

Request for Legislative Action

Ord. # 5807

Sponsor: Venessa Huskey

Date: October 23, 2023

Completed by County Counselor's Office

Action Requested:	Ordinance	Res.Ord No.:	5807
Sponsor(s):	Venessa Huskey	Legislature Meeting Date:	10/23/2023

Introduction

Action Items: ['Appropriate']

Project/Title:

Mediation Program

Request Summary

This is a request to appropriate \$11,205 from the 2023 undesignated fund balance in acceptance of funds awarded to the Family Court Division by the Office of State Courts Administrator. The project is named "Mediation Program" The project began July 1, 2023 and will continue through June 30, 2024.

Contact Information

Department:	Circuit Court	Submitted Date:	8/18/2023
Name:	Carl Bayless	Email:	carl.bayless@courts.mo.gov
Title:	Grant Coordinator	Phone:	816-435-4775

Budget Information

Amount authorized by this legislation this fiscal year:	\$11,205		
Amount previously authorized this fiscal year:	\$ 0		
Total amount authorized after this legislative action:	\$11,205		
Is it transferring fund?	No		
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
010 (Grant Fund)	2165 (Domestic Relations Resolution Program)	56790 (Other Contractual Services)	\$11,205

Prior Legislation

Prior Ordinances

Ordinance:	Ordinance date:
5654	August 29, 2022

Prior Resolution

Request for Legislative Action

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
<ul style="list-style-type: none"> Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.

Request for Legislative Action

History

Submitted by Circuit Court requestor: Carl Bayless on 8/18/2023. Comments:

Approved by Department Approver Theresa Byrd on 10/10/2023 12:13:58 PM. Comments:

Not applicable by Purchasing Office Approver Barbara J. Casamento on 10/11/2023 11:24:55 AM.
Comments:

Approved by Compliance Office Approver Ikeela Alford on 10/11/2023 11:32:41 AM. Comments:

Approved by Budget Office Approver Sarah L. Matthes on 10/11/2023 1:08:20 PM. Comments: Fiscal
Note Attached

Approved by Executive Office Approver Sylvya Stevenson on 10/12/2023 1:46:07 PM. Comments:

Approved by Counselor's Office Approver Anton Brehe on 10/18/2023 10:19:04 AM. Comments:



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

RFP NO. OSCA 23-01706

TITLE: Domestic Relations Programs for Parents and Children

ISSUE DATE: January 3, 2023

CONTACT: Russell Rottmann

PHONE NO.: 573 522-6766

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

RETURN PROPOSAL NO LATER THAN: 4:00 PM, February 1, 2023

Late submissions will not be accepted

Proposals may be submitted either electronically to

osca.contracts@courts.mo.gov or

(U.S. Mail)

Office of State Courts Administrator

P.O. Box 104480

Jefferson City, MO 65110 – 4480

(Courier Service)

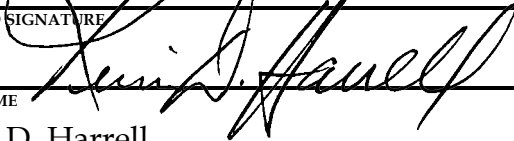
or Office of State Courts Administrator

2112 Industrial Dr.



Jefferson City, MO 65109

CONTRACT PERIOD: July 1, 2023, THROUGH June 30, 2024

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE 		DATE January 31, 2023
PRINTED NAME Kevin D. Harrell		TITLE Family Court Division, Administrative Judge
CIRCUIT/COUNTY 16th Judicial Circuit, Jackson County Circuit Court		
MAILING ADDRESS 625 East 26th Street		
CITY, STATE, ZIP Kansas City, Missouri 64108		
CONTACT PERSON Karen J Brown	TITLE: Director, Family Court Resource Services	
PHONE NO. (816) 651-8594	E-MAIL ADDRESS kbrown2@courts.mo.gov	

