

ID # 14490

Date: September 28, 2010

TO: Honorable Members  
Board of Acquisition and Contract

FROM: Grant E. Mitchell, M.D.  
Commissioner, Department of Community Mental Health

SUBJECT: **Authority for the County of Westchester (the “County”) acting by and through its Department of Community Mental Health to 1) amend two separate agreements between the County and Julia Dyckman Andrus Memorial, Inc. and the Lexington Center for Recovery, Inc. regarding counseling services to children living with adult substance abusers and the individuals with whom such children reside; and 2) enter into new agreements with proposed contractors The Guidance Center, Inc. and Kenneth Hardy for additional grant program services**

By resolution approved on December 13, 2007 (the “December 13<sup>th</sup> Resolution”), your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Community Mental Health (the “Department”), to enter into an agreement with the United States of America, acting by and through its Department of Health and Human Services, Administration for Children and Families, to accept a five year grant in the amount of \$2,500,000, entitled “Protecting Westchester Families / Integrating Systems of Care”, to fund various services to aid children living with adult substance abusers for a term from September 30, 2007 through September 29, 2012 (the “grant”).

To implement the services pursuant to the grant, the December 13, 2007 Resolution authorized the County to enter into subcontracts with the Lexington Center for Recovery, Inc. (“Lexington Center”), Julia Dyckman Andrus Memorial, Inc. (“Julia Dyckman”) and Thomas Saunders all for a term from September 30, 2007 through September 29, 2012, in the aggregate not-to-exceed amount of \$1,913,762 with the individual amounts as set forth below:

Subcontractors	Term	Funding Amount
Lexington Center	9/30/07 through 9/29/12	\$1,631,083.00
Julia Dyckman	9/30/07 through 9/29/12	\$207,679.00
Thomas Saunders	9/30/07 through 9/29/12	\$75,000.00
		Total: \$1,913,762.00

The agreement between the County and the Lexington Center was executed on or about February 5, 2008 and the agreement between the County and Julia Dyckman was executed on or about December 12, 2008.

By resolution dated April 9, 2009 (the "April 9<sup>th</sup> Resolution"), your Honorable Board authorized the Department to amend the December 13, 2007 resolution by 1) changing the name of contractor Thomas Saunders, Inc. to Social Policy Innovations, Inc. ("SPI"), effective retroactive to December, 2007; and 2) pursuant to shifting Department funds from unspent allocations, increasing the amount to be paid to SPI by an additional \$20,000 to increase the total not to exceed amount from \$75,000 to \$95,000.

The agreement between the County and SPI was executed on or about May 20, 2009. An agreement between the County and Thomas Saunders prior to its name change to SPI was never executed.

Julia Dyckman, pursuant to its aforementioned agreement, provides training and planning to develop standardized child social, emotional and developmental screening protocols for use by substance abuse counselors and treatment programs, and provides short term family centered mental health crisis intervention to stabilize families until they are successfully linked to ongoing mental health services.

The Lexington Center, pursuant to its aforementioned agreement, provides long-term, family-centered clinical case management to selected high-need families of substance-abusing parents with young children at risk of entering foster care, along with clinical supervision, training and oversight services.

Authority is now requested for the County to:

- 1) amend its aforementioned agreement with Julia Dyckman to increase its scope of services regarding increased data collection, reporting and mentoring of substance abuse counselors, and increase the total not-to-exceed amount by \$192,929 from \$207,679 to \$400,608; and
- 2) amend its aforementioned agreement with the Lexington Center to reduce the not-to-exceed amount to the Lexington Center by \$294,984 from \$1,631,083 to \$1,336,099 due to the Lexington Center hiring less employees than anticipated in the first two years of the agreement; and
- 3) enter into a new agreement with The Guidance Center, Inc., ("Guidance Center") pursuant to which The Guidance Center, Inc. shall be a subcontractor to the County under the grant and shall counsel children living with adult substance abusers and the individuals with whom such children reside, as well as consult with and train substance abuse counselors providing said services, for a term from January 1, 2010 through September 30, 2012 and for a total not-to-exceed amount of \$60,426.00; and

- 4) enter into a new agreement with Kenneth Hardy, individually, (“Kenneth Hardy”) pursuant to which Kenneth Hardy shall be a subcontractor to the County under the grant and shall train substance abuse counselors who counsel children living with adult substance abusers as well as the individuals with whom such children reside, for a term from June 1, 2010 through May 31, 2011 and for a total not-to-exceed amount of \$43,120.

