

State of Texas
Office of the Attorney General
Access & Visitation

Respondent: Lubbock County

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Section I: Qualifications

History

The Office of Dispute Resolution (ODR) began as the Dispute Resolution Center in 1985. Lubbock County Commissioners contracted with the South Plains Association of Governments (SPAG) to manage the County's delivery system. In 2003, Commissioners, at the request of the Lubbock County Board of Judges, terminated the arrangement with SPAG and created a department within the County structure under the supervision of the Board of Judges. This action made Lubbock County the first to have an alternative dispute resolution (ADR) department accountable to judges. In 2006, the judges and Commissioners' Court authorized the creation of a Domestic Relations Office (DRO) and made these functions part of the ODR. Thus, Lubbock became the only county having one department designated as the Texas Civil Practice and Remedies Code Chapter 152 and Texas Family Code Chapter 203 provider.

The uniqueness of being a County department accountable to the judges and the combination of services has allowed the department to establish and maintain a variety of relationships. In addition to the judiciary, the department relies on an advisory board which consists of local attorneys, law professors, judges, law enforcement, and other members of the community to ensure policies and procedures are in line with the law and needs of the community. Other relationships include the department director serving as an adjunct professor for the Texas Tech University School of Law and a board member of the Texas Association for Domestic Relations Offices, the assistant director being an officer for the Crime Victim Coalition of West Texas and a board member of the Texas Victim Services Association, and the department being a member of the Supervised Visitation Network.

Accessibility to Texas Tech University has proven itself invaluable. Faculty and students from the Positive Youth Development (PYD) Lab in the College of Human Sciences gathered data from departmental intake forms received for family mediations and were able to quantify it. A poster presentation was given at the American Society of Criminology in 2022. The department has received funding from the Texas Bar Foundation to develop a parenting handbook and a short video for the supervised visitation program that integrates parenting skills and program orientation information. Data of supervised visits was gathered by students and faculty from the PYD Lab and used in developing the handbook, which is in its final stages. The orientation video should be completed mid-year. In addition to the handbook, the data was presented at the American Society of Criminology in 2023.

These relationships and the creative structure of ODR gives the department the capacity to fulfill various needs within the community.

Staff

The primary staff working with this program will include the Department Director, Assistant Director, Intervention Coordinator, Assistant Intervention Coordinator, and Supervised Visitation staff. Attachment A contains the departmental Organization Chart.

The Department Director, Gene Valentini, has been involved with ODR since inception and has been the director since 1989. His responsibilities will primarily consist of the overall supervision of the program and grant management. The vita can be seen in Attachment B.

The Assistant Director, Kristi Thompson, has been with the department since 2007. Her responsibilities, in addition to overall supervision, will be grant management. The resume can be seen in Attachment C.

The Intervention Coordinator, Shannon Gallegos, has been with the department since 2010. Her responsibilities will include the coordination of services, including assignment of contract service providers (i.e. attorneys, evaluators, parent coordinators/facilitators). The resume can be seen in Attachment D.

The Assistant Intervention Coordinator, Judy Blair, has been with the department since January 2023. Her responsibilities will include assisting the Intervention Coordinator with coordination of services along with providing direct Supervised Visitation services. The vita can be seen in Attachment E.

In addition to the Intervention Coordinator and Assistant Intervention Coordinator, the direct service providers for the Supervised Visitation program include two more staff members and one “by appointment” monitor. The two staff members are Emilia “Estela” Salazar and Amy Sanders. The monitor is Shoshannah Bobritsky. The resumes for each of these service providers can be seen in Attachments F to H.

Subcontractors

The intent is to utilize professionals on an as needed, by appointment, basis for services that require specific credentials or specializations that staff does not have. These professionals could include licensed attorneys, social workers, etc. Relationships with the Texas Tech University, Legal Aid Society of Lubbock, Legal Aid of Northwest Texas, various members of the bar, and other organizations will allow ODR to utilize these professionals as needed. They will be paid on a contract basis similar to attorney appointments through the courts.

Section II: Solution

General Requirements

Current Services

The department provides a range of services authorized by the Board of Judges.

ADR

Currently, by Local Rule, every civil and family case filed in Lubbock County is ordered to ODR. Cases are monitored to assure compliance with the order for mediation. Therefore, the foundation is established to be engaged with family litigation as soon as a filing is answered. While over 50% of the family litigation in Lubbock County relates to IV-D, this population is not currently part of the mandatory procedures followed by the District Courts and County Courts-at-Law, unless there is a dispute on other family aspects of the suit or a modification is pending.

Lubbock County is the certified mediation provider for the State of Texas. The marketing name for this service is Texas Rural Mediation Services™ (TRMS). The service began in 2000 after Governor George W. Bush selected ODR to be his designee and USDA concurred. Funding for the statewide mediation service is provided by USDA and federal law provides a range of issues (agricultural and rural) that can be mediated.

Other ADR appointments include complaints filed with the United States Department of Justice regarding the Americans with Disabilities Act, a variety of disputes from the Better Business Bureau, citizen requests (i.e. neighbor complaints), and contract disputes in which ODR is designated as the ADR provider within the contract.

Under the marketing name of Dispute Resolution Training Institute™ (DRTI), the department provides Basic Mediation Training, Family Mediation Training, Guardianship Mediation Training, and typically 15 to 20 hours of continuing education annually. Periodically, these courses are available in various parts of Texas, in person and virtually. As mentioned previously, the Director also serves as an adjunct professor of the ADR Clinic at Texas Tech University School of Law.

DRO

Lubbock County's DRO provides a range of services authorized by Texas Family Code Chapter 203. Unfortunately, funding limitations have historically hindered the expansion or growth of these services. Currently, the following services are offered under the DRO umbrella:

1. Mediation
2. Adoption evaluations
3. Supervised visitation
4. Community supervision (private and through contract with OAG)
5. Friend of the Court

To a limited degree, additional services, such as limited scope custody evaluations and self-help workshops have been provided.

