

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the

16th

day of

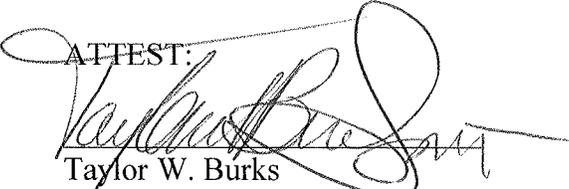
October

20 18

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

Now on this day the County Commission of the County of Boone does hereby recognize Senator Caleb Rowden in honor of his contributions and commitment to all counties in the state of Missouri.

Done this 16th day of October, 2018.

ATTEST:  
  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# PROCLAMATION HONORING SENATOR CALEB ROWDEN

- Whereas,* Senator Caleb Rowden was elected to represent Boone and Cooper Counties in the Missouri Senate in 2016, following two terms in the Missouri House of Representatives; and
- Whereas,* Senator Rowden's commitment to supporting and improving county government operations is evident in his work to advance bills particularly impactful to Missouri counties; and
- Whereas,* Senator Rowden contributed toward the passage of 5G Small Cell Legislation, which sets a statewide framework for the deployment of 5G technology in Missouri; and
- Whereas,* Senator Rowden demonstrated his commitment to education, particularly during tough budget times, by stabilizing and protecting funding for higher education and by providing over \$100 million in new K-12 resources; and
- Whereas,* Senator Rowden served on the Justice Reinvestment Task Force, which ultimately resulted in the passage of Justice Reinvestment Legislation; and
- Whereas,* Justice Reinvestment Legislation helped change many things within the criminal justice system, including resources and a pilot program for community behavioral and mental health services for offenders and reforms that will allow localities more flexibility with their county prisons; and
- Whereas,* the County Commissioners Association of Missouri has honored Senator Rowden for his commitment to improving county government operations, not only for the most recently concluded 2018 session of the General Assembly, but also for work done in the past few years.
- Therefore,* we do hereby recognize the commitment and contributions of Senator Caleb Rowden to Boone County and all counties in the state of Missouri.

IN TESTIMONY WHEREOF, this 16<sup>th</sup> day of October, 2018.

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Daniel K. Atwill, Presiding Commissioner

---

Fred J. Parry, District I Commissioner

---

Janet M. Thompson, District II Commissioner

ATTEST:

---

Taylor W. Burks, County Clerk

# CERTIFIED COPY OF ORDER

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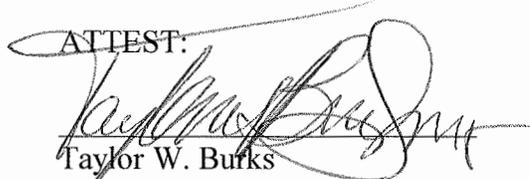
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the 13<sup>th</sup> Judicial Circuit Court to increase the revenue and expenditures for the DYS-Probation Services Grant for the period 7/1/18-12/31/18 for DJO salaries and benefits.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Judicial Grants	State Reimbursement		46,544
1243	10100	Judicial Grants	Salaries/Wages		37,424
1243	10200	Judicial Grants	FICA		2,863
1243	10300	Judicial Grants	Health Insurance		5,325
1243	10325	Judicial Grants	Disability Insurance		142
1243	10350	Judicial Grants	Life Insurance		40
1243	10375	Judicial Grants	Dental Insurance		350
1243	10500	Judicial Grants	401 (A) Match		400
					93,088

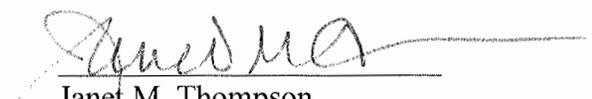
Done this 16th day of October, 2018.

ATTEST:

  
 Taylor W. Burks  
 Clerk of the County Commission

  
 Daniel K. Atwill  
 Presiding Commissioner

Absent  
 Fred J. Parry  
 District I Commissioner

  
 Janet M. Thompson  
 District II Commissioner

**BOONE COUNTY, MISSOURI  
REQUEST FOR BUDGET AMENDMENT**

**RECEIVED**

9/10/2018

**EFFECTIVE DATE**

SEP 14 2018

**FOR AUDITORS USE**

**BOONE COUNTY AUDITOR**

(Use whole \$ amounts)

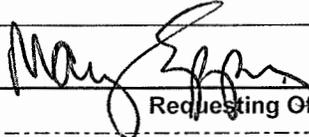
Transfer From      Transfer To  
Decrease              Increase

Dept	Account	Fund/Dept Name	Account Name		
1243	3451	Judicial Grants	State Reimbursement		16,544
1243	10100	Judicial Grants	Salaries/Wages		37,424
1243	10200	Judicial Grants	FICA	C	2,863
1243	10300	Judicial Grants	Health Insurance		5,325
1243	10325	Judicial Grants	Disability Insurance	37,424.00	+
1243	10350	Judicial Grants	Life Insurance	2,863.00	+
1243	10375	Judicial Grants	Dental Insurance	5,325.00	+
1243	10500	Judicial Grants	401 (A) Match	142.00	+
				40.00	+
				350.00	+
				400.00	+
				46,544.00	*

**93,088**

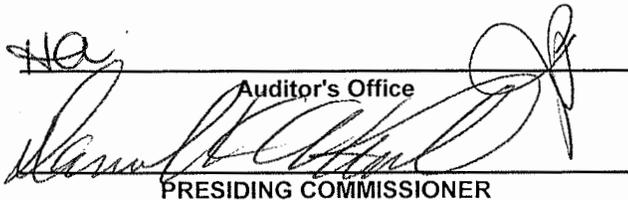
Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

To increase the revenue and expenditures for the DYS-Probation Services Grant for the period 7/1/18-12/31/18 for DJO salaries and benefits. This grant runs from July 1, 2018 through June 30, 2019.

  
Requesting Official

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A fund-solvency schedule is attached.       Agenda
- Comments: **DYS - PROBATION SERVICES GRANT**       Auditor

  
PRESIDING COMMISSIONER

**Absent**  
DISTRICT I COMMISSIONER

  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing

1243 Judicial Grants & Contracts  
 Probation Services Grant  
 Calculations for Budget Amendment  
 July 2018- December 2018

Position Number	Position Title	Budget Hours July-Dec.	Hourly Rate	10100 Salary & Wages	10200 FICA	10300 Health Insurance	10325 Disability Insurance	10350 Life Insurance	10375 Dental Insurance	10500 401(A) Match	Total	
					(0.0765)	(\$515/\$540 mo)	(0.0043)	(\$4.00/mo)	(\$35.00/mo)	(\$50/mo)		
(Includes June 18)	561	DJO I	1200	19.05	\$ 22,860.00	\$ 1,748.79	\$ 3,780.00	\$ 98.30	\$ 28.00	\$ 245.00	\$ 350.00	\$ 29,110.09
(Includes June 18)	560	DJO I	650.5	17.54	\$ 11,410.00	\$ 872.87	\$ 1,030.00	\$ 30.00	\$ 8.00	\$ 70.00	\$ -	\$ 13,420.87
(New Hire)	560	DJO I	185	17.05	\$ 3,154.25	\$ 241.30	\$ 515.00	\$ 13.56	\$ 4.00	\$ 35.00	\$ 50.00	\$ 4,013.11
July-December 2018 Exp Estimate:					<u>\$ 37,424.25</u>	<u>\$ 2,862.96</u>	<u>\$ 5,325.00</u>	<u>\$ 141.86</u>	<u>\$ 40.00</u>	<u>\$ 350.00</u>	<u>\$ 400.00</u>	<u>\$ 46,544.06</u>

Grant Award:	\$89,444.00
<b>July-Dec 2018</b>	<b>\$46,544.06</b>
Jan-June 2019	\$42,897.79
<b>TOTAL EXPENDITURES:</b>	<u><u>\$89,441.85</u></u>

PROBATION SERVICES GRANT - JULY 2018-JUNE 2019

TOTAL: \$89,444.00

Grant Award		<u>Salary &amp; Wages</u> \$70,254.25	<u>FICA</u> \$5,374.45	<u>Health Insurance</u> \$11,655.00	<u>Dis. Insurance</u> \$302.09	<u>Life Insurance</u> \$88.00	<u>Dental Insurance</u> \$770.00	<u>401(A) Match</u> \$1,000.00	<u>TOTAL EXPENDITURES</u> \$89,443.79
(5/28-6/24)	JUNE	\$5,854.40	\$447.86	\$1,055.00	\$25.17	\$8.00	\$70.00	\$50.00	\$7,510.43
(6/25-7/22)	JULY	\$5,854.40	\$447.86	\$1,055.00	\$25.17	\$8.00	\$70.00	\$50.00	\$7,510.43
(7/23-8/3)	(2) AUGUST	\$2,927.20	\$223.93	\$0.00	\$12.56				\$3,163.69
(8/6-8/24)	(1) AUGUST	\$1,524.00	\$116.59	\$540.00	\$6.55	\$4.00	\$35.00	\$50.00	\$2,276.14
(8/27-9/21)	(1) SEPT	\$3,048.00 Est	\$233.18	\$540.00	\$13.11	\$4.00	\$35.00	\$50.00	\$3,923.29
(9/24-10/19)	(1) OCT	\$3,048.00 Est	\$233.18	\$540.00	\$13.11	\$4.00	\$35.00	\$50.00	\$3,923.29
(10/22-11/30)	(1) NOV	\$4,572.00 Est	\$349.76	\$540.00	\$19.66	\$4.00	\$35.00	\$50.00	\$5,570.42
(12/3-12/28)	(1) DEC	\$3,048.00 Est	\$233.18	\$540.00	\$13.11	\$4.00	\$35.00	\$50.00	\$3,923.29
		<u>\$29,876.00</u>	<u>\$2,285.54</u>	<u>\$4,810.00</u>	<u>\$128.44</u>	<u>\$36.00</u>	<u>\$315.00</u>	<u>\$350.00</u>	<u>\$37,800.98</u>

		<u>ESTIMATE:</u>		<u>USED:</u>		<u>NEW DJO -</u>	
160	Salary	2080 Hrs X 19.05 =	\$39,624 (Justin)	400 Hrs. X \$17.54=	\$7,016 (Samantha)	1385 Hrs. x \$17.05	\$23,614
160	FICA	0.0765	\$3,031		\$537	(Approx. 7 1/2 wks with no one in this position-295 Hr.)	
80	H. Insurance	13 Months X \$540/MO	\$7,020	2 Mos.	\$1,030	FICA	\$1,807
80	Dis. Ins.	0.0043	\$170	0.0043	\$30	H. Ins	7 Mos. \$3,605
160	L Insurance	13 Mos x \$4/MO	\$52	2 Mos.	\$8	Dis Ins.	0.0043 \$101
160	Dental Ins.	13 Mos x \$35	\$455	2 Mos.	\$70	L Insurance	7 Mos. \$28
240	401(A)	\$25/per pay period	\$650		\$0	Dental Ins.	7 Mos. \$245
160						401(A)	7 Mos. \$350
<u>1200 Justin's hours used</u>	<b>TOTAL</b>		<u>\$51,002 **</u>	<b>TOTAL</b>	<u>\$8,691 **</u>		<u>\$29,750 **</u>

\*\* TOTAL OF ALL COLUMNS: \$89,443



**State of Missouri  
Department of Social Services  
Contract Amendment**

*Contract Description:*  
**Juvenile Court Diversion**  
*Amendment Description:*  
**FY19 Renewal**

*Contract #:* **ER172-17009**

*Amendment #* **002**

*Amendment Date:* **July 23, 2018**

**Contractor Information:**

Contractor Name: **13<sup>th</sup> Judicial Circuit**  
Mailing Address: **705 East Walnut Street**  
City, State Zip: **Columbia, MO 65201**

The above referenced contract between **13<sup>th</sup> Judicial Circuit** and the Department of Social Services is hereby amended as follows:

1. The contract is renewed for the period July 1, 2018 through June 30, 2019.
2. This renewal is at the same budget as the original base contract.
3. This amendment shall be effective July 1, 2018. All other terms and conditions shall remain unchanged.

~~~~~  
*In witness thereof, the parties below hereby execute this agreement.*

*The signature of the contractor is not required on this document.*

\_\_\_\_\_  
Authorized Signature for the Contractor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Nelen M. Jacob*

KM

**July 23, 2018**

\_\_\_\_\_  
Authorized Signature for the Department of Social Services

\_\_\_\_\_  
Date

|                                 |                          | Budget  |      |          |           |         |             |             |       |                 |             |             |              |             | Workers   |            | Workers     |           | 10500   |           |             |
|---------------------------------|--------------------------|---------|------|----------|-----------|---------|-------------|-------------|-------|-----------------|-------------|-------------|--------------|-------------|-----------|------------|-------------|-----------|---------|-----------|-------------|
|                                 |                          |         |      |          |           |         |             |             |       |                 |             |             |              |             | Comp      |            | Comp        |           | 401(A)  |           |             |
| Employee                        | Pos                      | Bud     | Curr | Hrly     | % FHR     | FHR Inc | FHR Inc     | Perf/Comp   | Hrly  | Budget Salary & | FICA        | Employee    | HSA          | Disability  | Life Ins  | Dental Ins | Workers     | Comp      | Comp    | 401(A)    |             |
|                                 | Num Position Title       | Pay Rng | Hrs  | Rate     | Hrly Rate | Pr Hr   | Annual      | Pool Calc   | Rate  | Wages           |             | Health      | Contribution | Ins         | Ins       | Ins        | Comp        | Code      | Rate    | Contrib   |             |
| SWEET, S.                       | 560 DEPUTY JUVENILE OFFI | 31      | 2080 | \$ 17.11 | \$ 18.11  | \$ 1.00 | \$ 2,080.00 | 0           | 18.11 | \$ 37,668.80    | \$ 2,881.66 | \$ 6,180.00 | \$ -         | \$ 161.98   | \$ 48.00  | \$ 420.00  | \$ -        | 772       | \$ -    | \$ 650.00 |             |
| KELLY, J.                       | 561 DEPUTY JUVENILE OFFI | 31      | 2080 | \$ 18.68 | \$ 18.11  | \$ -    | \$ -        | 0           | 18.68 | \$ 38,854.40    | \$ 2,972.36 | \$ 5,280.00 | \$ 1,200.00  | \$ 167.07   | \$ 48.00  | \$ 420.00  | \$ -        | 772       | \$ -    | \$ 650.00 |             |
| CUNNINGHAM,                     | 745 DOMESTIC ASSAULT COU | 34      | 1664 | \$ 18.72 | \$ 19.51  | \$ 0.79 | \$ 1,314.56 | 0           | 19.51 | \$ 32,464.64    | \$ 2,483.54 | \$ 6,180.00 | \$ -         | \$ 139.60   | \$ 48.00  | \$ 420.00  | \$ 762.92   | 7720      | \$ 2.35 | \$ 650.00 |             |
| JUDICIAL GRANTS/CONTRACTS       |                          | 1243    |      |          |           |         |             | \$ 3,394.56 | 0     | \$              | 108,987.84  | \$ 8,337.56 | \$ 17,640.00 | \$ 1,200.00 | \$ 468.65 | \$ 144.00  | \$ 1,260.00 | \$ 762.92 |         |           | \$ 1,950.00 |
| Amount for DYS Grant Adjustment |                          |         |      |          |           |         |             |             |       |                 | 10100       | 10200       | 10300        | 10310       | 10325     | 10350      | 10375       |           |         |           | 10500       |
| Average of two positions        |                          |         |      |          |           |         |             |             |       | \$              | 38,262      | \$ 2,927    | \$ 5,730     | \$ 600      | \$ 165    | \$ 48      | \$ 420      |           |         |           | \$ 650      |

Auditor Note: The average of the two positions is the amount that was removed from the 2018 budget during the annual budget process because the grant period ended June 30, 2018. This amendment is to increase the budget for the period July 1 - Dec 31, 2018. The budget amendment is for less than the average of the two positions because there was turnover in position 560 so the position will be vacant for a couple months. -Heather Acton, Accountant *HA*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 18

In the County Commission of said county, on the 16th day of October 20 18

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

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the 13<sup>th</sup> Judicial Circuit Court to increase the revenue and expenditures for the Domestic Relations Resolution Fund – Contact for Kids: A Safe Way Grant for the period 7/1/18-12/31/18.

| Department | Account | Department Name | Account Name              | Decrease \$ | Increase \$ |
|------------|---------|-----------------|---------------------------|-------------|-------------|
| 1243       | 3451    | Judicial Grants | State Reimbursement-Grant |             | 13,000      |
| 1243       | 71101   | Judicial Grants | Professional Services     |             | 13,000      |
|            |         |                 |                           |             | 26,000      |

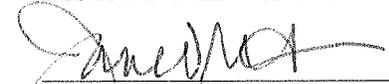
Done this 16th day of October, 2018.



Daniel K. Atwill  
Presiding Commissioner

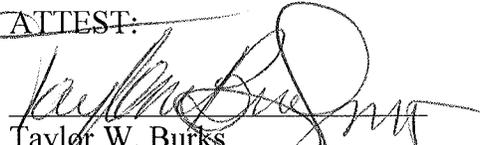
Absent

Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission





State of Missouri  
Office of State Courts Administrator  
Administrative Services Division

|                        |                       |                     |
|------------------------|-----------------------|---------------------|
| <b>Issue Date</b>      | July 2, 2018          | <b>Award Amount</b> |
| <b>Contract Period</b> | 7/1/2018 to 6/30/2019 |                     |
|                        |                       | \$ 13,000.00        |

### Domestic Relations Resolution Fund Award

The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator is awarding funding to Missouri Circuit Courts for the creation and implementation of domestic relations programs.

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| <b>Contract Number</b> | <input checked="" type="checkbox"/> Original Contract |
| OSCA 19-003-10         | <input type="checkbox"/> Contract Amendment           |

|                                                                                                                                   |                                                                                                                       |                               |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Court/Recipient Information:</b>                                                                                               | <b>Project Director:</b>                                                                                              | <b>OSCA Program Contact</b>   |
| The Honorable Kevin Crane<br>Presiding Judge<br>Thirteenth Judicial Circuit<br>705 East Walnut Street<br>Columbia, Missouri 65201 | Angie Bezoni<br>Juvenile Officer<br>Thirteenth Judicial Circuit<br>705 East Walnut Street<br>Columbia, Missouri 65201 | Ashley Virgin<br>573-522-6767 |
|                                                                                                                                   |                                                                                                                       | <b>OSCA Fiscal Contact</b>    |
|                                                                                                                                   |                                                                                                                       | Shelly Peters<br>573-522-2751 |

Special Conditions of this award are attached.  There are no special conditions of this award. Original RFP requirements only.

Funding for the Supervised Access and Exchange program  
Requested Funding: \$18,000.00      Approved Funding: \$13,000.00

RECEIVED  
BOONE COUNTY  
JUL 12 2018  
JUVENILE DIV.

**Please Sign, Date and Return to:**

Office of State Courts Administrator Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480  
Fax 573-522-1652 or e-mail to  
osca.contracts@courts.mo.gov

In witness thereof, the parties below hereby execute this agreement.

|                                       |                                   |
|---------------------------------------|-----------------------------------|
| <b>Appointing Authority Signature</b> | <b>OSCA Signature</b>             |
|                                       |                                   |
| <b>Printed Name</b>                   | <b>Printed Name</b>               |
| Mary Egans                            | Earl Kraus                        |
| <b>Presiding Judge Signature</b>      | <b>Title</b>                      |
|                                       | Deputy State Courts Administrator |
| <b>Printed Name</b>                   | <b>Date</b>                       |
| Kevin Crane                           | 7/11/18                           |
| <b>Date</b>                           | <b>Date</b>                       |
| 7/11/18                               | 7/13/18                           |



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 522-6152

**KATHYS LLOYD**  
STATE COURTS  
ADMINISTRATOR

July 2, 2018

The Honorable Kevin Crane  
Thirteenth Judicial Circuit  
705 East Walnut Street  
Columbia, MO 65201

Dear Judge Crane:

I am pleased to inform you that the Family Court Committee has approved funds through the Domestic Relations Resolution Fund of your **Supervised Access and Exchange Program**. The amount awarded for your program is **\$13,000.00**. The funding year will be July 1, 2018, through June 30, 2019.

The Office of State Courts Administrator (OSCA) will be monitoring the expenditure of funds. If it appears you are not spending the awarded funds as proposed, the award may be reduced and made available to another court. However, if you are spending and find that you are in need of additional funds as the year ends, you may submit a request at any time prior to May 1, 2019. Included with this letter is an award data sheet outlining the terms of the award. Please review the terms to insure that you understand any restrictions concerning your award.

An electronic copy of a Certification of Compliance form will be sent shortly after July 1, 2018. This form **must** be used for reimbursement of program or project expenses. Please remember all invoices must first be paid by the county and then submitted to OSCA for reimbursement to the county treasurer. Reimbursement is for funds expended between July 1, 2018, and June 30, 2019, only.

The program or project contact person(s) will receive an email from Ashley Virgin with an electronic copy of a Quarterly Report. The form must be completed and returned **within 30 business days of the close of each quarter (October 28, January 30, and April 28)**. Instructions for completing the form will be included. A Final Report with evaluation results, will be due **within 30 days of the conclusion of the project (July 28)**, the fourth quarter's conclusion.

The following OSCA staff has been designated to assist you and your court staff with any additional information you may need related to this program:

The Honorable Kevin Crane  
July 2, 2018  
Page 2

- Ashley Virgin                      Program Administration/Quarterly & Final Report
- Shelly Peters                      Forms and Fiscal Matters (invoicing/reimbursement)
- Russell Rottmann                  Contractual Matters

Congratulations on your award. Please feel free to contact Ashley at 573-522-6767 if we can assist you in any way with your program or project.

Sincerely,



Earl Kraus  
Deputy State Courts Administrator

Attachment:    Award Data sheet

cc: Angie Bezoni  
    Ashely Virgin  
    Russell Rottmann

EK:rr



**Fw: DRRF FY19 Award**  
Mary Epping to: Diana Vaughan

07/05/2018 08:25 AM

Begin forwarded message:

**From:** "Russell Rottmann" <[Russell.Rottmann@courts.mo.gov](mailto:Russell.Rottmann@courts.mo.gov)>  
**To:** "Kevin Crane" <[Kevin.Crane@courts.mo.gov](mailto:Kevin.Crane@courts.mo.gov)>, "Angie Bezoni" <[Angie.Bezoni@courts.mo.gov](mailto:Angie.Bezoni@courts.mo.gov)>  
**Cc:** "Kimberly Abbott" <[Kim.Abbott@courts.mo.gov](mailto:Kim.Abbott@courts.mo.gov)>, "Ashley Virgin" <[Ashley.Virgin@courts.mo.gov](mailto:Ashley.Virgin@courts.mo.gov)>, "Shelly Peters" <[Shelly.Peters@courts.mo.gov](mailto:Shelly.Peters@courts.mo.gov)>  
**Subject:** **DRRF FY19 Award**

Dear Judge Crane ,

The Office of State Courts Administrator is pleased to announce the award of \$13,000.00 to support the Supervised Access and Exchange Program during fiscal year 2019.

A copy of all documents are enclosed for your review. The contract award form should be signed and returned to our office for inclusion in the contract file. If you have any questions or concerns regarding the documents please feel free to contact us. The Certificate of Compliance form will be sent at a later date.

*(See attached file: 13th Circuit - Supervised Access award documents.pdf)(See attached file: FY19 13th Award Data Contact for Kids.pdf)(See attached file: OSCA 19-003-10 - 13th Circuit - Supervised Access.pdf)*

Kindest regards,

Russell Rottmann  
Contracts Principle Management Analyst  
Administrative Services Division  
Office of State Courts Administrator  
573-522-6766



[russell.rottmann@courts.mo.gov](mailto:russell.rottmann@courts.mo.gov)

FY19 13th Award Data Contact for Kids.pdf



OSCA 19-003-10 - 13th Circuit - Supervised Access.pdf



13th Circuit - Supervised Access award documents.pdf

**13<sup>th</sup> Judicial Circuit Award Data  
Supervised Access and Exchange Program  
“Contact for Kids: A Safe Way”**

1. Services can be provided only to family members where there is a domestic relations case filed in the court.
2. The amount of funding for your program or project for the fiscal year is \$13,000.00.

The breakdown of funding expenditure is as follows:

| Funding Period       | July 1, 2018 – June 30, 2019 |
|----------------------|------------------------------|
| Contractual Services | \$13,000.00                  |
|                      |                              |
| Total                | \$13,000.00                  |

3. If it appears that your court will not use all the funds awarded, the Family Court Committee may, in its discretion, reduce the amount of reimbursement funds to the court. OSCA shall manage funds for this program on a semi-annual basis. During each 6-month period, the award amount must be reduced either by expenditure or by OSCA retracting a percentage of the funding. The court must notify OSCA of any extenuating circumstances that would justify the retaining of funds prior to the end of the six-month period. This is necessary in order to track the fund balance so as to allow additional awards in the future.
4. If at any time the court is aware that a portion of the funds are not needed for the project or program, OSCA should be notified so that the excess funds can be made available for additional awards.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

January Session of the January Adjourned

Term. 20 18

County of Boone

In the County Commission of said county, on the

23rd

day of

January

20

18

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

Now on this day the County Commission of the County of Boone does hereby approve the attached grant application proposal for the Domestic Relations Program for Parents and Children as submitted by the 13<sup>th</sup> Judicial Circuit, Family Court.

Done this 23rd day of January, 2018.

ATTEST:

Taylor W. Burks  
Taylor W. Burks  
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry

Fred J. Parry  
District I Commissioner

Janet M. Thompson

Janet M. Thompson  
District II Commissioner



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

RFP NO. OSCA 19-003

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 2, 2018

CONTACT: Russell Rottmann

PHONE NO.: (573) 522-6766

E-MAIL: osca.contracts@courts.mo.gov

**RETURN FUNDING PROPOSAL NO LATER THAN: 4:00 PM, February 22, 2018**

RETURN PROPOSAL TO:

(U.S. Mail)  
Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, Mo 65110 - 4480

(Courier Service)  
Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, Mo 65109

**CONTRACT PERIOD:** July 1, 2018, THROUGH June 30, 2019

**SIGNATURE REQUIRED**

|                                                                     |                           |                                            |
|---------------------------------------------------------------------|---------------------------|--------------------------------------------|
| AUTHORIZED SIGNATURE<br>                                            |                           | DATE<br>1-19-18                            |
| PRINTED NAME<br>Honorable Leslie Schneider                          |                           | TITLE<br>Family Circuit Judge              |
| CIRCUIT/COUNTY<br>13 <sup>th</sup> Judicial Circuit; Boone/Callaway |                           |                                            |
| MAILING ADDRESS<br>705 East Walnut                                  |                           |                                            |
| CITY, STATE, ZIP<br>Columbia, Missouri 65201                        |                           |                                            |
| CONTACT PERSON<br>Angie Jaco                                        |                           | TITLE:<br>DJO III/Supervisor               |
| PHONE NO.<br>(573) 886-4200                                         | FAX NO.<br>(573) 886-4030 | E-MAIL ADDRESS<br>Angie.jaco@courts.mo.gov |

**NOTICE OF AWARD (OSCA USE ONLY)**

|                                                                                           |                                                       |                                       |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------|
| ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: SUPERVISED ACCESS & EXCHANGE |                                                       |                                       |
| REQUESTED: \$18,000. <sup>00</sup>                                                        |                                                       | APPROVED: \$13,000. <sup>00</sup>     |
| CONTRACT NUMBER<br>OSCA 19-003-10                                                         | CONTRACT PERIOD<br>July 1, 2018 THROUGH JUNE 30, 2019 |                                       |
| CONTRACT SECTION<br>                                                                      | DATE<br>7/3/18                                        | DEPUTY STATE COURTS ADMINISTRATOR<br> |

Domestic Relations Programs For Parents and Children

Example: One goal for a waiting area for children might be to increase the affordability of accessing the court. A measurable objective could be the amount of childcare dollars saved by parents who used the child waiting area.

f. **Sustainability:** Explain how the program will continue once this funding ends.

Example: Children’s waiting area – Once the area is created, minimal funding will be necessary. Toys will be donated by the XX youth service group. Court-employed cleaning and maintenance personnel will take care of every day cleaning and maintenance.

**5.3 Number of Persons Served/Number of Direct Service Hours; Cost Per Person Served and/or Cost Per Hour of Service Provided:**

5.3.1 Identify the total number of persons/families projected to be served and/or estimated total number of direct service hours. Divide the total amount of funds requested by the estimated number of persons served and/or divide the total amount of funds requested by the estimated number of hours of service provided by the total amount of funds requested. Show your calculations.

**5.4 Project Funding Breakdown:**

5.4.1 Identify the funding needs in each of the following areas, as applicable, for the program you are creating. Indicate when reimbursement of items or services is not needed or costs are covered by other sources. Example: Furniture – none needed, can use existing furniture in the courthouse. Toys for children – Toy store XXX has agreed to donate \$200.00 worth of age appropriate toys. Identify why the item/service is needed, how it will be used, describe the item/service, cost per item/per hour, where it will be purchased, who will provide the service, how many items/hours are needed and total costs.

