

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 11

In the County Commission of said county, on the 10th day of February 20 11

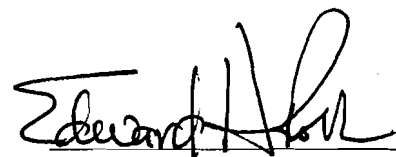
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the proposal to transfer above the authorized transfer salary for Rene Atkins, into the position of Office Specialist position # 652 at 118% of Mid-Point.

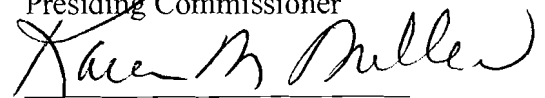
Done this 10th day of February, 2011.

ATTEST:

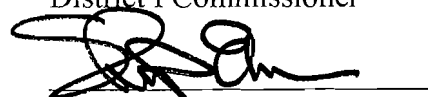
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Edward H. Robb
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)

BOONE COUNTY Commission Order 146-2006

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee: Rene Atkins Department: Sheriff - Operations
 Position Title: Office Specialist Position No.: 652
 Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point: _____
 OR Hourly: \$15.09 % of Mid-Point: 118%
 No. of employees in this job classification within your Department? 13

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level). *Rene is transferring into this position from within the department. She has been with our department since May of 1996 when she started as an Office Specialist in the Warrants Division, then transferring to the Investigative Unit in 1999. Her experience as an Office Specialist and as an Investigator will benefit her and the department in this position.*

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: *Rene's experience makes this transfer invaluable to the department and her time as a Office Specialist within the Warrants Division further qualify her for this position.*

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? *This promotion should not affect any other employee. No other employee from within the Sheriff's Department applied for a transfer to this position.*

Additional comments:

Administrative Authority's Signature: [Signature] Date: 2-7-11

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100)
 Funds are not available within the existing departmental salary and wage appropriation (#10100)
 Budget revision required to provide funding is attached.

Auditor's Signature: [Signature] Date: 2/7/11
 RECEIVED
 FEB 07 2011

Will require additional budget in future years = (1.24/hr x 2080) = \$2579.20 + related payroll taxes & benefits

Human Resource Director's Recommendations: Recommend approval BOONE COUNTY AUDITOR

Human Resource Director's Signature: [Signature] Date: 2-8-11

County Commission _____ Approve _____ Deny _____
 Comment(s): _____

Presiding Commissioner's Signature: [Signature] Date: 2-10-2011

District I Commissioner's Signature: [Signature] Date: 2-10-2011

District II Commissioner's Signature: [Signature] Date: 2-10-2011

(Hr/forms/Request to Transfer Above "ATS" (Authorized Transfer Salary) 04/20/06) RECEIVED
 FEB 18 2011
 BOONE COUNTY CLERK

BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least **ONE WEEK** Prior to Pay Day)

Date Submitted 2-7-11

General Information

Name <u>Rene Atkins</u>	Sex (M/F) <u>F</u>	Marital Status (M/S) <u>S</u>
Address _____	City _____	Zip _____
Birth Date _____	Social Security No. _____	
1st Department Name <u>Sheriff</u>	Department Number <u>125</u>	
2nd Department Name <u>Sheriff LE Sales tax</u>	Department Number <u>290</u>	

New Hire

Start Date _____	Previously Employed by Boone County Yes _____ No _____		
Position Number _____	Position Title _____		
Temporary (Y/N) _____	Benefited (Y/N) _____	Range _____	Rate \$ _____ /hr
Check One: Full-Time _____ Part-Time _____	Check One: Exempt _____ Non-Exempt _____	% of Midpoint _____	

Change of Position

Old Position	End Date <u>2-13-11</u>	New Position	Start Date <u>2-14-11</u>
Position Number <u>511</u>	Department Number <u>125</u>	Position Number <u>652</u>	Department Number <u>290</u>
Range <u>39</u>	Position Title <u>Investigator</u>	Range <u>20</u>	Position Title <u>Office Specialist</u>
From: Current Rate \$ <u>22.57</u> /hr	% of Midpoint <u>110</u>	To: Current Rate \$ <u>15.09</u> /hr	% of Midpoint <u>118</u>
From: Full-time <input checked="" type="checkbox"/>	Part-time _____	To: Full-time <input checked="" type="checkbox"/>	Part-time _____
Temporary (Y/N) <u>N</u>	Benefited (Y/N) <u>Y</u>	Temporary (Y/N) <u>N</u>	Benefited (Y/N) <u>Y</u>
Exempt (Y/N) <u>N</u>	Exempt (Y/N) <u>N</u>	Exempt (Y/N) <u>N</u>	Exempt (Y/N) <u>N</u>
Explanation: <u>Rene is transferring into current Office Specialist opening.</u>			