All services for Lubbock Courts are provided within the County. However, some services, such as mediation, supervised visitation, and evaluations are utilized by individuals from outside the County. For example, parents (NCPs) have come from Houston, Dallas, Albuquerque, and elsewhere to visit their children at the supervised visitation facility. Lubbock County provides the only court-managed supervised visitation service in West Texas.

Plan for Providing Services

Lubbock County Judges have expressed interest in expanding services under the DRO statute if funding could be identified to resolve receivable concerns when participants are unable to pay fees. Lubbock strictly complies with Texas Supreme Court Rule 145, thus every service is subject to compliance with the Rule. Funding provided by a contract with the Office of the Attorney General for Texas (OAG), if awarded, would fill this gap. Services would include:

- legal assistance
- supervised visitation
- parenting education, coordination, and facilitation
- mediation; and
- development of parenting plans.

Legal Assistance

This service would be provided by attorneys who have agreed to provide the service as a contractor with ODR. Legal Assistance would be for enforcement, clarification, and/or modification of a current order regarding access and visitation. Funding would cover the attorney's hourly rate and any court costs associated with the service.

Supervised Visitation

Supervised Visitation would include the supervision of visitation between non-custodial parents and their children. Funding would cover the hourly rate for the service.

Parenting Education, Coordination, and/or Facilitation

Parenting Education would include classes provided to parents. Funding would cover the cost of curriculum development. This service would be available in person and virtually.

Parenting Coordination and/or Facilitation services would be provided in accordance with the Texas Family Code. Funding would cover the hourly rate for the Coordinator/Facilitator.

Mediation

Mediation would be provided for parents who request mediation due to being denied access and visitation. Funding would cover the hourly rate for the mediator.

Development of Parenting Plans

Parents would have the option of working with a neutral, most likely a mediator, in developing a parenting plan prior to the entry of a court order.

Plan to for Nonappearance

Currently, communication with parties includes text, email, phone, and regular mail. To assist with appearance, these communication avenues will continue to be used prior to service being provided.

Developing and Maintaining Relationships

As previously mentioned, current relationships are already in place and maintained with the IV-D Courts and the local Child Support Division staff. This relationship has been in place since the first contract for Community Supervision services was established in 2003.

Eligibility Requirements

Anyone can receive services, however the funding that would be provided through the Access and Visitation program would be available to anyone who submits a Supreme Court of Texas Rule 145 Form declaring an inability to pay or have filed an Affidavit for Inability to Pay with the court. Parent education would be provided at no cost for anyone who attends educational events regardless of ability to pay.

Target Population

The target population to receive services under this contract would be parents in Lubbock County who have filed either an Affidavit for Inability to Pay with the court or have filed a Supreme Court of Texas Rule 145 form for the ordered service. Included in the target population are families with child support cases.

Compliance

To ensure compliance with the OAG expectation outlined in the provided Statement of Work, parents requesting services will be required to complete intake forms for staff review. The intake form will include inquiries regarding annual income and child support orders. The anticipation is that, if awarded, funding provided by OAG under this contract will only be used for this target population.

Decrease in Referrals

To address any decrease in referrals, staff will engage in outreach activities with the local courts, the area bar association, and other organizations. Outreach activities may include presentations, meetings, articles, and handouts.

Increased Parenting Time

For purposes of defining “increased parenting time,” ODR will consider any additional access to children as an increase. As part of the intake process, non-custodial parents will be asked how often they currently have access to their children. Depending on which service the NCP is participating in, the amount of time they receive through services (i.e., supervised visitation) or the amount of time ordered by the court (i.e., enforcement) will be measured against the amount of time they were receiving access prior to the department’s intervention.

Parenting Time Education Materials

Domestic Violence Safeguards

Domestic Relations Staff receives family violence training through the partnership with Texas Tech University and other local organizations. In addition, the plan (Attachment I) will be followed.

Section III: Financial Assurance

Funding History

Fiscal year: October 1 st – September 30 th (Department ONLY)				
Year	Private Contributions or Donations	Grant Funds	Public Funds	Total Amount Funded or N/A
2021	\$0	\$146,302.99	\$570,334.63	\$716,637.60
2022	\$0	\$193,865.59	\$626,827.29	\$820,692.90
2023	\$0	\$251,499.75	\$565,811.98	\$817,311.70

Estimated Funding

Source/Program (name all funding sources)	Amount
Filing Fees – supplements all services	\$16,080.00
Service fees for all services excluding supervised visitation & community supervision	\$52,800.00
Supervised Visitation Fees	\$21,600.00
Community Supervision Contract fees from OAG	\$60,000.00
Total Estimated Funding for FFY 2025	\$150,480.00

Section IV: Assumptions and Exceptions

There are no initial assumptions or exceptions.

Section V: Proprietary or Confidential Information

Nothing in this proposal is proprietary or confidential.

