



**Office of State Courts Administrator
P.O. Box 104480
2112 Industrial Drive
Jefferson City, Missouri 65110- 4480**

**RFP NO. OSCA 14-042
TITLE: Specialized Treatment Provider
for Treatment Court
ISSUE DATE: February 24, 2014**

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

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO:

(U.S. Mail)
Office of State Courts Administrator
Attn: Contract Unit or
PO Box 104480
Jefferson City Mo 65110 - 4480

(Courier Service)
Office of State Courts Administrator
Attn: Contract Unit
2112 Industrial Dr
Jefferson City Mo 65109

CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2015

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The vendor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The vendor further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the vendor and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE <i>Myra Callahan</i>		DATE 3/17/14
PRINTED NAME <u>Myra Callahan</u>		TITLE <u>Chief Executive Officer</u>
COMPANY NAME <u>Family Counseling Center, Inc.</u>		
MAILING ADDRESS <u>P.O. Box 71</u>		
CITY, STATE, ZIP <u>Kennett, MO. 63857</u>		
E-MAIL ADDRESS <u>myra@fccinc.org</u>		FEDERAL EMPLOYER ID NO. <u>43-1116734</u>
PHONE NO. <u>(573) 888-5925</u>	FAX NO. <u>(573) 888-9365</u>	

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: <i>AS SUBMITTED EXCEPT FOR VIRTUAL COUNSELING</i>		
CONTRACT NO. <i>OSCA 14-042-11</i>	CONTRACT PERIOD <i>July 1, 2014 through June 30, 2015</i>	
CONTRACTS COORDINATOR <i>Yderbert G. Conner</i>	DATE <i>4-22-2014</i>	DEPUTY STATE COURTS ADMINISTRATOR <i>[Signature]</i>

March 17, 2014

Office of State Courts Administrator
Attn: Contract Unit
P.O. Box 104480
2112 Industrial Drive
Jefferson City, MO. 65110-4480

Dear Mr. Rottman,

Enclosed is Family Counseling Center's proposal for RFP NO. OSCA 14-042 with Amendment 001. Thank you for allowing us to provide services to our local treatment courts. If you have any questions please call 573-888-5925.

Sincerely,



Myra Callahan
Chief Executive Officer
Family Counseling Center, Inc.
myra@fccinc.org

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ISSUE DATE: February 24, 2014

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

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COMPANY NAME <u>Family Counseling Center, Inc.</u>		
MAILING ADDRESS <u>P.O. Box 71</u>		
CITY, STATE, ZIP <u>Kennett, MO. 63857</u>		
E-MAIL ADDRESS <u>myra@fccinc.org</u>		FEDERAL EMPLOYER ID NO. <u>43-1116734</u>
PHONE NO. <u>(573) 888-5925</u>	FAX NO. <u>(573) 888-9365</u>	

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CONTRACT NO.	CONTRACT PERIOD	
CONTRACTS COORDINATOR	DATE	DEPUTY STATE COURTS ADMINISTRATOR



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2112 Industrial Drive
Jefferson City, Missouri 65110- 4480**

AMENDMENT 001

RFP NO. OSCA 14-042

**TITLE: Specialized Treatment Provider
for Treatment Court**

ISSUE DATE: March 5, 2014

CONTACT: Russell Rottmann

PHONE NO.: (573)522-6766

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

RETURN PROPOSALS NO LATER THAN: MARCH 17, 2014

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COMPANY NAME <u>Family Counseling Center Inc.</u>		
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PRICING PAGE

The vendor must provide firm, fixed prices for the services identified below. Should a contract award be made based upon the vendor's proposal, the prices stated herein shall be legally binding for the entire contract period.

Service Description	Vendor Firm, Fixed Unit Price	Unit of Service
Assessment	<u>\$150.00</u>	Per assessment
Assessment option (Multi-axial)	<u>\$150.00</u>	Per assessment
Assessment update	<u>\$75.00</u>	Per assessment
Case Management/Community Support	<u>\$10.00</u>	Per ¼ hour
Communicable Disease Assessment/Education/Testing	<u>\$10.00</u>	Per ¼ hour
Day Treatment	<u>\$100.00</u>	Per day
Detoxification (Social Setting)	<u>\$100.00</u>	Per day
Detoxification (Modified Medical)	<u>N/A</u>	Per day
Early Intervention (Intake)	<u>\$50.00</u>	Per ¼ hour
Early Intervention (Group Education)	<u>\$3.00</u>	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	<u>\$12.50</u>	Per ¼ hour
Extended Day Treatment	<u>\$100.00</u>	Per day
Family Conference	<u>\$12.50</u>	Per ¼ hour
Family Therapy	<u>\$12.50</u>	Per ¼ hour
Group Counseling (Associate SA Counselor)	<u>\$3.25</u>	Per ¼ hour
Group Counseling (QSAP)	<u>\$3.50</u>	Per ¼ hour
Group Counseling (Collateral relationship)	<u>\$3.50</u>	Per ¼ hour
Group Education	<u>\$3.00</u>	Per ¼ hour
Group Education (Trauma Related)	<u>\$3.00</u>	Per ¼ hour
Individual Counseling	<u>\$12.50</u>	Per ¼ hour
Individual Counseling (Collateral Relationship)	<u>\$12.50</u>	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	<u>\$12.50</u>	Per ¼ hour
Individual Counseling (Trauma Related)	<u>\$12.50</u>	Per ¼ hour
Medication Services	<u>N/A</u>	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]	<u>N/A</u>	Per prescription

