

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$10,780.00 from the unappropriated surplus of the 2011 Grant Fund in acceptance of the Focus on Children in Separation (FOCIS) program grant.

ORDINANCE #4365, October 10, 2011

INTRODUCED BY James D. Tindall, County Legislator

WHEREAS, the Family Court Division of the Sixteenth Judicial Circuit Court has been awarded a grant in the amount of \$10,780.00 by the Office of State Courts Administrator in furtherance of the Focus on Children in Separation (FOCIS) program for the period July 1, 2011 through June 30, 2012; and,

WHEREAS, the grant has no matching requirement; and,

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

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the unappropriated surplus of the 2011 Grant Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund			
Focus on Kids			
010-2163	45816 - Increase Revenues	\$10,780	
010-2810	Undesignated Fund Balance		\$10,780
010-2810	Undesignated Fund Balance	\$10,780	
010-2163	56790 - Other Contractual		\$10,780

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

APPROVED AS TO FORM:

Bill Ayres
Senior Deputy County Counselor

W. Stephen Nizer
County Counselor

I hereby certify that the attached Ordinance, Ordinance #4365 introduced on October 10, 2011, was duly passed on October 10, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

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

10.11.11
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance #4365.

10/11/2011
Date

Michael D. Sanders
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: \$10,780.00

October 5, 2011
Date

George Thomas
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 4365

Sponsor(s): James D. Tindall

Date: October 10, 2011

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance Project/Title: <u>Focus on Kids in Separation Program</u>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$10,780.00</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>\$10,780.00</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 10,780.00 TO ACCT 010-2163-56790 10,780</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <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: \$</p> <p>Prior Year Budget (if applicable): 18,060 Prior Year Actual Amount Spent (if applicable): 10155.50</p>	Amount authorized by this legislation this fiscal year:	\$10,780.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$10,780.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 10,780.00 TO ACCT 010-2163-56790 10,780
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Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 10,780.00 TO ACCT 010-2163-56790 10,780										
PRIOR LEGISLATION	Prior ordinances and (date): 4217 Dated 07/30/10 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 \$10,780 from the 2011 undesignated fund balance in acceptance of a grant awarded to the Family Court Division by the Office of State Courts Administrator. The project is named "Focus on Kids in Separation Program." The project begins July 1, 2011 and will continue through June 30, 2012. The total grant project is \$10,780 and there is no match requirement. Please appropriate the \$10,780 into the accounts listed below: 6790 Other Contractual Services \$ 10,780										
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"> <tr> <td>Department Director:</td> <td>Date: 09/28/2011</td> </tr> <tr> <td>Finance (Budget Approval): James Abbott, Fiscal and Budget Director</td> <td>Date: 9/29/2011</td> </tr> <tr> <td>Division Manager: Jeff Eisenbeis, Deputy Court Administrator</td> <td>Date: 09/28/2011</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table> <p><i>James Abbott</i></p> <p><i>10/4/11</i></p>	Department Director:	Date: 09/28/2011	Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 9/29/2011	Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 09/28/2011	County Counselor's Office:	Date:		
Department Director:	Date: 09/28/2011										
Finance (Budget Approval): James Abbott, Fiscal and Budget Director	Date: 9/29/2011										
Division Manager: Jeff Eisenbeis, Deputy Court Administrator	Date: 09/28/2011										
County Counselor's Office:	Date:										

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	Grant Fund – Undesignated Fund Balance	\$10,780.00

- 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.

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

RFP NO. OSCA 12-002

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 3, 2011

CONTACT: Herb Conner

PHONE NO.: (573) 522-2617

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

RETURN PROPOSAL NO LATER THAN: February 22, 2011, AT 3:00 PM

RETURN PROPOSAL TO:

(U.S. Mail)

Office of State Courts Administrator

PO Box 104480

Jefferson City, Mo 65110 - 4480

(Courier Service)

Office of State Courts Administrator

2112 Industrial Dr

Jefferson City, Mo 65109

CONTRACT PERIOD: July 1, 2011, THROUGH June 30, 2012

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE <i>Marco A. Roldan</i>		DATE February 22, 2011
PRINTED NAME Marco A Roldan		TITLE Family Court Administrative Judge
AGENCY NAME Jackson County Family Court		
MAILING ADDRESS 625 E 25 th St		
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 (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>Accepted with funding Awarded at \$10,780 instead of \$14,140 requested</i>		
CONTRACT NO. <i>OSCA 12-002-07</i>	CONTRACT PERIOD <i>July 1, 2011 - June 30, 2012</i>	
CONTACT COORDINATOR <i>Herbert L. Conner</i>	DATE <i>4-1-2011</i>	STATE COURTS ADMINISTRATOR <i>Gregory J. Fisher</i>

5.1 Project Proposal:

a. FOCIS (Focus on Children in Separation)

b. Need for the Program:

FOCIS is a workshop designed to raise awareness about the impact of conflict during the divorce process on children. It is a program that has been instituted across the state and satisfies the Missouri law that requires parents who are divorcing (along with their children ages 5-17) to attend an awareness program.

