

458-2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10

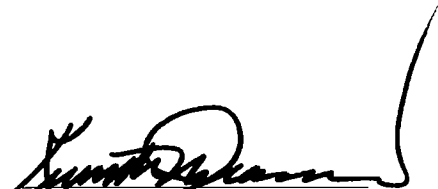
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby accept and approve the Auditor's report of physical inventories for the Courthouse, Government Center, Sheriff & Corrections, and Public Works Department; and further authorize the removal of those assets which were not located during the physical inventory from the inventory record.

Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

**Statutory Requirement:
RSMo 55.160**

Auditors are required to keep an inventory of all county property under the control and management of the various offices and departments (having an original value of \$1,000 or more) and conduct an annual inventory

Summary Results of Physical Inventories (See Attached detail):

	# of Assets included in <u>Physical Inventory</u>	Historical Cost of <u>Assets</u>	Number of Assets Not Located <u>(To Be Removed)</u>	% of <u>Ttl</u>	Historical Cost of Assets To Be <u>Removed</u>	% of <u>Ttl</u>
Court House & Government Center	880	\$13,902,094.09	7	1%	\$17,207.54	0.1%
Sheriff & Corrections	396	\$10,292,322.66	6	2%	\$16,164.00	0.2%
PW- Maintenance	306	\$10,190,986.07	22	7%	\$45,622.02	0.4%
PW-Design & Construction	42	\$383,518.18	3	7%	\$8,316.45	2.2%
Total	<u>1624</u>	<u>34768921</u>	<u>38</u>	2%	<u>\$87,310.01</u>	0.3%

Courthouse and Government Center Inventory 2007-2008

Prepared by Auditor's Office 9/15/10

Total Value of Assets Inventoried:	\$13,902,094.09
Total Number of Assets Inventoried:	880
Total Value of Assets to be Removed:	17,207.54
Total Number of Assets to be Removed:	7

Items not found; need to be removed from inventory records.

Location Department	Tag Number	Description	Acquire Date	Cost	Notes
1210 - Circuit Court	6221	Software-Data Access	10/21/1888	\$ 6,535.80	Per the department this software is no longer in use
1210 - Circuit Court	8089	Network Work Station & NIC	3/23/1994	\$ 1,584.96	Not found in 2002 inventory. Item was left on inventory for another inventory cycle.
1210 - Circuit Court	8792	Tape Backup System	1/24/1994	\$ 2,387.78	Not Found
1210 - Circuit Court	10639	Compaq Workstation Computer	5/23/1996	\$ 2,189.00	Departmental notes from 2002 indicate a disposal form was sent 12/18/00
1210 - Circuit Court	12031	Notebook-HP Omnibook XE2 P2/333	9/23/1999	\$ 1,615.00	Not Found
1210 - Circuit Court	12245	Compaq PC w/ 17" Monitor	2/24/2000	\$ 1,617.00	Not Found
2010 - Assessor	6204	Lettering Machine and Case	9/13/1988	\$ 1,278.00	Not Found - Tom Schauwecker concurs with removal as the department no longer has the item.
				<u>17,207.54</u>	

Sheriff/Corrections Inventory 2010

Prepared by Auditor's Office 9/15/10

Total Value of Assets Inventoried:	\$10,292,322.66
Total Number of Assets Inventoried	396
Total Value of Assets to be Remove \$	16,164.00
Total Number of Assets to be Remo	6

Items not found; need to be removed from inventory records.

Location Number	Tag Number	Description	Make	Model	Serial Number	Acquire Date	Total Cost	Notes
1255 - Corrections	12452	FAX	PANASONIC	UF-595	1991002021	6/8/2000	\$ 1,180.00	Per Dept a disposal was sent in 2007
1255 - Corrections	7025	50LB. COMMER. WASHER/EXTRACTOR	WASCOMAT	W-184	9002-034781	2/14/1992	\$ 4,446.00	Washer has been replaced
1255 - Corrections	13617	WASHER W/4 PROGRAM CONTROL	SPEED QUEEN	SC40MN2		10/17/2002	\$ 4,384.00	Washer has been replaced
1255 - Corrections	14065	MONITOR TOUCHSCREEN 18.1" TFT	CORSAIR	FLAT PANEL		5/13/2003	\$ 2,085.00	Monitor has been replaced
1255 - Corrections	14066	MONITOR TOUCHSCREEN 18.1" TFT	CORSAIR	FLAT PANEL		5/13/2003	\$ 2,085.00	Monitor has been replaced
1255 - Corrections	14913	MONITOR TOUCHSCREEN 19" TFT	CORSAIR	19" TFT	ET1827L/7SWB/1	2/7/2005	\$ 1,984.00	Monitor has been replaced
							<u>\$ 16,164.00</u>	

Public Works - Design and Construction Inventory 2010

August 2010

Total Number of Assets Inventoried	42
Inventoried Total Acquired Cost	\$383,518.18
Total Number of Assets Inventoried for Disposal	3
Disposal Total Acquired Cost	\$ 8,316.45

LOCATION NUMBER	TAG NUMBER	DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	ACQUIRE DATE	TOTAL COST	NOTES
2045	10420	BLUEPRINTER	ROTOLITE	SL-42/20F		12/31/1995	\$ 1,495.00	Unable to locate in Fixed Asset review
2045	10685	2-WAY RADIO 6 CHANNEL DTMFMK	MOTOROLA	MAXTRAC 300 D43MJA77A3CK	428TWC3792	6/12/1996	\$ 1,171.45	Unable to locate in Fixed Asset review
2045	10407	ELECTRONIC DISTANCE INSTRUMENT	SOKKISHA	SET2 TOTAL STATION		12/21/1995	\$ 5,650.00	Unable to locate in Fixed Asset review
							<u>\$ 8,316.45</u>	

Statutory Requirement:
RSMo 55.160

Auditors are required to keep an inventory of all county property under the control and management of the various offices and departments (having an original value of \$1,000 or more) and conduct an annual inventory

Summary Results of Physical Inventories (See Attached detail):

	<u># of Assets included in Physical Inventory</u>	<u>Historical Cost of Assets</u>	<u>Number of Assets Not Located (To Be Removed)</u>	<u>% of Ttl</u>	<u>Historical Cost of Assets To Be Removed</u>	<u>% of Ttl</u>
Court House & Government Center	880	\$13,902,094.09	7	1%	\$17,207.54	0.1%
Sheriff & Corrections	396	\$10,292,322.66	6	2%	\$16,164.00	0.2%
PW- Maintenance	306	\$10,190,986.07	22	7%	\$45,622.02	0.4%
PW-Design & Construction	42	\$383,518.18	3	7%	\$8,316.45	2.2%
Total	1624	\$34,768,921.00	38	2%	\$87,310.01	0.3%

Uninstalled Assets:

	<u>Tag #</u>	<u>Description</u>	<u>Cost</u>	<u>Purchase Date</u>	
PW - Maintenance	16435	repeater	\$5,161.00	9/27/2007	Located at PSJC storage, pending installation
	16436	repeater	\$5,161.00	9/28/2007	2-yr warranties expired 9/27/2009
Prop L - SD (2901)	15951	Simulcast	\$10,092.30	12/31/2006	Located at PSJC storage, pending installation 5-yr warranties will expire 12/31/2011 <i>12/31/2006</i>
	15952	Transmitter-	\$10,092.30	1/1/2007	
	15953	Radio System	\$10,092.30	1/2/2007	
	15955	Improvement	\$10,092.30	1/3/2007	
	15956	Project	\$10,092.30	1/4/2007	
Public Safety Grants (Homeland Security Grant)	15354	VHF Simulcast	\$4,926.00	2/21/2006	Two units paid by County; 3 paid by City of Columbia 2-yr warranties expired 2/21/2008
	15355	Transmitters	\$4,926.00	2/22/2006	
			<u>\$70,635.50</u>		

Public Works - Maintenance Inventory 2010

August 2010

Total Number of Assets Inventoried	306
Inventoried Total Acquired Cost	\$10,190,986.07
Total Number of Assets Inventoried for Disposal	22
Disposal Total Acquired Cost	\$ 45,622.02

LOCATION NUMBER	TAG NUMBER	DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	ACQUIRE DATE	TOTAL COST	NOTES
2040	3491	5 TON HOIST				12/8/1983	\$ 4,500.00	Replace with newer model, no longer have old model
2040	4388	STORAGE SHELVING	JIM BROWN			8/3/1984	\$ 1,307.78	Unable to locate in Fixed Asset review, beyond useful life
2040	6259	911 COMMUNICATION LINK				10/24/1988	\$ 1,014.25	Outdated Communication, Unable to locate in Fixed Asset review
2040	6694	MOBILE RADIO-722	MOTOROLA	D43LRA73A5	778FQG2675	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6703	MOBILE RADIO-724 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQG2663	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6706	MOBILE RADIO-765 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQG2666	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6720	MOBILE RADIO-768 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQJ6608	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	6722	MOBILE RADIO-717 W/AMPLIFIER	MOTOROLA	D43LRA73A5	778FQJ6602	9/6/1990	\$ 1,055.32	Old Models being updated, unable to locate in Fixed Asset review
2040	7079	DRILL PRESS 20" 9 SPEED	WILTON	2400	10927	3/4/1991	\$ 1,320.98	Replaced with newer model, no longer have old model
2040	7707	AMULET HOE CLAMP	AMULET	3409B		6/7/1990	\$ 1,386.00	Disposed of on backhoe (it was attached)
2040	7856	FUEL CARD ENCODER	GASBOY	MCE 300	MCE 10929	5/24/1993	\$ 1,840.50	no longer use system or have fixed assets that went with it
2040	7897	AIR CONDITIONER	LENNOX	HS17-953 1	5184E36714	8/14/1984	\$ 3,238.00	Updated model in place, no longer have old model
2040	7985	PHONE SYSTEM-W/OUT UNIT CONTRL	MERIDIAN			9/9/1993	\$ 1,842.46	Updated model in place, no longer have old model
2040	8022	16 CHANNEL 2 WAY MOBILE RADIO	RADIUS	M216	778TSG1756	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	8023	16 CHANNEL 2 WAY MOBILE RADIO	RADIUS	M208	778TTG5365	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	8024	16 CHANNEL 2 WAY MOBILE RADIO	RADIUS	GM300	159TTSC197	2/28/1994	\$ 1,100.00	Old Models being updated, unable to locate in Fixed Asset review
2040	10197	SNOW PLOW 10'X36" REVERSIBLE	GOOD ROADS	120M	2673-D	7/5/1995	\$ 4,624.00	Unable to locate in Fixed Asset review
2040	10710	2-WAY RADIO 6 CHANNEL DTMFMK	MOTOROLA	MAXTRAC 300 D4: 428TWC3789		7/1/1996	\$ 1,032.00	Old Models being updated, unable to locate in Fixed Asset review
2040	11746	BRINE MAKER	SPRAYER SPEC	SB1400		12/31/1998	\$ 6,200.00	no longer use system or have fixed assets that went with it
2040	13068	WASTE OIL HEATER	REZNR	RA235		8/14/2001	\$ 5,875.00	Burned in fire. Replaced with new model on Fixed Asset list
2040	13147	MAYTRIX LAN RACKING SYSTEM	MAYLINE			11/21/2001	\$ 1,750.06	Unable to locate in Fixed Asset review
2040	13358	RADIO 2-WAY W/POWER AMPLIFIER	MOTOROLA	CDM1250 AAM25K 103TCCA530		4/18/2002	\$ 1,114.39	Old Models being updated, unable to locate in Fixed Asset review
							<u>\$ 45,622.02</u>	

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

21st

day of September

20 10

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for the Title II JDAI Grant 2010-2011 year to establish a budget for the 2010 portion:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Judicial Grants	Federal Grant Reimb.		6,943.00
1243	37220	Judicial Grants	Travel to Training		111.00
1243	37230	Judicial Grants	Meals/ Lodging		532.00
1243	71101	Judicial Grants	Professional Services		6,300.00

Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

RECEIVED

8/25/10

AUG 30 2010

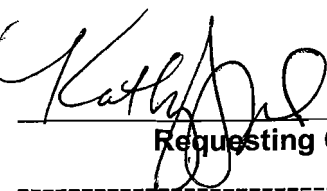
EFFECTIVE DATE

BOONE COUNTY AUDITOR

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	1	1	Judicial Grants	Federal Reimb.		6,943.00
1	2	4	3	3	7	2	2	0	Judicial Grants	Travel to Training		111.00
1	2	4	3	3	7	2	3	0	Judicial Grants	Meals/Lodging		532.00
1	2	4	3	7	1	1	0	1	Judicial Grants	Professional Services		6,300.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): Title II – JDAI Grant 2010-2011 year. To establish a budget for the 2010 portion.



 Requesting Official

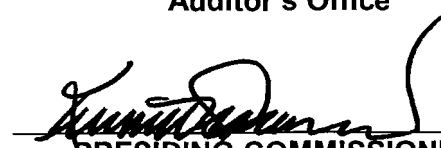
TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:



 Auditor's Office

agenda



 PRESIDING COMMISSIONER



 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

1243 Judicial Grants & Contracts
 Title II Grant - Juvenile Detention Alternative Initiative
 Calculations for Budget Amendment
 October 2010 - December 2010

	37220 Travel to Training	37230 Meals/ Lodging	71101 Professional Services	Expenditure Budget TOTAL	03411 Revenue Budget
Oct.-Dec 2010 Exp. Estimate	\$ 111.00	\$ 532.00	\$ 6,300.00	<u>\$ 6,943.00</u>	\$ 6,943.00
2010 Budget Amendment Expenditure Amounts:	\$ 111.00	\$ 532.00	\$ 6,300.00	<u>\$ 6,943.00</u>	\$ 6,943.00
2010 Budget Amendment Revenue Amounts:	\$ 111.00	\$ 532.00	\$ 6,300.00	<u>\$ 6,943.00</u>	\$ 6,943.00

Grant Award:

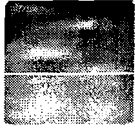
Oct-Dec.2010	6,943.00
Jan-Sept. 2011	<u>29,631.50</u>
Total Grant Award:	<u><u>36,574.50</u></u>

1243 Judicial Grants & Contracts
 Title II Grant - Juvenile Detention Alternative Initiative
 Calculations for Budget Amendment
 January 2011 - September 2011

	37220 Travel to Training	37230 Meals/ Lodging	71101 Professional Services	Expenditure Budget TOTAL	03411 Revenue Budget
Jan.-Sept. 2011 Exp. Estimate	\$ 8,743.50	\$ 1,556.00	\$ 19,332.00	<u>\$ 29,631.50</u>	\$29,631.50
2011 Budget Amendment Expenditure Amounts:	\$ 8,743.50	\$ 1,556.00	\$ 19,332.00	<u>\$ 29,631.50</u>	\$29,631.50
2011 Budget Amendment Revenue Amounts:	\$ 8,743.50	\$ 1,556.00	\$ 19,332.00	<u>\$ 29,631.50</u>	\$29,631.50

Grant Award:

Oct.-Dec. 2010	6,943.00
Jan-Sept.2011	<u>29,631.50</u>
Total Grant Award:	<u><u>36,574.50</u></u>



title II funds

Marcia Hazelhorst to: Diana Vaughan
Cc: Kathy Lloyd, Cindy L Garrett, Rick Gaines

08/23/2010 02:17 PM

History: This message has been replied to.

Diana,

Here are the approved amounts for next year's grant. Funding will begin October 1 and will go through September 30, 2011. We just received the award of funding last week.

Total award: \$36,574.50

Supplies/Operations:\$2,088

- Meals for collaborative team meetings-\$1440. Would expect to have one meeting per month beginning in October, so 3 by the end of December *\$540 360 + 48*
- Meals and snacks for staff training-\$600 (not sure if we will have this in 2010 or 2011 *(100)*)
- Meals for site coordinator's meetings-\$48-I would say one will be in 2010 and one in 2011, so

\$24

Travel: \$8,854.50

- Travel and meals to KC Intersite Conference-*111 - mileage* ~~\$150~~ will be in October 2010
- Rest would be travel and meals for things that would occur likely in 2011-\$8,695.50

Contractual: \$25,632

- Training Fee-\$450, should occur in 2011
- Research and Data Analysis Assistance-\$2100. Would expect to use \$525 of this in 2010.
- Shelter care-\$9582. Would expect to use \$2,395.50 in 2010.
- ERC-\$13,500. Would expect to use \$3,375 in 2010.

Please let me know if you need anything else.

Marcia Hazelhorst, Superintendent
Robert L. Perry Juvenile Justice Center
5665 Roger I. Wilson Memorial Drive
Columbia, Missouri 65202
573-886-4450 (office)
573-886-4461 (fax)

	525.00	+
	2,395.50	+
	3,375.00	+
	6,295.50	1
	6,300.00	
<i>2010</i>		
<i>Contractual</i>		

From: <Diana.Vaughan@courts.mo.gov>
To: "Kristen Pettit" <KPettit@boonecountymmo.org>
Date: 9/8/2010 9:50 AM
Subject: Re: Title II grant

Hey Kristen,

Saw this late yesterday but didn't have time to get back with you.

The numbers written in red are my figures. There is a total for meals for collaborative team meetings of \$1,440. I figured \$1,440 divided by 12 (per Marcia's note of one meeting per month) and came up with \$120/month which for 3 meetings (1 per month Oct.-Dec.) would be \$360. (Marcia had 8 meetings per year @180/mo x 3 = \$540 budgeted)

The \$48 that was written in is for the meals at the KC Intersite Conference. There is a change in the amount originally asked for per the 2010 Title II Funding Recommendation form (probably page 7 attached) from \$29 to \$24 for dinner per person, totaling \$48. That leaves a total of \$111 for mileage.

