

## Exhibit A

STATE OF NORTH CAROLINA

COUNTY OF GUILFORD

**MEMORANDUM OF UNDERSTANDING (MOU)**

THIS AGREEMENT is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between, the **Children’s Law Center of Central North Carolina; City of Greensboro**, a municipal corporation of the State of North Carolina, hereinafter “CITY,” acting by and through its governing body, the CITY Council, solely and on behalf of its **Police Department; Moses H. Cone Memorial Hospital Operating Corporation**, on behalf of its Forensic Nursing Program; **Corporation of Guardianship; Elon University School of Law; Family Services of the Piedmont, Inc.; Guilford County Clerk of Superior Court; Guilford County District Attorney’s Office;” Guilford County**, a body politic and corporate of the State of North Carolina, hereinafter “COUNTY,” acting by and through its governing body, the Guilford County Board of Commissioners, solely and on behalf of its **Sheriff’s Office, Department of Health and Human Services and Family Justice Center; Legal Aid of North Carolina, Inc.; North Carolina A&T State University** on behalf of its Center for Behavioral Health and Wellness; **Piedmont Triad Regional Council Area Agency on Aging;** and the **University of North Carolina at Greensboro**, collectively referred to as the “PARTNERS.”

WITNESSETH:

**WHEREAS**, community stakeholders in Guilford County have worked diligently to develop a “one-stop-shop” for victims of domestic violence, sexual assault, child maltreatment, and elder abuse in an effort to bridge service gaps and address common barriers faced by victims; and

**WHEREAS**, the mission of the FJC is to empower family violence victims to live free from violence and abuse and hold offenders accountable by providing easily accessible, coordinated, and comprehensive services in a single location; and

**WHEREAS**, the vision guiding the FJC is to protect the vulnerable, stop the violence, restore hope, and make the Guilford County community safer; and

**WHEREAS**, the FJC will bring together agencies throughout Guilford County in a partnership effort to provide victims of domestic violence, sexual assault, child maltreatment and elder abuse with increased support and easier access to resources through a co-location collaborative effort; and

**WHEREAS**, the FJC integrates a three pronged approach to addressing issues of family violence by connecting law enforcement, prosecution, and community based and social service engagement; and

**WHEREAS**, this Memorandum of Understanding (MOU or Agreement) sets forth the basic terms under which the PARTNERS listed herein agree to provide services to and participate in the FJC.

**NOW, THEREFORE**, in consideration of the premises and fulfillment of the terms of this MOU, the PARTNERS hereby agree as follows:

1. The PARTNERS hereby agree, except to the extent that any such PARTNER listed herein is restricted by federal law, state law/rules, or policy, to pledge the resources and assistance to initiate and implement a successful program as described in the partner commitment section of this MOU, including the sharing of information through a system of signed client releases.
2. The PARTNERS agree to adhere to the roles and responsibilities as stated below, abide by the FJC operations manual, and hereby enter into this MOU by supporting the goals and objectives of the FJC,

including participating in short-term and long-term strategic planning focused on the development and sustainability of the FJC.

3. The PARTNERS acknowledge and agree that if appointed to serve as a member of any Board, Team, or Committee of the FJC, such member shall adhere to the guidelines and meet the expectations established by the FJC's organizational structure. The initial organizational structure is attached hereto as Attachment "A" and incorporated by reference.
4. The PARTNERS agree to adhere to the roles, commitments and responsibilities set forth below:

**Children's Law Center of Central North Carolina**

Provide personnel to be housed at the FJC including:

- One (1) Staff Attorney on-site one day per week

Services provided will include:

- Legal advocacy for children in civil domestic violence cases when appointed by the Court as a Guardian *ad Litem*;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**City of Greensboro:**

Services provide include:

- Promote FJC services within the community;
- Provide parking to FJC partners and clients for free or at a reduced rate as a outlined in the Partnership Agreements;
- Dedicate staff and resources in other necessary and appropriate ways as determined by the City in collaboration and coordination with the FJC Director;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer citizens or other community partners to the FJC, when appropriate.

