

80 -2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the

18th

day of

February

20

10

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

Now on this day the County Commission of the County of Boone does hereby approve the renewal application for the OSCA RFP 11-002 Grant - Domestic Relations Programs for Parents and Children in the amount of \$19,920.00. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 18th day of February, 2010.

ATTEST:

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

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

From: <Marsha.Plank@courts.mo.gov>
To: <kmjohnson@boonecountymo.org>
Date: 2/11/2010 4:16 PM
Subject: Commission Meeting Agenda Item

CC: <Rick.Gaines@courts.mo.gov>, <Marcia.Hazelhorst@courts.mo.gov>, <Cindy.L...
Per our conversation this afternoon, the Juvenile Office would like to add the following item to the Commission meeting scheduled for Thursday, 2/18/10 at 1:30 p.m.:

- 1) Item - Renewal of the DRRF Grant
- 2) Schedule for - Thursday, 2/18/10 at 1:30 p.m.
- 3) Presentation by - Rick Gaines, Juvenile Officer

Kristina - would you please let us know the deadline for getting you the paperwork? Is the afternoon of Wednesday, 2/17/10 ok?

Thank you for your assistance,

Marsha Plank
Family Court Services - Juvenile Division
Boone County Courthouse
705 East Walnut
Columbia, MO 65201
Telephone: (573) 886-4200
Fax: (573) 886-4030



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

RFP NO. OSCA 11-002

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 4, 2010

CONTACT: Russell Rottmann

PHONE NO.: (573) 522-6766

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

RETURN PROPOSAL NO LATER THAN: February 22, 2010, AT 3:00 PM

RETURN PROPOSAL TO:

(U.S. Mail)

Office of State Courts Administrator

PO Box 104480

Jefferson City Mo 65110 - 4480

(Courier Service)

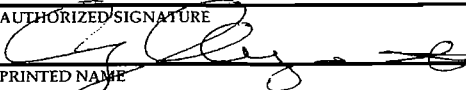
Office of State Courts Administrator

2112 Industrial Dr

Jefferson City Mo 65109

CONTRACT PERIOD: July 1, 2010, THROUGH June 30, 2011

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE 		DATE 2/17/10
PRINTED NAME Judge Cary Augustine		TITLE Family Court Judge
AGENCY NAME 13 th Judicial Circuit, Juvenile Division		
MAILING ADDRESS 705 East Walnut Street		
CITY, STATE, ZIP Columbia, Missouri 65201		
CONTACT PERSON Cindy Garrett		TITLE: Supervisor
PHONE NO. 573-886-4200	FAX NO. 573-886-4031	E-MAIL ADDRESS Cindy.L.Garrett@courts.mo.gov

NOTICE OF AWARD (STATE USE ONLY)

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

Domestic Relations Programs for Parents and Children
RFP NO. OSCA11-002
Supervised Access and Exchange Program
13th Circuit-Juvenile Division

Name of Program: Contact for Kids: A Safe Way

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

The 13th Circuit currently has 258 children in the custody and supervision of the Children's Division. Of the 258 children in care, approximately 50% have supervised visitation with at least one offending parent/custodian and in some cases both parents/custodian. While this is a decrease from the 70% we reported last year as having supervised visitation, we do have significantly less children in care than what we did at this time last year. In addition to children in care, the Children's Division is also ordered to supervise visitation in some dissolution cases where the court has found that unsupervised visitation with a parent would not be safe for the child. At the present, these visits are supervised by a Children's Division Caseworker; relative; foster parent; therapist; or residential care worker. Between Boone and Callaway counties, Children's Division Caseworkers alone supervise over 30 hours each week. This figure does not include the amount of time needed to provide transportation for children to and from visits, which if included would nearly double the amount of hours spent providing supervised visitation each week. Per the current policy of the Children's Division, visitation is to occur at a minimum of one time per week. As stated previously, it is important for children to have regular and frequent visitation with their parent in order to foster their bond and assist in their return to the family setting. Through the Fostering Court Improvement Program, case reviews of children in out of home placement looked at the type of visitation plan; the frequency and regularity of visitation; and finally, whether or not the plans were documented. Results of the case reviews, showed that many parents who had supervised visitation were not getting visits with their children regularly and further, that visits remained supervised for long periods of time instead of progressing to less restrictive visitation plans. This is thought to be largely due to the number of hours needed each week to supervise visits; the large caseloads handled by

Children's Division workers as well as the lack of insight as to when it would be safe to progress to less restrictive visitation.

If funding for a supervised visitation program were available to the 13th Circuit, regular visitation could occur as well as in some cases, more frequent visitation could be provided because parents could be afforded visitation through this program in addition to the visitation being supervised by the Children's Division. Further, parents/custodians would be provided the benefit of receiving parent education; information on basic child development; and basic child care. It is anticipated that with funding, 340 hours of visitation would be provided.

Prior to July 2009, when the 13th Circuit Juvenile Division received funding through the Domestic Relations Programs for Parents and Children fund to provide supervised therapeutic visitation, we contracted with individuals to provide supervised visitation for parents ordered under dissolutions or modifications to have supervised visitation. We did not provide feedback to parents or educate them on developmentally appropriate activities or discipline, we just provided supervision. This did help any of the parties to move towards any type of less restrictive visitation.

Since receiving funding in July 2009, 17 families have been served under the Supervised Access and Exchange Program, with 71 hours of supervised visitation having been provided. Evaluation surveys are completed after every four supervised visitations that occur. To date, 12 evaluation surveys have been completed by parents who have participated in the program. Out of 12 evaluations, 9 or 75% were satisfied with their visit, while 3 or 25% remained neutral on whether or not they were satisfied with their visit. 4 or 33% felt they learned something new about caring for their child. Areas of parenting identified in which they felt they learned something new about parenting their child were, helping their child problem solve; learning how to provide reinforcement after timeout; learning how to provide detail when communicating; and learning about their child's attention deficit hyper activity disorder.

After seven months of providing supervised visits under this program, we expected to have expended at least \$11,500 of the originally awarded \$19,950, however due to being overly conscientious about using the funds and running out prior to the funding cycle ending, parties were slow to refer families to the program. Since meeting with Children's Division and local attorneys, referrals to the program have significantly increased. Since January 1, 2010, we have had 13 families referred and anticipate providing 12 visits for each of these families. Based on this, we expect to expend approximately \$9,048 during the 3rd quarter. This will leave us just over \$7,000 to use in the fourth quarter. Based on the referrals increasing dramatically in the 3rd quarter, it is expected this referral rate will continue into the 4th quarter, thus utilizing the awarded funds.

One aspect of the grant that we could improve on is teaching the parent something new about caring for their child. One recommendation for parents that frequently comes up on the therapist's observation report is that the parents provide developmentally appropriate, educational activities to engage their child in during the visit. For most parents, they need

examples of what developmentally appropriate, educational activities are. One way to assist parents with this is for the therapist to have some developmentally appropriate, educational toys available during the visits so that parents can be shown some toys and activities to engage in with their child during the visit. These toys would be made easily accessible for each age group and would be used as examples for the parents. They would be used during visits and parents would then be encouraged to purchase them for home.

Educational, developmentally appropriate toys may be purchased from Internet sites such as www.parents.com which provides a variety of recommended toys/activities for kids of all ages. Items such as picture books, pop-up books, matching games, picture bingo, blocks, puzzles, dominoes, etc., can be purchased from Wal-mart and range in price from \$5 to \$20. If awarded funding, the supervising therapist will determine which toys would be purchased, keeping in mind the fixed budget most families are on.

Number of people to be served/hours of service provided: Under this proposal, 340 hours of supervised visitation could be provided at the rate of \$58 per hour. A maximum of 12 sessions will be provided to each family, allowing us to serve approximately 28 families provided each will require a full 12 sessions. In the event a family will not require all 12 sessions, other families will be provided services as funds allow. It is also expected that all 28 families will benefit from the resource materials purchased and used during visits.

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

Program Proposal:

*Boys & Girls Town of Missouri
Central Region
4304 Bearfield Road
Columbia, Missouri 65201
573-874-8686
Contact: Paula Fleming, PhD., LPC
Regional Vice President*

Proposal to provide Supervised Visitation and Family Therapy for children and families referred to Boys & Girls Town of Missouri – Central Region by the 13th Judicial Circuit, Juvenile Court.

Program Proposal:

Boys & Girls Town of Missouri (BGTM) will provide provisionally or fully licensed clinical social workers or professional counselors to supervise visits between children and their non-custodial parents. The Juvenile office shall provide a safe, comfortable,

and accessible environment in which supervised visitation opportunities for children and families (involved with juvenile court) can take place.

Benefits of Supervised Visitation:

1. Visits maintain the parent-child bond.

- *When a child is removed from their home, it is a difficult and often scary experience for the child and family.*
- *Frequent visits provide a means by which parent and child can continue their relationship.*
- *Frequent visits reassure the parent that their child has not just disappeared; they reassure the parent that the child is being given shelter and care.*
- *If a child does not see his/her parent(s) for a long time, it becomes more difficult for that child to re-adjust to living together as a family again.*

2. Visits provide parents with motivation and hope.

- *Research provides evidence that parents who do not visit with their children lose motivation to put their lives back on track.*
- *Parents who have lost physical custody of their children have many expectations placed upon them. It is often hard to accomplish all that is required (visit with their children, obtain housing, begin substance abuse treatment, find a job, attend parenting classes, etc.).*
- *Without community support, the process can be discouraging.*
- *The opportunity for parents to spend time with their children is not only required, but instills the hope and motivation necessary to ensure the permanent return of their children.*

3. Visits provide critical information to the agencies involved with the family and the courts about the parent-child relationship.

- *Reports from the supervised visitation will be provided by the therapist within 48 hours of the visitation date.*
- *Because the reports are written by impartial professionally trained staff, the observations are likely to be a realistic reflection of the parent-child relationship and factual observations made during the visitation process.*

Administration of the Program:

There are many people involved in the visitation process. It begins at the Local Juvenile Court, where a family is first determined to be in need of services. The process typically flows in the following manner:

Juvenile Court

- *Determines visitation needs and requirements, or*
- *Allows the Children's Division to make referrals to the program.*

BGTM Program Coordinator

- *Oversees therapists assigned to the supervised visitation program*
- *Reviews and maintains records of visitations*
- *serves as liaison between BGTM and the Juvenile Office*

Therapists

- *administer and supervise visits*
- *provide therapy and/or other supportive services*
- *complete family visitation reports*

Visitation Process:

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

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

The basic framework will likely follow:

- *Visiting Parents are typically expected to arrive first, around 10-15 minutes prior to the scheduled meeting time; a sign in process will be established along with processes for the Visiting Parent being directed to the visitation area. The visiting parent will wait in the visitation room for his or her children to arrive.*
- *Children and their Custodian arrive and check in at the scheduled time; the children are escorted to the visitation room, where Visiting Parent is waiting. Custodian may either leave the Center and return in an hour, or remain in the Custodian's waiting room during the visitation. NOTE: the Custodian should not leave the facility until the Visiting Parent has arrived; the Visiting Parent should already be*

- checked-in when the children arrive with their Custodian, but in the event that the Visiting Parent does not show within 15 minutes of the scheduled time, the children should be taken home by the Custodian.*
- *Children and Visiting Parents will visit for about an hour. The assigned therapist will remain in the room for the entire time. If a child needs to use the restroom, an assigned staff will escort the child to the facilities. Visiting Parents are not allowed to take children to the restroom.*
 - *The therapist will let visiting families know when the hour is almost over (about 15 minutes before, and then again at 5 minutes before time is up).*
 - *At the end of the hour, the Visiting Parents will leave the visitation room and sign out.*
 - *A Visiting Parent may be asked to fill out an evaluation form, if time permits.*
 - *The children will then be escorted back up to the greeting area, where the Custodian should be waiting to take the children home.*
 - *Once the parties have left, the therapist who observed the visitation complete a visitation observation form, including all observations (not opinions) about what happened in the visitation.*
 - *The written observations will be provided to the therapist's supervisor for review and signature. The observation forms will then be provided to the Juvenile Office.*

