

103 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

April Session of the April Adjourned

Term. 20 21

County of Boone

} ea.

In the County Commission of said county, on the

20th

day of April

20 21

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

Now on this day, the County Commission of the County of Boone does hereby approve the Budget Amendment for the Window and Door Security Project for the Auditor's Office.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Budget Amendment.

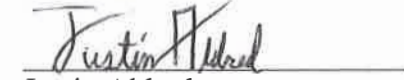
Done this 20<sup>th</sup> day of April 2021.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



613 E. Ash St., Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: April 1, 2021  
RE: RFP Award Recommendation: 32-14JUN19 - *Security Window Film*

Request for Proposal 32-14JUN19 - *Security Window Film* closed on June 14, 2019. Three proposal responses were received.

The evaluation committee consisted of the following:

Jenna Redel, Director of Human Resources  
Angela Wehmeyer, Risk Management Specialist, Human Resources  
Doug Coley, Director of Facilities Maintenance

The evaluation committee recommends award to Ultimate Security Window Armor Film, LLC for offering the best solution for Boone County per their attached evaluation report.

Contract total is \$29,228.08 will be paid from department 1190 - GF Non-Departmental, account 91200 - Buildings and Improvements.

The delay in awarding this RFP is due to the security upgrades being planned for the first floor of the Government Center. We wanted to ensure that we were coordinating the two projects and there was no duplication of window film.

ATT: Evaluation Report

cc: Proposal File

1104-2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the

20th

day of April

20 21

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 for Budget Amendment – Additional Funds for DRRF Grant to the Boone County 13<sup>th</sup> Judicial Court.

It is further ordered the Presiding Commissioner is hereby authorized to sign said grant award.

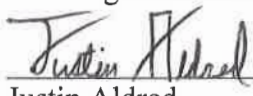
Done this 20<sup>th</sup> day of April 2021.

ATTEST:

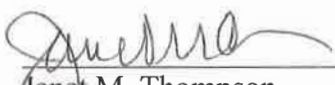
Brianna L. Lennon  
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Presiding Commissioner



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Janet M. Thompson  
District II Commissioner





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

<b>Issue Date</b>	March 30, 2021	<b>Award Amount</b>
<b>Contract Period</b>	July 1, 2020 through June 30, 2021	
		\$ 15,000.00

## Domestic Relations Resolution Fund Award

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

<b>Contract Number</b>	<input type="checkbox"/> Original Contract
OSCA 20-00631-16	<input checked="" type="checkbox"/> Contract Amendment

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

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

The Family Court Committee has approved funding for the Supervised Access and Exchange Program for FY 21.

Requested Funding: \$ 13,000.00      Approved Funding: \$ 10,000.00

Additional \$5,000.00 funding approved by the Family Court Committee.

Amended total funding approved: \$15,000.00

### Please Sign, Date and Return by e-mail or mail to:

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

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

<b>Appointing Authority Signature</b>	<b>OSCA Signature</b>
	<i>Earl Kraus</i>
<b>Printed Name</b>	<b>Printed Name</b>
	Earl Kraus
<b>Presiding Judge Signature</b>	<b>Title</b>
<i>[Signature]</i>	Deputy State Courts Administrator
<b>Printed Name</b>	<b>Date</b>
J. Hasbruck Jacobs	03/31/2021
<b>Date</b>	<b>Date</b>
	03/30/2021

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

**2.1 Continuation of Approved Program:**

For fiscal year 2021, the 13<sup>th</sup> Judicial Circuit, Family Court requested \$13,000 in funding to continue our Supervised Visitation program. The Court received \$10,000, and has continued to provide supervised exchange services through a contract with Great Circle. The Court continues to require the non-custodial parent to pay a per diem based off his/her income. It should also be noted that the Court can find a person indigent, and not require them to pay a co-pay. Each non-custodial parent is allowed up to twelve hours of supervised visitation during the grant cycle.