Change of Salary

Old Salary End Date _____	New Salary Start Date _____	
Position Number _____	Position Title _____	Position Range _____
Current Rate: \$ _____ /hr	% of Midpoint _____	
Increase Up to Midpoint or (Decrease): \$ _____ /hr		
Increase Beyond Midpoint or (Decrease): \$ _____ /hr	(from Merit Pool)	
New Rate: \$ _____ /hr	% of Midpoint _____	
Explanation: _____		

RECEIVED

FEB 08 2011

BOONE COUNTY AUDITOR

Termination

Effective Date _____	Position Number _____	Position Title _____
Reason: _____		

Employee Signature/Date

White Copy-County Clerk Payroll

Admin. Authority Signature/Date

Yellow Copy-Auditor's Office

Auditor Signature/Date

Pink Copy-County Clerk Payroll

County Commission Signature

Goldenrod Copy-Human Resources

RECEIVED

FEB 07 2011

BOONE COUNTY AUDITOR

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 11

In the County Commission of said county, on the 10th day of February 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the proposal to hire above salary range for Crystal Hanson, into the position of Corrections Officer position # 213 at 108% of Mid-Point.

Done this 10th day of February, 2011.

ATTEST:

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

Edward H. Robb
Edward H. Robb
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

REQUEST TO HIRE ABOVE SALARY RANGE MID-POINT BOONE COUNTY

Description of form: To request approval to hire between 101% - 120% of the salary range mid-point Commission Order 25-2004

Procedure:

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability and approves budget revision (if applicable) and forwards to Human Resource Director.
3. The Human Resource Director reviews the information, makes recommendation, and schedules the request on the Commission agenda for approval.
4. The County Commission will review all requests for a starting salary above the mid-point and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
5. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Crystal Hanson Department SHERIFF'S DEPT. - Corrections

Position Title Corrections Officer Position No. 213

Proposed Starting Salary (complete one only) Annual: _____ % of Mid-Point
OR Hourly: 16.52 % of Mid-Point 108%

No. of employees in this job classification within your Department? 38

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) Crystal Hanson worked with our department from 7/31/01 until 4/22/10 as a Corrections Support Officer, Corrections Officer and Corrections Corporal. She left County employment for a position with the City of Columbia. Crystal is returning as a Corrections Officer, effective 1/16/11 at her rate of pay when she left.

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: This salary should be in alignment with other officers in this job classification who has comparable years of service.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? This will not affect any other employee

Additional comments: This return will be good for our department as we gain an employee who will not require much training. Crystal will be able to return to duties after a brief re-orientation as a Corrections Officer.

Administrative Authority's Signature: Dwayne Carey Date: 2-7-11

Auditor's Certification: Funds are available within the existing departmental salary and wage appropriation (#10100).
 Funds are not available within the existing departmental salary and wage appropriation (#10100) budget revision required to provide funding is attached.

Auditor's Signature: Kristen Patten Date: 2-7-2011
will require additional budget in future years = \$(1.27/hr x 2080) 2641.60 + related payroll taxes & benefits

Human Resource Director's Recommendations: Recommend approval

Human Resource Director's Signature: Betty Dickreute Date: 2-8-11

County Commission Comment(s): _____ Approve _____ Deny _____

Presiding Commissioner's Signature: Edward Hill Date: 2-10-2011

District I Commissioner's Signature: David M. Miller Date: 2-10-2011

District II Commissioner's Signature: Bob Sam Date: 2-10-2011

BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least **ONE WEEK** Prior to Pay Day)

Date Submitted 2-7-11

General Information

Name <u>Crystal Hanson</u>	Sex (M/F) _____	Marital Status (M/S) _____
Address _____	City _____	Zip _____
Birth Date _____	Social Security No. _____	
1st Department Name <u>Corrections</u>	Department Number <u>1255</u>	
2nd Department Name _____	Department Number _____	

