

**REQUEST FOR LEGISLATIVE ACTION**  
**EXECUTIVE OFFICE**

**Version 6/10/19**

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5286

Sponsor(s): Crystal Williams

Date: November 12, 2019

OCT 31 2019

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title: <u>OSCA Juvenile Justice Program Assistance</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>\$16,231.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0 <i>SM</i></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$16,231.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td>FROM ACCT 010-2810 16,231</td> </tr> <tr> <td></td> <td>TO ACCT 010-2149-55010 16,231</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): 15,346.00 Prior Year Actual Amount Spent (if applicable): 15,346.00	Amount authorized by this legislation this fiscal year:	\$16,231.00	Amount previously authorized this fiscal year:	\$0 <i>SM</i>	Total amount authorized after this legislative action:	\$16,231.00	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code number:	FROM ACCT 010-2810 16,231		TO ACCT 010-2149-55010 16,231
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PRIOR LEGISLATION	Prior ordinances and (date): 5125 08/14/18 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 \$16,231.00 from the 2019 undesignated fund balance in acceptance of a contract awarded to the Family Court Division by the Office of State Courts Administrator. The project is named "OSCA Juvenile Justice Program Assistance" and its purpose is to provide monitoring of at risk youth. The project began July 1, 2019 and will continue through June 30, 2020.  Please appropriate the \$16,231.00 into the accounts listed below:  010-2149-55010 Salary \$16,231.00												
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)												
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals												
ATTACHMENTS	Award documents												
REVIEW	<table border="1"> <tr> <td>Department Director: <i>Theresa Byrd, Deputy Court Administrator</i></td> <td><i>Theresa Byrd</i></td> <td>Date: 10/22/19</td> </tr> <tr> <td>Finance (Budget Approval): <i>Anthony Kelley, Budget and Fiscal Officer</i></td> <td><i>Anthony Kelley</i></td> <td>Date: 10/22/19</td> </tr> <tr> <td>Division Manager: <i>Theresa Byrd, Deputy Court Administrator</i></td> <td><i>Theresa Byrd</i></td> <td>Date: 10/22/19</td> </tr> <tr> <td>County Counselor's Office: <i>Benjamin Carver</i></td> <td><i>Benjamin Carver</i></td> <td>Date: 11/7/19</td> </tr> </table>	Department Director: <i>Theresa Byrd, Deputy Court Administrator</i>	<i>Theresa Byrd</i>	Date: 10/22/19	Finance (Budget Approval): <i>Anthony Kelley, Budget and Fiscal Officer</i>	<i>Anthony Kelley</i>	Date: 10/22/19	Division Manager: <i>Theresa Byrd, Deputy Court Administrator</i>	<i>Theresa Byrd</i>	Date: 10/22/19	County Counselor's Office: <i>Benjamin Carver</i>	<i>Benjamin Carver</i>	Date: 11/7/19
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County Counselor's Office: <i>Benjamin Carver</i>	<i>Benjamin Carver</i>	Date: 11/7/19											

*Sarah Matthews*  
10/31/19

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	\$16,231.00

- 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: October 31, 2019 ORD # 5286

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b>Grant Fund - 010</b>			
<u>2149 - Juvenile Justice Program</u>	<u>45939 - Increase Revenues</u>	<u>16,231</u>	
<u>2810</u>	<u>Undesignated Fund Balance</u>		<u>16,231</u>
<u>2810</u>	<u>Undesignated Fund Balance</u>	<u>16,231</u>	
<u>2149 - Juvenile Justice Program</u>	<u>55010 - Regular Salaries</u>		<u>16,231</u>
		<u>\$ 32,462</u>	<u>\$ 32,462</u>

*David M. S.* 10/31/19  
Budgeting



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

**Issue Date**

June 18, 2019

**Award Amount**

\$ 16,231.00

**Contract Period**

July 1, 2019 through  
June 30, 2020

## Juvenile Justice Program Assistance

The Family Court Committee of the Supreme Court of Missouri, in cooperation with the Circuit Court Budget Committee, has approved and provided funding for the implementation of juvenile justice programming assistance for delinquent youth who can be diverted from secure detention by use of the objective screening instrument Juvenile Detention Assessment (JDTA) into a non-secure;pre-adjudication placement.