The \$100 was just a guess of what we'd be using this year out of the \$600 for meals/snacks for staff training. I was trying to divide it up between 12 months, but maybe I shouldn't have done that. Just wanted to make sure there was something in there for this year, if the trainings were held this year. If it's not used this year, we can move it into 2011.

You are absolutely right about the Jan-Sept. expenses. In fact, I had those amounts written on my scribbling page, but how the ##@@%\$\$% I came up with the figures I put on the page, I have no idea. You know, I thought I had it figured out once I got past the DYS grants, (which weren't done correctly either) but I guess it's going to be never ending. I am so sorry I'm getting incorrect information to you and you have to spend so much of your time correcting them.

I will correct the figures on this grant and send over to you when I'm done.

Thanks.

From: "Kristen Pettit" <KPettit@boonecountymmo.org>
To: <Diana.Vaughan@courts.mo.gov>
Date: 09/07/2010 04:53 PM
Subject: Title II grant

I think I started to ask you these questions, but I must have gotten interrupted.

On the email page, there are numbers written in red. Do you know how these figures were computed?

Also, on the Jan 2011-Sept 2011 page, I think the travel to training should

1,440.00 ÷
12.00 =
120.00 *

120.00 ×
3.00 =
360.00 *
*team meetings
Oct Nov Dec*

360.00 +
KC Intersite Conf 3 ppl 48.00 +
site coordinators meetings 24.00 +
staff training 100.00 +
snacks 532.00 1

2010

be 8743.50 and Meals/Lodging should be 1556.00.

Let me know if these questions don't make sense.

Kristen

JEREMIAH W. (JAY) NIXON
Governor



Truman Building, Room 870
Mailing Address: P.O. Box 749
Jefferson City, MO 65102-0749
Telephone: 573-751-4905
FAX: 573-751-5399
Internet Address:
<http://www.dps.mo.gov>

JOHN BRITT
Director

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

RECEIVED

August 10, 2010



AUG 13 2010

ALLAWAY COUNTY
JUVENILE OFFICE

Ms. Marcia Hazelhorst
Callaway County Juver
500 Market St.
Suite 302
Fulton, MO 65251

*Error in total funding
should be \$36,574.50*

Marcia

RE: 2010 JJDP Title II

Dear Ms. Hazelhorst:

www.kidshopeunited.org

On behalf of the Missouri Department of Public Safety, I am pleased to announce that your agency has been tentatively awarded \$36,694.50 through the 2010 JJDP Title II Formula Grant Program. The Review Panel for the 2010 JJDP Title II Formula Grant Program met on July 29, 2010, to evaluate and make funding recommendations on the applications received by this office. Subsequently, the Juvenile Justice Advisory Group convened on Friday, August 6, 2010, to review the recommendations made by the Review Panel and to make final determinations regarding said funding.

Funding decisions are always difficult. This year was no exception with 22 proposals requesting in excess of \$1.04 million and only \$200,000 in new funding available to award. When making the funding recommendations and decisions, the Review Panel and Juvenile Justice Advisory Group gave consideration to the applicant's demonstration of need, proposed operations, model program/best practice/promising practice implementation plan, responsiveness to grant guidelines and instructions, and overall quality of the proposal. The Review Panel and JJAG also took into consideration programs that are in underserved areas of the state and the extent to which the project will assist in fulfilling the state of Missouri's three-year plan for the Juvenile Justice and Delinquency Prevention Act funding which includes this 2010 Title II grant.

Funding through the 2010 JJDP Title II Formula Grant Program is contingent upon the completion of any necessary revisions to your application that may be listed on the enclosed Funding Recommendation Report. These revisions are due by no later than September 1, 2010. Failure to submit the required revisions by September 1, 2010, may result in the forfeiture of this funding.

Ms. Marcia Hazelhorst
Page Two (2)
August 10, 2009

Thank you for applying for the 2010 JJDP Title II Formula Grant Program funding and for your interest in Missouri's youth. If you have any questions, please feel free to contact Nancy Capps of my staff at 573-522-4094 or via e-mail at nancy.capps@dps.mo.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Vicky Scott", written in a cursive style.

Vicky Scott
Program Manager

Enclosure

cc: Mr. Ken Pearson

2010 Title II Funding Recommendation

Applicant Agency	Funds Requested	Funds Recommended
Boone, County of	\$37,144.50	\$36,694.50

13th Circuit Juvenile Detention Alternatives Initiative Program

Summary:

To implement phase two of the Annie E. Casey Foundation Juvenile Detention Alternatives Initiative by conducting regular meetings with a collaborative board, collaborating with other JDAI sites both nationally and locally by attending focus visits at their sites, gathering data specific to use of detention, detention alternatives, the JDTA and disproportionate minority contact, analyzing this data to steer our reform measures, and lastly implementing phase two by training staff on DMIC issues, responses to probation violations and the use of detention alternatives.

Required Changes Due September 1, 2010:

The Travel Budget form must be revised. The meals for the trip to Multnomah County must be changed from \$66 per day to \$44 per day, totaling \$1,176. The meals for the JDAI Inter-Site Conference to/from Kansas City must be changed from \$29 to \$24 for dinner per person, totaling \$48. The meals for the JDAI Inter-Site Conference in St. Paul, MN must be changed from \$36 to \$31 for dinner per person, totaling \$160. The meals for the training on sanction grids/technical probation violations must be changed from \$51 to \$39 per day totaling \$39. Lastly, meals for the JDAI Site Coordinators' Meeting in Jefferson City, MO must be removed from the Travel Budget form to the Supplies/Operations form. The total cost for Travel is \$8,974.50.

The total cost for Supplies/Operations is \$2,088.

The Methodology must be revised to include the following:

- A clear description of who will provide and receive services.
- A detailed description of the services and activities included in this project.
- The geographic area to be served by this project.
- When the services will be provided.
- How the services will be provided (including screening, assessment, and referral procedures). Specifically describe shelter care and the evening reporting center (this information can be taken from the memorandums of understanding included in the proposal).
- The organizations that will assist in the delivery of services.

A non-supplanting statement must be included in the Narrative.

The Sustainability section of the Narrative does not provide narrative information on the agency's history of sustaining any Title II grant funded program previously received from the Department of Public Safety.

The new total award for this program with adjustments is \$36,694.50. The corrected amounts must be adjusted in all applicable areas of the application including the Application Summary Form, the Application for Funding Form, the appropriate budget pages, and the Budget Justification section of the Narrative.



RE: Title II Grant Revisions
Scott, Vicky to: Hazelhorst, Marcia
Cc: "Capps, Nancy"

08/23/2010 12:36 PM

History: This message has been replied to.

Marcia,

That makes perfect sense. We'll make the adjustments in our system as soon as the revisions are received.

Thank you.

Vicky Scott
Program Manager
Missouri Department of Public Safety
P.O. Box 749
Jefferson City, MO 65102-0749
573-526-2179

-----Original Message-----

From: Marcia.Hazelhorst@courts.mo.gov [mailto:Marcia.Hazelhorst@courts.mo.gov]
]
Sent: Monday, August 23, 2010 12:04 PM
To: Scott, Vicky
Subject: Title II Grant Revisions

Vicky,

I have completed the requested revisions, but wanted to point out that actual costs for meals at Multnomah County at \$44/day for four days for 6 people comes to \$1056 and not \$1176 as the revision page suggests. This would put our travel costs to \$8854.50 and not \$8,974.50. Thus changing the total grant amount to \$36,574.50.

Let me know if this does not make sense or if I have misunderstood the recommended revisions.

Thanks.

Marcia Hazelhorst, Superintendent
Robert L. Perry Juvenile Justice Center
5665 Roger I. Wilson Memorial Drive
Columbia, Missouri 65202
573-886-4450 (office)
573-886-4461 (fax)

9/8/2010

FY 2010
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/18/2010	1243	10100	Judicial Grants	Salaries and Wages	291		transfer unused salary and FICA in JABG Grant 2009 Art & Music Positions to 2010	
		1243	10200	Judicial Grants	FICA	22			
		1243	3411	Judicial Grants	Federal Grant Reimbursement	313			
2	2/26/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	47,304		increase revenue & expenditures for the STOP Violence Against Women Grant 1/1/10-12/31/10	
		1243	71100	Judicial Grants	Outside Services	47,304			
3	3/2/2010	1243	3451	Judicial Grants	State Grant Reimbursment	43,638		establish budget for Domestic Assault Court Coordinator Grant	
		1243	10100	Judicial Grants	Salary	32,483			
		1243	10200	Judicial Grants	FICA	2,485			
		1243	10300	Judicial Grants	Health Insurance	4,892			
		1243	10350	Judicial Grants	Life Insurance	55			
		1243	10375	Judicial Grants	Dental Insurance	367			
		1243	10325	Judicial Grants	Disability Insurance	120			
		1243	10400	Judicial Grants	Workers Comp	1,446			
		1243	10500	Judicial Grants	401A Match	650			
		1243	10600	Judicial Grants	Unemployment Comp	1,140			
4	4/27/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	22,854		establish budget for Equipment Assistance grant for kitchen equipment	
		1243	92300	Judicial Grants	Replacement Machine & Equipment	18,263			
		1243	91300	Judicial Grants	Machine & Equipment	4,591			
5	6/28/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	4,557		transfer unused amounts from 2009 Title II-JDAI to 2010	
		37220	Judicial Grants	Travel to Training	522				
		37230	Judicial Grants	Meals/Lodging	585				
		71101	Judicial Grants	Professional Services	3,450				
6	6/28/2010	1243	91302	Judicial Grants	Computer Software	2,695		state approved revision due to savings in travel and professional services	
		37220	Judicial Grants	Travel to Training		1,294			
		71101	Judicial Grants	Professional Services		1,401			
7	8/6/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	43,638		reclassify revenue as Federal Grant	
		3451	Judicial Grants	State Grant Reimbursement		43,638			
8	8/23/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	3,434		budget 2010 portion of Juvenile Accountability Block Grant	
		10100	Judicial Grants	Salaries	3,190				
		10200	Judicial Grants	FICA	244				
9	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	4,864		establish budget for 7/1/10-12/31/10 Intensive Intervention Grant	
		10100	Judicial Grants	Salaries/Wages	4,519				
		10200	Judicial Grants	FICA	345				
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100		establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
		71101	Judicial Grants	Professional Services	5,100				
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147		transfer unused grant funds from 2009 to 2010 for Contact for Kids	
		71101	Judicial Grants	Professional Services	6,147				
12	9/3/2010	1243	3451	Judicial Grants	State Grant Reimbursement	12,500		establish budget for 2010 portion of Mid-Missouri Access to Justice Project	
		71101	Judicial Grants	Professional Services	12,500				
13	9/8/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	6,943		establish budget for 2010 portion of Title II-JDAI grant	
		37220	Judicial Grants	Travel to Training	111				
		37230	Judicial Grants	Meals/Lodging	532				
		71101	Judicial Grants	Professional Services	6,300				

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10
the following, among other proceedings, were had, viz:

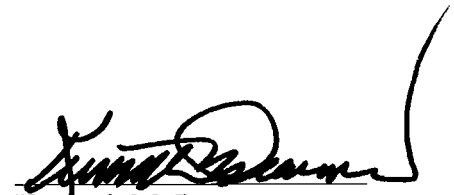
Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Mid-Missouri Access to Justice Project:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		12,500.00
1243	71101	Judicial Grants	Professional Services		12,500.00

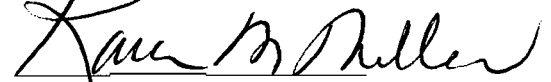
Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

460-2010

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI RECEIVED

8/25/10

AUG 30 2010

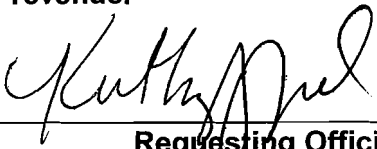
EFFECTIVE DATE

FOR AUDITORS USE

BOONE COUNTY AUDITOR

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Grant Reimb.		\$12,500.00
1	2	4	3	7	1	1	0	1	Judicial Grants	Professional Services		12,500.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **To increase revenue and expenditures for the Mid-Missouri Access to Justice Project. This is for 7/1/10 – 12/31/10 expenditures and revenue.**

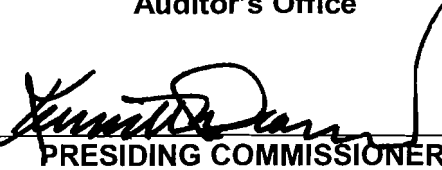

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

agenda


Auditor's Office

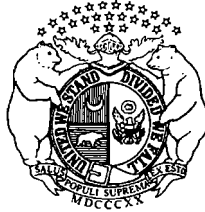

PRESIDING COMMISSIONER


DISTRICT I COMMISSIONER


DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.



**OFFICE OF COURT ADMINISTRATOR
Thirteenth Judicial Circuit Court
Boone County Courthouse
705 E. Walnut St.
Columbia, Missouri 65201**

**Kathy S. Lloyd
Court Administrator**

**Tel: (573) 886-4050
Fax: (573) 886-4070**

MEMORANDUM

To: Kristen Pettit

From: Diana Vaughan

Subject: Budget Amendment

Date: August 25, 2010

The attached budget amendment is for the Mid-Missouri Access to Justice Project Grant that we have been awarded. The total of the grant is \$25,000.00. I have split the total amount 50/50 for the period from July 1 through December 31. However, if there is a balance left in 2010, that amount will be moved to the 2011 budget.

If you have any questions, please let me know.

Thank you.



**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) 751-5540

GREGORY LINHARES
ADMINISTRATOR

May 27, 2010

The Honorable Cary Augustine
Thirteenth Judicial Circuit, Juvenile Division
705 E. Walnut
Columbia, MO 65201

Dear Judge Augustine:

I am pleased to inform you that the Family Court Committee (FCC) has approved continuation funding of your **Mid-Missouri Access to Justice Project** through the Domestic Relations Resolution Fund. The amount awarded your project is **\$25,000.00**. The funding year will be July 1, 2010, through June 30, 2011.

Please ensure the following for the project:

1. All persons who have a case filed in the 13th Judicial Circuit, regardless of their actual residency, have access to the program and all the services provided by the program.
2. A tracking mechanism is in place to ensure funds are used to support litigants with domestic relations cases.
3. The Committee on Access to Family Courts will conduct an evaluation of the project and provide regular reports to the FCC.

Please review the Award Data Sheet included with this letter detailing the funding categories for the award amount.

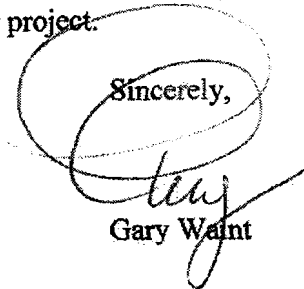
An electronic copy of a Certification of Compliance form will be emailed to you. This form **must** be used for reimbursement of project expenses. Please remember all invoices must first be paid by Boone County and then submitted to OSCA for reimbursement to the county. Reimbursement is for funds expended between July 1, 2010, and June 30, 2011, only.

The Honorable Cary Augustine
May 25, 2010
Page 2

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:

- Kelly Cramer Program Administration
- Kimberly Abbott Quarterly & Final Report Forms
- Tara Smith Fiscal Matters (invoicing/reimbursement)
- Russell Rottmann Contractual Matters

Congratulations on your award. Please feel free to contact me at 573-526-8316 if we can assist you in any way with your program or project.

Sincerely,

Gary Wain

Attachment: Award Data sheet

cc: Kathy Lloyd
 Joy Rushing

GW:KA

13th Judicial Circuit Award Data
Mid-Missouri Access to Justice Project

1. Services can be provided only to family members where there is a domestic relations case filed in the court.
2. The amount of funding for your program or project for the fiscal year is \$25,000.00.

The breakdown of funding expenditure is as follows:

Funding Period	July 1, 2010 – June 30, 2011
Contractual Services	\$25,000.00
Total	\$25,000.00

3. If it appears that your court will not use all the funds awarded, the Family Court Committee may, in its discretion, reduce the amount of reimbursement funds to the court. OSCA shall manage funds for this program on a semi-annual basis. During each 6-month period, the award amount must be reduced either by expenditure or by OSCA retracting a percentage of the funding. The court must notify OSCA of any extenuating circumstances that would justify the retaining of funds prior to the end of the six-month period. This is necessary in order to track the fund balance so as to allow additional awards in the future.
4. If at any time the court is aware that a portion of the funds are not needed for the project or program, OSCA should be notified so that the excess funds can be made available for additional awards.