**Moses H. Cone Memorial Hospital Operating Corporation:**

Provide personnel to be housed at the FJC including:

- One (1) Sexual Assault Nurse Examiner ("SANE") on-site as needed

Services provided include:

- Professional forensic medical exams for domestic and sexual violence, which includes evidence collection and documentation;
- Follow-up care and treatment, when appropriate;
- Assistance with referrals and information for on-going medical care, treatment, and health services;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Corporation of Guardianship:**

Services provided will include:

- Provide community outreach and education on a variety of topics related to protecting the rights of vulnerable adults, including elder abuse awareness and prevention;
- Participate in the elder justice interdisciplinary committee meetings to address elder abuse issues in the community;

- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Elon University School of Law:**

Services provided include:

- Participate in educational programming related to elder abuse awareness;
- Free legal services to qualified low-income Guilford County seniors through the Elder Law Clinic;
- Participate in elder justice interdisciplinary committee meetings to address elder abuse issues in the community;
- Identify internship/volunteer opportunities for students, as well as other personnel and university resources that may be connected with the FJC to support its mission and services;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Family Services of the Piedmont, Inc.:**

***Greensboro Children's Advocacy Center:***

Provide personnel to be housed at the FJC including:

- One (1) Child Victim Advocate on-site
- One (1) Forensic Interviewer on-site
- One (1) Program Coordinator on-site

Services provided include:

- Coordinate victim advocacy and support services provided to child victims/witness and their non-offending caregivers;
- Crisis intervention and support to child victims and non-offending caregivers throughout the stages of investigation and prosecution;
- Information regarding the dynamics of child abuse/neglect/witness to violence;
- Assist in accessing victims' rights as outlined by law, including Victims' Compensation;
- Assist in obtaining protection orders;
- Court preparation, support and accompaniment;
- Assist with Victims Impact Statements and the Address Confidentiality Program;
- Child safety and domestic violence risk assessments;
- Assist with access to mental health treatment and other services;
- Referrals to medical provider for Sexual Assault Forensic Exams and Child Medical Exams;
- Coordinate multidisciplinary case reviews with appropriate partners as governed by agency accreditation standards;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

***Victim Services:***

Provide personnel to be housed at the FJC including:

- Two (2) Adult Victim Advocates on-site

Services provided include:

- Community and victims' access to a 24-hour Crisis Line;
- Crisis intervention services including supportive counseling, advocacy, and follow-up; and
- Conduct needs assessments for victims;

- Information and referral for needed services such as food, clothing, shelter, mental health and substance abuse treatment, support groups etc.;
- Assess clients for safety and assist with safety planning;
- Contact individuals through the intervention process to provide victims with information on Federal and NC Victim's Rights;
- Assist victims in filing for NC Crime Victims' Compensation;
- Make referrals to Legal Aid for clients in need of legal services and provide assistance in accessing the legal system. Offer continued communication and support throughout the legal process;
- Serve as a key liaison between victims, the court system and law enforcement;
- Assist in preparation and accompaniment for victim-related appointments and court proceedings with an emphasis on safety concerns;
- Respond with law enforcement on high lethality cases;
- Maintain contact with Criminal Justice agencies;
- At the direction of the client, through the use of a system of signed releases, share all relevant case information with other partner agencies as is agreed upon for the good of the client;
- Attend interagency meetings, trainings and workshops pertinent to advocacy services; and
- 24/7 On call sexual assault hospital accompaniment;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Greensboro Police Department:**

Provide personnel to be housed at the FJC including:

- One(1) Sergeant
- One (1) Corporal
- Eight (8) Detectives
- Two (2) Family Victim's Unit Support Staff

Services provided include:

- Participate in the enforcement, apprehension, and prosecution of domestic violence offenders while collaborating with other law enforcement agencies and prosecutors;
- Investigate criminal allegations of domestic violence, sex crimes, and child victim crimes in accordance with the Greensboro Police Department's mission statement;
- Dedicate law enforcement services, including specialized advocacy and safety services through the department's Family Victim's Unit;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Guilford County Clerk of Superior Court**

Services provided include:

- Provide state legal forms for Domestic Violence Protective Order (DVPO) complaints (English and Spanish) as provided by NC Administrative Office of the Courts;
- Accept Ex-Parte Domestic Violence Protective Orders filed;
- Execute the administrative tasks and duties involved in processing the case through the courts and provide that information back to FJC and law enforcement agencies;
- Work to expedite the process for victims with prompt filing of petitions to improve victim safety;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Guilford County Department of Health and Human Services:**

***Adult Protective Services:***

Provide personnel to be housed at the FJC including:

- One (1) Adult Protective Services social worker on-site

Services provided include:

- Services in accordance with the state guidelines which includes services such as adult case management, foster care placement and housing, assistance with access to medical services, and information and referrals to community resources for qualified individuals;
- Representative Payee Services which includes financial management of SSA/SSI funds for adults who have been determined by the Social Security Administration as being incapable of managing their own benefits;
- Case management for disabled adults which assist them in locating, managing, and linking to existing resources to meet their essential needs;
- Respond to reports of adult abuse, neglect, and/or dependency according to General Statutes;
- Coordinate with law enforcement and advocacy service providers in regards to reports of domestic violence and sexual assault;
- Refer adults and families to appropriate community resources;
- Participate in interdisciplinary team meetings to address elder abuse issues in the community;
- Establish appropriate protocols regarding implementation of ex parte orders, protective service orders, involuntary commitments, administrative search warrants, guardianship petitions and procedural protocol to expedite financial exploitation per Senate Bill SB140;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

***Child Protective Services:***

Provide personnel to be housed at the FJC including:

- One (1) Child Protective Services Social Worker on-site

Services provided include:

- Respond to reports of child abuse, neglect, and/or dependency according to General Statutes
- Coordinate with law enforcement and advocacy service providers in regards to reports of domestic violence and sexual assault;
- Refer children and families to appropriate community resources;
- Conduct Child and Family Team Meetings (CFT) for the purposes of safety planning, case planning, case closure and referrals;
- Assist victims with benefit eligibility and applications for assistance for services such as employment services, other supportive services, child support services, Medicaid, and Work First, child care assistance, food stamps, crisis intervention program (CIP), low-income energy assistance program (LIEAP), and North Carolina Health Choice;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Guilford County Family Justice Center:**

Provide personnel to be housed at the FJC including:

- One (1) Program Director
- One (1) Intake Specialist/FJC Navigator
- One (1) Administrative Assistant

Services provided include:

- Operational management and oversight of the FJC, including administering and tracking contractual agreements and grants as needed;
- Technical assistance to on-site FJC partners;
- Coordinate screening and client referral processes for FJC clients to appropriate partners and resources;
- Encourage and facilitate collaboration and community amongst FJC partners, which includes holding partner meetings and trainings as needed or requested;
- Ensure transparent communication and adherence to confidentiality policies and operational procedures as outlined in the FJC Operations Manual;
- Create and modify computerized database and tracking forms to generate statistical information regarding FJC services and outcomes;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Guilford County District Attorney's Office:**

Provide personnel to be housed at the FJC including:

- One (1) Victim Witness Assistant on-site as needed
- One (1) Assistant District Attorney on-site as needed

Services provided will include:

- Interview witnesses, provide information about the court process and status of cases;
- Refer to and work cooperatively with other community partners, particularly victim service organizations, to ensure the safety of victims and to hold offenders accountable;
- Determine the criminal history of defendants through use of local, state, and national criminal history databases;
- Review warrants, insuring legal sufficiency and the inclusion of all necessary witnesses;
- Gather reports and other information that will be needed to prepare cases;
- Disseminate information to local, state, and federal law enforcement as needed to support investigations and prosecution of domestic violence and sexual assault related charges;
- Hold domestic violence and sexual assault offenders accountable through Court, Probation and Parole and other agencies concerned with victim safety at the FJC;
- Serve as a resource and reporting agent for advocates and other partners at the FJC;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer FJC clients to other community partners as needed.

**Guilford County Division of District Court:**

- Support the collaborative concept of the FJC;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer citizens or other community partners to the FJC, when appropriate.

**Guilford County Government:**

Services provide include:

- On-going financial support and commitment to the efforts of the FJC;
- Provide the space for the FJC located on the 2<sup>nd</sup> floor of 201 S. Greene St., which includes the provision of on-going maintenances and operational expenses at no costs to the FJC partners;
- Dedicate staff and resources in other necessary and appropriate ways as determined by the County;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse;
- Refer citizens or other community partners to the FJC, when appropriate.

**Guilford County Sheriff's Office :**

Provide personnel to be housed at the FJC including:

- One (1) Sergeant
- One (1) Master Corporal
- Three (3) Deputies

Services provided include:

- Serve protective orders (50B and 50C) as issued by the Court;
- Participate in the enforcement, apprehension, and prosecution of domestic violence offenders while collaborating with other law enforcement agencies and prosecutors;
- Target offenders of domestic violence through the Guilford County Sheriff's Office Domestic Violence Intervention Program (DVIP) Task Force and work to hold offenders accountable for their crime(s);
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse; and
- Refer FJC clients to other community partners as needed.

**Legal Aid of North Carolina, Inc.:**

Provide personnel to be housed at the FJC including:

- One (1) Staff Attorney on-site one day per week or as needed

Services provided will include:

- Legal consultation and representation to qualified victims in appropriate civil legal actions;
- Coordinate with the Guilford County District Attorney's office when clients' civil protective order and criminal cases overlap to insure the efficient prosecution of both proceedings;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse; and
- Refer FJC clients to other community partners as needed.

