

13425

**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 a Coordinator of Training by modifying the budget in order to reallocate funds due to staff turnover

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On May 27, 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 a Coordinator of Training, for the period January 1, 2010 through December 31, 2010, for an amount not-to-exceed \$42,146, 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 \$42,146.

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 quality of services provided and responses to victims of domestic violence. A number of curricula developed by My Sisters' Place will be implemented in internal and external trainings and presentations, such as Dynamics of Domestic Violence; Effects of Domestic Violence on Children; Stalking 101; Women, the Media and Violence; Train-the-Trainer; Human Trafficking; Domestic Violence and Pet Abuse; Immigrant Victims of Domestic Violence; Hotline Skills; and Domestic Violence in Same Sex Relationships. As a result, domestic violence service providers will be better equipped to assist victims with the struggles they face. This program not only increases the safety of victims, but also reduces duplication of services within the domestic violence community by educating service providers on the specific needs of victims, preventing them from having to go to numerous agencies for assistance. This ultimately saves time and taxpayer dollars.

The goals and objectives of the Agreement are for My Sisters' Place to conduct 14 internal and 36 external trainings during the term of the Agreement. In addition, one new curriculum will be developed on Domestic Violence Screening for Service Providers.

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 quality of services provided and responses to victims of domestic violence.

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 by in-depth evaluation forms. These forms will evaluate the trainer(s) as well as the content covered and quality of the overall presentation. Outcome results will be measured by participants' knowledge about the dynamics of domestic violence and other forms of victimization; ability to relate the importance of domestic violence awareness to their professional or personal lives, and knowledge about domestic violence services available in Westchester County.

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 a Coordinator of Training for the period January 1, 2010 through December 31, 2010, for an amount not-to-exceed \$42,146, 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      **Start Date:** 1/1/2010      **End Date:** 12/31/2010  
 (must match resolution)

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

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

**Schedule B**

**My Sisters' Place, Inc.  
Training  
Changes to Budget 1/01/10 to 12/31/2010**

<b>Expenses</b>	<b>Original</b>	<b>Revised</b>	<b>Change</b>
<b>Personal Services</b>			
Deputy Director of Policy & Training .29 FTE	\$ 17,397.00	\$ -	\$ (17,397.00)
Director of Programs .025 FTE	\$ -	\$ 2,000.00	\$ 2,000.00
Deputy Director of Programs .23 FTE	\$ -	\$ 12,897.00	\$ 12,897.00
Training Coordinator .30 -->.35 FTE	\$ 10,500.00	\$ 13,000.00	\$ 2,500.00
<b>Sub Total</b>	<b>\$ 27,897.00</b>	<b>\$ 27,897.00</b>	<b>\$ -</b>
Fringe Benefits @ 20%	\$ 5,579.40	\$ 5,579.40	\$ -
<b>Total Personal Services</b>	<b>\$ 33,476.40</b>	<b>\$ 33,476.40</b>	<b>\$ -</b>
<b>OTPS</b>			
Office Supplies/Program Supplies	\$ 1,050.00	\$ 1,050.00	\$ -
Telephone	\$ 570.00	\$ 570.00	\$ -
Conference & Meetings	\$ 350.00	\$ 350.00	\$ -
Rent - Utilities-Parking	\$ 6,700.00	\$ 6,700.00	\$ -
<b>Total OTPS</b>	<b>\$ 8,670.00</b>	<b>\$ 8,670.00</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 42,146.40</b>	<b>\$ 42,146.40</b>	<b>\$ -</b>

**Schedule B-1**

**My Sisters' Place, Inc.  
Training  
Revised Budget 1/01/10 to 12/31/2010**

<b>Expenses</b>	<b>Amount</b>
<b>Personal Services</b>	
Director of Programs .025 FTE	\$ 2,000.00
Deputy Director of Programs .23 FTE	\$ 12,897.00
Training Coordinator .35 FTE	\$ 13,000.00
Sub Total	\$ 27,897.00
Fringe Benefits @ 20%	\$ 5,579.40
<b>Total Personal Services</b>	<b>\$ 33,476.40</b>
<b>OTPS</b>	
Office Supplies/Program Supplies	\$ 1,050.00
Telephone	\$ 570.00
Conference & Meetings	\$ 350.00
Rent - Utilities-Parking	\$ 6,700.00
<b>Total OTPS</b>	<b>\$ 8,670.00</b>
<b>Total Expenses</b>	<b>\$ 42,146.40</b>

APPROVED BOARD OF ACQUISITION & CONTRACT - 9-10-2010 - JOMARY VIEIRA, SECRETARY