During the current grant cycle from July 1 through January 31, twenty-four families have been referred to the program as a result of their involvement in domestic relations cases. Of those twenty-four cases, twenty cases have received supervised visitation program services. Of the four cases which have not received services, one case decided on a different visitation program and three cases is currently waiting for visits to be scheduled. The families that did participate in services successfully completed the services. Some families were recommended to continue with supervised visits, but they would have been responsible for finding funding for the continuation of visits.

The 13<sup>th</sup> Circuit's Family Court supervised visitation and exchange program was established in July of 2009. The program's need has continued throughout the years. So far this year, we have had more cases in the program compared to last year. For the current grant year, we predicted we would serve twenty families, and we have already served twenty families. While it is impossible to predict how much the program will be used, we do anticipate more referrals before the grant year ends.

As noted above, for fiscal year 2021 we requested \$13,000 and were awarded \$10,000. Through December 2020, \$6,627 has been billed for supervised visitation. The number of families served has increased compared to the same time period last year, and we anticipate additional referrals being made. So far this grant year, families have received 146 direct service hours, which is an increase of 51.5 from the same time period during the previous grant year. We can anticipate at least that many more hours will be billed for the remainder of the current grant year.

<b>Quarter</b>	<b>Families Served</b>	<b>Hours</b>
1	10	42.5
2	10	103.5
3*	10	120
4*	10	120
<b>Total</b>	<b>40</b>	<b>386</b>

\*Estimates

If the current trend of increased referrals persists, depending on copays collected, the Court will not have enough grant funds to cover the costs of supervised visits. The Court will either have to discontinue the program once the funds are spent, or the Court will have to locate another funding source.

Budget Spending Plan

Should our Court be awarded the full amount of \$20,000, we are confident referrals will continue to be made and we will continue the consistent level of service as shown over the last eleven years. We also will continue the practice that if a party falls below poverty level, the Court may waive an hourly per diem being paid by the non-custodial party. Great Circle also has informed us that they would continue to partner with the 13<sup>th</sup> Circuit to provide this service to families.

The following chart shows the expected budget spending plan for FY21, based on predictions of families served to date, and in past years. This budget plan includes continuing to contract with Great Circle to provide the supervision by a licensed therapist at \$58.00 per hour.

# of Families Predicted to be Served	# of Available Visitation hours per family	Cost per Visitation Hour	Total Funds needed to provide services	Requested funds through DRRF	Additional Funds needed outside of Grant to cover expenditures
30	12	\$58	\$20,880	\$20,000	\$880

As mentioned above, the total number of families projected to be served during FY21 reporting period is thirty, based on the number of families referred so far this year for the first and second quarter, and based on data from past years. This program has become extraordinarily popular, and we have received more referrals and we have more participants than ever before. Currently reimbursement per hour for the therapist to provide supervised visits is \$58 per hour. If each family receives twelve hours of supervised visitation services and qualified for having no co-pay due to income levels, the maximum amount needed would be \$20,880; however, the remaining \$880 needed would likely be covered through co-pays. Currently \$6,627 has been spent to provide supervised visitation services. We have collected \$1841 in copays so far this year. We request \$20,000 in order to continue to support this program. It is hard, if not impossible, to determine how many referrals will be made for the rest of this year, and next year.

In an effort to continue assuming some of the responsibilities of the cost of this program, the Court will continue to work with Great Circle to have the non-custodial parent pay an hourly per diem based on their income level. For those non-custodial parents who fall below the poverty level, the Court would continue to be allowed to waive a per diem fee, therefore allowing the grant to pay the full hourly rate. It should be noted that during the



first six months of the 2020-2021 grant year, \$1,841 has been defrayed in costs due to collection of co-pays by the non-custodial parents. We have continued to stringently monitor the collection of co-pays by Great Circle to ensure maximum use of the funds provided for families.

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

#### Benefit of Funds for FY21

Twenty families have received the benefit of the Supervised Visitation program from July 1, 2020 through December 31, 2020 in the 13<sup>th</sup> Circuit as a direct result of this grant. The children and visiting parents have been given an opportunity to build a lasting relationship that often might not have occurred without this program. The visiting parent has learned valuable information such as how to better communicate and/or interact with their child/children through the assistance of the licensed therapist. The custodial parent has been provided the assurance their child/children are safe and well supervised with the therapist being present.