Funding for the creation of this in house program was awarded through the Domestic Relations Resolution Fund in 2010 and will end at the end of June 2011. An extension of funding is needed in order to ensure all of the program goals and objectives can be realistically achieved and to ensure Family Court Resource Services ability to sustain the program over the long term.

Specifically, an additional twelve (12) months is needed to contract with instructors who will train Specialists on several aspects of the modified curriculum including but not limited to: 1) SMART Board technology; 2) interactive instruction between teen and adult classes; 3) methods of teaching children with behavioral issues, etc. Additional time is also needed to develop the program's evaluation.

Since the inception of the program in September 2010, Family Court Resource Services was awarded monies through a DRRF Supplemental Grant in December 2010 to support a training space and modern equipment which will allow for variation in media presentation. Completion of the training space has been delayed by unforeseen circumstances and will likely not be ready until early spring. As a result, additional time is needed to contract with instructors who will ultimately train Resource Services Specialists on the modified curriculum using new technology.

c. Number of people to be served/hours of service provided:

In 2010, a total of 2,115 participants (1,204 adults/911 children) were served through the FOCIS program.

Participants must complete 3 hours of instruction in order to receive a Certificate of Completion. Using 2010 stats as a baseline, providing instruction to 1,200 adults annually would require approximately 16 hours

monthly or 192 direct service hours annually (4 classes per month X 4 hours per class (added 1 hour for instructor time)).

Child and teen classes are taught separately but simultaneously, thus the number of direct services hours would remain the same but up to three instructors would be needed for each scheduled class.

- d. **Implementation plan:** If an extension of funding is granted the new goal is to move toward total in house control of the FOCIS program by end of the funding period (June 2012). To accomplish this the following schedule will be implemented:

- 1) Training Space – completed by March 30, 2011
- 2) Training/Observation – In April 2011 Specialists will participate in all phases of course instruction (adults, children, teens) through 2011/2012 using new technology with instructors who are currently contracted to teach the FOCIS program;
- 3) Evaluation: A new evaluation for the FOCIS program will be developed by July 1, 2011.

d. **Project Goals:**

Goal 1: Provide necessary training to all Specialists on all phases of FOCIS program curriculum;

Goal 2: Develop program evaluation.

- f. **Sustainability:** Program costs will be absorbed by the court in future years. Resource Services staff Specialists along with teacher's aides will assume full responsibility for FOCIS program instruction.

5.3 Project Funding Breakdown:

Contractual Services	Description	Cost
Instructor service hours	\$35.00 per hour X 192 hours x 2 instructors	\$13,440
Consultant (Evaluation Development)	\$35.00 per hour X 20 hours	\$ 700
TOTAL		\$14,140

TOTAL AMOUNT OF FUNDS REQUESTED: \$14,140.00

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

\$14,140.00/212 direct service hours (192 + 20) = \$67.00



SUPREME COURT OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR

GREGORY LINHARES
ADMINISTRATOR

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

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

April 11, 2011

The Honorable Leonard S. Hughes III
Sixteenth Judicial Circuit
1101 Locust, First Floor
Kansas City, MO 64106

Dear Judge Hughes:

I am pleased to inform you that the Family Court Committee has approved funding for continuation of your **FOCIS (Focus on Children in Separation) Program** through the Domestic Relations Resolution Fund. The amount awarded for your program is **\$10,780.00**. The funding year will be July 1, 2011, through June 30, 2012.

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.

The program or project contact person(s) will receive an email from the OSCA fiscal office with 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 July 1, 2011, and June 30, 2012, only.

The program or project contact person(s) will receive an email from Samantha Suthoff with an electronic copy of a Quarterly Report form. The form must be completed and returned **within 30 business days of the close of each of the first three quarters**. 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:



State of Missouri

**Office of State Courts Administrator
Division of Administration and Budget**

Contract Period		Award Amount
Start Date	End Date	
07/01/11	06/30/12	\$10,780.00

Domestic Relations Resource Unit Final 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.

Contract Number	Vendor Name	
OSCA 12-002-07		<input type="checkbox"/> Original Contract
		<input type="checkbox"/> Contract Amendment

Federal CFDA # (if applicable):

County/Regional Information	Vendor Contact	OSCA Contract Contact
Honorable Marco A. Roldan Family Court Administrative Judge 16th Judicial Circuit 625 E. 25th Street Kansas City, MO 64108	Karen J. Brown Director, Family Court Resource Svcs kbrown2@courts.mo.gov	Samantha Suthoff 573-522-6265
		Brian Dowden 573-526-8879

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

FOCUS (Focus on Children in Separation)

Requested Funding: \$14,140.00 Awarded Funding: \$10,780.00

Office of State Courts Administrator

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

Appointing Authority Signature

Appointing Authority Signature		OSCA Signature
Printed Name	Date	Printed Name Gary Waitt
Presiding Judge Signature		Title Director, Court Programs, Research & Education
Printed Name	Date	Date