

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

April Session of the February Adjourned

Term. 20 01

STATE OF MISSOURI

} ea.

County of Boone

In the County Commission of said county, on the

17th

day of April

20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby modify Commission Order #154-2001 to include the following language: Approve the revision to the Six-Month Probationary Period Policy, with a retroactive effective date of January 1, 2001.

Done this 17th day of April, 2001.

ATTEST:

Wendy S. Noren BW

Wendy S. Noren
Clerk of the County Commission

absent
Don Stamper
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

April Session of the February Adjourned Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby receive and accept plats 1 & 2 for Callahan Creek Estates, and authorize the District II Commissioner to sign the plats. .

Done this 17th day of April, 2001.

absent

Don Stamper
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Skip Elkin
Skip Elkin
District II Commissioner

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

County of Boone

April Session of the February Adjourned

Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby modify Commission Order #343-96 to include the following language: Authorize the liaison Commissioner to sign change orders on road and building construction and design projects up to 5% of the project cost per change order not to exceed the cumulative contingency. The contingency is defined as "The contract contingency or 10% of the contract cost". Any change order in excess of the contingency must go on a Commission agenda. It is further ordered that the County Commission hereby rescind Commission Orders #134-98, 73-2000, and 259-99.

Done this 17th day of April, 2001.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

absent

Don Stamper
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI }
County of Boone } ea.

April Session of the February Adjourned Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve and authorize the Presiding Commissioner to sign the 13th Circuit Family Court-Juvenile Division grant renewal application for a Victim Services Program Grant.

Done this 17th day of April, 2001.

absent

Don Stamper
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

ATTEST:

Wendy S. Noren

Wendy S. Noren
Clerk of the County Commission

Skip Elkin

Skip Elkin
District II Commissioner



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Robert L. Perry
Commissioner

Office of Court Administrator
Thirteenth Judicial Circuit Court
Boone County Courthouse
705 E. Walnut St.
Columbia, Missouri 65201

Robert L. Perry
Court Administrator

Tel: (573) 886-4060
Fax: (573) 886-4070

MEMORANDUM

TO: Don Stamper, Presiding Commissioner
Karen Miller, District I Commissioner
Skip Elkin, District II Commissioner

FROM: Robert L. Perry *RLP*

DATE: April 6, 2001

REF: 13th Circuit Family Court – Juvenile Division
State Services to Victim Fund Grant Application

The first hearing on the above referenced grant application is scheduled for Thursday, April 12, 2001, at 1:30 P.M.

We first received funding for the Victim Advocate Program in 1998.

The program is funded 100% by the Department of Public Safety.

RLP:map

Attachment

13th Circuit Family Court - Juvenile Division
State Services to Victims Fund Grant Application

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SECTION 1 - INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS

- | | | |
|--|---|---|
| <input type="checkbox"/> VOCA - Victims of Crime Act | <input checked="" type="checkbox"/> SSVF - State Services to Victims Fund | <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program |
| <input type="checkbox"/> NCAP - Narcotics Control Assistance Program | <input type="checkbox"/> MCLUP - Mo. Crime Lab Upgrade Program | <input type="checkbox"/> RSAT - Residential Substance Abuse & Treatment Program |
| <input type="checkbox"/> CLAP - Crime Lab Assistance Program | <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant | <input type="checkbox"/> LGSD - Local Government School District Program |
| <input type="checkbox"/> Title V - Delinquency & Youth Violence Prevention | <input type="checkbox"/> Title II - Juvenile Justice Formula Grants | <input type="checkbox"/> JAIBG - Juvenile Accountability Incentive Block Grant |
| <input type="checkbox"/> Challenge - Statewide Policies and Programs | | |

SECTION 3 - APPLICANT AGENCY

AGENCY: 13th Circuit Family Court-Juv. Div
FAX: 573-886-4030
PHONE: 573-886-4200

ADDRESS: 115 N. 8th Street
CITY: Columbia STATE: MO ZIP: 65201

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME: Don Stamper
FAX: 573-886-4311
PHONE: 573-556-4305

TITLE: Presiding Commissioner

AGENCY: Boone County

ADDRESS: 705 E. Walnut
CITY: Columbia, MO ZIP: 65201

SECTION 5 - PROJECT DIRECTOR

NAME: Lisa Smith
FAX: 573-886-4030
PHONE: 573-886-4200

TITLE: Juvenile Officer
E-Mail Address:

AGENCY: 13th Circuit Family Court-Juvenile Division

ADDRESS: 115 N. 8th Street
CITY: Columbia STATE: MO ZIP: 65201

SECTION 6 - APPLICANT FISCAL OFFICER

NAME: Robet L. Perry
FAX: 573-886-4070
PHONE: 573-886-4056

TITLE: Court Administrator

AGENCY: 13th Judicial Court

ADDRESS: 701 E. Walnut
CITY: Columbia STATE: MO ZIP: 65201

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON

NAME: _____ FAX: _____ PHONE: _____

TITLE: _____

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SECTION 8 - PROJECT TITLE

Victim Services Program

SECTION 9 - TYPE OF APPLICATION

- New Revised Renewal Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)

2000-SSVF-0005, 2000-SSVF-0005, 99-SSVF-0004

SECTION 11 - APPLICANT'S FEDERAL TAX I.D. #

43-6000349

SECTION 12 - PROGRAM CATEGORY

Victim Advocate

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE: 7/01/00 ENDING DATE: 06/30/01

SECTION 14 - TYPE OF PROJECT

- Statewide Regional Local

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? Yes No

SECTION 16 - BUDGET

	Total Cost
PERSONNEL	31,993.84
VOLUNTEER MATCH	0.00
TRAVEL	501.90
EQUIPMENT	0.00
SUPPLIES/OPERATIONS	222.00
CONTRACTUAL	0.00
RENOVATION/CONSTRUCTION	0.00
TOTAL PROJECT COSTS	32,717.74
FEDERAL/STATE SHARE	% 100 32,717.74
LOCAL MATCH SHARE	% 0.00

