

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

June Session of the April Adjourned

Term. 20 08


In the County Commission of said county, on the 3rd day of June 20 08


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

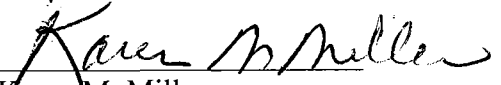
Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the VOCA Grant Application for Victim Services Program.

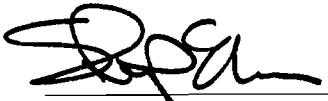
Done this 3rd day of June, 2008.

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

VOCA APPLICATION SUMMARY REPORT

Agency Name Boone, County of **Program Title** Victim Services Program

Authorized Official Name and Address	Project Director Name and Address	Contact Person Name and Address
Name: <u>Ken Pearson</u>	Name: <u>Rick Gaines</u>	Name: <u>Rick Gaines</u>
Address: <u>801 East Walnut, Room 245</u>	Address: <u>705 East Walnut</u>	Address: <u>705 East Walnut</u>
City: <u>Columbia</u>	City: <u>Columbia</u>	City: <u>Columbia</u>
State/Zip: <u>MO 65201-7733</u>	State/Zip: <u>MO 65201</u>	State/Zip: <u>MO 65201</u>
E-Mail: <u>kpearson@boonecountymo.org</u>	E-Mail: <u>rick.gaines@courts.mo.gov</u>	E-Mail: <u>rick.gaines@courts.mo.gov</u>
Phone Number: (<u>573</u>) <u>886</u> - <u>4305</u>	Phone Number: (<u>573</u>) <u>886</u> - <u>4200</u>	Phone Number: (<u>573</u>) <u>886</u> - <u>4200</u>
Fax Number: (<u>573</u>) <u>886</u> - <u>4311</u>	Fax Number: (<u>573</u>) <u>886</u> - <u>4030</u>	Fax Number: (<u>573</u>) <u>886</u> - <u>4030</u>

Total Amount of VOCA Funds Requested \$ 29,706.93

Prorate the VOCA Funds Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)

\$ 0.00 0 % Domestic Violence \$ 1,782.42 6 % Child Abuse \$ 3,267.76 11 % Sexual Assault
 \$ 24,656.75 83 % Total Underserved and Other (Break out total of Underserved/Other and prorate Total below)

Prorated Amounts and % of Underserved (\$ and % must equal \$ and % Total Underserved and Other above):

Description of Underserved/Other	Prorated \$ Amount	% Of Total Underserved and Other
Burglary Victims	\$ 2,219.11	9 %
Victims of rural (remote) areas and inner city	\$ 22,437.64	91 %
	\$	%
	\$	%
	\$	%

Indicate the anticipated number of victims to be served by this VOCA funded project: 625 Total Victims of Crime 0 Hotline Calls
 (Not including hotline calls)

If a domestic violence shelter, indicate the anticipated number of women and children to be served in shelter or outreach services, the number of anticipated hotline calls and the anticipated number of bednights. 0 Women 0 Children 0 Hotline Calls
0 Bednights

Geographic Area(s) to be served by this VOCA project: Boone County and Callaway County

The requested VOCA funds will be used to: Fund a New Project Expand/Enhance an Existing Project Continue a Previously Funded VOCA Project

Give a brief summary of the VOCA project. (Please type the description on this form.)

The goal of the 13th Judicial Circuit Family Court Juvenile Division's Victim Services Program is to provide victims of juvenile crime with information and services to assist in their physical, emotional, and financial recovery.

Grant funds would be used to fund a Victim Advocate in the Juvenile Division. The Victim Advocate will provide victims of juvenile crime with appropriate referrals to community resources, information relating to their cases, and assistance in determining the amount of restitution they are entitled.

The process of improving Victim Services within the Juvenile Division is important and continuous. The Victim Advocate will work hand-in-hand with the Juvenile Officer, legal staff, and the deputy juvenile officers to make improvements to victim services. The Juvenile Officer believes that with this program, victims of juvenile crime would be better served by receiving adequate compensation, crisis intervention, attention from the court, the ability to provide Victim Impact Statements, updates on the status of their case and referrals to outside agencies. Providing these services allows victims some control over their situation, a voice in the system, and a compassionate person in which to confide.



APPLICATION FOR FUNDING

Missouri Department of Public Safety
Office of the Director
P.O. Box 749
Jefferson City, MO 65102

1-573-751-4905
website: www.dps.mo.us



SECTION 1 - INSTRUCTIONS This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS
[] VOCA - Victims of Crime Act
[] SSVF - State Services to Victims Fund
[] STOP - Stop Violence Against Women Grant Program
[] JAG - Justice Assistance Grant
[] MCLUP - Mo. Crime Lab Upgrade Program
[] RSAT - Residential Substance Abuse & Treatment Program
[] CLAP - Crime Lab Assistance Program
[] LLEBG/JAG - Local Law Enforcement Block Grant/JAG
[] LGSD - Local Government School District Program
[] Title V - Delinquency & Youth Violence Prevention
[] Title II - Juvenile Justice Formula Grants
[] JAIBG - Juvenile Accountability Incentive Block Grant
[] EUDL - Enforcing Underage Drinking Laws
[] Paul Coverdell National Forensic Sciences Grant
[] ICCG - Internet Cyber Crime Grant

SECTION 3 - APPLICANT AGENCY
AGENCY: Boone, County of
FAX: (573) 886-4030
PHONE: (573) 886-4200

SECTION 8 - PROJECT TITLE
Victim Services Program

SECTION 9 - TYPE OF APPLICATION
[] New [] Revised [] Renewal [] Continuation

SECTION 10 - CURRENT CONTRACT NUMBER(S)
N/A

SECTION 11 - APPLICANT AGENCY'S FEDERAL TAX I.D. #
43-60000349

SECTION 12 - PROGRAM CATEGORY
Victim Advocate

SECTION 13 - CONTRACT PERIOD
BEGINNING DATE 10 1 2008 ENDING DATE 9 30 2009

SECTION 14 - TYPE OF PROJECT
[] Statewide [] Regional [] Local

SECTION 15 - PROGRAM INCOME
Will Program Income be generated? [] Yes [] No

SECTION 16 - BUDGET
Table with columns: Category, Total Cost
PERSONNEL: 29,706.93
VOLUNTEER MATCH: 6,935.00
TRAVEL: 453.79
EQUIPMENT:
SUPPLIES/OPERATIONS: 175.00
CONTRACTUAL:
RENOVATION/CONSTRUCTION:
TOTAL PROJECT COSTS: 37,270.72

SECTION 5 - APPLICANT PROJECT DIRECTOR
NAME: Rick Gaines
FAX: (573) 886-4030
PHONE: (573) 886-4200

SECTION 6 - APPLICANT FISCAL OFFICER
NAME: Kathy Lloyd
FAX: (573) 886-4070
PHONE: (573) 886-4060

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON (IF APPLICABLE)

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

AGENCY: 13th Judicial Circuit Family Court - Juvenile Division
ADDRESS: 705 East Walnut
CITY: Columbia STATE: MO ZIP: 65201

AGENCY: Boone County
ADDRESS: 801 East Walnut, Room 245
CITY: Columbia STATE: MO ZIP: 65201-7733

AGENCY: Boone County
ADDRESS: 801 East Walnut, Room 245
CITY: Columbia STATE: MO ZIP: 65201-7733

Signature Date

PERSONNEL	PROJECT TITLE: Victim Services Program
INSTRUCTIONS	APPLICANT AGENCY: Boone, County of
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known) 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funding project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).	6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the cloumn entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.

Title or Position	Name of Individual	Salary Per Month	PT or FT	% Of Time On Project	Months To Be Employed	Total Costs
Victim Advocate		1,891.50	FT	100%	12.00	22,698.00
SUBTOTAL						\$ 22,698.00

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (.0765)	.0765 x \$22,698.00	1,736.40
PENSION/RETIREMENT		
LIFE INSURANCE	\$4.42 x 12 months	53.04
MEDICAL INSURANCE	\$395.83 x 12 months	4,749.96
UNEMPLOYMENT COMPENSATION		
WORKERS' COMPENSATION LIAB.	Disability = .005 x \$22,698.00	113.49
OTHER (PLEASE IDENTIFY)	Dental Ins: \$29.67 x 12 months	356.04
SUBTOTAL		\$ 7,008.93

State/Federal Share	\$	29,706.93	TOTAL PERSONNEL COSTS	\$	29,706.93
Local Match Share	\$	0.00			

VOLUNTEER MATCH

PROJECT TITLE: Victim Services Program

APPLICANT AGENCY: Boone, County of

INSTRUCTIONS

1. Indicate all volunteer hours to be included in the Total Project Cost for **Local Match purposes**. Volunteer hours may be calculated at the rate of \$9.50.
2. Under **Description (type) of Service to be Provided**, break volunteer hours down by types of services to be provided by the volunteers. *Keep in mind that volunteer hours utilized for match are under the same requirements as paid staff utilized by the grant.*
3. Under **Number of Volunteers**, indicate the number of volunteers who will be providing each type of service indicated.
4. Under the column, **Total Number of Hours**, indicate the total number of hours to be contributed by volunteers on an annual basis for each type of service that will be used for Local Match purposes.
5. Under the **Total Local Match** column, enter the result of the following calculation: (Total Number of Hours) x (\$9.50 per hour).
6. Volunteer time may only be utilized toward the Local Match Share total.

