

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 5007  
 Sponsor(s): Alfred Jordan  
 Date: August 22, 2017

<b>SUBJECT</b>	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title: <u>OSCA Juvenile Justice Program Assistance</u>											
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="326 485 1398 737"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$20,000</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>\$20,000</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td>\$20,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td>FROM ACCT 010-2810 20,000.00 TO ACCT 010-2137-55010 20,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b>  <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): 10,000          Prior Year Actual Amount Spent (if applicable): 10,000</p>		Amount authorized by this legislation this fiscal year:	\$20,000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$20,000	Amount budgeted for this item *:	\$20,000	Source of funding (name of fund) and account code number	FROM ACCT 010-2810 20,000.00 TO ACCT 010-2137-55010 20,000
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<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): <u>4884 09/8/16</u> Prior resolutions and (date):											
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Carl Bayless, Grant Accountant, 816-435-4775											
<b>REQUEST SUMMARY</b>	<p>This is a request to appropriate \$20,000.00 from the 2017 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, 2017 and will continue through June 30, 2018.</p> <p>Please appropriate the \$20,000.00 into the accounts listed below:</p> <p>010-2137-55010 Salary \$20,000.00</p>											
<b>CLEARANCE</b>	<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)											
<b>ATTACHMENTS</b>												
<b>REVIEW</b>	Department Director:  Finance (Budget Approval): <i>Roy Fairchild, Budget and Fiscal Officer</i> Division Manager: <i>Theresa Byrd, Deputy Court Administrator</i> County Counselor's Office:	Date:  Date: 08/07/17 Date: 08/07/17 Date:										

*Sarah Mante*  
 8/14/17

*Roy Fairchild*  
*Theresa Byrd*

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	\$20,000.00

- 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: August 14, 2017

ORD # 5007

Department / Division	Character/Description	From	To
<b>Grant Fund - 010</b>			
2137 - Juvenile Justice Program	45892 - Increase Revenues	20,000	
2810	Undesignated Fund Balance		20,000
2810	Undesignated Fund Balance	20,000	
2137 - Juvenile Justice Program	55010 - Salary		20,000

*Sam M... 8/14/17*

Budgeting

	<b>State of Missouri</b> Office of State Courts Administrator Administrative Services Division	<b>Issue Date</b>	<b>Award Amount</b>
		July 25, 2017	\$20,000.00
		<b>Contract Period</b>	
		July 1, 2017 to June 30, 2018	

**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.

<b>Contract Number</b>	<input checked="" type="checkbox"/> Original Contract
OSCA 18-003-08	<input type="checkbox"/> Contract Amendment

<b>Court/Recipient Information:</b>	<b>Project Director:</b>	<b>OSCA Program Contact</b>
The Honorable John M. Torrence Presiding Judge Sixteenth Judicial Circuit 415 East 12th Street Kansas City, Missouri 64106	Theresa Byrd Deputy Court Administrator Sixteenth Judicial Circuit 625 East 26th Street Kansas City, Missouri 64108	Jessica Kempker 573-522-3357
		<b>OSCA Fiscal Contact</b>
		Shelly Peters 573-522-2751

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

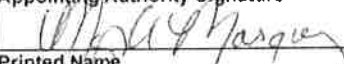

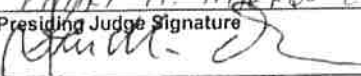
Funding provided to assist with the Night Light program.

Requested Amount: \$33,000.00      Awarded Amount: \$20,000.00

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

Office of State Courts Administrator  
 Attn: Contracts Unit  
 P.O. Box 104480  
 Jefferson City, MO 65110 - 4480

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

<b>Appointing Authority Signature</b>		<b>OSCA Signature</b>	
			
<b>Printed Name</b>	<b>Date</b>	<b>Printed Name</b>	<b>Title</b>
MARY H. MARQUEZ	8-12-17	Earl Kraus	Deputy State Courts Administrator
<b>Presiding Judge Signature</b>		<b>Date</b>	
		7-24-17	
<b>Printed Name</b>	<b>Date</b>		
John M. Torrence	8-1-2017		



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

RFP NO: OSCA 18-003  
TITLE: Juvenile Justice Program Assistance  
ISSUE DATE: February 1, 2017