The result of the payment increase to Julia Dyckman, the proposed addition of The Guidance Center and Kenneth Hardy, and the payment decrease to Lexington Center is a \$1,491.00 credit to the Department exhibited as follows:

Funding increase to Julia Dyckman	\$192,929.00
Addition of Guidance Center	\$ 60,426.00
Addition of Kenneth Hardy	\$ <u>43,120.00</u>
<b>Total Increase</b>	<b>\$296,475.00</b>
Less Payment Reduction to Lexington Center	<u>(\$294,984.00)</u>
<b>Credit to the Department</b>	<b>\$ 1,491.00</b>

The above requested authority to add proposed subcontractors, The Guidance Center and Kenneth Hardy and the Lexington Center payment reduction has made money available to retain the services of said prospective subcontractors at no additional cost to the Department and to further implement the purposes of the grant.

The proposed increased scope of services by Julia Dyckman, and the above referenced proposed agreements with The Guidance Center, Inc. and Thomas Hardy serve a public purpose by ensuring that at-risk children in Westchester County who live with an adult substance abuser, have the services available to live in a safe and secure home environment.

The changed scope of services by the Lexington Center and the proposed agreements with The Guidance Center and Kenneth Hardy meet the County’s goals and objectives regarding health, the environment and fiscal responsibility, as the aforesaid counseling services lessen the probability that such children will enter foster care and the resulting public expenditure with regard thereto.

The performance measurement regarding Julia Dyckman’s proposed increased scope of services and The Guidance Center’s proposed initial services, shall be tracked, monitored and evaluated for progress by their submission of monthly reports, reporting of screening results in two week timeframes and participation in monthly meetings with the County.

The performance measurement regarding Kenneth Hardy’s proposed initial services shall be tracked, monitored and evaluated for progress by the proposed contractor’s completion and submission of pre-test and post-test reports

The agreements with The Guidance Center, Inc. and Kenneth Hardy are exempt from the County Procurement Policy pursuant to Section 3(a) xviii thereof.

Except as specifically amended hereby, all other terms and conditions of the County's aforementioned prior agreements with Julia Dyckman and the Lexington Center, together with the December 13, 2007 and April 9, 2009 resolutions shall remain the same and in full force and effect.

Accordingly, I most respectfully recommend approval of the attached proposed Resolution.

GEM/DA/cji

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/09/2010 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

**RESOLVED**, that the agreement dated on or about December 12, 2008 between the County of Westchester (the "County"), acting by and through its Department of Community Mental Health and Julia Dyckman Andrus Memorial, Inc. ("Julia Dyckman") pursuant to which Julia Dyckman provides counseling services to children living with adult substance abusers and the individuals with whom such children reside, as well as training substance abuse counselors that provide such services, for a term from September 30, 2007 through September 29, 2012 and for a not-to-exceed amount of \$207,679; is hereby amended to increase said amount by \$192,929 to a new total not-to-exceed amount of \$400,608 to increase its scope of services regarding increased data collection, reporting and mentoring of substance abuse counselor; and be it further

**RESOLVED**, that the agreement dated on or about February 5, 2008 between the County and the Lexington Center for Recovery, Inc. ("Lexington Center") pursuant to which the Lexington Center provides counseling services to children living with adult substance abusers and the individuals with whom such children reside, for a term from September 30, 2007 through September 29, 2012 and for a not-to-exceed amount of \$1,631,083, is hereby amended to reduce said amount by \$294,984 to a new total not-to-exceed amount of \$1,336,099 to reflect the actual number of personnel hired for this work; and be it further

**RESOLVED**, that the County shall be authorized to enter into new agreements with:

- 1) The Guidance Center, Inc., which shall counsel children living with adult substance abusers and individuals with whom such children reside, as well as train and consult with substance abuse counselors that provide such services, for a term from January 1, 2010 through September 29, 2012 and for a total not to exceed amount of \$60,426.00 to be paid pursuant to an approved budget; and
- 2) Kenneth Hardy, individually, who shall train, advise and consult with substance abuse counselors who counsel children living with adult substance abusers and the individuals with whom such children reside, for a term from June 1, 2010 through May 31, 2011 and for a total not to exceed amount of \$43,120.00 to be paid pursuant to an approved budget; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the December 13, 2007 and the April 9, 2009 resolutions, and the agreements between the County and Julia Dyckman, dated on or about December 12, 2008, and Lexington Center, dated on or about February 5, 2008, shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

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Account to be  
Charged/Credited

<b>Fund</b>	<b>Dept</b>	<b>Major Program, Program &amp; Phase Or Unit</b>	<b>Object/ Sub- Object</b>	<b>Trust Account</b>	<b>Dollars</b>

Budget Funding Year(s) \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(must match resolution)

Funding Source

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

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \_\_\_\_\_  
Other: \_\_\_\_\_

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