Description (type) of Service Provided (VOCA grant – must be direct services to victims)	Number of Volunteers	Total Number of Hours	X \$9.50 per hour	Total Local Match
Contacting victims to provide initial and on-going services	4	730.0000	X \$9.50	6,935.00
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
TOTAL VOLUNTEER HOURS <small>3/30/04</small>	730.0000	TOTAL LOCAL MATCH	\$ 6,935.00	

TRAVEL	PROJECT TITLE: Victim Services Program
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INSTRUCTIONS	APPLICANT AGENCY: Boone, County of
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- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Itemize travel expenses by event. 2. Under the Item, list the types of travel (local, in-state, out-state) location and reason for travel. 3. Under Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, and daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budge Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee. | <ol style="list-style-type: none"> 6. Tuition and registration fees for eligible training must be listed under the Supplies/Operations category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 45.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred. |
|---|--|

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
MOVA Conference	Lodging for three nights (room rate is \$74.00 per night)	222.00
MOVA Conference	Meals for Conference	78.00
MOVA Conference	Travel to the conference at Springfield (338 miles round trip x \$0.455 = \$153.79)	153.79
State/Federal Share	\$	TOTAL TRAVEL COST \$453.79
Local Share	\$ 453.79	

SUPPLIES/OPERATIONS

PROJECT TITLE: Victim Services Program
APPLICANT AGENCY: Boone, County of

INSTRUCTIONS

- 1. Under the **Item** column, list by type of supply or operational expenses (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
- 2. Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.

- 3. Under **Total Cost** column, record the cost to be calculated as follows: (number of units) x (unit cost).
- 4. Tuition and registration fees for eligible training must be listed on this page. These expenses will not be reimbursed until the training has occurred.
- 5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for future information.

ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
<p>Registration for MOVA Conference</p>	<p>Registration Costs for Victim Advocate to attend conference March 18, 19, and 20, 2009</p>		<p>175.00</p>
<p>State/Federal Share</p>	<p>\$</p>	<p>TOTAL SUPPLIES/ OPERATIONS COSTS</p>	<p>\$ 175.00</p>
<p>Local Match Share</p>	<p>\$ 175.00</p>		

PERSONNEL INFORMATION

Grant Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. _____ (Name) Victim Advocate _____ (Title)	Job responsibilities include: 1) Contacting victims of juvenile crimes and their families to provide them with their rights as stated in the Crime Victim Amendment to the Missouri Constitution and State Statutes; 2) Act as a liaison between victims and counsel for the Juvenile Officer; 3) Provides necessary referrals to outside agencies who have aided the victims in recovery as well as assisted in filing for Crime
2. _____ (Name) _____ (Title)	Victims Compensation; and 4) Works with victims who experienced crisis reactions to crime with immediate crisis intervention. Qualifications: College graduate with a degree in Juvenile Justice, Education, Social Work, Psychology or Sociology preferred. Must be 21 years of age and possess a valid
3. _____ (Name) _____ (Title)	Missouri driver's license. Specialized training and experience in direct Victim Service preferred.
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

VICTIM SERVICES CORE VALUES

MISSION STATEMENT

The goal of the 13th Circuit Family Court Victim Services Program is to provide victims of crimes committed by juvenile offenders with the necessary information and services in order to assist in their complete physical, emotional and financial recovery.

The purpose of the Victim Services is to reduce intimidation and inconvenience to crime victims by:

- Providing victims of juvenile crimes with information regarding their right in the juvenile court system or through civil court.
- Providing victims of juvenile crimes support for their emotional and psychological needs occurring from their victimization.
- Providing victims of juvenile crimes the assistance necessary for them to be able to testify in court.
- Assisting victims in being adequately compensated financially for their losses through restitution.

VICTIM SERVICES JOB DESCRIPTION

1. The Juvenile Division will employ a Victim Advocate to work strictly with the victims of juvenile crimes.
2. Victim Services personnel will provide victims of juvenile crime with written materials regarding their rights as a victim and services that the Victim Service Personnel will be able to provide for them.
3. Victim Services personnel will educate victims of juvenile crimes about the processes of the juvenile court system.
4. Victim Services personnel will provide juvenile crime victims with referral services for counseling, financial assistance and protection.
5. Victim Services personnel will act as a liaison between the victims of juvenile crimes and attorneys in the Juvenile Office.
6. Victim Services personnel will inform victims of juvenile crimes of their rights to appear at legal proceedings, including, but not limited to, their rights to appear at juvenile hearings initiated by juvenile authorities and the right to be heard at such hearings, either personally or by offering a written statement.
7. Victim Services personnel will facilitate the return of crime victim's personal property that has been taken into evidence or recovered by law enforcement.
8. Victim Services personnel will inform victims of juvenile crime of case disposition, as requested.
9. Victim Services Personnel will help victims of juvenile crime determine the amount of restitution for which they are entitled. Victims will also receive assistance in filing for Crime Victims' Compensation Funds.

RESPONSIBILITIES OF THE VICTIM SERVICES PROGRAM

The responsibilities of the Victim Advocate for the Boone and Callaway Counties Juvenile Offices, include, but are not limited to the following:

1. Attempt to contact victims by phone to see whether they would like services through our office. If contact can not be made by telephone, attempt to contact the victims in person.
2. For victims who request services, the Victim Advocate will, in writing, provide the victim with a list of their rights as a victim, including:
 - Being notified of all appearances and hearings of the juvenile perpetrator in juvenile court, along with the outcome of the hearing, as it relates to the victim's crime.
 - Being notified of their right to be present at juvenile court hearings, including appearances, hearings, and case disposition.
 - The right of victims to restitution.
3. Assist victims in determining restitution and prepare restitution figures. This amount will be given to the Deputy Juvenile Officer if the case is addressed informally or shall be given to legal staff for formal cases. This amount is also given to clerical staff responsible for restitution.
4. Assist victims in filing Crime Victims' Compensation Applications and provide follow up with Crime Victims' Compensation regarding the status of the application.
5. Orient victims to the juvenile court process, including informal processes, such as intake and informal supervision, and with the formal process of going to court.
6. Provide victims, who are expected to testify in a contested hearing, with a courtroom tour, if requested.
7. Provide support and referrals to community resources for services, to meet additional emotional or psychological needs of the victim.
8. Refer victims displaying crisis responses to crimes to crisis counseling services.
9. Act as a liaison between victims and counsel for the Juvenile Officer, the Guardian ad Litem, and other resources that are available to victims.
10. Maintain open and ongoing relationships with local law enforcement agencies, schools, and other resources available to victims.
11. Monitor the day-to-day responsibilities of the Victim Services Assistant.
12. Maintain Victim Services databases including demographic information of victims, case status and a narrative of all contacts between the Victim Services staff and victims.
13. Provide victims with victim services evaluations, respond to evaluations as the need arises, compile quarterly statistics to review and discuss with the supervisor, who then forwards the reports to the Court Administrator.

Qualified candidates for the position would possess a Bachelors degree in Criminal Justice, social work, sociology, psychology or education. Specialized training and experience in direct victim service preferred.

NARRATIVE WORK PROGRAM

A. BRIEF HISTORY OF THE APPLICANT AGENCY

The Family Court Services - Juvenile Division has exclusive jurisdiction over cases within the 13th Judicial Circuit, which includes Boone and Callaway counties, in which 1) a child is alleged to be in need of care and treatment because he/she has been abused or neglected, or due to the child's parent(s) refusing to provide proper support, education, or medical care, or a child who is without proper care, custody or support; 2) a child who is alleged to have violated a state law or municipal ordinance prior to attaining the age of seventeen years.

The Juvenile Division of the 13th Circuit is currently comprised of one Juvenile Officer, two supervisors, fourteen deputy juvenile officers, two who are funded through a grant from the Division of Youth Services Juvenile Court Diversion Funds; two Family Therapists, one funded by the Division of Youth Services Juvenile Court Diversion Funds; one part-time legal assistant, funded by general revenue funds; and eight part-time aides, funded with general revenue funds. The Juvenile Division of the 13th Circuit also maintains two full-time staff attorneys.

In 1998, a Victim Advocate was hired with a State Services to Victims Fund. The State Services to Victims Fund has continued to be utilized each year to fund the salary for the Victim Advocate position. However on June 30, 2007, this funding ended due to our agency inadvertently missing the deadline for the State Services to Victims Fund grant application for the 2007/2008 grant year. Since 1998, the Victim Advocate has assisted thousands of victims of crimes committed by juvenile offenders. The Victim Advocate has ensured the victims were provided with the necessary information and services to assist in their physical, emotional, and financial recovery following the crime.

Currently, the Juvenile Division has a statutory obligation to provide information to victims of dangerous felonies. In cases in which the juvenile has committed any offense against the person or property of others, the Juvenile Court routinely assigns restitution to the offender in an effort to repay the victim for their losses. In February, 2005, Court Appointed Special Advocates (CASA) began providing volunteer services to the youth in Boone County who come under the jurisdiction of the Juvenile Court due to abuse and/or neglect by their parent or legal custodian. Currently a CASA volunteer is Court appointed to advocate for the youth when the Court authorizes that the child be taken into protective custody.

This grant application is submitted to fund initial and on-going services directly to victims of the increasing number of juvenile crimes, including statistically underserved victims of crime in Boone and Callaway counties. The Victim Advocate will work directly with all victims of crime committed by juveniles. If awarded the grant, the Victim Advocate would re-initiate the work she was doing in working with victims personally to assist them with understanding and exercising their rights as victims of crime, referring them to agencies that can help in their financial, emotional, and physical recovery and also determining the amount of restitution they should seek based upon the amount of damage incurred, and aid in completing Crime Victim Compensation applications, among other duties. The Victim Advocate would also work with the

CASA program to advise the CASA coordinator of the specifics of why the child abuse victim came into care and the demographic information regarding the child in order for a good match to be made with the CASA volunteer.