Records of Visitation:

The types of forms required will be developed with input from the Juvenile Office, but following are suggested:

- *REFERRAL FORM (Court/Visiting Parent) – this form comes from the Juvenile Office referring a particular family to the supervised Visitation program.*
- *IDENTIFICATION FORM (Visiting Parent) – records Visiting Parent's identification and contact information, as well as his or her specific visitation schedule*
- *RELEASE FORM (Visiting Parent) – Visiting Parent's agreement to obey visitation program rules and to follow the established procedures; depending on the structure of the program, parents may be required to fill out and sign this form in the presence of the local juvenile court prior to the visitation.*
- *RULES FORM (Visiting Parent / Custodian) – specific and detailed list of rules for visitation; should cover topics such as arrival and departure times, punctuality, attitude, language, food or gifts for the children, physical*

contact, cleanliness, intoxication, and any other rules that are relevant to the particular facility the rules sheet should also list the specific consequences for violating any of the rules

- *IDENTIFICATION FORM (Custodian) – records identification and contact information of whoever is responsible for bringing the child to and from the visitation*
- *OBSERVATION REPORT (therapist) – describes interaction between Visiting Parent and children during the visit; should be filled out after the visitation has ended; can be styled as a checklist or in a narrative format*

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

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

Program Evaluation:

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

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

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

Implementation Plan continued:

If funded, Contact with Kids: A Safe Way will be implemented immediately. We will use the same contract provider to supervise the visits. All referral forms, evaluations, observation reports and protocol for referring to the program have already been established and are being used during this current funding period. The following table illustrates the program implementation if funding were to be awarded:

Timeline:

Task to be Completed:	Implementation Date:
Begin offering supervised visitation	July, 2010
Purchase educational, developmentally appropriate toys for visits	July, 2010
Monthly report due from BGTM	August, 2010
Monthly report due from BGTM	September, 2010
Submit 1 st qtr report to OSCA/Monthly Report Due from BGTM	October, 2010
Monthly report due from BGTM	November, 2010
Monthly report due from BGTM	December, 2010
Submit 2nd qtr report to OSCA/Monthly Report Due from BGTM	January, 2011
Monthly report due from BGTM	February, 2011
Monthly report due from BGTM	March, 2011
Submit 3rd qtr report to OSCA/Monthly Report Due from BGTM	April, 2011
Monthly report due from BGTM	May, 2011
Monthly report due from BGTM	June, 2011
Final report due from BGTM/Submit Yearly Report to OSCA	July, 2011

Project Goals and Objectives:

Project Goal: To provide visitation between children and parents that is both emotionally and physically safe for children.

Objective 1-340 hours of supervised visitation will be provided to children and their parents/custodian.

Objective 2-All visits will be supervised by a provisionally or fully licensed clinical social worker or professional counselor who will develop a visitation plan based on the family's needs.

Objective 3-100% of cases will have a visitation report completed and submitted to the Juvenile Office within 48 hours of the visit date and will include what service was provided to the family during the visit(family therapy or supportive services).

Objective 4-80% of parents/custodians will be satisfied with the service provided to them.

Objective 5-Less than 10% of visits will be terminated by the supervising therapist before the visit is to be concluded.

Sustainability: It is anticipated that this program could be sustained by utilizing some or all of the following options: 1) Request funding through the Children's Division CQI(Quality Improvement) Process; 2) Apply for other grant opportunities that will enhance the existing program; 3) Utilization of student interns to supervise visits.

Project Funding Breakdown:

Funds Requested:

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

Resource Materials for Participants and Program Development: **\$200** will be used to purchase a variety of inexpensive toys/activities for each age group that will be used to provide examples of developmentally appropriate, educational activities to parents. They would be made easily accessible to parents at each visit. No other resource funds will be needed as BGTM's therapists already have the training needed to facilitate the program and their past education and experience can be used to assist the children and families served.

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

Contractual Services: **\$19,720** The costs for the supervised visitation will be \$58/hour. Approximately 340 hours of supervised visitation will be provided which will total \$19,720. We will contract with Boys and Girls Town of Missouri Central Region for the service.

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

Training: None requested. Boys and Girls Town along with the Juvenile Division will be responsible for making sure all staff who supervise the visits receive the proper training in order to supervise the visits.

TOTAL AMOUNT OF FUNDS REQUESTED: **\$19,920**

Cost Per Person Served and/or Cost Per Hours of Service Provided: \$58 per hour for a total of 340 service hours provided=\$19,720. Approximately 28 families will be served and have access to the resource materials provided during visits. This is a cost of \$7.14/per family. Total cost per family: \$711.43/family.

CERTIFIED COPY OF ORDER

81 -2010

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the application for the OSCA RFP 11-002 Domestic Relations Programs for Parents and Children in the amount of \$19,656.00. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 18th day of February, 2010.

ATTEST:

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

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner



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

RFP NO. OSCA 11-002

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 4, 2010

CONTACT: Russell Rottmann

PHONE NO.: (573) 522-6766

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

RETURN PROPOSAL NO LATER THAN: February 22, 2010, AT 3:00 PM

RETURN PROPOSAL TO:

(U.S. Mail)

Office of State Courts Administrator

PO 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, 2010, THROUGH June 30, 2011

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME Ken Pearson		TITLE Presiding Commissioner
AGENCY NAME Boone County/13th Judicial Circuit Court		
MAILING ADDRESS 801 E. Walnut		
CITY, STATE, ZIP Columbia, MO 65201		
CONTACT PERSON Joy Rushing		TITLE Asst. to the Court Administrator
PHONE NO. 573-886-4059	FAX NO. 573-886-4070	E-MAIL ADDRESS Joy.Rushing@courts.mo.gov

NOTICE OF AWARD (STATE USE ONLY)

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

1. Background Information

1.1 Introduction:

- 1.1.1 The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator (OSCA), is seeking applications from Missouri Circuit Courts for the **creation and implementation of domestic relations programs** including, but not limited to the following: Waiting Areas/Rooms for Children in Court Facilities; programs that provide Supervised Access and Exchange for parents and children; programs that address issues of Domestic Violence; Education Programs for Parents and Children; programs or projects for self-represented litigants; and other programs and services pertaining to domestic relations cases.
- 1.1.2 The funding for creation and implementation of domestic relations programs allows for programs and services to be developed in the State of Missouri. This RFP encourages circuits to take this opportunity to create new initiatives. The emphasis in reviewing the applications will be on **measurable program outcomes** and **responsible use of resources**.
- 1.1.3 Funding for these programs is available through the Domestic Relations Resolution Fund (452.552 RSMo). Use of funds must comply with the requirements identified in RSMo 452.554.

2. APPROVED PROGRAMS

2.1 Education Programs for Parents and Children

- 2.1.1 Educational sessions may be offered to married, divorced, separated and never married parents and children in domestic relations cases involving children. Types of cases may include:
- a. Pre and post dissolution cases
 - b. Legal separations
 - c. Modifications
 - d. Family access motions
 - e. Paternity
 - f. Child support
 - g. Other post-judgment proceedings
- 2.1.2 The educational sessions shall address the effects of a dissolution or separation on children and the benefits of alternative dispute resolution, including mediation in resolving disputes related to child custody, visitation, and support.
- 2.1.3 Program curriculum for parents must include content that informs parent of the effect of separation or dissolution of marriage on children; teaches parents how to help children adjust to change; helps parents understand that children, whenever possible and appropriate, need frequent, continuing and meaningful contact with both parents; and informs parents of the benefits of alternative dispute resolution, including mediation.

Domestic Relations Programs For Parents and Children

- 2.1.4 Program curriculum for children must include content that: addresses age-appropriate needs and behaviors of children; helps children deal with their feelings about the separation of their family; helps children cope better with the stress and change involved in their parent's separation or dissolution.
- 2.1.5 Funds may be used to purchase furniture for classes provided in court facilities including tables and chairs of the size appropriate for younger children.
- 2.1.6 Funds may be used to purchase equipment for classes provided in court facilities.
- 2.1.7 Funds may be used to purchase resource materials for children/adults such as class materials, class activities, videos.
- 2.1.8 Funds may be used to purchase resource materials for program development such as purchase of curriculum, trainer manual.
- 2.1.9 Funds may be used to purchase contractual services for class instructors.
- a. Contractual instruction services may not exceed \$35.00 per parent or \$35.00 per child.
 - b. In areas of the state where the customary rate for such services is greater than \$35.00 per attendee, the applicant **must** include a request for increased reimbursement. However, pursuant to Section 452.610, reimbursement may not exceed \$75.00 per person.
 - c. Note – all costs incurred by contracted class instructors, including travel, class preparation time or administrative time are to be included in the rate per participant and are not reimbursable through this program.
- 2.1.10 Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF and may be used or adapted for their particular program.
- 2.1.11 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Kim Abbott at 573-522-6768 or email kimberly.abbott@courts.mo.gov to attend "miscellaneous training" not specifically outlined in the approved budget.
- 2.2 Self-Represented Litigants in Domestic Relations Cases**
- 2.2.1 The program must be related to the needs of self-represented litigants involved with the court in a domestic relations case.
- 2.2.2 This may include a Litigant Awareness Program for married or separated self-represented litigants.

Domestic Relations Programs For Parents and Children

- a. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system works, what court staff may or may not do to assist litigants, and a review of the forms needed for self representation.
- 2.2.3 This may include a resource center established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
- a. The resource center may have available forms, instructions, and information about court procedure.
 - b. The resource center may have contractual personnel, which includes, but is not limited, to attorneys, program coordinators, program instructors, and security officers.
- 2.2.4 This may include a Help Desk established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
- a. The Help Desk may have available forms, instructions, and information about court procedure.
 - b. The Help Desk may have contractual personnel, which includes but is not limited to attorneys, program coordinators, program instructors, and security officers.
- 2.2.5 This may include an online resource center.
- a. The online resource center may include a Litigant Awareness Program.
 1. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system works, what court staff may or may not do to assist litigants, and a review of the forms needed for self representation.
 - b. The online resource center may include access to forms.
 - c. The online resource center may include a Certificate of Completion of the Litigant Awareness Program.
 - d. The online resource center may include information about how to find an attorney.
 - e. The online resource center may include information about county, circuit, or regional resources available to self-represented litigants.
- 2.2.6 Funds may be used to contract for the construction of or the renovation of an area or room in a court facility such as partitions, flooring, walls, paint, and light fixtures.
- 2.2.7 Funds may be used to purchase furniture for the use of program participants at the program site.
- 2.2.8 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD player.

Domestic Relations Programs For Parents and Children

- 2.2.9 Funds may be used to purchase resource materials for adults such as educational brochures, books, videos, or journals.
- 2.2.10 Funds may be used to purchase resource materials for program development such as program manuals, program guides, or videos.
- 2.2.11 Funds may be used to purchase contractual services for attorneys, program coordinators, program instructors, child care attendants, use of a program site, security officers, and curriculum development.
 - a. Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts and their designees.
 - b. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF that can be used or adapted for their particular program.
- 2.2.12 Funds may be used to pay for administrative costs such as the purchase of paper, copying, printing, or postage.

2.3 Supervised Access and Exchange:

- 2.3.1 The Access Program must provide a safe, secure environment for all family members. Visits must take place under the supervision of an individual or individuals that have the responsibility of ensuring the child's physical and emotional safety during the time the child spends with the visiting parent and/or extended family members.
- 2.3.2 The Exchange Program must provide a safe and secure environment for the transfer of a child from one parent or family member to another parent or family member for the purpose of the child spending time with the other parent or family member. The Program must provide that the transfer of the child is supervised by an individual or individuals that have the responsibility of ensuring the physical and emotional safety of the child and those participating in the exchange at the exchange site.
- 2.3.3 Funds may be used to purchase furniture that is the appropriate size for children and adults at the access and/or exchange site.
- 2.3.4 Funds may be used to purchase equipment such as TV, VCR, or DVD/CD tape players.
- 2.3.5 Funds may be used to purchase security equipment such as a hand held metal detector, or video equipment.
- 2.3.6 Funds may be used to purchase resource materials used by children/adults in the program such as magazines for the waiting area and toys for children.
- 2.3.7 Funds may be used to purchase resource materials for program development such as policy manuals purchased from other supervised visitation programs, or purchase of the Supervised Visitation Network newsletter.