**Contract Number**

OSCA 19-00109-12



Original Contract



Contract Amendment

**Court/Recipient Information:**

The Honorable David M. Bryn  
Presiding Judge  
Sixteenth Judicial Circuit  
415 East 12th Street  
Kansas City, Missouri 64106

**Project Director:**

Kelly R. Hams-Pearson  
Director - Field Services  
Sixteenth Judicial Circuit  
625 East 26th Street  
Kansas City, Missouri 64108

**OSCA Program Contact**

Jessica Kempker  
573-522-3357

**OSCA Fiscal Contact**

Shelly Peters  
573-522-2751

**Special Conditions of this award are attached.**

**There are no special conditions of this award. Original RFP requirements only.**

Approved funding for Night Light Program including tracking.

Requested Funding: \$57,912.00

Awarded Funding: \$16,231.00

### Please Sign, Date and Return to:

Office of State Courts Administrator  
Attn: Contracts Unit  
P.O. Box 104480  
Jefferson City, MO 65110 - 4480  
e-mail: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)  
Fax: 573-522-6152

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

Appointing Authority Signature

OSCA Signature

Printed Name

TERESA L. BRYN

Date

10-28-19

Printed Name

Earl Kraus

Presiding Judge Signature

Title

Deputy State Courts Administrator

Printed Name

Date

Date

11/13/19



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

**KATHY S. LLOYD**  
STATE COURTS  
ADMINISTRATOR

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

PHONE (573) 751-4377  
FAX (573) 522-6152

June 18, 2019

The Honorable David M. Bryn  
Presiding Judge  
Sixteenth Judicial Circuit  
415 East 12<sup>th</sup> Street  
Kansas City, MO 64106

Dear Judge Bryn,

On behalf of the Family Court Committee, I am pleased to announce the award of funding for the Juvenile Justice Program Assistance. The Sixteenth Judicial Circuit has been awarded \$16,231.00 for the Nite Light Program for FY20 under contract OSCA 19-00109-12.

Funds are available to your court per the terms of the attached contract award. OSCA, Contracts Unit, requests the contract award be signed and returned to us for filing with the award documentation. Quarterly reports concerning the number of juveniles served and recidivism outcomes should be submitted with a final report being submitted at the end of the funding period. Additional information will be sent out soon.

When entering into contracts for this program, courts should determine if the individual is an employee of the state of Missouri, a member of the General Assembly a statewide elected official or county employee. If this is the case, the court must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. Your county purchasing policies and rules will apply to the contracting with individuals that fall into this category.

The county should consider language concerning liability as it relates to the contractor. For example OSCA uses the following in its contracts. "The contractor shall agree that neither the state of Missouri nor the county shall be responsible for any liability incurred by the contractor arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return and/or installation of equipment provided by the contractor, except as otherwise provided in the contract."

Additional language OSCA utilizes in contracts concerning liability is as follows. "The contractor shall understand and agree that the state of Missouri and the county cannot save and hold

The Honorable David M. Bryn  
June 18, 2019  
Page 2

harmless and/or indemnify the contractor against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the state of Missouri, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to his/her performance under the contract.”

In light of these provisions, your budget narrative is being revised to state the court will contract for personnel services and electronic monitoring services.

The following OSCA staff members have been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached as indicated below:

Jessica Kempker, Program Administration  
[jessica.kempker@courts.mo.gov](mailto:jessica.kempker@courts.mo.gov) – 573-522-3357

Shelly Peters, Fiscal Matters (invoicing/reimbursements)  
[shelly.peters@courts.mo.gov](mailto:shelly.peters@courts.mo.gov) – 573-522-2751

Russell Rottmann, Contractual Matters  
[russell.rottman@courts.mo.gov](mailto:russell.rottman@courts.mo.gov) – 573-522-6766

Congratulations on your award.

Sincerely,



Earl Kraus  
Deputy State Courts Administrator

EK/rr

Enclosures:  
Juvenile Justice Program Assistance Contract Award



STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL

RFP NO: OSCA 19-00109  
TITLE: Juvenile Justice Program Assistance  
ISSUE DATE: January 2, 2019

CONTACT: Russell Rottmann  
PHONE NO: 573-522-6766  
E-MAIL: osca.contracts@courts.mo.gov

RETURN PROPOSAL NO LATER THAN: 4 p.m., February 1, 2019

RETURN PROPOSAL EITHER VIA E-MAIL, USPS or COURIER SERVICE:

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

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

CONTRACT PERIOD: July 1, 2019 through June 30, 2020

SIGNATURE REQUIRED

PRESIDING JUDGE SIGNATURE	DATE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE <i>[Signature]</i>	30-Jan-2019
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	
PRESIDING JUDGE SIGNATURE (IF MORE THAN ONE COUNTY IS INCLUDED IN PROPOSAL)	TITLE
FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE	DATE
COURT 16 <sup>th</sup> Circuit - Jackson County Family Court	
MAILING ADDRESS 625 East 26 <sup>th</sup> St.	
CITY, STATE, ZIP Kansas City, Missouri 64108	
CONTACT PERSON Kelly R Hams Pearson	TITLE Director - Field Services
PHONE NUMBER 816 881 6503	FAX NUMBER 816 881 6504
E-MAIL ADDRESS kelly.hams-pearson@courts-mo.gov	
NOTICE OF AWARD (STATE USE ONLY)	
ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: REQUESTED: \$ 57,912. <sup>00</sup> NIGHT LIGHT PROGRAM APPROVED: \$ 14,231. <sup>00</sup>	
CONTRACT NO. OSCA 19-00109-12	CONTRACT PERIOD July 1, 2019 THROUGH June 30, 2020
CONTRACTS SECTION <i>[Signature]</i>	DATE <i>[Signature]</i>
DEPUTY STATE COURTS ADMINISTRATOR <i>[Signature]</i>	

## 2019 Juvenile Justice Program Assistance Proposal - OSCA 19-00109

### Night Light Program

#### A. NAME AND BRIEF DESCRIPTION OF PROPOSED PROGRAM

- **Name:** Night Light
- **Program Category:** Supervision
- **Submitted By:** 16<sup>th</sup> Circuit Court - Jackson County Family Court Services
- **Summary:** The Night Light Program is a collaborative effort between the Jackson County Family Court and the Jackson County Sheriff's Office. The program's goals are to help ensure community safety. The program is designed to monitor compliance with conditions of supervision for serious and potentially violent juvenile offenders who are either under pre-adjudication supervision, on probation, or re-entering the community from residential placement. The Night Light program serves primarily as a probation/re-entry service provider of supervision and coordinated services, and it is utilized as a graduated sanction to assist primary Juvenile Probation Officers in maintaining or stabilizing youth in the community. Evening and late-night operations occur between the hours of 9:00 PM and 2:00 AM. During this time, Night Light Juvenile Probation Officers (JPOs) are accompanied by uniformed Jackson County Sheriff's Deputies in marked law enforcement vehicles to conduct random home visits. Telephone checks are conducted as well to ensure that youth are complying with the conditions of their supervision. Urinalysis testing and school checks are conducted on a random basis. The overall length of the program is 30-60 days. When time permits, Night Light also attempts to locate youth who have active capias warrants due to absconding from court ordered placement.

#### B. GEOGRAPHICAL AREA & NEED FOR PROGRAM

Jackson County lies in west central Missouri, bordered on the north by the Missouri River and on the west by the state of Kansas. Kansas City, the largest city by population in Missouri, lies largely within Jackson County's boundaries. Independence (Missouri's fourth largest city), Lee's Summit (sixth largest city), and Blue Springs (eleventh largest city) all lie within Jackson County.

It has been researched and determined that court-involved youth have a higher probability to re-offend between the hours 9:00 PM and 2:00 AM for the following reasons:

1. Unaddressed substance abuse by youth and within family.
2. The inability to problem solve and handle conflict appropriately.
3. The lack of adult supervision.
4. Failure to be held accountable for their actions.
5. Lack of community support.

In 2018, Night Light received 101 new referrals for services. Of the youth who were released from the program in 2018, 76% successfully completed the program. During 2018, 73% of



curfew checks did not result in a violation and 80% of drug tests administered by Night Light staff were negative for substance use.

### **C. TARGET POPULATION & SELECTION PROCESS**

The Night Light Program serves juvenile clients placed on probation who are classified at medium or maximum level supervision. Pre-adjudicated clients and probation clients displaying increased risk factors at a lower level of supervision may also be referred to the program for supervision if needed. All youth completing Residential Care and Private Placement under Family Court jurisdiction are referred to the program for aftercare supervision.

### **D. SERVICE PROVIDERS**

Teresa Smith, Program Manager, holds a B.A. in Administration of Criminal Justice. Ms. Smith assumed management duties for the Night Light Program in August, 2017. Ms. Smith has been a manager with the Jackson County Family Court for 15 years and has worked in the fields of Corrections and Social Services for over 40 years.

Carolyn Meadows holds a B.S. in General Studies with a minor in Psychology and has been a Night Light Juvenile Probation Officer for 11 years. Ms. Meadows has been employed with the Jackson County Family Court for 38 years.

