

The Power of Community Ending Child Abuse and Neglect

Minnesota Citizen Review Panels Recruiting Tool Kit

For more information or a copy of this tool kit contact:

**Anita Keyes
Minnesota Department of Human Services
anita.keyes@state.mn.us
(651) 431-4704.**



Minnesota Department of **Human Services**

Citizen Review Panel Member Recruitment Time-Line and Plan

Minnesota Department of Human Services

<u>January and February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Ongoing, informal recruitment.	Begin active recruitment.	Continue active recruitment.	Continue active recruitment	Wrap up interviews and conduct records and references checks.
Prepare recruitment materials for the year	Distribute flyers, press releases, application packets at the state and local levels.	Form interviewing teams and procedures, times and locations.	Begin interviews during the last two weeks in May.	DHS orientation and local county orientation and training.
Determine June DHS orientation date and location.	Make presentations to community groups at the local level.	Begin scheduling interviews for May and June.		Check supply of recruitment materials and application packets. Update materials if needed.
	“Each one reach one”			
<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November and December</u>
Appointment of new panel members who have been successfully screened and have completed their orientation.	Ongoing, informal recruitment.	Ongoing, informal recruitment.	Ongoing, informal recruitment.	Ongoing, informal recruitment.
New members attend their first meeting in August.	Assign mentors to new panel members in July or August.	Update panel membership vacancies and waiting lists.		
		Determine if additional state and local orientation sessions need to be scheduled.		

Recruitment, screening, interviewing and orientation tasks will be shared by DHS staff, local county staff and panel members. This will be customized to meet local panel needs and resources.

Composition of Citizen Review Panel

Membership of the County Citizen Review Panels must strive to be representative of the community in which the panel operates.

The panel must have seven or more members.

Panels must include individuals with sensitivity to cultural, ethnic and economic diversity, an understanding of the dynamics of domestic violence and at least one member with expertise in the prevention and treatment of child abuse and neglect.



Panel membership may include but is not limited to the following:

- concerned community members
- community leaders / activists
- parent / consumer representatives
- clergy and representatives from communities of faith
- business / corporate representatives
- children's / parents' attorneys
- child advocates / guardians *ad litem*
- health, chemical health and mental health professionals
- councils of color members / ombudspersons for families
- Indian Child Welfare Act (ICWA) advocates
- women's advocates
- foster parents
- law enforcement representatives
- teachers and school administrators
- mentally or physically disabled persons representatives or advocates
- court services workers

Recruiting Suggestions

The following are some suggestions for designing a recruitment campaign for volunteer positions that are recognized as difficult or complicated. They are from the book, **Volunteer Management**, by **Steve McCurley and Rick Lynch**.

- Do advertising via local T.V., radio, or newspapers so that thousands of potentially recruitable people see the message. In essence, saturate the community with your recruitment message...
- Solicit those who are acquainted with the problem area because they already work with it, or are in an industry related to it, and thus do not have the same level of fear as the general public. Be sure to remember ancillary and connected industries, such as educators who teach in subject areas that discuss the problem area. You can also solicit the families of those who work in the subject area.
- Ask those who once worked in the problem area or who are seeking careers related to the cause. Solicit former clients, their families, and their friends and relatives. This group is less likely to be afraid, more likely to identify with your group because they have received services, and quite likely to be committed to doing something about the problem. Recruit via current volunteers. Emphasize "word of mouth" communication...
- Start with recruiting people for a [less intensive] noncontroversial job in your agency. Develop a "two-tier" recruitment system. First recruit them for a safe and easy job, then offer them a tough assignment after they know you better.
- Create an educational program to combat the fear. Offer seminars in the community to offer accurate information about the situation. Utilize some of your more motivated volunteers as spokespeople talking about their experiences.
- Use the target recruitment approach identifying people who would want to do the job... Bring people to you for some completely different reason. The London Lighthouse, for example, organizes evening concerts...

What can I do to help abused and neglected children in my community?

We are recruiting **citizens** to become members of your county's **Citizen Review Panel for Child Protection Services**.

The panel meets monthly and evaluates the policies, procedures and practices of the county child protection system. Panel members make recommendations to improve the system and are advocates for needed resources and services. It is estimated it takes three hours per month to serve on the panel. A two year initial commitment is requested.



Applicants that best meet the needs described in the volunteer job description and ensure that the panel is representative of the community will be considered.

