

11915

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Camille Failla Murphy  
Director, Office for Women

**DATE:** June 3, 2010

**SUBJECT:** Authority for the County of Westchester to amend an agreement with Kenneth Donato by increasing the total amount not-to-exceed authorized thereunder by an additional \$10,000, from \$220,000 to \$230,000, in order to include reimbursement of travel expenses incurred during the provision of his consulting services as Director of the Family Justice Center.

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On March 4, 2010, your Honorable Board approved a resolution authorizing the County of Westchester (the "County") to enter into an agreement with Kenneth Donato, pursuant to which he will provide consulting services as Director of the newly-established Family Justice Center in the White Plains Court Complex, for the period from March 1, 2010 through February 29, 2012, for an amount not-to-exceed \$220,000, pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

Authority is now sought to amend the Agreement in order to increase the total amount not-to-exceed authorized thereunder by an additional \$10,000, from an amount not-to-exceed \$220,000 to an amount not-to-exceed \$230,000, in order to include reimbursement of travel expenses incurred during the provision of his consulting services as Director of the Family Justice Center.

Except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain the same.

No County funds will be used to pay for Mr. Donato's services or travel expenses, as 100% of the funding is being provided through a Grant to Encourage Arrest Policies and Enforcement of Protection Orders that was awarded to the County by the U.S. Department of Justice, Office on Violence Against Women. These funds may only be used to provide the following services:

- Establish and implement a Family Justice Center ("FJC") in the White Plains Court Complex, which will expand the existing Family Court Legal Program into a Family Justice Center

- Install and implement an automated Victim Notification for Protective Orders (“VNPO”) system to enable victims of domestic violence to access the status of an order of protection 24 hours a day
- Develop and deliver training modules for law enforcement, prosecutors, the judiciary, advocates and service providers on:
  - The FJC initiative and issues related to domestic and dating violence, sexual assault, stalking, and victim confidentiality
  - Sensitivity to victims who are immigrants, elderly or have a disability
  - How to utilize the automated VNPO system

The proposed agreement will serve a public purpose by promoting the public health, safety and general welfare by enhancing the safety and independence of victims of abuse. If victims are empowered to learn how to develop and maintain their own safety, they are not as likely to return to dependence on their abusers, thereby reducing public safety costs and medical costs. If they are helped to empower themselves to be independent and self-sufficient they are not as likely to be dependent on public assistance.

The goals and objectives of the proposed agreement are to facilitate Mr. Donato, acting as Director of the FJC in the White Plains Court Complex, to provide the following services:

- Supervise the daily operations of the FJC. This includes co-location of personnel from not-for-profit agencies that work with victims of domestic violence and sexual assault.
- Create the FJC Operations Manual with mission and objectives, organizational responsibilities, and security protocols for FJC staff and for FJC visitors.
- Create and implement written policies and procedures for staff use regarding: confidentiality and information sharing based on the model provided by the National Network to End DV Technology and Confidentiality guidelines; FJC in-take forms; a shared approach of victim-centered services; FJC referral protocols; and a training curriculum on FJC.
- Administer the existing on-site agencies within the White Plains Court Complex and ensure that they work in compliance with the new FJC agencies and personnel.
- Maintain ongoing collaboration with the U.S. Department of Justice's Office on Violence Against Women to ensure that compliance is met regarding the accompanied federal grant. This will include, but is not limited to, collecting and managing the data for grant progress reports and goals.
- Supervise FJC staff and collaborative partners to ensure that they remain focused on providing safe, confidential victim-centered services. This will be accomplished by holding strategic planning meetings with existing and newly co-located FJC partners.
- Attend training sessions at various sites in the nation as designated by the federal offices associated with the U.S. Department of Justice's Office on Violence Against Women grant.
- Conduct community outreach to give the Westchester County community an understanding of the FJC and its unique service capabilities, especially victims of other

cultures and languages. Accordingly, develop promotional materials as needed (FJC brochure in English/Spanish, Public Service Announcements, and related flyers).

- Develop comprehensive countywide training modules specifically designed for the FJC. Coordinate, implement and train members of the judiciary, law enforcement, prosecutors, victim advocates, faith leaders and the general public. Coordinate the training by utilizing grant partners in a multi-disciplinary paradigm that will address victim safety and privacy via the utilization of technology, information sharing, safety planning, and informed consent.
- Procure and direct the installation of the VNPO system.
- Collaborate with the Westchester County District Attorney's Office, Westchester County Chiefs of Police Association, Westchester County Department of Probation, and the Westchester County Department of Corrections to develop a VNPO system for Westchester County.
- Interface with the Westchester County District Attorney's Office's Intelligence Center Director on matters relating to the implementation of the VNPO system as well as the Domestic Incident Report project.
- Work closely with the VNPO system vendor and consultants to integrate their training into FJC training modules.
- Ensure overall quality assurance of the VNPO project including training and working with law enforcement and court personnel to ensure the quality of the project.
- Research and develop grants as needed to further support the VNPO project.
- Directly meet and collaborate with the District Attorney on appropriate methods to implement the VNPO system, and further assist with the development and coordination of training for judges, prosecutors and court personnel.
- Coordinate interdepartmental communication and connectivity between each FJC partner and the FJC to ensure overall sustainability and goals compliance.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of public health and safety because of the aforementioned anticipated results of enhancing the safety and independence of victims of abuse by empowering them to develop and maintain their own safety.

The goals and objectives of the proposed agreement will be tracked and monitored by the County's Office for Women. Mr. Donato is required to submit to the office quarterly statistical and narrative reports on all activities related to the FJC.

If this resolution were not approved, the County would be unable to reimburse Mr. Donato for travel expenses he incurred during the provision of his consulting services, and fulfillment of his obligations, as Director of the FJC.

I most respectfully recommend approval of the attached Resolution.

# RESOLUTION

Upon communication from the Director of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement with Kenneth Donato, pursuant to which he will provide consulting services as Director of the newly-established Family Justice Center in the White Plains Court Complex, for the period from March 1, 2010 through February 29, 2012, for an amount not-to-exceed \$220,000, by increasing the total amount not-to-exceed authorized thereunder by an additional \$10,000, from an amount not-to-exceed \$220,000 to an amount not-to-exceed \$230,000, in order to include reimbursement of travel expenses incurred during the provision of his consulting services as Director of the Family Justice Center; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain the same; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Original Agreement	\$220,000
This Amendment	<u>\$ 10,000</u>
Total	\$230,000

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
263	11	988J	4380	T988	\$4,167	2010
263	11	988J	4380	T988	\$5,000	2011
263	11	988J	4380	T988	\$833	2012

Budget Funding Year(s) **2010-2012** Start Date: **3/1/2010** End Date: **2/29/2012**  
 (must match resolution)

\$10,000  
 (must match resolution)

**Funding Source:** Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \$10,000  
 Other \_\_\_\_\_