OSCA 14-042 Treatment Court Specialized Service Providers

Missouri Recovery Support Specialist (MRSS)	<u>\$4.00</u>	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	<u>\$4.00</u>	Per ¼ hour
Relapse Prevention Counseling	<u>\$12.50</u>	Per ¼ hour
Residential Support	<u>\$40.00</u>	Per day
Treatment Court Day	<u>\$10.00</u>	Per ¼ hour
Virtual Counseling (Group)	<u>\$3.50</u>	Per ¼ hour
Virtual Counseling (Individual)	<u>\$12.50</u>	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	<u>\$10.20</u>	Per test
Sample Collection with 1-panel on-site provided by vendor	<u>\$6.63</u>	Per test
Sample Collection with 2-panel on-site provided by vendor	<u>\$7.14</u>	Per test
Sample Collection with 3-panel on-site provided by vendor	<u>\$7.65</u>	Per test
Sample Collection with 4-panel on-site provided by vendor	<u>\$7.91</u>	Per test
Sample Collection with 5-panel on-site provided by vendor	<u>\$8.16</u>	Per test
Sample Collection with 6-panel on-site provided by vendor	<u>\$9.69</u>	Per test
Sample Collection with 7-panel on-site provided by vendor	<u>\$10.20</u>	Per test
Sample Collection with 8-panel on-site provided by vendor	<u>\$10.71</u>	Per test
Sample Collection with 9-panel on-site provided by vendor	<u>\$10.71</u>	Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)	<u>\$6.12</u>	Per test
Drug Testing: Breathalyzer (Equipment provided by vendor)	<u>N/A</u>	Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)	<u>N/A</u>	Per test

Evidence Based Program and Practice curriculum being utilized:

MRT – Moral Recognition Therapy

CBT – Cognitive Based Therapy

Relapsed Prevention

Which Cognitive Behavioral intervention staff is qualified to deliver:

All Family Counseling Center Inc. staff is qualified to deliver the Evidenced Based curriculum being utilized.

Please indicate if Medication Assisted Treatment (MAT) is provided. If you do not provide MAT, how and with whom MAT services are arranged and how all services are coordinated. No, but is arranged with Family Counseling Center,s General CSTAR program in Hayti and West Plains, Mo. Will coordinate with the Clinical Directors of each site.

RENEWAL OPTION

The Office of State Courts Administrator shall have the sole option to renew the contract for in one (1) year increments or any portion thereof for a maximum total of five (5) additional years.

Prices for the renewal period shall be requested no later than 90 days prior the effective renewal.

Family Counseling Center Inc. requests a 2% increase yearly from the first renewal through fifth renewal.

- 1. Year one - 2% increase in addition to original bid**
- 2. Year two - 4% increase in addition to original bid**
- 3. Year three - 6% increase in addition to original bid**
- 4. Year four - 8% increase in addition to original bid**
- 5. Year five - 10% increase in addition to original bid**

OSCA 14-042 Treatment Court Specialized Service Providers

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
1	Clark							
1	Schuyler							
1	Scotland							
2	Adair							
2	Knox							
2	Lewis							
3	Grundy							
3	Harrison							
3	Mercer							
3	Putnam							
4	Atchison							
4	Gentry							
4	Holt							
4	Nodaway							
4	Worth							
5	Andrew							
5	Buchanan							
6	Platte							
7	Clay							
8	Carroll							
8	Ray							
9	Chariton							
9	Linn							
9	Sullivan							
10	Marion							
10	Monroe							
10	Ralls							
11	St. Charles							
12	Audrain							
12	Montgomery							
12	Warren							
JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
13	Boone							
13	Callaway							

OSCA 14-042 Treatment Court Specialized Service Providers

14	Howard							
14	Randolph							
15	Lafayette							
15	Saline							
16	Jackson							
17	Cass							
17	Johnson							
18	Cooper							
18	Pettis							
19	Cole							
20	Franklin							
20	Gasconade							
20	Osage							
21	St. Louis							
22	St. Louis City							
23	Jefferson							
24	Madison							
24	St. Francois							
24	Ste. Genevieve							
24	Washington							
25	Maries							
25	Phelps							
25	Pulaski							
25	Texas							
26	Camden							
26	Laclede							
26	Miller							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
26	Moniteau							
26	Morgan							

OSCA 14-042 Treatment Court Specialized Service Providers

27	Bates							
27	Henry							
27	St. Clair							
28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper							
30	Benton							
30	Dallas							
30	Hickory							
30	Polk							
30	Webster							
31	Greene							
32	Bollinger							
32	Cape Girardeau							
32	Perry							
33	Mississippi							
33	Scott							
34	New Madrid							
34	Pemiscot							
35	Dunklin	X	X	X			X	X
35	Stoddard	X	X				X	X-
36	Butler	X	X				X	X-
36	Ripley	X	X				X	X-
37	Carter							
37	Howell							
37	Oregon							
37	Shannon							
JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
38	Taney							
38	Christian							
39	Barry							

OSCA 14-042 Treatment Court Specialized Service Providers

39	Lawrence						
39	Stone						
40	McDonald						
40	Newton						
41	Macon						
41	Shelby						
42	Crawford						
42	Dent						
42	Iron						
42	Reynolds						
42	Wayne						
43	Caldwell						
43	Clinton						
43	Daviess						
43	DeKalb						
43	Livingston						
44	Douglas	<u>X</u>	<u>X</u>			<u>X</u>	<u>X</u>
44	Ozark		<u>X</u>			<u>X</u>	<u>X</u>
44	Wright	<u>X</u>	<u>X</u>			<u>X</u>	<u>X</u>
45	Lincoln						
45	Pike						

EXHIBIT A

PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>35th Judicial Circuit</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>103 S. Main Ste. C</u> <u>Kennett, MO. 63857</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Julie Spielman</u> <u>(573) 717-0224</u> <u>Julie.Spielman@courts.mo.gov</u>
Dates of Prior Services:	<u>2005 to Present</u>
Dollar Value of Prior Services:	<u>\$</u>
Description of Prior Services Performed:	<u>Family, Adult, DWI court treatment servives</u>

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:



Signature of Reference Contact Person

3-17-2014

Date of Signature

EXHIBIT A

PRIOR EXPERIENCE

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Offeror Name or Subcontractor Name: _____	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>36th Judicial Circuit</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>100 North Main #16</u> <u>Poplar Bluff, MO. 63901</u>
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Jeanne Huffman</u> <u>(573) 429-0078</u> <u>Jeanne.Huffman@courts.mo.gov</u>
Dates of Prior Services:	<u>2006 to Present</u>
Dollar Value of Prior Services:	<u>\$</u>
Description of Prior Services Performed:	<u>Adult & DWI court treatment servives</u>

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Signature of Reference Contact Person

3-17-2014
Date of Signature

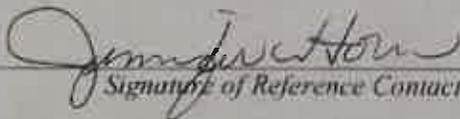
OSCA 14-042 Treatment Court Specialized Service Providers

