

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

July Session of the July Adjourned

Term. 20 20

In the County Commission of said county, on the 23rd day of July 2020  
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 from the Prosecuting Attorney's Office to move funds from Meals & Lodging-Training (37230) to Computer Hardware (91301) and Software Subscriptions (70100) for the purchase of a laptop and a Citrix license.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1261	37230	Prosecuting Attorney	Meals & Lodging-Training	1,596	
1261	91301	Prosecuting Attorney	Computer Hardware		1,201
1261	70100	Prosecuting Attorney	Software Subscriptions		395
				1,596	1,596

Done this 23rd day of July 2020.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Daniel K. Atwill*

Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Absent*  
Janet M. Thompson  
District II Commissioner

## BOONE COUNTY, MISSOURI REQUEST FOR BUDGET REVISION

To: County Clerk's Office

Comm Order # 328-2020

Please return purchase req with back-up to Auditor's Office.

7/14/20

**EFFECTIVE DATE**

**FOR AUDITORS USE**

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

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1261	37230	Prosecuting Attorney	Meals & Lodging-Training	1,596	
1261	91301	Prosecuting Attorney	Computer Hardware		1,201
1261	70100	Prosecuting Attorney	Software Subscriptions		395
				<b>1,596</b>	<b>1,596</b>

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):

PA was given permission to move budgeted funds for the VOCA grant from travel-training to purchase a laptop and a citrix license due to lack of training expenses because of Covid-19.

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

Jessica Watson  
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: VOCA Adjustment

S  
Auditor's Office

Commissioner  
- new Fixed  
Asset

Daniel K. Atwill  
PRESIDING COMMISSIONER

Jessica  
DISTRICT I COMMISSIONER

Absent  
DISTRICT II COMMISSIONER

Organization Information	Name of Organization <b>Boone County Prosecutor's Office</b>		Organization Federal Tax Identification Number <b>4 3 - 6 0 0 0 3 4 9</b>				Organization Data Universal Numbering System Number (DUNS #) <b>0 7 3 7 5 5 9 7 7</b>			
	Organization Type (Select all that apply)					Organization Mailing Address				
	<input type="checkbox"/> Domestic Violence/Sexual Assault Services and/or Shelters <input type="checkbox"/> Child Advocacy Center <input type="checkbox"/> Court Appointed Special Advocates (CASA) <input type="checkbox"/> Missouri Courts <input checked="" type="checkbox"/> Prosecuting Attorney Victim Advocates <input type="checkbox"/> All Other Victims of Crime Act (VOCA) Programs					<b>705 East Walnut Street</b> Organization Street Address <b>705 East Walnut Street</b>				
						City <b>Columbia</b>		State <b>MO</b>	ZIP Code <b>65201</b>	
						County <b>Boone</b>		Website Address <b>www.showmeboone.com</b>		
	Organization Phone Number <b>(5 7 3) 8 8 6-4 1 0 0 x</b>				Organization Fax Number <b>(5 7 3) 8 8 6-4 1 4 8</b>					
	Organization's Commercial And Government Entity (CAGE) Code: Registration Number in the system for Award Management (SAM) <a href="https://www.sam.gov/portal/SAM/">https://www.sam.gov/portal/SAM/</a> →						CAGE Code <b>4 S W R 3</b>		CAGE Code Valid Until Date <b>0 8 / 0 4 / 2 0 2 0</b>	
Name of Organization's Contact Person <b>Jessica Watson</b>			Contact Person's Email Address <b>jwatson@boonecountymmo.org</b>				Contact Person's Phone Number <b>(5 7 3) 8 8 6-4 1 1 2 x</b>			

FUNDING PERIOD	PERCENTAGE FOR PERIOD Must equal 100%	TOTAL FUNDING GRANTED PER PERIOD			
		FY 2017	FY 2018	FY 2019	PERIOD TOTAL
NOV 1, 2019 - JUN 30, 2020	32.00% %	\$	\$ 95,774.00	\$	\$ 95,774.00
JUL 1, 2020 - JUN 30, 2021	54.96% %	\$	\$ 164,482.00	\$	\$ 164,482.00
JUL 1, 2021 - SEP 30, 2021	13.04% %	\$	\$	\$ 39,038.00	\$ 39,038.00
<b>TOTAL</b>	<b>100.00% %</b>	\$ <b>0.00</b>	\$ <b>260,256.00</b>	\$ <b>39,038.00</b>	\$ <b>299,294.00</b>

**MATCH - THE AMOUNT YOUR ORGANIZATION AGREES TO CONTRIBUTE.**  
 This amount may be reduced if: 28 C.F.R. § 94.118 requires subrecipients to contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project. Matching requirements are automatically waived for subrecipients "that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands." Matching requirements are also automatically waived for subrecipients "that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein. Upon request of the state administering agency (SAA), the OVC Director may, at their discretion, waive in part or in full the matching requirements, pursuant to 28 C.F.R. § 94.118(b)(3).