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

Signature: *Karen M Miller* Date: 4/17/01

TRAVEL		PROJECT TITLE: Victim Services Program	
		APPLICANT AGENCY: 13th Circuit Family Court Juvenile. Div	
INSTRUCTIONS			
<ol style="list-style-type: none"> 1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee. 		<ol style="list-style-type: none"> 6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 31.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. 	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
Mileage to and from MOVA Conference	Est. 260 miles round trip x.315		81.90
Meals for Mova Conference	\$30.00 per day x 3 days		90.00
Hotel for Mova Conference	\$110.00 per day x 3 days		330.00
State/Federal Share	\$	501.90	TOTAL TRAVEL COST \$ 501.90
Local Match Share	\$	0.00	

EQUIPMENT	PROJECT TITLE : Victim Services Program
	APPLICANT AGENCY: 13th Circuit Family Court-Juvenile Division

INSTRUCTIONS

- | | |
|---|---|
| <p>1. Equipment is defined as tangible personal property having a useful life of more than one year.</p> <p>2. Under the Item column, describe each type of equipment in terms of size, capability, etc.</p> | <p>3. Under the Basis for Cost Estimate, list the number of units of each type of equipment and provide a unit cost.</p> <p>4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> |
|---|---|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
State/Federal Share	\$ 0.00	
Local Match Share	\$ 0.00	
TOTAL EQUIPMENT COST		\$ 0.00

SUPPLIES/OPERATIONS		PROJECT TITLE: Victim Service Program	
		APPLICANT AGENCY: 13th Circuit Family Court-Juvenile. Div	
INSTRUCTIONS			
<p>1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.</p> <p>2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.</p>		<p>3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p> <p>4. Tuition and registration fees for eligible training must be listed on this page.</p> <p>5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.</p>	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
Registration for MOVA Conference	\$150.00 estimated		150.00
Pager Servcies Fees	\$6.00 per month x 12		72.00
State/Federal Share	\$	222.00	TOTAL SUPPLIES/ OPERATIONS COST
Local Match Share	\$	0.00	
			\$ 222.00

CONTRACTUAL		PROJECT TITLE: Victim Services Program	
		APPLICANT AGENCY: 13th Circuit Family Court-Juvenile Division	
INSTRUCTIONS			
<p>1. Under the Nature of Service column, describe the types of consultant services or contracts desired.</p> <p>2. Under the Basis for Cost Estimate, enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i></p>		<p>3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation).</p> <p>4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page.</p> <p>5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.</p>	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
			0.00
State/Federal Share	\$ 0.00	TOTAL CONTRACTUAL COST	\$ 0.00
Local Match Share	\$ 0.00		

PERSONNEL INFORMATION

Project Staff Only

Staff Member | **Brief List of Experience and Current Job Responsibilities**

1. Elaine Johnson
(Name)

Victim Advocate
(Title)

Has served as Victim Advocate with the 13th Circuit Court -Juvenile Division since 1998.

Elaine provides direct services to victims of crime that use force or threat of force. She makes personal contact with these victims and provides information regarding the Juvenile court process, provides necessary referrals

2. _____
(Name)

(Title)

to community agencies and provides transportation to court appearances and meetings with Guardian ad Litem. She also provides assistance to these victims in determining visitation where a monetary loss has been suffered.

3. _____
(Name)

(Title)

4. _____
(Name)

(Title)

5. _____
(Name)

(Title)

6. _____
(Name)

(Title)

Victim Advocate Job Description

Responsible position providing direct services to victims of crimes perpetrated by juveniles that involve the use or threat of force. Activities would include making personal contact with all victims of crime to provide information regarding the Juvenile Court process, provide necessary referrals to community agencies, and provide transportation to court appearance and meetings with Guardian ad Litem. This position would also provide assistance in the collection of restitution for those individuals suffering property loss.

Qualified candidates for the position would possess a Bachelors degree in criminal justice, social work, sociology, psychology or education. Specialized training and experience in direct victim service preferred.

Victim Services Assistant Job Description

Responsible position providing direct services to victims of crimes perpetrated by juveniles that do not involve the use or threat of force. Would work in tandem with the Victim Advocate.

Activities would include making personal contact with all victims of crime to provide information regarding the Juvenile Court process, provide necessary referrals to community agencies, and provide transportation to court appearance and meetings with Guardian ad Litem. This position would also provide assistance in the collection of restitution for those individuals suffering property loss. Also, would assist in the development and serve as primary liaison for an ongoing Victim Impact Panel.

Qualified candidates for the position would possess a Bachelors degree in criminal justice, social work, sociology, psychology or education. Specialized training and experience in direct victim service preferred.

NARRATIVE WORK PROGRAM

A. BRIEF HISTORY OF THE APPLICANT AGENCY

The Family Court Services, Juvenile Division has exclusive jurisdiction over cases within the 13th Circuit, which includes Boone and Callaway counties, in which 1) a child is alleged to be in need of care and treatment because he/she has been abused or neglected, or due to the child's parent(s) refusing to provide proper support, education, or medical care, or a child who is without proper care, custody or support; 2) a child who is alleged to have violated a state law or municipal ordinance prior to attaining the age of seventeen years.

The Juvenile Division of the 13th Circuit is currently comprised of one Juvenile Officer, seventeen Deputy Juvenile Officers, two who are funded through a grant from the Division of Youth Services Grant Diversion Funds and two who are funded through Family Centered Out of Home Project Contracted Fund provided by Division of Family Services; two Family Therapists, one funded by the Division of Youth Services Court Diversion Grant Fund; one part-time legal assistant, funded through the Juvenile Accountability and Incentive Block Grant; and seven part-time aides, funded by a combination of Division of Youth Services Court Diversion Grant Funds, Juvenile Justice and Delinquency Prevention Act Funds and general revenue funds. We also have an excellent volunteer program including volunteers from the University of Missouri, Columbia College, and William Woods University. Our volunteers range from social work students to pre-law and law interns.

