

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

Date: January 9, 2023

Department: Community Justice

Contractor/Supplier/Consultant Name: Saving Grace

Contractor Contact: Gail Bartley

Contractor Phone #: (541) 322-7460

Type of Document: Memorandum of Understanding (Doc# 2023-093)

Goods and/or Services: This Memorandum of Understanding (MOU) for the Justice for Families Program between Saving Grace and multiple state and county agencies, including Deschutes County Board of County Commissioners, is a collaborative agreement to continue Mary's Place supervised visitation program and the Saving Grace courthouse advocacy project. This MOU for the Justice for Families Program between Saving Grace and multiple state and county agencies, including Deschutes County Board of County Commissioners, is a collaborative agreement to continue Mary's Place supervised visitation program and the Saving Grace courthouse advocacy project. Mary's Place occupies in-kind +/- 80 square feet of space in the Courthouse and +/- 299 square feet in the Mike Maier Services Building. Additionally, Mary's Place has use of office equipment, breakrooms, common areas and the daycare. This ensures the program provides and operates within Office of Violence Against Women (OVW) approved space for visits, exchanges and waiting areas. The current lease expires September 2023, and at that time, Property Management will bring an agenda item to your Board to memorialize a new lease.

Background & History: Since 2003, when the County received a 2-year Safe Havens Planning Grant, and all parties to this MOU became members of the Domestic Violence Council that was established in January 2004, the parties to this MOU have the following goals: 1) keep adult victims and children using Mary's Place safe; 2) improve the coordinated community response to families that are victim focused in all aspects of post-separation interventions 3) increase access to justice and community-based advocacy for LEP Spanish-speaking Latino and other victims of DV and dating violence, sexual assault and stalking at the courthouse.

Agreement Starting Date: 10/1/2023

Ending Date: 9/30/2026

Annual Value or Total Payment: +/- 80 square feet of space in the Courthouse and +/- 299 square feet in the Mike Maier Services Building

Insurance Certificate Received (check box)

Insurance Expiration Date: N/A

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No **N/A**)

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance:

Name:

Phone #:

Departmental Contact and Title:

Phone #:

Department Director Approval:


Signature

Date

Distribution of Document: Who gets the original document and/or copies after it has been signed? Include complete information if the document is to be mailed.

Deevy Holcomb, Community Justice

Official Review:

County Signature Required (check one):

- BOCC (if \$150,000 or more) – BOARD AGENDA Item
- County Administrator (if \$25,000 but under \$150,000)
- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review _____

Date _____

Document Number

Memorandum of Understanding

Deschutes County Document #2023-093

WHEREAS, Saving Grace (SG), State of Oregon 11th Judicial District (Circuit Court), Deschutes County (County), and Legal Aid Services of Oregon (Legal Aid) have come together to collaborate to make an application for the Justice for Families Program grant; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which Saving Grace will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before February 16, 2023.

1. Partner Agencies & History of Collaborative Relationship

Saving Grace: Saving Grace (SG) has 45 years of expertise in providing comprehensive services to victims of domestic violence (DV), dating violence, sexual assault, and stalking, including operating a 24-hour helpline, secure shelter, counseling for adults and children, legal advocacy, and community education. Since 2006 SG has provided supervised visitation and safe exchange at Mary's Place (MP). Saving Grace is the recognized leader in the field locally and regionally, with an advisory role in multiple

projects including the Deschutes County District Attorney's domestic violence deferred sentencing program (DVDSP), review of Batterer Intervention Programs (BIP's), Family Law Advisory Committee, high risk domestic violence and sexual assault response teams, among others. Direct services are provided in four SG offices in Deschutes County, in outreach offices in two adjacent counties and by advocates collocated in DHS-Child Welfare and Public Health offices. Saving Grace utilizes ethical service guidelines and organization-wide outcome evaluations and is a low-risk auditee for the Federal Single Audit. The 2003 Office of Violence Against Women (OVW) planning grant creating Mary's Place led to strong collaborative partnerships between Saving Grace, the Circuit Court, Legal Aid and the County in responses to DV, dating violence, sexual assault and stalking that still endure. Collaboration over the past 17 years on projects include: MP, the Lethality Assessment Program, Best Practice Assessments, development of the DVDSP, Courthouse Advocacy Program, High Risk DV Case team and judicial and community training.