B. STATEMENT OF THE PROBLEM

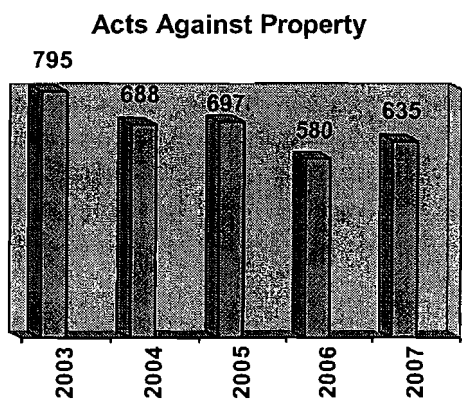
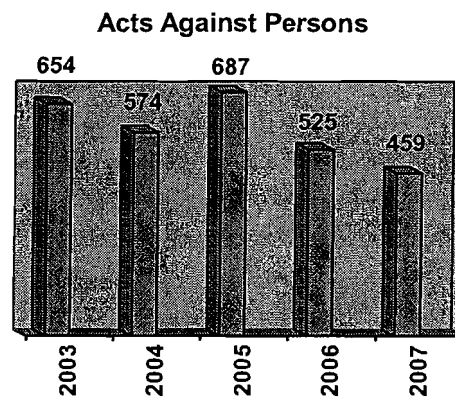
Traditionally, the Juvenile Court has paid scant attention to victims and their issues unless the referral was specifically for parental abuse or neglect. This was due, in part to statutes relating to confidentiality. The statutes have been modified substantially over the past nine years, allowing Juvenile Courts greater opportunity to interact with the victims of crimes perpetrated by juveniles. Another inhibitor that Juvenile Courts must face in order to meet the needs of victims is a general reluctance by staff to interact directly with victims. This reluctance can best be understood when viewed in the context of the typical training experience of the average deputy juvenile officer. Most have undergraduate degrees that focus on the treatment needs of their clients. Victim empathy is not included in most criminal justice, psychology or political science curriculums. Aside from a natural propensity in this area or personal experience as a victim, few are able to provide the necessary support to victims without further training in victim typology. Clearly, more training is needed in this area, not only to give the deputy juvenile officers the necessary tools to properly serve victims but to also assist their clients in developing victim empathy. According to Sharon English, the former director of the Office of Prevention and Victim Services of the California Youth Authority: "Victims of crime should not be discriminated against due solely to the age of their offender" (Seymour, 2004).

Boone and Callaway counties are progressive counties located in the center of the state at the crossroads of major east-west and north-south highways. Population growth and prospects for additional growth are placing increasing demands on county government. The Juvenile Division of the 13th Circuit operates within a population of approximately 189,120. Demographics are of an urban, semi-urban and rural composition with a unique degree of ethnic diversity. Boone and Callaway counties are the home to a significant number of minority populations, including Asians, Arabs, and African-Americans, in addition to the Caucasian population. In the past 14 years, the population of Boone and Callaway counties has grown at almost twice the rate of the state average. According to the 2000 U.S. Census, Boone County has seen a 20.5% population growth between 1990 and 2000 and Callaway County seen an estimated population increase of 24.3%. Utilizing information from the 2006 Census, Boone County has grown an additional 7% in population in the last six years, and Callaway County has increased by a population of 5%.

Victims of juvenile crimes are of paramount importance to the Juvenile Court. Beside the physical injuries sustained, attention is also needed for emotional injuries suffered. Often times the victims of juvenile crime are juveniles themselves. "Children are raped, robbed and assaulted at higher rates than adults, according to the National Crime Victim's Survey" (Moore, 1994). The emotional effects of these violent offenses linger far after the physical injuries have healed. The majority of victims of juvenile crime lack knowledge of available resources that would assist them in the healing process and with financial constraints. The Children's Division only provides assistance where there is parental abuse and/or neglect. Many people who become crime victims feel an enormous sense of guilt for the crime. Often people spend time, energy and effort wondering what they could have done to prevent this crime, or what they had done to

deserve it, instead of focusing on the recovery process and dealing with their issues of victimization. This issue of self-blame and “if I had only done this” is especially prevalent in cases of sexual assault or other offenses against persons/victims. Unfortunately, in both of these types of cases, fear of going forward, testifying, and holding the perpetrator accountable is also an enormous problem. Many victims may be frightened by the perpetrator and feel guilty and afraid that no one will believe them. Victims of juvenile crime often feel frustration regarding the juvenile perpetrator due to the confidentiality issues still involved in Juvenile Court and their curiosity of wondering if the juvenile is being held accountable for their actions. Anne Seymour, writing for *Corrections Today*, furthers this statement in findings from a focus research group by stating, “Victims of juvenile offenders expressed feelings of helplessness, believing that little would be done to make their offenders comply with the terms of their adjudication,” (2004). This enforces the need for a Victim Advocate who can focus solely on these issues and to vigilantly keep victims apprised of their case status.

The five-year referral summary of acts against persons reflects the most serious offenses handled by the Juvenile Division. Victims of these crimes are not related to one specific age or socio-economic group. The crimes reflected in this chart include murder/manslaughter, armed robbery, assault with a deadly weapon, rape and molestation, robbery and purse snatching, assault and fighting. All acts against persons generate a referral to the Victim Advocate. It should be noted that, in 2007, of the 459 referrals, 58 of those referrals were for sexual acts, which include Statutory Rape, Statutory Sodomy, Sexual Misconduct, Child Molestation, Forcible Sodomy, and Incest.



Referrals for acts against property constitute a significant emotional and financial loss for the victims of their crimes. Most victims assume that restitution for their loss is a lost cause due to the age of the offenders and the victims often do not aggressively pursue collection. In some cases, victims do not pursue collection of restitution because they do not understand the necessary documentation required for collection. Many acts against property referrals also generate a great sense of fear and victimization, as the victim’s home has often been the scene of the crime. Victims question,

“If I’m not safe in my own home, where can I be safe?” In 2007, of the 635 referrals, 63 of those referrals were for acts of Burglary.

Before the implementation of the Victim Advocate in 1998, the Juvenile Office did not have one person designated to focus on helping victims. Previously the Victim Advocate aided victims in determining restitution, getting that restitution ordered with the Juvenile Court, and updating

victims regarding payments. Victims often become frustrated with the Juvenile Court system when they are not kept informed of the status of their case or informed of what actions are being taken against the juvenile if he/she is not making regular restitution payments. Since July 1, 2007, the Juvenile Officer has worked without having one staff position designated to provide victims with assistance. Victims are contacted by deputy juvenile officers on those cases in which there are a statutory obligation to provide information to the victims because of the offense being a dangerous felony. Deputy juvenile officers attempt to make contact with victims when there may be a need for restitution to be paid by the juvenile offender; however, services are limited due to the demands of the deputy juvenile officers' offender caseload.

C. GOALS AND OBJECTIVES

GOAL:

The goal of the 13th Circuit Family Court Victim Services Program, for grant period October 1, 2008 through September 30, 2009, is to provide 625 victims of crimes committed by juvenile offenders with the necessary information and services necessary to assist in their complete physical, emotional and financial recovery. Traditionally in the past contact was made with the victims by telephone and letters. It is our goal to not only make telephone and written contact, but to also have direct face-to-face contact with victims.

MEASURABLE OBJECTIVES:

OBJECTIVE #1

It is our objective to increase the service to victims of juvenile crime by informing them of the Juvenile Court process, their rights as crime victims, including, but not limited to their right to attend all court appearances, prepare and present Victim Impact Statements and to be kept informed of case status, and to meet face-to-face with the victims.

Obtaining information from the Victim Services database and evaluations mailed to victims will allow us to measure this objective. Victim evaluations are reviewed and statistics are drawn from them quarterly. The Victim Services database can be accessed at any time to obtain information regarding our method of communication with victims and information sent to victims.

OBJECTIVE #2

It is our objective to increase the number of victims that we assist with information regarding their rights to apply for Crime Victims Compensation and/or restitution through the Juvenile Court process. 100% of these victims will be met with personally to assist them with the completion of necessary paperwork.

This objective will be measured by our Victim Services database, which maintains a record of all correspondences sent and returned and also personal meetings with Victim Services Staff members regarding Crime Victims Compensation. Additional records are maintained by the financial secretary within the Juvenile Office regarding the amount of restitution youth are ordered to pay or agree to pay and the amount actually collected and reimbursed to the victim.

OBJECTIVE #3

It is our objective to increase the number of referrals to outside agencies who offer emotional support and therapy to victims of juvenile crime. This will include contact with the CASA coordinator to ensure victims of child abuse are paired with a well matched CASA volunteer.

This objective will be measured by our Victim Services database, which maintains a record victims requesting or receiving referrals to outside agencies.

D. EVALUATION PROCEDURE

The effectiveness of the Victim Services Program at the Juvenile Office will be measured by compiling data from client-satisfaction evaluations received from victims who have received services.

Quarterly and yearly reports on evaluation responses of above fair will be recorded concerning victims responses to questions about their Victim Services experience.

The table below provides the basic tool that will be used to record and analyze the data.

1st Quarter Statistics Year _____
Above Fair Responses

Question	1	2	3	4	5	Total	% Marked as above fair	% Change
	Poor		Fair		Excellent			
How polite was VA?								
How well were questions answered?								
Satisfaction with VS?								
Satisfaction with JO?								
Satisfaction with restitution?								
	Yes	No						
Receive information?								
Discuss case?								
Receive Victim Impact Statement?								
Receive referrals?								
	Yes	No						
Was restitution fair/ accurate?								
Were you kept informed?(Status of Case)								
Regular payments?								
Were you kept informed?(Restitution Payment)								

Additional data that is collected and recorded includes:

- The number of cases referred to Victim Services
- The number of cases that have been closed this quarter
- The number of restitution cases that are paid in full
- The total number of evaluations mailed
- The total number of evaluations returned
- The total number of cases requiring/requesting no service
- The total number of non-responsive cases
- The number of cases that are still active at the end of the quarter
- Did you receive information about your rights as a victim?
- Did you receive restitution payments on a regular basis?
- If you did not receive payments on a regular basis, were you informed as to why not?