Currently the Juvenile Division has a statutory obligation to inform all victims of dangerous felonies, which include: armed criminal action, arson, assault, burglary, causing catastrophe, felonious restraint, forcible rape and sodomy, kidnapping, voluntary manslaughter, murder, robbery, or attempt to commit any of these felonies. In the cases in which the juvenile has committed an offense regarding the person or property of others, the Juvenile Court routinely assigns restitution to the offender in an effort to repay the victim for their losses. The Juvenile Court is also responsible for completing investigations when Petitions for Order of Child Protection are filed with the Court. The Juvenile Court makes a determination, based on the completed investigation; of what services can best be provided to the victim and children, which may include filing a petition in Juvenile Court to protect the children.

The Juvenile Court focuses on accountability issues for the juveniles who commit offenses. However, this grant application is submitted to continue the efforts to increase the services provided to the victims of juvenile crimes. This would include cases in which juveniles are the victims of crimes against persons committed by juveniles, including sexual abuse; victims of persons crimes and victims of property crimes involving force or threat of force. If awarded the grant, the victims advocate would continue to speak with the victims personally and assist

them with determining the amount of restitution they should seek based upon the amount of damage incurred.

The 13th Judicial Circuit Court is only one of four Judicial Courts in the State of Missouri to initiate a Victim Services program. In 1998, a Victim Advocate was hired with State Services to Victims Funds. In 2001, a Victim Services Assistant was hired (utilizing general revenue funds) to work with victims of juvenile crimes that do not involve force or threat of force. With these additional positions, victims of crimes committed by juvenile offenders were provided with necessary information and services to assist in their complete physical, emotional and financial recovery.

This grant application is submitted in an effort to continue to facilitate the effective prosecution of crime and to continue assisting victims of those crimes. We propose the continuation of the current program to address these issues by continuing to increase contact and communication with all victims of juvenile crime.

B. STATEMENT OF THE PROBLEM

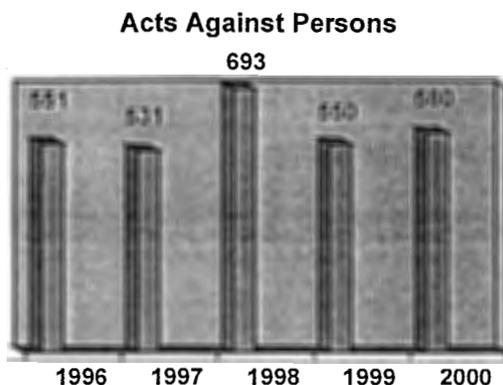
Traditionally, the Juvenile Court has paid scant attention to victims and their issues unless the referral was specifically for parental abuse or neglect. This was due, in part to statutes relating to confidentiality. The statutes have been modified substantially over the past six years, allowing Juvenile Courts greater opportunity to interact with the victims of crimes perpetrated by juveniles. Another inhibitor that Juvenile Courts must face in order to meet the needs of victims is a general reluctance by staff to interact directly with victims. This reluctance can best be understood when viewed in the context of the typical training experience of the average deputy juvenile officer. Most have undergraduate degrees that focus on the treatment needs of their clients. Victim empathy is not included in most criminal justice, psychology, social work or political science curriculums. Aside from a natural propensity in this area or personal experience as a victim, few are able to provide the necessary support to victims without further training in victim typology. Clearly, more training is needed in this area, not only to give the deputy juvenile officers the necessary tools to properly serve victims but to also assist their clients in developing victim empathy.

Boone and Callaway counties are progressive counties located in the center of the state at the crossroads of major east-west and north-south highways. Population growth and prospects for additional growth are placing increasing demands on county government. The 13th Circuit Family Court – Juvenile Division operates within a population of approximately 176,200. Demographics are of an urban, semi-urban and rural composition with a unique degree of ethnic diversity. Boone and Callaway counties are the home to a significant number of Asian, Arabic, African American as well as white representatives. In the past 10 years, Boone and Callaway Counties population has grown at over twice the rate of the State average. According to the 2000 U.S. Census, Boone County has seen a 20.5% population growth between 1990 and 2000. Callaway County has continued to grow, with an estimated population increase of 24.3%.

Victims of violent crimes are of paramount importance to the Juvenile Court. Beside the physical injuries sustained, attention should be given to the emotional injury suffered. Often times the victims of juvenile crime are juveniles themselves. "Children are raped, robbed and assaulted at higher rates than adults, according to the National Crime Victim's Survey" (Moore, 1994). The emotional effects of these violent offenses linger far after the physical injuries have healed. The majority of victims of juvenile crime lack knowledge of available resources that would assist them in the healing process and with financial constraints. The Division of Family Services only provides assistance where there is parental abuse and/or neglect. Many people who become crime victims feel an enormous sense of guilt for the crime. Often people spend time, energy and effort wondering what they could have done to prevent this crime, or what they had done to deserve it, instead of focusing on the recovery process and dealing with their issues of victimization. This issue of self-blame and "if I had only done this" is especially prevalent in cases of domestic violence and/or sexual assault. Unfortunately, in both of these types of cases, fear of going forward, testifying, and holding the perpetrator accountable is also an enormous problem. Many victims may be frightened by the perpetrator, feel guilty and afraid that no one will believe them. Victims of juvenile crime often feel frustration regarding the juvenile perpetrator due to the confidentiality issues still involved in Juvenile Court and their curiosity of wondering if the juvenile is being held accountable for their actions.