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

Regarding the need for program, Family Court Judge Leslie Schneider stated, "The Thirteenth Judicial Circuit's supervised visitation has been and continues to be outstanding. During the last year, I have numerous cases which I referred to this program which resulted in an amazing number of successes in reunifying a child with a parent. Not only has it been a success for the children, it has also resulted in financial savings and court time savings for the circuit. It is one of our most successful programs in this circuit."

Family Court Commissioner Sara Miller said, “The supervised visitation program has consistently produced very positive results for children and parents in the 13<sup>th</sup> Circuit. I regularly refer some of the most difficult cases to the program, and the services that are provided help many parents and children establish a new bond or find their way back to a positive relationship. The families, our community, and the court system all benefit from this very successful program.”

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



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

**RFP NO. OSCA 21-01131**

**TITLE: Domestic Relations Programs for Parents and Children**

**ISSUE DATE: January 4, 2021**

**CONTACT: Russell Rottmann**

**PHONE NO.: 573 522-6766**

**E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)**

**RETURN PROPOSAL NO LATER THAN: 4:00 PM, February 5, 2021**

**Late submissions will not be accepted**

**RETURN PROPOSAL TO:**

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

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

**CONTRACT PERIOD: July 1, 2021, THROUGH June 30, 2022**

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
CIRCUIT/COUNTY		
MAILING ADDRESS		
CITY, STATE, ZIP		
CONTACT PERSON	TITLE:	
PHONE NO.	E-MAIL ADDRESS	

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NUMBER	CONTRACT PERIOD	
CONTRACT SECTION	DATE	DEPUTY STATE COURTS ADMINISTRATOR

## 1.0 INTRODUCTION

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:

- a. Waiting areas/rooms for children in court facilities;
- b. Supervised access and exchange for parents and children;
- c. Programs that address issues of domestic violence;
- d. Education programs for parents and children;
- e. Programs or projects for self-represented litigants;
- f. Other programs and services pertaining to domestic relations cases,
- g. Child custody modifications to allow for termination of jurisdiction of Child Abuse and Neglect (CAN) cases, or
- h. Interpreter services.

### 1.1 Pre-Proposal Conference:

A pre-proposal conference regarding this Request for Proposal will be held on **Wednesday, January 13 2021, beginning at 2 pm**. The pre-proposal will be held via WebEx and should last about one hour. The information will be sent.

### 1.2 Definitions:

Domestic Relations – the legal field of divorce, dissolution, annulment, child custody, child support, alimony and paternity.

Implementation – the process of putting a decision or plan into effect; execution.

1.3 The funding for creation and implementation of domestic relations programs allows for programs and services to be developed in the state of Missouri. This Request for Proposal (RFP) encourages circuits to take the opportunity to create new initiatives. The emphasis in reviewing the applications will be on **measurable program outcomes** and **responsible use of resources**.

1.4 Funding for these programs is available through the Domestic Relations Resolution Fund (DRRF) section 452.552, RSMo. Use of funds must comply with the requirements identified in section 452.554, RSMo. Only statutory relevant program awards will be considered.

1.5 Circuits submitting proposals must identify one county treasurer within the circuit to process reimbursements for the entire award period.

1.6 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 to determine if a suitable curriculum has already been developed through the use of DRRF and may be used or adapted for use.

1.7 Funds may be used to purchase training during the period July 1, 2021, through June 30, 2022. Training should improve 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 OSCA; requests must be sent to the attention of Ashley

Virgin at 573-522-6767 or e-mail [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov) to attend "miscellaneous training" not specifically outlined in the approved budget.

- 1.8 Programs may find the need to request transferring funds either to or from awarded line items or between programs, if the court received awards for multiple programs. Any request to transfer funds must be in writing to [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov).

If the need is found for additional funds, the local program contact may request funds by emailing [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov). All requests for additional funds shall be in writing addressed to the Family Court Committee for their review and consideration. If approved, proper notification shall be provided in writing.

