

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** appropriating \$13,394.00 from the fund balance of the 2010 Grant Fund in acceptance of the Family Court Division's Parent Education Training Grant received from the Office of State Courts Administrator.

**ORDINANCE #4279**, December 13, 2010

**INTRODUCED BY** James D. Tindall, County Legislator

WHEREAS, the Family Court Division has been awarded a grant in the amount of \$13,394.00 by the Office of State Courts Administrator for the Parent Education Training program, for the period of December 1, 2010, through June 30, 2011; and,

WHEREAS, the grant funds will be used to provide suitable training space and modern training equipment for court mandated parent and child programs that build cooperative parenting and coping competencies; and,

WHEREAS, the grant does not require local matching funds; and,

WHEREAS, an appropriation is necessary to place the grant funds in the proper spending accounts; now therefore,

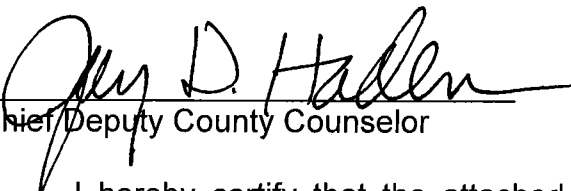

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be made from the fund balance of the 2010 Grant Fund:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund			
Parent Education Training			
010-2159	45339 - Increase Revenue	\$13,394	
010-2810	Undesignated Fund Balance		\$13,394
010-2810	Undesignated Fund Balance	\$13,394	
010-2159	56790 - Other Contractual Services		\$ 3,269
010-2159	58150 - Office Furniture & Fixtures		\$10,125

1

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:

  
 Chief/Deputy County Counselor
   
 Acting County Counselor

I hereby certify that the attached Ordinance, Ordinance #4279 introduced on December 13, 2010, was duly passed on December 13, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 6

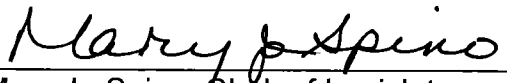
Nays 0

Abstaining 0

Absent 3

This Ordinance is hereby transmitted to the County Executive for his signature.

12.13.10  
Date

  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4279.

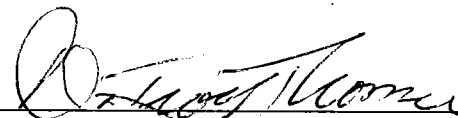
12/13/2010  
Date

  
Michael D. Sanders, County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 2810  
 ACCOUNT TITLE: Grant Fund  
 Undesignated Fund Balance  
 NOT TO EXCEED: \$13,394.00

December 8, 2010  
Date

  
Director of Finance and Purchasing

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~ Ord No.: 4279

Sponsor(s): James D. Tindall

Date: December 13, 2010

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title: <u>Parent Education Training</u>											
BUDGET INFORMATION <i>To be completed                  By Requesting                  Department and                  Finance</i>	<table border="1" data-bbox="375 428 1516 667"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$13,394.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$13,394.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT 010-2810 13,394.00 TO ACCT 010-2159 13,394.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> OTHER FINANCIAL INFORMATION: <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$  Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):		Amount authorized by this legislation this fiscal year:	\$13,394.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$13,394.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 13,394.00 TO ACCT 010-2159 13,394.00
Amount authorized by this legislation this fiscal year:	\$13,394.00											
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Amount budgeted for this item * (including transfers):	\$											
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 13,394.00 TO ACCT 010-2159 13,394.00											
PRIOR LEGISLATION	Prior ordinances and (date): Dated Prior resolutions and (date):											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Carl Bayless, Grant Accountant, 816-435-4775											
REQUEST SUMMARY	This is a request to appropriate \$13,394 from the unappropriated surplus of the 2010 Grant fund in acceptance of a grant awarded to the Family Court Division by the Office of State Courts Administrator. The project is named "Parent Education Training ." The period covered by the grant is Dec 1, 2010 through June 30, 2011.  Please appropriate the \$13,394 into the accounts listed below: 6790 Other Contractual Services \$ 3,269.00 8150 Office Furniture and Equipment \$ 10,125.00											
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)											
ATTACHMENTS												
REVIEW	<table border="1" data-bbox="358 1682 1533 1923"> <tr> <td>Department Director:</td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): James Abbott, Fiscal and Budget Director</td> <td>Date: 12/02/10</td> </tr> <tr> <td>Division Manager: Jeff Eisenbeis, Deputy Court Administrator</td> <td>Date: 12/02/10</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date: 12/6/10</td> </tr> </table>		Department Director:	Date:	Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 12/02/10	Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 12/02/10	County Counselor's Office:	Date: 12/6/10		
Department Director:	Date:											
Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 12/02/10											
Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 12/02/10											
County Counselor's Office:	Date: 12/6/10											

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Undesignated Fund Balance	\$13,394.00

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

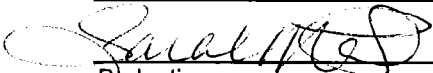
## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: December 6, 2010