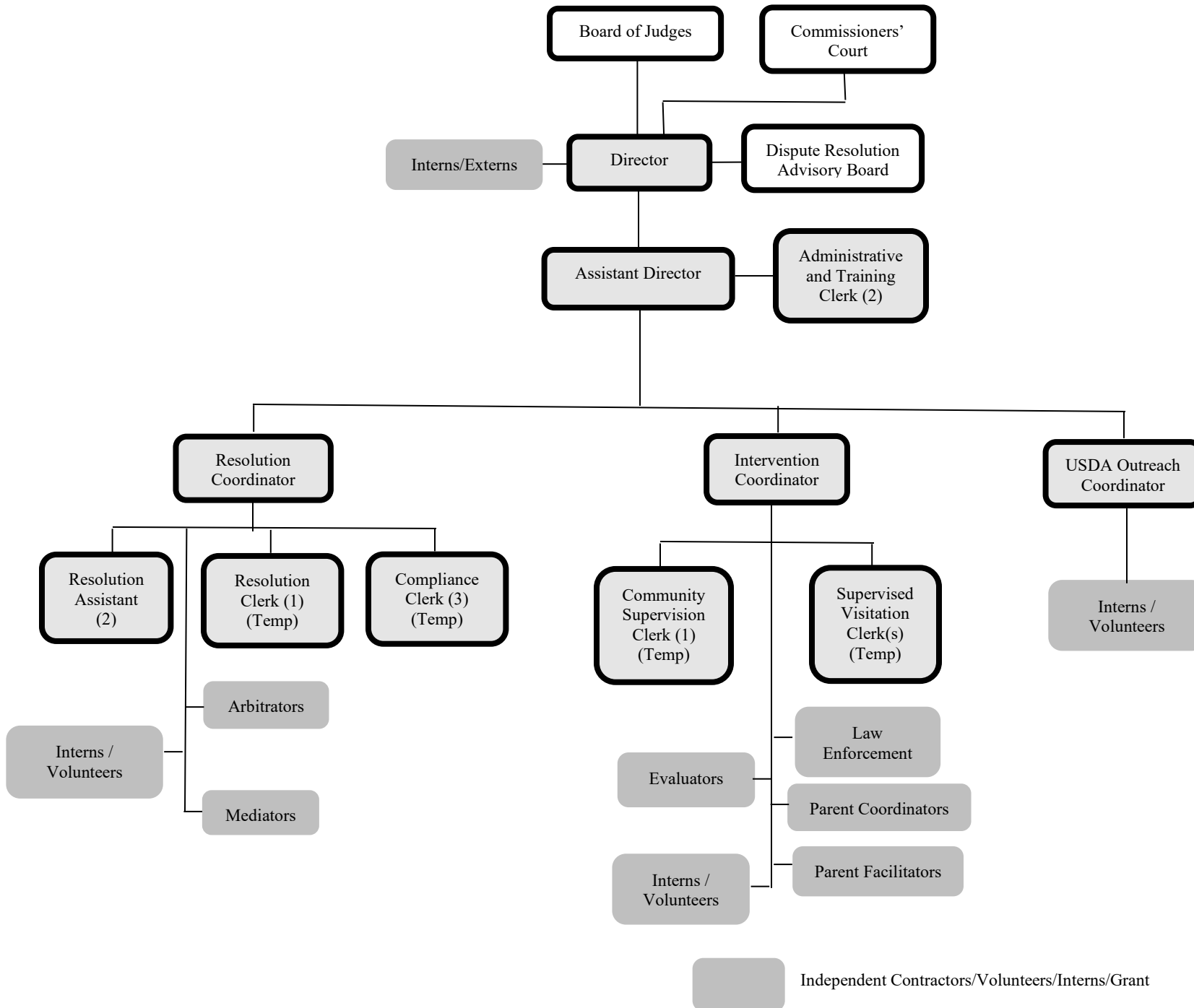
Section VI: Forms

See Attachments J and K.

Section VII: Initial Budget

See Attachment L.

Office of Dispute Resolution for Lubbock County



D. GENE VALENTINI

Vita

- EDUCATION:** M.A., University of Tulsa
B.A., California State University, Chico
- EMPLOYMENT:** Director – Office of Dispute Resolution-Lubbock County
- TEACHING:** Adjunct Professor, Texas Tech University School of Law
- SELECTED PRESENTATIONS/WORKSHOPS:**
- 2014 Criminal Justice Planners Meeting, Correctional Management Institute of Texas (Huntsville, TX)
- 2012 Shared Solutions Summit, Texas Judicial Council (Austin, TX)
- 2012 Juvenile Case Managers Conference, Texas Municipal Courts Education Center (Austin, TX)
- 2012 25th Annual Juvenile Law Conference, Robert O. Dawson Juvenile Law Institute, State Bar of Texas (San Antonio, TX)
- 2010 ADR Benefits for Litigants, Lawyers, and the Courts, National Association for Court Management (Anaheim, CA)
- 2008 Joint Commission Standards for Managing Conflict – What Are the Options for Health Care Providers?, Rural Health Trifecta (Austin, Texas)
- 2008 Domestic Relations Office and Integrated Child Support System, 4th Annual Texas Tech Law School Faculty Update for Legal Services Attorneys, Public Interest Practitioners, and Pro Bono Attorneys (Lubbock, Texas)
- 2008 ADR: Applications and Options, County Judges Education Program (Fort Worth, Waco, and San Antonio)
- PUBLICATIONS:** *ADR: The Phenomenon*, Alternative Resolutions, State Bar of Texas Alternative Dispute Resolution Section, Vol. 17, No. 3, Summer 2008.
- “Activate Your ‘Exploitation Detection Sensors’ When Mediating For Elders,” ADR Report, Vol. 5, No. 7, Fall 2001.
- Texas DRC’s: *The South Plains Achieving Legislative Purpose*, The Texas Mediator, Vol. 15, No. 4, Fall 2000.
- Mediation’s Coin of Controversy*, The Texas Mediator, co-authored with Barbara Adams, Vol. 15, No. 3, Fall 2000
- Recipe for Change: Lubbock County ADR System*, Texas Association of Court Administrator’s Journal, June 1995.
- More on Mediation*, Texas Realtor, June 1992.