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Offeror Name or Subcontractor Name: _____	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	<u>44th Judicial Circuit</u>
Address of Reference Company: ✓ Street Address ✓ City, State, Zip	<u>P.O. Box 249</u> <u>Avia, MO. 65608</u>
Reference Contact Person information: ✓ Name ✓ Phone # ✓ E-mail Address	<u>Jennifer Horn</u> <u>(417) 683-6836</u> <u>Jennifer.Horn@courts.mo.gov</u>
Dates of Prior Services:	<u>2006 to Present</u>
Dollar Value of Prior Services:	<u>\$</u>
Description of Prior Services Performed:	<u>Adult & DWI court treatment services</u>

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Signature of Reference Contact Person

3-17-2014
Date of Signature

EXHIBIT B

PERSONNEL EXPERTISE SUMMARY

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
<p>Shawn Sando (Name) Chief Clinical Officer (Title) Supervises all Clinical Directors (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>2. Anna Patterson (Name) Director A&D - DOC/Drug Court (Title) Supervises Clinical Manager (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>3. Brandi Meese (Name) Clinical Manager – DOC/Drug Court (Title) Directly oversees all Drug Courts (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>4. Lacey Allen (Name) Counselor (Title) Family & Adult treatment court 35th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>5. Debra Hampton (Name) Counselor (Title) DWI Court 35th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>

<p>6. Milburne Cozort (Name) Counselor (Title) Adult Drug Court 35th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>7. Connie Alsup (Name) Counselor (Title) Adult & DWI Court 36th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>8. Terri Spillers (Name) Counselor (Title) Adult & DWI Court 44th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>9. Johnna McQuary (Name) Diagnostician (Title) 35th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>
<p>10. Linda Christian (Name) Diagnostician (Title) 44th Judicial Circuit (Proposed Role/Function)</p>	<p>See Attached Resume</p>

L. SHAWN SANDO, MSW, MBA

Executive Profile

I am a recognized leader with over 20 years of direct administrative experience in the behavioral health field. During this time I have developed several core competencies in the successful administration of mental health and addictions treatment centers. My professional aspirations are to find new ways to fuel my passion of developing and implementing programs that target under-served populations with essential health and wellness interventions.

Skill Highlights

- ✦ Leadership
- ✦ Clinical Program Development
- ✦ Research and Evaluation Activities
- ✦ Outcomes Management
- ✦ Crisis Intervention
- ✦ Integrated Dual Disorders Treatment
- ✦ Technology Management
- ✦ Financial Management
- ✦ Motivational Interviewing
- ✦ Strategic Planning
- ✦ Grant Writing and Administration
- ✦ Cognitive Behavioral Theory

Professional Experience

Chief Clinical Officer
Family Counseling Center, Inc.

April 2012 to Current
Kennett, MO

Consult and collaborate with the Board of Directors, Chief Executive Officer, Chief Operations Officer and Chief Financial Officer of the agency to assure effective, efficient clinical operations that meet the wellness needs of persons-served and best practice standards.

Lead and empower 13 clinical Program Directors to achieve high levels of performance to include clinical outcomes, fiscal targets, staff retention and client satisfaction. Chair quality improvement committees to include: Clinical Care Committee, Death Review Committee, Event Reporting Committee, and Clinical Privileging Committee.

Manage the agency's electronic medical records (EMR) system to protect client health information, facilitate intra-agency coordination of care, and streamline documentation processes for clinical staff.

Spearhead the agency's clinical outcomes reporting to measure the effectiveness of programs and services. Initiated the use of outcomes data to inform practice interventions, support the need for additional programs, and to better communicate the value of the agency to the public.

Strengthen agency's continuum of care by leading research and implementation activities on various new clinical programs and interventions to enhance service delivery to persons-served. Also represent the agency on a variety of local, state and federal groups/affiliations aimed at various levels of policy planning, client advocacy, and resource coordination.

Guide strategic planning activities that focus on program operations and clinical care to persons-served across the agency. Incorporate each program's planning efforts into a unified corporate strategic plan in collaboration with the Executive Team.

Oversee efforts to maintain accreditation and certification with the Commission on Accreditation of Rehabilitation Facilities (CARF), the Missouri Department of Mental Health (DMH), and the U.S. Department of Housing and Urban Development (HUD).

Chief Financial Officer
Family Counseling Center, Inc.

July 1993 - March 2012
Kennett, MO

Accountable for finance, accounting, billing, and information technology departments of the agency, to include direct supervision of each department head.

Strengthened agency's financial stability by initiating internal controls that provide accountability at multiple levels to assure proper use of agency resources. Also developed the agency's corporate compliance policies and program.

Managed revenues and program operating expenses to assure at least a 3% excess of revenues to expenses in each area of program operations. Also spearheaded the adoption of capital budgeting to manage assets, build cash reserves, and strategically plan long-term expenditures.

Education

Master of Social Work University of Missouri - Columbia, MO	Honors - Phi Alpha	2013
Master of Business Administration William Woods University - Fulton, MO		2004
Bachelor of Science, Business Administration Arkansas State University - Jonesboro, A R		1992

Accomplishments

Clinical Project Management:

- ✦ Coordinated the implementation of Health Care Home (HCH) program for FCC resulting in enhanced clinical outcomes of persons-served, reduced cost-per-client of care, and over \$650,000 in new program revenues each year
- ✦ Assisted in the development of integrated dual disorders treatment (IDDT) in six FCC programs providing more comprehensive care for persons-served with significantly enhanced individual and program clinical outcomes
- ✦ Coordinated the implementation and development of housing services for FCC resulting in a significant expansion to the agency's local continuum of care, enhanced clinical outcomes of persons-served, and nearly \$3 million in grant funding
- ✦ Spokesperson and active member of the Southeast Area Regional Planning Committee to conceptualize and propose inpatient re-design services in response to the need for new, community-based solutions to deal with the state's closing of regional acute, inpatient psychiatric beds resulting in new revenues of \$800,000 per year for FCC

Affiliations

Missouri Coalition of Community Mental Health Centers
Missouri Association for Social Welfare (MASW)
Missouri Substance Abuse Professional Credentialing Board (MSAPCB)
Missouri Addiction Counselors Association (MACA)
Southeast Region Area Planning Committee
National Council for Community Behavioral Health Care
National Association of Social Workers (NASW)

Certifications

Certified Nonprofit Administrator (Southwest Missouri State University)
Medication Assisted Recovery Specialist (MSAPCB)

REFERENCES AVAILABLE ON REQUEST

ARKANSAS STATE UNIVERSITY

*Upon recommendation of the Faculty and by virtue of
the authority vested in the Board of Trustees*

confers upon

LARRY SHAWN SANDO

the degree of

BACHELOR OF SCIENCE

and all the rights and privileges thereunto appertaining.

