

PENDING APPROVAL

OKLAHOMA COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE JUNE 9, 2010 AGENDA

(THE DEADLINE IS ONE WEEK PRIOR TO THE DATE THE AGENDA IS TO BE POSTED)

DEPARTMENT: Juvenile Justice Center REQUESTED BY: Lawrence E. Hicks

REQUISITION NO.: _____ REQUISITION SHEET ATTACHED: _____ YES N/A

NAME OF FUNDS: _____

FUND NUMBERS: _____ / _____ / _____

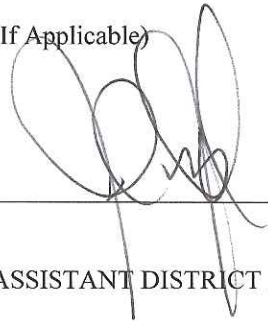
PLEASE INITIAL IF PRIVACY/PROTECTED INFORMATION EXISTS: _____ YES N/A

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 2 ORIGINALS

AGENDA ITEM READS AS FOLLOWS: PLEASE REVIEW AND APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE OKLAHOMA COUNTY JUVENILE BUREAU AND CASA OF OKLAHOMA COUNTY. THE JUVENILE BUREAU SHALL PROVIDE ADEQUATE OFFICE SPACE WHICH CONSIST OF 3,328 SQ FT OF SPACE @ \$9.70 PER SQ FT (\$32,281.60/MARKET VALUE), TELECOMMUNICATIONS, NETWORK ACCESS AND THE TECHNICAL SUPPORT FOR SUCH. THIS MEMORANDUM OF UNDERSTANDING IS EFFECTIVE JULY 1, 2010 THROUGH JUNE 30, 2011.

APPROVED BY DA

(If Applicable)


9/1/2010

ASSISTANT DISTRICT ATTORNEY

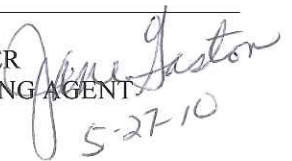
APPROVED BY

ENGINEER
PURCHASING

APPROVED BY

(If Applicable)
(If Applicable)

COUNTY ENGINEER
PURCHASING AGENT


5-27-10

Please initial if privacy/security protected information exist

DISTRICT ATTORNEY – PRIVACY/SECURITY PROTECTED INFORMATION: _____ YES _____ N/A

COUNTY CLERK – PRIVACY/PROTECTED INFORMATION: _____ YES _____ N/A

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: _____

APPROVED

BY: _____

CHAIRMAN

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 5 / 26 / 10

COUNTY DEPARTMENT MAKING REQUEST: JJC

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:

PLEASE REVIEW AND APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE OKLAHOMA COUNTY JUVENILE BUREAU AND CASA OF OKLAHOMA COUNTY. THE JUVENILE BUREAU SHALL PROVIDE ADEQUATE OFFICE SPACE WHICH CONSIST OF 3,328 SQ FT OF SPACE @ \$9.70 PER SQ FT (\$32,281.60/MARKET VALUE), TELECOMMUNICATIONS, NETWORK ACCESS AND THE TECHNICAL SUPPORT FOR SUCH. THIS MEMORANDUM OF UNDERSTANDING IS EFFECTIVE JULY 1, 2010 THROUGH JUNE 30, 2011.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

[Signature]
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 6/1/10

REPLY BY DISTRICT ATTORNEY: Reviewed

RECEIVED
JUN 01 2010
CIVIL DIVISION
DISTRICT ATTORNEY

By: [Signature]
DAVID PRATER
DISTRICT ATTORNEY
2010 JUN 2 P 12:00
STATE OF OKLAHOMA
CIVIL DIVISION

PENDING APPROVAL

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OKLAHOMA COUNTY JUVENILE BUREAU
AND
CASA OF OKLAHOMA COUNTY, INC**

CASA of Oklahoma County Inc., hereinafter referred to as CASA, was formally established in 1987 under the umbrella of The Oklahoma County Juvenile Bureau, hereinafter referred to as OCJB. As of July 1, 2008, CASA operates as a separate independent not for profit corporation.

Duties of CASA:

1. Will follow internal policies and procedures concerning the recruitment, screening, training, assignment and removal of CASA Volunteers; the maintenance of volunteer records and case files; volunteer to staff supervisory ratio; ex parte communication with the court; all which are described and standardized by the National CASA Association;
2. Will not employ or enter into a contract with any individual with whom a conflict of interest exists;
3. Will maintain records and statistical information necessary for program evaluation and the preparation of the agency's Annual Report;
4. Will evaluate and submit annual budgetary requirements necessary to meet the needs of CASA;
5. Will, in accordance with its mission, recruit and train volunteer advocates in the skills, information and resources necessary to fulfill their role as CASAs;
6. Will recommend CASAs to the court for appointment;
7. Will review all deprived petitions, as well as wherein a CASA has been requested, prioritizing and evaluating each case based on: need, prior court involvement, siblings split in foster care; length of time in the court system, number of parties involved and amount of conflict between said parties, all of which could adversely affect the best interest of the children;
8. Will provide all parties to the case with written notice of the CASA appointment and endeavor to ensure court reports are submitted and distributed to the court in a timely manner;
9. Will monitor to ensure the adequate performance of any CASA assigned to a case in Juvenile Court.

Duties of OCJB:

1. Will provide items necessary to conduct daily business, including adequate office space, which consist of 3,328 sq ft of space @ \$9.70 per sq. ft. (\$32,281.60/market value) telecommunication, and network access;
2. Will provide technical support for telecommunications, internet services and equipment.

This memorandum of understanding is not intended to represent a limit on the commitment of the Board of County Commissioners of Oklahoma County to support CASA, but merely to quantify the services provided CASA through the physical location at the OCJB.

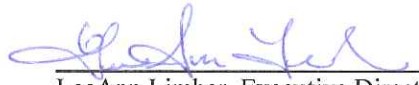
This memorandum of understanding is effective July 1, 2010 through June 30, 2011.


This memorandum of understanding will be reviewed on an annual basis and must be renewed each year prior to the expiration of the County's fiscal year to be binding on the parties.

Accepted and agreed to this _____ day of _____, 2010, between The County Juvenile Bureau, CASA of Oklahoma County, Inc. and the Board of County Commissioners.

PENDING APPROVAL


Lawrence E. Hicks, Director
Oklahoma County Juvenile Bureau


LeeAnn Limber, Executive Director
CASA of Oklahoma County, Inc.


Honorable Richard W. Kirby, Associate District Judge
District Court of Oklahoma County
Presiding Judge, Juvenile Division

Board of County Commissioners:

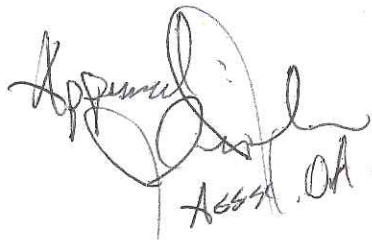
Ray Vaughn, Chairman
Oklahoma County Commissioner

Willa Johnson
Oklahoma County Commissioner

Brian Maughan
Oklahoma County Commissioner

ATTEST:

Carolyn Caudill, County Clerk


Approved: _____
Assoc. OA.