

Request for Legislative Action

Ordinance No.: 5724
Sponsor: Megan L. Marshall
Date: March 7, 2023

Completed by County Counselor's Office			
Action Requested:	Ordinance	Res.Ord No.:	5724
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	3/7/2023

Introduction	
Action Items:	['Appropriate']
Project/Title:	Racial and Equity Diversity Manager

Request Summary	
<p>This is a request to extend the usage of funds previously appropriated for this project and to appropriate an additional \$65,111 from the undesignated 2023 Grant fund balance in acceptance of a one year extension with additional funds awarded to the Family Court Division by the Missouri Department of Public Safety. The project is named "Racial and Equity Disparity Manager". The goal of the program remains the same and is to fund a DMC Coordinator position who will oversee the Jackson County DMC initiative to examine potential disproportionate minority disparities in the justice continuum and implement data-based prevention and system improvement strategies to reduce identified disparities in treatment of system-involved youth. The project began October 1, 2021 and with the extension will continue through September 30, 2023. The grant project for the current grant period is \$65,111 and there is no match requirement.</p>	

Contact Information			
Department:	Circuit Court	Submitted Date:	2/22/2023
Name:	Carl Bayless	Email:	carl.bayless@courts.mo.gov
Title:	Coordinator	Phone:	816-435-4775

Budget Information			
Amount authorized by this legislation this fiscal year:			\$65,111
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$65,111
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
010 (Grant Fund)	9999 (*)	32810 (Undesignated Fund Balance)	\$65,111

Request for Legislative Action

Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
010 (Grant Fund)	2155 (Racial and Ethnic Disparity Manager)	55010 (Regular Salaries)	\$65,111

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5618	April 11, 2022
Prior Resolution	
Resolution:	Resolution date:

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Contract is with another government agency	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information
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Request for Legislative Action

History

Submitted by Circuit Court requestor: Carl Bayless on 2/22/2023. Comments:

Approved by Department Approver Theresa Byrd on 2/22/2023 2:57:00 PM. Comments:

Not applicable by Purchasing Office Approver Barbara J. Casamento on 2/23/2023 9:16:57 AM.
Comments:

Approved by Compliance Office Approver Jaime Guillen on 2/23/2023 11:28:14 AM. Comments:

Approved by Budget Office Approver David B. Moyer on 2/27/2023 11:37:46 AM. Comments:

Approved by Executive Office Approver Sylvya Stevenson on 2/27/2023 1:54:49 PM. Comments:

Approved by Counselor's Office Approver Jamesia Manning on 3/2/2023 1:44:51 PM. Comments:

Fiscal Note:

Funds sufficient for this transfer are available from the sources indicated below.

PC# _____

Date: March 1, 2023

RES # 5724
eRLA ID #: 810

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>From</u>	<u>To</u>
<u>010 Grant Fund</u>			
<u>9999 -</u>	<u>32810 Undesignated Fund Balance</u>	<u>\$ 65,111</u>	<u>\$ -</u>
<u>2155 Racial and Ethnic Disparity Mgr</u>	<u>55010 Regular Salaries</u>		<u>65,111</u>
		<u>\$ 65,111</u>	<u>\$ 65,111</u>

David Moyer
Budget Office

Subaward Adjustments

Subaward Adjustment Details

Print to PDF | Negotiation | Edit Approval | Withdraw | Feedback

2020-Titlell-021-Racial and Ethnic Disparity (RED) Manager

Title II Formula Grant

Subaward Adjustment ID:	01	Submitted By:	
Subaward Adjustment Type:	Budget Revision	Submitted Date:	09/22/2022
Status:	Submitted		
Organization:	Jackson County Family Court		

Subaward Adjustment Approval

Level	Approved By	Approved Date	Approval	Comments
1	Michelle Parks	01/23/2023	Approved	

Justification

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

We are requesting an extension of grant funding for the Racial and Ethnic Disparity (RED) Manager position for the 2022-2023 grant year. The budgeted amount covers the salary for the RED Program Manager, which will not change for the coming year.

The attached Racial and Ethnic Disparities Work Plan and the descriptions below outline the Court's initiatives and projects related to RED and the status of those projects. The activities for the coming year will continue and build on the accomplishments of the RED Program Manager in the current grant cycle.

