



Office of the District Attorney  
County of Westchester

22026

MEMORANDUM

To: HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

September 6, 2011,

From: JANET DiFIORE  
DISTRICT ATTORNEY

GRANT MITCHELL, MD  
COMMISSIONER COMMUNITY MENTAL HEALTH

**RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES, IN ORDER TO ACCEPT GRANT FUNDS IN THE AMOUNT OF \$201,300, TO FUND THE REENTRY TASK FORCE AND ENHANCED SERVICES GRANT PROGRAM, FOR THE PERIOD OF JULY 1, 2011 THROUGH JUNE 30, 2012, AND TO ENTER INTO FOUR SUBCONTRACTS IN ORDER TO OPERATE THIS GRANT PROGRAM FOR THE PERIOD JULY 1, 2011 THROUGH JUNE 30, 2012, PURUSANT TO APPROVED BUDGETS WITH THE FOLLOWING SUBCONTRACTORS: SHAUN LEVINE, LCSW IN AN AMOUNT NOT TO EXCEED \$23,100; THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY INC. IN AN AMOUNT NOT TO EXCEED \$10,705; WESTHAB INC. IN AN AMOUNT NOT TO EXCEED \$61,000; AND WITH FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$1,495**

Authority is sought for the County of Westchester to enter into an agreement with the New York State Division of Criminal Justice Services, in order to accept grant funds in the amount of \$201,300.00, that the District Attorney's Office will use to operate the Reentry Task Force and Enhanced Services Grant Program, for the period July 1, 2011 through June 30, 2012. In addition to the grant funds, \$49,368.00 of County funds will also be used to operate this Program. The reason the resolution is being submitted on this date is that the approval from New York State was just received.

The objective of this grant is to reduce crime and recidivism by continuing a multi-agency Westchester County Reentry Task Force (WCRTF) that promotes the general health and public safety of the citizens of Westchester by assisting individuals released from state prison to transition successfully back into their communities in Westchester. The WCRTF works to accomplish this goal by identifying reentry resources as well as barriers to reentry in Westchester County. In addition, the WCRTF works with government and not for profit partners in the County to link reentrants to needed services such as alcohol and substance abuse treatment, mental health treatment, housing and employment services. All individuals assisted by the WCRTF are on Parole, under the supervision of the NYS Division of Corrections and Community Supervision. The WCRTF submits quarterly reports to DCJS for its review and approval.

District Attorney Janet DiFiore is the Chair of the WCRTF and the District Attorney's Office directs the WCRTF. The grant funds are provided to Westchester County through the Department of Community Mental Health (DCMH). The Reentry Coordinator is a DCMH employee whose position is required and funded by the grant. The role of the Reentry Coordinator is essential in all WCRTF programs and services. Among the Reentry Coordinator's responsibilities are coordinating services provided to reentrants, developing reentry-specific programs with appropriate service providers, identifying potential new partners and service providers, and reaching out to government, community and religious groups to develop new reentry resources. The individual who has served as Reentry Coordinator since the WCRTF began is has an M.A. in counseling and experience working with the forensic and mental health populations in Westchester County.

Authority is requested to enter into an agreement with **Shaun Levine, LCSW** ("Vendor") in an amount not to exceed \$23,100 for the period July 1, 2011 through June 30, 2012, pursuant to an approved budget, under which the Vendor will provide Cognitive Behavioral Therapy, an evidence-based approach to assist reentrants considered at high risk of reoffending to transition successfully from incarceration back into the community. As part of this program, there will be three outpatient groups that will meet for 16 sessions, with the goal of engaging the reentrants in pro-social responses and behaviors, and enabling them to become productive, law-abiding members of their Westchester communities. This contract will provide a service that will serve this population in a manner that promotes public safety in Westchester County.

Authority is requested to enter into an agreement with the **Mental Health Association of Westchester County Inc.** ("Vendor") in an amount not to exceed \$10,705, for the period July 1, 2011 through June 30, 2012, pursuant to an approved budget, under which the Vendor agrees to provide funding for emergency needs of reentrants, including MetroCards for transportation to services and programs to which reentrants are referred; fees for NYS identification, birth certificates and other records

needed for identification and employment; emergency assistance in the form of clothing for reentrants who leave prison without adequate clothing or who need clothing for employment or travel to services and programs; and personal hygiene items needed by some reentrants upon release from prison. Any distribution of funds will be accounted for by the Reentry Coordinator and will be consistent with the terms of the grant and this contract. This contract will help meet the reentry needs of this returning population in a manner that promotes the safety and best interests of the people of Westchester County.

