

COOPERATIVE AGREEMENT

Res. 17132

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **OPERATION BREAKTHROUGH, INC.**, 3039 Troost, Kansas City, Missouri 64109, hereinafter called "Organization."

WHEREAS, the County and Organization desire to enter into an Agreement to provide funding to be used in the areas of speech therapy and psychiatric clinic programs; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and Organization respectively promise, covenant and agree with each other as follows:

1. **Services.** Organization shall provide services relating to speech therapy and psychiatric clinic programs, as more fully set out in the attached proposal designated as Exhibit A and incorporated herein by reference.
2. **Terms of Payment.** The County agrees to pay to Organization the total amount of \$51,585.00, in quarterly installments of \$12,896.25 each, with the first payment for the first quarter to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.
3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Organization shall submit a quarterly report, including cancelled checks and invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for

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the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of Organization's activities pursuant to this Agreement. Organization's failure to submit this annual report shall disqualify Organization from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the County's Budget Director (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Budget Director as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Equal Opportunity.** The Organization agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, the Organization agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the

basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

6. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books and records of Organization pertaining to its finances and operations.

7. **Default.** If Organization shall default in the performance or observation of any term or condition of this Agreement, the County shall give written notice setting forth the default and the correction required. If said default shall continue and not be corrected by Organization within ten days of its receipt of said notice, the County may, at its election, terminate the Agreement and withhold any payments not yet made. Said election shall not in any way limit the County's right to seek legal redress.

8. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees, or agents and Organization shall indemnify, defend, and hold County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto), including but not limited to violation of civil rights and/or bodily injury to or death of any person, and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Organization, its officers, employees, or agents during the performance of this Agreement.

9. **Conflict of Interest.** Organization warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

10. **Severability.** If any covenant or other provision of this Agreement is invalid or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and

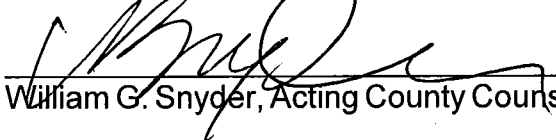
effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

11. **Term.** This Agreement shall be effective January 1, 2010, and shall terminate on December 31, 2010. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by the Organization as verified by the County's audit.

12. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 10 day of Feb., 2010.

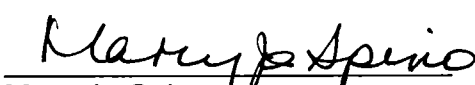
APPROVED AS TO FORM:

  
William G. Snyder, Acting County Counselor

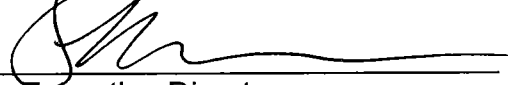
JACKSON COUNTY, MISSOURI

By:   
Michael D. Sanders, County Executive

ATTEST:

  
Mary Jo Spino  
Clerk of the Legislature

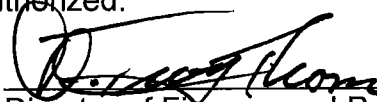
OPERATION BREAKTHROUGH

By:   
Executive Director  
43 097 1560  
Federal I.D. or S.S.#

### REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$51,585.00 which is hereby authorized.

February 9, 2010  
Date

  
Director of Finance and Purchasing  
Account No: 002-7743-56789  
7743 2010 001



# OUTSIDE AGENCY FUNDING REQUEST FORM 2010 BUDGET

415 E 12th Street, 2nd Floor  
Kansas City, MO 64108

Email: auditor@jacksongov.org

tabbles  
**EXHIBIT**  
**A**

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KANSAS CITY, MISSOURI

Section A: Organization or Agency Information .....	page 1
Section B: Agency's 2009 and 2010 Revenue Information .....	page 2
Section C: Individual Program Budget .....	page 3
Section D: Program Information .....	pages 4 - 8

## Section A: Organization or Agency Information

Name: Operation Breakthrough, Inc.

Address: Operation Breakthrough, Inc.