<b>MATCH AMOUNT</b>
\$ <b>74,823.50</b>

**INSTRUCTIONS FOR FUNDING AMOUNTS BY BUDGET CATEGORIES TABLE:** In this table find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each budget category. The "TOTAL PLANNED EXPENSES" should equal the amount provided in the "TOTAL AWARDED" row.

Has Organization Requested a Match Waiver? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what percent of match was requested to be waived? _____ %			If Yes, what total dollar amount of match was requested to be waived? \$ _____				
BUDGET CATEGORY Fill in this Section with your planned expenses for each period	NOV 1, 2019 - JUN 30, 2020			JUL 1, 2020 - JUN 30, 2021			JUL 1, 2021 - SEP 30, 2021		TOTAL FUNDING
	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	
<b>TOTAL AWARDED</b> (Populated from Funding Granted Section)	\$	\$ 95,774.00	\$	\$	\$ 164,482.00	\$	\$	\$ 39,038.00	\$ 299,294.00
<b>Personnel</b>	\$	\$ 77,991.38	\$	\$	\$ 127,980.00	\$	\$	\$ 32,577.00	\$ 238,548.38
<b>Benefits</b>	\$	\$ 7,972.44	\$	\$	\$ 14,467.56	\$	\$	\$ 3,575.00	\$ 26,015.00
<b>Travel/Training</b>	\$	\$	\$	\$	\$ 22,635.00	\$	\$	\$ 2,886.00	\$ 25,521.00
<b>Supplies/Operations</b>	\$	\$	\$	\$	\$ 9,209.62	\$	\$	\$	\$ 9,209.62
<b>Equipment</b> (Single item valued \$5,000 or above)	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>Contractual</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>Indirect Costs</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>TOTAL PLANNED EXPENSES</b>	\$ <b>0.00</b>	\$ <b>85,963.82</b>	\$ <b>0.00</b>	\$ <b>0.00</b>	\$ <b>174,297.14</b>	\$ <b>0.00</b>	\$ <b>0.00</b>	\$ <b>39,038.00</b>	\$ <b>299,294.00</b>

**INSTRUCTIONS FOR FUNDING AMOUNTS BY VICTIM TYPE:** In this table, you will find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each "VICTIMS SERVED" category. The "TOTAL AMOUNT" should equal the amount provided in the "TOTAL AWARDED" row.

Funding Amounts By Victim Type	TYPES OF VICTIMS SERVED (SECTION 3.2)	NOV 1, 2019 - JUN 30, 2020			JUL 1, 2020 - JUN 30, 2021			JUL 1, 2021 - SEP 30, 2021		FY TOTALS		
		FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019
		<b>TOTAL AWARDED</b> (Populated from Funding Granted Section)	\$	\$ 95,774.00	\$	\$	\$ 164,482.00	\$	\$	\$ 39,038.00	\$ 0.00	\$ 160,254.00
<b>Domestic Abuse</b>	\$	\$ 41,900.00	\$	\$	\$ 71,961.00	\$	\$	\$ 17,079.00	\$ 0.00	\$ 111,861.00	\$ 17,079.00	
<b>Child Abuse</b>	\$	\$ 3,115.00	\$	\$	\$ 5,345.00	\$	\$	\$ 1,269.00	\$ 0.00	\$ 8,460.00	\$ 1,269.00	
<b>Sexual Assault</b>	\$	\$ 5,500.00	\$	\$	\$ 9,458.00	\$	\$	\$ 4,200.00	\$ 0.00	\$ 14,958.00	\$ 4,200.00	
<b>Underserved</b>	\$	\$ 45,259.00	\$	\$	\$ 77,718.00	\$	\$	\$ 16,490.00	\$ 0.00	\$ 127,977.00	\$ 16,490.00	
<b>Identified Other</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00	\$ 0.00	\$ 0.00	
<b>TOTAL AMOUNT</b>	\$	\$ 0.00	\$ 95,774.00	\$ 0.00	\$ 0.00	\$ 164,482.00	\$ 0.00	\$ 0.00	\$ 39,038.00	\$ 0.00	\$ 160,254.00	\$ 39,038.00

**Additional Information/Notes**

I would like to move \$2,162.38 out of Travel/Training in Funding Period 1 (Nov 1, 2019 - June 30, 2020) to Personnel in Funding Period 1 (Nov 1, 2019 - June 30, 2020).