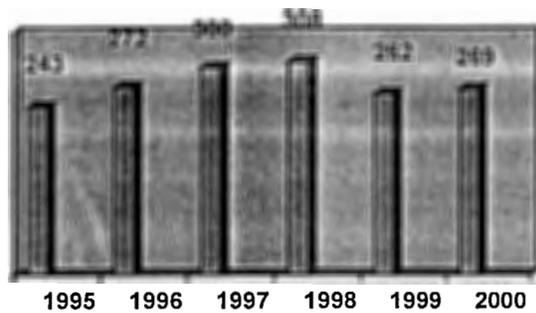
The 13th Circuit Family Court – Juvenile Division Victim Advocate and Victim Services Assistant can continue to provide information and education to these crime victims so that they may be less inhibited, scared, and guilty feeling about the crime, thus allowing the victim to hold the perpetrator accountable.

The five-year referral summary of **Acts Against Persons** reflects the most serious offenses handled by the Juvenile Division. Victims of these crimes are not related to one specific age or socio-economic group. The crimes reflected in this chart range from 3rd degree assault, to sexual offenses and murder.



Acts Against Property referrals constitute a significant emotional and financial loss for the victims of their crimes. Most victims assume that collection for their losses is a lost cause due to the age of the offenders and do not aggressively pursue collection. In some cases, victims do not pursue collection of restitution because they do not understand the necessary documentation required for collection. Many Acts Against Property referrals also generate a great sense of fear and victimization, as the victim's home has often been the scene of the crime. Victim's question "If I'm not safe in my own home, where can I be safe?"

Child Order of Protection Cases



Child Order cases resulted in 262 of the referrals to the Juvenile Division in 2000. These cases involved an investigation being completed in order to determine if the Juvenile Court needed to intervene to protect the children. During this investigation process the individual victims are referred to other agencies for assistance when necessary. Child Orders of Protection are often applied for in tandem with an Adult Order of Protection. Both actions often reveal

significant domestic violence in which the child has been exposed to for significant periods of time. Current literature suggests that the effects of long term exposure of violence on a child are often as significant as an actual act of violence against the child.

C. GOALS AND OBJECTIVES

The goal of the 13th Circuit Family Court Victim Services Program is to provide victims of crimes committed by juvenile offenders with the necessary information and services necessary to assist in their complete physical, emotional and financial recovery.

1. The Juvenile Division will employ a Victim Advocate through State Services to Victims Funds to work strictly with the victims of juvenile crime that involve force or threat of force.
2. The Juvenile Division will employ a Juvenile Services Assistant through general revenue funds to work with the victims of juvenile crime that do not involve force or threat of force.
3. The Victim Advocate anticipates serving 802 victims in Boone and Callaway counties (applying referral trends from 2000-2001 data).
4. The Victim Services Staff will reduce crime victims' frustrations by creating positive interactions with the judicial system, thus enhancing the effectiveness of prosecution.
5. The Victim Services Staff will provide victims of crime with relevant referral services for counseling, financial assistance and protection.
6. The Victim Services Staff will act as a liaison between the victims, support agencies, attorneys and better address the rights and needs of the victim.
7. The Victim Advocate will inform victims of juvenile crime that involve force or threat of force of their right to appear at any legal proceeding the victim has a right to appear at, including, but not limited to their right to appear personally at probation revocation hearings initiated by juvenile authorities and the right to be heard at such hearings or to offer written statement, video or audio tape in lieu of personal appearance. The Juvenile Services Assistant will provide the same service to all other victims of juvenile crime.
8. The Victim Services Staff will provide transportation for crime victims to juvenile hearings and Guardian ad Litem meetings, when the need arises.

9. The Victim Services Staff will provide crime victims with pertinent, written materials relating to the crime to take with them after a meeting with the Victim Advocate.
10. The Victim Services Staff will educate crime victims about the functioning of the judicial court system.
11. The Victim Services Staff will assist crime victims in determining the amount of restitution they are entitled. Victims will also receive help from the Victim Services Staff in filing for Victim's Compensation and State Services to Victims Funds.
12. The Victim Services Staff will expedite the return of crime victim's personal property that has been taken into evidence or recovered by law enforcement.
13. The Victim Services Staff will inform crime victims of case disposition.
14. The Victim Services Staff will enhance the Juvenile Officers waiting area for victims in order to accommodate their comfort and address the needs of children.
15. The Victim Services Assistant will continue a panel of local victims to serve on a victim impact panel that in turn the Deputy Juvenile Officers can use to educate juvenile offenders on victim empathy.
16. The Victim Services Staff continue to plan a victim advisory panel to review the policies and procedures currently in effect with the Juvenile Officer's Victim Advocate program.
17. The Victim Services Staff will work with the data processing department for the 13th Circuit Court to enhance the database system that was developed during the last grant period.
18. The Victim Services Staff will send an evaluation form to crime victims upon closure or final disposition of a juvenile case, so the Juvenile Division may receive pertinent feedback from those persons actually served by the Victim Advocate. This allows victims to voice their concerns, complaints, suggestions, and appreciation for our service.

The Juvenile Office has seen with the added position of the Victim Services Staff, that the victims of juvenile crime have been better served by receiving adequate compensation, counseling and attention from the Court.

D. METHODOLOGY

a. Type of Program

Grant funds would be used to continue funding a Victim Advocate position in the Juvenile Division. The Victim Advocate works in tandem with the Intake Unit to coordinate services to victims and screen reports as the referrals are received by the Juvenile Office. The Victim Advocate would provide victims of juvenile crimes that involve force or threat of force with appropriate referrals to existing community resources, information relating to their case and assistance in determining the amount of restitution the victim is entitled to. The Victim Services Assistant would deal with all other victims of juvenile crime in the same manner. The Victim Services Staff is the sole contact for the victims from initial contact through court testimony and/ or final restitution payment. This relationship eases the stress of being thrust into the confusing and often drawn out process that the court system often becomes. The Juvenile Office intends to continue this approach.