Phone No: (816) 756-3511 Fax: (816) 329-5235

Website Address: [www.operationbreakthrou.org](http://www.operationbreakthrou.org)

Federal Tax ID No: 43 097 1560 Fiscal Year Cycle: 11/01 TO 10/31

Name and Title of Contact Person: Steven Callahan

Phone No: (816) 329-5200 Email Address: <sup>steven</sup> ~~steve~~@operationbreakthrough.org

Submittal of this request has been authorized by: Sister Berta Sailer & Sr. Corita Bussanmuss

Summary of Jackson County Funding Request by Program		
Program Name <i>(please prioritize with number 1 being most important)</i>		Amount
1. Speech Therapy	\$	32,624
2. Psychiatric Clinic	\$	28,112
3. Jackson County Mental Health fund	\$	25,000
Total Jackson County Funding Request for All Programs		\$ 85,736

*aw*  
*69,736*

## Section B: Agency's 2009 and 2010 Revenue Information

Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	Head Start, USDA	\$ 950,000	13
State	Early Head Start, Title XX	\$ 1,750,000	25
Jackson County		\$ 109,000	2
Other Counties		\$ -	0
City	Homeless, Day Care	\$ 250,000	4
Charity/Donations		\$ 2,760,000	39
Fundraisers		\$ 929,000	13
Other		\$ 340,000	5
<b>2010 Total Projected Revenue</b>		<b>\$ 7,088,000</b>	

Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal		\$ 858,000	13
State		\$ 1,676,000	24
Jackson County		\$ 109,000	2
Other Counties		\$ -	0
City		\$ 100,000	1
Charity/Donations		\$ 2,969,000	43
Fundraisers		\$ 799,942	12
Other (please list)	MARC, Uway, Fees	\$ 340,000	5
<b>2009 Total Revenue</b>		<b>\$ 6,851,942</b>	

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 22,950	
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 25,000	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 57,000	
<b>2009 Total Jackson County Funding</b>			<b>\$ 104,950</b>	

**Section C - REVISED Individual Program Budget**  
 Complete a separate program budget for each program your agency is applying for funding.  
 Program Name, Priority, and Total Program Request Amount from this sheet must match  
 information entered under Page 1, Section A.

Agency Name: OPERATION BREAKTHROUGH  
 Program Name: Psychiatric Telemed Priority: 2

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 KANSAS CITY, MISSOURI

Personal Services					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
Ann Thomas, MSW	3		0.50	\$ 26.00	\$ 4,056
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
Total Salaries					\$ 4,056
Total Benefits					\$ -
<b>Total Personal Services</b>					<b>\$ 4,056</b>
Contractual Services					
KU MED PSYCHIATRIC PHYSICIANS					\$ 19,233
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Contractual Services</b>					<b>\$ 19,233</b>
Supplies					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Supplies</b>					<b>\$ -</b>

**Total Program Request \$ 23,289**

**Section C: REVISED Individual Program Budget**  
 Complete a separate program budget for each program your agency is applying for funding  
 Program Name, Priority, and Total Program Request Amount from this sheet must match  
 information entered under Page 1, Section A.

Agency Name: OPERATION BREAKTHROUGH  
 Program Name: Speech Therapy Priority: 1

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 KANSAS CITY, MISSOURI

Personal Services					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
mie Huffman, Speech Language Pathol	14		0.50	\$ 32.00	\$ 23,296
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
			-		\$ -
Total Salaries					\$ 23,296
Total Benefits					\$ -
Total Personal Services					\$ 23,296
Contractual Services					
Children's TLC					\$ 5,000
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual Services					\$ 5,000
Supplies					
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ -

Total Program Request \$ 28,296



# Operation Breakthrough Speech-Language Pathologist

## Job Description

**Title** Speech-Language Pathologist  
**Department(s)** Therapy/ Health and Disabilities  
**Reports to** Health and Disabilities Coordinator

### Job summary

Assess and treat persons with speech, language, voice, and fluency disorders.

May select alternative communication systems and teach their use.