I would like to move \$600.56 from Benefits in Funding Period 1 (Nov 1, 2019 - Jun 30, 2020) to Benefits in Funding Period 2 (Jul 1, 2020-June 30, 2021).

Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Supplies/Operations in Funding Period 1 (Nov 1, 2019 - June 30, 2020) to Supplies/Operations in Funding Period 2 (July 1, 2020 - June 30, 2021) to purchase a laptop and Citrix license.

I would like to move \$7,614.79 from Travel/Training in Funding Period 1 (Nov 1, 2019 - June 30, 2020) to Funding Period 2 (Jul 1, 2020 - June 30, 2021). Due to the COVID-19 health pandemic, the conferences our staff planned to attend were canceled. We would request to have these funds moved to Funding Period 2 (Jul 1, 2020 - June 30, 2021) so we can continue to provide services to victims of crime. The COVID-19 health pandemic continues to give uncertainty for the future. We would like to have these funds that were awarded to us to be available so we can be prepared to continue to meet the needs of crime victims during these challenging and uncertain times.

Organization Information	Name of Organization <b>Boone County Prosecutor's Office</b>	Organization Federal Tax Identification Number <b>4 3 - 6 0 0 0 3 4 9</b>	Organization Data Universal Numbering System Number (DUNS #) <b>0 7 3 7 5 5 9 7 7</b>		
	Organization Type (Select all that apply) <input type="checkbox"/> Domestic Violence/Sexual Assault Services and/or Shelters <input type="checkbox"/> Child Advocacy Center <input type="checkbox"/> Court Appointed Special Advocates (CASA) <input type="checkbox"/> Missouri Courts <input checked="" type="checkbox"/> Prosecuting Attorney Victim Advocates <input type="checkbox"/> All Other Victims of Crime Act (VOCA) Programs		Organization Mailing Address <b>705 East Walnut Street</b>		
			Organization Street Address <b>705 East Walnut Street</b>		
			City <b>Columbia</b>	State <b>MO</b>	ZIP Code <b>65201</b>
			County <b>Boone</b>	Website Address <b>www.showmeboone.com</b>	
	Organization Phone Number <b>(5 7 3) 8 8 6-4 1 0 0 x</b>		Organization Fax Number <b>(5 7 3) 8 8 6-4 1 4 8</b>		
	Organization's Commercial And Government Entity (CAGE) Code: Registration Number in the system for Award Management (SAM) <a href="https://www.sam.gov/portal/SAM/">https://www.sam.gov/portal/SAM/</a>		CAGE Code <b>4 S W R 3</b>	CAGE Code Valid Until Date <b>0 8 / 0 4 / 2 0 2 0</b>	
	Name of Organization's Contact Person <b>Jessica Watson</b>	Contact Person's Email Address <b>jwatson@boonecountymmo.org</b>	Contact Person's Phone Number <b>(5 7 3) 8 8 6-4 1 1 2 x</b>		

FUNDING PERIOD	PERCENTAGE FOR PERIOD Must equal 100%	TOTAL FUNDING GRANTED PER PERIOD			
		FY 2017	FY 2018	FY 2019	PERIOD TOTAL
NOV 1, 2019 - JUN 30, 2020	32.00% %	\$	\$ 95,774.00	\$	\$ 95,774.00
JUL 1, 2020 - JUN 30, 2021	54.96% %	\$	\$ 164,482.00	\$	\$ 164,482.00
JUL 1, 2021 - SEP 30, 2021	13.04% %	\$	\$	\$ 39,038.00	\$ 39,038.00
<b>TOTAL</b>	<b>100.00% %</b>	\$ <b>0.00</b>	\$ <b>260,256.00</b>	\$ <b>39,038.00</b>	\$ <b>299,294.00</b>

**MATCH - THE AMOUNT YOUR ORGANIZATION AGREES TO CONTRIBUTE.**  
 This amount may be reduced if: 28 C.F.R. § 94.118 requires subrecipients to contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project. Matching requirements are automatically waived for subrecipients "that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands." Matching requirements are also automatically waived for subrecipients "that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein. Upon request of the state administering agency (SAA), the OVC Director may, at their discretion, waive in part or in full the matching requirements, pursuant to 28 C.F.R. § 94.118(b)(3).