9/3/2010

FY 2010
 Budget Amendments/Revisions
 Judicial Grants & Contracts (1243)

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		1243	71100	Judicial Grants	Outside Services	47,304			
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		1243	10200	Judicial Grants	FICA	2,485			
		1243	10300	Judicial Grants	Health Insurance	4,892			
		1243	10350	Judicial Grants	Life Insurance	55			
		1243	10375	Judicial Grants	Dental Insurance	367			
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			37220	Judicial Grants	Travel to Training	522			
			37230	Judicial Grants	Meals/Lodging	585			
			71101	Judicial Grants	Professional Services	3,450			
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			71101		Professional Services		1,401		
7	8/6/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	43,638		reclassify revenue as Federal Grant	
			3451		State Grant Reimbursement		43,638		
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			10100		Salaries	3,190			
			10200		FICA	244			
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			10100		Salaries/Wages	4,519			
			10200		FICA	345			
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100		establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
			71101		Professional Services	5,100			
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147		transfer unused grant funds from 2009 to 2010 for Contact for Kids	
			71101		Professional Services	6,147			
12	9/3/2010	1243	3451	Judicial Grants	State Grant Reimbursement	12,500		establish budget for 2010 portion of Mid-Missouri Access to Justice Project	
			71101		Professional Services	12,500			

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10

the following, among other proceedings, were had, viz:

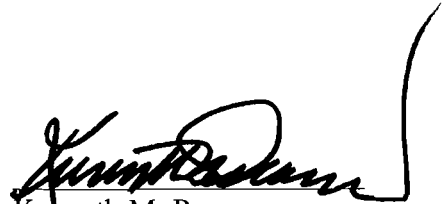
Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Domestic Relations Resolution Fund-Contact for Kids: A Safe Way Grant:

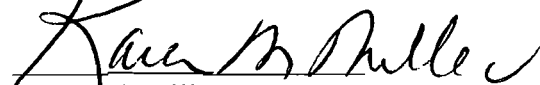
Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants & Contracts	State Grant Reimbursement		5,100.00
1243	71101	Judicial Grants & Contracts	Professional Services		5,100.00


Done this 21st day of September, 2010.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Kenneth M. Pearson
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

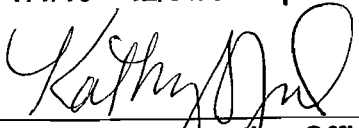
8/20/10

EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimb. - Grant		\$5,100.00
1	2	4	3	7	1	1	0	1	Judicial Grants	Professional Services		\$5,100.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **To increase revenue and expenditures for the Domestic Relations Resolution Fund-Contact for Kids: A Safe Way Grant. This is for 7/1/10 – 12/31/10 expenditures and revenue.**



 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

aggs da

KCP

 Auditor's Office



 PRESIDING COMMISSIONER




 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

	State of Missouri Office of State Courts Administrator Division of Administration and Budget	Contract Period		Award Amount
		Start Date	End Date	\$10,200.00
		07/01/10	06/30/11	

Domestic Relations Resolution Fund 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 Number	<input checked="" type="checkbox"/> Original Contract
OSCA 11-002-01	Callaway County 43600055707	<input type="checkbox"/> Contract Amendment

Federal CFDA # (if applicable):

Court/Recipient Information:	Project Director:	OSCA Program Contact
Honorable Cary Augustine 13th Judicial Circuit 10 E. 5th Street Fulton, MO 65251	Cindy Garrett 13th Judicial Circuit 705 E. Walnut Columbia, MO 65201	Kim Abbott 573-522-6768
		OSCA Fiscal Contact
		Tara Smith 573-526-2616

Special Conditions of this award are attached.

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

Contact for Kids: A Safe Way - Provide supervised visitation for parents and children to role model healthy and positive interactions. To provide order to assist the parent/custodian and child to progress towards a less restrictive visitation setting.

Requested Funding: \$19,920.00

Awarded Funding: \$10,200.00

Please Sign, Date and Return by Mail to:

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

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

Appointing Authority Signature	OSCA Signature
<i>Kathy S. Goggin</i>	<i>Gary Wait</i>
Printed Name	Printed Name
Kathy S. Goggin	Gary Wait
Date	Title
4/27/10	Director, Court Programs, Research & Education
Binding Judge Signature	Title
<i>Gary Oxenhandler</i>	
Printed Name	Date
Gary Oxenhandler	4/27/10



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

RFP NO. OSCA 11-002
TITLE: Domestic Relations Programs for Parents and Children
ISSUE DATE: January 4, 2010

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

RETURN PROPOSAL NO LATER THAN: February 22, 2010, 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, 2010, THROUGH June 30, 2011

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE 		DATE 2/17/10
PRINTED NAME Judge Cary Augustine		TITLE Family Court Judge
AGENCY NAME 13 th Judicial Circuit, Juvenile Division		
MAILING ADDRESS 705 East Walnut Street		
CITY, STATE, ZIP Columbia, Missouri 65201		
CONTACT PERSON Cindy Garrett		TITLE Supervisor
PHONE NO. 573-886-4200	FAX NO. 573-886-4031	E-MAIL ADDRESS Cindy.L.Garrett@courts.mo.gov

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: ACCEPTED AS ADJUSTED		
CONTRACT NO. OSCA 11-002-01	CONTRACT PERIOD July 1, 2010 through June 30, 2011	
OSCA CONTACT COORDINATOR 	DATE 4-13-10	Director OSCA Child Programs

**Domestic Relations Programs for Parents and Children
RFP NO. OSCA11-002
Supervised Access and Exchange Program
13th Circuit-Juvenile Division**

Name of Program: Contact for Kids: A Safe Way

Need for the Program: When situations arise that require parents/custodians to have restricted contact with a child, it is important for both parent/custodian and child to have frequent, ongoing visitation in order to maintain the relationship. Without regular visitation, parents lose motivation to correct things in their lives that have gone astray. Further, without regular and frequent visitation, children have a more difficult time returning to their former family setting and adjusting to the disruption. It is also important for both child and parent/custodian to have someone supervising the visit that will role model healthy and positive interactions between the parent and child. This is needed in order to assist the parent/custodian and child to progress towards a less restrictive visitation setting.

The 13th Circuit currently has 258 children in the custody and supervision of the Children's Division. Of the 258 children in care, approximately 50% have supervised visitation with at least one offending parent/custodian and in some cases both parents/custodian. While this is a decrease from the 70% we reported last year as having supervised visitation, we do have significantly less children in care than what we did at this time last year. In addition to children in care, the Children's Division is also ordered to supervise visitation in some dissolution cases where the court has found that unsupervised visitation with a parent would not be safe for the child. At the present, these visits are supervised by a Children's Division Caseworker; relative; foster parent; therapist; or residential care worker. Between Boone and Callaway counties, Children's Division Caseworkers alone supervise over 30 hours each week. This figure does not include the amount of time needed to provide transportation for children to and from visits, which if included would nearly double the amount of hours spent providing supervised visitation each week. Per the current policy of the Children's Division, visitation is to occur at a minimum of one time per week. As stated previously, it is important for children to have regular and frequent visitation with their parent in order to foster their bond and assist in their return to the family setting. Through the Fostering Court Improvement Program, case reviews of children in out of home placement looked at the type of visitation plan; the frequency and regularity of visitation; and finally, whether or not the plans were documented. Results of the case reviews, showed that many parents who had supervised visitation were not getting visits with their children regularly and further, that visits remained supervised for long periods of time instead of progressing to less restrictive visitation plans. This is thought to be largely due to the number of hours needed each week to supervise visits; the large caseloads handled by

Children's Division workers as well as the lack of insight as to when it would be safe to progress to less restrictive visitation.

If funding for a supervised visitation program were available to the 13th Circuit, regular visitation could occur as well as in some cases, more frequent visitation could be provided because parents could be afforded visitation through this program in addition to the visitation being supervised by the Children's Division. Further, parents/custodians would be provided the benefit of receiving parent education; information on basic child development; and basic child care. It is anticipated that with funding, 340 hours of visitation would be provided.

Prior to July 2009, when the 13th Circuit Juvenile Division received funding through the Domestic Relations Programs for Parents and Children fund to provide supervised therapeutic visitation, we contracted with individuals to provide supervised visitation for parents ordered under dissolutions or modifications to have supervised visitation. We did not provide feedback to parents or educate them on developmentally appropriate activities or discipline, we just provided supervision. This did not help any of the parties move towards any type of less restrictive visitation.

Since receiving funding in July 2009, 17 families have been served under the Supervised Access and Exchange Program, with 71 hours of supervised visitation having been provided. Evaluation surveys are completed after every four supervised visitations that occur. To date, 12 evaluation surveys have been completed by parents who have participated in the program. Out of 12 evaluations, 9 or 75% were satisfied with their visit, while 3 or 25% remained neutral on whether or not they were satisfied with their visit. 4 or 33% felt they learned something new about caring for their child. Areas of parenting identified in which they felt they learned something new about parenting their child were, helping their child problem solve; learning how to provide reinforcement after timeout; learning how to provide detail when communicating; and learning about their child's attention deficit hyper activity disorder.

After seven months of providing supervised visits under this program, we expected to have expended at least \$11,500 of the originally awarded \$19,950, however due to being overly conscientious about using the funds and running out prior to the funding cycle ending, parties were slow to refer families to the program. Since meeting with Children's Division and local attorneys, referrals to the program have significantly increased. Since January 1, 2010, we have had 13 families referred and anticipate providing 12 visits for each of these families. Based on this, we expect to expend approximately \$9,048 during the 3rd quarter. This will leave us just over \$7,000 to use in the fourth quarter. Based on the referrals increasing dramatically in the 3rd quarter, it is expected this referral rate will continue into the 4th quarter, thus utilizing the awarded funds.

One aspect of the grant that we could improve on is teaching the parent something new about caring for their child. One recommendation for parents that frequently comes up on the therapist's observation report is that the parents provide developmentally appropriate, educational activities to engage their child in during the visit. For most parents, they need

examples of what developmentally appropriate, educational activities are. One way to assist parents with this is for the therapist to have some developmentally appropriate, educational toys available during the visits so that parents can be shown some toys and activities to engage in with their child during the visit. These toys would be made easily accessible for each age group and would be used as examples for the parents. They would be used during visits and parents would then be encouraged to purchase them for home.

Educational, developmentally appropriate toys may be purchased from Internet sites such as www.parents.com which provides a variety of recommended toys/activities for kids of all ages. Items such as picture books, pop-up books, matching games, picture bingo, blocks, puzzles, dominoes, etc., can be purchased from Wal-mart and range in price from \$5 to \$20. If awarded funding, the supervising therapist will determine which toys would be purchased, keeping in mind the fixed budget most families are on.

Number of people to be served/hours of service provided: Under this proposal, 340 hours of supervised visitation could be provided at the rate of \$58 per hour. A maximum of 12 sessions will be provided to each family, allowing us to serve approximately 28 families provided each will require a full 12 sessions. In the event a family will not require all 12 sessions, other families will be provided services as funds allow. It is also expected that all 28 families will benefit from the resource materials purchased and used during visits.

Implementation plan: In an effort to implement this proposed project, the Juvenile Division worked in collaboration with the Boys and Girls Town of Missouri to develop a proposal which is outlined below.

Program Proposal:

*Boys & Girls Town of Missouri
Central Region
4304 Bearfield Road
Columbia, Missouri 65201
573-874-8686
Contact: Paula Fleming, PhD., LPC
Regional Vice President*

Proposal to provide Supervised Visitation and Family Therapy for children and families referred to Boys & Girls Town of Missouri – Central Region by the 13th Judicial Circuit, Juvenile Court.

Program Proposal:

Boys & Girls Town of Missouri (BGTM) will provide provisionally or fully licensed clinical social workers or professional counselors to supervise visits between children and their non-custodial parents. The Juvenile office shall provide a safe, comfortable,

and accessible environment in which supervised visitation opportunities for children and families (involved with juvenile court) can take place.

Benefits of Supervised Visitation:

1. Visits maintain the parent-child bond.

- *When a child is removed from their home, it is a difficult and often scary experience for the child and family.*
- *Frequent visits provide a means by which parent and child can continue their relationship.*
- *Frequent visits reassure the parent that their child has not just disappeared; they reassure the parent that the child is being given shelter and care.*
- *If a child does not see his/her parent(s) for a long time, it becomes more difficult for that child to re-adjust to living together as a family again.*

2. Visits provide parents with motivation and hope.

- *Research provides evidence that parents who do not visit with their children lose motivation to put their lives back on track.*
- *Parents who have lost physical custody of their children have many expectations placed upon them. It is often hard to accomplish all that is required (visit with their children, obtain housing, begin substance abuse treatment, find a job, attend parenting classes, etc.).*
- *Without community support, the process can be discouraging.*
- *The opportunity for parents to spend time with their children is not only required, but instills the hope and motivation necessary to ensure the permanent return of their children.*

3. Visits provide critical information to the agencies involved with the family and the courts about the parent-child relationship.

- *Reports from the supervised visitation will be provided by the therapist within 48 hours of the visitation date.*
- *Because the reports are written by impartial professionally trained staff, the observations are likely to be a realistic reflection of the parent-child relationship and factual observations made during the visitation process.*

Administration of the Program:

There are many people involved in the visitation process. It begins at the Local Juvenile Court, where a family is first determined to be in need of services. The process typically flows in the following manner:

Juvenile Court

- *Determines visitation needs and requirements, or*
- *Allows the Children's Division to make referrals to the program.*

BGTM Program Coordinator

- *Oversees therapists assigned to the supervised visitation program*
- *Reviews and maintains records of visitations*
- *serves as liaison between BGTM and the Juvenile Office*

Therapists

- *administer and supervise visits*
- *provide therapy and/or other supportive services*
- *complete family visitation reports*

Visitation Process:

Visitation procedures will be developed and provided to the Juvenile Court for review and approval. BGTM therapist assigned to provide supervised visitation will be trained in the policy and procedures. Working collaboratively with the Juvenile Court, the BGTM therapist will develop a family visitation plan for each participating family. Based on the assessed need, family therapy and/or other supportive services such as parent education, information on basic child development, and basic child care may be provided by the BGTM therapist during the visitation sessions. The therapists will role model healthy and positive interactions between parent and child and encourage the parent to actively engage with his/her children.

When a referral is received and a family is accepted for supervised visitation they will receive a copy of these procedures in advance of the visitation. The BGTM therapist will discuss with the family any therapeutic and/or supportive services that will be provided during the visitation sessions. The details of a visitation session will be worked out in coordination with the Juvenile Office and other representatives as identified by the court.

The basic framework will likely follow:

- *Visiting Parents are typically expected to arrive first, around 10-15 minutes prior to the scheduled meeting time; a sign in process will be established along with processes for the Visiting Parent being directed to the visitation area. The visiting parent will wait in the visitation room for his or her children to arrive.*
- *Children and their Custodian arrive and check in at the scheduled time; the children are escorted to the visitation room, where Visiting Parent is waiting. Custodian may either leave the Center and return in an hour, or remain in the Custodian's waiting room during the visitation. NOTE: the Custodian should not leave the facility until the Visiting Parent has arrived; the Visiting Parent should already be*

- *checked-in when the children arrive with their Custodian, but in the event that the Visiting Parent does not show within 15 minutes of the scheduled time, the children should be taken home by the Custodian.*
- *Children and Visiting Parents will visit for about an hour. The assigned therapist will remain in the room for the entire time. If a child needs to use the restroom, an assigned staff will escort the child to the facilities. Visiting Parents are not allowed to take children to the restroom.*
- *The therapist will let visiting families know when the hour is almost over (about 15 minutes before, and then again at 5 minutes before time is up).*
- *At the end of the hour, the Visiting Parents will leave the visitation room and sign out.*
- *A Visiting Parent may be asked to fill out an evaluation form, if time permits.*
- *The children will then be escorted back up to the greeting area, where the Custodian should be waiting to take the children home.*
- *Once the parties have left, the therapist who observed the visitation complete a visitation observation form, including all observations (not opinions) about what happened in the visitation.*
- *The written observations will be provided to the therapist's supervisor for review and signature. The observation forms will then be provided to the Juvenile Office.*

Records of Visitation:

The types of forms required will be developed with input from the Juvenile Office, but following are suggested:

- *REFERRAL FORM (Court/Visiting Parent) – this form comes from the Juvenile Office referring a particular family to the supervised Visitation program.*
- *IDENTIFICATION FORM (Visiting Parent) – records Visiting Parent's identification and contact information, as well as his or her specific visitation schedule*
- *RELEASE FORM (Visiting Parent) – Visiting Parent's agreement to obey visitation program rules and to follow the established procedures; depending on the structure of the program, parents may be required to fill out and sign this form in the presence of the local juvenile court prior to the visitation.*
- *RULES FORM (Visiting Parent / Custodian) – specific and detailed list of rules for visitation; should cover topics such as arrival and departure times, punctuality, attitude, language, food or gifts for the children, physical*

contact, cleanliness, intoxication, and any other rules that are relevant to the particular facility the rules sheet should also list the specific consequences for violating any of the rules

- *IDENTIFICATION FORM (Custodian) – records identification and contact information of whoever is responsible for bringing the child to and from the visitation*
- *OBSERVATION REPORT (therapist) – describes interaction between Visiting Parent and children during the visit; should be filled out after the visitation has ended; can be styled as a checklist or in a narrative format*

Note: Therapists will be given explicit instructions on what to include in the observation report.

INTAKE FORM (Therapist) – separate sign-in sheets for Visiting Parent and the Custodian; should indicate time of arrival, time of departure, whether Custodian remained at center, etc.

Program Evaluation:

An evaluation survey will be provided to the visiting parents and the custodian of the children following every four visits. The evaluation survey is an important tool to get feedback from the people who use the services provided by the program. The results from the survey will let the program partners know:

- *what areas are successful*
- *what areas need improvement*

For example, feedback from the Visiting Parents may offer suggestions for more convenient Hours. Responses from the Custodians might lead to a more efficient traffic flow. To be most effective, the surveys should be administered to the Custodians, Juvenile Office and Children's Division personnel, and Visiting Parents within the first four visits and then yearly thereafter. BGTM will gather all evaluation materials, compile the data and provide a written report to the Juvenile Office on a monthly basis. The written report will not only provide survey information but will also report the number of families and children referred for the program, number of hours provided, number of cancellations and other data as identified by the Juvenile Office.