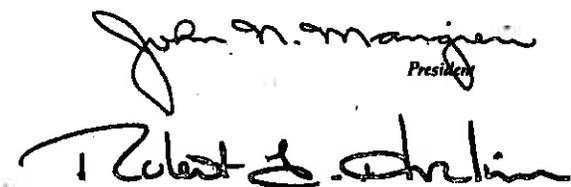
Issued at Jonesboro, Arkansas on this

Seventh Day of August, Nineteen Hundred and Ninety-two.


Chairman of the Board






President

William Woods University

Fulton



Missouri

This is to Certify That
Larry Sharon Sando
has pursued and completed in a satisfactory manner the course of study
prescribed by this institution, and with this scholastic attainment is entitled to
the degree of

Master of Business Administration

and all the rights, privileges and responsibilities pertaining thereto.

In Testimony of the authority of the Board of Trustees, and
the Faculty of the said William Woods University at Fulton, Missouri
signed this tenth day of December, A.D. two thousand and four.


President



To all whom it may concern
Greeting:

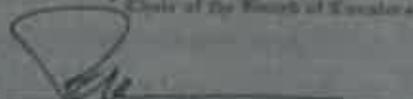
Be it known that the Curators, having been advised by the Faculty that
Larry Shawn Sando
has completed the Course of Study required of candidates for the degree of

Master of Social Work

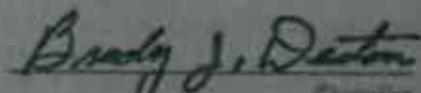
and is qualified to receive the same, do confer said degree
with all the honors and privileges appertaining thereto.
In testimony whereof the signatures of the proper officials and the
seal of the University are affixed.

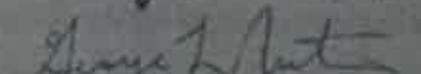
Done at the
University of Missouri-Columbia
in the City of Columbia, State of Missouri,
this seventeenth day of May in the year two thousand and thirteen.


Wayne A. Smith
Chair of the Board of Curators


President of the University




Brady J. Dutton
Chancellor


George L. White
Vice President for Academic Studies
and Dean of the Graduate School

Anna D Patterson

Position: PROGRAM DIRECTOR:

- Southeast Missouri General CSTAR Programs
- Stapleton Treatment Center
- Stapleton DETOX Program
- Dept. of Corrections Outpatient Programs
- Drug Court
- SATOP

Education:

2007- Three Rivers Community College 32credits
2005- Ashworth Online College 12credits
2000- Baptist East College 12credits
1998- Kennett Area Higher Education Center 45credits
1986-1990 Kennett Christian Academy High School

Work Experience:

2005 to present Family Counseling Center

2002-2005 Correctional Counseling Inc(Substance Abuse Counselor RSACII)
1996-2002 Kennett Head Start Class room teacher(Certified Developmental Admin)
1993-1996 Twin Rivers Regional Medical Center (First Step) Psychiatric Tech.PCT

Summary of Qualifications:

CRADC since May 2007-Current
Supervisor Certificate 2011-current (how to supervise people)
MARS since 2012 -Current
Rapid Eye Movement 2011-current
Certified Change Agent (ASAM) -2012 Current
Missouri Dept of Corrections Entry Program Certified-2013
DSM-5 Certified-current
CPR-First Aid Certified-current
CPI Certified-current
Relapse Prevention Specialist January 2008-current
Internationally Certified Alcohol & Drug Counselor December 2008-current
Clinical Supervision March 2008
MRT certified May 2003
MRT advanced March 2005

Interests:

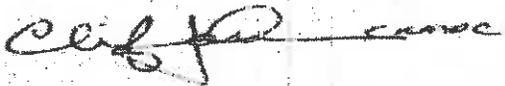
Member of First United Pentecostal Church
Member of Women for Kennett
Member of National Recovery Awareness Voices of Recovery
Volunteer Special Olympics Bowling Coach
Volunteer CASA worker
Movies
Gardening
Swimming

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Anna Patterson

has met the standards and qualifications required of a
Medication Assisted Recovery Specialist
as determined by the Credentialing Board.



President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Anna Patterson

has met all the standards and qualifications
required of a Missouri Substance Abuse Prevention Associate
as determined by the Credentialing Board and is
hereby conferred the title of
Medication Assisted Recovery Specialist
Awarded on 1/22/2013

Cliff Johnson
General
Alexia Owschenger
President

Copied From Original

Verified by: *R. Langst*

Date: 3-13-13

Brandi Meese

Objective

Obtain a position as a team-player in a people-oriented organization where I can maximize my customer-service experience in a challenging environment to achieve the company goals

Experience

March 2013 to present Family Counseling Center

Clinical Manager for DOC and Drug Court Programs

- Provide supervision of staff in the absence of the Program Director.
- Complete job evaluations on all employees supervised.
- Monitor and inspect all facilities to ensure safety standards are met.
- Provide site orientation and job training to all staff.
- Conduct inservice training with facility staff.
- Conduct monthly staff meetings with all staff and submit report to supervisor.
- Participate in clinical staffing of assigned consumers with supervisor and treatment team.

January 2012 to March 2013 Family Counseling Center, 33rd Judicial Circuit Court

Lead Drug Court Counselor

- Lead counseling groups every week
- Manage clinical care
- Meet with clients individually on a weekly basis
- Perform drug testing on clients twice a week
- Schedule appoints
- Attend court twice weekly

June 2011 to January 2012 Family Counseling Center, Stapleton Hayti, MO

Community Support Specialist

- Assist consumers in legal, financial and housing needs
- Provide and arrange transportation as needed
- Lead counseling groups as needed

2003–2006 Malden Implement Co.,Inc Malden, MO

Bookkeeper/delivery person

- Managed millions of dollars of accounts every year.
- Performed clerical skills on daily basis.
- Made deliveries daily to other John Deere stores and customers

002–2003 Dexter Vet Clinic Dexter, MO

Secretary

- Managed cash account daily.
- Scheduling of all appointments daily.
- Assisted the vet in animal retaining as needed.