Domestic Relations Programs For Parents and Children

- 2.3.8 Funds may be used to purchase contractual services for access and/or exchange supervisors, security personnel, or program coordinator.
- 2.3.9 Funds may be used to purchase the use of an access and/or exchange site.
- 2.3.10 Funds may be used for administrative costs such as the purchase of supplies and postage.
- 2.3.11 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Kim Abbott at 573-522-6768 or email kimberly.abbott@courts.mo.gov to attend "miscellaneous training" not specifically outlined in the approved budget.
- 2.3.12 All equipment, furniture, and materials purchased become the property of the circuit court

2.4 Domestic Violence Programs:

- 2.4.1 The program must be related to the needs of family members who are involved with the court due to an issue of family violence related to a domestic relations case.
 - a. This may include services to assist adult and child victims and services for offenders to prevent re-offense.
- 2.4.2 Funds may be used to purchase furniture for the use of program participants at the program site.
- 2.4.3 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD tape player.
- 2.4.4 Funds may be used to purchase resource materials for children/adults such as safety planning brochures, books, age appropriate toys, magazines, videos, or journals.
- 2.4.5 Funds may be used to purchase resource materials for program development such as program manuals, program guides, or videos.
- 2.4.6 Funds may be used to purchase contractual services for advocates, treatment providers, childcare attendants, program coordinator, program instructors, use of a program site, security officers, and curriculum development.
 - a. Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts and their designees.
 - b. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF that can be used or adapted for their particular program.

Domestic Relations Programs For Parents and Children

- c. Applicants should consult with OSCA Contracts Coordinator prior to contracting for the development of curriculum to insure that the contractor agrees and understands the above requirements.

2.4.7 Funds may be used to pay for administrative costs such as the purchase of paper, copying, printing, or postage.

2.4.8 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Kim Abbott at 573-522-6768 or email kimberly.abbott@courts.mo.gov to attend "miscellaneous training" not specifically outlined in the approved budget.

2.4.9 All equipment, furniture, and materials purchased become the property of the circuit court except as stated above.

2.5 Waiting Areas/Rooms for Children in Court Facilities:

2.5.1 The waiting area or room must be in a court facility and designed for children who accompany adults involved in domestic relations cases.

2.5.2 The waiting area may be a separate room or a designated area for children located within a larger area or room.

2.5.3 The waiting area or room must allow for supervision of children by the adults who bring the children to the court facility or by designated court staff, volunteers, or contracted personnel.

2.5.4 Funds may be used to purchase furniture which is of appropriate size for children and adult supervisors such as tables, chairs, storage shelves for toys, display racks for children's books, pictures/posters for walls.

2.5.5 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD tape players.

2.5.6 Funds may be used to purchase resource materials for children/adults that include age appropriate activities for children, such as toys, games, books, and relevant information for parents.

2.5.7 Funds may be used to purchase construction/renovation of an area or room in a court facility such as partitions, flooring, walls, paint, and light fixtures.

2.5.8 Funds may be used to purchase contractual services for personnel to supervise the waiting area/room or a volunteer coordinator to arrange for volunteers to supervise the area. However, funds shall not be used to pay staff salaries or overtime.

2.5.9 All equipment, furniture and materials purchased become the property of the circuit court except as stated above.

2.6 Other Programs and Services:

- 2.6.1 This category applies to all other programs and services that have not previously been addressed in this RFP. The criteria set forth by RSMo 452.554 are as follows.
- a. The general assembly shall appropriate moneys annually from the domestic relations resolution fund to the state courts administrator to pay the cost associated with the handbook created in section 452.556 and *to reimburse local judicial circuits for the costs associated with the implementation of and creation of education programs for parents of children, alternative dispute resolution programs and similar programs applicable to domestic relations cases.*

2.7 Publications:

- 2.7.1 The courts must acknowledge the Domestic Relations Resolution Fund as the source of funding on any curriculum, manuals, or public relations materials created with monies from the fund. This includes brochures, handbooks, or informational materials distributed to the public regarding programs and services. It also includes program manuals, curriculum, audio and videotapes created with monies from the fund. It does not include, program forms, written internal policies and procedures.
- 2.7.2 The courts must receive the prior approval of the Office of State Courts Administrator for the printing and/or production and distribution of written, audio, or video materials that fall under the above noted criteria.

3. PROGRAM PERFORMANCE REQUIREMENTS

3.1 Program Evaluation:

- 3.1.1 Each circuit court receiving reimbursement funds must participate in a program evaluation designed to measure how successful the circuit court has been in providing the services identified in their program proposal.
- 3.1.2 The evaluation process may include, but is not limited to, the following:
- a. Access to circuit court records for the purpose of retrieving statistical data;
 - b. Utilization of questionnaires or surveys of consumer satisfaction for all parties involved, including judicial officers, circuit court staff, attorneys, guardians ad litem, and program participants; and
 - c. Development and implementation of performance measurement tools when applicable.
- 3.1.3 OSCA agrees to provide technical assistance to each circuit court in conducting its program evaluation. This technical assistance will include, but is not limited to, establishment of performance measures, collection and analysis of data, and reporting of program outcomes.
- 3.1.4 Costs to circuit courts for conducting program evaluations are not allowable reimbursable costs. OSCA shall provide technical assistance for evaluation of programs.

3.2 Reporting Requirements:

Domestic Relations Programs For Parents and Children

- 3.2.1 Each circuit court must submit to OSCA three (3) Quarterly Data Reports and a twelve (12) month Final Program Report. All monthly and quarterly reports should be submitted to the Office of State Courts Administrator, Attn: Kim Abbott or can be emailed to kimberly.abbott@courts.mo.gov.
- 3.2.2 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 hours of service provided;
 - c. Document the types services provided; and
 - d. Provide OSCA, the Family Court Committee, legislature, and other interested parties with information regarding consumer satisfaction, program efficiency, and effectiveness.
- 3.2.3 The Data and Program Reports will be evaluated for progress toward completion of the specific program goals, as indicated in the application, and to identify any barriers to successful implementation.
- 3.2.4 Quarterly Data Reports must be submitted within thirty (30) days of the end of each quarterly reporting period on the OSCA Domestic Relations Resolution Fund Quarterly Report Form. Quarterly report forms will be developed specific to the programs that are awarded funds.
- a. Reporting requirements will include, but not be limited to, the number of parties served by the circuit court as a result of the funds reimbursed through this program.
- 3.2.5 A twelve (12) month Final Program Report must be submitted within thirty (30) days of the end of the 12 month funding period on the Domestic Relations Resolution Fund Final Report Form provided by OSCA.

3.3 Reimbursement of Costs:

- 3.3.1 No payments will be made directly to any contracted providers. This may require that the county pay for these services up front. OSCA anticipates a 2-4 week turnaround on reimbursement requests. **All payments will be made to the County Treasurer.**

Note: This issue may need to be addressed with your fiscal officer when planning your project proposal.

- 3.3.2 Invoices must be submitted by the circuit court to OSCA, Attention: Russell Rottmann, no later than ten (10) days after the end of each month on the Certificate of Compliance Form. Certificate of Compliance forms will be provided to each court awarded a contract prior to the start of the contract period.
- a. Copies of all invoices and other supporting documentation must be attached and submitted to OSCA with the request for reimbursement.

4. EVALUATION AND AWARD CRITERIA

4.1 Evaluation Criteria for all Program Awards:

Domestic Relations Programs For Parents and Children

- 4.1.1 Awards to circuit courts for the creation and implementation of domestic relations programs will be made based upon the **particular needs for the program and why those needs are not being met**, and availability of funds.
- 4.1.2 Consideration shall be given as to whether the request for funds is reasonable, with clear documentation to support the request or justification as to why the costs are beyond what is customary.
- 4.1.3 Consideration shall be given to the circuit's ability to sustain the program at the end of the funding period.
- 4.1.4 Consideration shall be given to the proposed number of persons served, hours of service, and the cost of those services per person and/or per hour.
- a. Documentation of how costs are determined must be provided with justification for costs that might be considered beyond what is customary.
- b. Justifications for budgets shall be broken down into the following categories:
- Furniture and equipment
 - Resource materials
 - Construction
 - Contractual services
 - Administrative
 - Training for program staff
- 4.1.5 Consideration shall be given to program goals that are clearly defined with measurable outcomes.
- 4.1.6 Circuits are encouraged to maximize the use of the available funds by collaborating with other circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain.
- 4.1.7 Circuits are encouraged to 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.
- 4.2 Terms of Awards:**
- 4.2.1 Funds are available for a period of 12 months. Awards can be made for **up to \$20,000** per year, per application.
- 4.2.2 Continuation funding beyond the initial 12 months is uncertain. Circuit courts should develop alternative ways to fund programs upon completion of this funding period.
- 4.2.3 The Family Court Committee maintains the discretion to adjust, in whole or in part, each program in each circuit court's request based upon the reasonableness of each request, and the availability of funds.
- 4.2.4 If it appears that a circuit court will not use all funds awarded during the 12 month period, the Family Court Committee may, in its discretion, reduce the amount of awarded funds to the circuit court and reallocate those funds to other circuit courts.

- 4.2.5 Any funds awarded for program services cannot be used to supplant existing local or state funds. Supplanting refers to using these funds to replace funds normally available and currently received from local or state sources.

5. APPLICATION REQUIREMENTS

5.1 Proposal Submission:

- 5.1.1 All circuit courts desiring to apply for funding for costs associated with creation and implementation of programs as identified herein, must submit a complete proposal incorporating the items identified in the following section.
- 5.1.2 Courts may submit more than one application and may be awarded funds for more than one program.
- 5.1.3 Proposals must be **signed by the Family Court Judge**. If there is no Family Court Judge, the Presiding Judge must sign the proposal. Proposals may be faxed to Russell Rottmann at 573-522-6937, or emailed to osca.contracts@courts.mo.gov or mailed to the P.O. Box listed on the cover page. All proposals must be received prior to the specified closing date and time as stated on the cover page.

5.2 **Project Proposal:** The 13th Judicial Circuit Court currently has a DRRF grant to provide services victims of domestic violence. At the time the court applied for that award, The Shelter had ceased assisting victims with orders of protection. Shortly after receiving the award, The Shelter began assisting victims again. In addition, the Circuit Clerk's office provides assistance to victims with orders of protection. As further discussed in this application, the court believes that grant money can best be spent further developing clinics for individuals proceeding pro se in dissolutions of marriage and for further developing a program of pro bono attorney representation in dissolutions of marriage.

5.2.1 All applicants must clearly describe the proposed plan to create and implement new domestic relations programs. Proposals must include the following:

a. **Provide the name of the proposed program.**

Mid-Missouri Access to Justice Program

This application is to continue funding for the services of the project coordinator to continue and expand the project's pro se dissolution clinics.

b. **Need for the Program:** Explain the particular need for the program and why those needs are not being met through existing materials, programs, services, or other resources. **Be specific.** Example: Report the number of families that could benefit from supervised access programs each week/year. Report what attempts have been made to establish a program and what were the barriers to the program being established.

Program Need

The court originally obtained funding from the Domestic Relations Resolution Fund to provide services to individuals applying for orders of protection. At that time, the local shelter for battered women had quit assisting women with petitions for orders of protection. Shortly after receiving the grant award, the shelter began assisting women once again. After conversations with the Circuit Clerk's Office, which also provides some assistance to individuals seeking orders of protection, it was determined that there was no significant need for additional assistance in this area.