Once a referral by the Juvenile Division is received, it is assessed to determine whether it involves a crime against persons or property loss was sustained. The referral will be processed through the regular intake process with the exception that the Deputy Juvenile Officer forwards a referral form to the Victim Services Staff with the name and address of the victim as well as specifics regarding the case. The appropriate staff member will then make personal contact with the victim to assess appropriate services and to educate them to the Juvenile Court process. If the victim is desirous of counseling services Victim Services Staff will provide the victim with a list of appropriate providers from which to choose. As the case progresses, Victim Services Staff will personally contact the victim with information relating to their case. Courtroom tours for victims will also be provided by the appropriate Victim Services Staff prior to testimony and transportation to Court if necessary. Victim Services Staff will also be responsible for assisting the victim in obtaining necessary documentation of losses for the collection of restitution. At the conclusion of a victims case and/or collection of the final restitution payment, Victim Services Staff will provide the victim with a survey that allows for feedback on the services provided and any other information that will assist the Juvenile Division in evaluating their response to victims of juvenile crime.

In order to better serve the victims of Boone and Callaway counties, a database system was developed to track all contacts made with the victim, services provided to the victim and Court dates of the victims' case. The cost of the development and implementation of the database continues to be assumed by the 13th Circuit—Juvenile Division.

The Victim Advocate and Victim Services Assistant are responsible for providing on-going training to staff on victim issues. This training includes topics on domestic abuse, effects of violence on the family and victim empathy, and is provided not only to Juvenile Division staff but also to the Division of Family Services, other law enforcement agencies and other courthouse staff. The Victim Advocate also continues to distribute informational material in an effort to better inform victims of their rights and demystify the court process.

b. Proposed Service Area

The proposed service area will be for Boone and Callaway counties.

c. Coordination of Services

Coordination and communication with other service providers will continue to be part of the job description of the Victim Advocate. This will be by means of personal visits, correspondence, and attending community task force monthly meetings. The Boone County Community Task Force was developed in an effort to combat crime and coordinate services provided to victims of sexual assault and domestic violence.

Members of the task force include representatives from three local hospitals, three law enforcement agencies, psychiatric facilities, the Shelter, the University of Missouri, the Prosecuting Attorney's office, and other various counseling and social service organizations as well as several interested citizens from the community. The Task force developed a handbook for victims of sexual assault explaining options and available services for them. The Sexual Assault Handbook was developed and printed by funds received from STOP Violence Against Women grant and is currently being distributed throughout Boone County.

The Victim Advocate will attend the MOVA conference in the year 2002, and will share the information received at the conferences to all Deputy Juvenile Officers employed within the 13th Circuit. The Victim Advocate will also continue to work with MOVA for additional training and technical assistance.

d. Identification of Support

The 13th Circuit Juvenile Court budget is derived from tax revenues from Boone and Callaway counties. Callaway County is a less populous county, therefore providing a smaller amount of revenue. The Boone and Callaway County Juvenile Offices will provide office space and operational costs to house the Victim Advocate.

The development of the Victim Services Assistant position was in response to the Juvenile Divisions commitment to the needs of all victims of juvenile crime. This part-time position whose duties focus on those victim of juvenile crime that do not involve force or threat of force. All costs associated with this position are assumed by the Juvenile Division.

e. Budget Justification

The Victim Advocate is a full-time position and serves both Boone and Callaway counties. Elaine Johnson has served as the Victim Advocate for the Juvenile Division since program implementation in September of 1998. She holds a Bachelor of Arts Degree in Sociology. Since the development and implementation of the Victim Services Program, H. B. 971 was passed by the Missouri State Legislature and subsequently signed into law by Governor Mel Carnahan. This Bill provides for the conversion of all juvenile division staff, with the exception of grant and part time staff, to the state payroll under the auspices of the Office of State Courts Administration. In preparation for this, the Circuit Court Budget Committee developed job classes and pay scales for positions within the juvenile courts statewide. The criteria used included the various types of jobs being performed, the complexity and level of duties and the scope of responsibilities. Based on this classification grid, it is believed that the Victim Advocate position is equitable in terms of responsibilities and job qualification to a Juvenile Officer I , which is an entry-level position. The compensation rate for this position is \$2,272.00 per month plus benefits. This recommended salary would enable the Juvenile Division to maintain quality personnel for victim services and reduce the chances of

attrition to the supervision units. A pager service will also be necessary in order to maintain contact with the Juvenile Division while out in the field.

The Victim Advocate will be expected to maintain a level of expertise in victim issues. Attendance at the MOVA annual conference will be necessary in order to remain informed and educated in the latest trends and treatments with victims and their issues. Information learned from the conference will then be shared with other Juvenile Office staff.

f. Supplanting

Before September of 1998, the Juvenile Office had no Victim Services Program. The program was funded through grant funds and did not replace any existing program.

g. Victim Compensation Assistance

Victim's Compensation information is included in the brochure that will be mailed to all victims upon their identification to the Juvenile Office. On cases in which juveniles will be ordered to pay restitution, victims will be sent victim loss statements within seven days of the Juvenile Office receiving the law enforcement report. Follow up will be made with personal contact from the appropriate Victim Services Staff. Further assistance with the filing for such compensation is given during the on-going contact with this agency and the victim. Victim Services Staff will be readily available to assist in any way required by the victim to achieve the filing of this compensation.

h. Volunteers

Due to confidentiality in juvenile matters, volunteer services are somewhat limited through the Juvenile Court. However, the Juvenile Office has been fortunate in having undergraduate and graduate student interns specializing in Social Work and/or pre-law. These interns are currently being provided by Columbia College, William Woods College and the University of Missouri. Working with the University of Missouri Law students benefits their legal education while at the same time allowing them hands on experience representing the Juvenile Office at detention/protective custody hearings, dispositional hearing, and general and contested hearing, fulfilling legal research needs requested by legal counsel for the Juvenile Office, as well as working with victims that appear as witnesses on behalf of the Juvenile Court.

i. Number of Victims to be Served

It is anticipated that 802 victims will be served by the Juvenile Divisions Victims Services Program during the fiscal year 2001. From January, 2000 to December, 2000, the Victim Advocate served 782 victims. It is anticipated that the past referral data and trends will remain constant and it is anticipated that 802 victims will be served

the Victim Services Program in fiscal year 2001. The degree of assistance provided will be based on the offense committed and the presenting needs of the victim.

