

**Robert P. Astorino**  
County Executive

Office for Women

Camille Failla Murphy  
Director

April 23, 2010

To: Board of Acquisition and Contract

From: Camille Failla Murphy  
Director, Office for Women

Re: Resolution authorizing the County of Westchester to enter into an agreement with My Sisters' Place, Inc., for a term of one year commencing January 1, 2010 and terminating December 31, 2010 in an amount not-to-exceed Three Hundred Eighty-Seven Thousand Seven Hundred Twenty-One Dollars (\$387,721) to be paid quarterly pursuant to the workplan and budget appended to the Resolution as Schedules A and B, to provide state-mandated non-residential services in accordance with the Department of Social Services Consolidated Services Plan for Non-Residential Services for Victims of Domestic Violence, including services to drug and alcohol addicted women.

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Section 459-c of the New York Social Services Law directs social services districts, such as the County, to offer and provide non-residential services to victims of domestic violence, whether eligible or ineligible for public assistance. Non-residential services programs must have the ability to provide the following services:

- 1.) Information and Referral services
- 2.) Advocacy
- 3.) Counseling
- 4.) Community education and outreach activities
- 5.) Hotline services

To meet these requirements, the attached resolution seeks to authorize the County to enter into an agreement (the "Agreement") with My Sisters' Place, Inc., ("My Sisters' Place") for a term of one year commencing January 1, 2010 and terminating December 31, 2010 in an amount not-to-exceed Three Hundred Eighty-Seven Thousand Seven Hundred Twenty-One Dollars (\$387,721), of which the County's share shall be One Hundred Fifty-Five Thousand Eighty-Eight Dollars (\$155,088); the New York State share shall be One Hundred Fifty-One Thousand Two Hundred Eleven Dollars (\$151,211); with Federal aid accounting for the remaining Eighty-One Thousand Four Hundred Twenty-Two Dollars (\$81,422). This Agreement is necessary to

maintain My Sisters' Place's non-residential services in accordance with the Department of Social Services Consolidated Services Plan for Non-Residential Services for Victims of Domestic Violence. Of this amount of \$387,721, the amount of \$50,000 is to be devoted to programs for drug and alcohol addicted abuse victims.

The proposed Agreement will promote the public health, safety and general welfare by enhancing the safety and independence of abused women. If abused women are empowered to learn how to develop and maintain their own safety they are not as likely to return to dependence on their abusers, thereby reducing public safety costs and medical costs. If they are helped to empower themselves to be independent and self-sufficient they are not as likely to be dependent on public assistance. In 2009, My Sisters' Place served approximately 400 unduplicated victims of domestic violence; provided crisis intervention, support, information and referrals to 1,540 hotline callers; and handled a caseload of 1,215 cases. During the proposed contract term, they plan to serve over 350 unduplicated victims; assist 1,200 hotline callers; and handle a caseload of 960 cases.

Throughout its 30 year history, My Sisters' Place has offered a holistic approach to the many and varied needs of domestic violence victims, including safety, advocacy and supportive healing services for victims and their children. It works with each survivor to develop a plan to be free from the violence, taking the victim's entire life situation into account as it aims to restore the victim's sense of security and dignity. Over the years, My Sisters' Place has had numerous achievements as staff and clients together create strategies that offer protection from abuse and suffering, as well as a path to a safe and peaceful future. The children's program focuses on working with children who have witnessed or experienced domestic violence in their homes. The program utilizes various skills and activities to help each child understand and heal from the trauma of their experience and to strengthen their relationships, both familial and peer.

In working with adult survivors, My Sisters' Place has learned that there are a number of ways in which victimization and chemical dependency are related. It is therefore increasingly important to evaluate this intersection in order to develop strategies for providing assistance to those whose lives are impacted by these two devastating problems. In response, My Sisters' Place developed the Domestic Violence and Substance Abuse program. This program provides both prevention and support services to participants. Through support groups, discussion groups and presentations, participants are offered an open forum to discuss and explore their own experiences with intimate partner violence and substance abuse.