At the same time, the judge hearing uncontested dissolutions of marriage identified a need to pay special attention to cases involving self-represented litigants. She was concerned that even those self-represented litigants who had completed the litigant awareness program did not understand the documentation needed, the evidence which needed to be presented, or the procedures of the court. In order to address this need, the judge set a special docket for pro se dissolutions, and the Mid-Missouri Access to Justice Project (MMA2J) developed and implemented a program of Pro Se Dissolution Clinics. She estimates that she handles ten pro se dissolutions a month. In addition to the judge hearing pro se dissolutions, there is a Family Court Commissioner who also hears pro se dissolutions.

Progress Made in Establishing the Program

Significant progress has been made in establishing a program to assist self-represented individuals in dissolution of marriage cases.

Pro Se Dissolution Clinics. MMA2J has conducted monthly Pro Se Dissolution Clinics for residents of Boone County since October 2009. The clinics cover the information from the on-line self-

representation class, and explain how to fill out the pro se dissolution forms. These clinics are being expanded to Callaway County, and residents of other counties will be allowed to attend, upon approval of the courts in those counties.

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Pro Bono Attorneys. Five cases have been referred to pro bono attorneys for the project. These were cases where it was believed the pro se clinics would not provide sufficient assistance to the individual applying for service, and the individual met the project's income guidelines for pro bono assistance.

Screening of Clients. The project office takes calls from 1:00 pm to 3:00 pm three days a week. Individuals calling at other times can leave a message on the office answering machine. Individuals are screened for income and type of service needed, and an attempt is made to refer them for appropriate assistance. To date, the following phone calls have been received and processed by the project coordinator.

Subject matter of calls received in the project office:

Divorce:	42	Bankruptcy	1	Non-client	18
Legal Separation	3	Criminal	6	Unknown	20
Domestic Violence	2	Guardianship	7		
Clinics	5	Foreclosure	1	Total Calls	161
Child Support	2	Landlord/Tenant	3	Family Law	100
Child Custody	46	Miscellaneous	5		

Services rendered:

Referred to Pro Se Clinic	29
Attended Pro Se Clinic	9
Other Referral	
Volunteer Attorney	5
Paid Attorney	7
Mid-Mo Legal Serv.	4
Other Agency	1
Answered Question	2

No services rendered:

Could Not Contact	41
*Not Project Priority Case	38
**Out of County/State	9
Over Income	3
Not Requesting Service	9
Miscellaneous	1

*Not Project Priority Case: This includes cases which are not family law cases, and the child custody cases that the project is without resources to assist. Mid-Missouri Legal Services does provide representation in child custody cases for individuals falling within their financial guidelines.

**Out of County/State: Only one case was out of state. The project will be assisting out of county individuals in its pro se dissolution clinics.

Barriers to Establishing the Program

The Mid-Missouri Access to Justice Project has encountered several barriers to establishing the program.

Slow Start-Up. The project received funding before it was fully operational. This resulted in one grant year expiring before funding could be fully used, and the use of DRRF funds being delayed

Domestic Relations Programs For Parents and Children

while the initial grant was exhausted. This slow initial progress has also be frustrating to members of the Board of Directors. However, response to the dissolution clinics has been favorable, according to surveys conducted of persons attending the clinics.

Promoting the Project. Even though the project coordinator is promoting the program to local agencies, and is recommending the pro se clinics to appropriate individuals when screening calls (see information above), attendance at the clinics has been slow to develop. The first clinics had very low attendance, and they did not assist individuals in filling out forms. Now that individuals are being assisted with the forms, attendance at, and interest in, the classes is growing. The project has received requests to establish clinics in Callaway County, and is doing that. The project has also received inquiries from other counties regarding whether their litigants can attend the classes, and the project has begun accepting out of county residents in the pro se clinics.

Funding. The project is currently very dependent on grant funding.

Positive Response to the Program

Individuals who have attended the expanded pro se clinics, where information on filling out the forms is provided, have been very positive in their survey responses. Members of the local bar have been generous in donating their time to the clinics, and the judiciary has been very supportive.

- c. **Number of people to be served/hours of service provided:** Estimate the number of adults and children that your program will actually serve. Estimate the number of hours of service that will be provided. Justify/show the calculations of how you arrived at those figures.

Pro Se Clinics:	Boone County	110
	Callaway County	66
Pro Bono Attorney:		12
Referrals to Other Agencies:		36
Phone Calls (480 = 40/mo.)		<u>256</u>
Total Served		480

- d. **Implementation plan:** Provide a detailed description of work completed in preparation for implementation of the proposed project. Provide a timeline and a description for how your circuit will implement the proposed project. Describe in detail the services to be performed in achieving the project objectives and the approach to be used for providing each service and assuring utilization of the services. For contractual services, clearly describe the proposed assistance, with the names and qualifications of the outside source and the nature of the services to be contracted. Please include providers' resumes, if known, or identify qualifications of providers to be contracted with.

Tasks which have already been completed by the project.

- In May 2009 a Missouri not-for-profit corporation, the Mid-Missouri Access to Justice Project (MMA2J), was registered with the Missouri Secretary of State committee.
- A Board of Directors was formed and officers elected. The current Board of Directors and officers are: Ben Nelson, attorney, Boone County Bar Association, President; Lisa Brown, Director, SHARE, Vice President; Cindy Mustard, Director, Voluntary Action Center, Secretary; Joy Rushing, Assistant to the Court Administrator, Treasurer; Christy Blakemore, Boone County

Domestic Relations Programs For Parents and Children

Circuit Clerk; Sue Crane, attorney, Callaway County Bar Association; Susan Lutton, Director, Mid Missouri Legal Services; Chris Schnappe, attorney, Boone County Bar Association; and the Hon. Leslie Schneider. The Board of Directors has been meeting monthly.

- The project hired a part-time project coordinator, Negar Jackson, an attorney in private practice in Columbia, with a background in providing legal assistance to underrepresented populations.
- The project has received an employer ID number from the IRS, and approval as a 501(C)(3) not-for-profit corporation.
- The project obtained \$15,000 in initial funding from IOLTA.
- The project held a recruitment event for members of the Boone and Callaway County Bars in May 2009. Representatives from the Judges of the 13th Circuit and the Missouri Supreme Court were in attendance. The new project coordinator was introduced, the program was explained, and input sought from members of the bar. The project received applications to volunteer from 30 members of the bar and 3 non-attorney mediators.
- The project celebrated Pro Se Week with a breakfast for volunteer attorneys in Boone County, and dessert at a lunch meeting of the Callaway County Bar Association.
- Office space has been donated to the project by Central Missouri Community Action in Columbia, Missouri. The project opened its office in August 2009. A computer and printer have been donated, and supplies have been purchased. CMCA has temporarily loaned a desk to the project.
- The Young Lawyers section of the Boone County Bar Association had a golf fundraiser that raised over \$7,000 for the project.
- The project coordinator has established regular office hours, and screens clients for two hours a day three days a week. She also returns calls received on the office answering machines, and responds to e-mails directed to the project's e-mail address.
- Monthly pro se dissolution clinics have been held in Boone County since October 2009 (except for December).

Activities to Be Conducted to Achieve Project Objectives

- The Mid-Missouri Access to Justice Project will continue to provide, promote and expand its pro se dissolution of marriage clinics. The project coordinator will promote the clinics, sign up attendees, obtain volunteer attorneys to present the clinics, and ensure that materials are available for the clinics (self-representation booklet, court forms, surveys, etc.).
- Flyers to promote the pro se dissolution clinics have been developed and are being given to local social service agencies to make available to their clients.
- The Circuit Clerk is providing the flyers to individuals who are attempting to proceed pro se with a dissolution of marriage.
- The project is receiving referrals from Mid-Missouri Legal Services.

Domestic Relations Programs For Parents and Children

- It is hoped that during the next grant year the project will also be able to use volunteer attorneys to staff “office hours” either in the courthouse or the local library to provide information on the self-representation process and the pro se dissolution clinics. Both the court and the library have offered space for this to occur.

Contractual Services to be Purchased

The Court intends to contract with the Mid-Missouri Access to Justice Project to provide, promote and expand the pro se dissolution of marriage clinics. The project coordinator will promote the clinics, sign up attendees, obtain volunteer attorneys to present the clinics, and ensure that materials are available for the clinics (self-representation booklet, court forms, surveys, etc.).

Description of the Mid-Missouri Access to Justice Project

The Mid-Missouri Access to Justice Project is a cooperative effort of the Thirteenth Judicial Circuit Court, the members of the Boone County and Callaway County Bars, and local service agencies, to provide needed legal assistance and litigant education to citizens of Boone and Callaway counties who do not have the resources to effectively access the civil justice system in matters essential to their well-being.

With the Missouri Supreme Court’s approval of amendments to its court rules which allow the practice of limited scope representation, the 13th Judicial Circuit Court was interested in encouraging local attorneys to provide pro bono services to selected individuals. With the support of the court, Lou DeFeo, Director of the Legal Care program of the Samaritan Center in Cole County, organized an initial meeting of interested agencies which took place on July 21, 2008. Representatives from the agencies in attendance at that initial meeting continued to meet over a period of time to develop goals for the proposed project. Representatives from the following organizations were active in the development of the project: 13th Judicial Circuit Court, Mid-Missouri Legal Services, University of Missouri School of Law, Clerk of the Boone County Circuit Court, Clerk of the Callaway County Circuit Court, Missouri Supreme Court Pro Se Commission, Boone County Bar Association, Callaway County Bar Association, The Shelter, Voluntary Action Center, and Central Missouri Community Action.

Resume of the project coordinator. Attached.

- e. **Project Goals and Objectives:** A clear, concise statement of what the proposed project is intended to accomplish, including a listing of project goals with measurable outcomes. 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.

GOAL: Increase the accessibility of the court to individuals proceeding pro se for dissolutions of marriage.

Objective 1: Increase the number of people attending the Boone County Pro Se Dissolution Clinics from an average of 3 per class to 10 per class.

Objective 2: Increase the number of Pro Se Dissolution Clinics offered in Callaway County from none to 11 per year.

Objective 3: Increase the number of clients assigned to pro bono attorneys from 5 in one year to 10.

- 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.

New Funding Sources.

Young Lawyers Fundraising Event. The Young Lawyers section of the Boone County Bar Association had a golf fundraiser which made \$7,129.96 for the project.

Formation of an Advisory Board. The Board of Directors is soliciting individuals to serve on an advisory board, which will develop and implement a plan to promote the organization in the community, both in order to obtain funding for project activities and to educate the public about the availability of the services provided by the project.

Joint Fundraiser with Mid-Missouri Legal Services. The Board of Directors is exploring the possibility of a joint fundraiser with Mid-Missouri Legal Services.

Additional Fund-Raising Activities. In addition to the activities discussed under Funding above, the project is actively seeking to identify other sources of funding. The project coordinator has undertaken a number of activities to identify possible sources of funding for the project. She has participated in a number of networking opportunities to reach individuals and organizations in the community who might have funding available for the project. She has also contacted local financial institutions regarding available trusts, and local churches regarding becoming one of their mission activities. The project coordinator has also become involved with United Way and the project plans to become a United Way partner with a goal of United Way funding once the project has a track record.

DRRF Funding

Currently, the project is in need of partial funding for the services of the project coordinator for an additional year. The Board of Directors believes that within that time the project will be able to develop a program of ongoing fundraising which will sustain the project in the future. Both the number of attorneys willing to assist with the project, and the number of individuals taking advantage of project services is steadily increasing. While this development has been slower than hoped, the fact that numbers are increasing is very promising.

Self-Sustaining Pro Se Dissolution Clinics

It is hoped that with another year of experience, the pro se dissolution clinics will become "institutionalized" with the local bar, and will no longer require the services of a project coordinator. While the services of a project coordinator will be needed if the pro bono attorney portion of the project is to develop and flourish, it is expected that the pro se clinics could continue with only volunteer assistance.

5.3 Project Funding Breakdown:

5.3.1 **Funds Requested:** Identify the funding needs in each of the following areas, as applicable, to the program you are creating. Indicate when these items or services are not needed or 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. Remember that the more detailed the better.