State of Oregon 11th Judicial District Court (Circuit Court): The Circuit Court is a state trial court of general jurisdiction serving Deschutes County, Oregon. The Circuit Court refers appropriate families impacted by domestic and dating violence, sexual assault, child sex abuse or stalking to MP for supervised visitation or safe exchange. Referrals are made via restraining orders, dissolution of marriage, custody or criminal cases. The Court has been a key partner to Mary's Place since the original planning grant to begin the center in 2003. Subsequent Safe Havens and JFF OVW grants supporting the visitation center have provided judicial education on best practice

responses in domestic violence cases and offered opportunities for Saving Grace, Legal Aid and the Court to work together on behalf of improving language access for Spanish speakers to the Court. Court staff refer individuals seeking assistance in filing domestic violence related restraining or stalking orders or other advocacy needs to the Saving Grace bi-lingual (Spanish) CAP advocate located within the courthouse in a private Saving Grace office. In addition to the daily restraining order docket over which all judges preside on a rotating basis, the Court, in conjunction with the Deschutes County District Attorney's Office (DA), operates the Domestic Violence Deferred Sentencing Program (DVDSP). The DVDSP offers an opportunity for eligible DV offenders who enter a plea of guilty and are sentenced to BIP treatment and a minimum of 12 months' probation to have their plea vacated and sentence set aside upon successful completion of the program. Treatment expectations include completion of a BIP to prevent future violence as well as other services identified to address conditions that may be linked to the offender's violent behavior. The County District Attorney's Office offers the program to eligible DV offenders and relies on the collaborative efforts between its community partners: the Circuit Court, Deschutes County Parole and Probation, the defense bar, approved BIP providers and SG. One judge presides over all DVDSP cases. The Circuit Court also offers litigants in dissolution and custody cases the option of choosing an informal domestic relations trial (IDRT) versus a traditional trial. The IDRT often represents a better forum for a self-represented DV victim because the alleged perpetrator does not cross-examine the DV victim and the rules of evidence are suspended, allowing a DV victim to offer medical and police reports without having to subpoena a witness to establish a foundation.

Legal Aid Services of Oregon: Legal Aid is a nonprofit organization funded in part by the Legal Services Corporation. The primary purpose of Legal Aid is to achieve justice for the low-income communities of Oregon by providing a full range of the highest quality civil legal services. In accordance with federal law, Legal Aid has priorities for the types of matters and cases to which staff will devote time and resources including specific emphasis on the integrity, safety, and well-being of families. Because domestic violence, sexual assault, dating violence, and stalking threatens the security and stability of low-income families in Oregon, serving these families has always been, and will continue to be a priority for Legal Aid. Attorneys for Legal Aid provide advice and full representation on a myriad of issues that face survivors: custody, divorce, protection orders, fair housing, and more. Legal Aid's relationship with Saving Grace spans decades and includes partnership on a current JFF and prior OVW grants. Legal Aid and Saving Grace have partnered on a prior Legal Assistance for Victims (LAV) OVW grant and routinely provide referrals to each other's services and often have IPV clients in common. Legal Aid meets regularly with Saving Grace legal advocates to identify emergent issues, meets with the Court as needed to raise practice issues and participates with the Court on the Family Law Advisory Committee and the local Access to Justice Committee.

Deschutes County: Deschutes County, population 203,801, encompasses an area of 301,018 square miles and contains four incorporated cities: Bend, La Pine, Redmond and Sisters. The policy making body, the Board of County Commissioners, is comprised of three elected officials. The County has a culturally responsive, trauma informed,

coordinated approach to working with victims of DV, dating violence, sexual assault or stalking. The County funded a Best Practice Assessment for 9-1-1 and Patrol Response and Follow-up Investigations and Charging Decisions. The results were used to inform changes to improve the coordinated community response to DV. 9-1-1 call takers and dispatchers follow a domestic violence specific response protocol. At the time of arrest, the Deschutes County Sheriff's Deputies administer the Lethality Assessment Program (LAP) to identify high-risk victims. Sheriff's Deputies connect high-risk victims to a Saving Grace LAP advocate to conduct safety planning and connect them to needed community resources. The District Attorney's office prosecutes DV felony and misdemeanor cases and violations of the Family Abuse Prevention Act (FAPA) restraining orders that have been reported to law enforcement. In addition, the DA, in conjunction with the Circuit Court, administers the DVDSP. The goals of DVDSP are to hold first-time DV offenders accountable as soon as possible following their arrest/citation, to place offenders in an approved BIP within 30 days of plea, and to reduce the amount of courtroom delays in prosecuting these offenders. In addition, the DA invests training dollars in the community to improve the coordinated community response to DV. The DA's Victims Assistance Office advocates provide wrap-around services to victims to help them navigate the criminal justice system process, provide support and connect victims to community resources.