New Hire

Start Date _____	Previously Employed by Boone County Yes _____ No _____	
Position Number _____	Position Title _____	
Temporary (Y/N) _____	Benefited (Y/N) _____ Range _____ Rate \$ _____ /hr	
Check One: Full-Time _____ Part-Time _____	Check One: Exempt _____ Non-Exempt _____	% of Midpoint _____

Change of Position

Old Position	End Date _____	New Position	Start Date _____
Position Number _____ Department Number _____ Range _____		Position Number _____ Department Number _____ Range _____	
Position Title _____		Position Title _____	
From: Current Rate \$ _____ /hr % of Midpoint _____		To: Current Rate \$ _____ /hr % of Midpoint _____	
From: Full-time _____ Part-time _____		To: Full-time _____ Part-time _____	
Temporary (Y/N) _____		Temporary (Y/N) _____	
Benefited (Y/N) _____ Exempt (Y/N) _____		Benefited (Y/N) _____ Exempt (Y/N) _____	
Explanation: _____			

Change of Salary

Old Salary End Date <u>1-16-11</u>	New Salary Start Date <u>1-16-11</u>	
Position Number <u>213</u>	Position Title <u>Corrections Officer</u>	Position Range <u>27</u>
Current Rate: \$ <u>15.25</u> /hr % of Midpoint <u>100</u>		
Increase Up to Midpoint or (Decrease): \$ _____ /hr		
Increase Beyond Midpoint or (Decrease): \$ <u>1.27</u> /hr (from Merit Pool)		
New Rate: \$ <u>16.52</u> /hr % of Midpoint <u>108</u>		
Explanation: <u>Pending ATS Approval</u>		


RECEIVED

FEB 10 2011

BOONE COUNTY CLERK

Termination

Effective Date _____	Position Title _____
Position Number _____	Reason: _____

_____ Employee Signature/Date White Copy-County Clerk Payroll	 <u>2-7-11</u> Admin. Authority Signature/Date Yellow Copy-Auditor's Office	_____ Auditor Signature/Date Pink Copy-Originating Dept	_____ County Commission Signature Goldenrod Copy-Human Resources
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STATE OF MISSOURI

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February Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the 10th day of February 20 11

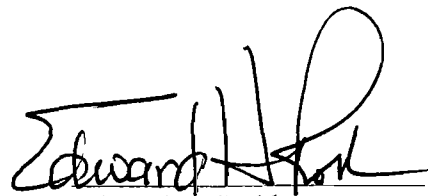
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the grant application by Family Court Services for Domestic Relations Programs for Parents and Children, Contact for Kids: A Safeway grant program number RFP # OSCA 12-002.

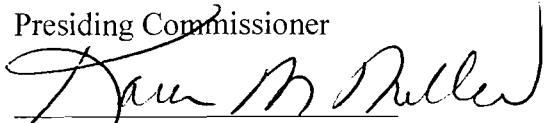
Done this 10th day of February, 2011.

ATTEST:

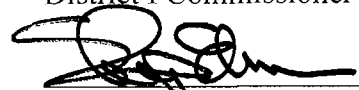
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Edward H. Robb
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



**STATE OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR
REQUEST FOR PROPOSAL**

RFP NO. OSCA 12-002

CONTACT: Herb

Conner

TITLE: Domestic Relations Programs for Parents and Children **PHONE NO.: (573) 522-2617**

ISSUE DATE: January 3, 2011

E-MAIL:

osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: February 22, 2011, AT 3:00 PM

RETURN PROPOSAL TO:

<p>(U.S. Mail) Office of State Courts Administrator Administrator PO Box 104480 Jefferson City, Mo 65110 - 4480</p>	<p>or</p>	<p>(Courier Service) Office of State Courts 2112 Industrial Dr Jefferson City, Mo 65109</p>
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CONTRACT PERIOD: July 1, 2011, THROUGH June 30, 2012

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME Judge Leslie Schneider		TITLE Family Court Judge
AGENCY NAME 13 th Judicial Circuit, Juvenile Division		
MAILING ADDRESS 705 East Walnut Street		
CITY, STATE, ZIP Columbia, Missouri 65201		
CONTACT PERSON Cindy Garrett		TITLE: Supervisor
PHONE NO. 573-886-4200	FAX NO. 573-886-4030	E-MAIL ADDRESS Cindy.L.Garrett@courts.mo.gov

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
CONTACT COORDINATOR	DATE	STATE COURTS ADMINISTRATOR

Domestic Relations Programs for Parents and Children
RFP NO. OSCA 12-002
Supervised Access and Exchange Program
13th Circuit-Juvenile Division