Furniture and Equipment:

Resource Materials for Participants and Program Development:

Construction:

Contractual services: Services of Project Coordinator

13.5 hours per week = 13.5 x 52 = 702 hours @ \$28 per hour = \$19,656

Client screening and information:	6 hours/week
Promotion of pro se dissolution clinics:	5 hours/week
Support to pro se dissolution clinics:	2.5 hours/week
Materials preparation	
Volunteer attorney recruitment	
Coordination with court (clerks and judge)	

Administrative Costs and Supplies:

Training:

TOTAL AMOUNT OF FUNDS REQUESTED: \$19,656

5.3.2 **Cost Per Person Served and/or Cost Per Hours of Service Provided:** Divide the number of persons served by the total amount of funds requested. And/or Divide the number of hours of service provided by the total amount of funds requested. Show your calculations.

Cost Per Person Served

Pro Se Dissolution Clinics		
Boone County:	110	10 clients for 11 classes
Callaway County	66	6 clients for 11 classes
Pro Bono Representation:	12	
Referrals to Other Agencies:	36	
Additional Phone Calls Answered:	224	[480 calls (see section on number of clients served), less 176 served in clinics and 10 assigned to pro bono attorneys]
Total Clients	480	
Cost/Person	\$40.95 = \$19,656/480	

Domestic Relations Programs For Parents and Children

Cost Per Hours of Service

Project Director 702 hours/year

Volunteer Attorneys

Pro Se Dissolution Clinics: 66 hours

3 hours/class (1.5 hours preparation/1.5 hours presentation)

22 classes (11 in Boone County and 11 in Callaway County)

Pro Bono Representation 180 hours = 12 @ 15 hours each

Total Hours 948

Cost/Hour \$20.75 = \$19,656/938

Attachment 1

Domestic Relations Resolution Fund (DRRF) Programs/Projects Previously Funded

Below are the names of some of the programs/projects funded by the DRRF in past years, and the circuits that implemented them. The name and phone number of the contact person for the duration of the program's or project's funding has been included.

Domestic Violence Advocate – 4th Circuit; Muriel Zimmerman (660-562-2320)
Domestic Violence Advocate – 7th Circuit; Kathleen Bird (816-736-8402)
Domestic Violence Education & Counseling – 14th Circuit; Tena Houston (660-263-2970)
High Conflict Exchange Education & Intervention Program – 7th Circuit; Kathleen Bird (816-736-8402)
Supervised Visitation Program – 45th Circuit; Judge Ben Burkemper (636-528-6438)
Supervised Exchange Program – 16th Circuit; Karen J. Brown (816-881-1811)
Batterer Compliance Coordinator & Project – 21st Circuit; Sue Ashwell (314-615-2969)
Pro Se Classes – 16th Circuit; Karen J. Brown (816-881-1811)
Mediation Coordinator & Mediation Class Materials – 31st Circuit; Perry Epperly (417-829-6108)
Child's Waiting Room – 42nd Circuit; JoAnn Bayless (573-775-2787)
Waiting Area – 30th Circuit; Judge Michael Hendrickson (414-745-6822)
Child Protection Assessments – 13th Circuit; Kathy Lloyd (573-886-4060)
Guardian ad Litem Program – 37th Circuit; Stan Smith (417-256-4383)
Visitation/Exchange Program – 6th Circuit; Janet Warner (816-858-3420)
High Conflict Child Exchange Education & Intervention Program – 7th Circuit; Kathleen Bird (816-736-8402)
Guardian ad Litem Training Program – 16th Circuit; Karen J. Brown (816-881-1811)
Parenting Separately Video – 16th Circuit; Karen J. Brown (816-881-1811)
Supervised Access & Visitation Program – 23rd Circuit; Judge Lisa Page (636-797-6493)
Supervised Visitation & Monitored Exchange Program – 25th Circuit; Russell Shelden (573-774-4730)
Mediation Coordinator – 31st Circuit; Perry Epperly (417-829-6108)
Domestic Violence Victim Impact Panel – 45th Circuit; Judge Ben Burkemper (636-528-6438)
Supervised Visitation Program – 45th Circuit; Judge Ben Burkemper (636-528-6438)

The following programs/projects were funded for FY 2010

Domestic Violence Spanish Translation Project – 16th Circuit
Supervised Access and Exchange Program – 19th Circuit
Specialized Civil Domestic Violence Enhancement – 21st Circuit
Pro Se Clinic – 22nd Circuit
Safe Access and Exchange Program – 23rd Circuit
Supervised Visitation and Exchange Program – Phelps County
Supervised Visitation and Exchange Program – Lincoln County
Visitation/Exchange Program – Platte County
Co-Parenting is Forever Program – Platte County
Coordinated Education for Parents and Children of Separated Families Program – Clay County
Therapeutic Supervised Visitation Program – St. Charles County
Domestic Violence Program – Boone County
Supervised Access and Exchange Program “Contact for Kids, A Safe Way” – Boone County

Self-Represented Litigants in Domestic Relations Cases

- 2.2.1 The program must be related to the needs of self-represented litigants involved with the court in a domestic relations case.
- 2.2.2 This may include a Litigant Awareness Program for married or separated self-represented litigants.
 - a. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system works, what court staff may or may not do to assist litigants, and a review of the forms needed for self representation.
- 2.2.3 This may include a resource center established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
 - a. The resource center may have available forms, instructions, and information about court procedure.
 - b. The resource center may have contractual personnel, which includes, but is not limited, to attorneys, program coordinators, program instructors, and security officers.
- 2.2.4 This may include a Help Desk established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
 - a. The Help Desk may have available forms, instructions, and information about court procedure.
 - b. The Help Desk may have contractual personnel, which includes but is not limited to attorneys, program coordinators, program instructors, and security officers.
- 2.2.5 This may include an online resource center.
 - a. The online resource center may include a Litigant Awareness Program.
 - 1. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system works, what court staff may or may not do to assist litigants, and a review of the forms needed for self representation.
 - b. The online resource center may include access to forms.
 - c. The online resource center may include a Certificate of Completion of the Litigant Awareness Program.
 - d. The online resource center may include information about how to find an attorney.

Domestic Relations Programs For Parents and Children

- e. The online resource center may include information about county, circuit, or regional resources available to self-represented litigants.
- 2.2.6 Funds may be used to contract for the construction of or the renovation of an area or room in a court facility such as partitions, flooring, walls, paint, and light fixtures.
- 2.2.7 Funds may be used to purchase furniture for the use of program participants at the program site.
- 2.2.8 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD player.
- 2.2.9 Funds may be used to purchase resource materials for adults such as educational brochures, books, videos, or journals.
- 2.2.10 Funds may be used to purchase resource materials for program development such as program manuals, program guides, or videos.
- 2.2.11 Funds may be used to purchase contractual services for attorneys, program coordinators, program instructors, child care attendants, use of a program site, security officers, and curriculum development.
- c. Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts and their designees.
 - d. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF that can be used or adapted for their particular program.
- 2.2.12 Funds may be used to pay for administrative costs such as the purchase of paper, copying, printing, or postage.

Activity	Date Com plete d	Description
-----------------	-------------------------------------	--------------------

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover increase costs to add an additional large capacity tray to the new copier/printer for the Collector's Office:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1150	91302	Collector	Computer Software	490.00	
1150	92000	Collector	Replacement Office Equip.		805.00
1150	60050	Collector	Equip Service Contract	315.00	

Done this 18th day of February, 2010.

ATTEST:

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

Kenneth M. Pearson
 Kenneth M. Pearson
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

Meta -
I update the
Budget Revision log
for this.
Carry

R BUDGET REV
OUNTY, MISSO

To: County Clerk's Office
Comm Order # 82-2010
Return to Auditor's Office
Please do not remove staple.

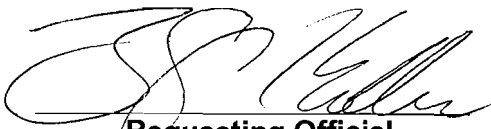
2-3-10
EFFECTIVE DAT

FOR AUDITORS USE

Department					Account					Department Name		Account Name		(Use whole \$ amounts)	
														Transfer From	Transfer To
												Decrease	Increase		
1	1	5	0		9	1	3	0	2	Collector	Computer Software	490.00			
1	1	5	0		9	2	0	0	0	Collector	Replcmnt offic equip.		805.00		
1	1	5	0		6	0	0	5	0	Collector	Equip Serv. Contract	315.00			

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): To cover increase costs to add an additional large capacity tray to new copier/printer for collector's office. Budgeted amount of \$490 in 1150-91302 no longer needed - software license was obtained with purchase of new production printer. \$420 was budgeted in 1150-60050 for maintenance on copier machine that is being replaced - no longer needed.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
If not, please explain (use an attachment if necessary):


Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda

cy
Auditor's Office


PRESIDING COMMISSIONER


DISTRICT I COMMISSIONER


DISTRICT II COMMISSIONER

Year	2010	Dept	1150	COLLECTOR	Finalized	Y
		Account	91302	COMPUTER SOFTWARE	CY Proj	
Description					Qty	Amount
IPDS SUPPORT FOR PRINTER CAPABILITY ON RICOH					1	490
				PROPOSED SUPPLEMENTAL	Total	490

Class 5,682 Class 2-8 99,256

F2=Key Scr F3=Exit
 F6=Dept Supplemental Budget F10=Notes *

	Bottom
Proposed Core	
Proposed Supplemental	490
Auditor Revisions	
Commission Revisions	
Total Budget	490

Budget Year 2010
Department 1150 COLLECTOR
Account 60050 EQUIP SERVICE CONTRACT

Description	Qty	Amount
COPIER MAINTENANCE CONTRACT		420
	Total	

Notes

COPIER MAINTENANCE CONTRACT WAS \$245 FOR 2009
 ADDITIONAL Overage IS \$.0098 PER COPY OVER LIMIT,
 ESTIMATED Overage EXPENSE IS \$150.
 COPIER MAINTENANCE CONTRACT RUNS JAN. 1 TO DEC. 31
 COPIER MAINTENANCE FOR 2010 INCREASED 10% - \$270.
 NO CHANGE IN BUDGETED AMOUNT FOR 2010.

More...

F2=Key Scr F3=Exit F12=Return

From: Aron Gish
To: Brian McCollum; Patricia Lensmeyer
Date: 2/4/2010 8:39 AM
Subject: Re: Question - photocopier

CC: Melinda Bobbitt

Brian,

The software is still required, however a license for this printer was purchased as a 5 pack when we purchased the production printer. That \$490 will not be needed on this printer purchase.

Thanks,
Aron

>>> Brian McCollum 2/4/2010 8:34 AM >>>

Aron,

Another follow up - based on your recommendations, we set aside \$490 in 1150-91302 Computer Software for "IPDS support for printer capability"; is this still necessary and who handles obtaining it?

Thanks,
Brian

>>> Aron Gish 2/4/2010 8:30 AM >>>

Pat,

Paul has advised me that we do not need it. Based on what he explained at that time, I agreed we would not need or use the kit.

Thanks,
Aron

>>> Patricia Lensmeyer 2/4/2010 8:28 AM >>>

Aron,

Please confirm we do not need the remote operator's software kit - \$166.67.

Thanks,
Pat

2/3/10

REQUEST DATE

6931

VENDOR NO.