Terry Yancy holds a B.S. in Business Management and has been a Night Light Juvenile Probation Officer for 8 years. Mr. Yancy has been employed with the Jackson County Family Court for 10 years and has worked in the field of Juvenile Justice/Criminal Justice for over 14 years.

### **E. NUMBER OF YOUTH SERVED**

Approximately 100 youth will be served through this grant.

### **F. HOURS OF SERVICE**

Night Light employs two full time staff who each work 40 hours a week to execute the program. Night Light partners with the Jackson County Sheriff's Office to provide two law enforcement officers for four hours a night, four days a week, to assist with in-home curfew checks between the hours of 9:00 PM - 2:00 AM, Monday – Saturday.

### **G. FIDELITY PLAN**

The Night Light Program is currently operational within the 16<sup>th</sup> Circuit, as per implementation planning submitted for previous funding cycles. Renewed funding will allow for continued surveillance and monitoring to those youth assessed to be at risk of reoffending or probation revocation, but who do not require detainment in detention. All probation youth classified as medium or maximum level supervision are required to participate in the program, and other youth under Court supervision may also be referred to the program as needed. Program outputs and outcomes are monitored on a monthly basis.

- **Goals:**
  - Help ensure community safety
  
- **Objectives:**
  - Program youth will remain at home during curfew hours while enrolled in Night Light.
  - Program youth will remain drug-free while enrolled in Night Light.
  
- **Outputs:**
  - All youth classified as medium or maximum supervision probation in Jackson County will be referred to the Night Light program.
  - Random phone and face-to-face checks will be conducted during curfew hours.
  - Night Light staff will administer UA drug tests.
  - Night Light staff will make school and parent contacts.
  
- **Outcomes:**
  - At least 90% of enrolled youth will not reoffend during program participation.
  - At least 80% of enrolled youth will successfully complete the program.
  - At least 75% youth compliance rate with curfew checks.
  - At least 80% of UAs administered will be negative for illegal substances

## **H. BUDGET**

The Night Light program is primarily funded by a grant from the Jackson County COMBAT Fund. The funding paid through this grant covers the salary of the off duty law enforcement officers and mileage reimbursements for nightly ride outs. The salaries of the Court personnel is incorporated into the annual Jackson County General Fund budget. The Night Light program design for 2019 includes the participation of two deputies to accompany the Night Light Juvenile Probation Officers every night to provide curfew checks to youth residing throughout the county. This allows the Sherriff/Family Court staff partnership to provide nightly curfew checks in both Eastern Jackson County and the inner-city of Kansas City, Missouri each night. This results in an increase in the cost of the annual contractual services by approximately 25%. This proposal is requesting \$20,000.00 to supplement the increase in contractual services paid to the law enforcement officers.

- Contractual Services: \$54, 912.00 will pay two off duty law enforcement officers, each at a rate of \$33.00 per hour, for 4 hours each night that curfew checks/home visits are conducted. Home visits will be conducted four nights per week. This is a total cost of \$264 per night. The contract also requires the payment of \$250 monthly to the Sheriff's Department for mileage.
- Resource Materials: \$0
- Equipment: \$0
- Education: \$0

### **Details to Justify Budget**

- Proposed number of juveniles served: 75-100
- Number of service hours to be provided:
  - Night Light employs two full time staff who each work 40 hours a week to execute the program. Night Light partners with the Jackson County Sheriff's Office to provide two law enforcement officers for four hours a night, four nights a week, to assist with in-home curfew checks.
- Cost of proposed services per person/per hour and calculation of how costs have been determined:
  - \$54,912.00 will pay two off duty law enforcement officers, each at a rate of \$33.00 per hour, for 4 hours each night that home visits are conducted. This is a total cost of \$264 per night.
  - \$3,000.00 will pay \$250 monthly to the Sheriff's office for mileage.

**COUNTY TO WHICH REIMBURSEMENTS SHALL BE MADE**

Reimbursements should be made to:

Mr. Roy Fairchild, Budget and Fiscal Officer  
 Jackson County Family Court Services  
 625 E. 26<sup>th</sup> Street  
 Kansas City, Missouri 64108  
 Phone: 816-435-4751

Under Mr. Fairchild's supervision, reimbursements will be directly handled by:

Mr. Carl Bayless, Coordinator – Grant Revenue and Contracts  
 Jackson County Family Court Services  
 625 E. 26<sup>th</sup> Street  
 Kansas City, Missouri 64108  
 Phone: 816-435-4775  
 Fax: 816-435-4793