Kristi Thompson

(806) 786-6290

kristilynthompson@gmail.com

SUMMARY OF QUALIFICATIONS

- ❖ Bachelor of Science in Human Development and Family Studies
- ❖ Over fifteen years in local government
- ❖ Over twenty years as a customer service professional
- ❖ Over fifteen years of responsibility ensuring compliance and efficiency of a county department
- ❖ Over fifteen years serving in a supervisory capacity
- ❖ Strong analytical and problem-solving skills
- ❖ Excellent communication and interpersonal skills
- ❖ Adept at planning activities, such as seminars
- ❖ Work well individually or in a team
- ❖ Efficient
- ❖ Adaptable
- ❖ Dependable
- ❖ Committed to assisting others

EXPERIENCE**Office of Dispute Resolution for Lubbock County**

P.O. Box 10536 Lubbock, Texas 79408

(806) 775-1720

*Assistant Director**October 2021 – Present*

- ◆ Oversee all aspects of the department, which includes service delivery, outreach, training, and administrative activities
- ◆ Prepare and present reports to the Board of Judges and Commissioners' Court
- ◆ Supervise all staff within the office
- ◆ Act in the absence of the Director
- ◆ Fulfill responsibilities outlined under *Education, Training, and Administrative Services* below

*Assistant Director for Education, Training,
and Administrative Services**October 2011 – October 2021**Assistant Director for Administrative Services**October 2010 – October 2011**Administrative Services Coordinator**August 2007 – October 2010*

- ◆ Create and maintain the annual departmental budget and 5-year strategic plan
- ◆ Track all income and expenditures of the department and compare these to budgeted amounts as well as amounts being reported by the County Auditor's office
- ◆ Ensure compliance with grants and contracts the department has obtained
- ◆ Apply for grants
- ◆ Provide orientation to new employees
- ◆ Maintain personnel files
- ◆ Maintain policy and procedure manual for the department
- ◆ Coordinate and market workshops and trainings provided throughout the state
- ◆ Maintain past participant files and information database
- ◆ Supervise the Administrative and Training Assistant, part-time clerks, and interns within the Education, Training, and Administrative Services Division

Kristi Thompson

(806) 786-6290

kristilynthompson@gmail.com

*Senior Clerk
ADR Clerk*

*May 2007 – August 2007
March 2007 – May 2007*

- ◆ Responsible for scheduling various alternative dispute resolution activities and notifying participants
- ◆ Enter contact data for cases into the Access Database
- ◆ Supervise part-time ADR Clerks and interns

Convergys Corporation

Technical Support Representative

July 2006 – February 2007

Sears

Cashier

May 2001 – December 2004, January 2006 – July 2006

Cingular Wireless

Customer Service Representative

May 2005 – January 2006

Wells Fargo Phone Bank

Phone Banker I

December 2004 – May 2005

The MED Group

Vendor Contracts Assistant

January 1999 – October 2001

EDUCATION

Liberty University * Lynchburg, Virginia * Juris Master * Anticipated Graduation August 2024

Texas Tech University * Lubbock, Texas * Bachelor of Science * Major in Human Development and Family Studies * Graduated May 2004

OTHER ORGANIZATION ACTIVITIES

Texas Victim Services Association

Board of Directors, Region A Coordinator

September 2023 – Present

Crime Victim Coalition of West Texas

President

January 2020 – Present

Texas Association of Domestic Relations Offices

Board Member

October 2016 – October 2018

Shannon Gallegos
9316 Detroit Avenue
Lubbock, TX 79423
(806) 319-7738

Work Experience:

Community Intervention Coordinator

January 2010- Present

Lubbock County- Lubbock TX

Local Government

Intervention services for child support, including monitoring client compliance, file maintenance, customer service and other office support. Assign and monitor completion of adoption evaluations, assist with mediation compliance as needed. Communication skills and ability to interact with the public. Other skills include intake process, create orders of different types when needed, maintain databases, sending/receiving email, completing payment transactions, training to enhance knowledge, trained mediator, and completes mediator continuing education requirements annually.

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P.M. Supervisor

October 2009 – January 2010

Holiday Inn Hotel and Towers | Lubbock, Texas

Hotels and Lodging

Handle checking in and out of all guests. Guest complaints and comments. Making sure, all guests have what they need. Maintain daily paperwork. Answer phones. Make reservations and transfer to needed extensions.

Shannon Gallegos
9316 Detroit Avenue
Lubbock, TX 79423
(806) 319-7738

Assistant General Manager

January 2007 - present

TAJ Hospitality | Lubbock, Texas

I handle daily paperwork for multiple properties. I deal with employees and daily situations. I schedule housekeeping department. Check rooms. Make sure hotel is maintained for guest satisfaction and inspections. Resolve Credit Card charge backs and guest complaints. Make sure the hotels have everything they need for everyday business. Greet everyone that enters or exits the hotel. Give vital information about hotel, room rates, directions, etc. Check in and out guest, run reports for housekeeping. Answer telephones, and make reservations. File registration cards. Guest assistance, make sure that guests are happy and satisfied with their stay and get items that they need.

Assist. G.M./Front Desk Clerk/Night Auditor

April 2004 - January 2007

Days Inn | Odessa, Texas

Hotels and Lodging

As the Assistant General Manger...I would assist my General Manager in many of the daily tasks in operating our hotel such as. Accounts receivable, managing employees, making sure that all guests are comfortable. I also had the responsibly of handling the daily bookkeeping. I also did accounts receivable. I assisted in hiring/ firing of all employees. I checked and make sure that all guest rooms are well maintained. I also handled group reservation. I was in charge of training the new employees and making their schedules. I was also in charge of making sure that everyone has their schedule and all shifts are covered if not had to handle that. I walked with quality assurance inspectors when they arrive to evaluate my hotel. I kept track of all inventory, such as bath towels and linens to paper clips and pens. I handled many other minor tasks as well.