Ikon Office Solutions

VENDOR NAME

ADDRESS

CITY

STATE ZIP

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

COPY

BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Bid /RFP (enter # below) | <input type="checkbox"/> Utility | <input checked="" type="checkbox"/> Mandatory Payment to Other Govt |
| <input type="checkbox"/> Sole Source (enter # below) | <input type="checkbox"/> Employee Travel/Meal Reimb | <input type="checkbox"/> Court Case Travel/Meal Reimb |
| <input type="checkbox"/> Emergency Procurement (enter # below) | <input type="checkbox"/> Training (registration/conf fees) | <input type="checkbox"/> Tool and Uniform Reimb |
| <input type="checkbox"/> Written Quotes (3) Attached (>\$750 to \$4,499) | <input type="checkbox"/> Dues | <input type="checkbox"/> Inmate Housing |
| <input type="checkbox"/> Purchase is <\$750 and is NOT covered by an existing bid or sole source | <input type="checkbox"/> Pub/Subscription/Transcript Copies | <input type="checkbox"/> Remit Payroll Withheld |
| | <input type="checkbox"/> Refund of Fees Previously Paid to County | <input type="checkbox"/> Agency Fund Dist (dept #s 7XXX) |
| | <input type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable | |
| | <input type="checkbox"/> Intergovernmental Agreement | |
| | <input type="checkbox"/> Not Susceptible to Bidding for Other Reasons (Explain): | |

#C207030001

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1150

Bill to Department # 1150

Department				Account				Item Description	Qty	Unit Price	Amount
1	1	5	0	9	2	0	0	Copier: Ricoh MP 5001 (includes document feeder, 2 x 550 sheet paper trays, bypass tray)	1	3500.00	3500.00
1	1	5	0	9	2	0	0	Network Card (Printing)	1	494.85	494.85
1	1	5	0	9	2	0	0	Cassette Feed Unit (2 additional 550 sheet drawers)	1	627.78	627.78
1	1	5	0	9	2	0	0	Large Capacity Tray (additional 1,200 sheet, side large capacity tray)	1	972.22	972.22
1	1	5	0	9	2	0	0	Scan to E-mail	1	402.06	402.06
								TOTAL			5996.91

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Melinda Bobbitt

Prepared By



Requesting Official

Auditor Approval

2/17/2010

FY 2010
Budget Amendments/Revisions
Collector (1150)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>	<u>Comments</u>
1	2/17/2010	1150	91302	Collector	Computer Software		490	Cover increase cost of copier - added an additional large capacity paper tray.	
		1150	92000	Collector	Replcement Office Equipment	805			
		1150	60050	Collector	Equip Serv Contract		315		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the

18th

day of

February

20

10

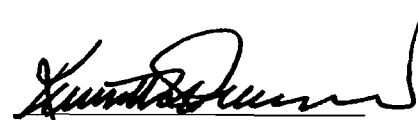
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by Public Works to hire above salary range Mid-Point for John Sullivan to a new position as a Professional Civil Engineer up to 119% of Mid-Point.

Done this 18th day of February, 2010.

ATTEST:

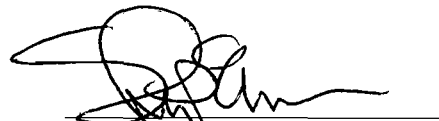
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

REQUEST TO HIRE ABOVE SALARY RANGE MID-POINT BOONE COUNTY

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

Procedure:

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

Name of prospective employee JOHN SULLIVAN Department 2045

Position Title PROFESSIONAL CIVIL ENGR Position No. 730 NEW POSITION

Proposed Starting Salary (complete one only) Annual: 65,000 % of Mid-Point: 119
 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) CANDIDATE HAS 10 YRS OF EXPERIENCE IN CIVIL ENGINEERING DESIGN AND HAS WELL ROUNDED BACKGROUND MAKING HIM A WELL QUALIFIED CANDIDATE.

PLEASE SEE ATTACHED RESUME

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: IT DOESN'T

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? WE ALREADY HAVE AN EMPLOYEE IN SIMILAR CIRCUMSTANCE AND HAS NOT CAUSED ANY PROBLEMS TO DATE.

Additional comments: _____

Administrative Authority's Signature: Don Cypell Date: 2/5/10

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: Additional expense covered by reduction of Revenue Sharing Co Date: 2/17/10

Will require additional budget in future years = \$16,057.60 + related payroll taxes + benefits (\$7.72/hr x 2080)

Human Resource Director's Recommendations: RECOMMEND AN INITIAL OFFER OF \$55,000 (101% OF MP) WHICH IS THE MINIMUM SALARY REQUESTED BY APPLICANT ON HIS APPLICATION FORM (ATTACHED). APPLICANT IS CURRENTLY UNEMPLOYED DUE TO RECENT LAYOFF FOR ECONOMIC REASONS.

Human Resource Director's Signature: Betty Duchneite Date: 2-17-10

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

Presiding Commissioner's Signature: [Signature] Date: 2/22/2010

District I Commissioner's Signature: [Signature] Date: 2/22/10

District II Commissioner's Signature: [Signature] Date: 2/22/10

February Session of the January Adjourned 10

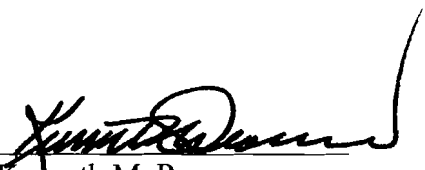
16th February 10

Now on this day the County Commission of the County of Boone does hereby approve the Public Works Flexible Classification Request for Stacking of Civil Engineer I Position and accept the funding as described in the attached document.

Done this 16th day of February, 2010.

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

John P. Sullivan, P.E.

2308 Hastings Ct
Columbia, MO 65203
Phone: 573-446-9517
jpsullivan1977@gmail.com

SUMMARY

Professional Engineer with 9 years of civil design and project management experience. Very motivated individual with a strong commitment to meet my responsibilities in a professional, accurate, and efficient manner. I am familiar with both the private and public aspects of the industry. I communicate clearly, have excellent interpersonal skills, and strive for the overall success of the team.

PROFESSIONAL EXPERIENCE

July 2006 to
December 2009

Trabue, Hansen & Hinshaw, Inc.
Columbia, MO

Project Manager

- Manage the schedule and scope of work of the project team including internal design staff and subconsultants, or participated as the civil member in the overall design team.
- Coordinate with Owners, municipalities, utility companies, and affected parties for preferences, schedules, constructibility reviews, and procedural, regulatory, and permitting requirements.
- Meet federal and local codes, regulations, and design guidelines. Including applicable building codes, ADA accessibility, and storm water quality/quantity requirements, and storm water pollution prevention plans.
- General civil design as a member of the overall design team. Perform peer reviews for accurateness and completeness.
- Engineer of Record for bid documents including plan sets, technical specifications, and bid forms. Provide detailed cost estimates and assist with bid evaluation and recommendation for award.
- Oversee construction administration, including ESI's, shop drawing review, progress meetings, punchlist items, evaluation of change orders, and review of payment requests.
- Develop proposals and workplans for new projects and participate in the team interview process. Monitor budgets and review project scope and billings.
- Present project information or progress to affected groups, committees, councils, and boards.
- Committee head responsible for the development of corporate standard procedures and documents.
- Proficient in AutoCAD Land Desktop, AutoCAD Civil 3D, StormNET, WaterCAD, AutoTURN, Microsoft Word, Microsoft Excel

December 2001 to
July 2006

Trabue, Hansen & Hinshaw, Inc
Columbia, MO

Civil Designer

- Civil design including site layout, survey control, roadway and utility alignments, site grading, traffic control and phasing plans, erosion control plans, and storm water management plans.
- Contract document production including plan sets, project manuals, and cost estimates.
- Participate in progress and review meetings with Owners and government agencies, including City or County officials, MoDNR, MODOT, Army Corps of Engineers, etc.
- Construction administration and site visits with responsibilities as the Owner's Representative.

June 2000 to
December 2001

Trabue, Hansen & Hinshaw, Inc.
Columbia, MO

Civil Intern

- Roadway and storm sewer construction inspection.
 - Extensive utility system mapping and database development.
 - AutoCAD drafting.
-

LICENSES

State of Missouri - Professional Engineer - July 2006

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

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

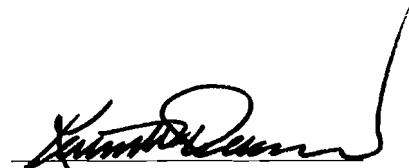
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to cover increase costs for the stacking of the Civil Engineer 1 position and the replacement employee computer equipment and software:

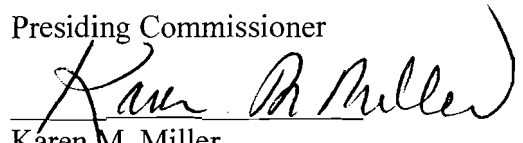
Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2049	71450	Public Works	Revenue Sharing	29,000.00	
2045	70050	D&C	Software Services		5,000.00
2045	92301	D&C	Repl Computer Hardware		1,000.00
2045	92300	D&C	Repl Machine & Equipment		5,500.00
2045	10100	D&C	Salaries and Wages		16,100.00
2045	10200	D&C	FICA		1,230.00
2045	10325	D&C	Disability		60.00
2045	10400	D&C	Workers Compensation		110.00

Done this 18th day of February, 2010.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

COPIES

REQUEST FOR BUDGET REVISION
BOONE COUNTY MISSOURI

To: County Clerk's Office
 Comm Order # 84-2010
 Return to Auditor's Office
 Please do not remove staple.

2/16/10

EFFECTIVE DATE

FEB 16 2010

FOR AUDITORS USE

Department	Account	Department Name	Account Name	BOONE COUNTY AUDITOR	
				(Use whole \$ amounts)	
				Transfer From	Transfer To
				Decrease	Increase
2 0 4 9	7 1 4 5 0	Public Works	Revenue sharing	29000	
2 0 4 5	7 0 0 5 0	D & C	Software Services		5000
2 0 4 5	9 2 3 0 1	D & C	Rpl computer hard.		1000
2 0 4 5	9 2 3 0 0	D & C	Rpl Mach & Equip		5500
2 0 4 5	1 0 1 0 0	D & C	Salaries and Wages		16100
2 0 4 5	1 0 2 0 0	D & C	FICA		1230
2 0 4 5	1 0 3 2 5	D & C	Disability		60
2 0 4 5	1 0 4 0 0	D & C	Workers Comp		110

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): **In accounts 70050 and 92301 the replacement employee requires additional software that requires more high performance computer. the software may require additional funds for licensing purposes. The 92300 account is to purchase additional traffic counters that never made into original budget. The increase in the 10400 accounts allows for the stacking of the Civil Engineer 1 position.**
Class 1

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES NO
 If not, please explain (use an attachment if necessary):

Dani C. Bell
 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

Agenda

cg
 Auditor's Office

[Signature]
 PRESIDING COMMISSIONER

[Signature]
 DISTRICT I COMMISSIONER

[Signature]
 DISTRICT II COMMISSIONER

2/17/2010

FY 2010
 Budget Amendments/Revisions
 Public Works - Design & Construction (2045)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/17/2010	2049	71450	PW - Administra	Revenue Sharing		29,000	Cover the following costs:	
		2045	70050	PW - D & C	Software Service Contract	5,000		position stacking - increased civil	
		2045	92301	PW - D & C	Rplc Computer Hardware	1,000		engineer position 1 to professional civil engineer,	
		2045	92300	PW - D & C	Rplc Mach & Equip	5,500		computer hardware and software licenses	
		2045	10100	PW - D & C	Salaries & Wages	16,100		upgrades for this position, and traffic counters	
		2045	10200	PW - D & C	FICA	1,230		omitted from original budget	
		2045	10325	PW - D & C	Disability	60			
		2045	10400	PW - D & C	Workers' Comp	110			

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

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

Now on this day the County Commission of the County of Boone does hereby receive and accept the following roadways for maintenance:

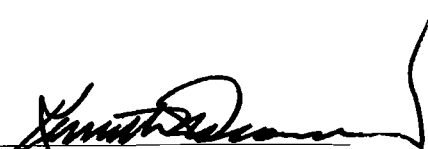
- Midway Crossings Plat 1
 - White Cypress Drive
 - Black Walnut Drive
 - Black Walnut Court
 - Golden Willow Drive

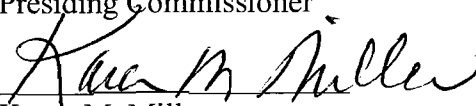
- Midway Crossings Plat 2
 - Black Walnut Drive
 - Black Walnut Court
 - Golden Willow Drive
 - Mountain Ash Court


Done this 18th day of February, 2010.