Res/Ord No. 4279

Department / Division	Character/Description	From	To
<b>Grant Fund - 010</b>			
2159 - Parent Education Training	45339 - Increase Revenues	13,394	
2810	Undesignated Fund Balance		13,394
2810	Undesignated Fund Balance	13,394	
2159 - Parent Education Training	56790 - Other Contractual Services		3,269
2159 - Parent Education Training	58150 - Office Furniture & Fixtures		10,125
Total		13,394	13,394

 12/16/10  
Budgeting



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

GREGORY LINIARES  
ADMINISTRATOR

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

PHONE (573) 751-4377  
FAX (573) 751-5540

November 23, 2010

Honorable Marco A. Roldan  
Sixteenth Judicial Circuit  
625 East 25<sup>th</sup> Street  
Kansas City, MO 64108

Dear Judge Roldan:

I am pleased to inform you that the Family Court Committee has approved partial funding for your **Parent Education Training Room** through the Domestic Relations Resolution Fund. The amount awarded for your program is **\$13,394.00**. The funding term will be December 1, 2010, through June 30, 2011.

The Office of State Courts Administrator (OSCA) will be monitoring the expenditure of funds. If it appears you are not spending the awarded funds as proposed, the award may be reduced and made available to another court. Included with this letter is an award data sheet outlining the terms of the award. Please review the terms to insure that you understand any restrictions concerning your award.

Included in your packet of forms in this email is an electronic copy of a Certification of Compliance form. This form **must** be used for reimbursement of program or project expenses. Please remember all invoices must first be paid by the county and then submitted to OSCA for reimbursement to the county. Reimbursement is for funds expended between December 1, 2010, and June 30, 2011, only.

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

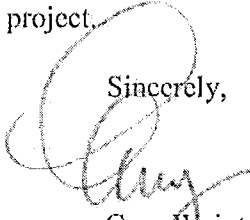
The following OSCA staff has been designated to assist you and your court staff with any additional information you may need related to this program:

Honorable Marco A. Roldan  
November 23, 2010  
Page 2

- Samantha Suthoff      Program Administration/Quarterly & Final Report Forms
- Tara Smith              Fiscal Matters (invoicing/reimbursement)
- Herb Conner             Contractual Matters

Congratulations on your award. Please feel free to contact me at 573-526-8316 if we can assist you in any way with your program or project.

Sincerely,



Gary Waint

Attachment:    Award Data sheet

cc:    Karen J. Brown  
      Herb Conner

GW:SS





<b>State of Missouri</b>  <b>Office of State Courts Administrator</b> <b>Division of Administration and Budget</b>	<b>Contract Period</b>		<b>Award Amount</b>
	Start Date	End Date	
	12/01/10	06/30/11	\$13,394.00

## Domestic Relations Resolution Fund Award

**Program Description:**

The Family Court Committee of the Supreme Court of Missouri, through the Office of State Courts Administrator (OSCA), is awarding funding to Missouri Circuit Courts for the **creation and implementation** of domestic relations programs. This is a supplemental award for FY11.

<b>Contract Number</b>	<b>Vendor Number</b>	<input type="checkbox"/> Original Contract
OSCA 11-002-17	Jackson County 4460005240-4	<input type="checkbox"/> Contract Amendment

Federal CFDA # (if applicable):

<b>Court/Recipient Information:</b>	<b>Project Director:</b>	<b>OSCA Program Contact</b>
Honorable Marco A. Roldan 16th Judicial Circuit 625 E. 25th Street Kansas City, MO 64108	Karen J. Brown 16th Judicial Circuit 625 E. 25th Street Kansas City, MO 64108	Samantha Suthoff 573-522-6265
		<b>OSCA Fiscal Contact</b>
		Brian Dowden 573-526-8879

<input type="checkbox"/> Special Conditions of this award are attached.	<input type="checkbox"/> There are no special conditions of this award. Original RFP requirements only.
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DRRF Supplemental Contract Awards FY11  
Contract for Parent Education Training Room.

Requested Funding: \$19,894.00

Awarded: \$13,394.00

### Please Sign, Date and Return by Mail to:

Office of State Courts Administrator  
Attn: Contracts Unit  
PO Box 104480  
Jefferson City, MO 65110

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

<b>Appointing Authority Signature</b>		<b>OSCA Signature</b>	
<b>Printed Name</b>	<b>Date</b>	<b>Printed Name</b>	
Jeffrey A. Eisenbeis	11-30-10	Gary Wait	
<b>Presiding Judge Signature</b>		<b>Title</b>	
		Director, Court Programs, Research and Education	
<b>Printed Name</b>	<b>Date</b>	<b>Date</b>	
Marco A. Roldan	11-30-10		

### 16<sup>th</sup> Judicial Circuit Award Data

1. Services can be provided only to family members where there is a domestic relations case filed in the court.
2. The amount of funding for your program or project for the fiscal year is \$13,394.00.

