

**37144**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Robin Schlaff  
Director, Office for Women

**DATE:** November 26, 2013

**SUBJECT:** Authority to amend a resolution authorizing the County to enter into an agreement My Sisters' Place, Inc. to provide counseling services for children who have witnessed or experienced domestic violence for an amount not-to-exceed \$30,000 for the period October 1, 2013 to December 31, 2013 by modifying the scope of the agreement to include case management and advocacy services

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On October 31, 2013, your Honorable Board approved a resolution (the "October 31<sup>st</sup> Resolution") authorizing the County of Westchester (the "County") to enter into an agreement with My Sisters' Place, Inc. ("My Sisters' Place"), pursuant to which My Sisters' Place will provide counseling services for children who have witnessed or experienced domestic violence for a term of three months commencing October 1, 2013 and terminating December 31, 2013 for an amount not-to-exceed \$30,000, pursuant to an approved budget (the "Agreement"). The Agreement has not yet been executed.

As all service providers within My Sisters' Place must be consistently supervised and integrated into the whole of the MSP program, My Sisters' Place has determined that the supervision and oversight of the day-to-day operations of their crisis intervention, counseling, shelter, and advocacy services is critical. The work is trauma- and emergency-based with families in crisis; counselors, advocates, educators (many of whom are survivors themselves of domestic violence) are skilled, but need the guidance/support provided by their supervisors.

Accordingly, the County now respectfully requests that your Honorable Board amend the October 31<sup>st</sup> Resolution to modify the scope of the Agreement to include case management and advocacy services.

Except as specifically amended hereby, all other terms and conditions of the October 31<sup>st</sup> Resolution shall remain in full force and effect.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(viii), which exempts contracts with “agencies engaging healthcare workers.”

Accordingly, I recommend approval of the attached proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/19/2013 - JOMARY VIEIRA, SECRETARY

# RESOLUTION

Upon a communication from the Director of the Office for Women, be it hereby

**RESOLVED**, that the resolution approved on October 31, 2013 (the "October 31<sup>st</sup> Resolution"), which authorized the County of Westchester (the "County") to enter into an agreement with My Sisters' Place, Inc., to provide counseling services for children who have witnessed or experienced domestic violence, for the period October 1, 2013 through December 31, 2013, in an amount not-to-exceed \$30,000, pursuant to an approved budget (the "Agreement"), is hereby amended by modifying the scope of the Agreement to include case management and advocacy services; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the October 31<sup>st</sup> Resolution 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 and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
					\$0	2013

Budget Funding Year(s) 2013      Start Date: 10/1/2013      End Date: 12/31/2013  
 (must match resolution)

\_\_\_\_\_      Funding Source:      Tax Dollars \_\_\_\_\_  
 (must match resolution)      State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_

**Schedule A-1**

**My Sisters' Place, Inc.  
Case Management & Advocacy**

Through ongoing support and guidance from the Westchester County Office for Women, My Sisters' Place will be able to support the work of the Chief Executive Officer and Chief Program Officer, both of whom spend significant percentages of their time creating and leading the holistic programs of the agency, as well as the Residential Counselor, Manager of Community Counseling & Advocacy Program and CPS Program Coordinator.

The Chief Program Officer specifically provides multi-level supervision of all Program Directors and their Program Managers/Coordinators, including the Residential Counseling Coordinator (for adults and children); Manager of the Community Counseling and Advocacy Program; and Manager of the Child Protective Services Collaboration.

This supervision is necessary to support the provision of holistic domestic violence and human trafficking services provided by My Sisters' Place.