- 1.9 Awards will be based on a 5 year lifetime program award. The first year that a circuit receives funding for a program, they are eligible to receive 100% of funding (up to \$20,000), they can continue to receive funding at that rate for up to 3 years. If the program continues and they still need resources to run the program after 3 years, they may apply for funds on year 4, but they will only be eligible for 50% funding (\$10,000), then on year 5 they will be eligible for 25% (\$5,000) funding on the same program. This is based on the statute citing "costs associated with implementation" of programs and not the maintenance of such. The Family Court Committee may consider exceptions for good cause.

## 2.0 APPROVED PROGRAMS

### 2.1 Continuation of Approved Programs:

In an effort to allow programs approved for FY21 funding to receive additional funding for the same program during FY22, courts may submit a budget spending plan and a narrative explaining how the funds have benefited the court during the current fiscal year and how the program will spend funds during FY22 without the need to complete a full application for award of DRRF funds. Please indicate in your application the year(s) of consecutive funding this will be for the program. Final approval remains with the Family Court Committee.

### 2.2 Education Programs for Parents and Children:

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; or
- g. Other post-judgment domestic proceedings.

- 2.2.1 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.

#### 2.2.2 Program curriculum for parents must include:

- a. Content that informs parents of the effect of separation or dissolution of marriage on children;
- b. Teaches parents how to help children adjust to change;

- c. Helps parents understand that children, whenever possible and appropriate, need frequent, continuing and meaningful contact with both parents; and
- d. Informs parents of the benefits of alternative dispute resolution, including mediation.

2.2.3 Program curriculum for children must include:

- a. Content that addresses age-appropriate needs and behaviors of children;
- b. Helps children deal with their feelings about the separation of their family; and
- c. Helps children cope better with the stress and change involved in their parent's separation or dissolution.

2.2.4 Funds may be used to purchase:

- a. Furniture for classes provided in court facilities including tables and chairs of the size appropriate for younger children;
- b. Equipment for classes provided in court facilities;
- c. Resource materials for children and adults such as class materials, class activities, videos;
- d. Resource materials for program development such as purchase of curriculum or trainer manual; or
- e. Contractual services for program instructors.
  - 1. Contractual instruction services may not exceed \$35.00 per parent or \$35.00 per child.
  - 2. 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, RSMo reimbursement shall not exceed \$75.00 per person.
  - 3. All costs incurred by contracted 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.

2.3 **Self-Represented Litigants in Domestic Relations Cases:**

The program must be related to the needs of self-represented litigants involved with the court in a domestic relations case. This may include a litigant awareness program for married or separated self-represented litigants.

2.3.1 The litigant awareness program may address the risks and responsibilities of appearing in court without an attorney such as:

- a. A self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney;
- b. How the Missouri court system works;
- c. What court staff may or may not do to assist litigants; or
- d. A review of the forms needed for self-representation.

2.3.2 This program may include a resource center established at the court or operated in partnership with a legal services corporation, law school or independent agency. The resource center may have:

- a. Available forms, instructions and information about court procedure; or
- b. Contract personnel includes, but is not limited, to attorneys, program coordinators, program instructors and security officers.

2.3.3 This program may include a Help Desk established at the court or operated in partnership with a legal services corporation, law school or independent agency. The Help Desk may have:

- a. Available forms, instructions and information about court procedure; or
- b. Contractual personnel, includes but is not limited to, attorneys, program coordinators, program instructors and security officers.

2.3.4 This program may include an online resource center that may have:

- a. Litigant awareness program as identified above;
- b. Access to forms;
- c. A Certificate of Completion of the litigant awareness program;
- d. Information about how to find an attorney; or
- e. Information about county, circuit or regional resources available to self-represented litigants.

