

**58016**

July 14, 2017

To: Honorable Board of Acquisition and Contract

From: Kevin Cheverko  
Commissioner of Correction

Re: Amending a Resolution approved on April 20, 2017, which authorized the County of Westchester to enter into an agreement with the American Correctional Association to conduct an accreditation process for the term from May 1, 2017 through April 30, 2020, in an aggregate amount not to exceed \$12,600, in order to increase the not to exceed amount to \$29,600 payable pursuant to an approved budget.

---

On April 20, 2017, your Honorable Board approved a Resolution authorizing the County of Westchester (the "County") to enter into an agreement with the American Correctional Association ("ACA") to conduct an accreditation process for the term from May 1, 2017 through April 30, 2020, in an aggregate amount not to exceed \$12,600 payable pursuant to an approved budget.

The proposed agreement with ACA includes provisions requiring the payment of \$4,500 for re-audit of any areas found in non-compliance, \$4,500 for requested technical assistance, \$6,500 for a mock audit, and \$1,500 to reschedule a postponed audit. Therefore, it is necessary to amend the April 20, 2017 Resolution in order to increase the not to exceed amount to \$29,600 payable pursuant to an approved budget.

The ACA was established for the purpose of improving correctional agencies, institutions and programs through a process of accreditation. The ACA has developed standards for this purpose and accreditation is the process for determining whether an agency, institution or program complies with those standards.

*Goals and Objectives:* To obtain National Accreditation awarded by the ACA. Nationally there are approximately 3,500 large jails (populations exceeding 1000) and there are approximately 120 that have received this prestigious award.

*Best Interest of the County:* In order to receive Accreditation status we must satisfy 383 required standards established by the ACA. By meeting these very demanding Standards, the Department of Correction and the County will benefit in the following ways:

- Improved safety will reduce the number of staff and inmate injuries. This will result in reduced medical expenses and also cut down on the number of absences by staff, reducing overtime costs.

- Improved sanitation in the facility will reduce the cost of health related issues for staff and inmates. This will reduce the amount of sick time lost to airborne illnesses, some of which are attributed to mold and mildew growths. Reduction in sick time usage will also lead to additional overtime savings.
- Continual training will aid in a more professional and knowledgeable staff and contribute to the reduction of litigation due to procedural discrepancies.
- Continuous inspections and stricter code compliance requirements will identify areas that could potentially cause unsafe conditions requiring medical expenditures and/or litigation.
- Physical plant problems are identified from a pro-active posture, rather than a reactive posture for correcting deficiencies. This will save funds by correcting the problem early, preventing deterioration requiring major repair.
- Achieving Accreditation will demonstrate the department's commitment of meeting higher national standards, which will aid in receiving grants and additional funding.
- Establishment of tighter inventory controls and accountability will identify and reduce waste. Additional products and materials may be identified that if instituted could generate long term savings.
- Reduction of frivolous law suits by demonstrating to the courts that we follow a "best practices" way of conducting business and exceed local and state standards by adhering to the ACA's more stringent national standards criteria.

*Tracking & Monitoring:* The ACA standards are performance-based and require that a set of outcome measures be utilized to continuously monitor compliance. This information is collected on a monthly basis and must be placed in the folders that cover the standards (there is one folder for each of the 383 standards). This ensures that we are maintaining the necessary compliance for the standards and provides a tracking mechanism to alert us if any part of a standard has not been met. By employing these methods the department will know exactly what our current status is and what needs attention to correct any deficiencies.

The agreement is exempt from the requirements of the County Procurement Policy pursuant to Section 9(a) Sole Source Procurement. The Department of Correction is of the opinion that the ACA is the sole provider for National Accreditation. All correctional based associations were canvassed and the ACA is the only organization that awards a national accreditation.

Accordingly, I recommend adoption of the annexed amended Resolution.

KC/DLV/dv

**RESOLUTION**

Upon a communication from the Commissioner of Correction, be it hereby

**RESOLVED**, that the Resolution approved on April 20, 2017, which authorized the County of Westchester to enter into an agreement with the American Correctional Association to conduct an accreditation process for the term from May 1, 2017 through April 30, 2020, in an aggregate amount not to exceed \$12,600, is amended in order to increase the not to exceed amount to \$29,600 payable pursuant to an approved budget; and be it further

**RESOLVED**, that all other terms and conditions of the April 20, 2017 Resolution shall remain unchanged; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/credited	Fund	Agency	Capital Project & Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	101	35	1000	4100			29,600

Budget Funding Year(s) 2017-2020 Start Date 5/1/2017 End Date 4/30/2020  
 (must match resolution)

Funding Source Tax Dollars \$29,600  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/10/2017 - USA NY/PA SECRETARY