Internal evaluation measures will also be reviewed such as:

- When victim contact is made by Victim Advocate
- Type of correspondence sent to victim. (Example: Victim Impact Statements, Victim Loss Statements regarding restitution etc.)
- Number of Crime Victims Compensation Forms completed by victims of juvenile crime with assistance of Victim Services Staff
- Number of victim referrals made by the Victim Advocate to community agencies
- Number of courtroom tours given by Victim Advocate to victims of juvenile crime
- Overall victim satisfaction with Victim Services

The Court Administrator and the Juvenile Officer will meet semi-annually with the Victim Advocate to review summary of data collected and evaluation responses. Program adjustments will be addressed at that time if necessary.

At the time that a juvenile offender's case has been disposed where victim has requested or received services from the Victim Advocate, the Victim Advocate will mail an evaluation survey to the victim of the offender's case. A separate evaluation survey is sent to victims who are receiving restitution through the Juvenile Officer's restitution program. At the time that the victim receives their final restitution payment, that evaluation form is included.

The evaluation measures victim satisfaction with Victim Services. Questions include but are not limited to:

1. Were they informed of their rights?
2. Were victims able to prepare a Victim Impact Statement?
3. Were victims provided with the status of their case?

The Court Administrator and Juvenile Officer review all returned evaluation forms. If the returned evaluation indicates that the victim received inadequate services, the Victim Advocate may be asked to re-contact the victim to seek advice on how the services provided could have been improved.

E. METHODOLOGY

1. Type of Program

Grant funds would be used to fund a Victim Advocate position in the Juvenile Division. The Victim Advocate works in tandem with the Intake Unit to coordinate services to victims and screen reports as the referrals are received by the Juvenile Office. Volunteers will also assist the Victim Advocate with meeting all the requirements of this grant. Volunteers would be solicited from the local colleges and/or universities, but not limited to such, allowing for individuals to complete their volunteer internships within the Juvenile Office. The volunteers would help to support the Victim Advocate in providing services to victims after the appropriate training. The Victim Advocate would provide victims of juvenile crimes with appropriate referrals to existing community resources, information relating to their case and assistance in determining the amount of restitution the victim is entitled. The Victim Advocate will be the sole contact for the victims from initial contact through court testimony and/ or final restitution payment. This relationship eases the stress of being thrust into the confusing and often drawn out process that the court system may become. The Juvenile Officer intends to restore this approach that has been maintained for the past nine years with the exception of the time period of July 1, 2007, until new funding is secured.

Once a referral by the Juvenile Division is received, it is assessed to determine whether it involves a crime against persons or if property loss was sustained. The referral will be processed through the regular intake process with the exception that the deputy juvenile officer forwards a referral form to the Victim Advocate with the name and address of the victim as well as specifics regarding the case. The Victim Advocate will then make personal contact with the victim to assess appropriate services and to educate them to the Juvenile Court process. If the victim is desirous of counseling services, the Victim Advocate will provide the victim with a list of appropriate providers from which to choose. As the case progresses, the Victim Advocate will personally contact the victim with information relating to their case. Courtroom tours for victims will also be provided by the Victim Advocate prior to testimony and transportation to Court is provided if necessary. The Victim Advocate will also be responsible for assisting the victim in obtaining necessary documentation of their losses for the collection of restitution and assisting with completing Victim Compensation paperwork. At the conclusion of a victim's case and/or collection of the final restitution payment, the Victim Advocate will provide the victim with a survey that allows for feedback on the services provided and any other information that might assist the Juvenile Division in evaluating their response to victims of juvenile crime.

In order to better serve the victims of Boone and Callaway counties, a database system was developed to track all contacts made with the victim, services provided to the victim; and Court dates of the victims' case. The cost of the development and implementation of the database was assumed by the Juvenile Division of the 13th Circuit. The database will be used to compile client demographic data such as victim's address including if a rural area or inner city, phone number, age, gender, and ethnic group as well as offence information such as date and type of offence, juvenile perpetrator, and adult perpetrators related to the crime, and police report number. A narrative history of the contact by the Victim Advocate will be maintained on each case to record all contact between each victim and the Victim Advocate, including services offered by the

advocate, discussions or correspondence with victims, discussions with other agencies, and notifications of restitution payments to the victim.

The Victim Advocate will be responsible for providing on-going training to volunteers and staff on victim issues. This training includes topics on domestic abuse, effects of violence on the family; and victim empathy. The Victim Advocate will also distribute informational material in an effort to better inform victims of their rights and demystify the court process.

2. Proposed Service Area

The proposed service area will be for Boone and Callaway counties.

3. Coordination of Services

Coordination and communication with other service providers will continue to be part of the job description of the Victim Advocate. This will be by means of personal visits, correspondence, and attending community task force monthly meetings. The Boone County Community Task Force was developed in an effort to combat crime and coordinate services provided to victims of sexual assault and domestic violence. Members of the task force include representatives from three local hospitals, three law enforcement agencies, psychiatric facilities, the Shelter, the University of Missouri, the Prosecuting Attorney's office, and other various counseling and social service organizations as well as several interested citizens from the community. The Task force developed a handbook for victims of sexual assault explaining options and available services for them. The Sexual Assault Handbook was developed and printed by funds received from STOP Violence Against Women grant and is currently being distributed throughout Boone County. The Victim Advocate worked with the local area Child Advocacy Center, the Prosecuting Attorney's office, Sheriff's Department, Children's Division and SAFE-Care Network to compile a Handbook for Parents of Sexually Abused Children. This booklet demonstrates to parents what services are available in their community while mapping out the investigative process as well as the adult and juvenile court processes. This booklet was printed with money from the Rainbow House Regional Child Advocacy Center and is currently being distributed throughout Boone and Callaway counties. The Victim Advocate will collaborate with other victim service providers to honor victims during Victim Rights Week.

The Victim Advocate will work with volunteers of the CASA program. Not only will the Victim Advocate work to ensure enough pertinent information is shared regarding the child victim to ensure a good match with the CASA volunteer, but the Victim Advocate will also be a resource to the CASA volunteers should they need assistance in appropriate referrals to other agencies to meet the needs of the child victim.

The Victim Advocate always had a collaborative working relationship with the law enforcement agencies in both Boone and Callaway counties. Officers and deputies frequently gave victims of juvenile crime the name of the Victim Advocate in the Juvenile Office, so the victims had a name and number to immediately call for assistance. Law enforcement officials also frequently called the Victim Advocate if they worked a case in which they felt the victim needed some immediate attention from an individual who could listen to their frustrations or ease their fears

by explaining the Juvenile Court system to them. These services would be restored through funding of this application.

The Victim Advocate will also work closely with Children's Division caseworkers and advocates at the Child Advocacy Center. These two agencies will work closely with the Juvenile Officer's Victim Advocate to ensure the child victim and/or their parents are not overwhelmed with individuals helping to assist them, but rather one advocate taking the lead and working to gather the necessary information from the other advocates or caseworkers in order to best meet the needs of the victim and their family.

The Victim Advocate will attend the MOVA conference in the year 2009, and will share the information received at the conferences with all deputy juvenile officers employed within the Juvenile Division of the 13th Circuit and all volunteers of the Victim Services program. The Victim Advocate will also continue to work with MOVA for additional training and technical assistance.

4. Identification of Support

The 13th Circuit Juvenile Court budget is derived from tax revenues from Boone and Callaway counties. Callaway County is a less populous county, therefore providing a smaller amount of revenue. The Boone and Callaway County Juvenile Offices will provide office space and operational costs to house the Victim Advocate. The costs of the MOVA membership and conference fees have been assumed by general revenue funds.

5. Budget Justification

The Victim Advocate was an existing full-time position that served both Boone and Callaway counties from 1998 through June 30, 2007. Gina Taylor served as the Victim Advocate for the Juvenile Division from May 16, 2006 through June 30, 2007. We are requesting funding for a 30 hour per week position at the hourly rate of \$14.55 and benefits.

Since the development and implementation of the Victim Services Program, H. B. 971 was passed by the Missouri State Legislature and subsequently signed into law by Governor Mel Carnahan. This Bill provides for the conversion of all juvenile division staff, with the exception of grant and part time staff, to the state payroll under the auspices of the Office of State Courts Administration. In preparation for this, the Circuit Court Budget Committee developed job classes and pay scales for positions within the juvenile courts statewide. The criteria used included the various types of jobs being performed, the complexity and level of duties and the scope of responsibilities. Based on this classification grid, it is believed that the Victim Advocate position is equitable in terms of responsibilities and job qualification to a Deputy Juvenile Officer I, which is an entry-level position. The compensation rate for this position is \$2,566.00 per month plus benefits, after a six month successful probationary period. Prior to the six month probationary period the monthly salary for a Deputy Juvenile Officer I is \$2,522.00

The Victim Advocate will be expected to maintain a level of expertise in victim issues. Attendance at the MOVA annual conference will be necessary in order to remain informed and

educated in the latest trends and treatments with victims and their issues. Information learned from the conference will then be shared with other Juvenile Office staff and volunteers. The cost associated with this training including travel expenses, conference fees and accommodations has been assumed by the Boone County Juvenile Office out of their Class Three; Travel and Training Budget.

6. Supplanting

Before September of 1998, the Juvenile Officer had no Victim Services Program. The program has since been funded through State Services to Victims grant funds. Effective July 1, 2007, due to the loss of grant funding, victims will be served on an as needed basis only by different deputy juvenile officers within the circuit until grant funding can be secured to rehire a Victim Advocate for the 13th Circuit.