Through these programs, My Sisters' Place is able to assist victims to achieve safety, prevent future violence and begin the healing process, which ultimately saves lives and taxpayer dollars. Its numerous achievements have confirmed how important their much needed services are.

The effectiveness of this program will be determined in two parts, which will enhance My Sisters' Place's ability to assess the efficacy and productivity of the non-residential program. Voluntary client surveys will be given out in both English and Spanish upon the closing of cases. This will serve to assess the client's overall satisfaction with the services rendered as well as recommendations for improvements. For example in 2009, 90 voluntary surveys reported that:

- 97% of clients know more ways to plan for their safety

- 94% of clients know more about community resources
- 89% of clients feel more comfortable asking for help
- 100% of clients were satisfied with the quality of services received

The effectiveness of the substance abuse program will be determined by pre- and post-tests. Outcome results will be measured by participants' increased knowledge in various areas. For example, in 2009 186 post-tests revealed that:

- 93% of participants were able to identify different types of abuse
- 89% of participants showed an understanding of the interconnection between domestic violence and substance abuse
- 92% of participants were able to identify power and control tactics as they relate to domestic violence and substance abuse

If this resolution were not approved, the safety and security of domestic violence victims would be compromised. Without receiving these vital support services, the probability of continued and escalating abuse is substantially increased. This may consequently endanger the victims' lives and the lives of their children.

Payments will be made to My Sisters' Place on a quarterly basis for services rendered in accordance with the workplan and budget attached as Schedules A and B. The Westchester County Office for Women will be responsible for monitoring My Sisters' Place's performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives. Separate statistical reports will be kept for the drug and alcohol program and the basic non-residential program.

A resolution requesting that this contract be exempted from the procedures of the Procurement Policy under Section 3(4)(xxi) of said policy has been submitted to your Honorable Board contemporaneously herewith and should be considered before this resolution.

To allow the County to meet the requirements of New York Social Services Law section 459-c, I respectfully request and recommend the Board's approval of the attached resolution.

# RESOLUTION

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

**RESOLVED**, that the County of Westchester is authorized to enter into an agreement with My Sisters' Place, Inc., for a term of one year commencing January 1, 2010 and terminating December 31, 2010 in an amount not-to-exceed Three Hundred Eighty-Seven Thousand Seven Hundred Twenty-One Dollars (\$387,721), of which the County's share shall be One Hundred Fifty-Five Thousand Eighty-Eight Dollars (\$155,088); the New York State share shall be One Hundred Fifty-One Thousand Two Hundred Eleven Dollars (\$151,211); with Federal aid accounting for the remaining Eighty-One Thousand Four Hundred Twenty-Two Dollars (\$81,422), to be paid quarterly pursuant to the workplan and budget which are attached as Schedules A and B, in order to provide non-residential services to victims of domestic violence, whether eligible or ineligible for public assistance in accordance with the Department of Social Services Consolidated Services Plan Amendment for Non-Residential Services for victims of Domestic Violence. Of this total amount, \$50,000 shall be devoted to programs for drug and alcohol addicted abuse victims; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute and deliver the aforesaid agreement and take any actions reasonably 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
263	11	111K	4380	T111	\$387,721

Budget Funding Year(s) 2010 Start Date 1/1/2010 End Date 12/31/2010

(Must Match Resolution)

FUNDING SOURCE Tax Dollars \$155,088

State Aid \$151,211

Federal Aid \$81,422

\$387,721

(Must Match Resolution)

**WESTCHESTER COUNTY OFFICE FOR WOMEN  
2010 SCHEDULE A**

**SERVICES**

Under the terms of the agreement, My Sisters' Place shall provide the following services:

**Non-Residential Services**

A. **Hotline Services:** My Sisters' Place will continue to provide victims of domestic violence with crisis intervention, needs assessment, safety-planning, referrals and information via telephone during normal business hours (9a.m.—5p.m.) Hotline calls include calls received in the Yonkers Office, returned calls to potential clients who contacted us and outreach calls made on Domestic Incident Reports (DIR's).

This objective will be **100 per month**.