E. EVALUATION PROCEDURE

a. Data Collected

Monthly reports will include the number of victim referrals received, the number and type of contacts made, and the status of the cases upon closure.

The database compiles client demographic data such as victim's address, phone number, age, gender, and ethnic group as well as offence information such as date and type of offence, juvenile perpetrator, adult perpetrators related to crime, and police report number.

A narrative history of the contact by the Victim Advocate is also maintained on each case to record all contact between each victim and the Victim Advocate, including services offered by the advocate, discussions or correspondence with victim, discussions with other agencies, and notifications or restitution payments to the victim.

Internal evaluation measures will also be reviewed such as:

1. Time between receipt of referral and when actual victim contact is made by Victim Services Staff.
2. Number of Crime Victims Compensation Forms completed by victims of juvenile crime with assistance of Victim Services Staff.
3. Number of victim referrals made by the Victim Services Staff to community agencies.
4. Number of courtroom tours given by Victim Services Staff to victims of juvenile crime.

The Court Administrator and the Juvenile Officer will meet quarterly with the Victim Advocate to review summary of data collected and evaluation responses. Program adjustments will be addressed at that time.

b. Program Effectiveness

At the time that a juvenile offender's case has been disposed and the victim has requested or received services from the Victim Advocate, the Victim Advocate will mail a evaluation survey to the victim of the offender's case. A second evaluation survey is sent to victims who are receiving restitution through the Juvenile Officer's restitution program. At the time that the victim receives their final restitution payment, a second evaluation form is included. The Court Administrator and Juvenile Officer review all returned evaluation forms. If the returned evaluation indicates that the

victim received inadequate services, the Victim Advocate will recontact the victim to seek advice on how the services provided could have been improved.

F. COST ASSUMPTION

The Thirteenth Circuit Family Court - Juvenile Division has amassed an impressive history of adopting and incorporating programs initially funded through the Division of Youth Services Court Diversion grants and the Missouri Department of Public Safety Juvenile Justice and Delinquency Prevention grants. The programs have included Family Therapy, Juvenile Sexual Offender treatment programs, Status Offender treatment programs, Educational Support (tutoring) and Tracking.

The Budget for the Juvenile Division is set on an annual basis and is based on Boone and Callaway Counties revenues.

G REPORT OF SUCCESS

With the addition of the Victim Services Staff within the 13th Circuit Family Court – Juvenile Division, all victims of juvenile crime against the person or property of others have been contacted by telephone or in person regardless of the severity of the crime to inform them of their rights, educate them about the judicial process and notify them of case disposition. During the year 2000, the Victim Advocate received 786 referrals for offenses against the person or property of others. Those referrals generated 4,974 contacts by the Victim Advocate, 2,660 (or 53%) were contacted by telephone, 2,136 (or 43%) by mail, and 166 (or 4%) in person. The Advocate accompanied 33 victims to Court appearances. 152 victims requested ongoing notification of their cases, 43 victims submitted Victim Impact Statements and 5 victims submitted Crime Victims' Compensation Applications.

Our previous grant cycles have proven very fruitful in the initial development of a network within the community of service providers, school administrators, and law enforcement in both Boone and Callaway counties. The Juvenile Office recognizes that this is an ongoing process, however feels that the Victim Advocate acting as a liaison between the victims, the support agencies and attorneys has better addressed the rights and needs of victims. The number of self reporting victims continues to increase, as well as the number of victims who are directed to the Victim Services Unit by local law enforcement agencies and school administrators.

During 2000 the Boone and Callaway county Juvenile Office sent out 168 Victim Services Evaluations. The totals for the year indicated that 98% of the victims responding to the survey indicated that they had received information about their rights. Ninety Eight percent (98%) of the victims rated the Victim Advocate as 4 and above on a scale of 1-5 (with 5 being excellent) on politeness. Ninety Two percent (92%) rated the Victim Advocate as 4 and above concerning the ability to answer questions. As a result eighty six percent (86%) rated their experience at the juvenile office Victim Advocate as 4 and above in overall satisfaction.

SSVF CERTIFIED ASSURANCES

AGENCY NAME **13th Judicial Circuit Family Court - Juvenile Division**

PROJECT TITLE **Victim Services Program**

CONTRACT NO.

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following conditions.

1. The applicant agrees to comply with the provisions of the *Missouri Department of Public Safety Financial & Administrative Guidelines for Contracts*.
 2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
 3. The applicant agrees to submit an evaluation of the project within 15 days of the project ending date or upon request by the Department of Public Safety.
 4. The applicant agrees to comply with the provisions outlined in the *Program Description for the State Services to Victims Fund Program*.
 5. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel or motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **The applicant may check with the Department of Public Safety, Office of the Director, for current rates.**
 6. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
 7. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall be used for victim assistance purposes only.
 8. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers must support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same.
 9. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.
 10. **Interest:** The applicant assures that state funds will not be used to pay interest.
 11. **Budget Revisions:** Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:
 - a. The addition or deletion of a specific budget line item;
 - b. A change in the approved budget categories in excess of 10 percent of the total **award** amount; (Movement of dollars between approved budget categories is approved up to 10 percent of the total award amount, provided there is no change in project scope and no new items are added to the budget. When the cumulative changes exceed 10 percent of the total award amount or change the scope of the project, **prior approval** from the Department of Public Safety is required.)
 - c. A change in the scope of the project;
 - d. A change in or temporary absence of the project director or authorized official;
 - e. A change in the project site;
 - f. A change in the name of the agency.
- Prior** approval must be received from the Missouri Department of Public Safety for any programmatic changes in the contract.

