

13718

**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 The Child Care Council of Westchester, Inc. to provide various child care services 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 The Child Care Council of Westchester, Inc. (the "Child Care Council"), pursuant to which the Child Care Council would provide various child care services for a term of one year commencing January 1, 2010 and terminating December 31, 2010 for an amount not-to-exceed \$224,218, 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 \$224,218.

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 helping to alleviate the shortage of infant and toddler child care in Westchester County and to improve the quality of that care. The Child Care Council will accomplish this by providing training, technical assistance, conferences and workshops to child care centers to ensure quality environments and appropriate programming. Priority will be given to centers serving subsidized children.

The goals and objectives of the Agreement are for the Child Care Council to provide technical assistance to 18 centers and hold workshop trainings for 100 existing and/or potential infant/toddler providers 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 helping to alleviate

the shortage of infant and toddler child care in Westchester County and to improve the quality of that care.

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 the Child Care Council'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 a variety of ways. The Infant Toddler Environmental Rating Scale (ITERS) will be administered to establish the basis of a program improvement plan. By the end of 2010, it is expected that 75% of participants will complete the training and submit their assessment applications. Pre- and post-tests will also be given before and after the series of workshop trainings to demonstrate an increase in knowledge of the topics covered.

I most respectfully recommend approval of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 9-10-2010 - JOMARY VIEIRA, 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 The Child Care Council of Westchester, Inc. pursuant to which The Child Care Council of Westchester, Inc. will provide various child care services for the period January 1, 2010 through December 31, 2010, for an amount not-to-exceed \$224,218, 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

**CHILD CARE COUNCIL OF WESTCHESTER, INC.  
Westchester County Office for Women  
Child Care Expansion and Quality Enhancement  
January 1 through December 30, 2010  
Changes to Budget**

**PERSONNEL**

		FTE	Original	Revised	Change
Executive Director	106,270	0.03	3,188	3,188	-
Director of Professional Development	72,100	0.30	21,630	21,630	-
Controller	89,000	0.06	5,340	5,340	-
Infant Toddler Specialist	42,230	1.00	42,230	42,230	-
Quality Improvement Coord. (1-->.5FTE)	48,204	0.50	48,204	24,100	(24,104)
Receptionist/Clerical	27,326	0.18	4,919	4,919	-
		2.07	<b>125,511</b>	<b>101,407</b>	<b>(24,104)</b>
Taxes and Fringe (23%)			28,867	23,324	(5,543)
<b>Total Personnel</b>			<b>154,378</b>	<b>124,731</b>	<b>29,647</b>

**OTHER THAN PERSONNEL**

Occupancy			16,000	16,000	-
Infant Toddler Conferences			20,000	20,000	-
Program consultants			0	21,500	21,500
Staff development			900	900	-
Travel			900	900	-
Workshop expenses			0	147	147
Professional materials			200	200	-
Postage			300	300	-
Printing			700	700	-
IT CDA program			2,500	4,500	2,000
Supplies			990	990	-
Quality improvement grants			5,250	11,250	6,000
Technology consultants			500	500	-
Phone			1,200	1,200	-
<b>Total OTPS</b>			<b>49,440</b>	<b>79,087</b>	<b>29,647</b>

Administrative Fee (10%) **20,400** **20,400** -

**Total** **224,218** **224,218** -

Schedule B-1

**CHILD CARE COUNCIL OF WESTCHESTER, INC.  
Westchester County Office for Women  
Child Care Expansion and Quality Enhancement  
January 1 through December 30, 2010  
Revised July 17, 2010**

**PERSONNEL**

		FTE	Amount
Executive Director	106,270	0.03	3,188
Director of Professional Development	72,100	0.30	24,630
Controller	89,000	0.06	5,340
Infant Toddler Specialist	42,230	1.00	42,230
Quality Improvement Coord.	48,204	0.50	24,100
Receptionist/Clerical	27,326	0.18	4,919
		2.07	<b>101,407</b>
Taxes and Fringe (23%)			23,324
<b>Total Personnel</b>			<b>124,731</b>

**OTHER THAN PERSONNEL**

Occupancy			16,000
Infant Toddler Conferences			20,000
Program consultants			21,500
Staff development			900
Travel			900
Workshop expenses			147
Professional materials			200
Postage			300
Printing			700
IT CDA program			4,500
Supplies			990
Quality improvement grants			11,250
Technology consultants			500
Phone			1,200
<b>Total OTPS</b>			<b>79,087</b>

Administrative Fee (10%) **20,400**

**Total** **224,218**