**Furniture and Equipment:**

**Resource Materials for Participants and Program Development:**

**Construction:**

**Contractual services:**

**Administrative Costs and Supplies:**

**Training:**

**TOTAL AMOUNT OF FUNDS REQUESTED: \$** 18,000

**Domestic Relations Program for Parents and Children  
Request for Proposal  
Supervised Access and Exchange Program, "Contact for Kids: A Safe Way"  
Budget Spending Plan & Narrative**

**2.1 Continuation of Approved Program:**

For fiscal year 2018, the 13<sup>th</sup> Judicial Circuit, Family Court requested \$15,000 in funding to continue our Supervised Visitation program. The Court received \$10,000 and has continued to provide supervised exchange services through a contract with Great Circle. The Court continues to require the non-custodial parent to pay a per diem based off his/her income. It should also be noted that the Court can find a person indigent, and not require them to pay a co-pay. Each non-custodial parent is allowed up to twelve hours of supervised visitation during the grant cycle.

During the current grant cycle from July 1 through December 31, twenty-one families have been referred to the program as a result of their involvement in domestic relations cases. Of those twenty-one cases, seventeen cases have received supervised visitation program services. Of the four cases that did not receive services, two cases failed to correspond with the Great Circle representative to schedule meetings, and two cases needed additional documentation prior to approval, which was not received. Of the seventeen families which received services during this grant period, four of the families were receiving services due to their children being in the custody of the Children's Division. Those families did not complete the program, due to not being in compliance with their Written Service Agreements. Seven families completed the program successfully, four families continue in the program; and two families quit corresponding with the service provider.

The 13<sup>th</sup> Circuit's Family Court supervised visitation and exchange program was established in July of 2009. The program's need has increased this grant year. During the 2016-2017 grant year, fourteen families received services. Already this grant year, seventeen families have received services. At this rate, we anticipate exceeding the grant reward of \$10,000.:

As noted above, for fiscal year 2017-2018 we requested \$15,000 and were awarded \$10,000. Through December 2017, \$6,206 has been billed for supervised visitation, which is over one-half of the \$10,000 allocation. Of the seventeen families which participated in the program during the current fiscal year, six families' fees were waived due to them being indigent. All other families paid co-pays ranging from \$9.00 to \$25.00 per unit. It should be noted that only one family paid \$25.00 per unit. All other families paid between \$9 and \$13 per unit. There is \$3,794 in funding from the current grant period left for the remainder of this grant period.

The number of families served has increased since the inception of this program, and referrals have substantially increased during this grant period. During the 2016-2017

grant year, fourteen families were served. Currently through December of 2017, the grant has served seventeen families with 105 direct service hours. It is anticipated that if the average number of families served during the first six months of the 2017-2018 grant year stays on trend, that would equate to a total of twenty-eight families served for the current fiscal year and a total of 300 direct service hours.

| Quarter      | Families Served                                        | Hours      |
|--------------|--------------------------------------------------------|------------|
| 1            | 12                                                     | 55         |
| 2            | 7                                                      | 52         |
| 3*           | 9 (4 continuing, with more anticipated being referred) | 87         |
| 4*           | 12                                                     | 87         |
| <b>Total</b> | <b>28</b>                                              | <b>336</b> |

\*Estimates

If current trend of increased referrals persist, the Court should be able to cover the costs of supervised visits with the requested amount of \$18,000, plus the copays each family is expected to pay. It should be noted, due to the increase in referrals, we are no longer approving cases that are in the custody of the Children's Division, since the Children's Division is able to supervise visits.

#### Budget Spending Plan

Should our Court be awarded the full amount of \$18,000, we are confident referrals will continue to be made and we will continue the consistent level of service as shown over the last eight years. We also will continue the practice that if a party falls below poverty level, the Court may waive an hourly per diem being paid by the non-custodial party. Great Circle also has informed us that they would continue to partner with the 13<sup>th</sup> Circuit to provide this service to families.

The following chart shows the expected budget spending plan for FY19, based on predictions of families served to date. This budget plan includes continuing to contract with Great Circle to provide the supervision by a licensed therapist at \$58.00 per hour.

| # of Families Predicted to be Served | # of Available Visitation hours per family | Cost per Visitation Hour | Total Funds needed to provide services | Requested funds through DRRF | Additional Funds needed outside of Grant to cover expenditures |
|--------------------------------------|--------------------------------------------|--------------------------|----------------------------------------|------------------------------|----------------------------------------------------------------|
| 28                                   | 12                                         | \$58                     | \$19,488                               | \$18,000                     | \$1,488                                                        |

As mentioned above, the total number of families projected to be served during this grant reporting period is twenty-eight, based on the number of families referred so far for the first and second quarter. Currently reimbursement per hour for the therapist to provide

supervised visits is \$58 per hour. If each family receives twelve hours of supervised visitation services and qualified for having no co-pay due to income levels, the maximum amount needed would be \$19,488; however the remaining \$1,488 needed would likely be covered through co-pays. Currently \$6,206 has been spent to provide supervised visitation services which has increased drastically over the last grant year. The amount of copays ordered and collected have decreased, due to more families being indigent. Based on the number of families served, the amount billed by the service provider, and the amount of copays ordered, we anticipate the grant being spent before the end of the grant year. Due to this, the Court will no longer approve cases in the custody of the Children's Division, due to there being other supervised visit options. We request \$18,000 in order to continue to support this program.

In an effort to continue assuming some of the responsibilities of the cost of this program, the Court will continue to work with Great Circle in having the non-custodial parent pay an hourly per diem based on their income level. For those non-custodial parents who fall below the poverty level, the Court would continue to be allowed to waive a per diem fee, therefore allowing the grant to pay the full hourly rate. It should be noted that during the first six months of the 2017-2018 grant year, \$981 have been defrayed in costs due to collection of co-pays by the non-custodial parents. We have continued to stringently monitor the collection of co-pays by Great Circle to ensure maximum use of the funds provided for families.

Our Court, in collaboration with Great Circle, previously developed a sliding scale worksheet to determine the hourly rate the participant would be required to pay. This scale continues to provide for the fee to be waived if the participant's income is below poverty guidelines as provided by the U.S. Department of Health and Human Services. For families which would be required to pay an hourly per diem, the family will continue to sign an agreement to pay a pre-determined amount before each supervised visitation and should they not be able to pay their amount, the visitation would not occur. It will continue to be up to the contract agency to collect the amount due from the family based on the sliding scale fee and the Court will agree to pay the contract agency the remaining balance of the \$58.00 per hour through contractual services through the DRRF grant. Based on the previous six months of following this policy, it is estimated that several families will be able to pay some per diem for visits, but there will continue to be a need to waive the co-pay as six families had their fee waived as they had no income being received that could be counted towards the sliding scale and all fell below the minimum income of \$8,000 per year. As mentioned above, co-pays for the non-custodial parents have continued to help defray costs for the program and we will continue to be stringent in monitoring that families pay the appropriate co-pay for their income level. At this time, no other funding sources have been identified, but we will continue to keep the program as low cost as possible to the Courts while maintaining a high level of quality and effectiveness.

Benefit of Funds for FY19

Seventeen families have received the benefit of the Supervised Visitation program from July 1, 2017 through December 31, 2017 in the 13<sup>th</sup> Circuit as a direct result of this grant. The children and visiting parents have been given an opportunity to build a lasting relationship that often might not have occurred without this program. The visiting parent has learned valuable information such as how to better communicate and/or interact with their child/children through the assistance of the licensed therapist. The custodial parent has been provided the assurance their child/children are safe and well supervised with the therapist being present.

Surveys collected by Great Circle have been positive. Participants learned new parenting strategies, and were able to establish or re-establish relationships with their children.

Regarding the need for the program, Family Court Judge Leslie Schneider stated, "The supervised visitation program in the Thirteen Circuit has been extremely successful in moving both parents to a parenting plan that provides the child with a frequent and meaningful relationship with both parents, as set forth in Chapter 452". Family Court Commissioner Sara Miller stated, "the supervised visitation program has become an essential tool to serve the needs of many children and families in our Circuit. The program provides a safe visitation experience for children, and has resulted in a positive resolution to visitation issues for many families that have no other options available to initiate or maintain a parent-child relationship".

The program is well known among the Family Court Judges, Family Court Commissioner, guardians ad litem, and local attorneys which further ensures families will continue to be referred to the program. Our Family Court Administrative Judge Leslie Schneider has given us approval to continue applying for this grant, as it is recognized as a needed resource for domestic Court cases involving children. There is currently a need for this program as it has allowed many Court domestic relations cases such as Ex-parte Child Orders of Protection, Ex-parte Adult Abuse, Dissolutions of Marriage, Paternity, and other Family Court cases to allow visitation between parents and caregivers in a safe, therapeutic environment and helps many cases to be resolved more effectively.

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the

16th

day of

October

20 18

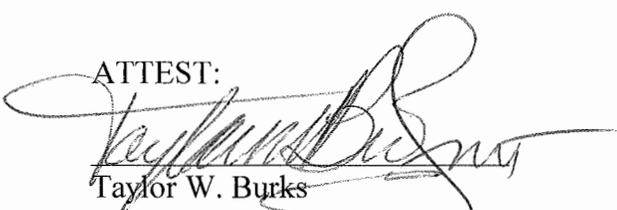
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the 13<sup>th</sup> Judicial Circuit Court to increase the revenue and expenditures for the JJPA Grant for the period 7/12/18-12/31/18.

| Department | Account | Department Name      | Account Name                   | Decrease \$ | Increase \$ |
|------------|---------|----------------------|--------------------------------|-------------|-------------|
| 1243       | 3451    | Court Services Grant | State Reimbursement            |             | 9,346       |
| 1243       | 10100   | Court Services Grant | Professional Services          |             | 870         |
| 1243       | 71100   | Court Services Grant | Outside Services               |             | 3,446       |
| 1243       | 71600   | Court Services Grant | Equipment Lease & Meter Charge |             | 5,030       |
|            |         |                      |                                |             | 18,692      |

Done this 16th day of October, 2018.

ATTEST:

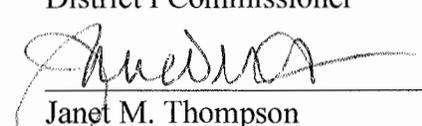


Taylor W. Burks  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# BOONE COUNTY, MISSOURI REQUEST FOR BUDGET AMENDMENT

RECEIVED

JUL 25 2018

7/24/2018

EFFECTIVE DATE

FOR AUDITORS USE

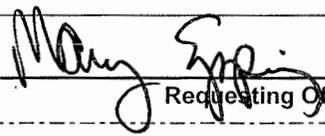
BOONE COUNTY AUDITOR

(Use whole \$ amounts)  
Transfer From      Transfer To  
Decrease            Increase

| Dept | Account | Fund/Dept Name       | Account Name                   | Transfer From<br>Decrease | Transfer To<br>Increase |
|------|---------|----------------------|--------------------------------|---------------------------|-------------------------|
| 1243 | 3451    | Court Services Grant | State Reimbursement            |                           | \$9,346                 |
| 1243 | 10100   | Court Services Grant | Personnel Services             |                           | \$870                   |
| 1243 | 71100   | Court Services Grant | Outside Services               |                           | \$3,446                 |
| 1243 | 71600   | Court Services Grant | Equipment Lease & Meter Charge |                           | \$5,030                 |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
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|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                |                           |                         |
|      |         |                      |                                | -                         | 18,692                  |

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

To increase revenue and expenditures for the JJPA Grant for the period 7/12-12/31/18.

  
\_\_\_\_\_  
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A fund-solvency schedule is attached.
- Agenda
- Comments: *Juv Justice Program Assistance*
- Auditor

*HA*  
\_\_\_\_\_  
Auditor's Office

  
\_\_\_\_\_  
PRESIDING COMMISSIONER

Absent

\_\_\_\_\_  
DISTRICT I COMMISSIONER

  
\_\_\_\_\_  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. NOTE: The 10-day period may not be waived.
- The Budget Amendment may not be approved prior to the Public Hearing.



**State of Missouri**  
Office of State Courts Administrator  
Administrative Services Division

|                        |                                    |                     |
|------------------------|------------------------------------|---------------------|
| <b>Issue Date</b>      | July 12, 2018                      | <b>Award Amount</b> |
| <b>Contract Period</b> | July 1, 2018 through June 30, 2019 |                     |
|                        |                                    | \$ 9,346.00         |

## Juvenile Justice Program Assistance

The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee, has approved and provided funding for the implementation of juvenile justice programming assistance for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure;pre-adjudication placement.

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| <b>Contract Number</b> | <input checked="" type="checkbox"/> Original Contract |
| OSCA 19-005-10         | <input type="checkbox"/> Contract Amendment           |

|                                                                                                                                   |                                                                                                                                                |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Court/Recipient Information:</b>                                                                                               | <b>Project Director:</b>                                                                                                                       | <b>OSCA Program Contact</b>     |
| The Honorable Kevin Crane<br>Presiding Judge<br>Thirteenth Judicial Circuit<br>705 East Walnut Street<br>Columbia, Missouri 65201 | Angie Bezoni<br>Supervisor - Boone County Juvenile Office<br>Thirteenth Judicial Circuit<br>705 East Walnut Street<br>Columbia, Missouri 65201 | Jessica Kempker<br>573-522-3357 |
|                                                                                                                                   |                                                                                                                                                | <b>OSCA Fiscal Contact</b>      |
|                                                                                                                                   |                                                                                                                                                | Shelly Peters<br>573-522-2751   |

Special Conditions of this award are attached.  There are no special conditions of this award. Original RFP requirements only.

Funding for the Alternatives to Detention Program with the evening reporting center, crisis intervention services, shelter care and day treatment. Food for the evening reporting center is not allowed with this funding.

Requested Funding: \$24,171.97      Awarded Funding: \$9,346.00

### Please Sign, Date and Return to:

Office of State Courts Administrator  
Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480  
e-mail: osca.contracts@courts.mo.gov  
Fax: 573-522-6152

In witness thereof, the parties below hereby execute this agreement.

|                                       |             |                                   |             |
|---------------------------------------|-------------|-----------------------------------|-------------|
| <b>Appointing Authority Signature</b> |             | <b>OSCA Signature</b>             |             |
|                                       |             |                                   |             |
| <b>Printed Name</b>                   | <b>Date</b> | <b>Printed Name</b>               | <b>Date</b> |
| Mary Egan                             | 7/17/18     | Earl Kraus                        |             |
| <b>Presiding Judge Signature</b>      |             | <b>Title</b>                      |             |
|                                       |             | Deputy State Courts Administrator |             |
| <b>Printed Name</b>                   | <b>Date</b> | <b>Date</b>                       |             |
| Kevin Crane                           | 7/17/18     | 7/12/18                           |             |



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

**KATHY S. LLOYD**  
STATE COURTS  
ADMINISTRATOR

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 522-6152

July 12, 2018

The Honorable Kevin Crane  
Presiding Judge  
Thirteenth Judicial Circuit  
705 East Walnut Street  
Columbia, Missouri 65201

Dear Judge Crane:

On behalf of the Family Court Committee, I am pleased to announce the award of funding for the Juvenile Justice Program Assistance. The Thirteenth Judicial Circuit has been awarded \$9,346.00 for the Alternatives to Detention Program for FY19 under contract OSCA 19-005-10.