Implementation Plan continued:

If funded, Contact with Kids: A Safe Way will be implemented immediately. We will use the same contract provider to supervise the visits. All referral forms, evaluations, observation reports and protocol for referring to the program have already been established and are being used during this current funding period. The following table illustrates the program implementation if funding were to be awarded:

Timeline:

Task to be Completed:	Implementation Date:
Begin offering supervised visitation	July, 2010
Purchase educational, developmentally appropriate toys for visits	July, 2010
Monthly report due from BGTM	August, 2010
Monthly report due from BGTM	September, 2010
Submit 1 st qtr report to OSCA/Monthly Report Due from BGTM	October, 2010
Monthly report due from BGTM	November, 2010
Monthly report due from BGTM	December, 2010
Submit 2nd qtr report to OSCA/Monthly Report Due from BGTM	January, 2011
Monthly report due from BGTM	February, 2011
Monthly report due from BGTM	March, 2011
Submit 3rd qtr report to OSCA/Monthly Report Due from BGTM	April, 2011
Monthly report due from BGTM	May, 2011
Monthly report due from BGTM	June, 2011
Final report due from BGTM/Submit Yearly Report to OSCA	July, 2011

Project Goals and Objectives:

Project Goal: To provide visitation between children and parents that is both emotionally and physically safe for children.

Objective 1-340 hours of supervised visitation will be provided to children and their parents/custodian.

Objective 2-All visits will be supervised by a provisionally or fully licensed clinical social worker or professional counselor who will develop a visitation plan based on the family's needs.

Objective 3-100% of cases will have a visitation report completed and submitted to the Juvenile Office within 48 hours of the visit date and will include what service was provided to the family during the visit(family therapy or supportive services).

Objective 4-80% of parents/custodians will be satisfied with the service provided to them.

Objective 5-Less than 10% of visits will be terminated by the supervising therapist before the visit is to be concluded.

Sustainability: It is anticipated that this program could be sustained by utilizing some or all of the following options: 1) Request funding through the Children's Division CQI(Quality Improvement) Process; 2) Apply for other grant opportunities that will enhance the existing program; 3) Utilization of student interns to supervise visits.

Project Funding Breakdown:

Funds Requested:

Furniture and Equipment: None needed. It is expected that we can use furniture/equipment that already exists in visitation areas.

Resource Materials for Participants and Program Development: **\$200** will be used to purchase a variety of inexpensive toys/activities for each age group that will be used to provide examples of developmentally appropriate, educational activities to parents. They would be made easily accessible to parents at each visit. No other resource funds will be needed as BGTM's therapists already have the training needed to facilitate the program and their past education and experience can be used to assist the children and families served.

Construction: None required. All areas to be used for visitation are ready and available for use.

Contractual Services: **\$19,720** The costs for the supervised visitation will be \$58/hour. Approximately 340 hours of supervised visitation will be provided which will total \$19,720. We will contract with Boys and Girls Town of Missouri Central Region for the service.

Administrative Costs and Supplies: None requested. The Juvenile Division will provide two supervisors one in Callaway and one in Boone County who will be responsible for overseeing Boys and Girls Town's services. This responsibility will be incorporated in their daily responsibilities which are covered under their salaries currently paid for by the State of Missouri. Any office supplies needed for the program will be provided by Boys and Girls Town.

Training: None requested. Boys and Girls Town along with the Juvenile Division will be responsible for making sure all staff who supervise the visits receive the proper training in order to supervise the visits.

TOTAL AMOUNT OF FUNDS REQUESTED: \$19,920

Cost Per Person Served and/or Cost Per Hours of Service Provided: \$58 per hour for a total of 340 service hours provided=\$19,720. Approximately 28 families will be served and have access to the resource materials provided during visits. This is a cost of \$7.14/per family. Total cost per family: \$711.43/family.



Office of Court Administrator

Thirteenth Judicial Circuit Court

Boone County Courthouse

705 E. Walnut St.

Columbia, Missouri 65201

Kathy S. Lloyd
Court Administrator

Tel: (573) 886-4060

Fax: (573) 886-4070

MEMORANDUM

TO: Office of State Courts Administrator, Contracts Section

FROM: Kathy S. Lloyd, Court Administrator *KSL:pae*

DATE: April 27, 2010

REF: Domestic Relations Resolution Fund Award

Attached, for your files, is the fully executed Domestic Relations Resolution Fund Award.

KSL:pae

Attachment

cc: Cindy L. Garrett

9/2/2010

FY 2010
 Budget Amendments/Revisions
 Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/18/2010	1243	10100	Judicial Grants	Salaries and Wages	291		transfer unused salary and FICA in JABG Grant 2009 Art & Music Positions to 2010	
		1243	10200	Judicial Grants	FICA	22			
		1243	3411	Judicial Grants	Federal Grant Reimbursement	313			
2	2/26/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	47,304		increase revenue & expenditures for the STOP Violence Against Women Grant 1/1/10-12/31/10	
		1243	71100	Judicial Grants	Outside Services	47,304			
3	3/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	43,638		establish budget for Domestic Assault Court Coordinator Grant	
		1243	10100	Judicial Grants	Salary	32,483			
		1243	10200	Judicial Grants	FICA	2,485			
		1243	10300	Judicial Grants	Health Insurance	4,892			
		1243	10350	Judicial Grants	Life Insurance	55			
		1243	10375	Judicial Grants	Dental Insurance	367			
		1243	10325	Judicial Grants	Disability Insurance	120			
		1243	10400	Judicial Grants	Workers Comp	1,446			
		1243	10500	Judicial Grants	401A Match	650			
		1243	10600	Judicial Grants	Unemployment Comp	1,140			
4	4/27/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	22,854		establish budget for Equipment Assistance grant for kitchen equipment	
		1243	92300	Judicial Grants	Replacement Machine & Equipment	18,263			
		1243	91300	Judicial Grants	Machine & Equipment	4,591			
5	6/28/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	4,557		transfer unused amounts from 2009 Title II-JDAI to 2010	
			37220	Judicial Grants	Travel to Training	522			
			37230	Judicial Grants	Meals/Lodging	585			
			71101	Judicial Grants	Professional Services	3,450			
6	6/28/2010	1243	91302	Judicial Grants	Computer Software	2,695		state approved revision due to savings in travel and professional services	
			37220		Travel to Training		1,294		
			71101		Professional Services		1,401		
7	8/6/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	43,638		reclassify revenue as Federal Grant	
			3451		State Grant Reimbursement		43,638		
8	8/23/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	3,434		budget 2010 portion of Juvenile Accountability Block Grant	
			10100		Salaries	3,190			
			10200		FICA	244			
9	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	4,864		establish budget for 7/1/10-12/31/10 Intensive Intervention Grant	
			10100		Salaries/Wages	4,519			
			10200		FICA	345			
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100		establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
			71101		Professional Services	5,100			
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147		transfer unused grant funds from 2009 to 2010 for Contact for Kids	
			71101		Professional Services	6,147			

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Probation Services Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		40,967.00
1243	10100	Judicial Grants	Salaries/Wages		31,720.00
1243	10200	Judicial Grants	FICA		2,426.00
1243	10300	Judicial Grants	Health Insurance		4,750.00
1243	10325	Judicial Grants	Disability Insurance		117.00
1243	10350	Judicial Grants	Life Insurance		53.00
1243	10375	Judicial Grants	Dental Insurance		356.00
1243	10400	Judicial Grants	Workers Comp		1,155.00
1243	10500	Judicial Grants	401 (A) Match		390.00

Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Kenneth M. Pearson
 Kenneth M. Pearson
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Skip Elkin
 Skip Elkin
 District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

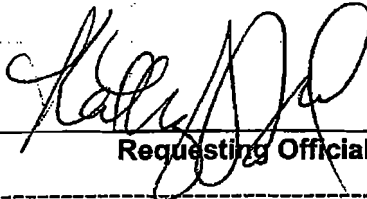
8/19/10

EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimbursement		\$40,967
1	2	4	3	1	0	1	0	0	Judicial Grants	Salaries/Wages		\$31,720
1	2	4	3	1	0	2	0	0	Judicial Grants	FICA		\$2,426
1	2	4	3	1	0	3	0	0	Judicial Grants	Health Insurance		\$4,750
1	2	4	3	1	0	3	2	5	Judicial Grants	Disability Insurance		\$117
1	2	4	3	1	0	3	5	0	Judicial Grants	Life Insurance		\$53
1	2	4	3	1	0	3	7	5	Judicial Grants	Dental Insurance		\$356
1	2	4	3	1	0	4	0	0	Judicial Grants	Workers Comp.		\$1,155
1	2	4	3	1	0	5	0	0	Judicial Grants	401 (A) Match		\$390

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **To increase revenue and expenditures for the Probation Services grant. This budget amendment covers 7/1/10 to 12/31/10.**



 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:



 Auditor's Office



 PRESIDING COMMISSIONER



 DISTRICT I COMMISSIONER



 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 6 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

1243 Judicial Grants & Contracts
 Probation Services Grant
 Calculations for Budget Amendment
 July 2010 - December 2010

Position Number	Position Title	Budget Hours July-Dec.	Hourly Rate	10100 Salary & Wages	10200 FICA	10300 Health Insurance	10325 Disability Insurance	10350 Life Insurance	10375 Dental Insurance	10400 Workers Comp.	10500 401A Match	Total
					(0.0765)	(\$395.83/mo)	(0.0037)	(\$4.40/mo)	(\$29.67/mo.)	(0.0364)	(\$15/payck.)	
560	DJO	1040	15.25	\$ 15,860.00	\$ 1,213.29	\$ 2,374.98	\$ 58.68	\$ 26.40	\$ 177.99	\$ 577.30	\$ 195.00	\$ 20,483.65
561	DJO	1040	15.25	\$ 15,860.00	\$ 1,213.29	\$ 2,374.98	\$ 58.68	\$ 26.40	\$ 177.99	\$ 577.30	\$ 195.00	\$ 20,483.65
July-December 2010 Exp Estimate:				<u>\$ 31,720.00</u>	<u>\$ 2,426.58</u>	<u>\$ 4,749.96</u>	<u>\$ 117.36</u>	<u>\$ 52.80</u>	<u>\$ 355.98</u>	<u>\$ 1,154.61</u>	<u>\$ 390.00</u>	<u>\$ 40,967.29</u>
2010 Budget Amendment Expenditure Amounts:				\$ 31,720.00	\$ 2,426.58	\$ 4,749.96	\$ 117.36	\$ 52.80	\$ 355.98	\$ 1,154.61	\$ 390.00	\$ 40,967.29
2010 Budget Amendment Revenue Amounts:				\$ 31,720.00	\$ 2,426.58	\$ 4,749.96	\$ 117.36	\$ 52.80	\$ 355.98	\$ 1,154.61	\$ 390.00	\$ 40,967.29

Grant Award:
 July-Dec 2010 \$40,967.29
 January-June 2011 \$40,967.29
 TOTAL GRANT AWARD \$81,934.58

1243 Judicial Grants & Contracts
 Probation Services Grant
 Calculations for Budget Amendment
 January 2011 - June 2011

Position Number	Position Title	Budget Hours Jan.-June	Hourly Rate	10100 Salary & Wages	10200 FICA	10300 Health Insurance	10325 Disability Insurance	10350 Life Insurance	10375 Dental Insurance	10400 Workers Comp	10500 401 (A) Match	Total
					(0.0765)	(\$395.83/mo.)	(0.0037)	(\$4.40/mo)	(\$29.67/mo)	(0.0364)	(\$15/payck.)	
560	DJO	1040	15.25	\$ 15,860.00	\$ 1,213.29	\$ 2,374.98	\$ 58.68	\$ 26.40	\$ 177.99	\$ 577.30	195.00	\$ 20,483.65
561	DJO	1040	15.25	\$ 15,860.00	\$ 1,213.29	\$ 2,374.98	\$ 58.68	\$ 26.40	\$ 177.99	\$ 577.30	195.00	\$ 20,483.65
Jan.-June 2011 Exp Estimate:				<u>\$ 31,720.00</u>	<u>\$ 2,426.58</u>	<u>\$ 4,749.96</u>	<u>\$ 117.36</u>	<u>\$ 52.80</u>	<u>\$ 355.98</u>	<u>\$ 1,154.61</u>	<u>\$ 390.00</u>	<u>\$ 40,967.29</u>
2011 Budget Amendment Expenditure Amounts:				\$ 31,720.00	\$ 2,426.58	\$ 4,749.96	\$ 117.36	\$ 52.80	\$ 355.98	\$ 1,154.61	\$ 390.00	<u>\$ 40,967.29</u>
2011 Budget Amendment Revenue Amounts:				\$ 31,720.00	\$ 2,426.58	\$ 4,749.96	\$ 117.36	\$ 52.80	\$ 355.98	\$ 1,154.61	\$ 390.00	<u>\$ 40,967.29</u>

Grant Award:
 July-Dec 2010 \$40,967.29
 Jan-June 2011 \$40,967.29
TOTAL GRANT AWARD: \$81,934.58

Missouri Department of
SOCIAL SERVICES

Your Potential. Our Support.

JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

DIVISION OF YOUTH SERVICES

NORTHEAST REGIONAL OFFICE

1240 E. BROWN SCHOOL RD., COLUMBIA MO 65202-9454

WWW.DSS.MO.GOV • 573-449-2939 • 573-449-8766 FAX

June 23, 2010

Rick Gaines
Juvenile Officer
115 N. Eighth Street
Columbia MO 65201

RECEIVED
BOONE CO. MO
JUN 26 2010
JUVENILE DIV

Dear Mr. Gaines:

The Division of Youth Services is pleased to inform the 13th Circuit Court that its FY 2011 application for Youth, Family, and Community JCD Grant funds has been approved in the total amount of \$87,433.00. As in previous years, access to these funds is contingent upon contract completion, appropriation authority and departmental approval.

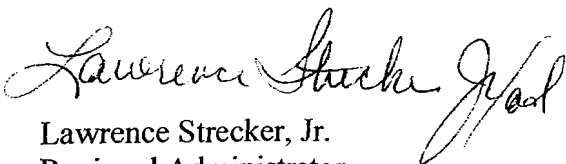
By order of the Office of Administration, all state contracts are undergoing review and revision. The review and revision of the new JCD contracts is underway and will soon be complete.

One advantage of our new approach is that each court will enter into a single JCD contract with DYS. If the court submitted multiple applications, the contract may reflect multiple focus areas within the Scope of Service instead of having separate contracts for each project.

Should further funding limitations occur during the course of the agreement, the contract could be revised prior to the end of the contract year.

Thank you for your patience during this period of transition and for your ongoing commitment to Missouri's young people.

Sincerely,



Lawrence Strecker, Jr.
Regional Administrator

RELAY MISSOURI

FOR HEARING AND SPEECH IMPAIRED

1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

An Equal Opportunity Employer. services provided on a nondiscriminatory basis.