Community Justice Adult Parole and Probation uses a collaborative approach to the supervision of DV offenders. Their DV team consists of specialized parole and probation officers (PPO's), the approved BIP and domestic violence treatment providers. Deschutes County Health Services staff screen for domestic violence and are

trained to identify high- risk adult and child victims of domestic violence and connect them to needed resources.

In 2003, the County served as the applicant for the Safe Havens, now Justice for Families, grant and subcontracted with Saving Grace to operate Mary' s Place Supervised Visitation and Safe Exchange Center. The County provides the OVW approved office and supervised visitation and safe exchange space as well as an office for the courthouse bilingual Spanish CAP advocate and has designated Mary's Place as a service partner which has, to-date, qualified Mary' s Place for an annual grant award to support program operations. The County also served as the applicant for multiple Arrest Grants (now ICJR) including a current award. Projects have improved victim safety and offender accountability, trained law enforcement on the Lethality Assessment Protocol (LAP), established a Saving Grace LAP advocate to connect high-risk victims to needed resources and created an intensive supervision parole and probation officer to monitor high-risk offenders. Staff from all the above-mentioned County departments are members of the Domestic Violence Council (DV Council) and attend quarterly meetings to ensure synergy between work and leverage each other's expertise to improve the County's coordinated community response to DV.

2. Roles and Responsibilities of Each Partner

It is hereby agreed by and between the partners:

- a) **Saving Grace** will coordinate the fiscal and programmatic aspects of the project and serve as the point of contact for OVW and technical assistance providers. The Saving Grace Finance & Compliance Director, Rebecca Swearingen, under the supervision of Executive Director Cassi MacQueen, will administer grant funding

and submit financial reports. Under the supervision of the executive director, the Justice for Families (JFF) Project Director, Gail Bartley, will 1) ensure the project is implemented in compliance with the statutory requirements of the grant program 2) collect and report program data to meet statutory requirements of the Department of Justice OVW Semi-Annual Progress Reports 3) convene project coordination meetings 4) participate in DV Council meetings; 5) Confer with project partners and OVW technical assistance providers to identify and implement training opportunities related to project goals. Saving Grace project staff will participate in any mandatory OVW trainings. Saving Grace will staff and operate Mary's Place supervised visitation and safe exchange program including 2.0 FTE Program Coordinators/Lead Facilitators and the Courthouse Advocacy Program CAP) providing 1.0 FTE bilingual (Spanish) advocate in a private SG office within the courthouse. Saving Grace staff and volunteers will refer appropriate survivors/families needing supervised visitation or safe exchange to MP. SG staff and volunteers will refer Spanish-speaking, Latino and other survivors needing assistance filing restraining orders and other court/related advocacy to the CAP advocate/SG courthouse office.

- b) **The Circuit Court** will make appropriate referrals for families impacted by domestic and dating violence, sexual assault, stalking and/or child sexual abuse to Mary's Place for supervised visitation or safe exchange. The Presiding Judge and Trial Court Administrator will serve on DV Council, and the Court will designate court staff to participate in technical assistance and judicial trainings. The Court will refer Spanish-speaking and other survivors of domestic and dating violence, sexual assault and stalking who seek assistance in filing protective orders or obtaining

advocacy services to the CAP Advocate. The trial court administrator will participate in quarterly coordination meetings with MOU partners to the CAP (Saving Grace and Legal Aid) to address the project's goals of increasing access to justice, safety and community-based advocacy for Spanish-speaking, Latino and other survivors at the courthouse. In keeping with the goals of the Oregon Judicial Department (OJD) to increase language access for limited English speakers, the Court will consult with the OJD Court Language Access Services division to evaluate access for Spanish-speakers at the Court. The Court will identify judges to participate in *National Council of Juvenile & Family Court Judges* trainings on enhancing judicial skills in DV cases with OVW travel/training funds.

c) **Legal Aid** will consider referrals from Mary's Place and the Saving Grace CAP advocate for survivors of domestic and dating violence, sexual assault and stalking who seek legal representation/and or assistance, per the confidential referral process developed under a prior OVW Legal Assistance for Victims (LAV) grant partnership. Legal Aid will provide services to Spanish-speakers (or other LEP persons) in the language of their choice, in a culturally responsive manner. Legal Aid Regional Director Andrea Malone or staff attorney designee will participate in DV Council and other appropriate training/technical assistance opportunities that may become available through the JFF grant.

d) **Deschutes County** will continue to provide private office space for Mary's Place; the use of office equipment, meeting and break room facilities and OVW approved spaces for visits, exchanges and waiting areas in the Mike Maier Building. The County will also continue to provide private office space and use of break room

facilities at the courthouse for CAP advocate. Deschutes County Property Manager, Kristie Bollinger, will work with Saving Grace and the Court to work out terms and conditions of the lease. The County will provide the courthouse office and Mary's Place office and visit and exchange space regardless of whether or not Saving Grace receives the grant funds.