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

RETURN PROPOSAL NO LATER THAN: 4 p.m., March 17, 2017

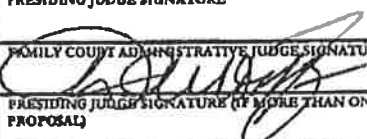
**RETURN PROPOSAL TO:**

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

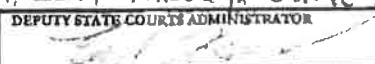
**(Courier Service)**  
Office of State Courts Administrator  
2112 Industrial Dr.  
Jefferson City, MO 65109

**CONTRACT PERIOD: July 1, 2017, through June 30, 2018**

**SIGNATURES REQUIRED**

PRESIDING JUDGE SIGNATURE		DATE
 FAMILY COURT ADMINISTRATIVE JUDGE SIGNATURE, IF APPLICABLE		Feb 14, 2017
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> JUDICIAL CIRCUIT, FAMILY COURT DIVISION		
MAILING ADDRESS 625 EAST 26 <sup>TH</sup> STREET		
CITY, STATE, ZIP KANSAS CITY MISSOURI 64108		
CONTACT PERSON THERESA BYRD		TITLE DEPUTY COURT ADMINISTRATOR
PHONE NUMBER 816-435-4850	FAX NUMBER 816-435-4844	E-MAIL ADDRESS tbyrd@courts.mo.gov

**NOTICE OF AWARD (OSCAUSE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
REQUESTED: \$ 33,000 <sup>00</sup> APPROVED: \$ 20,000 <sup>00</sup>		
CONTRACT NO. OSCA 18-003-08	CONTRACT PERIOD July 1, 2017 through June 30, 2018	
CONTRACTS SECTION Russell W. Rottmann	DATE 7.24.17	DEPUTY STATE COURTS ADMINISTRATOR 



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

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

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

**KATHY S. LLOYD**  
STATE COURTS  
ADMINISTRATOR

July 25, 2017

The Honorable John M. Torrence  
Presiding Judge  
Sixteenth Judicial Circuit  
415 East 12th Street  
Kansas City, MO 64106

Dear Judge Torrence:

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 \$20,000.00 for the Night Light program for FY18 under contract OSCA 18-003-08.

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 that OSCA uses in its contracts concerning liability is as follows. "The contractor shall understand and agree that the state of Missouri and the county cannot save and hold 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  
[osca.contracts@courts.mo.gov](mailto:osca.contracts@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

**2017 Juvenile Justice Program Assistance Proposal - OSCA 18-003**  
**Night Light Program**

**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 and to promote a drug-free lifestyle. 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.

**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 2016, 144 youth received Night Light services. Of the youth who were released from the program in 2016, 76% successfully completed the program, 97.6% did not receive new delinquent referrals during program participation, and 99.2% avoided reoffending during curfew



hours. During 2016, 85.1% of curfew checks did not result in a violation and 68.8% of drug tests administered by Night Light staff were negative for substance use.

#### 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.

#### SERVICE PROVIDERS

Elizabeth Orth, Program Manager, holds a B.A. in Psychology and M.A. in Counseling. Ms. Orth assumed management duties for the Night Light Program in October 2014. Ms. Orth has been a manager with the Jackson County Family Court for 8.5 years and has worked in the fields of Juvenile Justice and Social Services for 19 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 9 years. Ms. Meadows has been employed with the Jackson County Family Court for 35 years.

Terry Yancy holds a B.S. in Business Management and has been a Night Light Juvenile Probation Officer for 6.5 years. Mr. Yancy has been employed with the Jackson County Family Court for 8.5 years and has worked in the field of Juvenile Justice/Criminal Justice for 12.5 years.

#### NUMBER OF YOUTH SERVED

Approximately 100 youth will be served through this grant.

#### 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 to six days a week, to assist with in-home curfew checks between the hours of 9:00 PM - 2:00 AM, Monday – Saturday. This equals 112-128 service hours per week.

#### 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
  - Promote drug-free lifestyle
- **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 85% youth compliance rate with curfew checks.
  - At least 80% of UAs administered will be negative for illegal substances

### **BUDGET**

- **Contractual Services:** \$33,000 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. It will also pay \$250 monthly to the Sheriff's office 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 to six days a week, to assist with in-home curfew checks. This equals 112-128 service hours per week.
- Cost of proposed services per person/per hour and calculation of how costs have been determined:
  - \$30,000 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.
  - \$3000 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