2007-2008 Bernie Elementary School Bernie, MO

5th & 6th Grade Reading

- 3-6th grade reading classes, 2-5th grade reading classes

2008-2011 Bernie Elementary School Bernie, MO
3rd grade

Taught 3 years teaching in a Reading First school

Education

2002-2004 Three Rivers Community College Poplar Bluff, MO

- Took 1st two years of Education courses.
- Maintained a 4.0 for three semesters.

2004-2006 Southeast MO State University Cape Girardeau, MO

- Graduated in December 2006 with my Bachelors Degree in Elementary Education.
- On Dean's List numerous times

2007-2008 Southeast MO State University Cape Girardeau, MO

- Masters Degree in Elementary & Secondary Administration
- Graduated Suma Cum Laude

1988-2000 Bernie R-VIII Bernie, MO

- Member of State winning volleyball team 1998-2000
- Captain of the softball team
- President of FCCLA
- Secretary of BETA
- Secretary of Student Council
- Member of FBLA
- Graduated with nine college credit hours

Interests

I am currently involved with the Stoddard County Relay for Life for the American Cancer Society. I have been on the Relay committee and have served as team captain for my team for the last five years. I also enjoy reading, scrapbooking, cross stitch, knitting, photography, softball, and volleyball. I own my own photography studio and love to take pictures in my spare time.

Seal Southeast Missouri State University

by authority of the Board of Regents
and upon the Recommendation of the faculty has conferred upon

Herbert R. Messer

the degree of

Master of Arts

In witness whereof, the signatures of the appropriate officials and the seal of the University are affixed.

Given at the University, in the City of Cape Girardeau, State of Missouri, this
first day of August in the year four thousand and eight.

Emmett Allen

President of the University



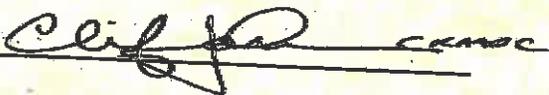
Witnessed

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Brandi R. Meese

Continues to meet the standards and qualifications of a
Recognized Associate Substance Abuse Counselor II
as determined by the Board.



President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Copied From Original

Verified by: 

Date 10-30-13

Lacey Allen

- Objective** To obtain a position where I can prove my hardworking ability and contribute to the growth of the agency
- Education** Southwest Baptist College—30 hours [Dates Attended]
[Company/Institution Name] [City, State]
- Southeast State University—18 hours**
- High School Diploma
 - North Pemiscot High School—Wardell, mo.
 - Received contact hours approved by MSACCB and including Ethics CLE approved by MOBAR for attending the MISSOURI ASSOCIATION OF Drug Court Professionals
- Awards received** Associate Substance abuse Counselor Cert.—Certificate of Completion for Aspirational Ethic—Certificate of Completion of Moral Reconciliation Therapy—Rasac 1, Rasac 11 and CRADC

Work experience

[2006-2013]

Family Counseling Center Kennett, Mo.

Counselor/ van driver

- Insure safety of all participants
- Keep records on clients
- Facilitate group sessions
- Do individual counseling

No. 4001

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Lacey Allen

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.



President

Expiration Date: 10/31/2015

Copied From Original
Verified by: R. Langston
Date: 12-30-13

DEBRA HAMPTON

EMPLOYMENT:

**NOVEMBER 2013 TO PRESENT FAMILY COUNSELING CENTER
COUNSELOR**

**APRIL 2013 TO OCTOBER 2013 COMMUNITY SERVICES OF MO
COUNSELOR**

**MAY 2004 TO APRIL 2013 FAMILY COUNSELING CENTER
COUNSELOR/SATOP ADMINISTRATOR/ TREATMENT TECHNICIAN
SUPERVISOR**

**AUGUST 2003 TO DECEMBER 2004 ARKANSAS NE COLLEGE
LEARNING ASSISTANT IN COLLEGE READING**

**JULY 2003 TO MAY 2004 MCDONALDS
CASHIER**

**OCTOBER 2001 TO OCTOBER 2000 PLASTENE SUPPLY CO
INSPECTOR /PACKER**

**JULY 2000 TO OCTOBER 2001 WILLIAMS TRAVEL CENTER
COOK/SERVER**

**NOV 1995 TO SEPT 2000 FAMILY COUNSELING CENTER
TREATMENT TECH/TECH SUPERVISOR/COUNSELOR TRAINEE**

EDUCATION:

- **ASSOCIATES IN ARTS DEGREE FROM ARKANSAS NORTHEASTERN COLLEGE IN BLYTHEVILLE AR.**

Arkansas Northeastern College

Upon recommendation of the faculty has conferred upon

Bebra A. Little

the degree of

Associate in Arts

In recognition of the fulfillment of the requirements for this degree.
In testimony whereof, this diploma is awarded at Fayetteville, Arkansas
on

May 12, 2006.



James R. Fleming
Chairman, Board of Trustees

Robert S. Nye
President

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Debra A. Hampton

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.



President

Expiration Date: 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Certified Reciprocal Original
Reviewed by: R. Langley
1-23-13

06/08/2012

Milburn L. Cozort

Summary of Qualifications:

Certified Reciprocal Advanced Alcohol & Drug Counselor (CRAADC) providing service to the Stoddard County Drug Court since inception 1999. Worked in the field of substance abuse treatment since 1990. Attended Arkansas State University, Three Rivers Community College, Southwest Missouri State University and Southeast Missouri State University. 113 college hours.

Employed by Family Counseling Center, Inc 09/01/2008 to present.

Drug Court Counselor for the Stoddard County Drug Court, responsible for provision of substance abuse treatment services to include individual counseling sessions, group education, group counseling and any related duties of the program.

Gibson Recovery Center, Inc. 04/18/2003 to 08/29/2008

Drug Court Counselor for the Stoddard County Drug Court.

Southeast Missouri Community Treatment Center 08/29/2000 to 04/18/2003

Drug Court Counselor for the Stoddard County Drug Court.