If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change on a *Request to Revise the Budget* form.

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided. (The grant is not required to pay any contractual fees incurred before or after the grant period.)
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Statements that outline the services rendered and support the period covered must support payments.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.

13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be a sole source procurement. Sole source procurement on purchases with an individual cost of \$3,000 or more requires prior approval by the Missouri Department of Public Safety, Office of the Director.

14. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.

15. The applicant assures that State Services to Victims Program funds made available will not be used to supplant state or local funds, but will be used to increase the amount of such funds that would, in the absence of the State Services to Victims Program, be made available for the activities of this project.

16. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.

17. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require.

18. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file which meets the requirements therein.

19. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply, with all applicable requirements and provisions of the Americans with Disabilities ACT (ADA).

20. The applicant assures that it will provide to the Missouri Department of Public Safety an EEOP, if required to maintain one, where the application is for \$500,000 or more.

21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."

22. The applicant assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for Victims' Rights and **Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance.)

23. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
24. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of

contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year to year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

25. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in the termination of the award of contract or funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application packet.

Project Director

Date

Karen B. Miller

Authorized Official

4/17/01

Date

AUDIT REQUIREMENTS

Contract Period 2000-2001

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: 04/2000 2. Date(s) covered by last audit: 01/1/99 to 12/31/99

3. Last audit performed by: Williams Keepers
Phone number of auditor: 573-442-6171

4. Date of next audit: 04/2001 5. Date(s) to be covered by next audit: 01/01/00 to 12/31/00

6. Next audit will be performed by: KPMG
Phone number of auditor: 314-444-1400

7. Total amount of funds received from ALL entities ***INCLUDING*** the Department of Public Safety
Federal Amount: \$ 0.00 State Amount: \$ 176,544.01

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____ Date: _____
(Authorized Official)

Agency: _____ Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Jenny Baker
AGENCY: Boone County Circuit Judges Office
ADDRESS: Boone County Court House
Columbia, Missouri 65201
(Include city, state, and zip)

TELEPHONE: (573) 886-4189 FAX NUMBER: 573-886-4070

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: Boone County Treasurer
ADDRESS: 805 E. Walnut
Columbia, Missouri 65201
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Jenny Baker
AGENCY: Boone County Circuit Judges Office
ADDRESS: 705 E. Walnut
Columbia, Missouri 65201
(Include city, state, and zip)

TELEPHONE: (573) 886-4189 FAX NUMBER: 573-886-4070

E-MAIL ADDRESS: _____

OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County Missouri General Revenue	\$ 9,700.00	General Revenue Personnel Funds	January 1, 2001- December 31, 2001	Personnel Costs for part-time Program Assistant position - Victim Services Assistant.
	\$			
	\$			
	\$			
	\$			
	\$			

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

County of Boone

} ea.

April Session of the February Adjourned

Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the purchase of a chair and keyboard stand for the Director of the Purchasing Department's office, in the amount of \$674.00. The necessary funds will be reassigned from money budgeted in the Purchasing Department's budget for a printer stand cabinet.

Done this 17th day of April, 2001.

ATTEST:

Wendy S. Noren BW
Wendy S. Noren
Clerk of the County Commission

absent

Don Stamper
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Skip Elkin

Skip Elkin
District II Commissioner

181-2001

PURCHASE REQUISITION
BOONE COUNTY, MISSOURI

4/2/01
DATE
8437
VENDOR NO.

Bid Documentation
(Check One)

Vendor Name: Smart Business Interiors
Address:
City, State, Zip: 1118 - Purchasing
Bill To Dept. No. 1118 - Purchasing
Ship To Dept. No.

Sole Source:
Oral Bids (attached): X
Written Bids (attached):
Bid or Co. Order Number:
Not Required:

Department				Account				Item Description (or managerial code)	Qty	Unit Price	Amount
1	1	1	8	9	1	1	0 0	Chair, Allsteel Trooper: #TR HWM204NP71; Fabric: Azure: TS350; Plastic: Grey or Black	1	\$475.00	\$475.00
1	1	1	8	9	1	1	0 0	Keyboard Tray: Cobra SitStand #25714	1	\$199.00	\$199.00
								Includes furnishing, delivery and installation			
								Total			\$674.00

I certify that the goods, services or charges above specified are necessary for the use of this department, and are solely for the benefit of the county.

Karen M. Miller
County Commission Approval

Melinda Bobbitt
Requesting Official
Auditor Approval



Smart Business Interiors, Inc. #8431

Proposal

4430 Interstate Drive
 Columbia, MO 65202
 Phone 573.441.1657 - Fax 573.441.2526
 smartbiz@aol.com

Submitted To -	Work to be performed at -
Boone County Purchasing	
Attn: Melinda Bobbitt	
Fax - 886-4402	

Proposal # -

Today's Date - 3/28/01 Expected Ship Date - 2-3 weeks Salesperson -

Proposal By - Dan Farrow

Ln #	Quantity	Unit	Description	Unit Cost	Total
1	1	ea	TR.HWM.20.4.N.P71		
2			Allsteel trooper chair		
3			Back height adjustment		
4			Arm Width Adjustment / Arm height adjustment		
5			Back Angle Adjustment		
6			Seat Height Adjustment		
7			Forward Tilt Adjustment		
8			Seat Glide Adjustment		
9			Reclinig Tension Adjustment		
10			Plastic: Grey or Black		
11			Grade A Fabric AZURE TS350		\$ 475.00
12			Grade B Fabric		\$ 495.00
13					
14			Includes Delivery, Installation,		
15			Training		
16					
17					
18					