7. Victim Compensation Assistance

Victim's Compensation information is included in the brochure that will be mailed to all victims upon their identification to the Juvenile Office. On cases in which juveniles will be ordered to pay restitution, victims will be sent victim loss statements within seven days of the Juvenile Office receiving the law enforcement report. Follow up will be made with personal contact from the Victim Advocate. Further assistance with the filing for such compensation is given during the on-going contact with this agency and the victim. The Victim Advocate will be readily available to assist in any way required by the victim to achieve the filing of this compensation. The Juvenile Officer and Victim Advocate will screen all cases referred to Crime Victims Compensation that require restitution to determine if it is appropriate to recoup restitution from the offender through the Juvenile Court, that Crime Victims Compensation has paid out.

8. Volunteers

The 13th Circuit has a history of working with the various college institutions within the area including the University of Missouri, Columbia College, Stephens College, William Woods College, Moberly Area Community College, and Central Methodist University. Students from these different colleges have completed internships within our circuit. The 13th Circuit Family Court will train these interns to assist the Victim Advocate with providing the initial and on-going services to the victims served as well as all other duties as completed by the Victim Advocate. It is anticipated that at least one to two interns will volunteer each semester, working a combined of 730 volunteer hours during the grant year. The supervisor of each juvenile division office will ensure that a background criminal and child abuse/neglect check is completed on each volunteer/student in placement applicant.

The Victim Advocate will also work closely with the CASA volunteers in Boone County to ensure that victims of child abuse and neglect are appropriately matched with a volunteer that is able to work with the child victim and provide them with the necessary referrals and guidance they may need to assist in the child victims emotional and physical well being.

9. Number of Victims to be Served

It is anticipated that 625 victims will be served by the Juvenile Divisions Victim Advocate during the fiscal year 2008/2009. From January through December, 2007, the Victim Advocate served 618 victims. It is anticipated that the past referral data and trends will remain constant and it is anticipated that the Victim Services Program in fiscal year 2008/2009 will serve at least 625 victims. The degree of assistance provided will be based on the offense committed and the presenting needs of the victim.

F. COST ASSUMPTION

The 13th Circuit Family Court - Juvenile Division has amassed a history of adopting and incorporating some programs as it can that have initially been funded through the Division of Youth Services Juvenile Court Diversion grants and the Missouri Department of Public Safety Juvenile Justice and Delinquency Prevention grants. Two such examples are the adoption of the Intensive Intervention Model Program in Boone County and the Intensive Supervision Program in Callaway County.

The Budget for the Juvenile Division is set on an annual basis and is based on Boone and Callaway counties revenues. The State of Missouri provides funding for full time personnel within the Juvenile Office based on a formula of workload needs as determined by Office of State Courts Administration and level of funding available. This funding has never included the Victim Advocate position.

G. REPORT OF SUCCESS

With the addition of the Victim Advocate within the 13th Circuit Family Court – Juvenile Division, all victims of juvenile crime against the person or property of others will be contacted by telephone or in person regardless of the severity of the crime to inform them of their rights, educate them about the judicial process and notify them of case disposition.

The last year we had a Victim Advocate was 2006. During the year 2006, the Victim Advocate received 618 referrals for offenses against the person or property of others. Those referrals generated 2,464 contacts with the victims by the Victim Advocate. Of those contacts, 1,096 (or 44.5%) were contacted by telephone; 1,307 (or 53%) by mail; and 61 (or 2.5%) in person. There were 145 victims assisted with filing Crime Victim Compensation Applications, Victim Loss Statements, Victim Impact Statements, and with Crisis Intervention. The Advocate accompanied 26 victims to Court appearances and 114 victims requested ongoing notification of their cases.

Currently, there are 36 trained CASA volunteers. Of those volunteers, 23 of them have cases assigned to them where they are serving 53 children. Each sibling group is assigned one CASA volunteer, which explains the difference in the number of volunteers versus the number of children served.

**JUVENILE OFFICE
2008 BUDGET
BUDGET SUMMARY**

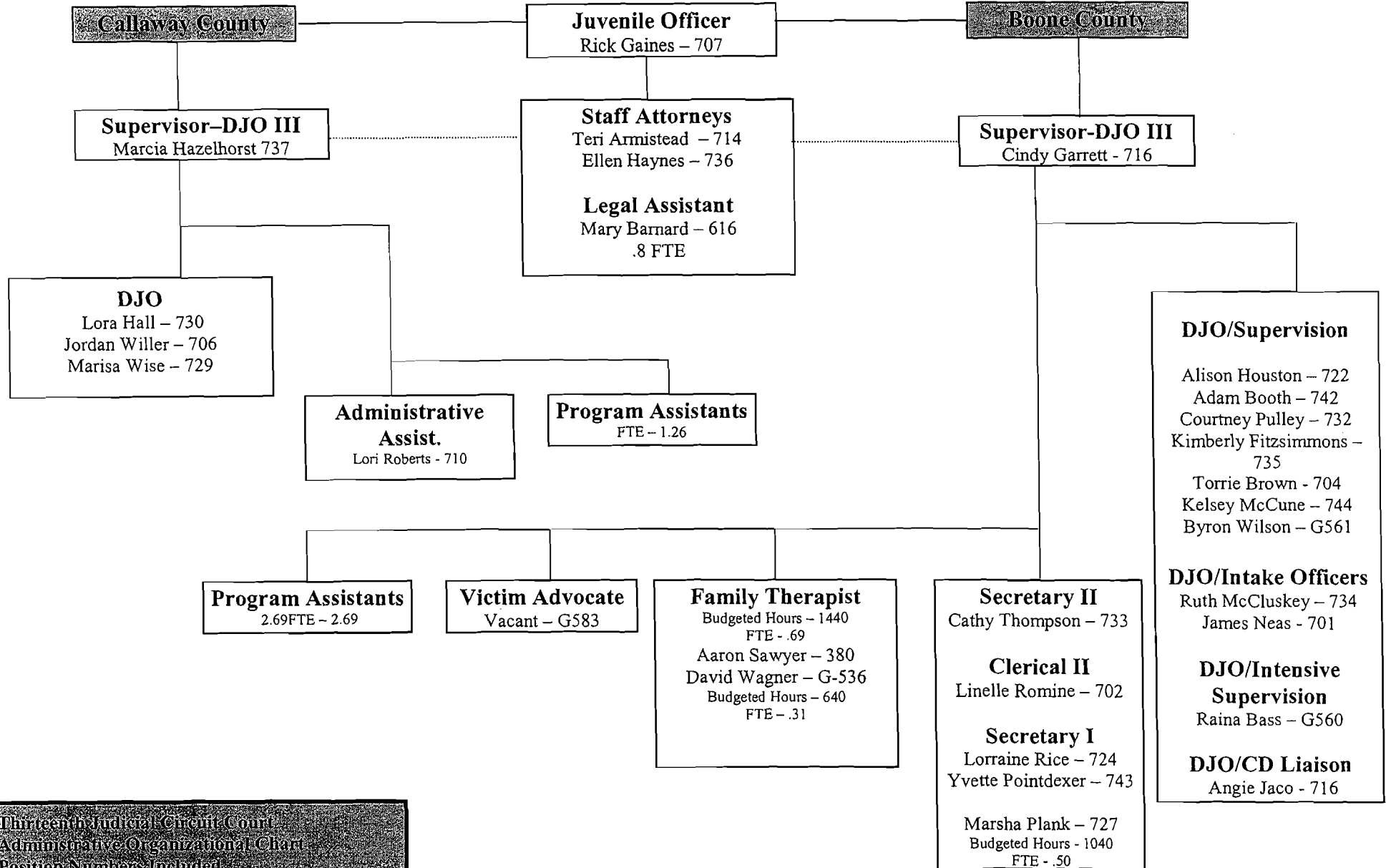
	2007 Budget	2007 Expenditures Jan-May	Anticipated 2007 Expenditures	2008 Budget	% Increase Over 2007
<u>EXPENDITURES</u>					
Salaries	\$105,182.00	\$24,680.00	\$100,000.00	\$107,330.00	2%
Benefits	\$13,858.00	\$6,986.78	\$12,877.00	\$14,048.00	1%
TOTAL PERSONNEL	\$119,040.00	\$31,666.78	\$112,877.00	\$121,378.00	1.96%
<u>OPERATIONS</u>					
Supplies	\$13,400.00	\$3,763.00	\$13,400.00	\$14,500.00	8%
Dues, Training & Travel	\$8,550.00	\$5,219.00	\$8,550.00	\$8,975.00	5%
Utilities	\$10,500.00	\$3,731.00	\$10,500.00	\$11,000.00	5%
Vehicle Expense	\$8,250.00	\$4,921.00	\$8,250.00	\$9,150.00	11%
Equipment & Bldg. Maintenance	\$3,360.00	\$2,175.00	\$3,360.00	\$3,885.00	16%
Contractual Services	\$155,839.00	\$66,076.00	\$141,839.00	\$152,979.00	-2%
Miscellaneous	\$102,300.00	\$39,689.00	\$100,800.00	\$105,300.00	3%
SUB-TOTAL 2 - 8	\$302,199.00	\$125,574.00	\$286,699.00	\$305,789.00	1%
TOTAL PERSONNEL & OPERATIONS	\$421,239.00	\$157,240.78	\$399,576.00	\$427,167.00	1.41%
Fixed Assets	\$10,050.00	\$3,796.00	\$3,796.00	\$19,259.00	92%
TOTAL BUDGET:	\$431,289.00	\$161,036.78	\$403,372.00	\$446,426.00	3.51%
Total Revenue	\$10,877.00	\$3,529.00	\$7,150.00	\$10,641.00	-2.17%

OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. (Make copies of this form if necessary.)

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
Boone County Missouri General Revenue	\$ 175.00	Registration fees for MOVA conference	10/1/08 - 9/30/09	100%
Boone County Missouri General Revenue	\$ 453.79	Lodging, meals, and mileage for MOVA conference	10/1/08 - 9/30/09	100%
In Kind	\$ 6,935.00	Volunteer Hours	10/1/08 - 9/30/09	100%
	\$			
	\$			
	\$			

Juvenile Office



Thirteenth Judicial Circuit Court
 Administrative Organizational Chart
 Position Numbers Included
 May 1, 2008
 Page 3 of 7
 TOTAL FTE - 31.25

the employee has an accident in his/her personal vehicle.