Diversified Treatment Services, Inc. 08/20/1990 to 08/29/2000

Please note some job titles/descriptions overlap.

Drug Court Counselor

04/01/1999 to 08/29/2000

Helped plan and implement drug court programs in Stoddard and Butler counties working closely with judges, prosecutors, public defenders, probation and parole. Attended federally funded training presented by the National Association of Drug Court Professionals related to drug court planning in New Haven, CT, observed mentor court in San Bernardino, CA. Acted as primary counselor in both Stoddard county and Butler county until census was established. Developed curriculum.

Diversified Treatment Services, Inc 08/20/1990 to 08/29/2000 (cont.)

SATOP

06/01/1997 to 08/29/2000

Responsible for provision and coordination of all SATOP services and records to include six counties. Duties included OMU, OEP, WIP, CIP and REACT.

Residential Counselor

10/01/1994 to 06/01/1997

Provided individual counseling, facilitated groups, on call for crisis and advice to staff, performed assessments, other related duties.

Supervision of Counselor Certification

10/01/1994 to 06/01/1997

Provided trainings, in-services and face to face supervision for counselor certification by MSACCB (now MSAPCB). Developed training curriculum and provided 2 hour presentations weekly.

Residential Counselor in Training, RASAC I, RASAC II

02/16/1992 to 10/01/1994

Provided individual counseling, facilitated groups, on call for crisis, performed assessments and other related duties.

Supervision of technical staff

09/01/1991 to 10/01/1994

Trained staff, responsible for provision of services by residential technicians.

Residential Technician

08/20/1990 to 02/16/1992

Responsible for admission and orientation of residential clients, facilitated groups, observed and documented client behavior. Admitted and monitored vitals of detox clients, observed and documented client behavior. Performed daily case management activities related to client care.

No. 1014

Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Milburn L. Cozart

Continues to meet the standards and qualifications of a
Certified Reciprocal Advanced Alcohol Drug Counselor
as determined by the Board.



President

Expiration Date: 10/31/2015

Copied From Original

Verified by: Refangst

Date: 2-20-14

Connie Alsup

Education and Professional Certifications:

Certification as Clinical Supervisor in Substance Abuse received 2010.

Certification as International Substance Abuse Counselor certification of CRADC II received March 2010.

Certification as RASAC II received April 2009.

Employment History:

Family Counseling Center-Butler County Drug Court Counselor:

Provide educational instruction and individual and group counseling to clients accepted into the Drug Court program; assess clients for acceptance into the Drug Court program; maintain program compliance according to Butler County Drug Court guidelines by remaining in frequent contact with the Drug Court Coordinator; coordinate with Drug Court tracker for program compliance with clients; report client compliance, activity, and needs bimonthly to Drug Court judge; participant in Drug Court team.

Family Counseling Center-Dunklin, Ripley, Wayne County Drug Court Counselor: All duties as stated above

Family Counseling Center- Stapleton Treatment Center Classroom Counselor

Provided educational instruction and group counseling, individual counseling, admitted and discharged consumers, remained in contact with probation and parole officers

Family Counseling Center-Adolescent CSTAR Counselor Dunklin County

Provided educational instruction, group counseling, and individual counseling. Maintained contact with juvenile probation officer and school.

Family Counseling Center-Treatment Tech

Admitted, discharged, and monitored consumers in detox setting, group activities, administered medications, monitored AA/NA meetings, and transported consumers in the community.

Dunklin Day Activity Center-(2002-2003)

Community Integration Specialist: Assisted clients with developmental disabilities in accessing community resources; helped clients with development disabilities learn and incorporate normalizing activities;

Dr. Manubay's office-(1992-2002)

Worked as medical physician's personal secretary; completed billing operations including Medicaid and private insurance; completed all required office tasks including scheduling, appointments, and physician correspondence; fiscal management for medical office.

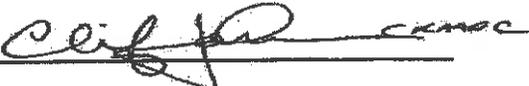
Missouri Substance Abuse Professional Credentialing Board

Hereby Certifies that

Connie J. Alsup

Continues to meet the standards and qualifications of a
Certified Reciprocal Alcohol Drug Counselor
as determined by the Board.

8



President

Expiration Date: 10/31/2015

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

Copied From Original
Verified by: R. Langston
Date 12-2-13

Teresa Spillers

Work experience

10/2012 to present Family Counseling Center, Inc Mountain Grove, MO

ADA Counselor

- ADA Outpatient counselor working with the Wright/Douglas/Ozark Counties Drug/DWI court programs and outpatient CSTAR. Responsibilities include drug court screenings, assessments, intakes, treatment planning, case management, community support, individual and group sessions, providing updates to the drug court team and attending court. Other duties include maintenance of client records.

07/2011 to 10/2012 Gibson Recovery Center, Inc. Sikeston, MO

ADA Counselor

- ADA outpatient counselor working with the Mississippi/Scott County Drug Court, CSTAR and ATR clients. Responsibilities included screenings, assessments, intakes, treatment planning, case management, community support, drug screens, individual and group sessions. Maintaining client records.

09/2009 to 07/2011 Family Counseling Center, Inc Kennett, MO

ADA Counselor

- Currently an ADA counselor working as the outpatient counselor at Stapleton Center in Hayti, MO. Previously worked with the Mississippi/Scott County Drug Court including Adult, Family and Juvenile. ADA counselor for Women's Outpatient CSTAR. I am a Certified Reciprocal Alcohol Drug Counselor and a Certified Compulsive Gambling Counselor. Responsibilities including assessment, intakes, case management, community support, treatment planning, individual, group sessions (both educational and counseling), conducting drug screens, and maintaining accurate and up-to-date charts on clients.

01/2007 to 09/2009 Gibson Recovery Center Cape Girardeau, MO

ADA Counselor

- Worked several locations at different times including Dexter, Malden and Kennett. At time of employment was RASAC II. Job duties including working with clients who were on probation or parole both Federal and State. Responsibilities included including assessment, intakes, case management, community support, treatment planning, individual, group sessions (both educational and counseling), conducting drug screens, and maintaining accurate and up-to-date charts on clients.