Shannon Gallegos
9316 Detroit Avenue
Lubbock, TX 79423
(806) 319-7738

Customer Representative/Quality Assurance

August 2000 - February 2004

Convergys |

Customer sales over the phone ...Enter information in the computer and order new equipment. Also, help customers make sure Their accounts set up to best benefit their needs. Combine accounts and enter data, so that people get their bills on time and correctly. Also, was a quality analyst. My job was to monitor the representatives to make sure the call went smooth and were handled professional.

Customer Service/Cashier

December 1996 - August 2000

Wal-Mart |

Helped customers find what they were looking for and was also the cashier that made sure they got efficient service and did not have to wait ...I also order merchandise and stocked my department. did modular sets ...I worked in the Electronics Department for 3 ½ years...

CASHIER

September 1995 - September 1996

Subway |

Cashier, and did closing and opening paperwork. Completed paperwork and greeted customers along with always making sure the store was clean and presentable....

Shannon Gallegos
9316 Detroit Avenue
Lubbock, TX 79423
(806) 319-7738

Cashier

August 1994 - May 1995

Wendy's |

Drive thru and in house cashier ...Closing duties and clean up. Served customer orders were correct and completed in a timely manner.

EDUCATION

January 2024- Present

University of Phoenix

Bachelor of Science in Public Administration

(projected graduation- December 2025)

August 2021-August 2023

University of Phoenix

Associate of Arts with A Concentration in Business Fundamentals

May 1995

High School Diploma

Goddard High School | Roswell, New Mexico

I have taken computer classes in school and Business classes...Had work study where I learned the value of a dollar, how to keep track of bills and a budget along with monitoring hours that I work and amount of my pay checks

Shannon Gallegos
9316 Detroit Avenue
Lubbock, TX 79423
(806) 319-7738

REFERENCES:

CINDY GILLETTE
TEACHER/COUNSELOR
432-272-3255

ABSA REESE
HOME DEPOT
806-559-9614

ANITA BOREN
INSURANCE AGENT
870-704-9649

DEBRA LANGENDERFER
SELF EMPLOYED
806-473-8405

SHAN ALEXANDER
FINANCIAL
806-252-4046

Judy Blair

Vita

Education: Medical Tech Certification, South Plains College, May 2008

ESSENTIAL DUTIES:

- Monitoring non-custodial parents' interactions with children
- Working with law enforcement officers during and outside of visitation times
- Maintaining Supervised Visitation Center organized and sanitized after and during visit
- Doing maintenance checks on facility, equipment, and furniture
- Inputs data for the generation of reports, letters, and orders
- Conducts orientation for new supervised visitation clients
- Makes and receives phone calls for pending visits
- Logs new referrals and orders on a daily basis
- Makes new files for new referrals on a daily basis
- Generates status reports for court, as needed
- Testifies in court, as needed
- Supervises And train new employees with the supervised visitation program
- Completes all necessary training when necessary
- Responds to questions from disputants/attorneys/courts and agencies
- May be assigned specific duties or specific types of cases
- Performs such other duties as may be assigned
- Do all duties for OAG Community Supervision such as calling and reporting payments of participants, the reporting of all participants, monthly report to AG, Field visits, calling weekly to participants, any and all other requirements associated with the Supervised Visitation

Shoshannah Bobritsky

Department of Human Development
and Family Sciences

2202 Mac Davis Ln,
Lubbock, Tx 79419
1301 Akron Ave

Texas Tech University, Lubbock, Texas, 79415
Phone: [\(806\) 742-3000](tel:8067423000)

Phone: (818) 809-3062
E-mail: sbobrits@ttu.edu

Education:

M.S.	2024 <i>expected</i>	Human Development and Family Sciences	Texas Tech University
B.A.	2020	Psychology (Minor: Education and Sociology)	University of California, Davis

Professional Experience:

Fall 2023	Graduate Teachers Assistant, Department of Human Development and Family Sciences, College of Human Sciences, Texas Tech University. Duties: Grading discussion posts, papers, and exams. Creating content for chapter modules.
Summer 2023	Research Assistant, Department of Human Development and Family Sciences, College of Human Sciences, Texas Tech University. Duties: working with University Wellness Committee focus groups.
Spring 2023	Research Assistant, Department of Human Development and Family Sciences, College of Human Sciences, Texas Tech University. Duties: working with University Wellness Committee focus groups.
Fall 2022	Graduate Teachers Assistant, Department of Human Development and Family Sciences, College of Human Sciences, Texas Tech University. Duties: Grading discussion Posts, Guest lecture: Moral Development, Values, and Religion, and Schools, Achievement, and Work.
2020- 2021	Lab Manager for Learning and Instruction in Multimedia Environments Lab, worked to oversee and manage projects done by undergraduate research students. Duties: Oversee and manage multiple projects (Adjunct Questions in Video, Misconceptions & Conceptual Change, Cognitive Load & Learning from Video, and Statistics Learning), Coding data extrapolated from SONA studies, assisting, and participating in meetings, and organizing schedules of the PI and

research assistants.

2018-2020 Research Assistant for Social Environments and Stress Lab at the Center for Mind and Brain at the University of California Davis.
Duties: Conducted literature reviews for graduate students and the Principal Investigator, Obtained informed consent and other clerical work as required for project completion coded behavioral video data in preparation for the computer entry screened potential participants to determine their eligibility for studies, Recruited and scheduled research participants, and Tracked enrollment in the research study, and performed any necessary follow-up tasks.

2018-2020 Active Minds Club at UC Davis
Duties: Board Member role as a Social Coordinator, Responsible for organizing events for board members, involved in all aspects of event coordination, and assisted in logistics.