B. **Unduplicated Services (caseload):** The non-residential counseling staff providing services within this contract, which includes one full time counselor, one part-time counselor, a counselor manager and a social work supervisor will provide services, such as individual counseling, information and referral, advocacy and support groups, to approximately **80 clients per month**.

C. **New Clients:** The non-residential counseling staff will open approximately **30** new non-residential cases per month. A new case is defined as in-person contact with a client, and can include clients who are seeking counseling, information and referrals, advocacy, and support groups.

D. **Counseling:** The non-residential counseling staff will provide individual counseling services to non-residential clients an anticipated **105** times per month.

E. **Information and Referral:** Non-residential counseling staff will provide information and referral services to non-residential clients with an anticipated objective of **100** times per month.

F. **Advocacy:** Staff will advocate on behalf of clients with the goal of securing services, resources and remedies to ensure safety for victims and their families through collaboration with internal programs and outside agencies. This objective will be **35** units of advocacy per month.

G. **Support Groups:** The non-residential counseling staff (2.43 FTE) who facilitate support groups at My Sisters' Place will provide approximately **3** ongoing support groups per month for the next 12 months; a total of **12** group sessions per month and a total of **30** group contacts per month. Support groups will be offered in English and Spanish; ASL interpretation is available as needed.

**H. Community Education/Outreach:** Over the next 12 months, staff will conduct presentations on such issues as victimization, domestic violence, and related topics to Westchester County agencies and organizations in an effort to educate, enhance public awareness and promote prevention through community outreach. We anticipate conducting **2 presentations to approximately 16 audience members per month.**

**I. Substance Abuse:** The Coordinator of the Domestic Violence and Substance Abuse Program will continue to provide educational support groups and presentations for clients and staff at Westchester County drug prevention and intervention facilities, as well as for women incarcerated in area prisons, about the impact and interconnectedness of domestic violence and substance abuse. The coordinator will also offer in-house presentations for both shelters residents and clients receiving non-residential services. The objective for presentations will be **16 per month.**

To meet the needs of our clients seeking specialized DV and SA individual counseling services, the individual counseling objective will be **1 – 3 new clients per month and 4 – 12 counseling sessions per month. The information and referral objective will remain at 20 per month.**

**Reporting Requirements:** Reports shall give a statistical and at times a descriptive account of the non-residential services rendered (exclusive of the victims' names) and may include a narrative on obstacles, trends, initiatives and other related variables which may result in deviations in meeting objectives. The reports shall be sent to the Office for Women by the 10<sup>th</sup> of each month to reflect the prior month's activities.

A. The contractor shall provide the County with all information required by the County's Consolidated Service Plan.

B. The contractor shall provide non-residential services to victims of domestic violence in compliance with the eligibility and program standards set forth in Chapter 53 of the Laws of 1991 and Article 6-A of the Social Services Law.

**County Office for Women Grant for Non-Residential Services**

**Schedule A-Year 2010**

My Sisters' Place will provide non-residential services to adult and child victims of domestic violence in compliance with the eligibility and program standards set forth in applicable statutes. Services will be available in both English and Spanish.