Education

**03/2006 to 12/2013 Liberty University Lynchburg, VA
Bachelors Degree in Psychology**

**01/2005 to 12/2005 Three Rivers Community College Poplar Bluff,
MO**

Working on Bachelors for Psychology

Certifications

CRADC – Certified Reciprocal Alcohol Drug Counselor

CCGC – Certified Compulsive Gambling Counselor

SQP – SATOP Qualified Professional

Liberty University

The Board of Trustees upon the recommendation of the Faculty hereby confers upon

Teresa Ann Spillers

the degree of
Bachelor of Science
Psychology

with all the rights, honors and privileges thereto appertaining.
In witness whereof, the seal of the University and the signatures of the officers are hereunto affixed.

Given at Lynchburg, Virginia on this 13th day of December, 2013.

Cum Laude



Ray F. Schell
Chancellor/President

James P. News
Chairman of Board of Trustees

Paul L. Coburn
Provost

Hereby Certifies that

Teresa A. Spillers

has met the standards and qualifications required of a
Certified Compulsive Gambling Counselor
as determined by the Credentialing Board.

Cliff Johnson

President

Expiration Date 10/31/2014

Above is a 5x7 mini certificate to be displayed with your large certificate. This mini certificate indicates your renewal/expiration date. This certificate will be replaced after each renewal.

No. 7168

Missouri Substance Abuse Professional Credentialing Board

Hereby certifies that

Teresa A. Spillers

has met all the standards and qualifications required of a gambling counselor as determined by the Credentialing Board and is hereby conferred the title of
Certified Compulsive Gambling Counselor
Awarded on 1/1/2018

Cliff Johnson
President
Alicia Osenberger
Secretary

Copied From Original
Verified by: *K. Langston*
Date: 3-6-13

Johnna McCrary

Clinical Therapist

WORK EXPERIENCE

Co-Occurring Disorders Therapist

Family Counseling Center - Kennett, MO - April 2010 to ~~May 2013~~ ^{present}

Provide individual therapy, group education, treatment plan development, and process groups for individuals with substance abuse and mental disorders. Complete Bio-Social Assessments, Annual Assessments and Brief Evaluations for adults and children in the Comprehensive Psychiatric Rehabilitation Program. Have experience working with Department of Corrections Outpatient and Residential Treatment consumers who have addictions and mental health issues. Have extensive knowledge of DSM IV and diagnostic impressions, along with Global Affect Functioning rating.

Adjunct Faculty Member

Three Rivers Community College - Kennett, MO - August 2010 to December 2011

Taught General Sociology as an Adjunct Faculty Member

Adjunct Faculty Member

Arkansas Northeastern College - Blytheville, AR - June 1996 to January 2010

Taught General Psychology and Sociology

Therapist/Counselor

Pemiscot Memorial Health Systems - Hayti, MO - September 2008 to August 2009

Completed an internship Post Master's Degree in providing education and mental health services for Diabetic consumers in the Diabetic Education Program, then completed my internship providing mental health counseling to clients in the behavioral health unit. Conducted Psycho-social assessments, leisure assessments, depression screenings and provided group process and activity groups for geriatric consumers and adult consumers, age 18 to 55 years of age.

School Guidance Counselor

Pemiscot County Technical and Vocational School - Hayti, MO - August 2004 to May 2008

Assisted students with college applications, financial aid, resumes and employment portfolios
Conducted small group counseling workshops in the areas of academic, personal, and career development
Planned and implemented job fairs and industrial tours for students
Implemented and followed Missouri Comprehensive Guidance Curriculum
Maintained and reported student achievement data to the Missouri Department of Elementary and Secondary Education

County Coordinator for the Pemiscot Co. 21st Century Community

Pemiscot County Career and Technology Center - Hayti, MO - October 2001 to August 2004

October 2001- August 2004

Coordinated after school instructional activities of the eight school districts in the 21st Century Grant.
Maintained reports and documentation required to administer the grant.
Conducted ongoing evaluation of the grant activities.

Worked collaboratively with district coordinators.

Collaborated with other agencies and partners in the county-wide project

Hosted and conducted professional development activities for after school staff. Pemiscot County Special School District, Hayti, Missouri

School Based Social Worker

Hayti R-2 School District - Hayti, MO - November 1999 to October 2001

EDUCATION

M.A. in Counseling

Southeast Missouri State University - Cape Girardeau, MO
2001 to 2003

M.S. in Human Services

Murray State University - Murray, KY
January 1989 to January 1991

B.S. in Political Science

Murray State University - Murray, KY
January 1985 to January 1989

ADDITIONAL INFORMATION

Licensed Professional Counselor/State of Missouri

Recognized Associate Substance Abuse Counselor (RASACII)

National Certified Counselor (National Board of Certified Counselors)

Certified School Guidance Counselor K-12

Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2009017152

JOHNNA S MCCRARY

Lucie French
EXECUTIVE DIRECTOR

James A. Parker
DIVISION DIRECTOR

Copied From Original
Verified by: *W. Hargett*
Date 6-10-13

Linda Christian, MS, LPC, CRAADC, CJJP

Education	2002 – 2004 (Southwest) Missouri State University MS, Community Agency Counseling
	1999 – 2002 Drury University BS, Psychology/Sociology
License/ Certification	License Professional Counselor (LPC) Certified Reciprocal Advanced Alcohol & Drug Counselor (CRAADC) Certified Criminal Justice Addictions Professional (CCJP)
Professional Memberships	Missouri Addiction Counselors Association (MACA)
Professional Trainer	MACA Conference Fall 2007: Family Counseling MSAPCB Fall 2007: Family Counseling MACA Conference Spring 2008: Recruiting New Counselors Dept of Corrections: Therapeutic Community MACA Conference Fall 2008: Therapeutic Community MACA Conference Fall 2010: Working with Criminal Offenders MACA Conference Fall 2012: Therapeutic Community Basic Concepts and Outcomes
Professional Experience	2013 – Present Family Counseling Center Diagnostician <ul style="list-style-type: none">▪ Provide intake and assessment services to referred prospective clients▪ Maintain clinical records in accordance with A.D.A. and legal requirements 2009 – 2013 Gateway Foundation, Inc. Ozark Correctional Center Substance Abuse Professional/Clinical Supervisor <ul style="list-style-type: none">▪ Provide supervision for counselors, ensure credentialing is current▪ Facilitate continuing education classes for counselors▪ Responsible for audit files, both active and discharged▪ Supervise Internship Program for local Universities▪ Responsible for Therapeutic Community Structure▪ Liaison with other departments (DOC, mental health, medical, etc.) for targeted treatment for clients▪ Oversee Co-Occurring Program 2008 – 2009 Gateway Foundation, Inc., Ozark Correctional Center Substance Abuse Professional/ Counselor III <ul style="list-style-type: none">▪ Provide intake and assessment services to referred prospective clients▪ Development, implementation, and revisions of assigned clients' individualized treatment plans, and discharge and aftercare plans▪ Prepare comprehensive case evaluation, discharge summary and other required reports▪ Provide individual and small group counseling▪ Facilitate educational classes on addiction, anger and stress management, etc.▪ Counsel individuals and small groups with dual diagnosis issues in addiction▪ Maintain clinical records in accordance with A.D.A. and legal requirements▪ Facilitate continuing education classes for counselors▪ Provide supervision for new counselors in training▪ Substitute Day Shift Supervisor