2016 – 2018 Volunteer for the Pediatrics Department at Cottage Hospital in Santa Barbara, California
Duties: Helped ill children feel comfortable in the hospital and distracted them from the medical stress that they were experiencing, Assisted parents with their children when they needed to take some time for themselves

Certificates

2022 CITI - Responsible Conduct of Research: Social and Behavioral
2023 CITI – Human Subjects TTU Biomedical Investigators

Honors and Awards:

2023 Gelin Scholarship- continuing fellowship awarded from Texas Tech University.

2022 Gelin Scholarship- recruitment fellowship awarded from Texas Tech University.

2019 Dean's Honor List for Spring 2019 at University of California, Davis.

2018 President's Honor Roll (Full Time) at Santa Barbara City College – for students who completed 12 units of letter-graded courses with a grade point average of 3.5 or better

2017 President's Honor Roll (Full Time) at Santa Barbara City College – for students who completed 12 units of letter-graded courses with a grade point average of 3.5 or better

Professional Memberships:

American Society of Criminology (ASC) November 2022

Society for Research on Adolescence (SRA) April 2023

American Society of Criminology (ASC) November 2023

National and International Conference Presentations:

- 2023 Trejos-Castillo, E., Fernandez, B., Zaru, R., Martin, N., Bobritsky, S., & Valentini, G. (November, 2023). *Developing Positive Parenting Between Non-Custodial Parents and Their Children Through Supervised Visitation Observations*. Poster session presented at the Annual Meetings of the American Society of Criminology, Philadelphia, PA.
- 2023 Trejos-Castillo, E., Bobritsky, S., Marin, N., Fernandez, B., & Valentini, G. (November, 2023). *Impact of Peer Mediation Services on At-Risk Youth in West Texas*. Poster session presented at the Annual Meetings of the American Society of Criminology, Philadelphia, PA.
- 2023 Trejos-Castillo, E., Hadi, N., Zaru, R., Fernandez, B., Martin, N., Ugwu, K., & Bobritsky, S. (March, 2023). *Positive Developmental Outcomes in Multisystem Youth: The impact of Social Capital and Self-Esteem*. Poster session presented at the Annual Meetings of the Society for Research on Childhood Development, Salt Lake City, Utah.
- 2020 Bauman, M., & Bobritsky, S. (April, 2020). *The Impact of Experimenter Familiarity on the Sprague Dawley Rat*. Poster presented at Annual Meeting of Undergraduate Research Conference, Davis, CA.
- 2019 Hostinar, C. Bobritsky, S., Deer, L., & Hostinar, C. (April 2019). *Social Support As a Buffer Against Stress-Related Impairments in Executive Functions*. Poster Presented at the Annual Meeting of Undergraduate Research Conference, Davis, CA.

Professional Service:

- 2022- present Employee at the Office of Dispute Resolutions in Lubbock County. Worked as a monitor for Supervised Visitations between non-custodial parents and their children.
Duties: Monitor the visitations through documenting the visit as well as recording the visit through a recording device.

2021- 2022 Client Coordinator at a Mental Health Clinic. A Mission for Michael is a clinic that serves populations with a variety of mental health problems that include trauma, mental illnesses, and addiction.
Duties: Overall, the job of a Client Care Coordinator is to take care of their day-to-day activities and intently observe them throughout the day, Monitoring the clients every 15 minutes, document their actions and conversations throughout the day, document their self-administered medications, run group sessions by going to the beach, the park, or self-care groups that are documented, take the client on outings, monitor them on 1 on 1s to if the client is suicidal watch, learned specified interpersonal skills with those with a traumatic past, assess whether a client is an attention-seeking or med-seeking, re-affirm coping mechanisms for clients when they have high anxiety, monitor clients on their phone calls and video calls, monitor the medium of entertainment the clients engage in so they are not triggered.

2019-2020 Research Assistant for the Bauman Lab for the MIND Institute at the University of California, Davis
Duties: Conducted social tests for rodent models (social dyads for 2 and 3 chamber, elevated plus maze), Used SPSS, R, and Excel to perform work duties, Cleaned, maintained and prepared supplies for work areas, Assisted in weighing and handling the rodents, Conducted, and assisted with Intraperitoneal Injections, Cleaned and replaced cages for rodents, Assisted in and practiced brain extractions, Assisted in estrous tracking, Performed tasks such as tattoo identification and ultrasonic vocalizations.

Workshops:

08.27.2022 Understanding Human Interactions and Best Communication Practices

09.09.2022 Best Practices in Library Research Workshop

09.23.2022 Publishing Your Research Workshop

09.30.2022 Poster Design and Presentation Workshop

10.07.2022 Managing Your Citations Workshops

10.14.2022 Identifying Grants for Research Workshops

11.04.2022 Almetrics Workshop

11.11.2022 Copyright and Fair Use Workshop

Research Interests:

Etiology of problem behaviors in adolescents

Cross-cultural method
First-generation and immigrant populations
Family processes
Intergenerational Trauma
Foster care Youth and Juvenile Justice Youth

Teaching Interests:

Problem behaviors in adolescents
Adolescent development
Cross-cultural
Family processes
Intergenerational Trauma

Guest Lectures:

10.13.2022 Moral Development, Values, and Religion

11.03.2022 Schools, Achievement, and Work

Other Skills:

Languages:

Russian – Beginner/Intermediate - in speaking/writing
Spanish- Beginner- in speaking/writing
American Sign Language – Beginner/Intermediate-in signing

References:

Available upon request.

ESTELA SALAZAR

1915 45th
Lubbock, TX 79412

Cell: (806) 392-4790
Email: eesalazar61@gmail.com

SUMMARY

Self-motivated and proactive professional with 30 years of diverse experience in recruitment, leadership, customer service and business design. Have a stable work history, an ability to work collaboratively, excellent listening and communication skills, a problem-solver, and a commitment to achieving corporate goals. Fast learner with ability to handle multiple work activities. Have a results-driven management background with the proven ability to motivate staff to reach their desired individual potential by creating an atmosphere that encourages team collaboration.