III. TRAVEL REIMBURSEMENT (Local Policy)

A. MEALS

1. Employees will be reimbursed for meals during travel and while attending a conference, convention, seminar, etc., or while performing official business outside the employee's city of residence or domicile, when the employee is required to be in a state of travel for 12 hours or more; or
2. The amount of, and procedure for, reimbursement of meal expenses are set out in Personnel Rule 500.2.

B. MILEAGE OR AIRFARE

1. When official travel is authorized, the employee's supervisor will approve the method of travel based on availability of county vehicles, amount of personnel time required for each mode of transportation, and number of employees authorized to travel.
2. If an employee's pre-planned official travel will involve being away from home for one or more nights, the employee's supervisor will ensure that all travel and lodging arrangements are made in advance.
3. If an employee's personal vehicle is designated as the means of transportation, mileage reimbursement shall be allowable at a rate per mile as established by the *Personnel Rules and Administrative Regulations*.
4. When an employee's personal vehicle has been approved by the employee's supervisor as the mode of transportation for travel on official business, the reimbursed mileage shall not exceed the amount payable for the usually acceptable mode of commercial transportation.

Example: It has been approved for an employee to use his or her personal vehicle to drive from Columbia, Missouri, to Minneapolis, Minnesota, which is approximately 1,100 miles, round trip. At the time of the trip, mileage reimbursement is 32.5 cents per mile (1,100 x .325 = \$357.50). A round-trip airline ticket for tourist class air coach costs \$212.00. The employee would be reimbursed \$212.00, and not the actual mileage reimbursement of \$357.50.

5. If airline travel is approved, payment shall be based on the cost of tourist class air coach.

C. ROOM ACCOMMODATIONS

Most official travel situations will be pre-planned and lodging accommodations will be made by the employee's supervisor in advance. The travel expenses incurred by a family member or friend who might be accompanying an employee in authorized travel shall not be charged against the court.

In certain unforeseen situations (e.g., the emergency transportation of a juvenile, when there is not enough time to arrange lodging accommodations in advance, or in case of severe weather wherein an airport is closed or roads are not safe for travel), personnel will be reimbursed for reasonable motel or hotel accommodations consistent with the facilities available.

In any case, the occupancy rate applicable to the number of employees authorized must be certified on receipts.

D. CAB FARE, REGISTRATION FEES AND GRATUITIES

Reimbursement will be made for reasonable expenses such as cab fare or automobile rental costs incurred in traveling to and from transportation terminals, as well as registration fees that were not pre-paid and that are related to the authorized travel. Reimbursement for gratuities for baggage carriers, porters, meal servers, etc., is included in the meal and incidental expense allowance for the specific location (see Rule 500.2 of the *Personnel Rules and Administrative Regulations* manual). Expenses unrelated to official business (e.g., cab fare to a restaurant or museum) will not be reimbursed.

Automobile rental must be approved and arranged in advance, with the exception of unforeseen emergency travel.

IV. TRAVEL TIME (Rule 7.01.D.5.2(g))

- A. Travel time from an employee's home to the employee's normal work site shall not be considered work time. An exception may be granted if the employee is on call outside of the employee's normal work hours, and is called in to work, in which case such travel time from home to the work site and back home may be considered work time. (Rule 7.01.D.5.2(g)(1))
- B. Travel time from an employee's home or normal work site to an out of town work site or training site, during normal work hours, may be considered work time. Such travel time outside of normal work hours may also be considered work time if the employee travels by car to the out of town site. (Rule 7.01.D.5.2(g)(2))
- C. Travel time to a training site, where the seminar or training program is not part of a circuit court training program, or is not required as part of the employee's job, shall not be considered work time. (Rule 7.01.D.5.2(g)(3))

- D. Travel time as a passenger on a common carrier such as an airplane, train, boat or bus, outside of normal work hours, where no work is done, shall not be considered work time. (Rule 7.01.D.5.2(g)(4))
- E. Time spent overnight, outside of normal work hours, including but not limited to out of town training programs, shall not be considered work time. (Rule 7.01.D.5.2(g)(5))

Personnel Rules and Administrative Regulations
Issued by the Court Administrator of the Thirteenth Judicial Circuit Court

<i>Number: 500.2</i>	<i>Title: Travel Reimbursement</i>	
<i>Effective Date: 7/1/94</i>	<i>Date Distributed: 6/22/94</i>	<i>Related Personnel Policies: Section E</i>
<i>Revision Number: 7</i>	<i>Revision Effective Date: 01/15/08</i>	<i>Revision Distributed: 04/02/08</i>

1. Meal and Incidental Expense

Meal expense may be reimbursed when incurred while performing official business of the court (see Section E of the *Personnel Policies and Procedures manual*). An amount for incidental expenses is also allowed. The standard meal and incidental expense allowance reimbursement shall be the allowable rate for that location under the CONUS (Continental United States) per diem rates, as established by the federal government. Neither meal expenses nor the amount for incidental expenses is allowed unless the employee is in a constant state of travel for a period of 12 hours or longer. The amount of reimbursement allowable for meals for the first and last day of travel is 75% of the CONUS rate. The meal allowance rates include amounts for meal tips. The “incidentals” amount is intended for other tips, such as tips to porters, maids, baggage carriers, etc.

The employee’s supervisor will make available to the employee the applicable rates for the specific destination. If the travel destination does not have a specific per diem, the standard CONUS rate applies.

Original receipts will be required for all meal reimbursements. When requesting payment for meals, employees should attach to the Claim for Reimbursement form a copy of the printout showing the applicable rate for the specific location. Supervisors will make these printouts available for employees. If reimbursement is to be made for more than one meal in any one day, the total of the individual allowances may be combined for no more than their sum, not to exceed the total meal and incidental expenses per diem rate for the specific location. There is no carry over from one day to another.

Meals that have been included in the pre-paid cost of a conference, meeting, or seminar do not qualify for reimbursement. The CONUS rate allowable for the provided meal(s) will be deducted from the amount of meal reimbursement for that day to establish the maximum amount which can be reimbursed for any remaining meals.

Reasonable and necessary charges to conduct court business shall exclude personal calls, personal items, and personal business on expense accounts. Employees will not be reimbursed for separate charges for alcoholic beverages.

Occasionally, an employee is required to attend a conference, meeting, or seminar that includes a meal, the cost of which was not included in the registration and which exceeds the per diem allowance for the specific location. If the activities during the meal are integral to the official purpose of the meeting, the employee may be reimbursed for the actual cost of the meal, instead of the applicable per diem.

Example: An employee attended a conference that included a keynote speaker during lunch. The lunch had to be purchased separately by the employee and all those attending and the purchase price was \$15.00 instead of the standard CONUS per diem of \$610.00. The employee may be reimbursed for the actual cost of the lunch, provided the employee submits both the receipt for the paid lunch and a copy of the program denoting the activity/program that occurred during lunchtime.

2. Mileage

a. Emergency Situations and On-call

Authorized official travel as referenced in Section E.I.B of the *Personnel Policies and Procedures* manual shall be interpreted to include miles driven by a circuit court employee who is required to make an emergency trip to his/her office or a related facility or agency. In this emergency situation, the employee shall receive mileage reimbursement for actual miles from his/her home (or location of origin) to the office, agency or facility of destination and back to the location of origin or the home.

b. Non-emergency Situations and Training Programs

When a benefited employee is required to attend a training session or to report to his/her office for a scheduled meeting or activity after his/her regular work hours, the employee will receive mileage for actual roundtrip miles driven from his/her residence to the training site or meeting site.

When an employee is traveling to an area which would be accessible by a form of public transportation, such as by air, the employee will be reimbursed at the applicable mileage rate or the cost of the public transportation, whichever is less.

c. Mileage Calculation

Mileage should be within standard limits as shown on the listing following this rule, unless additional local travel is claimed. For mileage to locations not shown on the attached list, the employee shall attach a map showing mileage from an internet source acceptable to the court, such as Expedia.com, Yahoo Maps, Mapquest or Autopilot, etc.

3. Travel Advances

The court administrator may grant approval for a cash advance expense allowance for mileage, lodging, meals, etc., if an employee has been granted approval to use his or her personal vehicle for transportation and paying for the cost of fuel, lodging, or meals in advance of reimbursement would present a hardship to the employee.

4. Expense Reports

All requests for reimbursement for travel and related expenses are to be submitted on a standard expense form for approval. An employee must accurately complete the Claim for Reimbursement form for each partial or full day of official business, ensuring that the employee does not fail to complete the "Purpose" area of the form.

Requests for reimbursement are due by the tenth day of the month following the month in which expenses were incurred; however, if expenses for a month total less than \$20.00, the request for reimbursement need not be submitted until such time as total expenses reach \$20.00. A request for reimbursement may be filed immediately for major expenses such as training and/or out-of-state travel. If reimbursement for airfare, car rental, room accommodations, or registration fees is applicable, receipts must be attached to the expense voucher. No reimbursements for these expenses will be allowed without proper documentation.

5. Purchasing Cards (P-Cards). Boone County has established a policy for issuance and use of purchasing cards by designated county employees. Employees who have been approved by the Court Administrator for issuance and use of a purchasing card must follow the county policies regarding the use of the card. Prohibited use, or misuse of a P-Card can be cause for disciplinary action up to and including termination. Some prohibited uses of a P-Card are:

- Cash advances or cash refunds.
- Purchase of personal items.
- Purchase of travel-related meals (reimbursement should be requested instead).
- Purchases which include sales tax.
- Back-ordering (use a Purchase Order when an item is not readily available)
- Any merchandise, product or service normally considered to be inappropriate use of County funds.
- Allowing an individual other than the employee to whom the card has been issued to use the card.
- Split purchases, i.e., making multiple purchases of the same item to avoid appropriate purchasing procedures.
- Exceeding the employee's P-card limit.
- Purchases from vendors that create conflicts of interest (vendors in which the employee or a relative of the employee has a financial interest).

