

22500

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Diane G. Balistreri
Coordinator, Office for Women

DATE: October 25, 2011

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

On March 24, 2011, 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 has been providing various child care services for a term of one year which commenced January 1, 2011 and will terminate December 31, 2011 for an amount not-to-exceed \$208,118, pursuant to an approved budget (the "Agreement"). The Agreement was 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 \$208,118.

Except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain the same.

The proposed amendment will serve a public purpose 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 proposed amendment are for the Child Care Council to provide training, technical assistance and consultations and conferences to child care centers to ensure quality environments and appropriate programming. During the proposed contract term, the Child Care Council anticipates providing:

- technical assistance to 75 infant/toddler staff or directors
- assessment-driven quality improvement consultations to 15 infant/toddler classrooms
- an Infant/Toddler Child Development Associate (CDA) credential program
- post-CDA training support to graduates of the program
- an Infant/Toddler Creative Curriculum course
- an Infant/Toddler Teacher Conference for 100 teachers
- quality improvement assistance and resources for teachers

The goals and objectives of the proposed amendment 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 quarterly statistics and 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 ascertain progress and additional services needed. By the end of 2011, it is expected that 75% of participants will complete the training and submit their assessment applications; those who receive quality improvement assistance will implement planned quality changes in their programs; and teachers will complete a self-reflection tool to evaluate their understanding and indicate knowledge gained after receiving technical assistance.

I most respectfully recommend approval of the attached Resolution.

RESOLUTION

Upon a communication from the Coordinator 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. provides various child care services for the period January 1, 2011 through December 31, 2011, by modifying the budget in order to reallocate funds due to staff turnover without altering the existing not-to-exceed amount of \$208,118, 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 this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; 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	2011

Budget Funding Year(s) 2011
(must match resolution)

Start Date: 1/1/2011 **End Date:** 12/31/2011

(must match resolution)

Funding Source: Tax Dollars _____
 State Aid _____
 Federal Aid _____
 Other _____

CHILD CARE COUNCIL OF WESTCHESTER, INC.
Westchester County Office for Women
Child Care Expansion and Quality Enhancement
January 1 through December 31, 2011
Changes to Budget

PERSONNEL

		FTE	Approved	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	90,846	0.06	5,451	5,451	-
Infant Toddler Specialist	43,788	1.00	43,788	43,788	-
Infant Toddler Specialist (Part-time)	45,500	0.29	13,000	353	(12,647)
Assistant Director of Professional Dev	53,560	0.10	5,356	5,356	-
Training Coordinator	41,000	0.05	2,050	2,050	-
Receptionist/Clerical	28,119	0.18	5,061	5,061	-
		2.01	99,524	86,877	(12,647)
Taxes and Fringe (23% including) 1 PT@ 15%)			22,283	19,982	(2,301)
Total Personnel			121,807	106,859	(14,948)
OTHER THAN PERSONNEL					
Occupancy			18,000	18,000	-
Infant Toddler Conferences			11,000	11,000	-
Program consultants			19,500	34,500	15,000
Staff development			4,000	4,000	-
Travel			1,600	1,600	-
Workshop expenses			800	800	-
Professional materials			200	200	-
Postage			300	300	-
Printing			1,000	1,000	-
IT CDA program			250	250	-
Supplies			1,091	1,091	-
Quality improvement grants			7,200	7,200	-
PONSI			950	950	-
Technology			300	300	-
Phone			1,200	1,200	-
Total OTPS			67,391	82,391	15,000
Administrative Fee (10%)			18,920	18,868	(52)
Total			208,118	208,118	-