Authority is requested to enter into an agreement with **Westhab Inc.** in an amount not to exceed \$61,000 for the period July 1, 2011 through June 30, 2012, pursuant to an approved budget, to provide the following services: **Employment Services Program** in an amount not to exceed \$10,000. The Employment Services Program provides an Employment Counselor to meet with reentrants at the New Rochelle Area Parole Office two days per month on their report day, and thereafter develop employment profiles, conduct employment readiness training sessions, and provide vocational education and job referrals. Westhab will also provide Job Development services, consisting of identification of potential employers for the reentry population, communication with employers regarding positions and qualifications, and follow up with employers, at no charge. They will provide a **Case Manager** in an amount not to exceed \$51,000. The Case Manager is a full-time employee of Westhab who works for the WCRTF and is responsible to conduct an assessment of reentrants' needs; provide referrals to such needed services as drug or alcohol treatment, education and employment services; assist with applications such as DSS, ACCES, Social Security cards, DMV identification; provide MetroCards and emergency needs such as food, clothing, and personal care items; maintain contact with treatment providers and Parole Officers to monitor reentrants' progress. The Case Manager maintains detailed records of these services and interactions with reentrants, and this information is reported as required to DCJS. Westhab is uniquely suited to provide these employment and case manager services. In addition to these contracts, Westhab will also provide its housing services to reentrants. Homelessness or inadequate housing has been shown to be barriers to successful reentry. Westhab is the only Westchester County organization with a record of successfully providing housing services as well as employment and case manager services to populations with the special circumstances (e.g., homeless, inadequately housed, veterans, former offenders) that are comparable to our reentry population. Westhab is the only agency providing this combination of services in a manner specifically tailored to our high risk population of returning felony offenders. By assisting with critical needs of this population for stability, necessary services and housing, Westhab will provide services that promote public safety and the best interests of the people of Westchester County.

Authority is requested to enter into an agreement with **Family Services of Westchester** in an amount not to exceed \$1,495 for the period July 1, 2011 through June 30, 2012, pursuant to an approved budget, to offer Mothers Matter, a program is designed to assist mothers who are returning from periods of incarceration by offering workshops on family reunification and responsibilities, child development, parenting and

disciplinary skills, communication and conflict resolution, job readiness, and maintaining personal health, wellness and sobriety. Family Services of Westchester provided this program on a pilot basis in the 2009-10 funding year and is uniquely suited to offer it again because of this experience and its experience offering Fathers Court, the highly regarded program that has assisted fathers returning from periods of incarceration to reunite with their families and rejoin their communities. Mothers Matter is the only program of its kind offered for women in Westchester County. This contract will provide needed services that will promote public safety and the best interests of the people of Westchester County.

The WCRTF was created in 2007 and has been fully functional since 2008. In 2010, the WCRTF made over 400 referrals of reentrants to needed services, linking 68 reentrants to substance abuse and alcohol treatment, 73 reentrants to mental health treatment, 121 reentrants to employment services, 40 reentrants for educational services, 32 reentrants to Fathers Court or Mothers Matter family reunification and parenting services, and 68 reentrants to Cognitive Behavioral Therapy. Approval of this resolution is necessary in order to continue DCJS funding that enables the WCRTF to target recidivism by assisting ex-offenders in successfully reintegrating into their community.

The requirements of the Westchester County Procurement Policy were followed. The Procurement is exempt under Section 3 (a) iii, which provides for the exception "Transactions/contracts with the United States of America, any state agency". The agreement is a transaction/contract with the New York State Criminal Justice Services. The subcontractors who provide therapeutic intervention are also exempt under Section 3(a)(viii) of the Procurement Policy and Westhab is a sole source provider pursuant to Section 9 of the Procurement Policy.

Wherefore, authority is respectfully sought for the County to enter into this agreement.

## RESOLUTION

Upon communication from District Attorney Janet DiFiore and Commissioner of Mental Health Grant Mitchell, MD,

**RESOLVED**, that authority is granted to the County of Westchester to enter into an Agreement with the New York State Division of Criminal Justice Services, in the amount of \$201,300.00 in order to accept grant funds in order for the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant Program, for the period July 1, 2011 through June 30, 2012; and it is further

**RESOLVED**, that authority is granted to enter into an agreement with Shaun Levine in an amount not to exceed \$23,100, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012; and it is further

**RESOLVED**, that authority is granted to enter into an agreement with The Mental Health Association of Westchester County Inc. in an amount not to exceed \$10,705, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012; and it is further

**RESOLVED**, that authority is granted to enter into an agreement with Westhab Inc. in an amount not to exceed \$61,000, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012; and it is further

**RESOLVED**, that authority is granted to enter into an agreement with Family Services of Westchester in an amount not to exceed \$1,495, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012; and it is further

**RESOLVED**, that these Agreements are subject to County appropriations; and be it further

**RESOLVED**, that these Agreements are also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate these Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors shall have the right to terminate these Agreements upon reasonable prior written notice; and be it further

**RESOLVED**, that based upon the representations of the District Attorney and Commissioner of Community Mental Health, Westhab is deemed to be a sole source

provider for the services that the County requires under the subcontract to provide the WCRTF Employment Services Program; and be it further

**RESOLVED**, that the District Attorney or her duly authorized designee be authorized and empowered to execute this renewal for the County of Westchester.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase or unit	Object/ Sub-Object	Trust Account	Dollars
263	26	836L	9854	T-836	\$201,300
263	26	836L	9855	T-836	\$ 49,368
263	26	836L	4380	T-836	\$ 96,300
263	26	836L	Various	T-836	\$154,368

Budget Funding Year(s) 2011/12 Start Date: 07/01/11 End Date: 06/30/2012  
(must match resolution)

Funding Source Tax Dollars: \$49,368  
State Aid: \$201,300  
Federal Aid                       
Other                     

\$ 250,668 (must match the resolution)

APPROVED BOARD OF RESOLUTION CONTRACT #103/2011 - JOMARY VIERA SECRETARY