<b>MATCH AMOUNT</b>	\$ <b>74,823.50</b>
---------------------	---------------------

**INSTRUCTIONS FOR FUNDING AMOUNTS BY BUDGET CATEGORIES TABLE:** In this table find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each budget category. The "TOTAL PLANNED EXPENSES" should equal the amount provided in the "TOTAL AWARDED" row.

Has Organization Requested a Match Waiver? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what percent of match was requested to be waived? _____ %			If Yes, what total dollar amount of match was requested to be waived? \$ _____				
BUDGET CATEGORY Fill in this Section with your planned expenses for each period	NOV 1, 2019 - JUN 30, 2020			JUL 1, 2020 - JUN 30, 2021			JUL 1, 2021 - SEP 30, 2021		TOTAL FUNDING
	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	
<b>TOTAL AWARDED</b> (Populated from Funding Granted Section)	\$	\$ 95,774.00	\$	\$	\$ 164,482.00	\$	\$	\$ 39,038.00	\$ 299,294.00
<b>Personnel</b>	\$	\$ 75,829.00	\$	\$	\$ 127,980.00	\$	\$	\$ 32,577.00	\$ 236,386.00
<b>Benefits</b>	\$	\$ 8,573.00	\$	\$	\$ 13,867.00	\$	\$	\$ 3,575.00	\$ 26,015.00
<b>Travel/Training</b>	\$	\$ 9,777.17	\$	\$	\$ 22,635.00	\$	\$	\$ 2,886.00	\$ 35,298.17
<b>Supplies/Operations</b>	\$	\$ 1,594.83	\$	\$	\$	\$	\$	\$	\$ 1,594.83
<b>Equipment</b> (Single item valued \$5,000 or above)	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>Contractual</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>Indirect Costs</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>TOTAL PLANNED EXPENSES</b>	\$ <b>0.00</b>	\$ <b>95,774.00</b>	\$ <b>0.00</b>	\$ <b>0.00</b>	\$ <b>164,482.00</b>	\$ <b>0.00</b>	\$ <b>0.00</b>	\$ <b>39,038.00</b>	\$ <b>299,294.00</b>

**INSTRUCTIONS FOR FUNDING AMOUNTS BY VICTIM TYPE:** In this table, you will find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each "VICTIMS SERVED" category. The "TOTAL AMOUNT" should equal the amount provided in the "TOTAL AWARDED" row.

Funding Amounts By Victim Type	TYPES OF VICTIMS SERVED (SECTION 3.2)	NOV 1, 2019 - JUN 30, 2020			JUL 1, 2020 - JUN 30, 2021			JUL 1, 2021 - SEP 30, 2021		FY TOTALS		
		FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019
	<b>TOTAL AWARDED</b> (Populated from Funding Granted Section)	\$	\$ 95,774.00	\$	\$	\$ 164,482.00	\$	\$	\$ 39,038.00	\$ 0.00	\$ 260,294.00	\$ 39,038.00
	<b>Domestic Abuse</b>	\$	\$ 41,900.00	\$	\$	\$ 71,961.00	\$	\$	\$ 17,079.00	\$ 0.00	\$ 113,861.00	\$ 17,079.00
	<b>Child Abuse</b>	\$	\$ 3,115.00	\$	\$	\$ 5,345.00	\$	\$	\$ 1,269.00	\$ 0.00	\$ 8,460.00	\$ 1,269.00
	<b>Sexual Assault</b>	\$	\$ 5,500.00	\$	\$	\$ 9,458.00	\$	\$	\$ 4,200.00	\$ 0.00	\$ 14,958.00	\$ 4,200.00
	<b>Underserved</b>	\$	\$ 45,259.00	\$	\$	\$ 77,718.00	\$	\$	\$ 16,490.00	\$ 0.00	\$ 122,977.00	\$ 16,490.00
	<b>Identified Other</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$ 0.00	\$ 0.00	\$ 0.00
	<b>TOTAL AMOUNT</b>	\$ 0.00	\$ 95,774.00	\$ 0.00	\$ 0.00	\$ 164,482.00	\$ 0.00	\$ 0.00	\$ 39,038.00	\$ 0.00	\$ 260,294.00	\$ 39,038.00

Additional Information/Notes

Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Travel/Training to Supplies/Operations to purchase a laptop and a Citrix license in Funding Period Nov 1, 2019 – June 30, 2020.