A three hour orientation session for new panel members is scheduled for _____.

To receive more information or an application packet please call:

Minnesota Department of Human Services
(651) 431-4704

Currently there are Citizen Review Panels in Chisago, Hennepin, Ramsey, Washington and Winona counties. If you live or work in one of those counties, we would love to have you join the panel.

Minnesota Department of Human Services

Posted _____
(date)

Scope of Work of the Panels

A. Federal operational requirements

1. From: "Citizen Review Panels for the Child Protective Services System: Guidelines and Protocols":
 - a. include at least three panels;
 - b. be in operation by July 1999;
 - c. be composed of volunteer members who
 1. broadly representative of the community in which they operate
 2. include individuals with expertise in the prevention and treatment of child abuse and neglect;
 - d. meet at least every three months;
 - e. examine policies and procedures and, where appropriate, specific cases of both state and local agencies;
 - f. maintain confidentiality; and
 - g. prepare an annual report.
2. From: ACF Program Instructions dated 6-2-99:
 - a. Pursuant to sections 106(c)(4)(A)(i) and (ii) of CAPTA **each** panel must evaluate the extent to which the State is fulfilling its child protection responsibilities in accordance with its CAPTA State plan by: (1) examining the policies and procedures of State and local agencies, and (2) reviewing specific cases, where appropriate.
3. From: ACF CAPTA/ KCAFS update dated 8-11-03:
 - a. each citizen review panel to examine practices (in addition to policies and procedures) of State and local agencies to evaluate the extent to which the agencies are effectively discharging their child protection responsibilities (section 106(c)(4)(A));
 - b. each panel to provide for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community (section 106(c)(4)(C); and
 - c. each panel to make recommendations to the State and public on improving the child protection services system at the State and local levels. The appropriate State agency is to respond to the panel and State and local child protective services agencies in writing no later than six months after the panel recommendations are submitted... section 106(c)(6).

B. Federal permissive rather than mandatory

1. From: ACF Program Instructions dated 6-2-99:
 - a. In addition, and consistent with section 106(c)(4)(A)(iii) of CAPTA, a panel may review other criteria that it considers important to ensure the protection of children, including the extent to which the State CPS system is coordinated with the title IV-E foster care and adoption assistance programs of the Social Security Act, and the child fatalities in the State.

Sample Citizen Review Panel Public Service Announcements

Your Citizen Review Panel Name (at either top or bottom of news release)

Date: Date you are releasing your public service announcements
Broadcast: For example: At will. Terminate on (date)
Contacts: Name, title and phone number of contact person for reporters to call

Announcer(10 seconds):

The Citizen Review Panel in (name) County is helping improve the child protection system for children and families. For more information, call (number).

Announcer(10 seconds):

Communities working for communities. That's what Citizen Review Panels are all about - volunteers helping families in the child protection system. For more information, call (number).

Announcer(15 seconds): Community volunteers are making a difference in the lives of children. (Insert number) citizens make up the (name) County's Citizen Review Panel which is suggesting ways to improve the child protection system. For more information, call (number).

Announcer (15 seconds):

Children and families are counting on citizens to help them. Volunteers on the (name) County Citizen Review Panel are offering suggestions on ways to better protect children who may be abused or neglected. Call (number).

Announcer (15 seconds): Volunteers are offering insight and ideas to improve the child protection system and help families in our community. For more information on the Citizen Review Panel in (name) County, call (number).

Announcer (15 seconds):

Reaching out from within. Reaching out from the heart. Reaching out to help protect children. Reaching out from our community. That's what the Citizen Review Panel in (name) County is all about-making improvements in the child protection system.

Announcer (15 seconds): Volunteers in our community are working on behalf of children. They're offering insight, suggesting changes and helping make improvements in the child protection system to ensure children in our community are safe. For more information about the work of the (name) County Citizen Review Panel, call (number).



Minnesota Department of **Human Services**

Sample Citizen Review Panel News Release

Name: Your Citizen Review Panel's name (at top or bottom of news release)

Date: Date you are releasing your news release

Contacts: Name, title and phone number of contact person for reporters to call

Possible headline: Citizen Review Panel reaches out to help children in (name) County

(Number) volunteers in (Name) County are devoting time and creative thinking to helping some of the county's most vulnerable citizens - children in the child protection system and their families - through their work on Minnesota Citizen Review Panels.