Data Collection and Research

The Court's Research & Development Department recently conducted a racial equity evaluation of the Missouri Risk Assessment Instrument—our primary tool for making dispositional recommendations and decisions about whether to divert or formally file on a delinquency referral. This analysis compared assessment scores by race and examined interrater reliability as well as accuracy at predicting recidivism. It tested modifications to the assessment and reviewed current literature on racial equity in risk assessment. Research & Development staff discussed these findings with the RED Program Manager and talked about next steps, including considering changes to the assessment itself, improving training for officers on completing the assessment, and using this research to further the discussion of racial equity in assessments at the Court. In the next grant year, the RED Program Manager will work with the Research & Development Manager to bring the conversation about racial equity in assessments—as well as improvements to the actual assessment tool and current practices—to the staff who conduct the assessments and the administrators who make determinations about how the assessments are used.

Personnel Development

The Court's Training Department offers training opportunities for professional development in areas such as leadership and personal career growth for staff at all levels and in all departments. In the next year, they will continue to develop and make available training on diversity, bias, and cultural awareness as well as offer more opportunities for cross-departmental training and discussion. Multiple staff members of the Training Department are involved with the Court's DEIB (Diversity, Equity, Inclusion, and Belonging) Committee and have expressed their commitment to fostering these efforts through the Court's training opportunities.

The Human Resources Department is undergoing a review of its recruitment, hiring, and promotion practices with consideration to diversity, equity, inclusion, and belonging. In the next year, they will work to develop a strategy to assure consistency of these practices throughout the Family Court. Additionally, the DEIB Committee is in the process of establishing a multi-disciplinary, cross-functional

team to address employee concerns related to diversity and inclusion, such as acts of retaliation, macro- and micro-aggressions, and lack of accountability for those who display such behaviors. This team will work with Human Resources and Court administrators to review and revise policies and practices in ways that will reduce concerns about these issues.

Community Relations

In the past year, the Court selected a small delegation of Court staff and outside partners to participate in a committee called Shifting Power for Equitable Results (SPER). The group receives technical assistance from the Annie E. Casey Foundation and meets regularly to consult on issues of racial equity. One of their first projects is identifying ways to address racial disparities in referral rates for delinquent offenses. This has traditionally been outside the Court’s focus, but the SPER group is working to address it, in part by identifying community agencies and services that may offer diversion to prevent referrals when appropriate. The SPER committee is also working to establish a strategy to inform the community about racial and ethnic disparities and the Court’s efforts to counter them. The committee will continue meeting regularly during the next grant year.

The RED Program Manager participates in MJJA RED meetings and meetings of community groups such as COMBAT STRIVIN’, Urban Summit, and the UMKC Division of Diversity and Inclusion. Participation in these groups will continue in the next grant year.

Creating a Diverse, Equitable, and Inclusive Workplace

The Court’s Diversity, Equity, Inclusion, and Belonging (DEIB) Committee has been an active and visible presence in the Court for the past year. The Committee meets monthly with the goal of identifying ways to make the Court a more diverse, equitable, inclusive, and welcoming place to be—and to communicate with all staff about issues related to its mission. The committee promotes heritage and pride months, shares information about the Court’s diversity initiatives, discusses ways to highlight opportunities for career advancement, and produces a podcast that features conversations with Court staff about a wide variety of diversity-related issues. Episodes have included discussions on workplace trauma and grievance procedures, accessibility for individuals with disabilities, linguistic diversity and access in the Courts, and the language around supervision and hierarchies at work. Podcast staff are dedicated and excited to increase the frequency of episodes in the next year and expand the topics of conversation. The DEIB Committee also fosters workplace camaraderie and a culture of support and positivity by encouraging people to publicly and privately thank and celebrate their coworkers. Such activities will continue in the next grant year. Finally, the DEIB Committee has a proposal pending to conduct “courageous conversations” with small groups of staff—discussions that will promote open dialogue and cross-cultural awareness. Once the proposal is accepted, the committee will begin planning to facilitate these discussions.

Funding for this award is made available through Federal Award Number 15PJDP-21-GG-04729-TITL and 15PJDP-22-GG-04931-MUMU. Year 2 will cover the project period of October 1, 2022 through September 30, 2023 with funds made available through Federal Award Number 15PJDP-21-GG-04729-TITL.

Budget

Row	Current Budget	Revised Amount	Net Change
Personnel	\$65,111.80	\$130,223.60	\$65,111.80
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Totals	\$65,111.80	\$130,223.60	\$65,111.80

Federal/State and Local Match Share

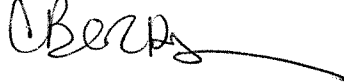
Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$65,111.80	100.0%	\$130,223.60	100.0%	\$65,111.80
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this subaward adjustment and your statement of the veracity of the representations made in this subaward adjustment. You must include your title, full legal name, and the current date.

Authorized Official Name:* Theresa Byrd
Title:* Deputy Court Administrator
Date:* 09/22/2022

All terms and conditions of the original Subaward apply to this Subaward Adjustment Notice.