**North Carolina A&T State University's Center for Behavioral Health and Wellness:**

Provide personnel to be housed at the FJC including:

- CRI Advocates on-site as needed (estimated to rotate 2-3 advocates)

Advocacy services provided include:

- Trauma-informed advocacy services with a focus on empowerment in order to support children and families toward safety and wellness;
- Safety assessment and crisis planning;
- Psycho-education about common reactions to trauma;
- Information and referrals to mental health and/or substance abuse providers, community resources, and support group services, as requested;
- Assist victims with navigating advocacy and support services;
- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse; and
- Refer FJC clients to other community partners as needed.

**Piedmont Triad Regional Council Area Agency on Aging:**

Services provided will include:

- Education and prevention on elder abuse services to the community, as requested
- Develop, implement, coordinate, and administer federal, state and local funds for aging services in 12 counties;
- Advocacy on behalf of residents in nursing homes and assisted living facilities who feel that their rights have been violated;
- Participate in elder justice interdisciplinary committee meetings to address elder abuse issues in the community;

- Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse; and
- Refer FJC clients to other community partners as needed.

**The University of North Carolina at Greensboro:**

Services provided will include:

- Education and prevention services to the community, as requested;
  - Identify internship/volunteer opportunities for students, as well as other personnel and university resources that may be connected with the FJC to support its mission and services;
  - Support FJC partners on research and evaluation needs, when appropriate;
  - Participate in FJC partner meetings and network with all participating FJC agencies in a collaborative effort to reduce domestic violence, sexual assault, child maltreatment, and elder abuse; and
  - Refer FJC clients to other community partners as needed.
5. The terms and conditions of this Agreement may only be modified or amended with a written Contract Amendment executed by the PARTNERS.
  6. This Agreement may only be terminated as to any party, by that party's corporate dissolution or written notice to each of the other parties sixty (60) days prior to the requested termination.
  7. If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the PARTNERS intention. All remaining provisions of this Agreement shall remain in full force and effect.
  8. The PARTNERS agree that each party will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party. The PARTNERS agree to indemnify and hold the COUNTY its officers, employees, agents, and contractors harmless against any and all liabilities and losses of whatever nature including, without limitation, the payment of any costs and attorney fees arising from or in connection with this Agreement.
  9. By entering into this Agreement, the PARTNERS do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.
  10. This Agreement, including the Exhibits and/or Attachments, if any, sets forth the entire Agreement between the PARTNERS. All prior conversation or writings between the PARTNERS hereto or their representatives are merged within and extinguished.
  11. The PARTNERS agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina.

















**GUILFORD COUNTY**

ATTEST:

\_\_\_\_\_  
COUNTY MANAGER                      Date

\_\_\_\_\_  
Clerk to Board                                      Date

(COUNTY SEAL)

DEPARTMENT REPRESENTIVES:

\_\_\_\_\_  
BJ Barnes                                      Date  
Sheriff of Guilford County Sheriff's Office

\_\_\_\_\_  
Joe Raymond, Director  
Guilford County Department of Health and Human Services

\_\_\_\_\_  
Catherine H. Johnson, Director  
Guilford County Family Justice Center









**ATTACHMENT "A"**

**INITIAL ORGANIZATIONAL STRUCTURE**

**Executive Partner Team** – Chaired by the FJC Director and made up of one representative (or their designee) of each key partner working to ensure the success of the FJC. The purpose of the Executive Partner Team is to provide overall governance to the FJC, to set policy related to the FJC, and to resolve all issues presented by the Working Partner Team. The Executive Partner Team will also provide updates regarding the overall functioning and impact of the FJC as well as make recommendations to the Advisory Board as needed. The Executive Team ensures the roles of all member agencies are clearly defined and that the services are well-coordinated to achieve the mission of the FJC. Executive Partner Team shall meet at least quarterly, and will have no responsibility or authority over FJC personnel.

**Working Partner Team** – Chaired by the FJC Director and made up of at least one representative (or their designee) of each partner working (either full or part time) at the FJC. All providers working at the FJC are considered a member of the Working Partner Team. The purpose of the group is to work with the FJC Director to manage the day-to-day operations and functions of the FJC. Issues and recommendations made by the Working Partner Team will be brought by the FJC Director to the Executive Partner Team, when needed. Working Partner Team shall meet at minimum monthly. This team shall have no responsibility or authority over personnel or contracts