2.3.5 Funds may be used to:

- a. Contract for the construction or the renovation of an area or room in a court facility such as partitions, flooring, walls, painting and light fixtures;
- b. Purchase furniture for use by the program participants at the program site;
- c. Purchase equipment such as TV or DVD/CD player;
- d. Purchase resource materials for adults such as educational brochures, books, videos or journals;
- e. Purchase resource materials for program development such as program manuals, program guides or videos;
- f. Purchase contractual services for attorneys, program coordinators, program instructors, child care attendants, use of a program site, security officers and curriculum development; or
- g. Administrative costs such as paper, copying, printing or postage.

**2.4 Supervised Access and Exchange:**

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.

2.4.1 The exchange program must provide a safe and secure environment for the transfer of a child from one parent or family member to another 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.

2.4.2 Funds may be used to purchase:

- a. Furniture that is the appropriate size for children and adults at the access and/or exchange site;
- b. Equipment such as TV or DVD/CD players;
- c. Security equipment such as a hand held metal detector or closed circuit monitoring equipment;
- d. Resource materials used by children/adults in the program such as magazines for the waiting area and toys for children;
- e. Resource materials for program development such as policy manuals purchased from other supervised visitation programs or purchase of the Supervised Visitation Network newsletter;
- f. Contractual services for access and/or exchange supervisors, security personnel or program coordinator;
- g. The use of access and/or exchange site; or
- h. Administrative supplies such as paper, copying, printing or postage.

2.4.3 Funds shall not be used to pay staff salaries nor overtime. All equipment, furniture and materials purchased shall become the property of the circuit court except as stated above.

**2.5 Domestic Violence Programs:**

The Domestic Violence 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. This may include services to assist adult and child victims and services for offenders to prevent re-offense.

2.5.1 Funds may be used to purchase:

- a. Furniture for use by program participants at the program site;
- b. Equipment such as TV or DVD/CD player;
- c. Resource materials for children/adults such as safety planning brochures, books, age appropriate toys, magazines, videos or journals;
- d. Resource materials for program development such as manuals, guides or videos;
- e. Contractual services for advocates, treatment providers, childcare attendants, program coordinator, program instructors, use of a program site, security officers and curriculum development; or
- f. Administrative items such as paper, copying, printing or postage.

2.5.2 All equipment, furniture and materials purchased shall become the property of the circuit court.

**2.6 Waiting Areas/Rooms for Children in Court Facilities:**

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

- a. May be a separate room or a designated area for children located within a larger area or room; or
- b. 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.

2.6.1 Funds may be used to purchase:

- a. 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 or pictures/posters for walls;
- b. Equipment such as TV or DVD/CD players;
- c. Resource materials for children and/or adults that include age appropriate activities for children, such as toys, games, books and relevant information for parents;
- d. Construction/renovation of an area or room in a court facility such as partitions, flooring, walls, paint and light fixtures; or
- e. Contractual services for personnel to supervise the waiting area/room or a volunteer coordinator to arrange for volunteers to supervise the area.

2.6.2 Funds shall not be used to pay staff salaries nor overtime. All equipment, furniture and materials purchased shall become the property of the circuit court except as stated above.

**2.7 Other Programs and Services:**

This category applies to all other programs and services that have not previously been addressed in this RFP. The criteria set forth by section 452.554, RSMo are as follows:

- a. "The general assembly shall appropriate monies 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, RSMo 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.”

- b. Funds may be used to purchase security equipment such as a duress alarm (panic button) system. The system must be designated for areas supporting domestic relations activities.

**2.8 Publications:**

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, CD’s and DVD’s created with monies from the fund. It does not include program forms or internal policies and procedures.

- 2.8.1 The courts must receive prior approval from OSCA for the printing and/or production and distribution of written, audio or video materials that fall under the above noted criteria.

**2.9 Child Custody Modifications and Paternity Establishments:**

Circuits may apply for use of funds to contract with local attorneys willing to assist with cases where the child abuse and neglect case is languishing due to the reunified parent not having a child custody order in place or paternity established, which is the limiting factor in the juvenile court not terminating jurisdiction.

**2.10 Interpreter Services:**

Foreign language services are available and must be coordinated through OSCA by contacting Tara Smith at tara.smith@courts.mo.gov or via telephone at 573-526-2616

**3.0 PROGRAM PERFORMANCE REQUIREMENTS**

**3.1 Program Evaluation:**

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.