DPS Authorized Official/Designee
Signature: 
Date: 1/23/23

Attachments

Description	File Name	File Size
Jackson County RED 2022-23 Work Plan	Jackson County RED 2022-23 Work Plan.docx	16 KB

**16TH CIRCUIT OF JACKSON COUNTY
 JACKSON COUNTY FAMILY COURT
 RACIAL AND ETHNIC DISPARITIES WORK PLAN
 SEPTEMBER 2022**

The following Work Plan is a working document that will be updated and maintained by the RED Manager and the RED Strategic Work Group of the Jackson County Family Court

1. Data Collection and Research

Activity	Responsible Party	Time Frame/Deadline	Status
Collection of data related to RED at each decision point of a youth's interaction with the Court	Assessment & Development Dept.	Ongoing	
Conduct deeper data dives into questions of disparities identified by RED Strategic Work Group	Assessment & Development Dept.	Ongoing (Annually)	
Review policies and make recommendations to RED when questions of possible disparities may be present.	Not yet assigned	2022-23	
Evaluate the Court's assessment tools for human centered language and hidden bias.	Assessment & Development Dept.	2022-23	

2. Personnel Development

Activity	Responsible Party	Time Frame/Deadline	Status
HR review and revise recruitment, hiring and promotion practices.	Human Resource and Training Department	2022	
Develop a strategy to assure consistency of these practices throughout the Family Court	Human Resource and Training Dept.	2022-23	
Review and make recommendations for revision of the EPPR to include goals for growth and advancement of Court employees	Not yet assigned	2022-23	

Offer ongoing opportunities for professional development in areas including leadership, diversity, bias and cultural awareness to all staffing levels	Human Resource and Training Dept.	2022-23	
Offer ongoing opportunities for professional development in cross departmental skills and knowledge	Human Resource and Training Dept.	2022-23	
Establish a multi-disciplinary, cross functional team to address concerns of actions of retaliation, macro and micro-aggression, lack of accountability	DEIB Committee	2022-23	In committee

3. Community Relations

Activity	Responsible Party	Time Frame/Deadline	Status
Convene a sub-committee of RED to address the need for FC representation in the community (law enforcement, schools and community based services)	SPER	2022-23	In process with Annie E. Casey Foundation
Establish a strategy to inform the community of RED and the Court efforts to counter RED	SPER	2022-23	
Identify community agencies/services that may offer diversion services to deter referrals when appropriate	SPER	2022-23	

4. Create a Diverse, Equitable and Inclusive Workplace

Activity	Responsible Party	Time Frame/Deadline	Status
Establish a sub-committee designed to build a work culture of diversity, equity, inclusion and belonging (DEIB)	DEIB Committee	Ongoing	Meets monthly
Design a commitment statement to be adopted by the Court of DEIB. Recommend a strategy to use the commitment statement to drive the culture of the Family Court.	DEIB Committee	2021-22	Completed
Establish and maintain a means of communication to all levels of court personnel on the activities, progress, and opportunities for involvement in RED	DEIB Committee	Ongoing	

Establish and highlight opportunities for women and staff of color to all staffing levels	DEIB Committee	Ongoing	
Conduct small groups of courageous conversations to promote open dialogue and cross cultural awareness	DEIB Committee	2022-23	Proposal pending

Grant Tracking

Grant: 2020-TitleII-021 - Racial and Ethnic Disparity (RED) Manager - 2022

Status: Underway
Program Area: Title II Formula Grant
Grantee Organization: Jackson County Family Court
Program Officer: Connie Berhorst
Budget Total: \$65,111.80

Versions

Version: Adding Year 2 to the budget. 09/27/2022
Created Date Michelle Parks
Created By

Personnel

Versions | Make Current Version | Return to Components | Add

If salary is requested for more than one individual, create a budget line for each person. If a raise is anticipated for an individual during the contract period, create multiple budget lines to reflect each increase.

Actual Gross Salary per Pay Period must be provided.

The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % Grant Funded Time.

Line Number:	Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
1000	Teresa Smith	Racial and Ethnic Disparity Manager	Retained FT		\$2,504.30	52.0	100.0	\$130,223.60
								\$130,223.60

Personnel Justification

If personnel are NOT included in the budget, leave this section blank.

If personnel are included in the budget, provide justification for each position. If the position is new (Created), provide a description of the job responsibilities the individual will be expected to perform. If the position currently exists (Retained), provide a description of the job responsibilities, experience, and/or any certification the individual possesses.

*If a salary increase is included, address the type/reason (e.g. merit, COLA, etc.) for the increase, the percentage of increase, and the effective date of the increase. **This information is required in order for salary increases to be considered.***

If an increase and/or new line item is being requested, explain why it is being requested and how the agency has paid for this expense in the past.