Name of Program: Contact for Kids: A Safe Way

Need for the Program: When situations arise that require parents/custodians to have restricted contact with a child, it is important for both parent/custodian and child to have frequent, ongoing visitation in order to maintain the relationship. Without regular visitation, parents lose motivation to correct things in their lives that have gone astray. Further, without regular and frequent visitation, children have a more difficult time returning to their former family setting and adjusting to the disruption. It is also important for both child and parent/custodian to have someone supervising the visits that will role model healthy and positive interactions between the parent and child. This is needed in order to assist the parent/custodian and child to progress towards a less restrictive visitation setting.

The 13th Circuit currently has 205 children in the custody and supervision of the Children's Division who are in out of home placement. Of the 205 children in care, approximately 50% have been recommended by the family support team to have supervised visitation with at least one offending parent/custodian and in some cases both parents/custodian. In addition to children in care, the Children's Division is also ordered to supervise visitation in some dissolution or child order of protection cases where the court has found that unsupervised visitation with a parent would not be safe for the child. In the past, without this program, these visits were all supervised by a Children's Division Caseworker; relative; foster parent; therapist; or residential care worker. Between Boone and Callaway counties, Children's Division Caseworkers alone supervise over 30 hours each week. This figure does not include the amount of time needed to provide transportation for children to and from visits, which if included would nearly double the amount of hours spent providing supervised visitation each week. Per the current policy of the Children's Division, visitation is to occur at a minimum of one time per week. As stated previously, it is important for children to have regular and frequent visitation with their parent in order to foster their bond and assist in their return to the family setting. Through the Fostering Court Improvement Program, case reviews of children in out of home placement looked at the type of visitation plan; the frequency and regularity of visitation; and finally, whether or not the plans were documented. Results of the case reviews, showed that many parents who had supervised visitation were not getting visits with their children regularly and further, that visits remained supervised for long periods of time instead of progressing to less restrictive visitation plans. This is thought to be largely due to the number of hours needed each week to supervise visits; the large caseloads handled by Children's Division workers as well as the lack of insight as to when it would be safe to progress to less restrictive visitation.

encouraged to purchase similar toys/activities for home. These toys and activities will continue to be used during this next grant period if awarded funding to continue the Supervised Visitation program.

Number of people to be served/hours of service provided: Under this proposal, 344 hours of supervised visitation could be provided at the rate of \$58 per hour. A maximum of 12 sessions will be provided to each family, allowing us to serve a minimum of 28 families, provided each will require a full 12 sessions. In the event a family will not require all 12 sessions, other families will be provided services as funds allow. It is also expected that all 28 families will benefit from the previously purchased resource materials during visits.

Implementation plan: In an effort to implement this proposed project, the Juvenile Division has worked in collaboration with the Great Circle (formerly known as Boys and Girls Town of Missouri) to develop a proposal which is outlined below.

Program Proposal:

*Great Circle
Central Region
4304 Bearfield Road
Columbia, Missouri 65201
573-874-8686
Contact: Paula Fleming, PhD., LPC
Regional Vice President*

Proposal to provide Supervised Visitation and Family Therapy for children and families referred to Great Circle – Central Region by the 13th Judicial Circuit, Juvenile Court.

Program Proposal:

Great Circle will provide provisionally or fully licensed clinical social workers or professional counselors to supervise visits between children and their non-custodial parents. The Juvenile office shall provide a safe, comfortable, and accessible environment in which supervised visitation opportunities for children and families (involved with juvenile court) can take place.

Benefits of Supervised Visitation:

- 1. Visits maintain the parent-child bond.*
 - When a child is removed from their home, it is a difficult and often scary experience for the child and family.*
 - Frequent visits provide a means by which parent and child can continue their relationship.*
 - Frequent visits reassure the parent that their child has not just disappeared; they reassure the parent that the child is being given shelter and care.*

- complete family visitation reports

Visitation Process:

Visitation procedures will be developed and provided to the Juvenile Court for review and approval. Great Circle therapist assigned to provide supervised visitation will be trained in the policy and procedures. Working collaboratively with the Juvenile Court, the Great Circle therapist will develop a family visitation plan for each participating family. Based on the assessed need, family therapy and/or other supportive services such as parent education, information on basic child development, and basic child care may be provided by the Great Circle therapist during the visitation sessions. The therapists will role model healthy and positive interactions between parent and child and encourage the parent to actively engage with his/her children.

