

18081

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Diane G. Balistreri
Coordinator, Office for Women

DATE: March 29, 2011

SUBJECT: Authority to enter into a grant agreement with the New York State Office of Children and Family Services for the purpose of enhancing domestic violence services for an amount not-to-exceed \$35,602 for the period March 31, 2011 to March 30, 2012

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to accept funding awarded under the Federal Violence Prevention and Services Act from the New York State Office of Children and Family Services, for an amount not-to-exceed Thirty-Five Thousand Six Hundred Two Dollars (\$35,602), for the purpose of providing support for two positions: Jr. Administrative Assistant and Spanish Speaking Community Outreach Worker

The proposed Agreement will serve a public purpose 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 grant, NYS Comptroller's number C025327, is for the period March 31, 2011 to March 30, 2012.

Attached is a proposed resolution for your consideration.

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into a grant agreement awarded under the Federal Violence Prevention and Services Act with the New York State Office of Children and Family Services, in the amount of Thirty-Five Thousand Six Hundred Two Dollars (\$35,602) payable pursuant to the appended budget, for the period March 31, 2011 to March 30, 2012 in order to provide support for the Jr. Administrative Assistant and the Spanish Speaking Community Outreach Worker in Office for Women’s Non-Residential Domestic Violence Program; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	REV SRC	Dollars
101	11	0900	9734	\$35,602

Budget Funding Year(s) 2011-2012 **Start Date:** 3/31/2011 **End Date:** 3/30/2012
 (must match resolution)

\$35,602

(must match resolution)

Funding Source:

Tax Dollars _____
 State Aid \$35,602
 Federal Aid _____
 Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-21-2011 - JOMARY VIEIRA SECRETARY

Schedule A

**NYS Office of Children & Family Services
2011-2012 Grant**

1. Describe why these funds are needed and how they will be used to support services for victims of domestic violence and/or their children. Explain how the target population will benefit.

We seek to use this grant to partially fund the salaries for our existing Jr. Administrative Assistant Stephanie Dechiaro, and for Victoria Rivera, our Spanish Speaking Community Outreach Worker. Stephanie Dechiaro's work with clients is both direct and indirect. Victoria Rivera works directly with clients in the Yonkers Family Court. They will not be attorneys, will not function as attorneys, and will not render legal services.

The positions for which we seek OCFS support are:

- **Jr. Administrative Assistant.** Stephanie Dechiaro's responsibilities are part community outreach and part operational support for the rest of the program: she triages hotline phone calls, giving information and referral where appropriate and referring other calls to counselors in the office. She speaks Spanish adequately to handle I&R telephone calls. In addition to her telephone and secretarial skills, her computer skills enable her to update information on the office's Web site and to manage program statistics and performance measures. She has assisted in updating County domestic violence materials in Spanish and putting Spanish language domestic violence information on the office's Web site. She also manages OCFS grants. In addition, she shepherds 27 contracts with ancillary domestic violence agencies through the contract process, as well as inputting/managing statistics and performance measures from our contract agencies. She works full time for the Office for Women, and all of her time is devoted to the domestic violence program. **We have used grant funds from OCFS in the past to fund Stephanie's position, and we seek to do so again. This part of her salary is an operational expense not otherwise covered by government funding.**
- **Spanish Speaking Community Outreach Worker.** Victoria Rivera works independently in the Yonkers Family Court providing bilingual/bicultural assistance to Spanish speaking domestic violence victims by providing advocacy, counseling, translation, court accompaniment and related services. We seek to use OCFS funds to partially fund this position. Most of her time is dedicated to her ongoing caseload, providing vital support and advocacy services to victims of domestic violence. Most of her clients she assists through the court process in preparing and seeking Orders of Protection and safety planning. This position has enhanced our ability to serve this underserved and vulnerable population of domestic violence victims.

Schedule B

NYS Office of Children & Family Services (C025327)

3/31/2011 - 3/30/2012

<u>Position/Title</u>	<u>Grant Funds</u>
JR. ADMINISTRATIVE ASSISTANT Grade VIII, Step 5 100% Time Stephanie Dechiaro	\$13,920
COMMUNITY OUTREACH WORKER SPANISH SPEAKING Grade IV Step 5 100% Time Victoria Rivera	\$21,682
1. Personnel Total	\$35,602
2. Fringe Benefits Total	
3. Total Personal Services Costs	\$35,602

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-21-2011 - JOMARY VIEIRA, SECRETARY