EXPERIENCE AND ACCOMPLISHMENTS

GRACE MANOR TREATMENT CENTER OCTOBER 2022 – PRESENT PROGRAM DIRECTOR

Overseeing men and women treatment center. Established rapport with staff and clients. Order supplies as needed. Supervised 7 Clinician Techs and Security officer daily and supported them with decision making. Turn in timesheets daily for staff. Transport clients to appointments as needed. Covered ratio as needed; 6:00 am -2pm, 2:00pm-10:00pm and 10:00pm-6:00am shifts.

TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER, LUBBOCK, TX 2017 – 2021

SR. CHW, TTUHSC – RURAL HEALTH

- CHW Behavioral Health Education Program Online Course Instructor.
- Recruit and maintain student progress throughout course by semester.
- Work closely with Interprofessional staff at community sites by helping students secure internship sites.
- Planning, assigning, overseeing student progress and maintain logs of rotation hours.
- Provide weekly reports to Director and work with CHW instructors to ensure that the competency requirements are met for the program.
- Data collection, rubric scoring, curriculum evaluation and assist with promotional materials and opportunities to students.
- Program oversight and management of all CHW questions, curriculum, rosters, certificates, CEUs.
- DSHS updates, questions or changes.
- Create Certificates of completion for Core, and BHWET and CEU's.

LEAD SPECIALIST, TTUHSC – PUBLIC HEALTH

2016-2017

RURAL COMMUNITY OUTREACH

- Recruited 50+ year old men and women who qualified for free colon cancer screenings in clinic environment or home visits.
- Sought new opportunities for collaboration and exhibit pro-active success in establishing new community sites and members to ACCION Program.
- Organized and participated in cooperative efforts with numerous agencies and programs.

- One on one or group education on Colon Cancer and tests involving FIT test and referrals to Colonoscopies. Performed community surveys on as needed basis. Referred participants to Larry Combest Clinic and community referrals.
- Participated in Community Health Fairs to promote program services.

DIRECTOR OF ADULT INTERVENTION PROGRAMS – MANAGED CARE CENTER FOR ADDICTIVE AND OTHER DISORDERS 2005-2012

- Assisted PRC Director on planning Community Health Fairs to educate and disseminate information related to substance use and other disorders and other Behavioral health topics.
- Oversaw Adult Intervention Programs; HIV Project ERIN – HIV Early Intervention, COPSD Program (Co-Occurring Psychiatric and Substance Disorder, and PPI Program – Pregnant, Postpartum Intervention Program.
- Community presentations on all three programs to large and small community groups.
- HIV testing and reporting. Monthly, quarterly and yearly reports to DSHS. Pre and Post HIV Counseling and Testing.
- Developed comprehensive client plans; follow-ups to ensure compliance with programmatic rules and regulations for all three programs.
- Assisted client's in applying for disability.
- Participated in Community Health Fairs. DJ – hosted Radio program “Salud Familiar” educated listeners on Intervention and Prevention on Drugs/Alcohol and promoted MCCAOD services.

CRISIS INTERVENTION WEEKEND SUPERVISOR – WPS 2005 - 2012

- Trained and supervised new employees to Hotline crisis intervention.
- Handled crisis calls, informal counseling.
- Hands on skills training, screenings and crisis intervention.
- Transported clients to WPS from surrounding counties and local settings.
- Performed resident and non-resident client intakes in English and Spanish.
- Surveillance documentation, CPS and APS reporting.
- Served as a client advocate to individuals and their families. Made community referrals as needed.

M.B. MCKEE COMPANY 2012-2016

- AP/AR support staff
- Answer multiple telephone lines
- Inventory
- Daily bank runs
- Filing and boxing yearly files

CERTIFICATIONS AND TRAINING

- BASIC MEDIATION – Dispute Resolution Lubbock County - May 2021
- Values BAsed leader, TTUHSC – May 2021
- Institutional Compliance & Ethics Training – February 2021
- Military Veteran PEER Network Certification – February 2021
- D.O.N.E. (Diabetes obesity nutrition education) Training Nov. 2020
- Adult Higher ed Mental Health First AID USA Instructor Aug. 2019
- Mental HEALTH FIRST AID USA CERTIFICATE – DECEMBER 2018
- CHWI, COMMUNITY HEALTH WORKER INSTRUCTOR TEXAS DSHS JAN.2018

- HIV Counselor Certification – Texas – August 1998
- High School Diploma – Caprock High School Amarillo - 1979

Amy Sanders

605-484-1025 | Amy.sanders624@gmail.com | Lubbock, TX 79407

Education:

Texas Tech University, Lubbock, TX.

Bachelor of Arts Sociology, Criminology Concentration

Psychology and Forensic Science Minor

Expected Graduation: May 2025

Northeastern Junior College, Sterling, Co. Associate of Arts Criminal Justice

Graduated May 2023

Work Experience

Sky Ranch Restaurant Sterling, Colorado

January 2021-February 2022

Hostess

- Greeted guests and gathered information to seat groups or place on waitlist.
- Supported serving staff, food runners and bussers to keep dining room presentable and ready for guests.
- Monitored dining area to assess server capacity and estimate wait times.
- Answered phone inquiries to schedule and confirm reservations, record takeout orders and respond to service questions.

Sterling Police Department Sterling, Colorado

September 2021-May 2022

Intern

- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Assisted where needed around the office including making copies, sorting documents, organizing files, and listening in on interviews.
- Observed officers investigate and apprehend violators of laws and public safety.
- Participated in ride-alongs and observed dispatch duties.