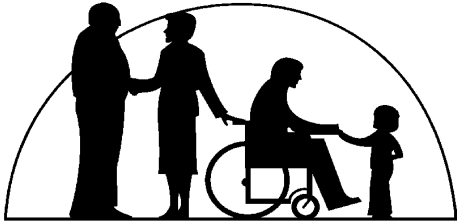
(Number) children are abused and neglected in (county) each year. To prevent children from being harmed further and to help families learn to better care for their children, these volunteer citizens are actively seeking ways to help. They are discussing how county agencies meet their responsibilities to safeguard children who may be victims of abuse and neglect, and offering an outside perspective on the internal workings of the child protection system.

(Quote from panel spokesperson about how the perspective of these volunteers will help improve the child welfare system in your county.)

(County) Citizen Review Panel members meet (monthly, bi-monthly, quarterly, regularly) to review case files, analyze trends, suggest changes and make recommendations to key leaders in the child protection system. They are serving on the panels for terms of at least two years.

(Quote from panel spokesperson about value that citizens offer to their communities.)

We are currently recruiting community volunteers to serve on the (County) Citizen Review Panel. For more information and an application, call the county contact person and phone number or the State Department of Human Services at (phone number) or (phone number) for TTY service.



Sample Recruitment Letter

Date:

Contact: Name:
Children and Family Services Communications
Phone number:

Volunteers needed to help protect children, improve system

Now is the time for Minnesotans to play an integral role in helping protect children from abuse and neglect. The Minnesota Department of Human Services is seeking community members in Chisago, Ramsey, Washington and Winona counties to offer input on how the state and counties can improve Minnesota's child protection system.

"We're looking for people to offer their insight on how we can work together in government, communities and families to better serve children in the child protection system," said Erin Sullivan Sutton, the department's director of Child Safety and Permanency Division. "Through Citizen Review Panels, these citizens will help children remain safe and grow up in loving, nurturing families."

Consisting of 11-16 members, Citizen Review Panels include men and women with a variety of experiences and backgrounds. People representative of the population of these counties are encouraged to apply.

The panels represent a partnership among citizens, community agencies, county child protection systems and the department. Panel members will:

- Offer an outside perspective on the internal workings of the child protection system
- Offer suggestions for the state and counties to better safeguard children who have been abused or neglected
- Provide ideas on ways families and communities can work together to better serve children.

Volunteers serve two-year terms, meeting monthly to review case files, gather information through interviews, analyze trends and make recommendations to key leaders in the child protection system. They may serve up to six years. These are unpaid positions.

The department and counties will consult with and provide ongoing support to Citizen Review Panel members.

-MORE-

"We're looking for volunteers who listen well, work as part of a team and show sensitivity to children's diverse cultural and economic needs," said Sullivan Sutton. "This is a great opportunity to truly make a difference in children's lives."

The Minnesota Department of Human Services oversees the child protection system in the state's 87 counties. In 2001, more than 9,000 children were abused and neglected in the state. Citizen Review Panels are one piece of the department's ongoing work to reform the state's child welfare system.

For more information on volunteering for a Citizen Review Panel, call (phone number)

This information also is available on the DHS Web site:



The Power of Community Ending Child Abuse and Neglect

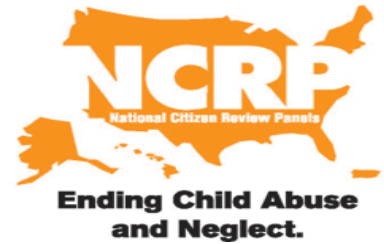
Minnesota Citizen Review Panels Screening Tool Kit

For more information or a copy of this tool kit contact:

Anita Keyes
Minnesota Department of Human Services
anita.keyes@state.mn.us
(651) 431-4704.



Minnesota Department of **Human Services**



Sample Reference Letter

Citizen Review Panel for the Child Protection System

_____ has applied to be a volunteer panel member reviewing the county child protection system in _____ County. Enclosed is a volunteer Citizen Review Panel job description. **The applicant has given your name as a reference.** Please answer the questions below and return the completed form in the enclosed, addressed, postage paid envelope **within one week.** Thank you.