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:			Mediation Program
Requested: \$20,000.00		Approved: \$11,205.00	
CONTRACT NUMBER OSCA 23-01706-16		CONTRACT PERIOD July 1, 2023 through June 30, 2024	
CONTRACT SECTION 	DATE 07/06/2023	DEPUTY STATE COURTS ADMINISTRATOR 	

Domestic Relations Fund

Request for Proposal – RFP – NO. – OSCA
23-01706

2.0 Project Proposal – Approved Programs

Subsidized Mediation Program

Continuation of Approved Programs

The Jackson County Circuit Court received a DRRF award in FY 2023 in the amount of \$19,000 to develop and support the above named program and we are requesting a renewal of this award in the amount of \$20,000 for FY 2024 (second year of funding). The purpose of this program is to provide low income and pro se litigants involved in contested domestic relations matters access to two (2) hours of free mediation services with a Jackson County court approved mediator. The program is designed to assist parties in resolving all matters in dispute through mediation and to provide the court with comprehensive parenting plans that include resolution of custody, visitation, child support and property matters pursuant to MO Supreme Court Rule 88.02.

As stated in our recently submitted Semi Annual report, this program did not officially get underway until December 2022. As a result, participant data is not available at this time. To date, many actions have been taken to build the infrastructure of the program and it is anticipated that referrals for this service will be forthcoming soon and that remaining funds, (\$15,250) will be exhausted.

The following actions were taken during the reporting period of July 1, 2022 – December 31, 2022:

- A training curriculum was developed for 4.5 hours of CLE training on the expansion of Supreme Court Rule 88.02 and it's impact on mediation services.
- A trainer, Abe Kuhl, Esq, was retained and training on this topic was delivered in late July 2022 to 50 attorneys interested in being on the court approved list of mediators for this program.
- A comprehensive structure for how this program would work was created including an application process, program criteria, mediator qualifications, and an accounting and invoice process.
- Mediator criteria and applications were developed.
- Applications were screened and contracts were drafted for mediators approved for inclusion on the court approved mediator list.
- Financial discovery forms (Statement of Assets and Debts/Income and Expense Statement) were translated into fillable forms and made available on the Family Court

Resource Services website to make completion and compliance with this requirement convenient for parties.

- Information about this new program was published through local Bar associations; judges/commissioners were informed about the availability of the program and meetings were held to explain the referral process.
- A structure for ordering parties subject to this program to pay a \$25.00 into the court administrator office to support the program in future years was created.
- Brochures were developed outlining the features of the program.

Budget Plan

Current Fiscal Year

During the last reporting period, July 1, 2022 – December 31, 2022, funds in the amount of \$3,750 were used to compensate the trainer for the development of the training curriculum and for delivering the training leaving a balance of \$ 15,250 remaining for FY2023. These funds were a tremendous benefit to the Court in that the training created a qualified pool of applicants for the court approved mediator list and served to publicize the availability of this program. After careful screening, the application process has yielded five mediators who meet all the requirements to be on the court approved list of mediators for this program.

An error was made on the original budget related to the mediator fee. The original budget listed the fee as \$325 per mediation but this was incorrect. The actual fee per mediation should be \$350. It is anticipated that the court will exhaust all funds remaining by the end of the FY 2023 reporting period. The remaining funds in the amount of \$15,250 will allow the court to order 43 mediations at the corrected rate of \$350.00 per mediation by June 30, 2023.

Fiscal Year 2024

The chart below illustrates the project funding breakdown for FY 2024:

Contractual Services	Quantity	Cost
Mediators	\$350 X 54 Mediations	\$19,200
Printing		
Educational Brochures	2,000 X .40	\$800
Total		\$20,000

With the infrastructure for this program in place, efforts will be focused on marketing the program throughout Jackson County. Brochures will be distributed to low income/pro se parties upon filing, in court and through various community organizations including churches, community centers, shelters, etc.