



**Office of the District Attorney
County of Westchester**

MEMORANDUM

36218

September 30, 2013

To: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

From: JANET DiFIORE
DISTRICT ATTORNEY

MELISSA STAATS
ACTING COMMISSIONER COMMUNITY MENTAL HEALTH

RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO 1) ENTER INTO AN AGREEMENT WITH THE STATE OF NEW YORK, ACTING BY AND THROUGH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES (“DCJS”) IN ORDER TO ACCEPT A GRANT IN THE TOTAL AMOUNT OF \$139,680, TO FUND THE REENTRY TASK FORCE AND ENHANCED SERVICES GRANT PROGRAM, FOR THE PROGRAM PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014; AND 2) ENTER INTO SUB-AWARDEE AGREEMENTS WITH SHAUN LEVINE, LCSW IN AN AMOUNT NOT TO EXCEED \$7,700; THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY, INC. IN AN AMOUNT NOT TO EXCEED \$2,735; WESTHAB, INC. IN AN AMOUNT NOT TO EXCEED \$24,000; AND WITH FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$1,495, FOR THE PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014, PURSUANT TO APPROVED BUDGETS, TO PROVIDE VARIOUS SUPPORT SERVICES TO ASSIST INDIVIDUALS RETURNING FROM PRISON TO TRANSITION BACK INTO THE COMMUNITY

Authority is sought for the County of Westchester to enter into an agreement with 1) DCJS, in order to accept a grant in the total amount of \$139,680, that will be used by the District Attorney’s Office to operate the Reentry Task Force and Enhanced Services Grant Program, for the program period July 1, 2013 through June 30, 2014; and 2) enter into sub-awardee agreements with Shaun Levine, LCSW in an amount not to exceed \$7,700; the Mental Health Association of Westchester County, Inc. (“MHA”) in an amount not to exceed \$2,735; Westhab, Inc. in an amount not to exceed \$24,000; and Family Services of Westchester (“FSW”) in an amount not to exceed \$1,495, for the period July 1, 2013 through June 30, 2014, pursuant to approved budgets, to provide various support services to assist individuals returning from prison to transition back into the community.

The reason this resolution is being submitted at this late date is that grant approval from the DCJS was only 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 Co Chair of the WCRTF, along with Frank Gemmati, the Bureau Chief of the New Rochelle Area Parole Office. 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, reaching out to government, community and religious groups to develop new reentry resources, and supporting the Case Manager in her duties. The individual who has served as Reentry Coordinator since the inception of the WCRTF has an M.A. in counseling and experience working with the forensic and mental health populations in Westchester County. As required by DCJS, each Reentry Task Force must include at least \$3,000 in their application budgets for DCJS required meetings, travel expenses and trainings. DCJS specifically identifies training to develop provision of evidence-based practices such as Offender Workforce Development Specialist Training. This training will enhance the knowledge and skills of the Reentry team by training a member to be an employment specialist. At this time it is anticipated that a Westchester County DSS employee will attend this training and serve as an employment specialist for Reentrants.

Pursuant to the contract with **Shaun Levine, LCSW**, Mr. Levine will provide cognitive behavioral therapy, (Thinking for a Change, an integrated cognitive behavior change model) 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 one outpatient group that will meet for 25 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.

Pursuant to the contract with **MHA**, MHA will 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, and similar items. 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.

Pursuant to the contract with **Westhab**, Westhab will provide the services of a **Case Manager**. The Case Manager will be an employee of Westhab who will work part-time for the WCRTF and will be responsible for conducting assessments 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 will maintain detailed records of these services and interactions with reentrants, and this information will be reported as required to DCJS. Westhab is uniquely suited to provide these case manager services. Westhab will also provide its housing services to reentrants. Homelessness or inadequate housing has been shown to be a barrier 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. Moreover, 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.

Pursuant to the contract with **FSW**, FSW will offer All Women Matter, a program designed to work with women who are returning from periods of incarceration as well as the female partners of reentrants who participated in the Fathers Count program, 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. FSW provided this program on a pilot basis during the 2009-10 funding year and is uniquely suited to offer it again because of this experience and its experience offering Fathers Count, the highly regarded program that has assisted fathers returning from periods of incarceration to reunite with their families and rejoin their communities. All Women 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. The goal of the Reentry Task Force is to assist individuals who return to our communities following a prison term to become productive, law abiding members of our community. For the District Attorney's Office, reentry is an issue of both fairness and public safety. Not only do individuals who have served their sentences deserve a chance to turn their lives around, but if

we do nothing to improve their chances of success, we know from experience that many of them will commit future crimes that will victimize their communities. The Reentry Task Force works with partner agencies to link reentrants with needed services, including alcohol and substance abuse treatment, mental health treatment, educational and vocational services, housing, and family reunification and parenting services. In 2012, the Reentry Task Force assisted approximately 206 individuals with such services.

The agreement to accept a grant from DCJS does not constitute procurement and as such is not subject to the requirements of the Westchester County Procurement Policy. The sub-awardee Agreements with Shaun Levine, MHA, Westhab and FSW are exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)xvii thereof which exempts “procurements which involve the expenditure of federal or state assistance where and to the extent that federal or state law, rules or regulations conflict with the provisions of the Policy.”

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.

Wherefore, authority is respectfully sought for the County to enter into these agreements.

JD/MS/SV/jpg

RESOLUTION

Upon communication from District Attorney Janet DiFiore and Acting Commissioner Melissa Staats, Community Mental Health, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to 1) enter into an Agreement with the New York State Division of Criminal Justice Services to accept a grant in the amount of \$139,680.00 for the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant Program, for the program period July 1, 2013 through June 30, 2014; and 2) enter into sub-awardee agreements with Shaun Levine, LCSW in an amount not to exceed \$7,700; the Mental Health Association of Westchester County, Inc. in an amount not to exceed \$2,735; Westhab, Inc. in an amount not to exceed \$24,000; and Family Services of Westchester in an amount not to exceed \$1,495, for the period from July 1, 2013 through June 30, 2014, pursuant to approved budgets, to provide various support services to assist individuals returning from prison to transition back into the community; and be it further

RESOLVED, that the Agreements with the four (4) sub-awardees are subject to County appropriations; and be it further

RESOLVED, that the Agreements with the four (4) sub-awardees 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 sub-awardees, then the sub-awardees shall have the right to terminate these Agreements upon reasonable prior written notice; 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	836N	9854	T-836	\$139,680
263	26	836N	9855	T-836	\$ 49,368
263	26	836N	4380	T-836	\$ 35,930
263	26	836N	Various	T-836	\$153,118

Budget Funding Year(s) 2013/14 Start Date: 07/01/13 End Date: 06/30/2014
(must match resolution)

Funding Source Tax Dollars: \$49,368
 State Aid: \$ 139,680
 Federal Aid: 0
 Other: _____

\$ 189,048 (must match the resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/17/2013 - DONALD WEIRA, SECRETARY