DYS Grant

Rick Gaines to: Diana Vaughan

Cc: Kathy Lloyd, Cindy L Garrett

06/29/2010 01:21 PM

We have been awarded \$87,433 as a total for both grants. This year will be different from previous years in that the Division will only have one contract instead of the two contracts for each grant. So the 2 djos to be fully funded will be \$82,569 which will remain \$4, 864 for our part-time family therapist. Once I receive the contract, I will forward a copy to you.

thanks,

PERSONNEL

EXHIBIT E - 1

Salaried Employees - Enter only one position per line	Working Title	Job Class Title per Uniform Classification and Pay System (UCP)	Deputized?	FTE	Full-time Monthly Salary	multiplied by mo. per year	Equals Annual Salary	Annual Salary Last Year	Change
		Deputy Juvenile Officer	Juvenile Officer I	YES	1.00	\$ 2,667.88	12	\$ 32,014.56	\$ 32,014.56
	Deputy Juvenile Officer	Juvenile Officer I	YES	1.00	\$ 2,667.88	12	\$ 32,014.56	\$ 32,014.56	\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
TOTAL SALARIES							\$ 64,029.12	\$ 64,029.12	\$ -
Hourly Employees - Enter only one position per line	Working Title	Benefit Eligible?	Hours / Month	Hourly Wage	multiplied by mo. per year	Equals Requested Annual Wage	Wages Earned Last Year	Change	
							\$ -	\$ -	\$ -
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
TOTAL WAGES						\$ -	\$ -	\$ -	
Total Months of Benefit Eligibility						24			
TOTAL of Salaries and Wages						\$ 64,029.12			

Total Number of Benefit Eligible Positions

2

				PERCENTAGE
TOTAL Salary Expenses	\$	64,029.12	Local Funds Committed for Salaries	0.00%
			DYS FUNDS REQUESTED FOR SALARIES	100.00%
TOTAL Wage Expenses	\$	-	Local Funds Committed for Wages	#DIV/0!
			DYS FUNDS REQUESTED FOR WAGES	#DIV/0!
TOTAL Salary & Wages	\$	<u>64,029.12</u>	Total Local Funds Committed for Personnel	0.00%
			TOTAL DYS PERSONNEL FUNDS REQUESTED	<u>100.00%</u>
				<u>100.00%</u>

FRINGE BENEFITS FOR GRANT FUNDED COURT EMPLOYEES

	Total Personnel Salaries and Wages of Benefit Eligibles	Basis for Monthly Cost Estimate (decimal)	Number of Benefit Eligible Positions	Basis for Monthly Benefit (fixed \$)	Total Months of Benefit Eligibility	Total Fringe Benefit Request
Pension / Retirement	\$ 64,029.12					\$ -
Social Security						
OASDI	\$ 64,029.12	0.062				\$ 3,969.81
Medicare	\$ 64,029.12	0.0145				\$ 928.42
Health Insurance			2	435	24	\$ 10,440.00
Life Insurance			2	5.28	24	\$ 126.72
Long Term Disability	\$ 64,029.12	0.0037				\$ 236.91
Workers Compensation and Unemployment	\$ 64,029.12	0.0065				\$ 416.19
Other (Please Identify) <i>401A & DENTAL</i>	\$ 64,029.12		2	100.91	24	\$ 2,421.84
TOTAL Cost of Fringe Benefits						\$ 18,539.88

TOTAL Cost of Fringe Benefits \$ 18,539.88

1300.08
1121.76

Local Funds Committed for Fringe: PERCENTAGE 0.00%

DYS FUNDS REQUESTED: \$ 18,539.88 100.00%
100.00%

Brief Explanaton of Other
Dental Insurance and 401 A Match

YOUTH, FAMILY AND COMMUNITY SUPPORT GRANT

EXHIBIT E-7

BUDGET SUMMARY AND OUTLINE

Judicial Circuit #:

Project Title:

Contract Number:

State Fiscal Year:

BUDGET SUMMARY:

Budgeted Expenditures	Local Funds Committed	DYS FUNDS REQUESTED
Salaries	\$ -	\$ 64,029.12
Wages	\$ -	\$ -
Fringe	\$ -	\$ 18,539.88
Total Personnel	\$ -	\$ 82,569.00
Travel	\$ -	\$ -
Equipment	\$ -	\$ -
Supplies	\$ -	\$ -
Contractual	\$ -	\$ -
TOTAL	\$ 0.00%	\$ 82,569.00

BUDGET DETAIL:

Funding Category	Budgeted Expenditure	Local Commitment	Requested Funding	Approved Funding
Salary Expenses	\$ 64,029.12	\$ -	\$ 64,029.12	\$ -
Wage Expenses	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ 18,539.88	\$ -	\$ 18,539.88	\$ -
TOTAL PERSONNEL	\$ 82,569.00	\$ -	\$ 82,569.00	\$ -
Professional Development	\$ -	\$ -	\$ -	\$ -
Meals	\$ -	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -	\$ -
Milage	\$ -	\$ -	\$ -	\$ -
TOTAL TRAVEL & PD	\$ -	\$ -	\$ -	\$ -
TOTAL EQUIP OR PROPERTY	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPLIES / OPP	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL	\$ -	\$ -	\$ -	\$ -

TOTAL DYS FUNDS APPROVED \$ -

FY 2010
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	Decrease	StDecrease	Reason/Justification	Comments
1	2/18/2010	1243	10100	Judicial Grants	Salaries and Wages	22	22	Transfer unused salary and FICA in JABG Grant 2009	
		1243	10200	Judicial Grants	FICA	22	22		
2	2/26/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	47,304	47,304	Increase revenue & expenditures for the STOP	
		1243	71100	Judicial Grants	Outside Services	47,304	47,304	Violence Against Women Grant 1/1/10-12/31/10	
3	3/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	43,638	32,483	Establish budget for Domestic Assault Court	Coordinator Grant
		1243	10100	Judicial Grants	Salary	32,483	32,483		
		1243	10200	Judicial Grants	FICA	2,485	2,485		
		1243	10300	Judicial Grants	Health Insurance	4,892	4,892		
		1243	10350	Judicial Grants	Life Insurance	55	55		
		1243	10375	Judicial Grants	Dental Insurance	367	367		
		1243	10325	Judicial Grants	Disability Insurance	120	120		
		1243	10400	Judicial Grants	Workers Comp	1,446	1,446		
		1243	10500	Judicial Grants	401A March	650	650		
4	4/27/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	22,894	18,263	Establish budget for Equipment Assistance grant for kitchen equipment	
		1243	92300	Judicial Grants	Replacement Machine & Equipment	18,263	18,263		
		1243	91300	Judicial Grants	Machine & Equipment	4,591	4,591		
5	6/28/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	4,577	3,450	Transfer unused amounts from 2009 Title II-JDAI to 2010	
		1243	37220	Judicial Grants	Travel to Training	522	522		
		1243	37230	Judicial Grants	Meal/Lodging	585	585		
		1243	71101	Judicial Grants	Professional Services	3,450	3,450		
6	6/28/2010	1243	9102	Judicial Grants	Computer Software	2,695	1,294	State approved revision due to savings in travel and professional services	
		1243	37220	Judicial Grants	Travel to Training	71101	71101		
7	8/6/2010	1243	3451	Judicial Grants	State Grant Reimbursement	43,638	43,638	reclassify revenue as Federal Grant	
8	8/23/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	3,434	3,190	budget 2010 portion of Juvenile Accountability Block Grant	
		1243	10100	Judicial Grants	Salaries	3,190	3,190		
		1243	10200	Judicial Grants	FICA	244	244		
9	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,498	5,107	establish budget for 7/1/10-12/31/10 Inensive Intervention Grant	
		1243	10100	Judicial Grants	Salaries/Wages	5,107	5,107		
		1243	10200	Judicial Grants	FICA	391	391		
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100	5,100	establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
		1243	71101	Judicial Grants	Professional Services	5,100	5,100		
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147	6,147	transfer unused grant funds from 2009 to 2010 for Contact for Kids	
		1243	71101	Judicial Grants	Professional Services	6,147	6,147		
12	9/3/2010	1243	3451	Judicial Grants	State Grant Reimbursement	12,500	12,500	establish budget for 2010 portion of Mid-Missouri Access to Justice Project	
		1243	71101	Judicial Grants	Professional Services	12,500	12,500		
13	9/8/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	6,943	6,300	establish budget for 2010 portion of Title II-JDAI grant	
		1243	37220	Judicial Grants	Travel to Training	111	111		
		1243	37230	Judicial Grants	Meal/Lodging	532	532		
		1243	71101	Judicial Grants	Professional Services	6,300	6,300		
14	9/8/2010	1243	3451	Judicial Grants	State Grant Reimbursement	40,967	31,720	establish budget for 2010 portion of Probation Services Grant	
		1243	10100	Judicial Grants	Salaries/Wages	31,720	31,720		
		1243	10200	Judicial Grants	FICA	2,426	2,426		
		1243	10300	Judicial Grants	Health Insurance	4,750	4,750		
		1243	10325	Judicial Grants	Disability Insurance	117	117		
		1243	10350	Judicial Grants	Life Insurance	53	53		
		1243	10400	Judicial Grants	Dental Insurance	356	356		
		1243	10400	Judicial Grants	Workers Comp	1,155	1,155		
		1243	10500	Judicial Grants	401A March	390	390		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

21st

day of September

20 10

the following, among other proceedings, were had, viz:

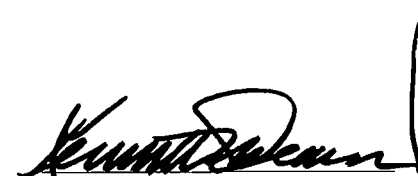
Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the Intensive Intervention Grant:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Grant Reimbursement		5,498.00
1243	10100	Judicial Grants	Salaries/ Wages		5,107.00
1243	10200	Judicial Grants	FICA		391.00

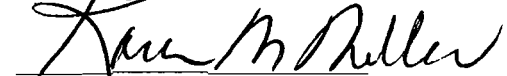
Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

8/19/10

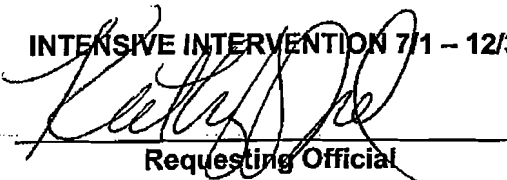
EFFECTIVE DATE

FOR AUDITORS USE

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Grant Reimb.		5,498.00
1	2	4	3	1	0	1	0	0	Judicial Grants	Salaries/Wages		5,107.00
1	2	4	3	1	0	2	0	0	Judicial Grants	FICA		391.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Increase revenue and expenditure budget for 7/1/10 – 12/30/10 Intensive Intervention grant.**

INTENSIVE INTERVENTION 7/1 – 12/31/10

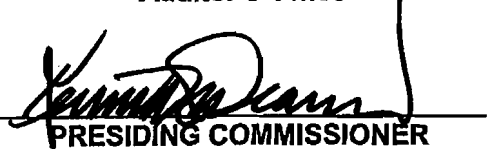

 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

14P

 Auditor's Office


 PRESIDING COMMISSIONER


 DISTRICT I COMMISSIONER


 DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

1243 Judicial Grants & Contracts
 Intensive Intervention Grant
 Calculations for Budget Amendment
 July 2010 - December 2010

	Position Number	Position Title	Budget Hours July - December	Hourly Rate	10100 Salary & Wages	10200 FICA	Expenditure Budget TOTAL	Revenue Budget	Difference	Local Match	Remaining Difference
July-Dec 2010 Exp. Estimate	536	Family Counselor Pool	378	\$ 13.50	\$ 5,103.00	\$ 390.38	<u>\$ 5,493.38</u>	\$ 5,498.42	\$ 5.04	\$ -	\$ 5.04
2010 Budget Amendment Expenditure Amounts:					\$ 5,103.00	\$ 390.38	<u>\$ 5,493.38</u>			0	<u>\$ 5.04</u>
2010 Budget Amendment Revenue Amounts:					\$ 5,103.00	\$ 390.38	<u>\$ 5,493.38</u>			0	<u>\$ 5.04</u>

Grant Award:

July-Dec 2010	5,498.42
Total Grant Award:	<u>5,498.42</u>

Total Grant

	87,433.00	+
Probation 7/10-12/10	40,967.29	-
Probation 1/11-6/11	40,967.29	-
Intensive Inter. 7/10-12/10	5,498.42	1

1243 Judicial Grants & Contracts
 Intensive Intervention Grant
 Calculations for Budget Amendment
 July 2010 - December 2010

	Position Number	Position Title	Budget Hours July - December	Hourly Rate	10100 Salary & Wages	10200 FICA	Expenditure Budget TOTAL	Revenue Budget	Difference	Local Match	Remaining Difference
July-Dec 2010 Exp. Estimate	536	Family Counselor Pool	472	\$ 13.50	\$ 6,372.00	\$ 487.48	<u>\$ 6,859.46</u>	\$ 6,871.38	\$ 11.92	\$ -	\$ 11.92
2010 Budget Amendment Expenditure Amounts:					\$ 6,372.00	\$ 487.48	<u>\$ 6,859.46</u>			0	<u>\$ 11.92</u>
2010 Budget Amendment Revenue Amounts:					\$ 6,372.00	\$ 487.46	<u>\$ 6,859.46</u>			0	<u>\$ 11.92</u>

Grant Award:

July-Dec 2010 6,871.38
 Total Grant Award: 6,871.38

1241 380 15.46

1243 536 13.50
 Jessica Carrow

Caren Moore



DYS Grant

Rick Gaines to: Diana Vaughan

Cc: Kathy Lloyd, Cindy L Garrett

06/29/2010 01:21 PM

We have been awarded \$87,433 as a total for both grants. This year will be different from previous years in that the Division will only have one contract instead of the two contracts for each grant. So the 2 djos to be fully funded will be \$82,569 which will remain \$4, 864 for our part-time family therapist. Once I receive the contract, I will forward a copy to you.

thanks,

Missouri Department of
SOCIAL SERVICES
Your Potential. Our Support.

JEREMIAH W. (JAY) NIXON, GOVERNOR • RONALD J. LEVY, DIRECTOR

DIVISION OF YOUTH SERVICES

NORTHEAST REGIONAL OFFICE

1240 E. BROWN SCHOOL RD., COLUMBIA MO 65202-9454

WWW.DSS.MO.GOV • 573-449-2939 • 573-449-8766 FAX

June 23, 2010

Rick Gaines
Juvenile Officer
115 N. Eighth Street
Columbia MO 65201

Dear Mr. Gaines:

The Division of Youth Services is pleased to inform the 13th Circuit Court that its FY 2011 application for Youth, Family, and Community JCD Grant funds has been approved in the total amount of \$87,433.00. As in previous years, access to these funds is contingent upon contract completion, appropriation authority and departmental approval.

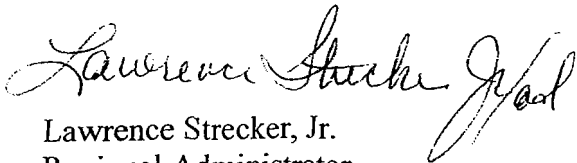
By order of the Office of Administration, all state contracts are undergoing review and revision. The review and revision of the new JCD contracts is underway and will soon be complete.

One advantage of our new approach is that each court will enter into a single JCD contract with DYS. If the court submitted multiple applications, the contract may reflect multiple focus areas within the Scope of Service instead of having separate contracts for each project.

Should further funding limitations occur during the course of the agreement, the contract could be revised prior to the end of the contract year.

Thank you for your patience during this period of transition and for your ongoing commitment to Missouri's young people.

Sincerely,



Lawrence Strecker, Jr.
Regional Administrator

RECEIVED
BOONE CO. CLERK
JUN 23 2010
JUVENILE DIV.

RELAY MISSOURI

FOR HEARING AND SPEECH IMPAIRED

1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

An Equal Opportunity Employer. services provided on a nondiscriminatory basis.

YOUTH, FAMILY AND COMMUNITY SUPPORT GRANT

EXHIBIT E-7

BUDGET SUMMARY AND OUTLINE

Judicial Circuit #:

Project Title:

Contract Number:

State Fiscal Year:

BUDGET SUMMARY:

Budgeted Expenditures	Local Funds Committed	DYS FUNDS REQUESTED
Salaries	\$ -	\$ -
Wages	\$ 14,160.00	\$ 14,160.00
Fringe	\$ 1,083.24	\$ 1,083.24
Total Personnel	\$ 15,243.24	\$ 15,243.24
Travel	\$ -	\$ -
Equipment	\$ -	\$ -
Supplies	\$ -	\$ -
Contractual	\$ -	\$ -
TOTAL	\$ 15,243.24	\$ 15,243.24
	0.00%	1

BUDGET DETAIL:

Funding Category	Budgeted Expenditure	Local Commitment	Requested Funding	Approved Funding
Salary Expenses	\$ -	\$ -	\$ -	\$ -
Wage Expenses	\$ 14,160.00	\$ -	\$ 14,160.00	\$ -
Fringe Benefits	\$ 1,083.24	\$ -	\$ 1,083.24	\$ -
TOTAL PERSONNEL	\$ 15,243.24	\$ -	\$ 15,243.24	\$ -
Professional Development	\$ -	\$ -	\$ -	\$ -
Meals	\$ -	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -	\$ -
Milage	\$ -	\$ -	\$ -	\$ -
TOTAL TRAVEL & PD	\$ -	\$ -	\$ -	\$ -
TOTAL EQUIP OR PROPERTY	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPLIES / OPP	\$ -	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL	\$ -	\$ -	\$ -	\$ -
TOTAL DYS FUNDS APPROVED				\$ -

PERSONNEL

EXHIBIT E - 1

Salaried Employees - Enter only one position per line	Working Title	Job Class Title per Uniform Classification and Pay System (UCP)	Deputized?	FTE	Full-time Monthly Salary	multiplied by mo. per year	Equals Annual Salary	Annual Salary Last Year	Change
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -
							\$ -		\$ -

TOTAL SALARIES \$ - \$ - \$ -

Hourly Employees - Enter only one position per line	Working Title	Benefit Eligible?	Hours / Month	Hourly Wage	multiplied by mo. per year	Equals Requested Annual Wage	Wages Earned Last Year	Change
	Family Therapist	NO	80	\$ 14.75	12	\$ 14,160.00		\$ 14,160.00
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -

TOTAL WAGES \$ 14,160.00 \$ - \$ 14,160.00

		Total Months of Benefit Eligibility	0	
		TOTAL of Salaries and Wages	\$ 14,160.00	

FRINGE BENEFITS FOR GRANT FUNDED COURT EMPLOYEES

	Total Personnel Salaries and Wages of Benefit Eligibles	Basis for Monthly Cost Estimate (decimal)	Number of Benefit Eligible Positions	Basis for Monthly Benefit (fixed \$)	Total Months of Benefit Eligibility	Total Fringe Benefit Request
Pension / Retirement	\$ -					\$ -
Social Security						
OASDI	\$ 14,160.00	0.062				\$ 877.92
Medicare	\$ 14,160.00	0.0145				\$ 205.32
Health Insurance			0		0	\$ -
Life Insurance			0		0	\$ -
Long Term Disability	\$ -					\$ -
Workers Compensation and Unemployment	\$ -					\$ -
Other (Please Identify)	\$ -		0		0	\$ -
TOTAL Cost of Fringe Benefits						\$ 1,083.24

TOTAL Cost of Fringe Benefits \$ 1,083.24

Local Funds Committed for Fringe:

PERCENTAGE
0.00%

DYS FUNDS REQUESTED: \$ 1,083.24

100.00%
100.00%

Brief Explainaton of Other

Total Number of Benefit Eligible Positions

				PERCENTAGE
TOTAL Salary Expenses	\$	-	Local Funds Committed for Salaries	<input type="text"/> #DIV/0!
			DYS FUNDS REQUESTED FOR SALARIES	\$ - #DIV/0!
TOTAL Wage Expenses	\$	14,160.00	Local Funds Committed for Wages	<input type="text"/> 0.00%
			DYS FUNDS REQUESTED FOR WAGES	\$ 14,160.00 100.00%
TOTAL Salary & Wages	\$	<u>14,160.00</u>	Total Local Funds Committed for Personnel	\$ - 0.00%
			TOTAL DYS PERSONNEL FUNDS REQUESTED	\$ 14,160.00 <u>100.00%</u> 100.00%

FY 2010
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	Comments
1	2/18/2010	1243	10100	Judicial Grants	Salaries and Wages	291		transfer unused salary and FICA in JABG Grant 2009 Art & Music Positions to 2010	
			10200	Judicial Grants	FICA	22			
			3411	Judicial Grants	Federal Grant Reimbursement	313			
2	2/26/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	47,304		increase revenue & expenditures for the STOP Violence Against Women Grant 1/1/10-12/31/10	
			71100	Judicial Grants	Outside Services	47,304			
3	3/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	43,638		establish budget for Domestic Assault Court Coordinator Grant	
			10100	Judicial Grants	Salary	32,483			
			10200	Judicial Grants	FICA	2,485			
			10300	Judicial Grants	Health Insurance	4,892			
			10350	Judicial Grants	Life Insurance	55			
			10375	Judicial Grants	Dental Insurance	367			
			10325	Judicial Grants	Disability Insurance	120			
			10400	Judicial Grants	Workers Comp	1,446			
			10500	Judicial Grants	401A Match	650			
			10600	Judicial Grants	Unemployment Comp	1,140			
4	4/27/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	22,854		establish budget for Equipment Assistance grant for kitchen equipment	
			92300	Judicial Grants	Replacement Machine & Equipment	18,263			
			91300	Judicial Grants	Machine & Equipment	4,591			
5	6/28/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	4,557		transfer unused amounts from 2009 Title II-JDAI to 2010	
			37220	Judicial Grants	Travel to Training	522			
			37230	Judicial Grants	Meals/Lodging	585			
			71101	Judicial Grants	Professional Services	3,450			
6	6/28/2010	1243	91302	Judicial Grants	Computer Software	2,695		state approved revision due to savings in travel and professional services	
			37220		Travel to Training		1,294		
			71101		Professional Services		1,401		
7	8/6/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	43,638		reclassify revenue as Federal Grant	
			3451		State Grant Reimbursement		43,638		
8	8/23/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	3,434		budget 2010 portion of Juvenile Accountability Block Grant	
			10100		Salaries	3,190			
			10200		FICA	244			
9	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,498		establish budget for 7/1/10-12/31/10 Intensive Intervention Grant	
			10100		Salaries/Wages	5,107			
			10200		FICA	391			
10	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	5,100		establish budget for 7/1/10-12/31/10 Contact for Kids: A Safe Way	
			71101		Professional Services	5,100			
11	9/2/2010	1243	3451	Judicial Grants	State Grant Reimbursement	6,147		transfer unused grant funds from 2009 to 2010 for Contact for Kids	
			71101		Professional Services	6,147			
12	9/3/2010	1243	3451	Judicial Grants	State Grant Reimbursement	12,500		establish budget for 2010 portion of Mid-Missouri Access to Justice Project	
			71101		Professional Services	12,500			
13	9/8/2010	1243	3411	Judicial Grants	Federal Grant Reimbursement	6,943		establish budget for 2010 portion of Title II-JDAI grant	
			37220		Travel to Training	111			
			37230		Meals/Lodging	532			
			71101		Professional Services	6,300			
14	9/8/2010	1243	3451	Judicial Grants	State Grant Reimbursement	40,967		establish budget for 2010 portion of Probation Services Grant	
			10100		Salaries/Wages	31,720			
			10200		FICA	2,426			
			10300		Health Insurance	4,750			
			10325		Disability Insurance	117			
			10350		Life Insurance	53			
			1375		Dental Insurance	356			
			10400		Workers Comp.	1,155			
			10500		401A Match	390			

464-2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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September Session of the July Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

21st

day of

September

20

10

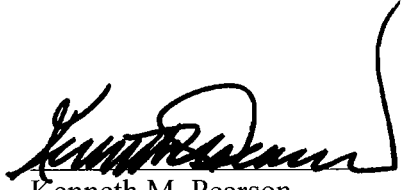
the following, among other proceedings, were had, viz:

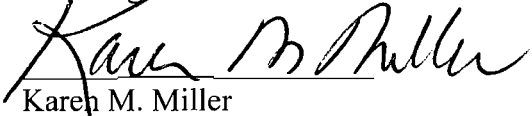
Now on this day the County Commission of the County of Boone does hereby approve the Memorandum of Understanding 2011- 2013 between Boone County, Missouri, and the Laborers' Local 773. The terms of this agreement are stipulated in the attached contract. It is furthered ordered all three Boone County Commissioners are hereby authorized to sign said MOU.


Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

BOONE COUNTY, MISSOURI
LABORERS' LOCAL 773
MEMORANDUM OF UNDERSTANDING
2011-2013

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MEMORANDUM OF UNDERSTANDING

Now on this day the County Commission of Boone County, Missouri, (herein "County") and Laborers' Local Union 773 of the Laborers' International Union of North America (herein "Union"), after due deliberation, negotiations and in consideration of the mutual understandings and agreements contained herein mutually pledge themselves to make every effort to make this Memorandum the means of continued good relations between the employees of the Boone County Public Works Department, formerly known as the Road and Bridge Department, covered by this Memorandum and Boone County.

1. **MANAGEMENT RIGHTS:** Except as otherwise specifically provided in this Memorandum, the County has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to the grievance procedure. Except as there is contained in this Agreement an express provision which, properly interpreted, specifically surrenders, curtails or limits the rights or discretion of the County, all rights, functions, and prerogatives of the County formerly exercised or which was exercisable by the County remain vested exclusively in the County. Without limiting the generality of the foregoing, these rights that are reserved include, but are not limited to the following: to plan, direct, control and determine all of the operations and services of the County; to determine the County's budget and budgetary priorities; to supervise and direct the work forces; to establish and amend the qualifications for employment, job duties, job descriptions, and to employ employees; to lay off employees; to schedule and assign work, including different shifts; to assign overtime; to determine the methods, means, organizations and number of personnel by which operations are conducted; to maintain the efficiency of County operations; to determine whether services shall be made or purchased, including the right to contract with external entities for such services; to make, alter, enforce reasonable rules, regulations, orders and policies; to evaluate employees; to discipline, suspend and discharge employees for any causes not specifically precluded by this Agreement; to change or eliminate existing methods, equipment, or facilities; to require an employee to submit to a drug or alcohol test in accordance with drug and alcohol policy established by the County; to take whatever action as may be necessary in situations of emergency; and to carry out the objectives of the County. Nothing in this Agreement shall be construed to limit managers or supervisory staff from performing bargaining unit work at any time provided it does not displace any bargaining unit employees.

The term "rights or functions of management" shall further include but not be limited to the following:

- 1.1 **General Welfare** - The right to determine safety, health and property protection measures for the Public Works Department.

- 1.2 **Employee Numbers** - The right to determine the number of employees necessary for the operation of the Public Works Department.
- 1.3 **Work Schedules** - The right to establish, modify or change work schedules, including assignment of overtime. Employees may not refuse overtime assignments, except that Management may approve an excuse from an overtime assignment.
- 1.4 **Employee Supervision** - The right to direct employees, including the right to determine policy with respect to hiring, training and/or promoting of any employee.
- 1.5 **Job Classification** - The right to determine job classifications.
- 1.6 **Work Assignments** - The right to allocate and assign work to employees within the Public Works Department including the right to transfer work from one position to another within a classification.
- 1.7 **Promotion to Management Position** - The right to select, promote or transfer employees to supervisory or other managerial positions.
- 1.8 **Equipment Assignment** - The right to assign equipment, vehicles and machinery.
- 1.9 **Work Rules and Regulations** - The right to establish, modify and enforce Public Works Department rules, regulations and orders. Unreasonable work rules, regulations, and orders may be subject to the grievance procedure provided herein.
- 1.10 **Emergency Scheduling** - The right to determine "Emergency" for Scheduling work.

In addition to the management rights set out above, the County and the Union agree that certain aspects of the working conditions of employees are controlled outside the operation of this MOU and will not trigger any obligation to meet and confer under the MOU as there are adequate processes and procedures for notification and communication of any concern by the Union to the County and/or the County does not control the decisions of those bodies. This paragraph applies to the following, which may have an impact on employees under the MOU: County Employee Retirement Fund (CERF) policies and procedures; County-wide Personnel Policies (provided a union steward is included as an ex-officio member of the Personnel Advisory Committee); decisions of the Health Trust regarding health insurance benefits and premiums; workers' compensation committee policies; and policies required by the County's insurer.

2. **UNION RECOGNITION:** The County Agrees to recognize the Union as the exclusive representative of all the full-time and part-time employees in the Public Works Department

of Boone County, Columbia, Missouri, excluding supervisors, engineering staff, office and clerical employees, hereinafter referred to as "Management".

- 2.1 **Union Representation** - The County will not make collective bargaining agreements regarding subjects specifically covered in this document for its employees in the bargaining unit covered herein, unless it be through duly authorized representatives of the Union.
 - 2.2 **Agreement Ratification** - The agreement reached between the County and the Union will be signed within thirty (30) days of being ratified by the union.
 - 2.3 **Uncompensated Nonunion Workers** - The County agrees not to permit uncompensated persons who are not members of the bargaining unit to perform work otherwise provided by the bargaining unit which causes members of the bargaining unit to lose compensation for work time performed by such persons.
3. **GENERAL EMPLOYMENT POLICIES:** The County agrees to maintain the following general employment policies while this agreement is in effect.:
- 3.1 **County-wide Personnel Policies** – The County maintains a series of county-wide personnel policies that are memorialized in a Personnel Policy Manual which is maintained by the County Human Resources Department. The topics covered by those policies are, whenever possible, not addressed separately in this document, it being the intent that those policies, as adopted and amended from time to time by the County Commission, shall be applicable to all County employees.
 - 3.2 **Seniority** - Seniority shall accumulate in the case of: a) approved leave of absence with pay, b) approved leave of absence without pay, c) layoffs less than one (1) year in length and subject to recall requirements, d) military service, provided application for reinstatement is made in accordance with current law, and e) other legitimate reasons approved by the County. Seniority shall accumulate from the first date of hire upon satisfactory completion of probationary period.
 - 3.3 **Loss of Seniority** - An employee shall lose his seniority in the event the employee: a) retires, b) quits, c) is terminated, d) is laid off for a period in excess of twelve (12) consecutive months, e) has been granted a leave of absence and does not return at the expiration date, unless it is extended by the County, or f) is on continuous lay-off of less than one (1) year and the County directs a notice of recall to work to the employee's last known address on the County's records and the employee fails to report to work within five (5) days after being called by the County and the Union is given forty-eight (48) hours in which to locate such employee and arrange for his

reporting to work. Responsibility for informing the County of the employee's latest address and telephone number rests solely with the employee and the Union. If an employee is laid off for less than two (2) weeks, however, he shall be expected to return to work at the time specified by the County. The County may make exception to these time limits for good and sufficient reason. If an employee is rehired following a loss of seniority and employee status he shall be considered a new employee at the time of rehire. When feasible as determined by management, job assignment shall be made by virtue of seniority within the applicable classification.

3.4 **Grievance Procedure** - If there should arise any dispute between the County and the Union or any of the employees with reference to the proper interpretation or application of, or compliance with any of the provisions of the Memorandum, such dispute shall be memorialized on forms provided by the Union, which shall be completed in their entirety and signed off on by a shop steward, which shall then be settled in the following manner:

3.4.1 **Supervisor Review** - The employee(s) having a grievance shall first take it up with the supervisor, within five (5) working days from the occurrence of the matter about which the employee(s) grieves and every reasonable effort will be made to settle the problem promptly at that point. The employee(s) may have a steward present at this meeting at their option.

3.4.2 **Management Review** - If the matter is not settled following the above meeting, a written request for further review shall be signed by the employee(s) and the Union representative and presented to Management within ten (10) working days from the occurrence of the matter about which the employee(s) grieves.

3.4.3 **Nonbinding Arbitration and County Commission Decision** - If a settlement is not reached within fifteen (15) working days after the occurrence of the matter about which the employee(s) grieves, the Union shall have the right to request a hearing before an arbitrator by serving notice on the County in writing within twenty-five (25) working days after the occurrence being grieved. The selection of the arbitrator will be made from a list of arbitrators provided by the Federal Mediation and Conciliation Service. The selection will be made by reducing the list in alternate turns. The toss of a coin shall determine the elimination sequence. Any cost of the arbitration shall be paid equally by the Union and the County. The arbitrator will make a recommendation to the County Commission who shall either accept, reject or modify the recommendation of the arbitrator. As used in this section the term "calendar days" shall be exclusive of official County Holidays.

- 3.5 **Voluntary Payroll Withholding for Union Dues** - Employees in the bargaining unit who desire to have their regular union dues to the Union withheld from their wages may do so under the following procedure. Employees desiring to assign and to have dues withheld from their wages shall execute a "check-off" authorization and assignment on forms provided by the County. The assignment and deduction of Union dues as provided for herein will become effective the first pay period after the request and authorization is delivered to the County Clerk's office. The County is hereby authorized, upon the filing of such request and authorizations, to deduct from any net earnings due and payable to such employees the regular monthly dues as may be certified to the County by the Union. Such deduction shall be made once each pay period, and the County shall forward to the designated official of the Union, the following: a) a copy of any "check-off authorization and assignment" forms filed as provided by the Union during the preceding month, or b) a list of employees for whom the County had made a deduction showing the amount of dues deducted for each employee.
- 3.6 **Supervisors** - Supervisors shall act in a supervisory capacity but shall not be prohibited from performing any work normally performed by any other employee at the sole discretion of the supervisory staff of the Public Works Department. Supervisors shall generally not perform work when nonsupervisory employees are available. The work performed by the supervisory staff shall not be such that Union members shall lose the opportunity to work overtime or on Saturday or Sunday.
- 3.7 **Union Representation** - Authorized representatives of the Union may have access to County facilities for a reasonable length of time during working hours for discussion with employees for the purpose of investigation or handling grievances but shall not hinder or interfere with the progress of work. Also, the Union representative shall make his/her presence on County facilities known to the appropriate supervisor. If a meeting is to be conducted during working hours, the Union representative shall make his/her presence known to management in advance of said meeting and the parties will cooperate to prevent any disruption to the scheduled work.
- 3.8 **Stewards** - The Union will furnish to the County and Management of the Public Works Department, in writing, the names of three (3) employees designated as stewards who are authorized to act in behalf of the Union. One (1) steward upon request made to his supervisor will be granted a reasonable time to investigate any grievance during his scheduled working hours without loss of pay. He must report back to his supervisor promptly when his part in the grievance investigation has been completed.
- 3.9 **Smoking** - Smoking is specifically prohibited in all County buildings in accordance with County policies.

- 3.10 **Workplace Policies** - Employees are expected to comply with and adhere to all county-wide workplace policies. In addition, Management will share information about other county policies as they are adopted.
- 3.11 **Tool Allowance** - Each mechanic shall receive an annual tool allowance of \$1,500.00 for approved tool purchases or insurance against loss for personal tools stored on County property. Mechanics should note that personal tools are not insured against loss by the County and the mechanic bears the risk of loss for any tools.
- 4. **JOB CLASSIFICATIONS:** Job Classifications and descriptions shall be established and maintained in the records of the Boone County Human Resources Department. The Union shall be notified of and provided with a reasonable opportunity to comment upon any changes in job classifications, descriptions or duties prior to implementation by County.
- 5. **HOURS OF WORK:** The following work day schedule shall be observed:
 - 5.1 **Work Week and Work Hours** - The workweek shall begin on Monday at 12:01 a.m. and end at midnight the following Sunday. Employees will normally be scheduled to work forty hours during the established workweek. The normal workday will be from 7:00 a.m. to 3:30 p.m., Monday through Friday during the winter and 6:00 a.m. to 4:30 p.m., between Monday and Friday, during the summer.
 - 5.2 **Lunch & Breaks** - Employees working a minimum of eight (8) hours regularly-scheduled in one day shall be entitled to two 15-minute breaks and a lunch period of one-half hour per day, with the specific times for such breaks and lunch period to be reasonably determined by the work schedule.
 - 5.3 **Starting and Quitting Time** - Work should be scheduled so that every employee is working on an assigned job no later than 7:15 a.m. Field work will be scheduled such that crew(s) can return to the shop between 3:00 p.m. and 3:15 p.m. Time at the shop will be used to check/clean assigned equipment.
 - 5.4 **Tardiness and Absenteeism** - Whenever it is necessary to be absent from work for illness or some other reason, the employee shall notify the staff supervisor no later than 7:00 a.m. on the day taken off. If the staff supervisor does not receive this notification, the employee will be charged with an unauthorized absence unless Management decides, after request for review by the employee, that an emergency situation prevented calling by that time.
 - 5.5 **Job Site Reporting** - At the discretion of the supervisor, employees may be required to report to an assigned job site rather than the Public Works Department building in

cases where work at a job site will exceed five working days. Employees shall not be required to travel between multiple job sites in their personal vehicles during any given day.

