

13423

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

**FROM:** Diane G. Balistreri  
Director, Office for Women

**DATE:** August 26, 2010

**SUBJECT:** Authority for the County of Westchester to amend an agreement with My Sisters' Place, Inc. to provide state-mandated non-residential services to victims of domestic violence, including services to drug and alcohol addicted women, by modifying the budget in order to reallocate funds due to staff turnover

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On May 6, 2010, your Honorable Board approved a resolution authorizing the County of Westchester (the "County") to enter into an agreement with My Sisters' Place, Inc. ("My Sisters' Place), pursuant to which My Sisters' Place would provide state-mandated non-residential services in accordance with the Department of Social Services Consolidated Services Plan Amendment for Non-Residential Services for Victims of Domestic Violence, including services to drug and alcohol addicted women for the period January 1, 2010 through December 31, 2010, for an amount not-to-exceed \$387,721, pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

Authority is now sought to amend the Agreement by modifying the budget in order to reallocate funds due to staff turnover. This will not change the not-to-exceed amount of \$387,721.

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

The Agreement will serve a public purpose by promoting the public health, safety and general welfare by enhancing the safety and independence of abused women. If abused women 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 Agreement are for My Sisters' Place to serve over 350 unduplicated victims of domestic violence, provide crisis intervention, support, information and

referrals to 1,200 hotline callers, and handle a caseload of 960 cases during the term of the Agreement.

The goals and objectives of the 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 abused women by empowering them to develop and maintain their own safety.

The goals and objectives of the Agreement will be tracked and monitored by the Westchester County Office for Women, which will be responsible for monitoring My Sisters' Place's performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives. The effectiveness of this program will be determined in two parts, which will enhance My Sisters' Place's ability to assess the efficacy and productivity of the non-residential program. Voluntary client surveys will be given out in both English and Spanish upon the closing of cases. This will serve to assess the client's overall satisfaction with the services rendered as well as recommendations for improvements. The effectiveness of the substance abuse program will be determined by pre- and post-tests. Outcome results will be measured by participants' increased knowledge in various areas.

I most respectfully recommend approval of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 9-10-2010 - JOMAR VILERA, SECRETARY

# 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 My Sisters’ Place, Inc. pursuant to which My Sisters’ Place, Inc. will provide non-residential services to victims of domestic violence, whether eligible or ineligible for public assistance in accordance with the Department of Social Services Consolidated Services Plan Amendment for Non-Residential Services for victims of Domestic Violence, including services to drug and alcohol addicted women, for the period January 1, 2010 through December 31, 2010, for an amount not-to-exceed \$387,721, pursuant to an approved budget (the “Agreement”), by modifying the budget in order to reallocate funds due to staff turnover; 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.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
					\$0	2010

**Budget Funding Year(s)** 2010  
(must match resolution)

**Start Date:** 1/1/2010

**End Date:** 12/31/2010

\_\_\_\_\_  
(must match resolution)

**Funding Source:** Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_

## Schedule B

**My Sisters' Place, Inc.  
Non-Residential Services Program  
Changes to Budget 1/01/10 to 12/31/2010**

<b>Expenses</b>	<b>Original</b>	<b>Revised</b>	<b>Change</b>
Personal Services			
Director of Programs .35 FTE	\$ 28,878.00	\$ 28,878.00	\$ -
Deputy Director of Programs .50 -->.60 FTE	\$ 34,400.00	\$ 34,400.00	\$ -
Deputy Director of Programs .21 FTE	\$ -	\$ 11,978.00	\$ 11,978.00
Deputy Director of Policy & Training .20 FTE	\$ 11,978.00	\$ -	\$ (11,978.00)
Counselor .50 FTE	\$ 16,000.00	\$ 16,000.00	\$ -
Counseling Manager .30 -->.15 FTE	\$ 14,606.00	\$ 7,303.00	\$ (7,303.00)
Aftercare Counselor .115 FTE	\$ -	\$ 7,303.00	\$ 7,303.00
Intake Specialist 1.0 FTE	\$ 32,000.00	\$ 32,000.00	\$ -
Substance Abuse Coordinator 1.0 FTE	\$ 40,000.00	\$ 40,000.00	\$ -
Counselor 1.0 FTE	\$ 34,000.00	\$ 34,000.00	\$ -
Receptionist .23 FTE	\$ 7,250.00	\$ 7,250.00	\$ -
Social Worker .61 --> .685 FTE	\$ 28,783.00	\$ 28,783.00	\$ -
<b>Sub Total</b>	<b>\$ 247,895.00</b>	<b>\$ 247,895.00</b>	<b>\$ -</b>
Fringe Benefits	\$ 49,579.00	\$ 49,579.00	\$ -
<b>Total Personal Services</b>	<b>\$ 297,474.00</b>	<b>\$ 297,474.00</b>	<b>\$ -</b>
<b>OTPS</b>			
Materials & Supplies	\$ 7,500.00	\$ 7,500.00	\$ -
Office Equipment Leases	\$ 4,800.00	\$ 4,800.00	\$ -
Telephone/Internet & Cell Phones	\$ 8,527.00	\$ 8,527.00	\$ -
Printing	\$ 1,000.00	\$ 1,000.00	\$ -
Postage	\$ 1,000.00	\$ 1,000.00	\$ -
Travel / Office Parking	\$ 9,130.00	\$ 9,130.00	\$ -
Conference & training	\$ 2,200.00	\$ 2,200.00	\$ -
Office Rent/Utilities	\$ 44,000.00	\$ 44,000.00	\$ -
Audit Services	\$ 2,250.00	\$ 2,250.00	\$ -
Network Administration	\$ 5,040.00	\$ 5,040.00	\$ -
Business Insurance	\$ 4,800.00	\$ 4,800.00	\$ -
<b>Total OTPS</b>	<b>\$ 90,247.00</b>	<b>\$ 90,247.00</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 387,721.00</b>	<b>\$ 387,721.00</b>	<b>\$ -</b>

Schedule B-1

**My Sisters' Place, Inc.  
Non-Residential Services Program  
Revised Budget 1/01/10 to 12/31/2010**

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