Scooters Coffee Sterling, Colorado

September 2022-February 2023

Barista

- Provided excellent customer service
- Took and entered in orders multitasking while starting the orders
- Accepted payment and sold merchandise
- Kept the store, countertops, and bathroom clean

- Followed the three-hour checklist
- Responded promptly and participated in group meetings
- Made iced, hot, and blended drinks
- Utilized teamwork to complete tasks
- Promotes coffee consumption by educating customers

Promoted to Shift Lead

February 2023- August 2023

- Responsible for ensuring the three-hour checklist, daily chores, and weekly chores are completed.
- Assisting in training new baristas.
- Led other baristas through busy stressful shifts to manage our time and tasks
- responsible for directing an efficient workflow and assisting the Store Manager in a variety of store operations duties
- This position serves as a role model of barista responsibilities and serves as the team leader when the Store Manager is unavailable.

Office of Dispute Resolution for Lubbock County Lubbock, Texas November 2023-Current

Administrative Assistant

- General Clerical duties such as filing, emailing, answering phone calls, data entry etc.
- Record Registrations, payments, and inquires
- Send out marketing information to past participants
- Reserve spaces and order food in preparation for trainings
- Audit
- Pack for the training and set up in the mornings

Activities and Honors

Member Student Council 2019-2022

Competitive Dance Team 2018-2020

Nursery Volunteer South Dakota 2019-2020

Youth Action Board South Dakota 2019-2021

Tech Club Sterling High School 2021-2022

The Catholic Daughters Colorado 2021-2023

Honor Roll Sterling High School 2021-2022

Religious Education Volunteer 2020-Current

Honors Program Northeastern Junior College 2022-2023

Aggies Club Northeastern Junior College 2022-2023

Dean's List Northeastern Junior College 2021-2023

Criminology Club President, Texas Tech, Current

Office of Dispute Resolution for Lubbock County

Access & Visitation Domestic Violence Plan

Definition of Domestic Violence

Domestic Violence is the physical, emotional, or psychological violence imposed on a member of a person's family or household. Usually, domestic violence is used to disempower someone. Generally serving as a neutral, ODR will provide the opportunity for participants in any services to communicate with staff and/or appointed professionals on equal terms. Services will be provided regardless, and possibly due to, the presence of a history of domestic violence.

Screening

During the intake process, participants will be asked if there is a history of domestic violence. Staff will receive training through various partnerships in how to recognize and respond to victims of domestic violence. Additionally, the department has access to Lubbock County court documents and can screen for protective orders.

Services Offered

All proposed services will be available regardless of background. Steps will be taken to ensure participants within the same family, specifically perpetrators and victims, are kept separate or other precautions are in place. If domestic violence services outside the scope of the department are needed, parties will be referred to agencies within the community.

Safety Protocols

The services provided do not generally require parties to physically be together. Additionally, staff and other professionals will have the ability to act as neutrals to help with the communication process and to aid with power balance.

Training and Education

Partnerships with Texas Tech University, Women's Protective Services of Lubbock, and other local agencies will allow ODR to gain and/or maintain training for staff and other professionals in domestic violence.

FORM A
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid, or will be paid by or on behalf of, the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Respondent Signature: _____

Respondent Printed Name: _____

Respondent Title: _____

Date: _____

Organization: _____

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known:	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, middle initial):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a) (last name, first name, middle initial):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Phone Number: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item number 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item number 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item number 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item number 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from number 10 (a). Enter Last Name, First Name, and Middle Initial.
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

FORM C

RESPONDENT INFORMATION FORM

Complete this section with the requested information about your organization.

Respondent Name	Texas or Federal Employer Identification Number
Mailing Address, including City/State/Zip	
Physical Address, including City/State/Zip	

Complete this section with contact information for an Executive representative of your organization.

Name	Title
Phone	E-Mail

Complete this section with contact information for a Program/Project Manager of your organization.

Name	Title
Phone	E-Mail

Complete this section with contact information for a person who can answer questions regarding this response and represent your organization in negotiations.

Name	Title
Phone	E-mail
Mailing Address, including City/State/Zip <i>(if different than above)</i>	

Access & Visitation – Form B, Initial Budget

Contractor Name: Lubbock County

The pricing submitted in *Form B, Initial Budget* is for all costs associated with providing Access & Visitation (A&V) services to the Office of the Attorney General (OAG) Child Support Division (CSD).

Do not modify the budget categories or any other portion of *Form B, Initial Budget*. The only exception is that additional table rows may be added where indicated.

1 BUDGET CATEGORY DEFINITIONS

Use the following definitions for budget categories:

Table 1: Budget Categories

Term	Definition
Salary	This includes direct salaries for full- and part-time project employees.
Fringe	This includes costs for employee insurance, retirement, social security benefits, unemployment insurance, and other similar staff-related expenses.
Travel/Training	This includes costs related to in-state project travel including meals, lodging, and transportation.
Supplies	This includes office supplies, educational materials, and similar costs.
Contractual Services	This includes costs associated with the hiring of professional services and other costs procured through a contract process (counseling, evaluations, accounting, audit, or other professional services).
Other Costs	This includes any direct budget items not included in the above categories. Examples of Other Costs include: telephone, office rent, utilities, personnel bonding, insurance, printing, photocopying, postage, and similar direct operational costs.

2 PROPOSED ANNUAL BUDGET

In this section, identify your proposed annual A&V Program operating budget. Include only the cost categories listed below.

Failure to complete the Proposed Annual Budget may result in disqualification.

Table 2: Proposed Annual Budget

Category	FFY 2025 Requested Funds	Organization's Match	Total Program Budget
Salary Total			
Fringe Total			
Travel/Training Total			
Supplies Total			
Contractual Services Total	\$50,000.00	\$5,555.55	\$55,555.55
Other Costs Total			
Total Budget	\$50,000.00	\$5,555.55	\$55,555.55

3 BUDGET ASSUMPTIONS

List any budget assumptions for providing Contract Services below. Add additional rows if needed.

Table 3: Budget Assumptions

#	Pricing Line Item	Assumptions