6. **INCLEMENT WEATHER:** The following inclement weather notices shall be observed:

6.1 **Assignment** - Operators assigned an area of maintenance away from their division headquarters who park their equipment at home or at a location near their home will report by radio to their staff supervisor at the beginning of their shift. At the option of the staff supervisor, he may assign the operator to work on his equipment, check his roads, or report for reassignment as requested or directed.

6.2 **Outside Field Work** - Outside field work will not be assigned on days when the supervisor determines that the temperature, humidity, wind chill, or other weather conditions are not safe for outside field work. Field personnel will be reassigned to other duties on these days. It will be the responsibility of the crew leader to determine safe operating procedures and methods of completing the work when conditions are less than favorable.

6.3 **Drinking Water** - The County shall furnish adequate drinking water, paper cups, and containers for work crews of three or more employees engaged in physical labor. In addition, the County will arrange for a supply of ice during the months of June, July, August, and September, as a minimum.

7. **JOB POSTING/HIRING:** The following job posting and hiring policies shall be applicable to Union employment positions:

7.1 **Job Posting** - Job vacancies for positions which are subject to this MOU will be filled by promotion from within the Public Works Department when, in the opinion of management, there are qualified, internal candidates. Therefore, all job vacancies within the Boone County Public Works Department for positions subject to this MOU, supervisory jobs excluded, will be posted in the Public Works Department building for a period of not less than three (3) working days. The posting will list job title, compensation and minimum qualifications

7.2 **Committee on Hiring/Promotion** - A hiring/promotion committee consisting of the Public Works Management, district supervisor or shop supervisor, and one (1) union steward shall screen all qualified applicants for the vacant position which have been referred to the Division Manager by the Human Resource Department and shall make its recommendations to the Management as to which applicant shall fill the vacant

position. The recommendation shall be based on applicants' qualifications to perform the job, past work history/evaluations, and length of service with the County. Management shall when practicable fill the vacant position based on the committees report and recommendation. The decision of Management on promotions may be grieved to Management only. No grievances shall be permitted for employees on probationary status.

- 7.3 **Qualifying Period for Promoted Employees** - Any employee promoted to a new position must serve a qualifying period of fifteen working (15) days in the new position. If at any time during this qualifying period it is determined by Management of the Public Works Department that the employee is not qualified for the position, or if the employee determines that he/she does not wish to continue in the new position, then the employee will be returned to his/her previous position in the Public Works Department. It is understood that anyone who fills a position that becomes vacant due to another employee's promotion is under a "temporary assignment" pursuant to Section 8.3 of this MOU and may be reassigned back to their former position by operation of this Section 7.3.
- 7.4 **Probationary Period for New Employees** - All new employees shall be placed on probation for six (6) months which may be extended up to an additional six (6) months at the discretion of Management of the Public Works Department. Probationary employees shall receive a performance evaluation for each three month period of probation. At any time during the probationary period an employee may be dismissed if the supervisor feels that the work performed does not meet the requirements of the position. Upon completion of the probationary period or any extension thereof, the employee shall be made a regularly-scheduled employee or dismissed. Dismissal of a probationary employee shall not be subject to the grievance procedures.
- 7.5 **Crew Leader Designations** – The eight (8) crew leaders currently designated by management shall remain as Crew Leaders unless removed for performance-related reasons, and shall be paid the Crew Leader premium pay for all hours worked. Should any of the current eight (8) crew leaders leave their current position, then the "grandfathered" status of both the position formerly occupied by the Crew Leader and the "grandfathered" status of the employee as Crew Leader shall terminate. Upon termination of the "grandfathered" status, the Crew Leader designation shall be handled according to the other provisions of this Paragraph 7.5.

Crew Leader status may also be assigned by management in their discretion to other employees if management determines that the assignment is necessary to facilitate improved crew performance. Additional employees given Crew Leader

status must directly supervise at least one or more employees and shall be paid the Crew Leader premium only for hours worked in the role of Crew Leader.

All Crew Leaders must keep records for job accounting purposes. Duties shall include: on the job safety practices as stated in the employee handbook; directing other employees in performing tasks directly related to completing assigned projects, insuring that assigned equipment is maintained and used in a proper manner; and keeping job accounting records for management.

Crew leaders shall receive a \$1.00 per hour pay premium for these responsibilities as provided for above.

8. **COMPENSATION:** The County and Union agree to observe and abide by the following compensation policies:

8.1 **Base Salary** - Starting salaries will be based on the salary ranges and positions adopted in the county-wide pay plan. Salary increases shall be granted in accordance with the following general principles:

- Employees will be hired at the base rate which is 80% of the midpoint of the salary range for the position
- Upon successful completion of probation and any required training, the employee will receive a salary increase up to 86% of midpoint. Some basic safety training will be provided and required during the probationary period
- After 18 months of service, an employee who meets basic performance criteria and training requirements shall receive an increase up to 93% of midpoint.
- After 3 years of service, an employee who meets training and performance criteria shall receive an increase to the midpoint of the salary range
- Employees who are promoted shall be compensated initially with an increase equal to the difference in the base salary ranges of the old and new positions. Upon completion of 1 year of service in the new position, an employee who meets training and performance criteria shall receive an increase to the midpoint of the new range.
- Employees who are over the midpoint of the salary range, but under the maximum of the range, may be eligible to receive increases from the pool of funds made available to the department for merit increases. The merit funds will be divided as equal percentages of current salary for all eligible employees. An employee who is approaching the maximum pay for a range may receive an increase to bring them up to the maximum for the range, but not exceed it. Employees who are over the maximum for their range are not eligible for any increases until their salary comes under the maximum of the range as a result of periodic market studies which result in the county increasing the maximum of the range to above the employee's salary.

- 8.2 **Training Program** -The county shall annually fund a training program available to maintenance division employees and encourage or require participation at venues as appropriate, but employees shall not receive salary increases solely for completion of training. All employees shall be eligible to participate in training opportunities, regardless of salary status. Refusal to attend training as directed may disqualify an employee from receiving a salary increase.
- 8.3 **Reassignment** - Employees may from time to time be reassigned up or down from their present job classification. The reassigned employee shall receive the same pay as his/her present job classification; provided, however, that if the employee is reassigned to higher job classification, he/she shall receive a 3% pay premium for each forty (40) hours in a pay period he/she works at the higher classification; employees will be eligible for the premium pay in the event the pay period includes a holiday and/or a safety day.
- 8.4 **Demotions** - It may become necessary to demote an employee who can no longer fulfill the responsibilities of their present position or in the case of reclassification or elimination of a currently filled position. Demotions are not to be used as a disciplinary measure. Compensation shall be reduced by taking the difference between the base pay of the two ranges and subtracting that amount from the employee's current rate of pay.
9. **PAY PRACTICES & OVERTIME:** The following policies shall be applicable to payroll and overtime compensation:
- 9.1 **Pay Period** - The pay period is as set out in the county-wide personnel policies.
- 9.2 **Pay Day** - Will be as determined by the County Commission on a bi-weekly schedule as suggested by the Boone County Clerk annually.
- 9.3 **Time Records** - Time records are required to be maintained as per the county-wide personnel policies.
- 9.4 **Overtime/Compensatory Time** - It is agreed that the County is both capable and desirous of paying employees overtime compensation required under the FLSA and would not permit employees to accumulate or use compensatory time-off except for the Union's request that the Maintenance Division employees be permitted to accrue compensatory time-off in lieu of overtime pay. Accordingly, the provisions in this agreement as they relate to payment of overtime compensation and accrual of compensatory time-off have been specifically bargained for and are agreed to be a

fair and reasonable compromise of each of the parties' position on appropriate compensation for overtime work. In order to accommodate the Union's request that overtime compensation be in the form of compensatory time-off, as well as the County's request that overtime compensation be in the form of cash compensation, the parties agree to the following provisions:

9.4.1 **Overtime Accrual** - Employees must be authorized by their supervisor to work overtime; overtime hours shall be calculated by 1.5 the employees regular rate of pay and either paid or credited to the employee's compensatory time accrual under the terms and conditions specified in 9.4.2. Overtime shall accrue based upon actual hours worked in excess of 40 hours during the work week as defined in section 5.1 except that paid time off for holidays will count as time worked for purposes of computing overtime. If an employee has worked 48 hours or more during the work week, but during that work week has an 8 hour sick day, the employee may substitute one 8 hour work period for the 8 hour sick day, in lieu of taking 8 hours of sick pay for purposes of computing overtime if taken prior to the accrual of overtime during the same pay period. Work during Family Holidays and work on Sundays shall automatically be paid at the 1.5 overtime rate regardless of hours worked during the work week. Family Holidays shall be: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Overtime on any job shall be allocated as evenly as possible, allowing all qualified employees to do the work. In order to facilitate an equitable system of granting overtime work, the County shall establish and maintain an overtime roster offering overtime work based upon seniority among the persons within the same job classification and tracked on the basis of: a) called but not available, b) called but work declined, c) called on and worked, and d) called but unable to contact at employee provided number.

Three general categories of overtime can be identified: a) overtime required at the end of a shift to complete work in progress, b) planned overtime which is overtime that can be anticipated and scheduled prior to the beginning of the work shift (may apply to snow or flood events when weather forecasts are used to anticipate staffing needs), and c) overtime that results from being called upon to respond to an unanticipated emergency. Call outs are most commonly needed to a) remove fallen trees or limbs that are blocking the road or causing a hazard, b) to address washouts resulting from heavy rain, and c) to place signs needed to warn of hazards or to replace missing regulatory signs.

Overtime will be assigned as follows:

Overtime at the end of a shift –

When additional time beyond the normally scheduled shift has been authorized to complete a task, those employees who have been actively engaged in performing the task throughout the regular work day will be the employees who remain on the job to complete the assignment.

Planned Overtime -

To respond to snow events, flood events and other situations that allow for some advance planning, the Manager or On-Call Supervisor will determine the number of employees needed and any specialized skills/equipment that might be required. With this information, a voluntary sign-up sheet will be established. If there are more volunteers in any category than needed, seniority will determine which are granted overtime. Conversely, if more employees are needed in a particular category than volunteer, assignments will be made based on reverse seniority.

Snow Events – As a recurring seasonal-duty of the MO Department, shift assignments will be established at the beginning of the snow season. Employees will have an opportunity to indicate their preferred shift. Assignments will then be made based on seniority and stated preference, except that junior employees who have not previously worked a snow event, may be assigned to the day shift for a limited period of time in order to become familiar with their routes prior to working a night snow shift.

Emergency Call Out Overtime

In order to balance the need to respond to emergency situations as expediently as possible and grant overtime work as equitably as possible, the following decision tree will be utilized when assigning overtime for emergency call outs:

- a) Specialized Equipment Needed for Task (i.e. motorgrader, bucket truck, mower, sign truck, lowboy, etc.) – the initial roster will consist of those employees currently operating the specified equipment in their usual job assignments.
- b) Location of emergency – When specialized equipment is required, the operator assigned to the piece of equipment which services the emergency location will first be called to respond. If that operator is unavailable, operators from the closest surrounding territories will be called. Seniority will determine which operator is called if territories are of similar distance to the emergency location. A generally equitable distribution of territorial assignments should naturally result in an equitable distribution of overtime among operators of specialized equipment. If the equipment needed is not

assigned to a particular territory, seniority among operators of the specified equipment will determine order of roster.

Employees called back to work after clocking out and leaving the premises shall be entitled to three hours pay for the call back regardless of time worked during the first three hours. The hours paid for call back shall not be credited toward hours "worked" in the week for overtime purposes; only actual hours worked shall be used for computing overtime hours. If an employee is called back to work and then leaves and is called back again within the original three (3) hour call back time period, such employee shall be paid only for the initial three (3) hours plus any time worked in excess of the minimum hours.

- 9.4.2 **Compensatory Time-off Accrual and Compensation** - Employees permitted to accrue and use compensatory time-off in lieu of overtime pay may accrue and use compensatory time during each calendar year. Compensatory time-off in lieu of overtime pay may be banked up to a total of 60 hours during the same calendar year by each employee who so notifies the County in writing; otherwise, overtime time shall be paid as earned and accrued. Any compensatory time-off banked during the same calendar year which is not used shall be paid to the employee at the end of the same calendar year as cash overtime pay; provided, however, any employee having accrued unused compensatory time-off may redeem same for cash at any time upon written request to the County Clerk. If the employee's compensatory time accrual is at 60 hours, the employee shall be compensated by FLSA overtime pay which shall be computed by multiplying the excess hours worked over 40 hours for the workweek by 1.5 times the employee's current hourly rate and shall be paid to the employee no later than the next regular pay day after time sheets are submitted to the County Clerk. Accrued but unused compensatory time accumulated at the time the employee separates from service with the County shall be paid at a rate of pay equal to the greater of either the hourly rate at the time of termination or the average of the previous three (3) years hourly rates. Accrued and unused compensatory time accumulated as of December 31 of each year shall be paid in full the first payday following January 1. Accumulated compensatory time may be taken off at the employee's request under the same policies governing use of vacation (annual leave), and when it would not be unduly disruptive of department operations or create a hardship for the department.
- 9.4.3 **Night Work Pay Premium** – Employees required to work between the hours of 7 p.m. and 5 a.m. shall receive an additional \$2.00 per hour for all such hours worked regardless of overtime status or day of week in which it is

worked. This premium will not apply to any newly created position which may include these hours in the regular shift.

- 9.4.4 **Shift Transition Pay following Activation of Shift Schedules for Emergency Response** – Shift schedules will be activated as deemed necessary by the Maintenance Manager or designee to address concerns of public safety. Beginning and ending times for day and night schedules may vary according to the circumstances of the emergency; however normal schedule for full shift activation will be as follows:

Day Shift: 7:00 AM - 7:00 PM

Night Shift: 7:00 PM - 7:00 AM

Staffing needs for each shift will be determined by the Maintenance Manager. Shift assignments will be made at the Maintenance Manager's discretion, with consideration given to employee's stated shift preference, employee's experience and seniority, and specific safety concerns. Recognizing the need to give employees adequate time for rest and recuperation as they transition off of a night shift schedule back into a regular day shift schedule, the following provisions will apply:

When shift deactivation occurs on a regular workday (Monday-Friday), employees ending their shift on the morning of a regular workday will be granted time off for the remainder of that day in order to fully rest and be prepared to return to their regular work schedule on the following day. To accommodate the needed rest period during a shift transition without loss of earnings, those employees who transition from the night shift back to the day shift during the regular work week will be compensated for 8 hours of shift transition pay. When deactivation of the night shift occurs on a week-end or holiday, no shift transition pay will be compensated.

The 8 hour paid rest period granted to employees by provisions of this policy will be considered "hours worked" for purposes of calculating the employee's eligibility for overtime compensation at the 1.5 rate of pay.

10. **BENEFITS:** The County maintains a program of employee benefits. This program is equally available to all regular employees of Boone County and are explained in separate, staff benefit materials. Changes, additions or deletions to the employee benefits programs are not covered under this document and any such changes, additions or deletions will be equally applicable to all County employees.

11. **TRAVEL REIMBURSEMENTS:** As per the county-wide personnel policies.

12. **WORK INCURRED INJURY/ILLNESS:** Any employee who is injured in the course of and arising out of his employment or who incurs an occupational disease compensable under the Missouri Workmen's Compensation Act shall be referred to as "an injured employee".
 - 12.1 **Injury Procedure** - Injured employees shall abide by the following procedures: An employee injured on the job and requiring medical attention may be referred to qualified medical care provided by the County medical plan; the administrative authority may direct the employee to a designated physician. In case of an emergency, the nearest medical help shall be solicited. The employee shall report incident to immediate supervisor within 24 hours, but no later than three (3) working days, and the supervisor and employee shall complete necessary reports, as required. It is the responsibility of the employee to report immediately to the division head or supervisor under whom he works, all injuries arising out of and in the course of his employment, regardless of the nature, severity, or cause.

 - 12.2 **Time Away From Work** - Handled as per the county-wide personnel policies for absences and accrual of vacation and sick leave.

13. **ANNUAL LEAVE AND HOLIDAYS:** Holidays will be handled as per the county-wide personnel policies applicable to all county employees, as amended by Commission Order 210-2007 regarding 10-hour holiday computations. The use of annual leave in excess of five (5) days should be scheduled at least ten (10) days in advance or in the case of an emergency by notifying the supervisor; annual leave less than three (3) days shall be scheduled at least one (1) day in advance except in cases of emergency and shall be subject to the operational needs of the department. Priority in scheduling annual leave shall be based upon seniority and advance notice of time periods for annual leave. It should be noted that per Commission Order 61-2004, authorized annual leave with a 10-day notice will count toward the 40-hour work week for overtime computation purposes.

14. **LEAVE OF ABSENCE WITH PAY:** All leaves of absences with pay shall be handled as per the county-wide personnel policies except as specifically provided for below.
 - 14.1 **Education and Training** - Employees may be granted leave of absence with pay to attend seminars, conferences and short-term classes which are job related. It is the general policy that if a training school or course is offered which will benefit an employee on his job, as well as the County, the County will pay the enrollment fee,

plus other necessary expenses related to the training. (Expense reimbursements must be approved in advance by Management of the Public Works Department and may be subject to other County policies.)

15. **LEAVE OF ABSENCE WITHOUT PAY:** The following policies shall be applicable to unpaid leaves of absence: a leave of absence without pay may be granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacations or sick leave, maternity cases, or for any exceptional personal reason if recommended by the departmental supervisor or County Commission. A request for leave of absence must be presented in writing to the department supervisor at least one week in advance of the leave specifying reasons for leave and length of leave. No leave of absence without pay shall be approved until all accrued annual leave and compensatory leave has been used. All leaves of absence without pay of thirty (30) calendar days or more must be approved by the County Commission. Leaves of absence of less than thirty (30) days may be handled as an excused absence by the Management of the Public Works Department.