When a referral is received and a family is accepted for supervised visitation they will receive a copy of these procedures in advance of the visitation. The Great Circle therapist will discuss with the family any therapeutic and/or supportive services that will be provided during the visitation sessions. The details of a visitation session will be worked out in coordination with the Juvenile Office and other representatives as identified by the court.

The basic framework will likely follow:

- *Visiting Parents are typically expected to arrive first, around 10-15 minutes prior to the scheduled meeting time; a sign in process will be established along with processes for the Visiting Parent being directed to the visitation area. The visiting parent will wait in the visitation room for his or her children to arrive.*
- *Children and their Custodian arrive and check in at the scheduled time; the children are escorted to the visitation room, where Visiting Parent is waiting. Custodian may either leave the Center and return in an hour, or remain in the Custodian's waiting room during the visitation. NOTE: the Custodian should not leave the facility until the Visiting Parent has arrived; the Visiting Parent should already be checked-in when the children arrive with their Custodian, but in the event that the Visiting Parent does not show within 15 minutes of the scheduled time, the children should be taken home by the Custodian.*
- *Children and Visiting Parents will visit for about an hour. The assigned therapist will remain in the room for the entire time. If a child needs to use the restroom, an assigned staff will escort the child to the facilities. Visiting Parents are not allowed to take children to the restroom.*

- *OBSERVATION REPORT (therapist) – describes interaction between Visiting Parent and children during the visit; should be filled out after the visitation has ended; can be styled as a checklist or in a narrative format*

Note: Therapists will be given explicit instructions on what to include in the observation report.

INTAKE FORM (Therapist) – separate sign-in sheets for Visiting Parent and the Custodian; should indicate time of arrival, time of departure, whether Custodian remained at center, etc.

Program Evaluation:

An evaluation survey will be provided to the visiting parents and the custodian of the children following every four visits. The evaluation survey is an important tool to get feedback from the people who use the services provided by the program. The results from the survey will let the program partners know:

- *what areas are successful*
- *what areas need improvement*

For example, feedback from the Visiting Parents may offer suggestions for more convenient Hours. Responses from the Custodians might lead to a more efficient traffic flow. To be most effective, the surveys should be administered to the Custodians, Juvenile Office and Children’s Division personnel, and Visiting Parents within the first four visits and then yearly thereafter. Great Circle will gather all evaluation materials, compile the data and provide a written report to the Juvenile Office on a monthly basis. The written report will not only provide survey information but will also report the number of families and children referred for the program, number of hours provided, number of cancellations and other data as identified by the Juvenile Office.

Implementation Plan continued:

If funded, Contact with Kids: A Safe Way will continue to be utilized without any interruptions from the previous grant period. We will use the same contract provider to supervise the visits. All referral forms, evaluations, observation reports and protocol for referring to the program have already been established and are being used during this current funding period. The following table illustrates the program implementation if funding were to be awarded:

Timeline:

Task to be Completed:	Implementation Date:
Continue offering supervised visitation	July, 2011
Monthly report due from Great Circle	August, 2011

Project Funding Breakdown:

Funds Requested:

Furniture and Equipment: None needed. It is expected that we can use furniture/equipment that already exists in visitation areas.

Resource Materials for Participants and Program Development: None needed. Resources purchased from the previous grant period will continue to be used during this grant period.

Construction: None required. All areas to be used for visitation are ready and available for use.

Contractual Services: **\$19,952**. The costs for the supervised visitation will be \$58/hour. Approximately 344 hours of supervised visitation will be provided which will total \$19,952. We will contract with Great Circle Central Region for the service.

Administrative Costs and Supplies: None requested. The Juvenile Division will provide two supervisors, one in Callaway and one in Boone County who will be responsible for overseeing Great Circle's services. This responsibility will be incorporated in their daily responsibilities which are covered under their salaries currently paid for by the State of Missouri. Any office supplies needed for the program will be provided by Great Circle.

Training: None requested. Great Circle along with the Juvenile Division will be responsible for making sure all staff who supervises the visits receives the proper training in order to supervise the visits.

TOTAL AMOUNT OF FUNDS REQUESTED: **\$19,952**

Cost Per Person Served and/or Cost Per Hours of Service Provided: \$58 per hour for a total of 344 service hours provided=\$19,952. A minimum of 28 families will be served. Total cost per family: \$712.57/family.