2007 –2008 Kansas City Community Center, Ozark Correctional Center

Substance Abuse Professional

- Provide intake and assessment services to referred prospective clients
- Development, implementation, and revisions of assigned clients' individualized treatment plans, and discharge and aftercare plans
- Prepare comprehensive case evaluation, discharge summary and other required reports
- Provide individual and small group counseling
- Facilitate educational classes on addiction, anger and stress management, etc.
- Counsel individuals and small groups with dual diagnosis issues in addiction
- Maintain clinical records in accordance with A.D.A. and legal requirements
- Provide supervision for new counselors in training
- Facilitate continuing education classes for counselors

2006 – 2007 Family Counseling Center, Inc., West Plains, MO

Substance Abuse Professional/Counselor & Clinical Supervisor

- Provide intake and assessment services to referred prospective clients
- Development, implementation, and revisions of assigned clients' individualized treatment plan, discharge and aftercare planning
- Provide individual counseling, group counseling, and group education
- Maintain clinical records in accordance with A.D.A. and legal requirements
- Provide family counseling in the form of individual and group counseling, group education, treatment planning, discharged planning with clients and families
- Supervised Drug Court Counselors; attending court and working with clients
- Supervised both Inpatient and Outpatient Counselors
- Develop and present in-house training for counselors and treatment technicians
- Liaison for clients and families with community resources

2002 – 2006 Kansas City Community Center, Ozark Correctional

Substance Abuse Professional

- Provide intake and assessment services to referred prospective clients
- Development, implementation, and revisions of assigned clients' individualized treatment plan, discharge and aftercare planning
- Provide individual counseling, group counseling, and group education
- Counsel individuals with dual diagnosis issues in addiction with individual and group counseling sessions
- Maintain clinical records in accordance with A.D.A. and legal requirements

Family Therapist

- Provide individual and group counseling, group education, treatment planning, discharged planning with clients and families
- Maintain client records in accordance to policy and standards
- Handle in-coming calls and inquiries made by family members
- Liaison for clients and their families with community resources

1971 – 1998 U. S. Navy (Retired)

Navy Counselor

- Counseled enlisted personnel and families for drug and alcohol intervention and personal struggles.
- Administered, scored, and recorded results of vocational preference and aptitude tests; read physicals and compared results of vocational preference and aptitude tests.
- Interviewed, advised, and counseled civilian and enlisted personnel
- Liaison for military personnel for civilian resources and helping civilian resources work with military personnel, families, and commands.

Southwest Missouri State Normal University
upon the nomination of the faculty and by the
authority of the Board of Governors has conferred upon

Timothy J. Christian
the degree of

Master of Science
Counseling

Given under the Seal of the University at Springfield, in the
State of Missouri, on the thirtieth day of July, in
the year One Thousand and four.

Paulina Gunn
President, Board of Governors



John H. Yeisod
President of the University

State of Missouri

Division of Professional Registration
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2005030618
LINDA JEAN CHRISTIAN

LINDA JEAN CHRISTIAN

Copied From Original

Verified by: R. K. Hensel

Date: 5-16-13

State of Missouri

Department of Insurance, Financial Institutions and Professional Registration
Division of Professional Registration
Committee for Professional Counselors
Licensed Professional Counselor

VALID THROUGH JUNE 30, 2015
ORIGINAL CERTIFICATE/LICENSE NO. 2005030618

LINDA JEAN CHRISTIAN

Lou Hensel
EXECUTIVE DIRECTOR

Jan A. Packer
DIVISION DIRECTOR

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION

Comes now Shawn Sando as Chief Clinical Officer first being
duly sworn on my oath

(NAME)

(OFFICE HELD)

affirm Family Counseling Center, Inc. is enrolled and will continue to participate in a
federal work

(COMPANY NAME)

authorization program in respect to employees that will work in connection with the contracted services

related to OCSA-14-042 for the duration of the contract, if awarded, in accordance with

(RFP NUMBER)

RSMo Chapter 285.530 (2). I also affirm that Family Counseling Center, Inc. does not

and will not knowingly

(COMPANY NAME)

employ a person who is an unauthorized alien in connection with the contracted services related to

OCSA-14-042 for the duration of the contract, if awarded.

(RFP NUMBER)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).

[Signature]
Signature (person with authority)

Shawn Sando
Printed Name

Chief Clinical Officer
Title

3/17/2014
Date

Subscribed and sworn to before me this 17th of March, 2014. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Dunklin, State of
(NAME OF COUNTY)

Missouri, and my commission expires on November 20, 2015.
(NAME OF STATE) (DATE)

Julie S. Nevill
Signature of Notary

3-17-2014
Date

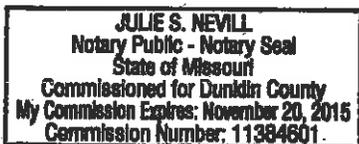


EXHIBIT D

MISCELLANEOUS INFORMATION

Outside United States

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes _____	No <u> X </u>
Describe and provide details:		

EXHIBIT E

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds 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 or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Myra Callahan, Chief Executive Officer

Name and Title of Authorized Representative

Myra Callahan, CEO

Signature

3-17-2014

Date