1. How well do you know the applicant? ___ Very Well ___ Well ___ Little ___ Very Little
2. When was the last time you had contact with this person?
3. How responsible is the applicant?
 ___ Very ___ Usually ___ Seldom ___ Never ___ Don't Know
4. Do you have any concerns that the applicant may have problems keeping information they learn about other people confidential?
5. Why do you think this person may be interested in working on this panel?
6. How does the applicant handle situations in which individuals in a group have different opinions?
7. What is the most important thing this applicant can add to a panel reviewing the child protection system?
8. If you have any more information or comments you think would be helpful, please include them on the back.

Dated: _____

(Signature of Reference)

If you would like to discuss something further, please call (name) at (number). The information you provide will not be shared with the volunteer applicant without your permission.

Thank you for taking the time to fill out this reference.

Minnesota Department of Human Services
P.O. Box 6493
St. Paul, Minnesota 55164 - 0943

Application Volunteer Citizen Review Panel Member

The Minnesota Department of Human Services' policy and federal law prohibits discrimination based on race, creed, sex, religion, mental or physical disabilities, age or marital status. Questions of this nature are asked for general background purposes only. **You are not obligated to supply this information.* If you do not answer these questions it will not affect consideration given to your application.

Name: _____

Address: _____ City/State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

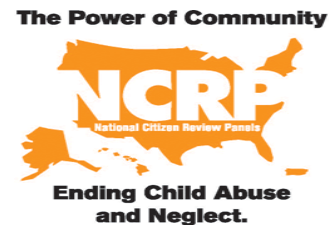
*Male: _____ *Female: _____ *Birth date: _____

Person To Notify In Case of Emergency: _____

Home Phone: _____ Work Phone: _____

Additional Information

Relevant Training, Degrees, Certificates and Licenses:



Where did you hear about the Citizen Review Panel?

Please list special skills, interests or relevant experiences.

What strengths do you have that would be beneficial to the Panel?

Have you been convicted of a crime, other than minor traffic violations?

If yes, please explain. Yes _____ No _____

Have you or has anyone in your family been involved with the Social Services or Court systems? If yes, please explain. Yes _____ No _____

If yes, did you feel you were treated fairly? Yes _____ No _____ Explain:

Are you willing to serve an initial term of two years on the panel? Yes _____ No _____ (over)

Narrative Questions

Why do you want to become a citizen review panel member?

What do you hope to get out of this experience?

Do you have any reservations about serving as a volunteer panel member?

In order to promote the integrity of the citizen review panel, ensure confidentiality is maintained, to protect the safety of the volunteer panel members and those involved with the agencies and cases reviewed, we use many methods of screening, including criminal and child maltreatment records checks. Are you willing to allow us to conduct a thorough background check on you? Yes_____ No_____

References

Please list the names, **complete addresses, including the zip code**, and daytime phone numbers of three references.

1.

2.

3.

I submit the statements on this application are true, complete and correct to the best of my knowledge. I understand that falsification on this application can disqualify me from consideration or can result in dismissal at a later time.

Signature: _____ **Date:** _____

Thank you for taking the time to fill out this application. Return the completed application to:

Updated 10-09

Instruction to Local Social Services Agency:

The front of this form is consent for the release of any findings of child and/or vulnerable adult maltreatment to the Minnesota Department of Human Services for the purpose of screening Volunteer Child Protection Citizen Review Panel Members.

_____ County

_____ **NO Findings of Maltreatment**

_____ **Findings of Maltreatment (See Comments)**

Comments: _____

_____ Date

_____ Name

**Return To: Attention: Citizen Review Panel
Minnesota Department of Human Services
Family and Children's Services Division
444 Lafayette Road North
St. Paul, MN 55155-3830**

Final (AG)
06/17/02

AUTHORIZATION FOR RELEASE OF BACKGROUND CHECK INFORMATION

NOTICE TO APPLICANT:

Please complete the Applicant Data section and sign the Informed Consent below. The Minnesota Department of Human Services ("DHS") is asking for this information so that we can ask the Bureau of Criminal Apprehension ("BCA") whether its records indicate that you have been convicted of any of the "Background Check Crimes" set forth in the Minnesota Child Protection Background Check Act (Minnesota Statutes, sections 299C.60-.64). Those crimes are **child abuse crimes (see list on back), murder, manslaughter, felony level assault, any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.**

Because members of the Citizen Review Panel may have access to sensitive private data about vulnerable individuals, it is necessary to assure that panel members do not have a criminal history that would make access to such data inappropriate. You are not legally required to provide any of the information requested. However, if your failure to supply information results in our being unable to get responses from the BCA, if you fail to list a background check crime for which you have been convicted, or if you provide false information on this form you could be eliminated from consideration for membership on the citizen review panel.