Year 2 of funding: October 1, 2022 to September 30, 2023

The grant request is for a RED Manager in the 16th Judicial Circuit. The resume for the current RED Manager is included in supporting documentation. This demonstrates the individual's ability to perform the key job responsibilities, which are to:

1. Work with the Deputy Court Administrator, Family Court Directors and other staff to develop a comprehensive strategy for reducing racial inequities and managing/improving race relations between court staff and the public, between court staff and clients, and staff-to-staff.
2. Work in collaboration with the State DMC Coordinator and State Steering Committee Team.
3. Identify or develop resources for use at the community level to promote positive youth development.
4. Increase youth involvement in state and local level policy discussions and decision making.
5. Collect data and analyze to examine disparities and gaps that may lead to RED.
6. Utilize decision points data to generate solutions to identified disparities.
7. Planning and problem-solving for a specific population or youth and families in a way that is responsive to culture and context.
8. Attend RED trainings and identifying local needs for training.
9. Work with internal or external partners in developing a strategic plan for RED and monitor plan regularly.
10. Share quarterly resources and information with the State Steering Committee.
11. Develop and procure training for Family Court staff in the areas of cultural competence, implicit bias, fairness and racial equity, and race relations.

Personnel Benefits

Add

If an individual is eligible for multiple fringe benefits, create a budget line for each benefit. Repeat for each requested position.

Actual premium or rate must be provided.

Some fringe benefits may be combined into one line item, if based upon a percentage of salary (i.e. FICA/Medicare, Pension, and Workers Comp). You may combine lines **only if the category has the same rate for all employees.**

The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.

Line Number:	Category	Item	Unit Cost	Percentage/# of Periods	% of Funding Requested	Total Cost
						\$0.00

Personnel Benefits Justification

If personnel benefits are **NOT** included in the budget, leave this section blank.

If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date and reason for the change.

If an increase and/or new line item is being requested, explain why it is being requested and how the agency has paid for this expense in the past.

Travel/Training

Add

Include any travel or training related costs for which funding is requested. A separate line item must be created for each expense and each cost must be requested as a separate line item.

Due to the uncertainty of shuttles, taxis, toll roads, and parking, a "Misc. Shuttles/Taxis/Tolls/Parking" line may be included to lump these variable expenses. However, the travel justification must thoroughly explain the "Miscellaneous" line.

The amount of mileage allowance shall not exceed \$0.37 per mile (State Rate). Agency travel policy will apply if it is more restrictive than the State Rate.

The Total Cost will automatically calculate as Unit Cost x Duration x Number.

Line Number:	Item	Category	Unit Cost	Duration	Number	Total Cost
						\$0.00

Travel/Training Justification

If travel/training expenses are **NOT** included in the budget, leave this section blank.

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project. If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Equipment

Add

Equipment is defined as tangible property, having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. Equipment must be recorded and tracked in an Inventory Control Listing and tagged to reflect its source of funding, where possible. Items not meeting these guidelines should be listed in the Supplies/Operations budget category. Include any equipment costs for which funding is requested.

A separate line must be created for each equipment item. Like items can be included as one budget line, for example: 2 laptop computers may be listed as a single line item x 2.

Equipment costs should be reasonable and necessary to providing direct services to victims of crime. Any equipment requested should be prorated if used for purposes other than for providing direct services.

The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.

Line Number:	Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
							\$0.00

Equipment Justification

None requested

Supplies/Operations

Add

Include any supplies or operation related costs for which funding is requested. Each expense must be listed as a separate line, with the exception of general office supplies. An approved list of "general office supplies" is available in the Notice of Funding Opportunity packet.

Supplies/Operations must be prorated based on the proposed budget vs. total agency budget. Membership dues, etc. cannot be requested (ineligible costs).

The Total Cost will automatically calculate as Unit Cost x Quantity x % of Funding Requested.

Line Number:	Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
						\$0.00

Supplies/Operations Justification

None requested

Contractual							Add
Line Number:	Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	\$0.00

Total Budget

Total Project Cost: \$130,223.60

Contractual Justification

Include any contractual costs for which funding is requested.

A separate line item must be created for each expense and each cost must be requested as a separate line item.

The maximum amount that may be reimbursed for contractual expenses is \$81.25/hr or \$650 per day.

If contractual costs are NOT included in the budget, leave this section blank.

If contractual costs are included in the budget, provide justification for each expense. Address why the expense is necessary for the proposed project.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Last Edited By: Michelle Parks, 09/27/2022

Missouri Department of Public Safety

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