<b>Service</b>	<b>Level of Service-Goal</b>
<b>Hotline Services-Units of Service</b> We will provide telephone crisis intervention, support, information and referrals for those seeking help with domestic violence.	<u>100</u> calls per month
<b>Non-Residential Services-Unduplicated Persons Per Month</b> We will provide non-residential services, including but not necessarily limited to the following: information and referral; advocacy, including court accompaniment; individual counseling; safety planning; and crisis intervention to this number of persons:	<u>80</u> persons per month
<b>New Clients-Unduplicated Persons Per Month</b> Non-residential counseling staff will open new cases for the provision of non-residential services. A new case is defined as in-person.	<u>30</u> new cases per month
<b>Counseling-Units of Service</b> Staff will provide individual counseling services to non-residential clients.	<u>105</u> per month <u>1260</u> annual
<b>Information and Referral-Units of Service</b> We will provide information and referral services to non-residential clients.	<u>100</u> per month <u>1200</u> annual
<b>Advocacy-Units of Service</b> We will advocate on behalf of non-residential clients, including advocacy with legal, law enforcement, social services, housing, medical and education/employment interventions.	<u>35</u> per month <u>420</u> annual
<b>Support Group-Units of Service</b> Staff will facilitate support group services to non-residential clients. * <b>"Contact" means one client visit to one group session; "total contacts" equals all sessions of all groups in month</b>	<u>3</u> groups/mo <u>12</u> group sessions/mo <u>30</u> contacts/month*
<b>Community Education and Outreach-Presentations</b> We will conduct public education, awareness and prevention efforts.	<u>2</u> per month <u>24</u> annual
<b>Community Education and Outreach-Audience</b> We will conduct public education, awareness and prevention efforts.	<u>16</u> per month <u>192</u> annual
<b>Substance Abuse-Presentations and Individual Counseling</b> We will educate staff and clients in area drug prevention and intervention facilities and area prisons. We will provide individual counseling specialized for DV clients with addiction issues.	<u>16</u> presentations/month <u>1-3</u> new clients/month <u>4-12</u> sessions/month <u>20</u> units of I & R/month
<b>Number of staff (full-time equivalents) assigned to this contract</b>	4.63 direct service .85 supervision 5.48 FTE's

**Measuring Program Effectiveness:**

**As a result of receiving Non-residential Counseling services, the following outcomes are expected:**

- 80% of clients will report that they are satisfied with the quality of counseling services.
- 85% of clients will report that they know more ways to plan for safety.
- 85% of clients will report that they know more about community resources.

These outcomes will be measured by collecting data from client surveys which clients are encouraged to complete after participating in counseling sessions.

**As a result of participating in Domestic Violence and Substance Abuse support groups and presentations, the following outcomes are anticipated:**

- 85% of participants will be able to identify different types of abuse.
- 85% of participants will identify power and control tactics as they relate to domestic violence and substance abuse.
- 85% of participants will show an understanding of the interconnection between domestic violence and substance abuse.

These outcomes will be measured through pre-tests and post-tests distributed and collected during first and final group sessions.

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-6-2010 - JOMARY WILERA, SECRETARY

**Schedule B  
My Sisters' Place, INC  
Non-Residential Services Program  
Budget 1/01/10 to 12/31/2010**

<b>Expenses</b>		<b>Amount</b>
Personal Services		
Director of Programs .35 FTE	\$	28,874.00
Deputy Director of Programs .50 FTE	\$	34,400.00
Deputy Director of Policy & Training .20 FTE	\$	11,278.00
Counselor .52 FTE	\$	18,044.00
Counseling Manager .3 FTE	\$	14,540.00
Intake Specialist 1.0 FTE	\$	32,000.00
Substance Abuse Coordinator 1.0 FTE	\$	40,000.00
Counselor 1.0 FTE	\$	34,000.00
Social Worker .61 FTE	\$	28,783.00
<b>Sub Total</b>	<b>\$</b>	<b>241,919.00</b>
Fringe Benefits	\$	48,383.00
<b>Total Personal Services</b>	<b>\$</b>	<b>290,302.00</b>

<b>OTPS</b>		
Materials & Supplies	\$	6,000.00
Office Equipment Leases	\$	4,920.00
Telephone	\$	4,252.00
Internet & cell phones	\$	4,275.00
Office Supplies	\$	2,955.00
Printing	\$	634.00
Postage	\$	642.00
Travel	\$	7,000.00
Insurance	\$	2,800.00
Conference & training	\$	2,200.00
Office Rent/Utilities	\$	39,500.00
Audit Services	\$	3,200.00
System Administration	\$	4,400.00
Repair & Maintenance	\$	3,006.00
Network Administration	\$	4,335.00
Business Insurance	\$	4,800.00
Payroll Services	\$	2,500.00
<b>Total OTPS</b>	<b>\$</b>	<b>97,419.00</b>

<b>Total Expenses</b>	<b>\$</b>	<b>387,721.00</b>
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