- 15.1 **Reinstatement after Leave of Absence** - Upon expiration of a leave of absence, the employee shall be eligible for reinstatement to his former position or to one of similar requirements and compensation subject to the following conditions: a) should a position not be available at the time of return to work, the leave of absence may be extended until such time as a position for which the employee is qualified becomes available, and b) failure to return to work upon expiration of the leave of absence or when a position becomes available shall result in termination of employee's services.

Employees returning from a leave of absence of less than thirty (30) days duration will be returning to their former position. Any position changes will be handled by the layoff procedure.

- 15.2 **Continuation of Benefits** - Continuation of benefits during leaves of absence will be as per the County-wide personnel policies (5.6 and 5.7).
- 15.3 **Absence Without Leave or Failure to Return to Work** - No employee may be absent from duty without permission from his immediate supervisor. An employee absent for three days without notice shall be considered resigned, or have his employment terminated without notice as of his last day of actual employment.
- 15.4 **Administrative Guidelines for Leaves in Excess of 30 Days** - A leave of absence may be granted for a period not to exceed one year. Each quarter management will review the status of the employee and employee will report to management his status. Extensions of approved leaves of absence, not to exceed an additional one (1) year must be approved by the County Commission, with quarterly review as stated above.

16. **LAYOFFS/TERMINATION AND OTHER PERSONNEL COST-SAVING MEASURES:** The following policies shall be applicable to Union employee work layoffs and employment termination:

16.1 **Layoff** - Management may layoff employees when necessary due to changes in duties or lack of work or funds. When a layoff is required, it will be based on length of service with the County. Such layoff will not be considered to be disciplinary action. More senior employees whose positions are being effected by layoff will have the option of down-grading to a lower job classification or upgrading to a higher job classification (if qualified). A two week written notice of layoff will be given by the County to regular employees except in the case of an emergency. However, persons employed on the seasonal or temporary employment basis may, at the time they are employed, be given a verbal statement as to when the date of employment is expected to end, and this will serve as their notice of a layoff date and will meet the requirement of notification. Rehires will be affected in the reverse order of layoff provided qualifications are adequate. "Qualified" for this purpose will mean that the employee has previously held the job or can perform the job satisfactorily within a period of ten (10) days, as determined by management.

16.2 **Termination** - Employees may be terminated for cause subject to the grievance procedure, resign or terminate due to death. To resign in good standing, an employee shall submit his/her resignation in writing at least two (2) weeks before the effective date of his/her resignation. Upon the death of an employee, designated survivors and/or the estate of the deceased employee shall receive the employee's final payroll check including eligible, accumulated leave. The official date of termination shall be the date of the employee's last day in attendance of work. All employees who leave the service of the County for any reason shall receive all pay which may be due to them, with the following qualifications: a) Employees who leave before completing their six (6) months probation shall not be entitled to any vacation pay, b) Permanent employees who terminate will be paid for all time actually worked, vacation pay, and earned compensatory time, and c) Final payment to the employee shall be made at the County's next regular pay period, unless a written request is submitted by the employee to the County payroll clerk for payment within 24 hours.

16.3 **Other Personnel Cost-Saving Measures** - The County Commission reserves the right to direct the Management of Public Works to impose systemic furloughs, reduced scheduling or other cost-saving measures when deemed necessary by the County Commission due to budgetary concerns. These procedures will not be employed by the Management of Public Works without specific direction from the County Commission, after consultation with Union.

17. **DISCIPLINARY ACTIONS:** It is the County's general practice not to make an unwarranted dismissal or termination. From time to time, it may be necessary to enforce the County's rules fairly and consistently. Violation of rules could result in disciplinary action according to the frequency, seriousness and circumstances. The County shall not terminate or suspend any regular full time employee without just cause. The County shall provide the employee a pre-termination meeting and notify the employee in writing of the termination. A copy of the termination notice will be mailed to the Union office.

17.1 **Progressive Disciplinary Procedure** - The following Schedule of Disciplinary Actions indicates the action(s) which will be taken for various rule violations. All violations will be provided to the employee in written form. Employees, at their option, will have the opportunity of meeting with their supervisor, Management of the Public Works Department, or his/her designated representative and another employee or steward of their choice to discuss the violation. Offenses other than those specifically listed will result in disciplinary action consistent with the severity of the violation as determined by management.

SCHEDULE OF DISCIPLINARY ACTIONS

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Assault on supervisor or another employee	Discharge		
Drinking alcoholic beverages while on duty	Discharge		
Illegal drug use while on duty	Discharge		
Falsifying department records	Discharge		
Theft of property from department or other employee	Discharge		
Loss of a Required CDL	Discharge		

Harassment in violation of County Personnel Policy 6.11	Discharge or other discipline as advised by legal counsel based upon nature of offense		
Threatening or intimidating other employees or supervisor	Written Warning	Suspension	Discharge
Removal of department records	Discharge		
Fighting or attempting to provoke a fight while on duty	10-day suspension	Discharge	
Discourteous treatment of public	Written Warning	3 day suspension	Discharge
Intentional misuse or abuse of department property	3 day suspension	Discharge	
Disregard of safety rules	3 day suspension	10 day suspension	Discharge
Failure to wear specified safety equipment	Verbal Warning	Written Warning	Discharge
Insubordination by refusing a supervisor's order	3 day suspension	Discharge	
Sleeping while on duty	3 day suspension	Discharge	
Deliberately restricting individual or crew performance	Written Warning	Suspension	Discharge
Smoking in unauthorized area	Verbal Warning	Written Warning	Discharge
Unauthorized absence	Written warning	3 day suspension	Discharge

Failure to follow specified job instructions	Verbal Warning	Written Warning	Suspension/Discharge
Inability or unwillingness to work harmoniously with other employees	Written Warning	3 day suspension	Discharge
Pattern of unexcused lateness	Verbal Warning	Written Warning	3 day Suspension

Pattern of stretching
breaks or otherwise
wasting time

Verbal Warning

Written Warning

3-day Suspension

Deficient Performance
performed.

An immediate Performance Review and Job Review will be

A mutual course of action will be determined by the employee and
management.

Ex. Additional training as might be required to correct
deficiencies.

30 day probationary period to correct performance deficiencies.

Reassignment to another position.

Discharge if deemed to be only remedy.

>>> NOTE: ALL SUSPENSIONS WILL BE WITHOUT PAY.<<<

17.2 **Special Provision for Traffic Violations** - If an employee is convicted of violating the traffic laws of any state, county, or city while operating a County vehicle and such conviction results in the assessment of one or more points on the employee's Missouri Department of Revenue driving record, then said employee shall take a defensive driving course. The fee for said course will be paid by the employee who shall be reimbursed by the County when the employee has successfully completed the course, provided, however, that if the employee is convicted of a violation for defective County-owned motor vehicle equipment or for an over-dimension County-owned vehicle, then the County will reimburse the employee for the fine and court costs for such violation, not require the employee to take a defensive driving course due to the violation, and assist the employee in having his driving record corrected if points are erroneously assessed due to such violation.

18. **SAFETY POLICIES:** All County employees shall be responsible for implementation of job assignments in the safest manner possible. Prime consideration shall always be given to safety in operation. All County employees shall be thoroughly familiar with safety requirements and practices for their respective assignments, actively participate in safety practices, and immediately report unsafe or potentially dangerous conditions and accidents or injuries to their supervisors.

Horseplay, wrestling, practical jokes, or any hazing of co-workers constitutes a violation of safety practices and shall be cause for appropriate disciplinary action. Employees shall also

report any moving traffic violations while driving a County vehicle to his/her immediate supervisor as soon as possible and not more than within three days. Failure to do so will result in disciplinary action.

Safety features of Public Works equipment will be utilized and safe operating procedures will be observed as necessary for the maximum safety of the employee and the public.

18.1 **Safety Equipment** - The following notices concerning safety equipment shall be applicable:

18.1.1 **Seat Belts** - All personnel, regardless of status, who operate, or ride as a passenger in, a County vehicle equipped with seat belts shall have the seat belts in proper use and operation when the said vehicle is in motion.

18.1.2 **Safety Vests** - All personnel, regardless of status, shall wear an approved safety vest at any time they are outside their County vehicle and exposed to traffic or in a work zone.

18.1.3 **Hard Hats** - All personnel, regardless of status, shall wear an approved hard hat at any time they are outside of their vehicle and within the confines of an established work zone where work is actively OR routinely performed overhead. An established work zone shall be defined as the entire area between any traffic control devices which are located nearest the work area. In addition, hard hats shall be worn in areas where head protection is required by OSHA or any other safety regulations. All personnel will be expected to observe any work areas not specified in this policy and wear hard hats where any overhead activity is being actively or routinely performed.

18.1.4 **Earplugs** - Personal Safety Equipment such as earplugs, safety glasses, etc. will be utilized as necessary for the maximum safety of the employee.

18.2 **Safety Meetings** - All employees are required to take part in safety training opportunities upon reasonable notice. Absences from safety training held during normal working hours will be considered unauthorized unless approved in writing by Management of the Public Works Department.. Absences will be evaluated on a case by case basis. Safety meetings shall be regularly scheduled.

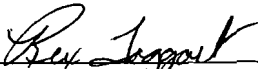
19. **COUNTY VEHICLES:** The following policies shall be applicable to use of county vehicles:

- 19.1 **License Check** - Employees must sign a release annually authorizing the appropriate County staff to perform a license check of the employees driving record.
- 19.2 **Usage** - All employees who drive County equipment must have a valid Missouri Driver's License and any other licenses(s) that might be required by law for the performance of their normally assigned duties. All Public Works employees will normally travel to and from work sites in a County vehicle. No persons other than County employees are permitted to ride in a County vehicle unless approved by Management of the Public Works Department. No personal vehicle will be used unless approved by the supervisor and/or the Management of the Public Works Department. County employees may use their assigned vehicle to stop for a coffee or soda break, or for lunch, as long as the place where they are stopping is not out of their way. No private use of a County vehicle is allowed.
- 19.3 **County vehicles involved in accidents** - In case of an accident involving a County owned vehicle, the employee or the affected supervisor must notify the appropriate traffic enforcement agency as soon as possible. The employee shall obtain, if possible, the name and address of the party/parties involved and any witness(es). The circumstances of the accident should not be discussed with anyone. Employees who are involved in an accident while driving a County vehicle, that is his/her fault, will be required to take the Defensive Driving Course. The employee will pay the full enrollment fee and upon the successful completion of the course, the County will reimburse the employee the full enrollment fee. The course will be taken on the employee's own time.
- 19.4 **Driving Privileges / Substance Abuse** - An individual's driving habits indicate the level of risk which may be incurred by the County while the individual is operating motorized equipment in an official capacity. Any employee who drives a motor vehicle or operates equipment on county roads may do so only so long as the employee has a valid motor vehicle operator's license or commercial driver's license as may be required by law. Subject to County alcohol and controlled substance testing rules, the County Commission through the Management of the Public Works Department may reassign to a non-driving position any employee whom it reasonably believes has a substance abuse problem and require that such employee obtain a substance abuse evaluation and/or counseling or such other treatment as may be recommended by a licensed psychologist, physician, or other professional as may be mutually agreed upon, as condition to maintaining employment with the Public Works Department and/or returning to a driving position.
- 19.5 **Distracted Driving** – Employees shall avoid activities that cause distractions from driving while operating County vehicles.


20. **NONAPPROPRIATION:** Notwithstanding any other provision herein to the contrary, all obligations of the County under this MOU which require the expenditure of funds are conditioned upon there being a sufficient, unencumbered balance of funds appropriated for that purpose.
21. **INTERPRETATION CONSISTENT WITH LAW:** The provisions of this Memorandum of Understanding shall in all respects conform with and be construed to conform with all applicable federal, state and local laws. Notwithstanding any provision of this MOU, should there be a change in federal, state or local laws, or a change in the requirements of the County's insurance provider, the new provision of federal, state or local law, or the new requirement of the County's insurer, shall prevail and control over any contrary provisions in this MOU.
22. **SAVINGS CLAUSE:**
This Understanding shall be in effect from January 1, 2011 through December 31, 2013 and shall continue in full force and effect on a three (3) year basis thereafter unless written notice to change, revise, or terminate this Memorandum of Understanding is served by either party upon the other party sixty (60) days prior to the ending date of this Memorandum of Understanding. Should the County elect at least two (2) new Commissioners, they may, at their option, open up the Memorandum of Understanding for discussion by serving written notice to the Union within ninety (90) days following their taking office. Either party may submit written notice to change, revise, or terminate this memorandum and submit in question; provided, however, that in the event timely written notice to change, revise, or terminate this Memorandum of Understanding is served on either party, negotiations pursuant thereto shall commence no earlier than the first day of October of the year in question.

IN WITNESS WHEREOF the undersigned have hereunto executed this agreement this
__ day of _____, 2010.

**LABORERS' LOCAL UNION 773
LABORERS' INTERNATIONAL UNION
OF NORTH AMERICA**


By 
Rex Taggart

**LABORERS INTERNATIONAL UNION
OF NORTH AMERICA**

By 
Clint Taylor, Business Manager
Southern and Central Illinois
Laborers' District Council

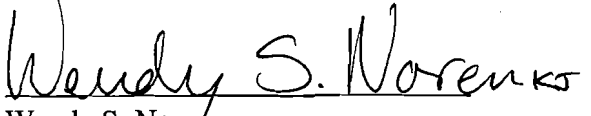
BOONE COUNTY COMMISSION


Kenneth M. Pearson
Presiding Commissioner

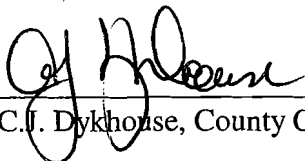

Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

APPROVED AS TO FORM:


C.J. Dykhouse, County Counselor

465 -2010

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the agreement between Boone County, Missouri and the Laborer's Local Union to extend the MOU through December 31, 2010. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren KS
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

**SEVENTH AGREEMENT FOR EXTENSION OF MOU
TO ALLOW TIME FOR NEGOTIATION**

THIS AGREEMENT dated the 21 day of September 2010, is made and entered into by and between Boone County, Missouri, a first class non-charter county, by and through its County Commission, herein "County," and the Laborer's Local Union 773, herein "Union."

WITNESSETH:

WHEREAS, the Union has provided timely, written notice to the County of its desire to change or revise the MOU currently in place between County and Union; and

WHEREAS, by the terms of the MOU, negotiations were to commence no later than the first day of October, 2009; and

WHEREAS, by the terms of the MOU, the current MOU expired on December 31, 2009; and

WHEREAS, due to the pressures of time, other business of both parties and a change in the legal effect of the MOU in Missouri since the last negotiation, there has not been sufficient time for both parties to formulate positions and begin negotiations; and

WHEREAS, the parties have mutually agreed that it would be in both parties' interest to extend the existing MOU's termination date to allow for sufficient time to engage in good-faith negotiations; and

WHEREAS, the parties have previously agreed to extensions through August 1, 2010; and

WHEREAS, both parties believe additional time is necessary for good-faith negotiations;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:


1. The parties agree that the existing MOU between the parties shall be extended to December 31, 2010.

2. The parties will make a good-faith effort to engage in negotiations regarding the amendment or revision of the MOU between the parties from and after the date of this Agreement and before the extension deadline of December 31, 2010, anticipating that a new, three-year agreement will begin on January 1, 2011.

3. The signatories to this agreement, by signing this agreement, represent that they have obtained authority to enter into this Agreement on behalf of the respective parties hereto and bind such parties to all terms and conditions contained herein.

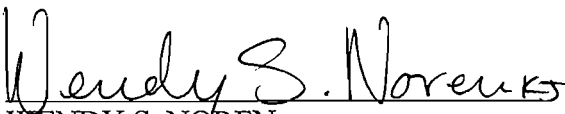
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date(s) indicated below.

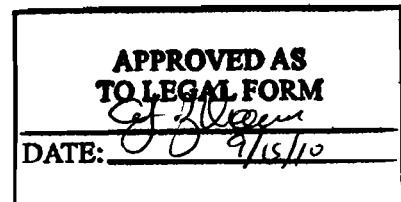
BOONE COUNTY, MISSOURI
By and through its County Commission


KENNETH M. PEARSON
Presiding Commissioner

DATED: 09/21/2010

ATTEST:


WENDY S. NOREN
County Clerk



LABORER'S LOCAL UNION 773

BY: Rex Taggart

Printed Name: REX TAGGART

Title: _____

DATED: _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned

Term. 20 10

In the County Commission of said county, on the 21st day of September 20 10

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the organizational use of the Boone County Commission Chambers by National Alliance on Mental Illness on October 11th, from 7:00 pm until 8:50 pm for a candidate's forum.

Done this 21st day of September, 2010.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

Kenneth M. Pearson
Kenneth M. Pearson
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Candidates Forum

Date(s) of Use: October 11, 2010

Time of Use: From: 7:00 a.m./p.m. thru 8:30 a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Rm220 - Rm208 - Rm139
Centralia Office

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: National Alliance on Mental Illness

Organization Representative/Title: Timothy C. Markan, President

Address/Phone Number: P.O. Box 933 Columbia, MO 65205 573-874-2402

Date of Application: 9/16/10

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

County Clerk

BOONE COUNTY, MISSOURI



County Commissioner

DATE: _____