## Jessica Watson

---

**From:** Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>  
**Sent:** Wednesday, July 1, 2020 2:56 PM  
**To:** Jessica Watson  
**Subject:** RE: Budget Adjustment Form

Good afternoon Jessica,

Hope all is well. Your "Adjustment" has been approved.

Bless,

---

**From:** Jessica Watson <JWatson@boonecountymo.org>  
**Sent:** Wednesday, July 1, 2020 1:12 PM  
**To:** Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>; VOCA Unit, FSD <FSD.VOCAUnit@dss.mo.gov>  
**Subject:** RE: Budget Adjustment Form

If possible, I would like to have written approval or dis-approval of this request. Written documentation is needed for our Auditor's office.

Please let me know if you have any questions.

Thank you!

Jessica Watson  
Office Administrator  
Boone County Prosecuting Attorney's Office  
705 East Walnut Street, 4<sup>th</sup> Floor  
Columbia, MO 65201  
(573)886-4112  
(573)886-4148 Fax

**This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.**

---

**From:** Jessica Watson  
**Sent:** Thursday, June 11, 2020 9:12 AM  
**To:** Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>; [dfas.vocaunit@dss.mo.gov](mailto:dfas.vocaunit@dss.mo.gov)  
**Subject:** RE: Budget Adjustment Form

Ben,

Please find attached a budget adjustment form with corrected numbers in the second funding period (July 1, 2020 – June 30, 2021). I apologize for the typos I had in this funding period in the original form I sent.

Thank you for your continued support. Our office is grateful for the opportunity to continue to receive funds through VOCA.

Please let me know if you have any questions.

Thank you!

Jessica Watson  
Office Administrator  
Boone County Prosecuting Attorney's Office  
705 East Walnut Street, 4<sup>th</sup> Floor  
Columbia, MO 65201  
(573)886-4112  
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

---

**From:** Jessica Watson  
**Sent:** Wednesday, June 10, 2020 3:24 PM  
**To:** Johnson, Benjamin <[Benjamin.Johnson@dss.mo.gov](mailto:Benjamin.Johnson@dss.mo.gov)>; [dfas.vocaunit@dss.mo.gov](mailto:dfas.vocaunit@dss.mo.gov)  
**Subject:** RE: Budget Adjustment Form

Benjamin,

Please find attached a budget adjustment form.

Please let me know if you have any questions.

Thank you!

Jessica Watson  
Office Administrator  
Boone County Prosecuting Attorney's Office  
705 East Walnut Street, 4<sup>th</sup> Floor  
Columbia, MO 65201  
(573)886-4112  
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

---

**From:** Johnson, Benjamin <[Benjamin.Johnson@dss.mo.gov](mailto:Benjamin.Johnson@dss.mo.gov)>  
**Sent:** Wednesday, June 10, 2020 3:06 PM  
**To:** Jessica Watson <[JWatson@boonecountymo.org](mailto:JWatson@boonecountymo.org)>  
**Subject:** RE: Budget Adjustment Form



**From:** Jessica Watson <JWatson@boonecountymo.org>  
**Sent:** Wednesday, June 10, 2020 8:18 AM  
**To:** Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>; VOCA Unit, FSD <FSD.VOCAUnit@dss.mo.gov>  
**Subject:** Budget Adjustment Form

Good morning,

I am wanting to check on the status of the request for the attached budge adjustment. Please see the email below detailing the request.

Please let me know if you have any questions.

Thank you!

Jessica Watson  
Office Administrator  
Boone County Prosecuting Attorney's Office  
705 East Walnut Street, 4<sup>th</sup> Floor  
Columbia, MO 65201  
(573)886-4112  
(573)886-4148 Fax

**This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.**

---

**From:** Jessica Watson  
**Sent:** Monday, April 27, 2020 2:31 PM  
**To:** Johnson, Benjamin  
**Subject:** Budget Adjustment Form

Ben,

Please find attached the corrected budget adjustment request form. We are in the process of hiring a new Assistant Prosecuting Attorney who will be prosecuting cases that involve violence against women. Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Travel/Training to Supplies/Operations to purchase a laptop and a Citrix license in Funding Period Nov 1, 2019 – June 30, 2020.

Thank you,

Jessica Watson

Office Administrator  
Boone County Prosecuting Attorney's Office  
705 East Walnut Street, 4<sup>th</sup> Floor  
Columbia, MO 65201  
(573)886-4112  
(573)886-4148 Fax

**This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.**