May perform research related to speech and language problems.

Monitor patients' progress and adjust treatments accordingly.

Evaluate speech and language test results and medical or background information to diagnose and plan treatment for speech, language, fluency, and voice disorders.

Administer speech/language evaluations, tests, or examinations to patients to collect information on type and degree of impairments, using written and oral tests and special instruments.

Record data from the initial evaluation, treatment, progress, and discharge of clients.

Develop and implement treatment plans for problems such as stuttering, delayed language, and articulation disorders, based on own assessments and recommendations of other professionals.

Develop individual or group programs to deal with speech or language problems.

Instruct clients, parents and teachers on more effective communication techniques.

Teach clients to control or strengthen tongue, jaw, face muscles, and breathing mechanisms.

Develop speech exercise programs to reduce disabilities.

Consult with and advise educators or medical staff on speech or hearing topics such as communication strategies and speech and language stimulation.

Design, develop, and employ alternative diagnostic or communication devices and strategies.

Refer clients to additional medical or educational services if needed.

**Summary of essential job functions**

- Ability to read, analyze and interpret professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Knowledge of developmental screening and assessment tools and procedures.
- Effective verbal and written communication skills.
- Skill in establishing and maintaining effective relationships with disabled individuals.
- Skill in communicating effectively with a variety of people of various socio-economic and educational backgrounds.
- Knowledge of speech and language disabilities.
  
- Ability to work both independently and in a team environment.

**Minimum requirements**

Bachelor's Degree in Speech-Language Pathology or Communication Disorders

Master's Degree in Speech-Language Pathology

**JOB TITLE: Director of Clinical Services**

**Summary of Responsibilities:** The Director of Clinical Services is responsible for the successful administration and management of the clinical, budgetary and business operations of the mental health treatment and prevention programs for the children and families of Operation Breakthrough. This position provides both strong agency leadership as well as clinical and administrative supervision for the mental health clinicians.

**Educational Qualifications:** Master's Degree in Social Work, Psychology or related field. Clinically licensed for 5 or more years. Certification or extensive training in child therapy techniques including but not limited to play therapy.

**Management Responsibilities:**

- Organize professional staff and staffing functions to provide appropriate and efficient client services, contact and satisfaction.
- Provide administrative and clinical supervision to therapeutic staff
- Monitor scheduling of staff across all therapeutic programs to ensure efficient client contact according to budget guidelines.
- Ensure that the program maintains clinical integrity.
- Facilitate program development, recognizing the emotional needs of children and adults involved in services at the agency.
- Ensure that clinical staff receives and maintains necessary trainings for licensure and certifications.
- Hire and train all employees working within department.
- Complete annual reviews of therapists.

**Administrative Responsibilities:**

- Administer and manage budget and monitor efficient spending and individual productivity.
- Collaborate with Development Director to adequately portray services and efficacy of services to solicit funding for the programs.
- Complete all midyear and year end grant reports in a timely manner.
- Establish and monitor the collection of data utilized to determine department outcomes.
- Oversee the technical and environmental needs of the department. Including purchasing appropriate materials for therapy interventions.

Clinical Director Job Description, Operation Breakthrough  
Last modified July 2009

- Monitor referral and service needs for mental health treatment.

**Professional Responsibilities:**

- Actively engage in activities within the mental health community to broaden resources and promote Operation Breakthrough.
- Foster and sustain collaborative relationships with outside agencies including MOCSA and University of Kansas Medical Center, University of Kansas Clinical Child Psychology Program
- Maintain a positive and productive work environment including effective communication within the department and within the agency.
- Attend Agency Department Meetings
- Facilitate weekly Clinical Services Meetings, to train, coach, communicate, problem solve and monitor therapists work experiences
- Participate and lead agency trainings related to the mental health needs of the population served
- Monitor and administer appropriate client record systems to maintain client confidentiality abiding by HIPPA regulations.