ATTEST:

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


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

From: Daniel Haid
To: Kristina Johnson
Date: 2/10/2010 10:48 AM
Subject: Re: Roadway Acceptances - Midway Crossings

CC: Derin Campbell
Thanks,

Dan Haid, P.E.
Civil Engineer
Design and Construction Division
Boone County Public Works

5551 Hwy 63 South
Columbia, MO 65201
Ph: (573) 449-8515
Fax: (573) 875-1602
dhaid@boonecountymo.org

>>> Kristina Johnson 2/10/2010 10:46 AM >>>
No problem I will add you to Tuesday's agenda at 9:30.

Deputy County Clerk
Boone County
County Clerks Office
801 E. Walnut, Rm 221
Columbia, MO 65201
KmJohnson@boonecountymo.org
573.886.4297

>>> Daniel Haid 2/10/2010 10:45 AM >>>
Lets plan on doing it Tuesday.

Thanks,

Dan Haid, P.E.
Civil Engineer
Design and Construction Division
Boone County Public Works

5551 Hwy 63 South
Columbia, MO 65201
Ph: (573) 449-8515
Fax: (573) 875-1602
dhaid@boonecountymo.org

>>> Kristina Johnson 2/10/2010 10:28 AM >>>
Hi Dan,

If you can get me the paperwork by tomorrow morning and are available to attend Commission at 1:30 Thursday, then I can put

this on the agenda for a first reading as early as tomorrow. If this is too soon then I can add this to Tuesday's agenda at 9:30 am.

Let me know,

Thanks

Kristina

Deputy County Clerk
Boone County
County Clerks Office
801 E. Walnut, Rm 221
Columbia, MO 65201
KmJohnson@boonecountymo.org
573.886.4297

>>> Daniel Haid 2/10/2010 10:23 AM >>>

Kristina,

I have more roadways that need to be accepted for maintenance by Commission. The roads are as follows:

Midway Crossings Plat 1

White Cypress Drive
Black Walnut Drive
Black Walnut Court
Golden Willow Drive

Midway Crossings Plat 2

Black Walnut Drive
Black Walnut Court
Golden Willow Drive
Mountain Ash Court

These can be put on the agenda when ever works the best.

I will put the "New Roadway Construction Final Report" for each road in Inter-office mail to your attention. Let me know if you need anything else.

Thanks,

Dan Haid, P.E.
Civil Engineer
Design and Construction Division
Boone County Public Works

5551 Hwy 63 South
Columbia, MO 65201
Ph: (573) 449-8515
Fax: (573) 875-1602
dhaid@boonecountymo.org

Boone County Public Works
Design and Construction



Final Inspection Date: 1-11-08

Date letter requesting acceptance received: _____

Development

Name: Midway Crossings - Plat 1

Roadway Name: White Cypress Dr. Sheet _____ of _____

(If more than one roadway, fill out a separate form for each road.)

DESCRIPTION AND CONDITIONS OF THE ROADWAY:

Roadway Surface Concrete

Roadway Width 32'

(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width N/A Type of Material N/A

Length of Roadway 364' ROW Width 50'

Cul-de-sac surface N/A Radius N/A

Sidewalks: Yes No Curb & Gutter: Rollback Barrier

Comments: Sidewalks to be built by home builder

Supervisor's Signature

2-10-10

Date

Boone County Public Works
Design and Construction

NEW ROADWAY CONSTRUCTION
FINAL REPORT

Final Inspection Date: 1-11-08

Date letter requesting acceptance received: _____

Development

Name: Midway Crossings Plats 1 & 2

Roadway Name: Black Walnut Dr Sheet 1 of 1

(If more than one roadway, fill out a separate form for each road.)

DESCRIPTION AND CONDITIONS OF THE ROADWAY:

Roadway Surface Concrete

Roadway Width 32'

(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width N/A Type of Material N/A

Length of Roadway 1571' ROW Width 50'

Cul-de-sac surface N/A Radius _____

Sidewalks: Yes No Curb & Gutter: Rollback Barrier

Comments: Sidewalks to be installed by home builder

D. [Signature]

Supervisor's Signature

2-10-10

Date

Boone County Public Works
Design and Construction

NEW ROADWAY CONSTRUCTION
FINAL REPORT

Final Inspection Date: 1-11-08

Date letter requesting acceptance received: _____

Development

Name: Midway Crossings Plats 1 & 2

Roadway Name: Black Walnut Ct. Sheet 1 of 1

(If more than one roadway, fill out a separate form for each road.)

DESCRIPTION AND CONDITIONS OF THE ROADWAY:

Roadway Surface Concrete

Roadway Width 32'

(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width N/A Type of Material N/A

Length of Roadway 548' ROW Width 50'

Cul-de-sac surface Concrete Radius 47'

Sidewalks: Yes No Curb & Gutter: Rollback Barrier

Comments: Sidewalks to be installed by home builder



Supervisor's Signature

2-10-10

Date

Boone County Public Works
Design and Construction



Final Inspection Date: 1-11-08

Date letter requesting acceptance received: _____

Development

Name: Midway Crossings Plats 192

Roadway Name: Golden Willow Drive Sheet 1 of 1

(If more than one roadway, fill out a separate form for each road.)

DESCRIPTION AND CONDITIONS OF THE ROADWAY:

Roadway Surface Concrete

Roadway Width 52' from Sta 15+00 to 17+25
32' from Sta 5+16 to 15+00 B/C Black Walnut Dr. to Intersection
(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width N/A Type of Material N/A

Length of Roadway 1237' ROW Width 50'

Cul-de-sac surface N/A Radius _____

Sidewalks: Yes No Curb & Gutter: Rollback Barrier

Comments: Sidewalks to be installed by home builder

2-10-10

Supervisor's Signature

Date

Boone County Public Works
Design and Construction



Final Inspection Date: 1-11-08

Date letter requesting acceptance received: _____

Development Name: Midway Crossings Part 2

Roadway Name: Mountain Ash Ct. Sheet 1 of 1

(If more than one roadway, fill out a separate form for each road.)

DESCRIPTION AND CONDITIONS OF THE ROADWAY:

Roadway Surface Concrete

Roadway Width 32'
(If Curb & Gutter, measure back of curb to back of curb)

Shoulder Width N/A Type of Material N/A

Length of Roadway 443' ROW Width 50'

Cul-de-sac surface Concrete Radius 47'

Sidewalks: Yes No Curb & Gutter: Rollback Barrier

Comments: Sidewalks to be built by home builders

2-10-10

Supervisor's Signature

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the word change recommendation from the Personnel Advisory Committee to revise Annual Military Leave Policy (section 5.4 of the Personnel Policy Manual) to state "Employees will be allowed paid leave for annual military service as required by law. Orders for military service must be presented to the Administrate Authority before leave is approved."

Done this 18th day of February, 2010.

ATTEST:

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

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

From: Betty Dickneite
To: Kristina Johnson
Date: 2/11/2010 2:33 PM
Subject: Commission Agenda Item - Personnel Advisory Committee Recommendation
Attachments: Recommendation to Commission from PAC to revise Annual Military Leave (Section 5.4).doc

CC: Personnel Advisory Committee

Hi Kristina: Please schedule the attached PAC recommendation to revise the "Annual Military Leave" Policy (Section 5.4, Personnel Policy Manual) for first reading on the Commission agenda as soon as possible.

Thanks,

Betty Dickneite, HR Director
Boone County
Room 211, Johnson Building
601 East Walnut
Columbia, Missouri 65201
573-886-4405
573-886-4444 (fax)
bdickneite@boonecountymmo.org

Boone County Human Resources

BETTY DICKNEITE
Director



601 E. Walnut-Room 211
Columbia, MO 65201
(573) 886-4395

February 11, 2010

TO: Ken Pearson, Presiding Commissioner
Karen Miller, District 1 Commissioner
Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson
Personnel Advisory Committee

RE: Recommendation from Personnel Advisory Committee to revise Annual Military Leave Policy (Section 5.4 of the Personnel Policy Manual)

The Personnel Advisory Committee met on January 14, 2010 and unanimously recommended a revision to Section 5.4 Annual Military Leave Policy. The recommended wording shown below is consistent with the wording in the Public Works MOU and is a more inclusive statement should there be a change in the number of days allowed per year for annual military leave in the state statute.

Current wording:

"Employees are allowed 15 days per year of leave with pay for military training. Orders for military service must be presented to the Administrative Authority before leave is approved."

Recommended wording:

"Employees will be allowed paid leave for annual military service as required by law. Orders for military service must be presented to the Administrative Authority before leave is approved."

The Personnel Advisory Committee members voting in favor of this recommendation were: Tom Schauwecker, June Pitchford, Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Stan Shawver, Betty Dickneite, Melinda Bobbitt, Aron Gish and Derin Campbell.

Members Not Present for Vote and no proxy given: Kay Murray, Wendy Noren, Bettie Johnson, Christy Blakemore, Ken Pearson and Cathy Richards.

Should you have any questions, please let me know.



Boone County Commission

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner

Boone County Government Center
801 East Walnut Room 245
Columbia, Missouri 65201
573-886-4305 Fax 573-886-4311

MEMORANDUM

TO: JOHNSON, KRISTINA - COUNTY CLERK

FROM: Boone County Commission

SUBJECT: Revised Sections 5.1(a) and 5.4 of the Personnel Policy Manual

DATE: May 27th, 2010

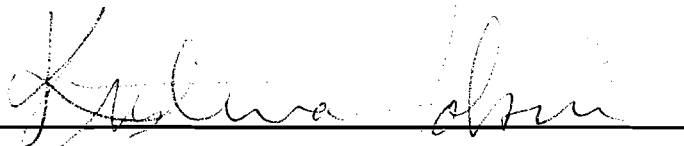
Attached are your copies of two recent revisions to the Personnel Policy Manual. A revision to the Annual Military Leave Policy, Section 5.4 of the Personnel Policy Manual, was adopted on 2/18/10 with Commission Order 86-2010. A revision to the Military Family and Medical Leave Act Policy, Section 5.1(a) of the Personnel Policy Manual, was adopted on 5/6/10 with Commission Order 235-2010. Please remove the old sections from your copy of the Personnel Policy Manual and replace with these updates.

Please sign the bottom of this memo and return it to your supervisor for retention in your personnel file.

The Personnel Policy Manual is also available online at www.showmeboone.com/hr. Should you have any questions, please discuss them with your supervisor.

I received a copy of revised sections 5.1 (a) and 5.4 of the Personnel Policy Manual as adopted by Boone County Commission Orders #86-2010 and #235-2010.

Signature



Date

5-27-10

5.1 (a) Military Family and Medical Leave Act Policy

1. Eligible Employees

An employee who is eligible to take leave under the Family and Medical Leave Act (FMLA) may be eligible for military family leave if:

- 1) You have “any qualifying exigency” arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status in support of contingency operation; OR
- 2) You are a spouse, son, daughter, parent or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member.

2. Policy

Under the military FMLA policy, there are two types of leave available:

- a) Under the “active duty” leave, Boone County will grant you leave for up to twelve (12) workweeks of unpaid, job-protected leave in a 12 month period because of a qualifying exigency; OR
- b) Under the “military caregiver” provision, Boone County will grant military caregiver leave for up to 26 weeks of unpaid, job-protected leave in a single twelve (12) month period to care for a covered service member with a serious illness or injury.

Unless specifically stated otherwise, procedures, notices and rights and responsibilities stated above as part of the County policy for traditional FMLA apply to military FMLA.

3. Reasons for Leave

Eligible employees can take leave for any of the following reasons:

- because of any qualifying exigency arising out of the fact that a son, daughter, spouse, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces, National Guard or Reserves in support of a contingency operation who are deployed to a foreign country.
- to care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty if the employee is the spouse, son, daughter, parent, or next of kin (nearest blood relative). This leave also covers a veteran who was a member of the Armed Forces, National Guard or Reserves during the previous five years and suffered an illness or injury while on active duty that manifested itself during or after the member was discharged from active duty.

4. Who is a Covered Service Member?

A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

5.1 (a): MILITARY FAMILY & MEDICAL LEAVE ACT POLICY: (Cont.)

therapy, who is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The serious injury or illness is covered if incurred while in the line of duty and renders the service member medically unfit to perform his/her military duties. The County will rely on authorized health care providers or designated officials of the Department of Defense to determine whether the service member is deemed a covered service member.