Funds are available to your court per the terms of the attached contract award. OSCA, Contracts Unit, requests the contract award be signed and returned to us for filing with the award documentation. Quarterly reports concerning the number of juveniles served and recidivism outcomes should be submitted with a final report being submitted at the end of the funding period. Additional information will be sent out soon.

When entering into contracts for this program, courts should determine if the individual is an employee of the state of Missouri, a member of the General Assembly a statewide elected official or county employee. If this is the case, the court must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. Your county purchasing policies and rules will apply to the contracting with individuals that fall into this category.

The county should consider language concerning liability as it relates to the contractor. For example OSCA uses the following in its contracts. "The contractor shall agree that neither the state of Missouri nor the county shall be responsible for any liability incurred by the contractor arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return and/or installation of equipment provided by the contractor, except as otherwise provided in the contract."

Additional language that OSCA uses in its contracts concerning liability is as follows. "The contractor shall understand and agree that the state of Missouri and the county cannot save and hold

The Honorable Kevin Crane  
July 12, 2018  
Page 2

harmless and/or indemnify the contractor against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the state of Missouri, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract."

In light of these provisions, your budget narrative is being revised to state the court will contract for personnel services and electronic monitoring services.

The following OSCA staff members have been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached as indicated below:

Jessica Kempker, Program Administration  
[jessica.kempker@courts.mo.gov](mailto:jessica.kempker@courts.mo.gov) – 573-522-3357

Shelly Peters, Fiscal Matters (invoicing/reimbursements)  
[shelly.peters@courts.mo.gov](mailto:shelly.peters@courts.mo.gov) – 573-522-2751

Russell Rottmann, Contractual Matters  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) – 573-522-6766

Congratulations on your award.

Sincerely,



Earl Kraus  
Deputy State Courts Administrator

EK/rr

Enclosures:  
Juvenile Justice Program Assistance Contract Award



**JJPA Grant**

Cindy L. Garrett to: Diana Vaughan, Mary Epping, Ruth McCluskey, Tara Eppy, Angie Bezoni, Kirsten Lange

07/16/2018 03:25 PM

I wanted to send a follow-up e-mail as to what we agreed on how to split the money for the JJPA grant and how we will meet the needs for the alternatives with our current budgets.

It was agreed we will use:

71600 \$5,029.60 for Home Detention, which is the amount we requested for home detention in the grant. This will cover both Boone and Callaway county cases.

71100 \$3,445.80 for ERC, which is the amount we requested. This will not include any costs for food. The cost for food will be taken out of the JO budget, Class 2, as we currently have \$300 budgeted under food and the anticipated cost for ERC food is \$200.00

10100 \$870.60 will be used for program assistant hours for anytime there are over 5 youth at JJC for the Day Treatment program. This should cover 34 days of kids being at Day Treatment. Should there be additional days where they are over 5 youth in the program Tara will use the hours she currently has budgeted for PA hours in the budget.

Shelter Care - will be terminated and no longer used as there will not be funds for this.

CIS - will be terminated and no longer used as there will not be funds for this. It is my understanding there are currently not any therapist who are providing this service for the circuit. I am still waiting to talk to Kirsten as they may have a continuing need for this program and if so we will have to discuss if we are going to fund it through contractual services thru a fund or within their JO budget.

If there is any thoughts that we will not use all the funds as we have agreed to divide them, we will need to come back to the table as it is extremely important for use to use all the funds or else we put ourselves at an even greater risk of not be fully funded in the future.

Please let me know if you have any questions.

Cindy Garrett  
Deputy Court Administrator  
705 East Walnut  
Columbia MO 65201  
573-886-4059  
573-886-4070 (fax)

E-mail address: [Cindy.L.Garrett@courts.mo.gov](mailto:Cindy.L.Garrett@courts.mo.gov)



STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL

RFP NO: OSCA 19-005  
TITLE: Juvenile Justice Program Assistance  
ISSUE DATE: February 22, 2018

CONTACT: Russell Rottmann  
PHONE NO: (573) 522-6766  
E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: 4 p.m., March 30, 2018

RETURN PROPOSAL EITHER VIA E-MAIL, USPS or COURIER SERVICE:

(U.S. Mail)  
Office of State Courts Administrator  
P.O. Box 104480  
Jefferson City, Mo 65110 - 4480

(Courier Service)  
Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, Mo 65109

CONTRACT PERIOD: July 1, 2018 through June 30, 2019

SIGNATURE REQUIRED

|                                                                             |                            |                                                  |
|-----------------------------------------------------------------------------|----------------------------|--------------------------------------------------|
| PRESIDING JUDGE SIGNATURE<br><i>[Signature]</i>                             |                            | DATE<br>March 28, 2018                           |
| FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE                  |                            |                                                  |
| <i>[Signature]</i>                                                          |                            |                                                  |
| PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL) |                            |                                                  |
| FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE                  |                            |                                                  |
| PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL) |                            | TITLE                                            |
| FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE                  |                            | DATE                                             |
| COURT<br>13 <sup>th</sup> Judicial Circuit Court                            |                            |                                                  |
| MAILING ADDRESS<br>705 East Walnut Street                                   |                            |                                                  |
| CITY, STATE, ZIP<br>Columbia, MO 65201                                      |                            |                                                  |
| CONTACT PERSON<br>Angie Bezon                                               |                            | TITLE<br>Supervisor-Boone County Juvenile Office |
| PHONE NUMBER<br>573 886 4215                                                | FAX NUMBER<br>573 886 4030 | E-MAIL ADDRESS<br>angie.bezon@courts.mo.gov      |

NOTICE OF AWARD (STATE USE ONLY)

|                                                                                        |                                                       |                                                         |
|----------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------|
| ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: ALTERNATIVES TO DETENTION |                                                       |                                                         |
| REQUESTED: \$ 24,171.97 AWARDED: \$ 9,346.00 NO FOOD FOR BRC                           |                                                       |                                                         |
| CONTRACT NO.<br>OSCA 19-005-10                                                         | CONTRACT PERIOD<br>July 1, 2018 THROUGH JUNE 30, 2019 |                                                         |
| CONTRACTS SECTION<br><i>[Signature]</i>                                                | DATE<br>7/12/18                                       | DEPUTY STATE COURTS ADMINISTRATOR<br><i>[Signature]</i> |

**1. INTRODUCTION**

The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator, (OSCA), is seeking proposals from courts for the implementation of programs and services dedicated to promoting evidenced based practices in specific categories of juvenile justice that may include:

- a. Supervision
- b. Treatment
- c. Restorative Justice
- d. Competency

**1.1 Pre-Proposal Conference:**

A pre-proposal conference regarding this Request for Proposal will be held on **Wednesday, March 7, 2018, beginning at 10 a.m. in Covington Room** located in the **Constitution Building, 3425 Constitution Court, Jefferson City, Missouri 65109**. Those wishing to take part of the pre-proposal by telephone, may do so by calling toll free, **866-630-9346**. In the Jefferson City area, the local number is 526-5402

**1.2 These programming categories are to be used to provide specific programs and services to address the following issues in juvenile justice:**

- a. Juvenile alternative to detention programming for delinquent youth who can be diverted from secure detention by the use of the objective screening instrument, Missouri's Juvenile Detention Assessment (JDTA), into a non-secure, pre-adjudication placement or program.
- b. Post-dispositional programming and services for delinquent youth who can benefit from these services to assist in lowering recidivism and out-of-home placements through the use of objective assessment instruments. Programs should serve high risk and high need youth per the Missouri's Risk and Needs Assessment and Classification System.
- c. Diversion programs or strategies to divert youth from delinquent or status referrals into the juvenile office.
- d. Programs and strategies which remedy identified issues of disproportionate minority contact.

**1.3 The funding allows for reimbursement to one county treasurer of the circuit on behalf of the juvenile and family court for costs associated with ongoing programs or the development and implementation of such services. This Request for Proposal (RFP) encourages juvenile and/or family courts to create new programs and services that promote the best practices in juvenile justice.**

**1.4 The Family Court Committee will review and approve specific requests for proposals based on the merits of each proposal and the availability of funds.**

**1.5 Funding is for FY19 (July 1, 2018 – June 30, 2019). Funding of this project will be considered by the Family Court Committee (FCC), the Circuit Court Budget Committee (CCBC) and OSCA based upon the success of the previous year's awards and the availability of funds. Amounts awarded to any one court may be limited to \$25,000.00 per fiscal year or less if the total of the proposals received from the courts exceed the authorized amount of funds allocated.**

If more than \$25,000.00 is requested, the court must prioritize their need and indicate their preference for funding. Courts may request funding for more than one program or service within each proposal and should include details for each program requested as outlined in Section 7.3.

## 2. PROGRAM KEY COMPONENTS

Juvenile Justice Program Assistance funds are intended to support evidence based practices in Missouri's juvenile justice system. Courts receiving these funds are expected to adhere to the following guidelines.

### 2.1.1 Courts shall be in compliance with:

- a. The Missouri Juvenile Officer Performance Standards (2017). The report may be viewed at <http://www.courts.mo.gov/file.jsp?id=108677>.
- b. Supreme Court Operating Rule 28, the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=52417>.
- c. Supreme Court Operating Rule 29, the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=70333>.
- d. Missouri's Juvenile Detention Alternatives Initiative (JDAI) and Standards for Operation of a Secure Juvenile Detention Facility, if involved in the operation of a court operated or a court funded regionally operated secure detention center.
- e. Section 211.141.4 RSMo the complete section of the statute may be viewed at <http://www.moga.mo.gov/mostatutes/stathtml/21100001411.html?&me=211.141>
- f. OSCA recommended procedures for providing accurate program implementation and outcome information using the Judicial Information System (JIS), Microsoft Excel® spreadsheets, report templates or other manual forms as needed, provided by OSCA.
- g. OSCA recommended procedures for using the Juvenile Detention Assessment Instrument (JDTA) and Missouri's Risk and Needs Assessment and Classification System.
- h. Supreme Court Rule 82.04 the complete rule may be viewed at <http://www.courts.mo.gov/page.jsp?id=992>.
- i. Efforts to identify and reduce minority representation, through coordination with Missouri's Disproportionate Minority Contact (DMC) Research Analyst, if the court demonstrates a statistically significant Relative Rate Index (RRI).

- ### 2.2
- Programs should focus on pre-referral diversion alternatives, pre-adjudication alternatives to secure detention, post-dispositional services including various forms of supervision, programming to address needs, or disproportionate minority contact strategies, and shall have an evidence-based conceptual framework. Specific program examples may include, but are not limited to:

- a. Supervision: Day/Evening Reporting Center, Day/Evening Supervision Tracking, Electronic Monitoring/Global Positioning System or Mentoring and other alternatives to detention;
- b. Treatment: Cognitive-behavioral mental health treatment, drug/alcohol treatment, virtual counseling and intensive crisis services;
- c. Restorative Justice Programs: Victim empathy classes, impact panels, apology sessions and mediation, truancy and peer courts, community service, and restitution;
- d. Competency Programs: Tutoring, GED, vocational, life skills, and offense specific education (sex offense, shoplifting, arson, domestic violence).

### 3. PROGRAM REPORTING REQUIREMENTS

OSCA will provide program related information to the Family Court Committee and to each award recipient. The data and program reports will be evaluated for progress toward achievement of the specific program goals, as indicated in each proposal, and to identify barriers to successful implementation.

- 3.1 Each circuit court receiving an award must submit a twelve (12) month final program report on a template provided by OSCA. Reports must be submitted to OSCA, Attn: Jessica Kempker or may be emailed to [OSCA.JJPA@courts.mo.gov](mailto:OSCA.JJPA@courts.mo.gov). The final report will cover a twelve month period and will be due thirty days after the fiscal year ends. A COGNOS report will be made available to help assist with the final program report.

- 3.1.1 The data and program reports are intended to:

- a. Assure that use of the funds is consistent with the project application and the intent of the funding source;
- b. Determine the number of parties served and/or number of service hours provided;
- c. Document the types of services provided; and
- d. Provide OSCA, the Family Court Committee, legislature and other interested parties with information regarding consumer satisfaction, program efficiency and effectiveness.

- 3.2 Requests for technical assistance should be submitted in writing to the Office of State Courts Administrator, P.O. Box 104480, Jefferson City, MO 65110-4480, Attn: Jessica Kempker or via e-mail to [jessica.kempker@courts.mo.gov](mailto:jessica.kempker@courts.mo.gov).

- 3.3 Failure to submit reporting forms within the specified time frame may result in suspension of funding until such reports are submitted and accepted by OSCA.

### 4. CATEGORY OF ELIGIBLE FUNDS

Applicants may request funds to reimburse for the costs associated with the following categories only:

- I. Contractual Services
  - a. Supervision
  - b. Treatment
  - c. Restorative Justice
  - d. Competency
- II. Resource Materials
- III. Equipment
- IV. Youth Education

4.1 **Contractual Services**

**Funds awarded as a result of this RFP shall not be used to fund any additional full time employee (FTE) positions.** However, courts may request a new county employee to be reimbursed through the project but it shall be for the contractual rate as set by the county and the state approved mileage rate. Any and all personnel request must follow the county's personnel policies. Benefits, such as social security cost, health benefits or paid leave (annual or sick) for a county employee shall not be reimbursed through the award. Continued funding beyond FY2019 will be year to year, with no guarantee continued funding will be available. If you choose to fund a county employee through this project, the court should develop options to fund the county employee upon completion of this award period. This should be considered when issuing any contracts for services.

4.1.1 Judicial employees shall not be contracted for any program/services nor receive monetary reimbursement or payment under this program.

4.1.2 **OSCA Contractor Travel Policy**

Expenses for non-court employee contractual services and mileage reimbursements must follow the OSCA Contractor Travel Policy. The link to the travel policy is: <http://www.courts.mo.gov/page.jsp?id=3714>

4.2 **Resource Materials**

Funds may be awarded for resource materials to be shown, loaned or distributed by court staff to clients, attorneys or the general public. Resource materials may include videos, brochures and pamphlets describing the programs and available services. The resource materials are limited to no more than \$500 dollars per circuit.

4.2.1 The courts must acknowledge the Juvenile Justice Program Assistance as the source of funding on any and all manuals or public relations materials created with monies from this fund. This includes videos, brochures, pamphlets and any informational material describing the programs and available services. This does not include program forms, written internal policies and procedures.

4.3 **Equipment**

Equipment requests may be included in the proposal but only if purchased for the court and specifically needed for the services to be provided for this program. Electronic computer equipment, portable electronic devices, scanners, printers and/or communication devices will not be provided. Funding for vehicles, vehicle equipment and maintenance are not allowed.

4.3.1 Awards will not be made for additional office space, furnishings or expenses required for the daily performance of duties including, but not limited to, desks, chairs, workstations, book cases,

vehicles or costs associated with mail, telephone or the purchase of books, reference materials or professional memberships.

**4.4 Youth Education**

Funds may be awarded for educational materials to use within a program. They must have a direct connection to the implementation and success of the program.

**5. AWARD CRITERIA**

5.1 The FCC reserves the right to adjust, in whole or in part, each program request based upon the reasonableness of each request and the availability of funds.

5.1.1 Priority will be given to courts that demonstrate the greatest need for the creation and/or the continuation of evidence based programs and services as outlined in Section 2.2.

5.1.2 Awards shall be made by the FCC based upon the merits of the proposal in meeting the following criteria:

- a. Documentation of the particular needs for the alternative program and why those needs are not currently being met,
- b. Documentation of a plan to implement programs.
- c. Identification of program goals that are clearly defined.
- d. Projected number of youth estimated to receive program services.

5.1.3 **All requests for reimbursement must be received at OSCA no later than June 15, 2019, to ensure request are processed before the end of the fiscal year.**

5.1.4 Courts are encouraged to:

- a. Maximize the use of available funds by collaborating with neighboring circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain.
