	
Conduct fundamentals training 2x/year.			Danielle	
Provide monthly webinars.	Danielle			
Expand MITCIRN network.	Julia			
MITCIRN become central clearinghouse for training, TA, and resource development.	Julia			
Julia to 1.0 Coordinator			Bobbi	

**ENGAGE STAKEHOLDERS**

Expand GTTMD efforts.		Danielle		
Two interns year-round.	Julia			
Collaborative messaging regarding need to strengthen victims' rights in MN.		Bobbi		
Partner with coalitions and members to develop victim/survivor focus group.	Bobbi			

# 2019 Board Implementation Plan

*What actions will the board take in 2019 in support of the strategic plan?*

## 1. MANIFEST OUR MISSION

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- Connecting with next tier out, beyond system-based. (**Julie**, Kelly) **JULY 11, 2019**
  - Recruiting CJS/Vic. Allies into membership

## 2. DEVELOP AND INCREASE MEMBERSHIP

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- Determine how to increase victim/survivor voices in (non-)board role. (**Harbir**, Rachel, Karla) **NOV 14, 2019**
- *QUICK WIN*: Being proactive in obtaining staff input (**Shawn**, Diana) **JAN 10, 2019**

## 3. DEVELOP AND SUSTAIN CORE PROGRAMS

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- Member connection with board members - personal follow-up connections (**Sarah**, Leah) **NOV 14, 2019**

## 4. ENGAGE STAKEHOLDERS

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- Board networking inventory (**Rachel**, Therese) **JAN 10, 2019**
- Reach out unique community gaps (**Harbir**, Shawn) **JULY 11, 2019**
- *QUICK WIN*: Board of Director assignments to regions (**Karla**, Dana, Harbir) **JAN 10, 2019**
  - Supporting facilitation of regional meetings

### Other Board Actions for Consideration

- *[Goal 2]* Individual reach out to discuss needs and wants.
- *[Goal 2]* Networking assistance for members.
- *[Goal 3]* Regional meeting feedback -> public policy
- *[Goal 3]* Separate chat platform for member only programs.
- *[Goal 3]* Advocacy toolkit.



## Great extras that don't cost extra

### Orthodontic discount

HealthPartners dental members of all ages get a discount on orthodontic services at leading orthodontic clinic systems in Minnesota. HealthPartners Dental Clinics, Three Rivers Orthodontics and Orthodontic Care Specialists, LTD all offer these great savings. With average orthodontic bills running about \$6,000, members can save around \$1,000.

### Help to quit smoking

We'll help your employees kick the habit with our FREE tobacco-cessation program.

### Vision discount

HealthPartners dental members get eyewear discounts throughout the HealthPartners vision network and at some of the biggest retailers nationwide.

### Healthy Discounts

Our members get discounts at local and national retailers on things like hearing aids, exercise equipment and more — just by showing their HealthPartners ID card.

## HealthPartners Open Access

HealthPartners Open Access Dental Plan offers members the freedom to visit any licensed dentist at any time. Our network of more than 2,700 dentists is the largest dental PPO network in the region, and includes 85 percent of all Twin Cities metro-area dentists. In addition, HealthPartners Open Access Dental Plan includes a two-year rate guarantee for employers that offer HealthPartners small group medical and that are new to HealthPartners dental plans.

## Innovative benefits

HealthPartners is proud to innovate in a number of areas, including:

- **Little Partners Dental.** HealthPartners recognizes that a lifetime of good oral health starts with our youngest members. That's why we cover network services for children 12 and under at 100 percent, with no deductibles, no coinsurances and no annual maximum.
- **Periodontal Benefit.** Our dental plans offer 100 percent coverage on a set of medically necessary periodontal services, including additional exams, cleanings, and scaling and root planing for our pregnant and diabetic members.
- **Dental Implants.** We realize that in some instances dental implants are the best option for our members, so our standard plans include coverage for both implant prosthetics and the surgical placement of dental implants.

## One-stop shopping

HealthPartners dental plans are designed to work seamlessly with our medical plans. That means all administrative functions, including enrollment, claims, member services, member materials and our website are provided in one place. No other dental plan makes administration so easy!



**Mn Alliance on Crime**  
**HealthPartners Open Access Dental Plan**  
**Effective February 2019 - January 2020**  
**Metro**

	In-Network	Out-of-Network
<b>Annual Maximum</b>	\$1,250	\$1,250
<b>Deductible</b>		
per person	\$50	\$50
per family	\$150	\$150
<b>Preventive/Diagnostic Care</b>		
Exams, Cleanings, X-rays, Flouride	100%	100%
Sealants, Space Maintainers	100%	100%
<b>Basic I Services</b>		
Amalgam Fillings	80%	80%
Posterior Composite Fillings	80%	80%
Simple Extractions	80%	80%
Non-surgical Periodontics	80%	80%
Endodontics	80%	80%
<b>Basic II Services</b>		
Surgical Periodontics	50%	50%
Other Oral Surgery	50%	50%
<b>Major Services</b>		
Crowns, Onlays	50%	50%
Bridges, Dentures	50%	50%
Dental Implants	50%	50%
<i>Rates are effective for 24 months when paired with a HealthPartners medical plan</i>		
<b>Monthly Premiums:</b>		
Single		\$47.61
Single + 1		\$95.22
Family		\$142.84
Expected Monthly Rate		\$285.67
<b>Underwriting Guidelines - Open Access</b>		
Participation Requirement: 75 percent of employees not enrolled in a group plan elsewhere and 50 percent of all employees		
Contribution Requirement: minimum 50 percent of single premium contributed by employer		
HealthPartners must be sole carrier		
Annual open enrollment required; if coverage is waived, employee must have a qualifying event to receive coverage prior to the next open enrollment period		
Employer must have a group medical plan		
Rates are for new business with HealthPartners dental		