

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: Authority to enter into an agreement with The Child Care Council of Westchester, Inc. for the provision of various child care services for a term of one year commencing January 1, 2010 and terminating December 31, 2010 for an amount not-to-exceed Two Hundred Twenty-Four Thousand Two Hundred Eighteen Dollars (\$224,218).

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester to enter into an agreement with The Child Care Council of Westchester, Inc. (the "Child Care Council") for the provision of various child care services for a term of one year commencing January 1, 2010 and terminating December 31, 2010 for an amount not-to-exceed Two Hundred Twenty-Four Thousand Two Hundred Eighteen Dollars (\$224,218), to be paid quarterly pursuant to the workplan and budget attached as Schedules A and B.

The proposed agreement will promote the public health, safety and general welfare by helping to alleviate the shortage of infant and toddler child care in Westchester County and to improve the quality of that care. The Child Care Council will accomplish this by providing training, technical assistance, conferences and workshops to child care centers to ensure quality environments and appropriate programming. Priority will be given to centers serving subsidized children. In 2009, the Child Care Council provided intensive technical assistance to 19 centers, training nearly 120 staff members. In addition, they provided 12 workshop trainings to 15 represented day care programs. The Council anticipates providing technical assistance to 18 centers and holding workshop trainings to 100 existing and/or potential infant/toddler providers during the proposed contract term.

The effectiveness of this program will be determined in a variety of ways. The Infant Toddler Environmental Rating Scale (ITERS) will be administered to establish the basis of a

program improvement plan. By the end of 2010, it is expected that 75% of participants will complete the training and submit their assessment applications. Pre- and post-tests will also be given before and after the series of workshop trainings to demonstrate an increase in knowledge of the topics covered. For example, in 2009:

- 100% of classrooms increased their ITERS scores after receiving technical assistance
- 88% of teachers demonstrated increased knowledge after receiving intensive technical assistance
- 89% of participants demonstrated increased knowledge after receiving workshop trainings
- 96% of participants rated the Infant/Toddler Teacher Conference as very effective
- 96% of participants demonstrated increased topic knowledge after attending a workshop
- 75% of participants completed the 120-hour training program and submitted assessment applications

If this resolution were not approved, many parents would be unable to work and/or receive training to economically advance their current financial condition. This may consequently cause many of these individuals to seek government intervention, including but not limited to TANF, food stamps and/or Medicaid.

In April 2000, your Honorable Board authorized the County to enter into a similar agreement to begin this work. Your Honorable Board has continued it yearly since. The contract proposed herein continues the essential tasks of upgrading standards in this vital area. The Child Care Council surpassed its goals for previous contracts, and has firmly proven its qualification to continue this much needed work.

Payments will be made to the Child Care Council on a quarterly basis for services rendered, in accordance with the attached Schedules A and B. The Westchester County Office for Women will be responsible for monitoring the Child Care Council's performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives.

The proposed agreement, like the previous ones, is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) (xviii) thereof, which exempts contracts for the "advancement of the moral, physical, mental and social well being of the youth of Westchester County."

Accordingly, I most respectfully recommend 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 hereby authorized to enter into an agreement (the "Agreement") with The Child Care Council of Westchester, Inc. (the "Child Care Council") for a term of one year commencing January 1, 2010 and terminating December 31, 2010, for the provision of the following services:

- Upgrading the quality of infant-toddler child-care programs as specified in Schedule A
- Improving the quality of child-care programs in general as specified in Schedule A; and be it further

RESOLVED, that in consideration for services to be rendered, the Child Care Council shall be paid an amount not-to-exceed Two Hundred Twenty-Four Thousand Two Hundred Eighteen Dollars (\$224,218), to be paid quarterly pursuant to the workplan and budget attached as Schedules A and B; 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 duly authorized designee is authorized to execute any 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 |
|------|------|-----------------------------------------|--------------------|---------------|-----------|
| 101 | 11 | 0900 | 4380 | N/A | \$224,218 |

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

| | |
|---------------------------------------------|-------------------------------------------------------------------------------------|
| <u>\$224,218</u> (Must Match Resolution) | FUNDING SOURCE Tax Dollars <u>\$224,218</u> State Aid _____ Federal Aid _____ |
|---------------------------------------------|-------------------------------------------------------------------------------------|

Child Care Council of Westchester, Inc.

Office for Women 2010 Expansion and Quality Improvement Grant Schedule A Scope/Specifications Revised April 6, 2010

Infant Toddler Quality Enhancement

Since 2000, 10 infant and 12 toddler classrooms have been created resulting in an increase of 85 infant and 179 toddler slots in locations all over Westchester County. The new classrooms are fully staffed, but the need for on-going training specific to the needs of infant/toddlers remains. The Infant Toddler Specialist will ensure that the programs providing new infant-toddler care develop quality environments and appropriate programming by providing:

Technical Assistance to a minimum of 100 childcare staff on topics such as best practices and indicators of quality for infant/toddler child care.