The breakdown of funding expenditure is as follows:

Funding Period	July 1, 2010 – June 30, 2011
Contractual Services	\$3,269.00
Furniture and Equipment	\$10,125.00
Total	\$13,394.00

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

## **5.2 Project Proposal:**

### **a. Proposal: Parent Education Training Room**

#### **b. Need for the Program:**

Resource Services provides court ordered training to approximately 3,000 parents and children annually through its FOCIS (Focus on Children in Separation), ReFOCIS (Refocus on Children in Separation) and PTLA (Parenting Together Living Apart) courses. These court mandated programs are provided to those involved in paternity, divorce and post dissolution/custody matters and are designed to raise awareness about the impact of parental conflict on kids and to build cooperative parenting and coping competencies.

Funding to secure suitable training space and modern training equipment that allows for variation in media presentation is needed. Churches and other community sites have been used in the past but such arrangements are usually short lived and are rarely ideally suited for our needs. Media equipment is rarely supplied for our use so instructors typically have to transport equipment and supplies from place to place.

Additionally, the curriculum for FOCIS has been modified to allow for interactive instruction between the parents and kids classes. Using Smart Board technology would allow instructors to communicate certain aspects of the curriculum with one another from separate rooms while protecting the confidentiality of participants. The interactive atmosphere in the classroom increases the learning experience for all participants and allows them to play a larger part in discussions.

Furthermore, the conference room that is presently used for training is too small to accommodate a full class. As a result, several more classes than necessary are scheduled each month. A larger training room that could accommodate up to 40 participants would allow us to meet the growing demand for the classes.

#### **c. Number of people to be served/hours of service provided: 3,000 annually**

#### **d. Implementation plan:**

A plan for necessary construction will be developed and all work shall be completed by the end of December 2010 or early January at the latest. All equipment and furniture shall be ordered and delivered by the end of December 2010 so that classes can begin in the new space by January 15, 2011.

#### **e. Project Goals and Objectives:**

Goal 1: Secure a larger, more reliable training space with improved functionality for instructors and users.

**Objectives:**

1. Explore lease expansion possibilities at current court operated location;
2. Examine construction needs and costs.
3. Identify and procure equipment and furniture.
4. Explore feasibility of long term lease options to sustain space beyond grant funding.
- f. **Sustainability: one time costs for construction and equipment;** court will absorb costs of additional lease space in later years.

**5.3.1 Project Funding Breakdown:**

Type	Description	Quantity	Cost
<b>Furniture and Equipment</b>			
	64" Interactive Whiteboard w/mobile floor stand	1	\$2,600
	Universal Ceiling Mount WMK-005 for View Sonic Projector	1	\$200
	72" Tables w/base	10	\$425 each x 10= \$4,250
	Stacking Chairs (carton of 4)	40	\$275 per carton x 10= \$2,750
	84" x 84" projector screen	1	\$325
<b>Construction</b>			
	Carpeting, paint, install walls, doors (tape, fill, finish)		\$6,500*
<b>Contractual Services</b>			
	Lease: 560 sq ft training space @ \$10.00 per sq ft	7 months	\$467 x (7) \$3,269
<b>TOTAL REQUESTED</b>			\$19,894

\*Subject to change pending approved contractor estimate

**TOTAL AMOUNT OF FUNDS REQUESTED: \$19,894**

**5.3.2 Cost per Person Served and/or Cost per Hours of Service Provided:**

\$19,894/3,000 = \$6.63 per person

# Certification of Compliance

**Domestic Relations Resolution Fund**  
FY 2011 Supplemental  
December 1, 2010 through June 30, 2011

**16th Judicial Circuit**  
**Parenting Education Training Room**  
**OSCA 11-002-17**

I, the undersigned, do hereby certify that in accordance with RSMo 452.554 all expenditures have been paid for regarding the Domestic Relations Resolution Fund.

Circuit # \_\_\_\_\_ County \_\_\_\_\_

Furniture and Equipment \$ \_\_\_\_\_

Construction \$ \_\_\_\_\_

Contractual Services \$ \_\_\_\_\_

**Total Expenditures** \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

RFP NO. OSCA 11-002 (Supplemental)  
TITLE: Domestic Relations Programs for Parents and Children  
ISSUE DATE: October 26, 2010

CONTACT: Herb Conner  
PHONE NO.: (573) 522-2617  
E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)

**RETURN PROPOSAL NO LATER THAN: November 12, 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:** December 1, 2010, THROUGH June 30, 2011

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE <i>Marcos Roldan</i>		DATE November 9, 2010
PRINTED NAME Marco A Roldan		TITLE Family Court Administrative Judge
AGENCY NAME 16 <sup>th</sup> Judicial Circuit Court - Family Court Division		
MAILING ADDRESS 625 E 25 <sup>th</sup> Street		
CITY, STATE, ZIP Kansas City, MO 64108		
CONTACT PERSON Karen J Brown		TITLE Director, Family Court Resource Services
PHONE NO. 816-881-1811	FAX NO. 816-881-1819	E-MAIL ADDRESS Kbrown2@courts.mo.gov

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

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>Accepted with changes</i>		
CONTRACT NO. OSCA 11-002-17	CONTRACT PERIOD December 1, 2010 - June 30, 2011	
OSCA CONTACT COORDINATOR <i>Herb Conner</i>	DATE 11-23-10	Director OSCA Court Programs <i>[Signature]</i> 11/23/10