5. Notice of Leave

When the need for leave because of a qualifying exigency related to a family member's active duty is "foreseeable," the employee should provide notice as soon as practicable, regardless of how far in advance such leave is foreseeable. When an employee becomes aware of the need for FMLA leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day.

When military caregiver leave is requested, as with traditional FMLA, an employee must provide the County at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days is not practicable, notice must be given as soon as practicable.

6. Eligibility & Designation Notice

Employees will receive the same Eligibility Notice and Notice of Rights and Responsibilities when requesting military FMLA leave as is given under traditional FMLA. The County will provide employees who request military FMLA leave with the appropriate certification form for Qualifying Exigency Leave or Military Caregiver Leave at this time. The Eligibility Notice/Rights and Responsibilities Notice is available from Human Resources or your supervisor.

Within five (5) business days (absent extenuating circumstances) of having enough information to determine whether the leave is FMLA eligible, the County will provide a Designation Notice Form WH-382 informing the employee whether or not leave is designated as FMLA leave and the amount of leave that will be designated, if known. This designation may be retroactive. In the sole discretion of the County, any leave that qualifies as FMLA leave may be designated as FMLA leave.

7. Certification for Leave Taken Because of a Qualifying Exigency

The first time an employee requests leave because of a qualifying exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty status in support of contingency operations, and the dates of the covered military member's active duty service. The employee will need to supply such documentation again only for a different active duty or call to active duty status of the same or a different covered service member.

5.1 (a): MILITARY FAMILY & MEDICAL LEAVE ACT POLICY: (Cont.)

A Certification Form for Qualifying Exigency Leave is available from Human Resources or your supervisor; it includes a list of approved qualifying exigencies. A completed Certification form is required to be granted this leave.

The County also may contact an appropriate unit of the Department of Defense to request verification that a covered service member is on active duty or call to active duty status, without the employee's permission.

The County may require confirmation of the employee's relationship with the service member at any time in this process.

8. Certification for Military Caregiver Leave

When an employee takes leave to care for a covered service member with a serious injury or illness, the County will require the employee to obtain a certification completed by an authorized health care provider of the covered service member. A Certification for Military Caregiver Leave Form is available from Human Resources. Except as stated above, a completed form is required to be granted this leave. The County may require confirmation of the employee's relationship with the covered service member at any time in this process.

In lieu of any certification, the County will accept "invitational travel orders" ("ITOs") or "invitational travel authorizations" ("ITAs") issued to any family member to join an injured or ill service member at his or her bedside, regardless of whether the employee is named in the order or authorization. An ITO or ITA is sufficient certification for the duration of the time specified in the ITO or ITA. During that time period, an eligible employee may take leave to care for the covered service member in a continuous block of time or on an intermittent basis.

The County may seek authentication and clarification of the ITO or ITA but will not seek a second or third opinion or a recertification during the period of time in which leave is supported by an ITO or ITA.

If an employee will need leave to care for a covered service member beyond the expiration date specified in the ITO or ITA, the County will request that the employee have one of the authorized health care providers complete a certification form for the additional time. Timelines designated under the traditional FMLA policy will apply for return of such certifications.

In all instances in which certification is requested, it is the employee's responsibility to provide the County with complete and sufficient certification and failure to do so may result in the delay or denial of FMLA leave.

The County may seek authentication and/or clarification of the Certification Form but will not seek second and third opinions, or recertification for this military FMLA leave.

5.1 (a): MILITARY FAMILY & MEDICAL LEAVE ACT POLICY: (Cont.)

9. Duration of Military Family and Medical Leave

Eligible employees using qualifying exigency leave will be entitled to up to a cumulative maximum of 12 workweeks of FMLA leave within a 12-month period and are covered by the same policy provisions (as to Duration, Benefits, Return to Work, etc.) as employees requesting traditional FMLA leave, as detailed above.

Employees using military caregiver leave alone or military caregiver leave in combination with traditional FMLA-qualifying leave or qualifying exigency leave, may take up to 26 workweeks of leave during any single 12-month period. The amount of leave taken for traditional and qualifying exigency is limited to a total of 12 workweeks; the difference may be taken as military caregiver leave. Any combination of FMLA leave may not exceed the maximum limit of 26 workweeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period.

With regard to military caregiver leave, if both a husband and wife work for the County, a husband's and wife's leave is limited to a combined total of 26 workweeks for military caregiver leave alone. The same 26-workweeks limitation applies when in combination with any other 12-workweek FMLA leave. (With the exception of caring for a seriously ill child that provides each parent with 12 workweeks of leave for a combined total of 24).

In certain cases, leave may be taken on an intermittent basis or the employee may work a reduced schedule. Intermittent leave must be necessary and should be scheduled to avoid disruption insofar as is reasonable.

Revised: 5/6/10

5.2: BEREAVEMENT LEAVE:

Benefited employees may be granted funeral leave with pay, not to exceed three (3) days, in the event there is a death in the immediate family. When circumstances causing hardship upon employees are involved, up to a total of five (5) days may be granted by the Administrative Authority. Additional leave with pay may be compensated from accumulated vacation or sick hours. Benefited employees may be granted leave with pay not to exceed one day for absence due to the death of a relative not considered immediate family. Immediate family is defined as an employee's spouse, child, parent, siblings, legal wards, parents-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or a person living within the employee's household.

(Revised 11/4/03)

5.3: MATERNITY LEAVE:

Maternity leave is any period of absence due to pre-natal or post-natal care. Periods of maternity leave shall be treated as any other temporary disability. Maternity leave requests should be made and evaluated in accordance with the Family Medical Leave provision outlined in this manual.

5.4: MILITARY LEAVE:

Employees will be allowed paid leave for annual military service as required by law. Orders for military service must be presented to the Administrative Authority before leave is approved

(Revised 2/18/10)

5.5: JURY/WITNESS DUTY LEAVE:

Employees are encouraged to fulfill their civic responsibilities by serving jury/witness duty when required. Time taken off for jury/witness duty is treated as a paid absence.

Employees must give their Administrative Authority advance notice of the need for time off for jury/witness duty. The notice must be given at the time they are called. A copy of the summons should accompany the request. Employees are to return to work once jury duty is completed. Employees taking time off for jury/witness duty shall be paid their regular wage excluding shift differential. An employee shall be entitled to retain all pay and per diem received for jury service.

(Revised 7/26/07)

5.6: LEAVE OF ABSENCE WITHOUT PAY:

The Administrative Authority may grant an employee a leave of absence without pay, for justifiable personal reasons, not to exceed 30 consecutive days. An employee will be required to use all eligible accumulated time except when requested time is three (3) days or less. The Administrative Authority may grant three days or less without pay without requiring employee to exhaust applicable accumulated leave.

Leave without pay beyond three days shall not be granted until all eligible accrued annual and sick leave have been exhausted. No type of leave shall be earned during periods of leave without pay. If a holiday occurs during a leave of absence without pay, the employee will not receive holiday pay unless the employee works the day before and the day after the holiday. Leave of absence in excess of 30 days shall require County Commission approval.

5.7: EXTENDED LEAVE OF ABSENCE WITHOUT PAY:

Employees who require more than 30 days off must use all eligible accumulated vacation and sick time prior to taking time off without pay. All such requests are subject to County Commission approval. No leave accruals will occur during this period of time. This policy does not apply to employees taking leave that falls under the Family Medical Leave Act.

Benefit Accrual: If the County Commission approves a leave of absence for more than 30 days, the County will pay the employee's insurance premiums for a maximum of 90 calendar days. Upon approval of the County Commission, this period may be extended.

If a leave of absence is granted for more than 90 days, and the County Commission has not approved such an extension, the cost of insurance will be borne by the employee. The employee will pay those premiums to the County on a monthly basis. The County shall continue coverage of the dependents of an employee only if the employee submits payment on a monthly basis.

5.8: CARE LEAVE:

An employee may donate accrued vacation leave to another employee, provided that the employee receiving the donation is unable to work because of a Family and Medical Leave Act qualifying condition and has exhausted all eligible accrued leave. Any transfer of leave under this policy shall be subject to the approval of the Administrative Authority for the employee donating the leave and the Administrative Authority for the employee receiving the leave. Each hour of donated leave shall be considered an hour of leave the employee receiving the donation has accrued and shall be accounted to the employee receiving the donation at the employee's rate of pay.

Each donation must be a minimum of 4 hours and any additional hours in one-hour increments. The request must be made on the approved forms that can be obtained from the Payroll Clerk.

This program shall comply with all requirements of the Health Insurance Portability and Accountability Act of 1996.
(Revised 1/27/04)

5.9: ADOPTION LEAVE:

When an employee's personal care and attention is required in connection with the adoption of a child, loss of time that is supported by appropriate documentation will be referred to as adoption leave. Such leave will be charged against the employee's accumulated sick leave unless the employee elects to use annual leave or compensatory time. The final decision concerning the granting of leave under this section shall rest with the Administrative Authority and shall be based upon the degree to which the employee is responsible for providing personal care and attention. Adoption leave requests should be made and evaluated in accordance with the Family Medical Leave provision outlined in Section 5.1 of this manual.

(4/21/05)

87-2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 10

In the County Commission of said county, on the 18th day of February 20 10

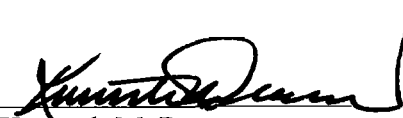
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby approve the appointment of Ann M. Gowans to the Boone County Senior Board effective 2/18/2010 and expiring on 2/20/2014.

Done this 18th day of February, 2010.

ATTEST:

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


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Ken Pearson, Presiding Commissioner
 Karen M. Miller, District I Commissioner
 Skip Elkin District II Commissioner



Boone County Government Center
 801 E. Walnut, Room 245
 Columbia, MO 65201
 573-886-4305 • FAX 573-886-4311
 E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Boone County Senior Board Term: full
 Current Township: Columbia Today's Date: 1/31/2010
 Name: ANN M GOWANS
 Home Address: 701 Redbud Lane Town Columbia Zip Code: 65203
 Business Address: same Town _____ Zip Code: _____
 Home Phone: 573-449-1311 Work Phone: same
 Fax: _____ E-mail: ann.gowans@701.com

Qualifications: Ph.D. Social Gerontology/Medical Sociology
Instructor, UMKC School of Medicine - Teaching medical students,
served on Ethics Committee there. Taught Aging Studies in
Sociology & Family Relationships (Home Economics) wrote column on
a geriatric "The Third Age" for 20 years.

Past Community Service:
Served on Governor's Advisory Council on Aging 10 years
Served as P&R commissioner - 5 yrs - 10 as clerk for Columbia
Other Boards & Commissions both City & State (See CV on file.)

References:
Prof. Andrew Twaddle (Ret) UMKC; Sociology. Prof Richard Hessler, Sociology.

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.

Ann M. Gowans
 Applicant
 Signature

Return Application Boone County Commission Office
 To: Boone County Government Center
 801 East Walnut, Room 245
 Columbia, MO 65201
 Fax: 573-886-4311

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

February Session of the January Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

18th

day of

February

20

10

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

Now on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by the Actors of Faith every Monday in March, April, and May of 2010 from 6:30 pm to 9:00 pm.

Done this 18th day of February, 2010.

ATTEST:

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

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



RECEIVED FEB 17 2010

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

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Rehearsal for Non Profit Play
Date(s) of Use: March 1, 8, 15, 22, 29 ^{mondays} 3 April 5, 12, 19, 26 3 May 3, 10, 17, 24, 31
Time of Use: From: 6:30 a.m./p.m. thru 9:00 a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Rm220 - Rm208 - Rm139
Centralia Office

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

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: Actons of Faith
Organization Representative/Title: Pat McCarty
Address/Phone Number: 573-447-3384 4508 Shawanna Ct
Date of Application: 2/16/10

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

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

ATTEST:

BOONE COUNTY, MISSOURI

County Clerk

County Commissioner

DATE: