

**28660**

**DATE:** August 9, 2012

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, MD  
Commissioner of Health

**RE:** Authorization to Enter into Contract with Amber Wilson to provide Community Health Advocate services for the Term 8/15/12 through 2/21/13, pursuant to an approved budget, for a total amount not-to-exceed \$19,700 to be paid at the rate of \$22 per hour.

The Westchester County Department of Health (“WCDH”) seeks authorization to enter into contract with Amber Wilson to provide consumer assistance for the term 8/15/12 through 2/21/13, pursuant to an approved budget, for a total amount not-to-exceed \$19,700, to be paid at the rate of \$22 per hour.

This contract is fully funded by a grant from the Community Service Society of New York’s (“CSSNY”) Community Health Advocates (“CHA”) Program. The CHA grant is a pilot program designed to provide information and assistance with health insurance coverage and health care access to local Westchester County residents and communities.

The WCDH followed a competitive procurement process by conducting eight interviews during the contract year of 2011-2012. These prospective consultants were referred to us by community based agencies the WCDH had contacted. The consultant, Amber Wilson, was one of the candidates interviewed who possessed the training and experience that was best suited for this position.

This contract will promote the public health and general welfare of County residents through individual and community outreach in order to connect insured and uninsured populations to available health insurance coverage and medical care.

The goal is to help County residents access health insurance coverage and medical care through 120 individualized counseling sessions, including assistance with eligibility assessment, enrollment and benefits coordination; distribution of educational materials; and three (3) community presentations/education each quarter. This mission will complement the activities of the NYSDOH community-based Facilitated Enrollment Program which the WCDH also successfully administers.

The WCDH will monitor the consultant’s performance on a monthly basis by monitoring compliance with the CHA program’s productivity targets.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the “Grant Terms”), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

I certify that this proposed contract will comply with the terms and conditions of the CHA Program grant.

Approval of the attached resolution is respectfully requested.

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, BE IT HEREBY

**RESOLVED**, that the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to enter into contract with Amber Wilson to provide Community Health Advocate services for the term 8/15/12 through 2/21/13, pursuant to an approved budget, for a total amount not-to-exceed \$19,700, to be paid at the rate of \$22 per hour; and, be it further

**RESOLVED**, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this Resolution in the manner prescribed by law.

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	080M	4380	T080	\$19,700

Budget Funding Year(s) (must match resolution) 12-13 Start Date 8/15/12 End Date 2/21/13

Funding Source	Tax Dollars	
	State Aid	
<u>\$19,700</u>	Federal Aid	
(must match resolution)	Other	NYSDOH-CSSNY pass thru

APPROVED BOARD OF ACQUISITION CONTRACT - 09/06/2012 - CLERK OF SUPERIOR COURT SECRETARY