Employees should notify their supervisor immediately if a P-Card is lost or stolen.

VOCA CERTIFIED ASSURANCES
AGENCY NAME: Boone, County of
PROJECT TITLE: Victim Services Program

The Subgrantee is subject to compliance with the following assurances:

1. **Laws, Orders, Circulars and Regulations:** The Subgrantee agrees to comply, and assure that all its subcontractors will comply, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10603 (a)(2) and (b)(1) and (2) and the applicable Program Guidelines and Regulations; the Missouri Department of Public Safety VOCA Request for Proposal and Application Packet for the specified contract period; the financial and administrative requirements set forth in the current edition of the Office of Justice Programs Financial Guide; and all other applicable federal and State laws, orders, circulars or regulations as they pertain to the use of VOCA and match funds.
2. **Services to Battered Women and their Children:** The Subgrantee, if providing services to battered women and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs, as they relate to the provision of services required herein.
3. **Civil Rights information:** The Subgrantee agrees to collect and maintain information on race, sex, national origin, age, and disability of recipients of assistance, where such information is voluntarily furnished by those receiving assistance.
4. **Coordination of activities:** The Subgrantee shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
5. **Non-Supplantation:** The Subgrantee assures that federal VOCA funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).
6. **Data Collection:** The Subgrantee assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice, Office of Justice Programs.
7. **Access to Records:** The Subgrantee authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant.
8. **Equal Employment Opportunity Program:** The Subgrantee assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file that meets the requirements therein.
9. **Discrimination Prohibited:** The Subgrantee assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable) which prohibits discrimination in federally funded programs on the basis of race, color, national origin, religion or sex; Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, or nation origin (includes limited English proficiency – LEP) in federally funded programs; Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in federally funded programs on the basis of disability; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990) which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972 which prohibits discrimination in federally funded programs on the basis of sex; the Age Discrimination Act of 1975 which prohibits discrimination in federally funded programs on the basis of age; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.

The Subgrantee assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin (including limited English proficiency), age, disability or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights (OCR) of the Office of Justice Programs, U.S. Department of Justice.

10. **Limited English proficiency (LEP):** The Subgrantee assures that, in accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). “Meaningful access” will generally involve some combination of oral interpretation services and written translation of vital documents.

11. **Faith-based Organizations:** Such organizations applying for and receiving federal funds must ensure that services are offered to all crime victims without regard to religious affiliation, that federal funds are not used for inherently religious activities – that these activities must be held separately from the federally funded activities and that the receipt of services is not contingent upon participation in a religious activity or event.
12. **Historic Preservation Act:** Subgrantees must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
13. **Fair Labor Standards Act:** All recipients of federal funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
14. **Client-Counselor Confidentiality:** The Subgrantee assures that they will maintain confidentiality of client-counselor information as required by state and federal law
15. **Confidentiality of Research Information:** The Subgrantee assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
16. **Injury or Damage:** The Subgrantee agrees that they will be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the Subgrantee on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the Subgrantee's performance under the contract, the Subgrantee assumes the obligation to save the Department of Public Safety (DPS) and the Office of the Director, including its officers, employees and representatives, harmless and to indemnify DPS and the Office of the Director, including its officers, employees and representatives, from every expense, liability or payment arising out of such negligent act. The Subgrantee also agrees to hold DPS and the Office of the Director, including its officers, employees and representatives, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Subgrantee under the terms of the contract.
7. **Relationship:** The Subgrantee agrees that they will represent themselves to be an independent Subgrantee offering such services to the general public and shall not represent themselves or their employees to be employees of the Office of the Director or the Department of Public Safety. Therefore, the Subgrantee shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agree to indemnify, save, and hold the Office of the Director and the Department of Public Safety, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
18. **Law Enforcement Certification:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
19. **Uniform Crime Reporting and Racial Profiling:** If the Subgrantee is a law enforcement agency, the Subgrantee assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
20. **Victims' Rights Compliance:** The Subgrantee assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo.** (These eligible direct victim services do not include general witness assistance).
21. **Criminal Activity:** The Subgrantee assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.
22. **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



This section must be completed **even if your agency is not required** to submit an audit to the Missouri Department of Public Safety

1. Date of last audit: June, 2007 2. Date(s) covered by last audit: 1/1/06-12/31/06
3. Last audit performed by: KPMG (St. Louis Office)
Phone number of auditor: (314) 444-1400
4. Date of next audit: June, 2008 5. Date(s) to be covered by next audit: 1/1/07-12/31/07
6. Next audit will be performed by: KPMG (St. Louis Office)
Phone number of auditor: (314) 444-1400
7. Total amount of funds received from ALL entities INCLUDING the Department of Public Safety
Federal Amount: \$ 2,284,786.00 State Amount: \$ 2,865,473.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____ Date: _____
(Authorized Official)

Agency: Boone County Phone: (573) 886-4305

**REPORT OF EXPENDITURES AND
CHECK PAYEE INFORMATION**

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Diana Vaughan
AGENCY: Boone County Circuit Judge's Office
ADDRESS: 705 East Walnut
Columbia, MO 65201
(Include city, state, and zip)
TELEPHONE: (573) 886-4189 FAX NUMBER: (573) 886-4070
E-MAIL ADDRESS: diana.vaughan@courts.mo.gov

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.* (Example: City of Jefferson City, NOT Jefferson City Police Department)

AGENCY: Boone County Treasurer
ADDRESS: 801 East Walnut, Room 112
Columbia, MO 65201-7798
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Diana Vaughan
AGENCY: Boone County Circuit Judge's Office
ADDRESS: 705 East Walnut
Columbia, MO 65201
(Include city, state, and zip)
TELEPHONE: (573) 886-4189 FAX NUMBER: (573) 886-4070
E-MAIL ADDRESS: diana.vaughan@courts.mo.gov



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Ken Pearson, Presiding Commissioner

Name and Title of Authorized Representative

Signature

Date

Boone County

Name of Organization

801 East Walnut, Room 245, Columbia, MO 65201-7733

Address of Organization

RAINBOW HOUSE

Children's Emergency Shelter &
Regional Child Advocacy Center

March 7, 2008

1611 Towne Drive
Columbia, MO 65202
Telephone (573) 474-6600
Fax (573) 474-5992

www.rainbowhousecolumbia.org

TO WHOM IT MAY CONCERN

The staff at Rainbow House Regional Child Advocacy Center is pleased to have the opportunity to support the efforts of the Boone County Juvenile Office in securing a grant for a victim advocate position. The Boone County Juvenile Office is an integral part of our multidisciplinary team in investigating child sexual abuse cases. Cases involving juvenile offenders are referred to us for forensic interviews and our facility has worked closely with the Juvenile Office since we began operation in 1997. We collaborate and depend on one another to share information, assist in locating resources, and to provide support and guidance together for the families we serve.

The role of the victim advocate is vital to the families and children who are often confused by the juvenile court system process. Often, the families involved struggle to meet the requests of the various agencies such as keeping scheduled appointments. Many times the frustration level is so high in the family unit *prior* to the offense of the juvenile, the family is at the breaking point before the family meets the advocate. The role of the advocate is to provide explanations, guidance, and to be a strong voice for children and families. Studies show that juvenile offenders are likely to have poor coping skills, poor parental relationships, and poor self-esteem; the advocate is often viewed by the child as the only non-threatening authority figure in their life. The victim advocate has a window of time available to *connect* with a child and family to address these problems and link the family to resources.

A key role provided by the advocate is to help the juvenile and family understand the court system and provide explanations about the various steps in the process. We can document cases in which our advocate made a positive difference for the child and reduced the trauma to the entire family. This is truly a much needed position for the Boone County Juvenile Office. We strongly urge you to favorably consider their grant request.

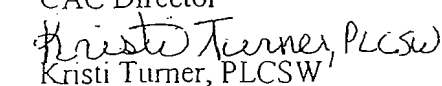
Sincerely,


Jan Stock

Executive Director


Janie Bakutes

CAC Director


Kristi Turner, PLCSW

CAC Clinical Coordinator


Kim Stewart

Forensic Interviewer


Susan Byrne

Family Advocate





MATT BLUNT
GOVERNOR

MISSOURI
DEPARTMENT OF SOCIAL SERVICES
Children's Division
CALLAWAY COUNTY
108 N. HOSPITAL DRIVE
FULTON, MO
65251

RELAY MISSOURI
for hearing and speech impaired
TEXT TELEPHONE
1-800-735-2966
VOICE
1-800-735-2468

April 4, 2008

To Whom It May Concern:

Please accept this letter of collaboration on behalf of the Children's Division, 13th Circuit, Callaway and Boone County, Missouri.

The Juvenile Office collaborates closely with our agency to offer support and assistance to victims of child abuse/neglect. There are a variety of ways we partner with one another. For instance, a juvenile officer is contacted immediately as part of our multi-disciplinary team when there is concern of a child being abused or neglected in their home. The Children's Division and Juvenile Office assist one another to assess the safety of the child to either remain in the home or to be removed due to imminent risk of the child being harmed. The Juvenile Office stays actively involved in a case once a victim is removed by assisting our agency to seek services for the victim.