**Clinical Responsibilities:**

- Provide interventions and support in the time of crisis for agency and clients.
- Provide consultation to staff regarding children and adult behaviors
- Maintain a clinical caseload according to the Therapist Job Description including:
  - Providing individual therapy to children ranging from ages 2-16, utilizing play therapy techniques that are consistent with ethical and professional guidelines.
  - Participate actively in a "Neighborhood". Attend "huddle", provide consultation, support staff, attend Neighborhood activities, facilitate Second Steps in classrooms, and allocate 3-5 hours a week to spend in the classrooms, observing and supporting staff and children to improve the social emotional climate of the rooms.
  - Provide crisis interventions for children, parents and staff
  - Maintain appropriate documentation for assessments, sessions, treatment plans and discharge as well as other documentation needed for agency funding.
  - Participate and support psychiatric services for children. Including regular attendance at psychiatry appointments and some case management to support medication compliance and family adaptation.

## Section D: Program Information

Complete each section for each program your agency is applying for funding.  
 All Program 1 information should be entered in the left column, all Program 2 information in the middle column,  
 and all Program 3 information in the right column.

Program 1 Name	Program 2 Name	Program 3 Name
<p style="text-align: center;">Speech Therapy Program</p> <p>The purpose of Operation Breakthrough's Speech Therapy program is to provide specialized therapy for children, ages 1 to 5, who have been diagnosed with speech and language delays/disorders ranging from problems with word articulation to problems using and understanding language. Children receive two 30-minute one-on-one sessions with a speech therapist each week; sessions incorporate games, songs, books and educational toys to encourage the children's participation and to teach pre-academic concepts; such as colors and numbers; to enhance language development and reinforce proper speech and communication skills. The Speech Therapy program also conducts regular classroom sessions, along with workshops for classroom teachers, giving practical suggestions for how they can add language enhancement components to their daily classroom activities. The speech therapist also meets individually with parents whose children are receiving therapy and periodically conducts workshops for parents.</p>	<p style="text-align: center;">Psychiatric Clinic</p> <p style="text-align: center;"><b>Proposed Program</b>                      Detail functions to be performed by each program:</p> <p>1 Our Psychiatric Clinic provides psychiatric evaluation and treatment for children suffering from severe behavioral disorders, neurological disorders, and mental illnesses such as manic depression, pervasive development disorder, autism, ADHD, post-traumatic stress syndrome, and obsessive-compulsive disorder. Evaluation and treatment for these children are provided through telemedicine conferences with the University of Kansas Medical Center's child psychiatry department. Through this internet video connection, approximately 20 children are treated each month in weekly conferences with a KU child psychiatrist. Sessions include the child's mother/caregiver and a staff therapist, and family advocate who oversees follow-up treatment, works with the parent to establish a home environment conducive to treatment.</p>	

Participants		
Identify the number of participants by County that each program serves.		
Jackson	60-80	25-30
Clay/Platte		
Cass		
Other		
Missouri		
Kansas		
Target Population		
Describe target population and demographics to be served by each program.		
County funds for Operation Breakthrough's Speech Therapy program will target 60-80 children, ages 1 to 5 years, from homeless, foster and working-poor families. Funds will provide particular emphasis on 50-60 children from this group who have diagnosed speech and/or language delays/disorders and are engaged in therapy.	The Psychiatric Clinic will target the preschool and school-age children enrolled at Operation Breakthrough who are suffering from severe physiological and/or psychological disorders.	

**Service Delivery Area**

Identify your specific geographic service delivery for each program.

Seventy-one percent of the children enrolled at Operation Breakthrough live in the Center's core geographical service area which defines a significant portion of Kansas City's "urban core." According to the 2000 Census, 74% of the residents in this geographical area are African American, 43% of all households are headed by single mothers, and 23% live below the federal poverty level.

This urban core demographic is intensified at Operation Breakthrough, where 92% of enrolled children are African-American and 98% live below federal poverty guidelines. Approximately 25% are homeless, sleeping on sofas in the homes of relatives or friends, in emergency or domestic violence shelters, in rundown hotels and abandoned buildings, and cars. Another 25% are in foster care, placed there by the state due to abuse and/or neglect at home and often shuffled from one foster family to the next. The rest of our children are from working poor families, primarily headed by single mothers struggling to support their children on earnings of \$12,000 - \$14,000 a year.