- b. Collaborate with other agencies and service providers to maximize the use of existing resources in the community, thereby reducing the amount of funding needed through this award.

5.1.5 If it appears a court will not use all of the funds awarded, the FCC may, at its sole discretion, reduce the amount of awarded funds to the juvenile/family court and redistribute those funds as needed.

**6. REIMBURSEMENT OF FUNDS**

Payments by OSCA shall not be made directly to any contracted providers. Payments for services must be first paid by the county. Reimbursements made by OSCA will be made and sent to the county treasurer. OSCA anticipates a 2-4 week turnaround on reimbursement request.

- 6.1 All reimbursements must be made to a county treasurer. If more than one county is included in the proposal, the application must designate which county treasurer to whom all reimbursements shall be sent.

**Note:** This issue must be addressed with your fiscal officer when planning your project proposal.

- 6.2 Invoices shall be submitted by the court no later than ten (10) days after the end of each month on a Certificate of Compliance Form provided by OSCA. Copies of all invoices as well as supporting documentation must be submitted to OSCA with the request for reimbursement: OSCA.JJPA@courts.mo.gov or:

Office of State Courts Administrator  
P.O. Box 104480  
Attn: Jessica Kempker  
Jefferson City, MO 65110-4480

## 7. APPLICATION REQUIREMENTS

All courts desiring to apply for funding for costs associated with the implementation of programs as identified herein, must submit a complete proposal incorporating all the items identified in Section 7.

- 7.1 Proposals must be signed by the Presiding Judge of the circuit requesting funds or if applicable, the Family Court Administrative Judge. If a joint application is being submitted, the Presiding Judge or Family Court Administrative Judge of each participating circuit must sign the application.
- 7.2 Proposals may be submitted by:
- E-mail to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov);
  - Regular mail to the address on the cover page; or
  - Fax to OSCA Contracts at 573-522-6152.
- 7.3 Proposals must clearly separate each program and include the following:
- a. **Name and Brief Description of Proposed Program:**  
Proposals must identify the circuit and/or court applying for funds, the program category (Supervision, Treatment, Restorative Justice, or Competency), and a brief descriptive program summary including goals.
  - b. **Geographic Area and Need for the Program:**  
Proposals must describe unique characteristics of the population and location to be served (urban, rural, ethnicity, race, gender, socioeconomic factors, etc.). Proposals must explain the particular need for the program and why those needs are not currently being met through existing materials, programs, services, or other resources.
  - c. **Target Population and Selection Process:**  
The proposal must describe the program target population (age, ethnicity, race, gender, status/law offense, etc.) and how the participants are selected (JDTA or Risk/Needs

Assessment, mental health/substance abuse screening, offense or population specific characteristics, etc.).

**d. Service Provider:**

Proposals must identify the individual(s) or company that will provide or deliver the service or program. Proposals must provide details on their credentials as they pertain to the service and/or program, explaining how they are educated, experienced, certified/licensed or otherwise uniquely qualified to provide and/or deliver the service and/or program expectations. Proposal should also include provider resumes when applicable.

**e. Number of Youth Served:**

Proposals must identify the intended number of youth to be served during the funding period.

**f. Hours of Service:**

Proposals must identify the intended number of hours of service to be provided per participant. Proposals must justify and show the calculations of how the court arrived at the estimate.

**g. Fidelity Plan:**

Proposals must provide a timeline and description of the steps that will be taken to implement the service and/or program and must describe the measures that will be taken to ensure adequate utilization of the service/program.

**h. Budget:**

Justifications for budgets should include the total amount requested and an itemized budget for each funding category requested. The funding categories are listed below.

- I. Contractual Services
- II. Resource Materials
- III. Equipment
- IV. Youth Education

7.4 Each proposal must provide details to justify the budget requested. Be sure to include, at a minimum, documentation for the following with the request:

- a. The proposed number of juveniles served;
- b. The number of hours of service to be provided;
- c. The cost of any proposed services per person and/or per hour; and
- d. A calculation of how costs have been determined.

7.5 Each proposal must indicate which county OSCA shall send reimbursements. Payments will not be made to multiple counties.

7.6 All proposals must be submitted to OSCA no later than 4 p.m., March 30, 2018.

161-2018

# CERTIFIED COPY OF ORDER

) STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

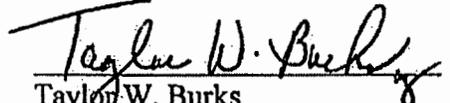
Term. 20 18

In the County Commission of said county, on the 27th day of March 20 18  
the following, among other proceedings, were had, viz:

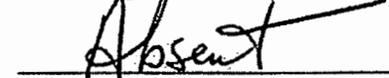
Now on this day the County Commission of the County of Boone does hereby approve the attached Juvenile Justice Program Assistance grant application submitted by the 13<sup>th</sup> Judicial Circuit Family Court – Juvenile Division.

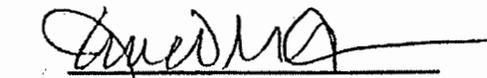
Done this 27th day of March, 2018.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

**Juvenile Justice Program Assistance Funding Proposal-FY18-19  
13<sup>th</sup> Judicial Circuit Family Court-Juvenile Division**

**Name & Brief Description of Proposed Program:**

**Supervision:**

**Evening Reporting Center Program**

The ERC operates Monday through Friday from 3:30 p.m. until 7:30 p.m., and provides both supervision and a variety of programming to youth conducive towards pro-social learning and behaviors. The ERC is used for various reasons: 1) to transition juveniles leaving detention back into the community; 2) as a sanction for not complying with conditions of informal or formal supervision; 3) as an alternative to detention; or 4) as a condition of release from detention pending Court action. Moral Reconciliation Therapy is offered to youth two days a week, which helps youth learn pro-social thought patterns to replace anti-social thought patterns. We have also partnered in the past and present with the Boys and Girls Club; Reality House Programs, Incorporated; Compass Healthcare, Incorporated; the Youth Empowerment Zone; True North; Daniel Boone Regional Library; and a variety of other community agencies to provide quality programming for the youth. The Evening Reporting Center originally began operating in 2010 in partnership with the Intersection Youth Facility where it operated with Intersection staff until 2012. In October of 2012, the Juvenile Office began fully operating the Evening Reporting Center with its own staff in the Alternative Sentencing Building, which is owned by Boone County.

**In-Home Monitoring Services (GPS and Cellular)**

The Juvenile Division staff has used In-Home Detention for over a decade as an intervention for youth. We originally began using Voice Verification services and Electronic Monitoring through a home telephone line as provided by Behavioral Interventions, Incorporated; but we now use cellular and Global Positioning Satellite technology for tracking purposes which, incorporate the use of an ankle transmitter fitted to the juvenile's leg to monitor the juvenile's location twenty-four hours a day while allowing the juvenile to remain in the community.

**Treatment:**

**Crisis Intervention Services (CIS, previously titled as Intensive Crisis Intervention Services)**

This program, which began in 2012, aims to address youth in custody who are encountering domestic issues within the home or problematic behaviors in the school setting. A licensed therapist meets with the family in the home intensively for a two week period to identify issues and formulate a plan of strategies and services to help the family. A written report is completed and given to the Juvenile Officer and the family.

**Residential Care:**

**Shelter Care Services**

This program began in April 2010 to address domestic issues in the home that may result in the juvenile's detention. In situations in which the juvenile may not want to return home and/or the juvenile's parents or guardians may be frustrated with behaviors in the home, it allows the youth

to temporarily stay at a residential facility for children for up to five days to allow time for anger and emotions to calm and facilitate a plan for the youth to return home with services. We continue to partner with Rainbow House and Coyote Hill Youth Ranch to provide this service for our youth. These agencies also provide quality therapeutic services and care while the youth are temporarily placed in their facility.

### **Geographic Area & Need for the Program:**

The 13th Judicial Circuit is comprised of Boone and Callaway counties which are progressive counties located in the center of the state at the crossroads of major east-west and north-south highways. Demographics are of an urban, semi-urban, and rural composition with a unique degree of ethnic diversity. Boone and Callaway Counties are home to a varying number of minority populations, including Asian, Native American, Hispanic, African American, and Multi-Racial, in addition to the Caucasian population. Population growth and prospects for additional growth are placing increasing demands on county government. According to the U.S. Census Bureau, between the 2000 and 2010 census, Boone County had a 20% increase in population and Callaway County's population increased by 8.75%. According to 2010 population data provided by the U.S. Census Bureau, Boone and Callaway counties had a combined population of 206,974. Specifically, Boone County made up 162,642 of this population and Callaway 44,332. Data for 2016 shows Boone County with a population of 176,594, and Callaway County with a population of 45,078. Both counties have increased in population from 2015 to 2016.

According to information posted on the Juvenile Detention Alternatives Initiative (JDAI) Help Desk website ([www.jdaihelpdesk.org](http://www.jdaihelpdesk.org)), studies conducted on the juvenile justice system across the United States found the system to be "arbitrary, discriminatory, and ineffective". Specifically speaking, the system of detaining youth was faulted across the U.S. In the early 1990s, two out of every three youth who were detained went to detention centers which were overcrowded and which could not provide the programs and services mandated by law. Less than one-third of the youth were in detention for violent offenses and in 1995, two-thirds of the youth in detention were minority youth. Further research posted on the JDAI help desk website shows that youth who are placed in detention with other delinquent youth are more likely to leave detention having more undesirable behaviors than when they entered and further one study conducted in Arkansas revealed that once a youth has been placed in detention one time, their likelihood of returning was high.

In 2017, there were a total of 159 13th Circuit youth admitted to detention producing an average daily population of 6.0 and an average length of stay in detention of 13.8 days. Youth of color made up 58% of the 13th Circuit youth detained during this period. The number of youth placed in detention has increased between 2016 and 2017. The number of youth held for felony person and property crimes make up the largest number of youth in detention.. The 13<sup>th</sup> Circuit has historically used the Missouri Juvenile Detention Assessment instrument to score every juvenile in custody. The 13<sup>th</sup> Circuit also has a very low over-ride rate, which indicates youth who are being detained are a risk to the community.

In addition to reviewing the 13th Circuit's assessment tools for detention, in 2011, the 13th Circuit developed a Disproportionate Minority Contact Committee to look at racial disparity in the juvenile justice system through technical assistance from the Annie E. Casey Foundation, Missouri Juvenile Justice Association, and Office of State Courts Administrator. In 2008, a study was conducted by the Office of State Courts Administrator in conjunction with the Missouri Juvenile Justice Advisory Group, Missouri Department of Public Safety, and the Missouri Juvenile Justice Association. The

study found that Boone County had a relative rate index (RRI) of 7.7 for African American youth referred to the juvenile justice system. According to this report, the relative rate index measures the over or under representation of minorities at certain contact points in the juvenile justice system.

In 2008, this relative rate index shows that African American youth were referred to the juvenile justice system in Boone County Missouri 7.7 times more than their Caucasian counterparts which can lead to over representation of youth of color in juvenile detention facilities. According to a Disproportionate Minority Contact data analysis report for Boone County, Boone County's RRI was 4.8 in 2016. This is down from 5.4 in 2015. This indicates that the efforts through JDAI have had an impact on decreasing these numbers, but the 13<sup>th</sup> Circuit continues to strive to reach the statewide RRI of 2.8.

Admissions data for 2016 above illustrates that the top five reasons for detention were: 1) felony person, 2) felony property, 3) misdemeanor person, 4) technical/probation violation, and 5) status offenses. Youth who have a technical/probation violation are typically youth who have absconded from their placements, and who have failed and/or refused to make contact with their deputy juvenile officer. The Court issues an order to pick up and detain these youths due to them absconding. Three out of the top five reasons for detention are law violations. This indicates detention is being used appropriately for community safety.

According to experts in the field of Juvenile Justice, professional standards suggest that secure detention should be used to make sure that the youth appears in court and to minimize the risk of serious re-offending while waiting to appear in court. Prior to January 1, 2010, in the 13<sup>th</sup> Circuit, the decision to detain youth was at the discretion of 14 different deputy juvenile officers, leaving the decision to detain or not, to be highly subjective. At that time, the 13<sup>th</sup> Circuit had guidelines to follow when making a decision to detain, however the reason to detain was based generally on criteria such as the offense committed, how cooperative the youth/parents were, whether or not they had a suitable adult to supervise them, and the need to hold youth accountable for their actions. All these factors could be influenced by the youth's attitude, pressure from law enforcement to authorize detention, the deputy juvenile officers' frustration in not knowing what else to do with the youth as well as the responsibility to public safety.

On January 1, 2010, the Thirteenth Circuit Juvenile Division began using the Missouri Juvenile Detention Assessment (JDTA) on all youth who were presented for detention whom the juvenile office had in-person contact with. In 2012, the Missouri Juvenile Detention Assessment was implemented for all youth presented by law enforcement. The table below shows how many youth scored within each of the three risk levels on the form for the years 2014 to 2017.

**Table 2: 13<sup>th</sup> Circuit JDTAs Administered 2012-2015**

| Year | High | Medium | Low | Total for Year |
|------|------|--------|-----|----------------|
| 2014 | 155  | 177    | 505 | 837            |
| 2015 | 105  | 143    | 514 | 762            |
| 2016 | 123  | 129    | 491 | 743            |
| 2017 | 98   | 128    | 429 | 655            |

In 2017, there were 75 overrides of the JDTA instrument. This amounted to an override rate of 8.5%. While this was higher than the override rate of 6% in 2016, our override up rate was only 5.6%. JDAI focuses on the rate of those youth eligible for release or release with a detention alternative who were placed in detention. In 2017, there were 31 medium-risk youth, but only 11

low-risk youth placed in detention, which amounted to about 2% of the youth eligible for release. This rate was lower than our projected goal of 10%. Our override rate continues to remain well-below our projected goal and the maximum-recommended override rate. The use of the JDTA has greatly improved our process of determining which youth are appropriate for detention. In using the JDTA form, it has helped create an objective decision making process for all youth. It should be noted that since 2012, the number of JDTAs completed correlate to the decreased number of referrals that have been presented to the Juvenile Office over the past four years. In 2012, the 13<sup>th</sup> Judicial Circuit received 2,160 referrals for delinquent and status offenses. As of 2017, that number has decreased to 1,741.

While the court has strived to work on creating and maintaining alternatives to detention, one major obstacle is funding. The circuit began providing GPS and Cell Unit Monitoring in March 2011, but found that this alternative was cost prohibitive for families. The court used Title II funds to help families who were determined indigent by the Court; however, this funding ended on September 30, 2012. Title II dollars were also used to pay for Shelter Care as an alternative to detention. The circuit has provided Shelter Care as an alternative to detention since April 1, 2010. OSCA began funding CIS, Shelter Care, some ERC services, and In-Home Detention in July 2013 through the Juvenile Alternatives to Detention Program Grant. Starting in July 2014 these programs were funded through the Juvenile Justice Program Assistance Grant which continues to the present.

Funds are being requested so we can continue to pay for the use of Shelter Care and to continue to pay for the use of GPS and cell units for electronic monitoring for all youth placed on In-Home Detention through cell and GPS units as an alternative to detention and a sanction.

In terms of funding requested for the Evening Reporting Center, there are two major costs: Moral Reconation Therapy ("MRT"), and meals. The circuit has an agreement with Reality House Programs, Incorporated, which provides a licensed therapist to facilitate MRT to the youth participating in the Evening Reporting Center at a cost of \$35.80 per unit, for two days a week. A unit is equivalent to 1 hour. MRT requires the use of workbooks for which funding is needed. MRT was originally covered through a diversionary grant through the Missouri Division of Youth Services; however, funding was depleted at the end of December 2014, and a Juvenile Justice Program Assistance Grant Amendment was submitted to allow it to be covered starting in January 2015 through the end of June 2015. This continues to be funded through the Juvenile Justice Program Assistance Grant. There are also costs associated with providing daily meals for the youth at the Evening Reporting Center. The circuit uses the United States Department of Agriculture Guidelines to provide cold meals for youth which consists of two slices of bread and youth's choices of either peanut butter and jelly, or sandwich meat; snack crackers; a fruit cup or pudding and a nutritious drink with appropriate daily values of vitamin C. The circuit requests minimal funding for Evening Reporting Center supplies such as paper plates, food preparation gloves, paper towels, cups, and wet wipes for food cleanup. In addition, youth do a variety of educational and art activities and the circuit requests funding for minimal art supplies such as paper, paint, markers, colored pencils, glue, and safety scissors for these activities.

In 2011, Crisis Intervention Services were developed to address situations involving youth in custody by law enforcement for domestic related status offenses or law violations as well as disruptive school behavior. The therapist makes recommendations for additional services for the families and a final meeting is held with the family, therapist, and Juvenile Office representative to ascertain the success of the program. In addition a stakeholder survey is completed by the family at the completion of the program. The therapist is then reimbursed at a rate of \$625 per family served. These services were funded through the Annie E. Casey Foundation until 2012,