- 3.1.1 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; or
  - c. Development and implementation of performance measurement tools when applicable.
- 3.1.2 OSCA agrees to provide technical assistance to each circuit court in conducting its program evaluation. This technical assistance may include, but is not limited to, establishment of performance measures, collection and analysis of data and reporting program outcomes.
- 3.1.3 Costs to circuit courts for conducting program evaluations are not allowable reimbursable costs.

3.2 **Reporting Requirements:**

Each circuit court receiving an award must submit two (2) semiannual data reports. Both reports should be submitted to OSCA, Attn: Ashley Virgin or may be e-mailed to [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov). The reports and the periods they cover shall be as follows:

<u>Reporting period</u>	<u>Report due date</u>
July 1, 2021 through December 31, 2021	January 31, 2022
January 1, 2022 through June 30, 2022	July 29, 2022

3.2.1 The data and program reports are intended to:

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

3.2.2 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.

3.2.3 Reporting requirements shall 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.

3.3 **Reimbursement of Costs:**

No payments will be made directly to contracted providers. This may require that the county pay for these services up front. OSCA anticipates a two to four week turnaround on reimbursement requests. **All payments shall be made to the County Treasurer.** This issue may need to be addressed with your fiscal officer when planning your project proposal.

3.3.1 Invoices must be submitted by the circuit court to OSCA, Attention: Ashley Virgin, **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.

3.3.2 Copies of invoices and other supporting documentation must be attached and submitted to OSCA with the request for reimbursement. Copies of all invoices as well as supporting documentation must be submitted to OSCA with the request for reimbursement: [osca.drrf@courts.mo.gov](mailto:osca.drrf@courts.mo.gov) or:

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

The circuit court is responsible for retaining copies of all documentation for audit purposes as outlined in Court Operating Rule 8.

#### 4.0 EVALUATION AND AWARD CRITERIA

##### 4.1 Evaluation Criteria for all Program Awards:

Awards to circuit courts for the creation and implementation of domestic relations programs will be made based upon the **particular needs of the program and why those needs are not being met** and availability of funds.

##### 4.1.1 Consideration shall be given:

- a. As to whether the request for funds is reasonable with clear documentation to support the request or justification why the costs are beyond what is customary;
- b. To the circuit's ability to sustain the program at the end of the funding period;
- c. To the proposed number of persons served, hours of service and the cost of those services per person and/or per hour; or
- d. To program goals that are clearly defined with measurable outcomes.

4.1.2 Documentation of how costs are determined must be provided with justification for costs that might be considered beyond what is customary.

##### 4.1.3 Justifications for budgets shall be broken down into the following categories:

- Furniture and equipment;
- Resource materials;
- Construction;
- Contractual services;
- Administrative; and
- Training for program staff.

4.1.4 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. 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:

Funds are available for a period of twelve (12) months beginning July 1, 2021.

4.2.1 Circuits shall not expend funds for this contract except as stated in an approved award. However, circuits may request changes to their award and spending plan at any time during the fiscal year by submitting a revised budget plan to OSCA for consideration. All requests for changes must be in writing, signed by a member of the judiciary or appointing authority, accompanied by a revised budget and sent to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov). If the request is approved, the requesting circuit and OSCA staff shall be notified and an amended award shall be issued.

4.2.2 Requests for contractual services will be considered for approved programs; however, requests for staff augmentation, to hire new staff and/or add Full Time Employees (FTE's) to assist with a program shall not be approved by the Family Court Committee.

4.2.3 Continuation of funding beyond the initial twelve (12) months is uncertain. Circuit courts should develop a self-sustainability plan and seek alternative ways to fund programs upon completion of this funding period.

- 4.2.4 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.
- 4.2.5 If it appears that a circuit court will not use all funds awarded during the twelve (12) month period, the Family Court Committee may, at its discretion, reduce the amount of awarded funds to the circuit court and reallocate those funds to other circuit courts.
- 4.2.6 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.