3. How the Proposed Partnership Addresses Language Access for Spanish Speakers (priority area 3)

The partnership between Saving Grace, the Court, Legal Aid and the County will address the language access needs of Spanish-speaking, Latino survivors by continuing to provide a culturally friendly, accessible and safe way to receive advocacy services in Spanish within the courthouse. Nearly 50% of all Spanish speakers served by the entire Saving Grace agency (which spans three counties) in FY 21-22 were served by the bi-lingual CAP advocate at the courthouse. The courthouse is a key entry point for survivors seeking to file protective orders and over 60% of individuals served by the CAP advocate had never accessed Saving Grace services. By adding targeted outreach to community partners also serving Spanish-speakers, we believe more Spanish-speakers in need of community-based advocacy in navigating court-related matters will be able to access needed support and safety. The feedback from Spanish-speaking survivors using the program will be shared with MOU partners the Court and Legal Aid via coordination meetings as well as with other partners to aid in identifying system-gaps for Spanish-speakers, allowing for a collaborative approach to finding solutions. Saving Grace, the Court and Legal Aid have all demonstrated commitment to increasing language access for Spanish speakers by their work together on this issue over the past six years and all parties realize it is an issue that requires

ongoing work and attention.

4. Each project partner has reviewed the budget and is aware of the total amount being requested. Partners the Court, Legal Aid and the County have agreed to receive no compensation from the grant.

5. As described in 1. There is a long-standing and meaningful collaboration and commitment to work together between applicant Saving Grace and the Deschutes County Circuit Court. Since 2003 the Court has been a partner with Saving Grace and the County in support of the planning, implementation and successful continuation of Mary's Place supervised visitation and safe exchange program. Additionally, as a grant partner, the Court has been supportive having community-based, bi-lingual (Spanish) Saving Grace advocacy services available within the courthouse since a 2017 JFF Grant which initiated the Courthouse Advocacy Program.

6. The meaningful relationship between all signing parties has been described in item 1. To summarize, Saving Grace, the Court, Legal Aid and the County have longstanding relationships and have worked in partnership through the DV Council, multiple OVW grants, local initiatives up to and including the current and proposed JFF grant. The Court provides referrals to Mary's Place on a weekly basis and court staff refer survivors daily to the CAP courthouse advocate. Saving Grace and Legal Aid collaborate regularly on behalf of improving access to justice for survivors of domestic and dating violence, sexual assault and stalking and have collaborated with the Court over the past 6 years on improving language access for Spanish-speakers at the Court. The County has supported the need for Mary's Place since the program opened within the County's Mike Maier Building in 2006 where it remains today. MP offices and visitation center spaces are provided by the County rent-free

as an in-kind donation to the program, as is the CAP advocate's private office within the courthouse.

7. All partners participated in the development of the application which began in early 2022. Initially, Saving Grace and Legal Aid explored the idea of adding a part-time attorney to the CAP program. There is a great need locally for additional free or affordable legal resources for Spanish-speaking and other survivors. The concept of adding legal services was explored with the Court as well. Also considered was the need to continue to support to Mary's Place. Saving Grace, the Court and Legal Aid all provided data to help define the demand for services and community needs of survivors and families impacted by domestic and dating violence, sexual assault, and stalking, as well the specific barriers for Spanish-speaking survivors seeking help at the entry point of the courthouse. As successful as Saving Grace has been in diversifying funding for MP, it remains challenging to fund supervised visitation and safe exchange. SG is committed to providing free services for the vulnerable population of post-separation survivors and children. Multiple conversations occurred with County to determine whether the County could continue to provide the CAP office and MP offices and visitation center spaces which is critical as MP site is OVW approved and is ideal in terms of safety. Space is very limited at the courthouse and there would not be any other space for the CAP advocate to provide services if her current office were not available. The County agreed to continue to provide the MP and CAP office spaces. During development of the application, Saving Grace chose to increase staff pay across the organization in recognition of the high cost of living in Central Oregon and to retain valued and experienced staff, including the CAP advocate and the MP Program Coordinators. This change in personnel costs led Saving Grace and Legal Aid to reconsider the viability of trying to add a

part-time attorney to the CAP program (a position that would be extremely challenging to fill locally) while still supporting the CAP advocate and MP lead staff. After careful consideration, the decision was to continue and enhance the current JFF project. The 2023 proposal maintains support for key MP staffing and builds on the momentum that has made the CAP office the highest volume location of all Saving Grace offices, serving the highest number of Spanish-speakers.