The information that you are asked to provide in this form is considered private data. This means it is available only to you, the Department of Human Services, the Citizen Review Panel Interview Team and BCA officials who have a need for it. It will not be released outside the Department of Human Services, the Citizen Review Panel Interview Team and the BCA without your consent unless required by an administrative, court, or investigative proceeding, whether related or unrelated to the citizen review panel.

You should also know that you have the right to be informed by DHS of the BCA's response to the information request, to obtain a copy of the report from DHS, and to obtain from the BCA any record that forms the basis of the report. You also have the right, under Minnesota Statutes, section 13.04, to challenge the accuracy and completeness of any information contained in the report or records and to be informed by DHS if your application to be, or continuation as, a citizen review panel member is denied because of the BCA report.

APPLICANT DATA:

Give your Full Name: Last _____ First _____ Middle _____

Date of Birth _____ Sex _____ Race _____

List any other Names you have used or been known by in the last ten years: _____

Have you ever been convicted of any of the crimes listed above in bold letters? _____

If yes, describe each crime and the details of the conviction (if additional space is required, use back): _____

INFORMED CONSENT:

I authorize the BCA to disclose to DHS my criminal record regarding the Background Check Crimes listed above for the sole purpose of determining whether I am an appropriate candidate to be a volunteer member of a child protection citizen review panel.

This authorization shall expire one year from the date of my signature.

Signature of Applicant

Date

Child Abuse Crimes

The following are considered "child abuse crimes" under the Minnesota Child Protection Background Check Act:

1. Any of the following acts if committed against a minor:
 - Causing the death of the minor while committing child abuse if the perpetrator has engaged in a past practice of child abuse and the circumstances manifest an extreme indifference to human life (609.185(5))
 - Assault in the first, second, third, or fifth degree (609.221, .222, .223, .224)
 - Domestic assault (609.2242)
 - Prostitution-related crimes (609.322, .324)
 - Criminal sexual conduct of any degree (609.342-.345)
 - Solicitation to engage in sexual conduct (609.352)
 - Malicious punishment (609.377)
 - Neglect or Endangerment (609.378)

2. Any of the following drug-related crimes:
 - Selling a controlled substance in a school zone, park zone, public housing zone, or drug treatment facility (152.021, subd. 1(4); 152.022, subd. 1(6); 152.024, subd. 1(4))
 - Possession of certain controlled substances in a school zone, park zone, public housing zone, or drug treatment facility (152.023, subd. 2(4),(6))
 - Selling controlled substances to a minor or conspiring with or employing a minor to sell controlled substances (152.022, subd. 1(5); 152.023, subd. 1(3),(4); 152.024, subd. 1(2),(3))

Additional detail from previous page:

**Minnesota Department of Human Services
Family and Children's Services Division
444 Lafayette Road North
St. Paul, MN 55155-3830**

Final(AG)
Updated 06/17/02

State Of Minnesota
Citizen Review Panel Volunteer Agreement

The Citizen Review Panel Member agrees to do the following:

1. Make efforts to remain active on the panel through his or her first two-year term;
2. Abide by all confidentiality provisions set forth in the statement of Job Responsibilities, Operating Procedures and the Confidentiality Agreement;
3. Complete an initial 12-16 hours of training and attend future in-service training;
4. Attend and participate in all scheduled meetings. If unable to do so, notice must be given to panel chair or co-chair;
5. Be respectful of others during meetings and training sessions. Members are expected to refrain from using inappropriate language or discussing improper subject matter, in an effort to ensure discussions are free of sexual harassment and racial or cultural intolerance;
Failure to abide by items #2 - 5 may result in dismissal from the panel.
6. Submit requests for expense reimbursement to DHS in a timely fashion. Expenses will be limited to those allowed by DHS and incurred solely because of participation on the panel;
7. Address problems, grievances or concerns with DHS support staff as issues occur.

The Department of Human Services agrees to do the following:

1. Provide training, consultation and support necessary to facilitate the work of the citizen review panels;
2. Provide reasonable basic supplies needed for the panels' activities;
3. Reimburse mileage at the current state mileage rate, long distance phone call expenses, and child care (up to \$25.00 per month/per panelist) for activities related to panel activities. With prior approval and as permitted by DHS, other reasonable out-of-pocket expenses incurred in activities as a citizen review panel member may be reimbursed;
4. Address problems, grievances and concerns with the Panel as issues occur.