## 5.0 APPLICATION REQUIREMENTS

### 5.1 Proposal Submission:

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.

- 5.1.1 Courts may submit more than one application and may be awarded funds for more than one program.
- 5.1.2 Proposals must be signed by either the Presiding Judge or the Family Court/Administrator Judge. **All proposals must be received no later than 4 p.m., Friday, February 5, 2021.** As long as appropriate signatures are affixed to the e-mailed copy submitted to OSCA, there is no need to send an original copy through regular mail. **Note: Late submissions will not be accepted nor reviewed.**
- 5.1.3 Proposals may be submitted by:
- E-mail to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov); or
  - Regular mail to the address on the cover page;

### 5.2 Project Proposal:

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

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

d. **Implementation plan:** Provide a detailed description of work to be 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.

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.

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

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

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

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

5.4 **Project Funding Breakdown:**

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

**Furniture and Equipment:**

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

**Construction:**

**Contractual services:**

**Administrative Costs and Supplies:**

**Training:**

TOTAL AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_

105 -2021

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 21


In the County Commission of said county, on the 20th day of April 20 21

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 Courthouse Plaza and Commission Chambers by Legacy Point Church on Sunday May 2, 2021 from 8:30am until 1:30pm. This approval is contingent upon adherence to the current health order. The Commission's approval of the use of the interior of the Government Center, specifically the Commission Chambers, is conditioned upon that inside use being consistent with the then-applicable building use policies set forth by the Commission in light of the COVID-19 pandemic and local health orders.

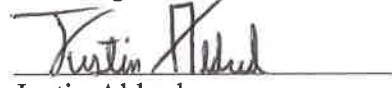
Done this 20<sup>th</sup> day of April 2021.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Justin Aldred  
District I Commissioner



Janet M. Thompson  
District II Commissioner



# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA

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

Organization: LegacyPoint Church

Address: PO Box 1074

City: Columbia State: MO ZIP Code 65205

Phone: 573-529-2290 Website: www.legacypointchurch.com

Individual Requesting Use: Bekah Younger

Position in Organization: Office Administrator

Address: PO Box 1074

City: Columbia State: MO ZIP Code 65205

Phone: 573-289-7589 Email: office@legacypointchurch.com

Event: Sunday morning church service

Description of Use (ex. Concert, speaker, 5K): church service

Date(s) of Use: Sunday, May 2, 2021

Start Time of Setup: 8:30 AM AM/PM

Start Time of Event: 10:30 AM AM/PM (If start times vary for multiple day events, please specify)

End Time of Event: 12:30 PM AM/PM (If end times vary for multiple day events, please specify)

End Time of Cleanup: 1:30 PM AM/PM

Emergency Contact During Event: Isaac Cundiff Phone: 573-228-0529

Will this event be open to the public?  Yes  No

If yes, please explain the publicity that will be used to promote the event, including names and contact information of any promoters: No publicity - just announced to our church, but anyone is welcome to come

How many attendees (including volunteers) do you anticipate being at your event? 90

If you anticipate more than 50 attendees (including volunteers) at your event, please detail your safety plan in the event of an emergency. If you have a separate Fire Safety, Public Safety and Evacuation Plan, please submit with application.

for severe weather - take shelter in the government building foyer

all other emergencies, people will evacuate to their personal vehicles

If you anticipate more than 1000 attendees (including volunteers), please provide the names and contact information of your crowd managers (1 per every 250 attendees):

Will the majority of attendees be under the age of 18?  Yes  No

If yes, please note the number of adult supervisors in attendance: \_\_\_# adults per \_\_\_#minors

Will you need access to electricity?  Yes  No

Will you be using amplifiers?  Yes  No

Will you be serving food and/or non-alcoholic drinks?  Yes  No

If yes, will you be **selling** food and/or non-alcoholic drinks?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will you be serving alcoholic beverages?  Yes  No

If yes, will you be **selling** alcoholic beverages?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

State Liquor License Number: \_\_\_\_\_

County Liquor License Number: \_\_\_\_\_

City Liquor License Number: \_\_\_\_\_



Will you be selling non-food items?  Yes  No

If yes, please provide the following with copies of licenses attached to application:

Missouri Department of Revenue Sales Tax Number: \_\_\_\_\_

County Merchant's License Number: \_\_\_\_\_

City Temporary Business License Number: \_\_\_\_\_

Will outside vendors be selling food, beverages or non-food items at this event?  Yes  No

If yes, please provide the following information (use separate sheet if necessary):

Vendor	Type of Sales	Contact Information	License Number(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you be requesting a road and/or sidewalk closure?  Yes  No

If yes, what road(s) and/or sidewalk(s)? \_\_\_\_\_

\_\_\_\_\_

Please attach to application a copy of the order showing City of Columbia City Council approval.

Does your event include cooking or use of open flames?  Yes  No

If yes, please provide the Columbia Fire Department Special Events Permit Number: \_\_\_\_\_

Please attach to application a copy of the approved Columbia Fire Department Special Events Permit

Events that may pose increased responsibilities to the local law enforcement may be required to enlist the services of a professional security company. This will be determined by the Boone County Sheriff's Department and Boone County Commission. If necessary, have you hired a security company to handle security arrangements for this event?

Yes  No

If yes, please provide the following:

Security Company: \_\_\_\_\_

Contact Person Name and Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be using portable toilets for your event?  Yes  No

\*\*Please note: portable toilets are not permitted on the Boone County Courthouse Plaza grounds. Please contact the City of Columbia for options.

If your event is such that requires insurance per the Boone County Courthouse Plaza Rules and Regulations, please provide a copy of acquired insurance plan.

A deposit is required for use of the Boone County Courthouse Plaza. Please refer to the Boone County Courthouse Plaza Rules and Regulations for the deposit fee schedule. Boone County Facilities Maintenance Staff will inspect the Courthouse Plaza before and after each event. If staff finds the Courthouse Plaza is left the condition in which it was found, the deposit will be refunded to the organization. Please indicate below to whom the refund check should be issued:

Name/Organization: LegacyPoint Church

Address: PO Box 1074

City: Columbia State: MO ZIP Code 65205

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 Plaza grounds.
2. To abide by all rules and regulations as set forth in the Boone County Courthouse Plaza Rules and Regulations document updated July 11, 2013 and attached to this document.
3. 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.
4. 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.
5. To conduct its use of Courthouse Plaza grounds in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
6. 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.

Organization Representative/Title: Bekah Younger / Office Administrator

Address: 4303 E Saint Charles Rd, Columbia, MO 65201

Phone Number: 573-289-7589 Date of Application: 4-15-2021

Email Address: office@legacypointchurch.com

Signature:   
Bekah Younger (Apr 15, 2021 21:30 CDT)

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymmo.org](mailto:commission@boonecountymmo.org).

**PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE PLAZA**

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:

  
County Clerk

BOONE COUNTY, MISSOURI

  
County Commissioner

DATE: 4.20.2021



# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: LegacyPoint Church

Address: PO Box 1074

City: Columbia State: MO ZIP Code 65205

Phone: 573-529-2290 Website: www.legacypointchurch.com

Individual Requesting Use: Bekah Younger Position in Organization: Office Administrator

Facility requested:  Chambers  Room 301  Room 311  Room 332  Centralia Clinic

Event: Sunday morning church service

Description of Use (ex. Speaker, meeting, reception): church service

Date(s) of Use: Sunday, May 2, 2021

Start Time of Setup: 8:30 AM AM/PM Start Time of Event: 10:30 AM

End Time of Event: 12:30 PM AM/PM End Time of Cleanup: 1:30 PM

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

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with 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 of rooms as specified in this application.

Organization Representative/Title: Bekah Younger / Office Administrator

Phone Number: 573-289-7589 Date of Application: 4-15-2021

Email Address: office@legacypointchurch.com

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymmo.org](mailto:commission@boonecountymmo.org).

## PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

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

Brianna L Lennon  
County Clerk

[Signature]  
County Commissioner

DATE: 4.20.2021