Measurement of Results: Teachers of infants and toddlers will complete a self-reflection tool to evaluate their understanding and indicate knowledge gained of the specific topic being addressed.

Workshop trainings conducted in a group format by the Council to 100 existing and/or potential infant/ toddler providers on such topics as: primary care-giving, introduction to the ITERS as a tool for improving quality, challenging behaviors, and SIDS.

Measurement of Results: At least 75% of the participants will show an increase in topic knowledge as evidenced by change on a pre and post test.

Develop and host a countywide Infant Toddler Teacher Conference for 200 infant/toddler caregivers. The Council will continue to present this quality event featuring regional and national experts tailored to the unique needs of those caring for infants and toddlers. In addition, we will expand the focus of the Infant Toddler Conference to attract infant toddler mental health and early intervention practitioners.

Additionally, we will utilize \$2,000 of our conference budget to provide an infant toddler track at our annual Consortium day event that usually draws about 500 caregivers. This event is held at the County Center in the Spring.

Measurement of Results: At least 85% of the participants will rate the conference overall as very effective.

Develop and deliver 2 new workshops One will be specific to preschool teachers re-assigned to work with infants and toddlers and new staff caring for infants and toddlers and the other will focus on classroom quality improvement.

Measurement of Results: At least 75% of the participants will demonstrate an increase in topic knowledge as evidenced by change on a pre and post test.

Program Improvement

The Quality Improvement Coordinator will develop, deliver and administer the Infant Toddler CDA Credential class to continue supporting quality improvement in the Westchester regulated child care community.

Deliver the Infant Toddler CDA Credential to provide quality infant/toddler child care and encourage professional development. The IT CDA Credential is a 120-hour training program awarded to teachers of infants and toddlers who have met national standards and demonstrated their skill working with infants, toddlers, and their families.

Measurement of Results: By June 2010, 75% of the participants will complete the 120-hour training program and submit their assessment application.

Quality Improvement Project and Grants

Intensive Technical Assistance is provided by the Infant Toddler Specialist in person and is of at least one hour in duration. The goal is to improve 15 classrooms. Six centers that agree to have the entire ITERS administered and to develop an improvement plan will receive \$500 program improvement grants to assist them in implementing that plan. Nine centers will receive \$250 classroom improvement grants to assist them in improving their environment and curriculum practices. The ITERS-R will be administered by the Infant Toddler Specialist; an improvement plan will be developed in conjunction with the classroom staff and Director. The plan will focus on subscales related to the provision of developmentally appropriate curriculum and practices when working with infants and toddlers in group care.

Measurement of Results: The ITERS will be administered by the Infant Toddler Specialist and shared with the teachers and the center director. The results and the input of the staff will form the basis of a program improvement plan. As part of that plan, the Infant Toddler Specialist will provide training, resources, technical assistance, coaching and referral to other resources. The IT Specialist will re-administer the ITERS at 90 days to ascertain progress and additional services needed. ITERS scores will be increased in at least 75% of the classrooms where the program improvement plan is fully implemented.

Kathleen Halas
Executive Director
April 6, 2010

Schedule B

**CHILD CARE COUNCIL OF WESTCHESTER, INC.
Westchester County Office for Women
Child Care Expansion and Quality Enhancement
January 1 through December 30, 2010
Revised April 6, 2010**

PERSONNEL

| | | FTE | Contract Amount |
|--------------------------------------|---------|-------------|--------------------|
| Executive Director | 106,270 | 0.03 | 3,188 |
| Director of Professional Development | 72,100 | 0.30 | 21,630 |
| Controller | 89,000 | 0.06 | 5,340 |
| Infant Toddler Specialist | 42,230 | 1.00 | 42,230 |
| Quality Improvement Coord. | 48,204 | 1.00 | 48,204 |
| Receptionist/Clerical | 27,326 | 0.18 | 4,919 |
| | | <u>2.57</u> | <u>125,511</u> |

Taxes and Fringe (23%)

28,867

Total Personnel

154,378

OTHER THAN PERSONNEL

| | |
|----------------------------|---------------|
| Occupancy | 16,000 |
| Infant Toddler Conferences | 20,000 |
| Staff development | 900 |
| Travel | 900 |
| Professional materials | 200 |
| Postage | 300 |
| Printing | 700 |
| IT CDA program | 2,500 |
| Supplies | 990 |
| Quality improvement grants | 5,250 |
| Technology consultants | 500 |
| Phone | 1,200 |
| | <u>49,440</u> |

Total OTPS

49,440

Administrative Fee (10%)

20,400

Total

224,218