juvenile diversion funds were received through OSCA that helped the 13<sup>th</sup> Circuit continue to fund these services and now have been funded through the Juvenile Justice Program Assistance Grant since July 2014.

The 13th Circuit wants to continue to offer Crisis Intervention Services, a detention alternative that addresses the immediate crisis needs facing youth age 8-16, who are in custody with law enforcement for domestic related status or law violation offenses as well as for disruptive school behavior. CIS can also be used as a sanction for youth under supervision who are experiencing disruptive behavior in school or domestic issues in the home who may not be in the custody of law enforcement, but need a more immediate response to their current issues. CIS can also be used for youth whose parents have referred them to the Juvenile Officer.

The 13th Circuit used several of these alternatives to detention more frequently as a sanction for youth in 2017 who are already under the jurisdiction of the court as a means to address dangerous or problematic behaviors in lieu of placement at the Robert L. Perry Juvenile Justice Center for detention or evaluation. Currently, the circuit regularly uses both cell and GPS In-Home Detention as well as the Evening Reporting Center as sanctions for violations of a juvenile's supervision, which overall have been very successful in addressing problematic behaviors in lieu of detention. Also several youth who have scored a release on the Missouri Juvenile Detention Assessment, but had a supervisory approved override up, were assigned to the CIS program when a simple release back to the family was not seen as suitable by the Deputy Juvenile Officer, parent, and the youth, and more intervention was needed.

In 2011, the 13th Circuit researched and worked to establish a uniform sanctions grid to respond to technical probation violations. With the creation of the sanctions grid, the Evening Reporting Center and In-Home Detention are used to respond to serious and persistent technical probation violations such as persistent school problems, youth who run away from home for extended periods of time, and youth who fail to report to see their Deputy Juvenile Officer as directed on multiple, consecutive occasions. Multiple youth who had been detained at the Robert L. Perry Juvenile Justice Center were released at the detention hearings pre-adjudication to participate in several alternatives to detention such as CIS, ERC, and In-Home Detention once it was determined that further detention was not needed pending adjudication and disposition. Furthermore, several youth were released from the Robert L. Perry Juvenile Justice Center post-adjudication, pre-disposition, which were being evaluated on the program side of the Robert L. Perry Juvenile Justice Center. This allowed further evaluation of the youth in the community while participating in the Evening Reporting Center or In-Home Detention as a step down to a less secure environment, but with some restriction of movement and services in place.

Several youth have also participated in the Evening Reporting Center and In-Home Detention post-adjudication and post-disposition as a supervision sanction when it was determined that some problematic behaviors persisted that needed further restriction and monitoring, but did not rise to the level of detention or placement at the Robert L. Perry Juvenile Justice Center.

### **Target Population & Selection Process:**

The 13th Circuit began participating in JDAI in October of 2009. It was not until January 1, 2010, that the 13th Circuit officially began using the Juvenile Detention Assessment (JDTA) to screen referrals to detention. Shortly thereafter, other JDAI core strategies were being researched and implemented in our circuit in efforts to reduce the unnecessary use of detention in the 13<sup>th</sup> Circuit and develop alternatives to detention for youth in the community.

A primary tool used by the Juvenile Division in delinquency and status offense cases is the Risk and Needs Assessment Form. A risk assessment is completed on juveniles at the point of intake and helps guide decision-making regarding disposition as well as an appropriate level of supervision. A risk/needs assessment is completed on all youth who receive a referral for status and delinquency offenses. Some of the information gathered for risk and needs is based on self-reporting information provided by parents and children as well as information gleaned from the juvenile's file. Each youth has a risk and needs level assigned which is also used in determining whether to use the Evening Reporting Center, In Home Detention, Crisis Intervention Services, or Shelter Care as a possible sanction to addresses referrals or inappropriate behaviors reported to the Juvenile Officer. A sanctions grid is employed by the 13<sup>th</sup> Judicial Family Court-Juvenile Division in determining the correct sanction for youth.

Our target population is any youth who is presented to the Juvenile Officer in custody by law enforcement, and who is subsequently assigned a score on the Missouri Juvenile Detention Assessment Form as well as any youth under Informal or Formal Supervision who has had violations of supervision and require an increased response to these violations according to the risk/needs assessment and graduated sanctions matrix.

**Service Provider:**

The 13<sup>th</sup> Circuit has been fortunate in that those agencies or individuals providing services for us have remained relatively stable over the past several years.

**CIS:** We continue to partner with two local counseling agencies to provide Crisis Intervention Services. Ellis and Associates and Affinity Counseling each provide us with a therapist that is a licensed therapist in the state of Missouri and has a master's level of education. Sarah Gray of Ellis and Associates has been providing CIS services for us since 2011. She has a Masters in Educational Psychology and is a Licensed Professional Counselor in the state of Missouri, having practiced therapy for over ten years. In addition Dr. Jacqueline Ellis, the founder and owner of Ellis and Associates, has a Doctorate in Educational Psychology and is a Licensed Psychologist in the state of Missouri. Another employee of Ellis and Associates, Pat Burns, who also offers advice on CIS cases, has a Masters in Clinical Social Work and is a Licensed Clinical Social Worker in the state of Missouri. Tanya Weigand also has been providing CIS services for us since 2011 through her company Affinity Counseling, LLC. She has a Masters in Clinical Social Work and is a Licensed Clinical Social Worker in the state of Missouri. We previously partnered with Sara Ford of Youth Transitions in 2011-2012. Our current CIS partners have been very consistent in their services.

**GPS/Cell Monitoring:** The 13<sup>th</sup> Circuit continues to partner with Behavioral Interventions, Incorporated for all of our In Home Detention Monitoring needs for well over a decade and we continue to receive consistent and innovative monitoring services from this business agency. For further information regarding their services, please review their website at [www.bi.com](http://www.bi.com).

**Shelter Care:** We continue to partner with the Rainbow House, our regional Child Advocacy Center, and Coyote Hill Ranch. Each of these agencies is licensed in the state of Missouri to provide emergency residential services for male and female youth age 0-18 years. They have been our Shelter Care Providers since 2010.

**Evening Reporting Center:** Reality House Programs, Incorporated continues to provide us with Moral Reconciliation Therapy at our Evening Reporting Center. Blair Campier is a certified provider of both adult and juvenile MRT services. We have partnered with Reality House programs for this service since 2012. We also partner with multiple agencies in the Columbia/Boone County area to provide many other services free of charge as mentioned previously such as Compass Health, Incorporated, Daniel Boone Regional Library, Urban Agriculture, True North, Youth Empowerment Zone, Columbia Police Department, Missouri Highway Patrol, Boone County Sheriff's Department, the Columbia/Boone County Health Department, and several others as noted in our resource provider list.

The credentials for each of the service providers mentioned above have been included with this grant proposal.

### **Number of Youth Served and Hours of Service:**

**CIS:** The circuit estimates that approximately thirteen youth and families would be served at \$625 per youth/family, which comes to \$8,125. Specifically, this breaks down to each family receiving approximately nine hours of service weekly for two weeks, giving each family approximately eighteen hours of crisis intervention services. This figures out to an hourly rate of \$34.72. The \$625 payment to a provisionally or fully licensed clinical social worker or professional counselor would cover any mileage or administrative cost associated with them providing this service. This would be a total of 234 estimated hours of service during the grant period.

The circuit arrived at this estimate because during the current grant cycle the circuit has had nine youth referred to the CIS program and six youth who actually participated. Thus far, we have had one more youth participate during this grant year, as compared to the previous grant year. We plan to continue using this program as a sanction for youth are having difficulties in the home, which have led to a referral to the Juvenile Officer. This program is used more frequently for families in Callaway County, due to the lack of services in Callaway County, compared to Boone County.

### **GPS/Cell Unit Monitoring:**

One of our case processing goals is to have all youth placed on in-home detention be released from the program within fourteen days. It is our Circuit's policy and practice to release youth at their first court appearance if they have had no problems or concerns while on in-home detention. The circuit continues to have the goal of setting each of these youth for first appearance within fourteen days of being placed on in-home detention. During the current grant year, July 1 through the present, the average number of days youth have been placed on home detention as an alternative to detention has been approximately seventeen, which is an increase from the previous grant year, and slightly above our goal on the in-home detention program. Our Circuit continues to have the goal of putting more of our technical probation violators who are in custody and who score detention on GPS or Cell Unit Monitoring, instead of those youth having to be placed in detention. If they are placed in detention, the Circuit looks to immediately release them at their detention hearing on in-home detention until their next court appearance. For the current grant year and for the coming year, we will be looking to cover all youth placed on In-Home Detention as an alternative to detention and post adjudication/post disposition sanction. Based on current usage patterns, we estimate providing 1180 days of Cell Unit Monitoring or GPS monitoring for approximately twenty days each to fifty-nine youth based on current usage patterns.

**Shelter Care:** We are estimating providing shelter care to one youth who will stay five days. This comes to five shelter care beds at \$79.85/night. The maximum days allowed to remain in shelter care is seven days. We have had no youth referred to this program during this grant year. We continue to want to offer it as an Alternative to Detention, however. This program is being underutilized and we are looking at ways to increase the usage of this program. This program cannot be used for youth who are wards of the Court, which is one reason for the underutilization of this program.

**Evening Reporting Center:** We would like to continue funding Moral Reconciliation Therapy through the Juvenile Justice Programming Assistance Grant as it is such an integral part of the programming at the Evening Reporting Center and would allow for greater continuity of programming and costs. Moral Reconciliation Therapy is an evidenced-based model of treatment. So far during this grant period, eight youths have participated in the Evening Reporting Center, with an average number of days of 46.8. There are currently three youth participating in the Evening Reporting Center, who are reflected in this number. We would look to continue the use of this program as not only an alternative to detention, but also as a sanction for youth. This would entail each youth participating in MRT therapy two days a week for approximately five sessions or ten units in two weeks. MRT therapy is \$35.80 per unit or per one-hour session. Sessions are 1.5 units or \$53.70 per daily session or \$537 for ten units in a two-week period. The cost of MRT per youth increases as fewer youth participate, as it is a group therapy method. It will be our goal to have at least two youth at the ERC when it is being used. Meals and snacks for the ERC have cost about \$100.00 so far during this grant year. It should be noted we did have some leftover food supplies from the previous grant year, as we strive to provide non-perishable items whenever possible. Based on this grant year so far, we estimate a cost of \$200 for food for fiscal year 2018-2019. MRT workbooks are \$25.00 for each youth for a cost of \$500 for 20 youth.

We anticipate a consistent use of this program not only as an alternative to detention, but also as a sanction for youth to remain in the community with closer supervision and treatment as we have streamlined usage of the program so that youth who are referred to the Evening Reporting Center as a sanction no longer require a court order to participate. In addition, youth under Informal Supervision are now allowed to participate as a sanction for behaviors.

### **Fidelity Plan:**

The 13<sup>th</sup> Judicial Circuit uses two main ways to ensure adequate utilization of each service. For youth who are presented to the Juvenile Officer in the custody of law enforcement and who subsequently score between 10-14 on the JDTA, which would indicate an alternative to detention, the deputy juvenile officer must consider an alternative to detention such as In-Home Detention, the Evening Reporting Center, Crisis Intervention Services, Shelter Care, a Conditional Release, or some other community alternative such as mental health treatment. In the event the deputy juvenile officer feels that an alternative to detention is not appropriate, an override up or down must be obtained from a supervisor with an explanation of why an override of the JDTA score is recommended.

Next, for youth who are under informal or formal supervision of the court, if the deputy juvenile officer has reviewed a youth's risk/needs score and consulted with the graduated sanctions matrix, the Deputy Juvenile Officer must obtain permission from a supervisor prior to placing a juvenile in one of the programs listed above. The deputy juvenile officer must also request permission prior to submitting a petition or motion to modify for filing in court to determine

whether a sanction such as the ones listed above would be more appropriate than a formal filing in court. These methods help to ensure that youth are receiving the appropriate alternative to detention or sanction for the presenting behavior.

**Day Treatment Program** This year, we are including in our request, funding for our Day Treatment Program. It is an alternative educational program offered since the 2015-2016 school year at the Robert L. Perry Juvenile Justice Center and in cooperation with the Columbia Public Schools. The Day Treatment Program follows the Columbia Public Schools calendar and is in session during the regular school year, Monday through Friday, from 8:15am to 3:15pm. The program provides support, supervision, and educational and therapeutic programs in a structured environment for the purpose of maintaining youth in the community. Youth who are referred to the Day Treatment Program will be provided an education, supervision, tutoring assistance with school homework assignments, programming, and breakfast and lunch. Through the Day Treatment Program, youth are expected to demonstrate appropriate school behaviors and are encouraged to make good character choices, all in a safe environment.

Youth referred to the Day Treatment Program at the Robert L. Perry Juvenile Justice Center are Wards of the Court and can be referred by school staff or their Deputy Juvenile Officer. Youth can be referred for several different issues, including being suspended or expelled from their Columbia Public Schools home school location due to a serious offense, having significant truancy issues for a variety of reasons, and other behavioral circumstances. The Day Treatment Program can also be used as an educational transition from school at the detention center as a resident to returning to the community and attending the small-scale school setting, before returning to their much later home school. The length of participation varies from youth to youth, anywhere from a few weeks to a full school year.

#### **Need for the Program:**

Providing a youth involved with the juvenile justice system an education in a safe environment has been linked to decreases in rates of recidivism and a better educational experience, including successful reintegration into the community upon leaving detention. One study found that only 12% of formerly detained youth complete a high school degree or GED after being released from detention. Youth in the 13<sup>th</sup> Circuit were leaving detention and facing extended suspensions or expulsions from their home schools and without an option to continue their education in a traditional setting. Some students qualified for homebound instruction, which included approximately five hours of educational instruction per week. The majority of the youth detained were significantly behind in their academic progress; anywhere from one to two semesters behind in earning credits. One study found that 65% of youth admitted to detention had special education needs. Problems such as low achievement, vocabulary, and verbal reasoning increased delinquency predictions by 27%. Furthermore, while the average age of a youth in detention is 15 1/2, the average reading level is 4<sup>th</sup> grade.

During the last half of the 2015-2016 school year, the Day Treatment Program was started at the Robert L. Perry Juvenile Justice Center to address the lack of an educational program available to Wards of the Court facing extended suspensions and expulsions. Youth accepted into the program attend a full school day at the facility, but then return to their home in the community outside of school hours. Youth are able to participate in an online credit recovery program under the supervision and guidance of teaching staff with the Columbia Public Schools. All of the educational materials needed to participate are provided to the youth. The current program allows for five Day Treatment students to participate. This small number is due to the supervision and educational assistance necessary to maintain a safe and secure educational environment for the

youth. During the 2015-2016 school year, 16 youth were referred. During the 2016-2017 school year, 18 youth were referred. During the 2017-2018 school year, 13 youth have already been referred. There are youth that qualify for the program, but due to the supervision restrictions they have been put on a waiting list. Additionally, several youth being the program and remain in the program for a full semester or up to a year.

Youth participating in the program thrive in the small class setting and the supervision and structure of the facility. Youth work at their own pace with the PLATO online credit recovery program and are able to pass a full semester course within 2-3 weeks. This option has allowed several youth in the program to recover lost credits and any work they start can be transitioned to their home school. Youth, their families, school officials, and 13<sup>th</sup> Circuit staff have seen the benefit of the Day Treatment Program educational option. Currently, the need for more than five student spots has outgrown the means to provide adequate supervision and educational support. Funds are being requested so that we can continue to provide this beneficial program to all youth that are referred and in need of an alternative educational setting. The Columbia Public Schools is researching means to provide an additional teacher for the program, however the need for an additional facility staff member to provide supervision and tutoring to a growing number of Day Treatment students will be needed.