Accepted by - *Melinda Bobbitt*

Submitted by - Dan Farrow

Date Accepted - 4-12-01

SMART BUSINESS INTERIORS



Received: from tranq1.tranquility.net
by mail.boonecountymo.org; Fri, 30 Mar 2001 15:26:54 -0600
Received: from marathon5 (n201-117-152-206.tranquility.net [206.152.117.201])
by tranq1.tranquility.net (8.11.1/8.11.0) with SMTP id f2ULV6f25450
for <mbobbitt@boonecountymo.org>; Fri, 30 Mar 2001 15:31:06 -0600 (CST)
Message-ID: <016f01c0b960\$d01f8720\$6401a8c0@tranquility.net>
From: "Greg Wolff" <gwolff@marathonoffice.com>
To: "Melinda Bobbitt" <mbobbitt@boonecountymo.org>
Subject: Steelcase discounting
Date: Fri, 30 Mar 2001 15:31:41 -0600
MIME-Version: 1.0
Content-Type: multipart/alternative;
boundary="-----=_NextPart_000_016C_01C0B92E.852061E0"
X-Priority: 3
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook Express 5.50.4133.2400
X-MimeOLE: Produced By Microsoft MimeOLE V5.50.4133.2400

Marathon office

This is a multi-part message in MIME format.

-----=_NextPart_000_016C_01C0B92E.852061E0
Content-Type: text/plain;
charset="iso-8859-1"
Content-Transfer-Encoding: quoted-printable

Good afternoon Melinda. Effective March 26 all local government is eligible to participate on the UScommunities contract with Steelcase (you can review all the details and complete the participating certificate at this website: <http://in2.steelcase.com/uscommunities>). The discount for Criterion is 57% off list and the discount for Leap is 49% off of list:

Criterion Operational model with adjustable high-back, adjustable seat depth, seat angle adjustment, variable back lock, pneumatic height adjustment, independent height and width adjustable soft arms, Steelcase lifetime warranty and Grade 1 fabric:

Model #4535331DW

List: \$943

Sell: \$406 (does not include delivery/installation/training)

* Leap chair with high back and all standard features (the best ergonomic chair on the market), independent height/width/pivot soft arms, and Grade 1 fabric:

Model #4621211

List: \$1165

Sell: \$595 (does not include delivery/installation/training)

Please do not hesitate to call if you have any questions. This is a great opportunity for Boone County. Thanks, Greg

-----=_NextPart_000_016C_01C0B92E.852061E0
Content-Type: text/html;
charset="iso-8859-1"
Content-Transfer-Encoding: quoted-printable

From: <smartbiz@aol.com> Smart office Interiors
To: <MBobbitt@boonecountymmo.org>
Date: 4/2/01 10:21AM
Subject: Re: keyboard tray

Melinda,

Cobra sit/stand

Your model # 25714 cost \$ 199.00 delivered and installed. How is the new unit working? Does it pull away from the corner unit far enough but not to far? Is the mouse board working properly in your space? Questions?

Dan Farrow
SBI

asked. with Boise Cascade - they do not carry
keyboard trays that adjust to standing height.

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut-2nd Floor
Columbia, MO 65201
(573) 886-4391
(573) 886-4402

TO: Boone County Commission

FROM: Melinda Bobbitt, CPPB
Director of Purchasing

DATE: April 6, 2001

RE: Purchase of Chair and Keyboard Tray Stand

I respectfully request permission to purchase a chair and keyboard tray for my office (Purchasing Director – Johnson Building, Room 208). For this purchase, I request permission to use the money budgeted in Purchasing's budget for a printer stand cabinet (\$680) and use that money in fiscal year 2001 for the purchase of the chair and keyboard tray (\$674). I plan to request funds for the printer stand again in fiscal year 2002 budget.

I checked surplus, and there is not a suitable chair and keyboard stand available. Our new full-time, temporary Administrative Assistant will use the existing chair and keyboard stand from my office.

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

} ea.

County of Boone

April Session of the February Adjourned

Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds for a Children's Activity and Concert in honor of National Day of Prayer, sponsored by the National Day of Prayer Steering Committee for Columbia, Missouri on May 3, 2001 from 3:00-8:30pm.

Done this 17th day of April, 2001.

absent

Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren BW
Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

182-2001

Comm. agenda

Boone County Commission

APPLICATION FOR PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: CHILDREN'S ACTIVITY and CONCERT in honor of NATIONAL DAY OF PRAYER

Date(s) of Use: THURSDAY, MAY 3, 2001

Time of Use: From: 3:00 a.m.(p.m) thru 8:30 a.m.(p.m)

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department grounds. of time and place of use and abide by all applicable laws and ordinances in using Courthouse
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: NATIONAL DAY OF PRAYER STEERING COMMITTEE FOR COLUMBIA, MO

Organization Representative/Title: LINDA DYER

Phone Number: 474-9122

Date of Application: 4-9-01

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy S. Norman
Clerk

Karen M. Miller
Commissioner

DATE: 4/17/01

CERTIFIED COPY OF ORDER

(Rev. Stat. Sec. 2321.)

STATE OF MISSOURI

}
} ea.

County of Boone

April Session of the February Adjourned

Term. 20 01

In the County Commission of said county, on the 17th day of April 20 01

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds for the Downtown Twilight Festivals, sponsored by the Downtown Columbia Associations on June 7, 14, 21, and 28 from 6:00-10:00pm and September 6, 13, 20, and 27 from 6:00-9:00pm.

Done this 17th day of April, 2001.

absent

Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Comm agenda

Boone County Commission

APPLICATION FOR PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: Downtown Twilight Festivals

Date(s) of Use: June 7, 14, 21, 28 / Sept. 6, 13, 20, 27

Time of Use: From: 6:00 a.m./p.m. thru 10:00 a.m./p.m. in June
6:00 pm 9:00 pm in Sept.

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department grounds of time and place of use and abide by all applicable laws and ordinances in using Courthouse
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: Downtown Columbia Association

Organization Representative/Title: Carrie Gartner, Executive Director

Phone Number: 442-6816

Date of Application: 4.5.01

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy S. Nore
Clerk

BOONE COUNTY, MISSOURI
Karen M. Miller
Commissioner

DATE: 4/17/01