7. For the Mary's Place portion of the project, the key individuals involved are Gail Bartley, JFF Project Director/MP and CAP Program Director; Nicole Borchert and Christopher Yucho, MP Program Coordinators; and Angie Curtis, Trial Court Administrator. Ms. Bartley will supervise the work of Ms. Borchert and Mr. Yucho, coordinating with them via weekly meetings and daily interactions in a shared office. Ms. Curtis will collaborate with JFF Project Director to improve referral processes, workflow, policy and outcomes between MP and the Court as needed. **For the Courthouse Advocacy Program, the key individuals involved are Gail Bartley, JFF Project Director; Ana Durst-Smith, CAP Advocate; Andrea Malone, Regional Director of Legal Aid or her designee and Angie Curtis, Trial Court Administrator.** Ms. Bartley will supervise the work of Ms. Durst-Smith and provide support via weekly meetings and additional check-ins as needed. Legal Aid will refer Spanish-speaking survivors to the CAP advocate/SG courthouse program and Ms. Durst-Smith will refer eligible survivors to Legal Aid. Ms. Bartley, Ms. Durst-Smith, Ms. Malone, and Ms. Curtis will meet on a quarterly basis to address language access issues for Spanish-speaking survivors, and Ms. Curtis will act as a liaison between the Court and the Saving Grace courthouse office/CAP advocate. **With respect to provision of office/storage/meeting room and OVW approved supervised**

visitation and exchange space in the Mike Maier County Services Building and office space for the CAP advocate in the courthouse, Kristie Bollinger, Deschutes County Property Manager will coordinate with JFF Project Director Gail Bartley on matters relating to the County's in-kind donation of the above listed spaces including leases.

9. Saving Grace will provide staff in support of the project including Rebecca Swearingen, SG Finance and Compliance Director to coordinate all fiscal aspects of the grant, Gail Bartley, MP & SG Courthouse Program Director to coordinate all programmatic aspects, both under the direction of SG Executive Director Cassi MacQueen. **The Court** will contribute staff time of the Ms. Curtis, Trial Court Administrator as an in-kind contribution to the grant including participation in CAP language access coordination meetings with Saving Grace and Legal Aid, participation in DV Council quarterly meetings, and coordination with JFF Project Director on matters relating to Mary's Place and the CAP program. **Legal Aid** will contribute staff time of Andrea Malone, Regional Director to participate in coordination meetings with Saving Grace and the Court, refer Spanish-speaking and other survivors to the CAP program and Mary's Place, and participate in DV Council meetings and training opportunities available through the grant. **Deschutes County** will continue to provide space for Saving Grace and the Mary's Place program. Mary's Place occupies in-kind +/- 80 square feet of space in the Courthouse and +/- 299 square feet in the Mike Maier Services Building. Additionally, Mary's Place has use of office equipment, breakrooms, common areas and the daycare. This ensures the program provides and operates within Office of Violence Against Women (OVW) approved space for visits, exchanges and waiting areas.

Commitment to Partnership:

We, the undersigned have read and agree with the MOU. Further, we have read and agree with the budget in Attachment I and approve it.

Cassi MacQueen, Executive Director, Saving Grace

By _____ Date _____

Angie Curtis, Trial Court Administrator, State of Oregon Judicial Branch, Deschutes County
Trial Court

By _____ Date _____

Andrea Malone, Regional Director, Legal Aid Services of Oregon

By _____ Date _____

Nick Lelack, Administrator, Deschutes County

By _____ Date _____

Justice For Families 2023 Application Budget

	<u>fte</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Mary's Place Program Director	0.19	\$ 18,126.69	\$ 19,108.90	\$ 20,142.99	\$ 57,378.59
Courthouse based Advocate	1.00	\$ 54,746.84	\$ 57,898.39	\$ 61,222.47	\$ 173,867.70
Coordinator/Lead Facilitator	1.00	\$ 57,376.00	\$ 60,239.22	\$ 63,245.60	\$ 180,860.81
Coordinator/Lead Facilitator	1.00	\$ 54,718.33	\$ 57,448.67	\$ 60,315.52	\$ 172,482.51
Mandatory Training/Travel		\$ 5,410.39	\$ 5,000.00	\$ 5,000.00	\$ 15,410.39
		\$ 190,378.25	\$ 199,695.17	\$ 209,926.58	\$ 600,000.00