**Service Provider:**

Columbia Public Schools provides the qualified teaching staff for the Robert L. Perry Juvenile Justice Center and the Day Treatment Program students. Currently, there are four different classrooms in the facility, and there is one full time teacher, one full time instructional aide, and two part-time para-professionals.

**Number of Youth Served and Hours of Service:**

Based on the number of referrals received for youth to participate in the Day Treatment Program, we would like to expand the number of students from five to 10. Depending on the length of participation by the student, the Day Treatment Program could provide services to an estimated 10-25 youth per school year. Funding is being sought to request a new county employee be reimbursed to provide supervision and tutoring of the Day Treatment Program students. There is a need for these services for approximately 7 hours per school day. There are approximately 172 days of school. The rate of a Program Assistant Tutor is \$10.14 per hour. We would request \$12,208.56. In the alternative, we would request funding for approximately 4 hours per school day. This would amount to \$6976.32.

**Fidelity Plan:**

Youth (and their parents) referred to the Day Treatment Program by their Deputy Juvenile Officer or Columbia Public School officials complete an interview for participation. The youth's educational records including attendance, grades/credits earned, special education needs, and behaviors are reviewed. If accepted, the Court is made aware of and approves of the youth's participation. The youth sets educational and behaviors goals, which is monitored by school and facility staff during their participation. The youth will also be instrumental in creating a plan of transition from the Day Treatment Program to their home school.

**Budget Narrative:**

**Day Treatment Program:** We would like to increase the number of participants at any one time from 5 students to 10 students. Depending on the length of participation in the program, it is estimated that 10-25 youth could participate in a school year. For the expansion of this program, a Program Assistant Tutor would be needed to provide the additional supervision and educational support to these students. There is a need for these services for approximately 7 hours per school day. There are approximately 172 days of school. The rate of a Program Assistant Tutor is \$10.14 per hour. We would request \$12,208.56. In the alternative, we would request funding for approximately 4 hours per school day. This would amount to \$6976.32.

As a new program request, we have prioritized funding of the Day Treatment Program below the already existing programs that have been established and funded in years past. To fully fund the Day Treatment Program as previously mentioned, the \$12,208.56 would push our total amount requested beyond the initial limit of \$25,000.00 per jurisdiction. Therefore, we would alternately proposed a partially-funded Day Treatment Program at \$6,976.32 to keep within the \$25,000.00 limit. We would request the difference in funding (\$5232.24) in the event that other jurisdictions do not use their funding.

#### **Budget Narrative:**

**CIS:** \$625/juvenile and family x 13 juvenile/families = **\$8125**. This breaks down to approximately 18 hours of counseling and crisis services from a provisionally or fully licensed clinical social worker or professional counselor over a two-week period at \$34.72/hour. The \$625 payment to a provisionally or fully licensed clinical social worker or professional counselor would cover any mileage or administrative cost associated with them providing this service.

**GPS/Cell Unit Monitoring:** \$4.24/day x 940 days of Cell Unit Monitoring = \$3,985.60 and \$4.35/day x 240 days of GPS monitoring = \$1044 for a total of **\$5029.60**. The circuit estimates providing 940 days of Cell Unit Monitoring to 47 youth for approximately 20 days each which comes to \$84.80 per youth. The circuit also estimate providing 240 days of GPS monitoring to 12 youth for approximately 20 days each which comes to \$87per youth.

**Shelter Care:** Current state of Missouri Emergency Residential care rate of \$79.85/day x 5 days= **\$399.25**. This is based on serving one youth staying five days.

**Evening Reporting Center:** The cost per youth is \$172.29, which includes \$147.29 for MRT per youth, \$25.00 for an MRT workbook per youth. Additionally, we estimate spending \$200 on food. Therefore with 20 youth at \$172.29 for each youth, plus food = **\$3645.80**

**Prioritization:** Our prioritization would be to fund CIS, GPS/Cell Unit Monitoring, Shelter Care, and Evening Reporting Center first, and the partial Day Treatment Program. If additional funds are available, we would request funding for the full Day Treatment Program.

#### **Summarization:**

CIS: \$8125  
 GPS/Cell Unit Monitoring: \$5,029.60  
 Shelter Care: \$399.25  
 Evening Reporting Center: \$3645.80  
 Partially-funded Day Treatment Program: \$6972.32

Total Funding Request for these programs: **\$24,171.97**

Funding Request for additional funds for Day Treatment: **\$5236.24**

**County Treasurer to which all reimbursements will be made:**

Tom Darrough, Boone County Treasurer

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 18

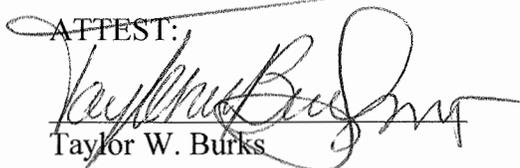
In the County Commission of said county, on the 16th day of October 20 18

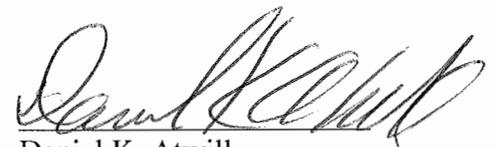
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from Facilities Maintenance to establish budget from remaining bond proceeds to cover architect fees for the Support Services Building.

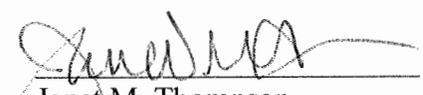
| Department | Account | Department Name               | Account Name | Decrease \$ | Increase \$ |
|------------|---------|-------------------------------|--------------|-------------|-------------|
| 4103       | 71211   | ECC Support Services Building | A/E Fees     |             | 137,500     |
|            |         |                               |              |             |             |
|            |         |                               |              |             | 137,500     |

Done this 16th day of October, 2018.

ATTEST:  
  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



|                |                                  |                    |            |
|----------------|----------------------------------|--------------------|------------|
| Year           | 2018                             | Opening Balance    | 922,536.97 |
| Fund           | 410 ECC CONSTRUCTION PROJECT     | Actual YTD Credits | 42,348.62  |
| Acct           | 1110 INVESTMENT IN BOND PROCEEDS | Actual YTD Debits  | 10,561.73  |
| Account Type   | A ASSET                          |                    |            |
| Normal Balance | D DEBIT                          | Current Balance    | 890,750.08 |

| Period       | Debits   | Credits   | Current Balance |
|--------------|----------|-----------|-----------------|
| January      | 1,325.16 |           | 923,862.13      |
| February     | 1,263.54 |           | 925,125.67      |
| March        | 1,532.42 |           | 926,658.09      |
| April        | 1,533.17 |           | 928,191.26      |
| May          | 1,663.26 | 42,348.62 | 887,505.90      |
| June         | 1,577.33 |           | 889,083.23      |
| July         | 1,666.85 |           | 890,750.08      |
| August       |          |           | 890,750.08      |
| September    |          |           | 890,750.08      |
| October      |          |           |                 |
| November     |          |           |                 |
| December     |          |           |                 |
| Post Closing |          |           |                 |

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

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In the County Commission of said county, on the 16th day of October 20 18

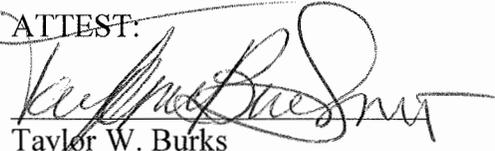
the following, among other proceedings, were had, viz:

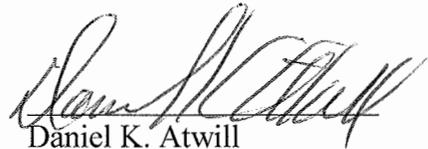
Now on this day the County Commission of the County of Boone does hereby approve the request to transfer above the Authorized Transfer Salary for position 201, First Assistant Prosecuting Attorney and does hereby authorize an appropriation of \$85,000 for the salary of said position.

It is further ordered the Boone County Commissioners are hereby authorized to sign the attached Request to Transfer Above (Authorized Transfer Salary) Form.

Done this 16th day of October, 2018.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
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 \_\_\_\_\_

Current Assistant Prosecuting Attorney Department 1261 - Prosecuting Attorney

Position Title First Assistant Prosecuting Attorney Position No 201

Proposed Starting Salary (complete one only) Annual: \$85,000 % of Mid-Point 93.75

**OR** Hourly: \_\_\_\_\_ % of Mid-Point \_\_\_\_\_

No. of employees in this job classification within your Department? 1

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) This assistant prosecuting attorney has been licensed to practice law since 2005. He has worked for the Boone County Prosecuting Attorney's Office for 11 years. Prior to working with our office he worked with the Missouri Attorney General's Office.

He has a tremendous amount of criminal law and litigation experience. Over his career he has handled hundreds of felonies and thousands of misdemeanors.

He is extremely intelligent and hard working. He uses excellent judgment and is thoughtful and conscientious. He works very well with his co-workers and has their respect. He gets along well with victims, witnesses, police officers, other attorneys and judges.

He is an invaluable asset to the Boone County Prosecutor's Office. He has played and will continue to play an integral role in our efforts to fairly and effectively enforce the laws of the State of Missouri in Boone County.

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 is a single person classification and there are no other comparable positions in this office or in Boone County Government.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?  
Not applicable

Additional comments: We have identified funds from staff turnover to make this request budget neutral.

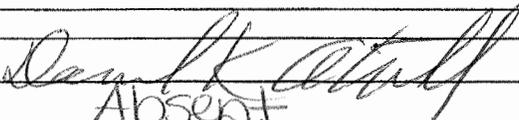
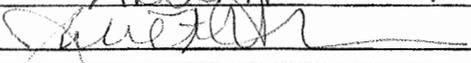
Administrative Authority's Signature: Daniel E. Knight Date: 10-4-18

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: June E. Pitchford by [signature] Date: 10/5/18

Human Resource Director's Recommendations: The resultant approx 15% salary increase is higher than typically requested in other promotions & puts the salary slightly above comparable employees with longer tenure but not drastically so.

Human Resource Director's Signature: [Signature] Date: 10/5/18

|                                       |                                                                                    |                               |
|---------------------------------------|------------------------------------------------------------------------------------|-------------------------------|
| County Commission                     | <input checked="" type="checkbox"/> Approve                                        | <input type="checkbox"/> Deny |
| Comment(s):                           |                                                                                    |                               |
| Presiding Commissioner's Signature:   |  | Date: 10/16/18                |
| District I Commissioner's Signature:  | Absent                                                                             | Date:                         |
| District II Commissioner's Signature: |  | Date: 10/16/18                |

(S:\ALL\Human Resources\Flexible Hiring & Transfer Policy and Forms)

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the 16th day of October 20 18

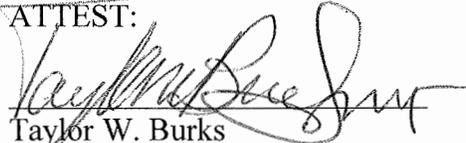
the following, among other proceedings, were had, viz:

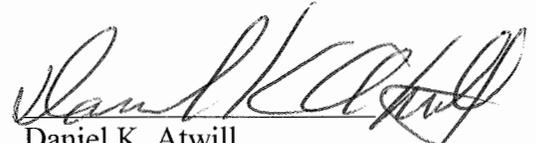
Now on this day the County Commission of the County of Boone does hereby approve the request to transfer above the Authorized Transfer Salary for position 597, Assistant Prosecuting Attorney III and does hereby authorize an appropriation of \$75,000 for the salary of said position.

It is further ordered the Boone County Commissioners are hereby authorized to sign the attached Request to Transfer Above (Authorized Transfer Salary) Form.

Done this 16th day of October, 2018.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner



Janet M. Thompson  
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 Current Assistant Prosecuting Attorney Department 1261 - Prosecuting Attorney

Position Title Assistant Prosecuting Attorney III Position No 597

Proposed Starting Salary (complete one only) Annual: \$75,000 % of Mid-Point 93.59  
**OR** Hourly: \_\_\_\_\_ % of Mid-Point \_\_\_\_\_

No. of employees in this job classification within your Department? 1

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) This assistant prosecuting attorney has been licensed to practice law since 2011 and has worked for the Boone County Prosecuting Attorney's Office for over 5 years. Prior to working with our office she worked for the Missouri Attorney General's Office for 2 years. She has a journalism and public relations background.

During her tenure with our office she has handled hundreds of felonies and thousands of misdemeanors.

She is a dedicated and passionate prosecutor who is well respected by law enforcement, victims, witnesses and her co-workers. She is patient, has great organizational skills and the temperament to handle this position.

Her innovative ideas, creativity and problem-solving skills make her uniquely qualified to be assigned to special projects. She is willing to do whatever it takes to prepare our office to move forward and seek justice. She will work closely with our First Assistant and will play an integral role in our efforts to fairly and effectively enforce the laws of the State of Missouri in Boone County.

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 is a single person classification that was created in 2017 with the salary study. 2019 is the first year that we would like to implement this reclassification.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?  
Not applicable

Additional comments: We have identified funds from staff turnover to make this request budget neutral.

Administrative Authority's Signature: Daniel K. Knight Date: 10-4-18

Auditor's Certification: \_\_\_\_\_ Funds are available within the existing departmental salary and wage appropriation (#10100).  
Effective 1/1/19 - \_\_\_\_\_ Funds are not available within the existing departmental salary and wage appropriation (#10100);  
no U. adjust 2019 budget is approved. budget revision required to provide funding is attached.  
Auditor's Signature: Jane E. Pitchford by cy Date: 10/5/18

Human Resource Director's Recommendations: The resultant 10% salary increase is higher than typically requested in other promotions but does not appear to create any internal equity problems or place the salary too close to the max.  
Human Resource Director's Signature: [Signature] Date: 10/5/18

County Commission  
Comment(s):

Approve  Deny

Presiding Commissioner's Signature: [Signature] Date: 10/16/18

District I Commissioner's Signature: Absent Date: \_\_\_\_\_

District II Commissioner's Signature: [Signature] Date: 10/16/18

(S:\ALL\Human Resources\Flexible Hiring & Transfer Policy and Forms)

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the 16th day of October 20 18

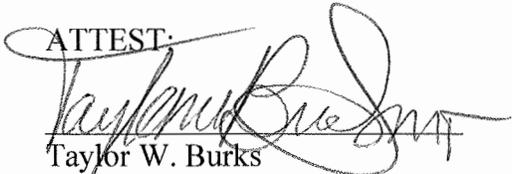
the following, among other proceedings, were had, viz:

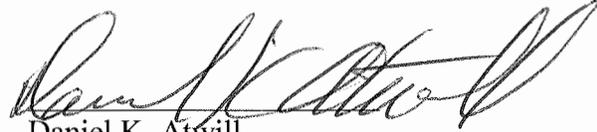
Now on this day the County Commission of the County of Boone does hereby award contract 42-31AUG18C for Preprinted Envelopes for the Collector's Office to the Curators of the University of Missouri on behalf of University of Missouri Printing Services.

Terms of the contract award are stipulated in the attached Cooperative Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Cooperative Agreement.

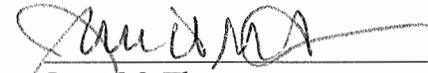
Done this 16th day of October, 2018.

ATTEST:

  
Taylor W. Burks  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

Absent  
Fred J. Parry  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Liz Palazzolo**  
Senior Buyer



613 E. Ash, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: October 2, 2018  
RE: Contract 42-31AUG18C for Preprinted Envelopes for the Collector's Office

Contract 42-31AUG18C is being awarded to the Curators of the University of Missouri, on behalf of University of Missouri Printing Services for the purchase of preprinted envelopes for the Collector's Office. The contract is established in accordance with section 70.220 of the Revised Missouri Statutes (RSMo) which allows counties and political subdivisions to contract with each other directly. In this case the acquisition of preprinted envelopes has not been competitively bid but is allowed by the cited Missouri statute.

Invoices will be paid from Department 1150 for Collector, Account 23001 for Printing. \$12,000.00 has been budgeted for purchases.

/lp

cc: Brian McCollum, Collector  
Contract File 42-31AUG18C

**COOPERATIVE AGREEMENT 42-31AUG18C  
FOR PRE-PRINTED ENVELOPES**

**THIS AGREEMENT** dated the 16<sup>th</sup> day of October 2018 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **The Curators of the University of Missouri (on behalf of University of Missouri Printing Services)**, herein "Contractor".

**WHEREAS**, the parties have the authority to enter this Agreement pursuant to the provisions of Section 70.220 RSMo.

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

**1. Contract Documents:** This agreement shall consist of this Purchase Agreement for **Pre-Printed Envelopes**, Attachment 1, the Pricing Page completed by **University of Missouri Printing Services**, the clarification e-mail from Carol L. Williams dated September 10, 2018, and Boone County's Standard Terms and Conditions.

**2. Contract Duration:** This agreement shall commence on the **Date of Award** and extend through **August 31, 2019** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date on a month to month basis.

**3. Purchase:** The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with pre-printed envelopes as specified on the Pricing Page and in conformity with the terms of this Agreement, as needed and as ordered by County.

**4. Delivery:** The Contractor agrees to deliver envelopes as stated above to the Boone County Government Center 3<sup>rd</sup> Floor, 801 E. Walnut, Room 308, Columbia, Missouri 65201. All deliveries shall be made FOB Destination, inside delivery to the 3<sup>rd</sup> floor Mail Room with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The contractor must notify the Collector's Office a minimum of five (5) business days in advance of the envelope delivery by calling Brian McCollum at (573) 886-4291 to make advance notice.

**5. Billing and Payment:** All billing shall be invoiced to the Boone County Collector's Office located at 801 E. Walnut, Columbia, MO 65201, Office # 118. Billings may only include the prices listed in the Contractor's pricing response. No additional fees or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's pricing. The County agrees to pay all correct monthly statements within thirty days of receipt; and the Contractor agrees to honor any cash or prompt payment discounts offered if the County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

**6. Binding Effect:** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. **Entire Agreement:** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

8. **Termination:** This agreement may be terminated by the County upon thirty (30) calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with requirements or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