Seventy-one percent of the children enrolled at Operation Breakthrough live in the Center's core geographical service area which defines a significant portion of Kansas City's "urban core." According to the 2000 Census, 74% of the residents in this geographical area are African American, 49% of all households are headed by single mothers, and 28% live below the federal poverty level.

This urban core demographic is intensified at Operation Breakthrough, where 92% of enrolled children are African-American and 98% live below federal poverty guidelines. Approximately 25% are homeless, sleeping on sofas in the homes of relatives or friends, in emergency or domestic violence shelters, in rundown hotels and abandoned buildings, and cars. Another 25% are in foster care, placed there by the state due to abuse and/or neglect at home and often shuffled from one foster family to the next. The rest of our children are from working poor families, primarily headed by single mothers struggling to support their children on earnings of \$12,000 - \$14,000 a year. Most families also

**Fund Separation**

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

We verify through zipcodes the residences of all of our clients and will ensure that funds from Jackson County will be utilized only for the benefit of Jackson County residents.

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**Approach & Method**

List the top three (3) objectives for each program.

<p>1. To provide early intervention to detect and remediate speech and language disorders before children enter school.</p>	<p>1. To provide professional psychiatric evaluation and follow-up treatment to children displaying signs of severe neurological and psychological illness and/or maladaptive functioning.</p>	
<p>2. To work with parents/caregivers to provide support home environments for the children.</p>		
<p>3.</p>		
<p>Detail specific methods you will use to achieve these objectives</p>		
<p>The Speech Therapy program uses formal evaluation tools to assess children's speech and language skills. Therapists write a treatment plan for each child who needs therapy and provide individual and/or group therapy in 30-minute sessions twice each week. Parents, preschool teachers and community volunteers are trained in ways to reinforce the work done in therapy in activities outside the therapy setting.</p>	<p>The Psychiatric Clinic hosts weekly on-site telemedicine conferences with the child psychiatry department of the KU Medical Center for approximately 25-30 children each month. Clinical case managers monitor follow-up treatment, provide ongoing counseling to the children's caregivers.</p>	



<p style="text-align: center;"><b>Evaluation</b></p>	
<p><b>Describe how the success of each program will be evaluated. Indicate performance measures of statistics you will use to demonstrate the success of each program.</b></p> <p>Operation Breakthrough's speech therapist(s) will work with measurable goals for each child receiving services. We will ensure progress toward these goals, and modify goals or establish new ones as needed. Teachers are periodically observed in the classroom to evaluate their use of the language stimulation methods they have learned in language development workshops. Parents are interviewed before and after training to see whether they can articulate specific techniques for stimulating their children's language learning at home.</p>	<p>A child psychiatrist provides a written evaluation for each child participating in a telemedicine conference. The psychiatrist uses these evaluation reports to develop detailed treatment plans and provide subsequent, monthly follow-up sessions. Clinical case managers work with the psychiatrist by providing follow-up care between sessions to monitor behavior and assure compliance with the treatment plan. In addition, the staff determines how medication can best be administered and oversees its application. Clinical case managers maintain written records regarding the stability of the child's behavior, and track the number of children needing hospitalization. Children are released from the program only upon recommendation by the child psychiatrist with staff therapists.</p>
<p style="text-align: center;"><b>Notification</b></p>	
<p><b>How will your organization make clients, the taxpayers and the media aware of the generous funding received from Jackson County? (Please attach any examples)</b></p> <p>An article will be placed in our newsletter that is distributed to over 13,000 households in metropolitan Kansas City. And a sign indicating the generous funding will be placed in our Therapy Clinic.</p>	<p>An article will be placed in our newsletter that is distributed to over 13,000 households in metropolitan Kansas City. And a sign indicating the generous funding will be placed in our Therapy Clinic.</p>

