

Robert P. Astorino
County Executive

Department of Social Services
Kevin M. McGuire
Commissioner

23502

DATE: December 7, 2011
TO: Board of Acquisition & Contract
FROM: Kevin M. McGuire, Commissioner
Department of Social Services
RE: Authority To:

- a) Amend a grant agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance for an amount not to exceed \$72,596 to support subsidized employment opportunities under the Health Care Jobs 2 Program for the period January 1, 2011 to September 30, 2011 in order: 1) to accept a supplemental grant allocation in the amount of \$64,902, thereby increasing the not to exceed grant allocation from \$72,596 to a new total not to exceed \$137,498; and 2) to extend the end date of the grant agreement from September 30, 2011 to June 30, 2012
- b) Amend an agreement with Westhab, Inc. to provide training and subsidized employment services under the Health Care Jobs 2 Program for the period January 1, 2011 through September 30, 2011 for an amount not to exceed \$72,596 made available through the above said grant agreement in order: 1) to increase the not to exceed amount by \$64,902 from an amount not to exceed of \$72,596 to a new total not to exceed amount of \$137,498; and 2) to extend the end date from September 30, 2011 to June 30, 2012

Through a Resolution approved on March 31, 2011, your Honorable Board authorized the County of Westchester, acting by and through the Department of Social Services (the "Department") to enter into an agreement with the New York State Office of Temporary and Disability Assistance to accept funding for an amount not to exceed \$72,596 and to enter into a separate agreement with Westhab, Inc. to provide training and subsidized job placements for TANF-eligible individuals using the aforesaid funding for the period January 1, 2011 through September 30, 2011. The agreements were subsequently executed.

The Department has recently received notification from the State adding another \$64,902 in supplemental funding to the aforesaid grant and extending the end date of the grant to June 30, 2012. Accordingly, the County of Westchester, acting by and through the Department of Social Services (the "Department"), seeks authority from your Honorable Board to amend an Agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance (OTDA"), in order: 1) to accept a supplemental grant allocation in the amount of \$64,902, thereby increasing the not to exceed grant allocation from \$72,596 to a new total not to exceed \$137,498; and 2) to extend the end date of the grant agreement from September 30, 2011 to June 30, 2012.

Authority is also sought to amend an agreement with Westhab, Inc. ("Westhab") to provide training and subsidized services under the Program for the period January 1, 2011 through September 30, 2011 for an amount not to exceed \$72,596 made available through the aforesaid grant agreement by: 1) increasing the not to exceed amount by \$64,902 from an amount not to exceed of \$72,596 to a new total not to exceed amount of \$137,498; and 2) extending the end date of the agreement from September 30, 2011 to June 30, 2012. The late submission of the resolution was due to the delay in the award notification from New York State. The additional funding will be used to cover the cost associated with services to be provided by the contractor during the extended term under the terms of the agreement.

The Health Care Jobs 2 Program is designed to place customers lacking adequate job skills or work history into subsidized employment for 4 weeks. Participants will also receive on-the-job training during the subsidized period through the respective employers. If unsubsidized employment is not achieved, then Westhab's Job Coach/Job Developer will continue to work with participants to help them find paid employment opportunities in the health care industry as a focus. In addition, the Job Coach/Job Developer will provide such participants with a higher level of job readiness activities intended to better prepare them for full time unsubsidized employment.

The agreements will serve a **public purpose** in that they will create subsidized employment for TANF eligible individuals with the ultimate goal of finding permanent unsubsidized employment. As customers receive increased job training and overcome barriers to employment, they gain self confidence as well as acquire necessary skills required to retain long-term employment, thereby promoting the general health, safety and welfare of Westchester County residents.

The goals and objectives of this program are to decrease the dependence of "hard-to-serve TANF eligible customers on Temporary Assistance by providing effective job placements for these individuals. By placing customers who are lacking adequate work history or who may have other barriers to employment in subsidized employment, the customer will develop positive work skills; receive employment readiness training as well as job search, job placement services that will help them develop the confidence needed to succeed.

The goals and objectives are in the best interest of the County regarding fiscal responsibility in that the continued use of these services may lead to job placement and Temporary Assistance case closures that could create gainful employment within Westchester County that in turn could stimulate the economy. Furthermore, Westchester County is required to engage all TANF customers in countable

employment activities in order to meet the Federal participation rate requirements. Failure to meet these standards can result in Federal fiscal sanctions for Westchester County.

The performance measurement indicators will be tracked through the submission of monthly statistics and quarterly reports, as well as through direct contact with the Department's Program Office. The contract performance data is also submitted to New York State each quarter for review. The Department is able to report the following performance data for the period from January, 2011 through September, 2011:

- 14 participants were enrolled in subsidized jobs
- 12 participants secured unsubsidized employment
- 8 DSS case closures

The agreement with OTDA is not a procurement and is not subject to the Westchester County Procurement Policy (the "Procurement Policy"). The agreement with Westhab is exempt from the Procurement Policy pursuant to Section 3(a) (xiv), thereof.

Except as specifically amended hereby, all other terms and conditions of both agreements shall remain in full force and effect.

Accordingly, the County of Westchester is hereby requesting authority to amend the agreements with the State of New York, acting by and through its Office of Temporary and Disability Assistance, and Westhab, Inc. for reasons stated above.

An appropriate resolution is attached herewith for your Honorable Board's approval.

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to amend a grant agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance, for an amount not to exceed \$72,596 to support subsidized employment opportunities under the Health Care Jobs 2 Program for the period January 1, 2011 to September 30, 2011 in order to: 1) accept a supplemental grant allocation in the amount of \$64,902, thereby increasing the not to exceed grant allocation from \$72,596 to a new total not to exceed \$137,498; and 2) extend the end date of the grant agreement from September 30, 2011 to June 30, 2012; and be it further

RESOLVED, that the County of Westchester is hereby authorized amend an agreement with Westhab, Inc. to provide training and subsidized employment services under the Health Care Jobs 2 Program for the period January 1, 2011 through September 30, 2011 for an amount not to exceed \$72,596 made available through the above said grant agreement in order: 1) to increase the not to exceed amount by \$64,902 from an amount not to exceed of \$72,596 to a new total not to exceed amount of \$137,498; and 2) to extend the end date from September 30, 2011 to June 30, 2012; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of both agreements shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

	Grant Agreement	Westhab Agreement
Original Contract Amount:	\$72,596	\$ 72,596
This Amendment:	<u>\$64,902</u>	<u>\$ 64,902</u>
Total	\$137,498	\$ 137,498

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	973k	9853	T973	\$64,902
263	22	973k	4380	T973	\$64,902

Budget Funding Year(s): 2011(Grant Year) Start Date: N/A_ End Date: 6/30/12
(must match resolution)

Funding Source

\$64,902 (Revenue)
\$64,902 (Expense)
(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/29/2011 PRIMARY VERA, SECRETARY