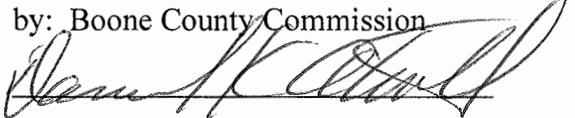
9. **Modification and Waiver:** No modification or waiver of any provision of this Agreement nor consent to any departure therefrom shall in any event be effective, unless the same shall be in writing and signed by the parties, and then such modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose for which mutually agreed.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**THE CURATORS OF  
THE UNIVERSITY OF MISSOURI  
On behalf of  
UNIVERSITY OF MISSOURI PRINTING SERVICES**

**BOONE COUNTY, MISSOURI**

by \_\_\_\_\_  
title \_\_\_\_\_

by: Boone County Commission  
  
Dan Atwill, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

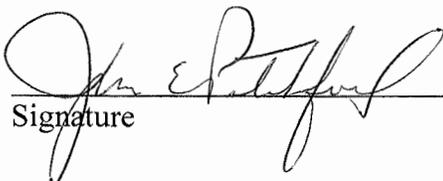
  
County Counselor

  
Taylor W. Burks, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

1150/23001 - \$12,000.00 – Term and Supply

 \_\_\_\_\_  
Signature Date Appropriation Account

## STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

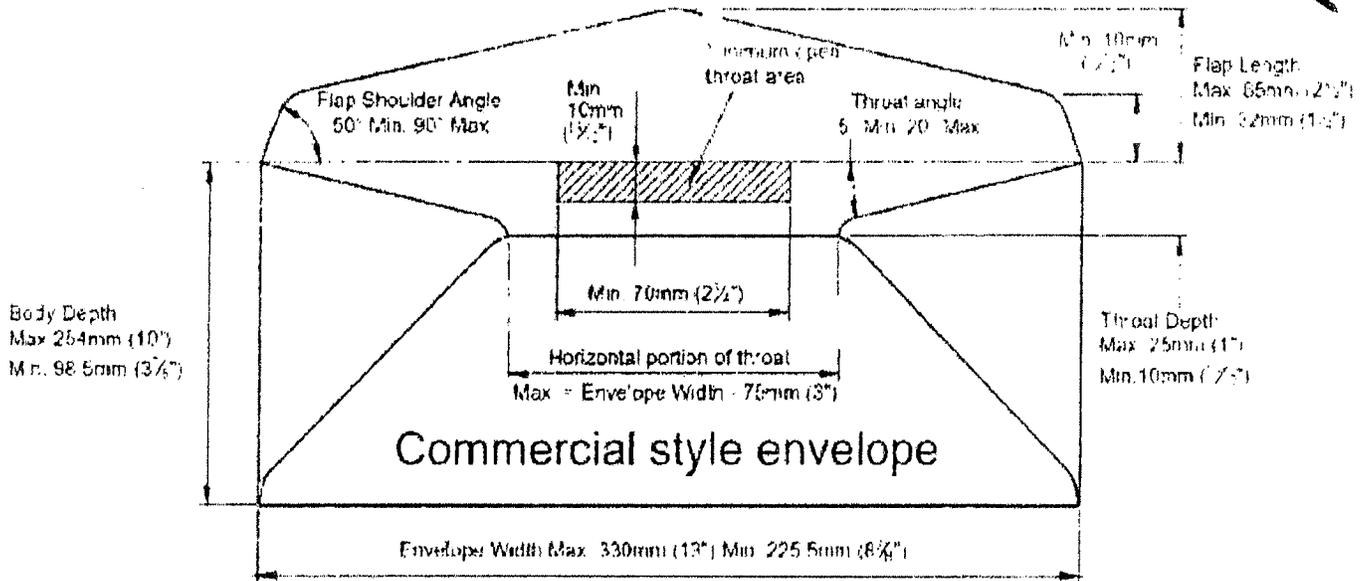
1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase advertising from other vendors.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are

incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
16. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County** on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
17. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

# Attachment 1

## 42-31AUG18C – Pre-Printed Envelopes



**42-31AUG18C - Pricing Page  
Pre-Printed Envelopes**

| <b>UNIVERSITY OF MISSOURI PRINTING SERVICES</b> |                                                                                                                                                                                                                                                                                                                                                             |                        |                                     |                                              |                                                      |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|----------------------------------------------|------------------------------------------------------|
| <b>PRICING FOR</b>                              |                                                                                                                                                                                                                                                                                                                                                             |                        |                                     |                                              |                                                      |
| <b>09-01-2018 through 08-31-2019</b>            |                                                                                                                                                                                                                                                                                                                                                             |                        |                                     |                                              |                                                      |
|                                                 | <b>PRICING</b>                                                                                                                                                                                                                                                                                                                                              |                        |                                     |                                              |                                                      |
|                                                 | <b><u>Description and Mandatory Requirements</u></b>                                                                                                                                                                                                                                                                                                        | <b><u>Quantity</u></b> | <b><u>Firm Fixed Unit Price</u></b> | <b><u>Unit of Measure for Unit Price</u></b> | <b><u>Extended Price (Unit Price X Quantity)</u></b> |
| 1                                               | #10 White Window Envelopes 24lb, Single Sided, informational bubble on front, Shall be a commercial style envelope capable of being processed in inserter machines like the Neopost DS-600i folder-inserter (see Attachment 1), cross-back seamed, must be printed single-sided, with return address, Boone County Seal, and an information area on front . | 152,500                | \$22.72 per 1,000 over the 152,500  | Per 1,000                                    | \$3,526.95 (Old job 176332)                          |
| 2                                               | #10 Blue Window Envelopes 24lb, Single-Sided, Shall be a commercial style envelope capable of being processed in inserter machines like the Neopost DS-600i folder-inserter (see Attachment 1), cross-back seamed, must be printed single-sided, with return address, Boone County Seal, and an one line message on the front.                              | 100,000                | \$30.78 per 1,000 over the 100,000  | Per 1,000                                    | \$3,125.50 (Old job 176317)                          |

**42-31AUG18C - Pricing Page  
Pre-Printed Envelopes**

| UNIVERSITY OF MISSOURI PRINTING SERVICES |                                                                                                                                                                                                                                                                                                                                                                        |                 |                                    |                                       |                                               |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|---------------------------------------|-----------------------------------------------|
| PRICING FOR                              |                                                                                                                                                                                                                                                                                                                                                                        |                 |                                    |                                       |                                               |
| 09-01-2018 through 08-31-2019            |                                                                                                                                                                                                                                                                                                                                                                        |                 |                                    |                                       |                                               |
|                                          | <b>PRICING</b>                                                                                                                                                                                                                                                                                                                                                         |                 |                                    |                                       |                                               |
|                                          | <u>Description and Mandatory Requirements</u>                                                                                                                                                                                                                                                                                                                          | <u>Quantity</u> | <u>Firm Fixed Unit Price</u>       | <u>Unit of Measure for Unit Price</u> | <u>Extended Price (Unit Price X Quantity)</u> |
| 3                                        | #9 Yellow Insert Envelopes 24 lb. Double Sided, Shall be a commercial style envelope capable of being processed in inserter machines like the Neopost DS-600i folder-inserter (see Attachment 1), cross-back seamed, must be printed double-sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back. | 110,000         | \$27.92 per 1,000 over the 110,000 | Per 1,000                             | \$3,134.13 (Old job 176319)                   |
| 4                                        | #9 White Insert envelopes 24 lb, Double Sided, Shall be a commercial style envelope capable of being processed in inserter machines like the Neopost DS-600i folder-inserter (see Attachment 1), cross back seamed, will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.  | 45,000          | \$23.27 per 1,000 over the 45,000  | Per 1,000                             | \$1,110.59 (Old job 165774)                   |

**42-31AUG18C - Pricing Page  
Pre-Printed Envelopes**

| PRICING                                                                                                                                                                                                                                                                                     |                 | UNIVERSITY OF MISSOURI PRINTING SERVICES<br>PRICING FOR<br>09-01-2018 through 08-31-2019 |                                       |                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|--|
| <u>Description and Mandatory Requirements</u>                                                                                                                                                                                                                                               | <u>Quantity</u> | <u>Firm Fixed Unit Price</u>                                                             | <u>Unit of Measure for Unit Price</u> | <u>Extended Price (Unit Price X Quantity)</u> |  |
| 5 #10 White Window Envelopes 24lb, Single-Sided, Shall be a commercial style envelope capable of being processed in inserter machines like the Neopost DS-600i folder-inserter (see Attachment 1), cross-back seamed, must be printed single-sided, with return address, Boone County Seal. | 10,000          | \$25.38 per 1,000 over the 10,000                                                        | Per 1,000                             | \$301.82 (Old job 176334)                     |  |
| 6 9" x 12" Brown Kraft Window Envelopes, Single-Sided, must be printed single-sided, with return address, Boone County Seal, flap on right 12" side, window size 4" x 2 1/4" in upper left corner, window position 1/2" from left edge and 2 1/4" from top.                                 | 1,000           | \$1,048.04 per 1,000 over the 500                                                        | Per Each                              | \$584.58 (Old job 177931)                     |  |
| ENVELOPE TOTAL                                                                                                                                                                                                                                                                              |                 |                                                                                          |                                       |                                               |  |
| 7 FOB Shipping Destination - inside delivery to the 3 <sup>rd</sup> floor Mail Room located in the County Government Center, 801 E. Walnut Street, Columbia, MO 65201                                                                                                                       |                 | \$200.00                                                                                 | Per Each Delivery                     |                                               |  |

## Liz Palazzolo

---

**From:** Williams, Carol L. <WilliamsCa@missouri.edu>  
**Sent:** Monday, September 10, 2018 9:02 AM  
**To:** Liz Palazzolo  
**Subject:** RE: Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

These are all correct. The more you print, the better price you get on anything that we print. You can use those per 1,000 prices but when I plug in the final quantity that is ordered – you might even get a little better price.

Carol

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**Carol Williams** Customer Service Representative

Questions for me? [williamsca@missouri.edu](mailto:williamsca@missouri.edu) Hours 7:30am - 4pm

Phone 573-882-7806 FAX 573-882-1413 [Need directions?](#)



University of Missouri

**Printing Services and Digiprint Centers**

2800 Maguire Blvd. Columbia, MO 65211-3230

**From:** Liz Palazzolo <LPalazzolo@boonecountymyo.org>  
**Sent:** Monday, September 10, 2018 8:56 AM  
**To:** Williams, Carol L. <WilliamsCa@missouri.edu>  
**Cc:** Brian McCollum <BMcCollum@boonecountymyo.org>; Crystal Desilva <CDesilva@boonecountymyo.org>  
**Subject:** RE: Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

Thanks Carol – so if I may, to follow what you're saying about the first line item, to read the whole quote, this is what is being quoted:

Line item 1, #10 24# White window envelopes (info bubble on front): for 152,500, the total price is \$3,526.95. For any 1,000 over 152,500, it's \$22.72 per M;

Line item 2, #10 24# Blue window envelopes: for 100,00 the total price is \$3,125.50 and the price per M over 100,000 is \$30.78

Line item 3, #9 yellow insert: For 110,000 the total price is \$3,134.13 and the price per M over 110K is \$27.92.

Line item 4, #9 White Insert: total price is \$1,110.59 per 45K, and \$23.27 per M over 45K.

Line item 5, #10 24# White window envelopes (commercial style): \$301.82 total for 10k, and \$25.38 per each M over 10K.

Line item #6: 9"X12" brown Kraft envelope: \$584.58 per M – and \$1,028.04 per M over the 500? Not understanding this one because the unit of measure asked for is per 1,000. I'm thinking the total price of \$584.58 per 500?

Line item 7: Delivery: \$200 per inside delivery

I'm not sure this total pricing is what the Collector's Office wants so I am copying Brian and Crystal on this e-mail. The County initially asked for a price per 1,000 because this is how it's been done in the past. Is there any reason why we cannot get pricing per M (1,000) on all the items? Would that inflate pricing?

If my e-mail isn't clear please let me know a time when I can give you a call to discuss.

**Liz Palazzolo**

Senior Buyer

**Boone County Purchasing**

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201

**From:** Williams, Carol L. <WilliamsCa@missouri.edu>  
**Sent:** Monday, September 10, 2018 7:46 AM  
**To:** Liz Palazzolo <LPalazzolo@boonecountymo.org>  
**Subject:** RE: Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

Sorry for the confusion.

On the first envelope – the 152,500 will be \$3,526.95. If you print 1,000 more – you add on \$22.72 for each 1,000 in addition to the original quantity.

Carol

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**Carol Williams** Customer Service Representative

Questions for me? [williamsca@missouri.edu](mailto:williamsca@missouri.edu) Hours 7:30am - 4pm

Phone 573-882-7806 FAX 573-882-1413 [Need directions?](#)



University of Missouri

**Printing Services and Digiprint Centers**

2800 Maguire Blvd Columbia, MO 65211-3230

**From:** Liz Palazzolo <LPalazzolo@boonecountymo.org>  
**Sent:** Friday, September 07, 2018 4:10 PM  
**To:** Williams, Carol L. <WilliamsCa@missouri.edu>  
**Subject:** RE: Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

Hello Carol – are you still available today because it may be helpful to talk? We have some questions about the extended pricing and we want to make sure we are understanding how to read the quote. For instance when you quote \$22.72 per 1,000 over the 152,500 for the #10 White Envelope (item #1), I'm not sure how to read that – would there be a different price per 1,000 for quantities less than 152,500?

**Liz Palazzolo**

*Senior Buyer*

**Boone County Purchasing**

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201

**From:** Williams, Carol L. <[WilliamsCa@missouri.edu](mailto:WilliamsCa@missouri.edu)>

**Sent:** Friday, September 07, 2018 2:29 PM

**To:** Liz Palazzolo <[LPalazzolo@boonecountymo.org](mailto:LPalazzolo@boonecountymo.org)>

**Subject:** FW: Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

Liz: here are the prices you requested on the 6 envelopes that we have done in the past.

Let me know if you need anything else.

Carol Williams

University Print & Mail Services

573-882-7806

**From:** Williams, Carol L.

**Sent:** Friday, September 7, 2018 2:02 PM

**To:** Williams, Carol L. <[WilliamsCa@missouri.edu](mailto:WilliamsCa@missouri.edu)>

**Subject:** Pricing Page 42-31AUG18C PrePrinted Envelopes.xlsx

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 18

In the County Commission of said county, on the 16th day of October 20 18

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

Now on this day the County Commission of the County of Boone does hereby appoint the following:

| Name                 | Board           | Period                                  |
|----------------------|-----------------|-----------------------------------------|
| Dr. Elizabeth Hussey | Board of Health | December 1, 2018 thru November 30, 2021 |
|                      |                 |                                         |

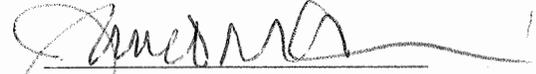
Done this 16th day of October, 2018.



Daniel K. Atwill  
Presiding Commissioner

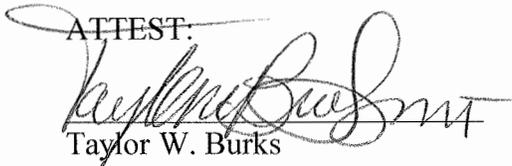
Absent

Fred J. Parry  
District I Commissioner



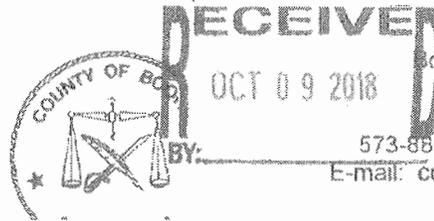
Janet M. Thompson  
District II Commissioner

ATTEST:



Taylor W. Burks  
Clerk of the County Commission

Dan Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4307 • FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: BOARD OF HEALTH Term: 3 YR  
 Current Township: Rocheport Today's Date: 10/4/18  
 Name: ELIZABETH SUE HUSSEY, DVM  
 Home Address: 655 NORTH ROUTE 0  
 City: ROCHEPORT MO Zip Code: 65279  
 Business Address: 1700 I-70 DRIVE SW  
 City: COLUMBIA MO Zip Code: 65203  
 Home Phone: 573 808 6897 Work Phone: 573 445 4466  
 Fax: 573 445-0197 E-mail: ESHUSSEY@GMAIL.COM  
 Qualifications: 30 year practitioner of small animal veterinary medicine

Current host of The Pet Place on 1400 KFRV AM - radio call-in show

Past Community Service: Current member of the  
Board of The Missouri Review

Current member of the  
Vicious Dog Advisory Board

Current newsletter editor  
Columbia Press & Carbed Printing  
Association

References: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

  
\_\_\_\_\_  
Applicant Signature

Return Application To: Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311  
An Affirmative Action/Equal Opportunity Institution

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 18

County of Boone

} ea.

In the County Commission of said county, on the

16th

day of

October

20 18

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, October 22, 2018, at 1:30 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 16th day of October, 2018.

Daniel K. Atwill  
Presiding Commissioner

Absent

Fred J. Parry  
District I Commissioner

Janet M. Thompson  
District II Commissioner

ATTEST:

Taylor W. Burks  
Clerk of the County Commission

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 18

County of Boone

In the County Commission of said county, on the 16th day of October 2018

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, October 23, 2018, at 2:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 16th day of October, 2018.

Daniel K. Atwill  
Presiding Commissioner

Absent

Fred J. Parry  
District I Commissioner

Janet M. Thompson  
District II Commissioner

ATTEST:

Taylor W. Burks  
Clerk of the County Commission