Our two agencies are also responsible for investigating incidences of sexual and/or physical abuse when it involves juvenile on juvenile crimes. We receive several of these types of reports each month. A report of this nature is first received at the Children's Division office. The Children's Division upon receipt of the report then delivers a copy to our local juvenile office to start an investigation into the allegations. The Juvenile Office plays a dual role in these cases as they must find services for the alleged offender but also support the victim. Once the investigation is in process the Juvenile Office can contact the Children's Division to ask for assistance to help the victim family find services such as therapy. In order to ensure the risk and safety of Missouri's Children it takes both the Juvenile Office and Children's Division to collaborate with one another.

Sincerely,

A handwritten signature in cursive script that reads "Shelly Oberlag".

Shelly Oberlag, CSSI
Callaway County Children's Division

Wednesday, March 26, 2008

Family Court Services
Attn: Rick Gaines
115 North 8th St.
Columbia, Mo 65201

RE: Letter of Support – 13th Judicial Family Court
Victim Advocate Services

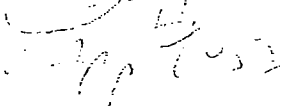
To Whom It May Concern:

I am submitting this letter in support of the Boone County Family Court Services Victim Advocate Program. This program was a valuable resource to our citizens and the law enforcement community. The program helps promote a good working relationship between victims, law enforcement, the juvenile authorities and the judiciary system.

I personally had the opportunity to work with Victim Advocate Services the years of its existence and have witnessed the success of the program. The programs does an excellent job to helps dispel myths about the Family Court and keep lines of communication open between victims, law enforcement and juvenile authorities on disposition of juvenile cases, which previously didn't exist. The program helps hold juvenile offenders accountable, while ensuring victims input.

I respectfully urge the funding for this program. Since I work juvenile investigations, and know the large volume of crimes committed by juveniles, I see the valuable benefits and resources this program provides our citizens, of our community daily. The program is such that no court system should be without it.

Sincerely,



Detective Maurice Tapp
Community Youth Services Unit
Columbia Police Department



MATT BLUNT
GOVERNOR

MISSOURI
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF YOUTH SERVICES
NORTHEAST REGIONAL OFFICE
1240 EAST BROWN SCHOOL ROAD
COLUMBIA
65202
TELEPHONE: 573-449-2939, FAX: 573-449-8766

RELAY MISSOURI
for hearing and speech impaired
TOLL FREE
1-800-735-2966
STATE
1-800-735-2466

March 4, 2008

Department of Public Safety

301 W. High Street
Harry S. Truman Bldg., Room 870
PO Box 749
Jefferson City, MO 65102

To Whom It May Concern:

I am writing to express our agency's support for the Victim Advocate proposal being put forth by the Thirteenth Circuit's Juvenile Office. This project will enhance the ability of the Juvenile Office to meet the many needs of crime victim's in the Thirteenth Circuit. It will further allow us as an agency to continue our partnership with this Juvenile Office; ensuring that a necessary focus remains on victim sensitivity issues. Specifically, this grant will improve the effectiveness with which matters involving restitution are solved.

We remain committed to our partnerships with entities that share our vision and values as they relate to matters of juvenile crime. We are pleased to continue a relationship with the Thirteenth Circuit's Juvenile Office. It is one that clearly benefits the citizens we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott A. Odum".

Scott A. Odum
Service Coordinator Supervisor
Division of Youth Services
State of Missouri

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

June Session of the April Adjourned

Term. 20 08

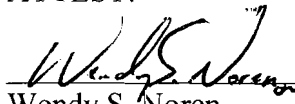
In the County Commission of said county, on the 3rd day of June 20 08

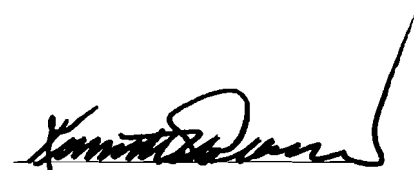
the following, among other proceedings, were had, viz:

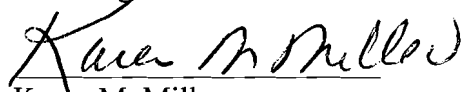
Now on this day the County Commission of the County of Boone does hereby adopt the attached resolution regarding road improvements on Burr Oak Road.

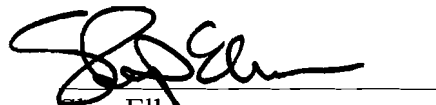
Done this 3rd day of June, 2008.

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

RESOLUTION

NOW ON THIS 3rd day of June, 2008, the Boone County Commission, in and for Boone County, Missouri, met in session and adopted the following resolution:

WHEREAS, The Boone County Commission has found that there is a need to make road improvements on the county road known as Burr Oak Road situated in Boone County, Missouri, specifically Federal-Aid Project No. BRO-B010(18), construction of Bridge No. 48700342; and

WHEREAS, the County of Boone through the County Commission is authorized and empowered to acquire real estate interests for roadway projects purposes under the laws of the State of Missouri; and

WHEREAS, the permanent right-of-way is necessary in order to build the roadway to current standards and specifications; and

WHEREAS, John Sam Williamson, Jr. and Susan B. Williamson, husband and wife, are the owners and/or have an interest in the real estate for which the County of Boone, State of Missouri requires an interest in order to make road improvements in connection with the above-referenced project; and

WHEREAS, the specific description of the permanent right-of-way is attached hereto as Exhibit "A" and incorporated herein by reference;


NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:

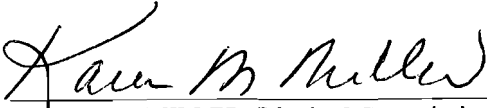
1. The Boone County Commission has found that the acquisition of said interest in the said real estate is necessary for public use in order to improve and maintain county roads for the use of the residents of Boone County, Missouri and the general public.
2. The payment of damages, if any, to the owners thereof, shall be paid out of the County's road and bridge fund and any special funds received for making these improvements.


3. The Director of Public Works or his designee is authorized and directed to negotiate with the owners of said property and to send all required notices on behalf of the County to acquire the necessary real estate, which negotiations shall be subject to the final approval of the County Commission.
4. Should the County be unable to acquire any or all of the required interest in real estate through negotiation, the County Counselor is authorized and directed to commence in the name of the County a condemnation action to condemn such real estate as is described in Exhibit "A" which cannot be voluntarily obtained, against all parties who have an interest therein, and provide all notices required by law.

SO RESOLVED AND ORDERED the day and year first above written.

BOONE COUNTY COMMISSION


KENNETH M. PEARSON, Presiding Commissioner


KAREN M. MILLER, District I Commissioner


SKIP ELKIN, District II Commissioner

ATTEST:


WENDY S. NOREN, County Clerk

Exhibit A:

DESCRIPTION FOR PERMANENT RIGHT OF WAY

A PORTION OF THE NORTHWEST QUARTER (NW 1/4) OF SECTION TWELVE (12), TOWNSHIP 47 NORTH, RANGE 14 WEST, BOONE COUNTY, MISSOURI, AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF TRACT 2 OF A SURVEY RECORDED IN BOOK 1669, PAGE 934 OF THE BOONE COUNTY RECORDS; THENCE EASTERLY ALONG THE NORTH LINE OF SAID TRACT, N71°41'56"E, A DISTANCE OF 50.00'; THENCE CONTINUE ALONG SAID NORTH LINE, N86°56'56"E, A DISTANCE OF 210.62' TO THE POINT OF BEGINNING;

THENCE LEAVING SAID NORTH LINE, N04°17'59"W, A DISTANCE OF 32.59';

THENCE N88°12'40"E A DISTANCE OF 32.90';

THENCE 271.13' ALONG A TANGENT ARC TO THE RIGHT WITH A RADIUS OF 833.00', AND A CHORD THAT BEARS S84°36'10"E A DISTANCE OF 269.94';

THENCE N89°38'04"W, A DISTANCE OF 110.51';

THENCE S88°56'56"W, A DISTANCE OF 188.88' TO THE POINT OF BEGINNING.

THE ABOVE TRACT OF LAND CONTAINS 8930 SQUARE FEET, MORE OR LESS, AND IS A PORTION OF THE SAME LAND DESCRIBED BY DEED RECORDED IN BOOK 863, PAGE 677 OF THE BOONE COUNTY RECORDS. SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD OR NOT OF RECORD, IF ANY.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

June Session of the April Adjourned

Term. 20 08

In the County Commission of said county, on the

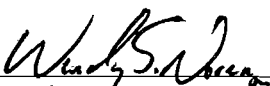
3rd day of June 20 08

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

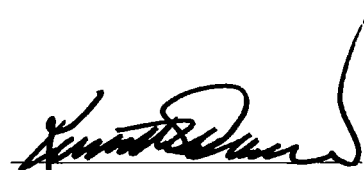
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers on June 3, 2008, from 11:00 a.m. through 11:45 a.m. for a press conference for Hulshof for Governor.

Done this 3rd day of June, 2008.

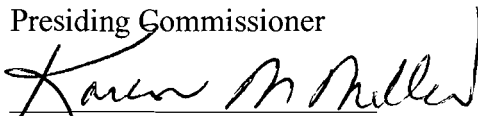
ATTEST:



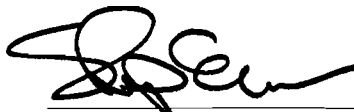
Wendy S. Noren
Clerk of the County Commission



Kenneth M. Pearson
Presiding Commissioner

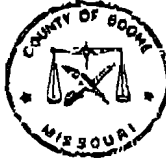


Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

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



Roger B. Wilson
Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 - FAX 573-886-4311

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: Press Conference

Date(s) of Use: June 3, 2008

Time of Use: From: 11 a.m./p.m. thru 11:45 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.)

Name of Organization/Person: Hulshof for Governor

Organization Representative/Title: Lesley Randolph, Political Director

Address/Phone Number: PO Box 1347 Columbia, MO 65205

Date of Application: June 2, 2008

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:

BOONE COUNTY, MISSOURI

Wendy S. Wilson
County Clerk

[Signature]
County Commissioner

DATE: 6/3/08