The local human services/community services department agrees to do the following:

1. Provide training on the county child protection system, consultation and assistance necessary to facilitate the work of the citizen review panel;
2. Provide the panel with information necessary to carry out its duties, as allowed by statute.

Citizen Review Panel Member

Department of Human
Services' Designee

County Agency's Designee

Date: _____

Date: _____

Date: _____

Minnesota Department of Human Services
Child Safety and Permanency
444 Lafayette Road North
St. Paul, Minnesota 55155-3832

**Citizen Review Panel Confidentiality Agreement
Relating To Protected Nonpublic and Confidential Data**

This agreement shall be interpreted pursuant to the laws of the State of Minnesota and shall apply to the Minnesota Department of Human Services (hereinafter "Department") and the undersigned individual who is a member of the Citizen Review Panel (hereinafter "**MEMBER**").

WHEREAS, the **MEMBER** has been appointed to serve on the Citizen Review Panel pursuant to Minn. Stat. § 256.01, subd. 15; and

WHEREAS, pursuant to Minn. Stat. § 256.01, subd.15, the **MEMBER** is authorized to have access to not public data as defined by Chapter 13 of Minnesota Statutes; and

WHEREAS, pursuant to Minn. Stat. § 256.01 subd.15, data acquired by the Citizen Review Panel in the exercise of its duties is protected nonpublic or confidential data as defined in Minn. Stat. § 13.02; and

WHEREAS, pursuant to Minn. Stat. § 256.01, subd. 15; the proceedings and records of the Citizen Review Panel are protected nonpublic data as defined in § 13.02, subd. 13; and

WHEREAS, dissemination of such protected nonpublic or confidential data other than authorized by statute may subject the **MEMBER** and/or the Department to civil or criminal sanctions as set forth in Minn. Stat. § 13.08 and 13.09 (1988);

The **MEMBER** agrees:

1. That no confidential or protected nonpublic data collected, maintained, or used in the course or performance of my duties as a member of the Citizen Review Panel shall be disseminated by me or at my direction, except as authorized by statute, either during my period of service on the Panel or thereafter, and
2. To indemnify and save hold the State, its agents, and employees, harmless for all claims or cost arising out of resulting from, or in any manner attributable to my violation of any provision of this agreement, the Minnesota Government Data Practices Act and/or Minn. Stat. § 256.01, subd. 15, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.
3. That my participation on a Citizen Review Panel makes me a part of the Welfare System for the purposes of the Minnesota Government Data Practices Act.

Panel Member

Commissioner of Human Services or Designee

Date: _____

Date: _____

**Minnesota Department of Human Services
Family and Children's Services Division
444 Lafayette Road North
St. Paul, MN 55155-3832**

Updated 04/05
Approved by AG

Sample Citizen Review Panel Meeting Sign-In-Sheet

DATE: _____ COUNTY: _____

Important Notice - Please Read

Having been appointed to participate on the Citizen Review Panel, I hereby acknowledge that I am an agent of the welfare system for purposes of the Minnesota Government Data Practices Act. Minn. Stat. Section 13.46, subd. 2(a) (4) (1986). As an agent of the welfare system, I understand that I may not disclose what transpired at the citizen review panel meeting, and that proceedings and records of the review panel are protected nonpublic data and/or "protected health information" under the federal Health Insurance Portability Accountability Act ("HIPAA"), 45 CFR §164.501. This means that I must keep all of the proceedings and records of the Citizen Review Panel meetings (hereinafter "panel meeting") in strictest confidence, disclosing such proceedings and records only as authorized by law.

I understand that I must not disclose panel meeting proceedings and records even to my own family members or friends, unless they are also panel members, or are otherwise authorized by law to receive such information. I understand that if I unlawfully reveal the panel meeting proceedings and records, I could be asked to resign my position on the Citizen Review Panel, and be held personally liable for violation of the Minnesota Data Practices Act and the federal HIPAA statute and regulations, and subject to civil and criminal penalties. I agree to indemnify and save and hold the State, its agents and employees, harmless from all claims resulting from my actions, arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions of this agreement.

#	PLEASE PRINT NAME	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
1		
15		
16		
17		
18		

