



Office of the District Attorney
County of Westchester

MEMORANDUM

To: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

April 1, 2010

From: JANET DiFIORE
DISTRICT ATTORNEY

GRANT MITCHELL, MD
COMMISSIONER COMMUNITY MENTAL HEALTH

RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO ENTER INTO AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES, IN THE AMOUNT OF \$300,387.00 IN GRANT FUNDS AND NO COUNTY MATCHING FUNDS, TO OPERATE THE REENTRY TASK FORCE AND ENHANCED SERVICES GRANT, FOR THE PERIOD JULY 1, 2009 THROUGH JUNE 30, 2010, PURSUANT TO AN APPROVED BUDGET AND TO ENTER INTO FOUR SUBCONTRACTS UNDER THIS GRANT WITH SHAUN LEVINE, LCSW IN AN AMOUNT NOT TO EXCEED \$56,060; WITH THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY INC. IN AN AMOUNT NOT TO EXCEED \$19,900; WITH WESTHAB INC. IN AN AMOUNT NOT TO EXCEED \$19,803; AND WITH FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$2,530.

Authority is sought for the County of Westchester to enter into an agreement with the New York State Division of Criminal Justice Services, in the amount of \$300,387.00 in grant funds and no County matching funds, for the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant, for the period July 1, 2009 through June 30, 2010, pursuant to an approved budget. The reason the resolution is being submitted at such a late date is that the approval from New York State was just received.

The objective of this grant is to reduce crime and recidivism by continuing a multi-agency County Reentry Task Force which promotes the general health and public safety of the citizens of Westchester by successfully transitioning offenders back into Westchester communities. This will be accomplished through the enhancement of treatment, housing and employment services for parolees and designed initiatives to reduce service gaps and barriers to ex-offenders. The Department of Community Mental Health employs a Reentry Coordinator, a Case Manager and a part time Staff Assistant with the grant funding, to assist in synchronizing all of the services through the provision of individualized plans detailed to the personal needs of the referred ex-offenders. This helps streamline the process of reentry. The goal and objective of the Reentry Task Force

are monitored by the Department of Mental Health and quarterly reports are submitted to DCJS for their review and approval.

Authority is requested to enter into an agreement with **Shaun Levine, LCSW**, (“Vendor”) in an amount not to exceed \$56,060, for the period February 17, 2010 through June 30, 2010, under which Vendor will provide Cognitive Behavioral Therapy, 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 up to six outpatient groups that will meet weekly for a total of 33 hours each, with no more than 12 individuals per group. The goals of these groups will be to engage the reentrants in pro-social responses and behaviors, and to enable them to become productive members of their Westchester communities. This contract will provide a service that will serve this population in a manner that promotes the safety and the best interests of the people of Westchester County.

Authority is requested to enter into an agreement with the **Mental Health Association of Westchester County Inc.** (“Vendor”) in an amount not to exceed \$19,900, for the period February 17, 2010 through June 30, 2010, under which the Vendor agrees to provide funding for emergency needs of reentrants, such as transportation; clothing; personal care items and food; fees; or other expenses related to the reentrant's participation in recommended treatment and other services. Any distribution of funds will be accounted for by the 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.

Authority is requested to enter into an agreement with **Westhab Inc.** in an amount not to exceed \$20,000, for the period April 5, 2010 through June 30, 2010, to provide the WCRTF Employment Services Program (“the Program”). The Program will for the first time provide an Employment Counselor to meet with reentrants at the New Rochelle Area Parole Office on their report day, and thereafter develop employment profiles and conduct employment readiness training sessions. The Program will provide a senior Job Developer who will identify and recruit potential employers and design a program of job referrals for this specific population. Because homelessness or inadequate housing have been shown to be barriers to successful transition to employment, the Program will provide Westhab's housing services as well. Westhab is uniquely suited to provide these services in combination, as they are the only Westchester County organization with a record of successfully providing housing services as well as employment services to populations with special service needs (homeless, veterans, inadequately housed and former offenders) that are comparable to our reentry population. Westhab is the only vendor providing this combination of services in a manner specifically tailored to our high risk population of returning felony offenders. By assisting with the critical needs of this population for employment and stable housing, the services provided under this contract will promote the safety and best interests of the people of Westchester County.

Authority is requested to enter into an agreement with **Family Services of Westchester** in an amount not to exceed \$2,530 for the period April 5, 2010 through June 30, 2010, to design and implement Together Again, a program designed to assist mothers who are returning from periods of incarceration to rejoin their families and their communities successfully. Specifically, Together Again will provide workshops on topics that will include: the role of a mother, stages of child development, the importance of physical and mental health, parenting skills such as setting limits and communicating effectively, conflict resolution, and preparing for employment and financial independence. Family Services of Westchester is uniquely suited to develop this program because of its experience with Fathers Count, a highly regarded program designed to assist fathers returning from periods of incarceration to reunite with their families and rejoin their communities. Until now, there has been no comparable program for women. Together Again will be the first such program, and the WCRTF supports it because it fills a significant gap in services to reentrants coming home to Westchester

communities. This contract will provide services that will promote the safety and best interests of the people of Westchester County.

The Westchester County Reentry Task Force (WCRTF) was created in 2007 and has been fully functional since 2008. In 2009, the WCRTF provided referrals for services to 197 individuals released from state prison who returned to Westchester County under supervision by the Division of Parole. There were 212 referrals for substance abuse services, 36 referrals for mental health services, 25 referrals for educational services, 61 referrals for employment services, and 30 referrals for family reunification services for fathers. At the end of the year, 74 of the reentrants had successfully completed the six-month program, and 77 were still in progress. Of the 2009 reentrants, 11 were arrested for a new crime, 12 were arrested for parole violations, 1 was deported, 8 refused services and 7 relocated out of Westchester County. If this resolution is not approved, the County would then lose the funding for this program that targets recidivism by assisting ex-offenders in successfully reintegrating into their community.

The requirements of the Westchester County Procurement Policy were followed. The Procurement is exempt under Section 3 (a) iii, which provides for the exception "Transactions/contracts with the United States of America, any state agency..." The agreement is a transaction/contract with the New York State Criminal Justice Services. The subcontractors who provide therapeutic intervention are also exempt under Section 3(a)(viii) of the Procurement Policy and Westhab is a sole source provider pursuant to Section 9 of the Procurement Policy.

Wherefore, authority is respectfully sought for the County to enter into this agreement.

APPROVED BOARD OF ACQUISITION & CONTRACTS 4-22-2010 - JOMAR VEIRA SECRETARY

RESOLUTION

Upon communication from District Attorney Janet DiFiore and Commissioner Grant Mitchell, MD,

RESOLVED, that authority is granted to the County of Westchester to enter into an Agreement with the New York State Division of Criminal Justice Services, in the amount of \$300,387.00 in grant funds and no County matching funds for the District Attorney’s Office to operate the Upstate Parole Reentry Grant, for the period July 1, 2009 through June 30, 2010, pursuant to an approved budget; and it is further

RESOLVED, that authority is requested to enter into an agreement with Shaun Levine in an amount not to exceed \$52,600, to enter into an agreement with The Mental Health Association of Westchester County Inc. in an amount not to exceed \$44,763, to enter into an agreement with Westhab Inc. in an amount not to exceed \$20,000 and to enter into an agreement with Family Services of Westchester in an amount not to exceed \$2,530; and it is further

RESOLVED, that based upon the representations of the District Attorney and Commissioner of Community Mental Health, Westhab is deemed to be a sole source provider for the services that the County requires under the subcontract to provide the WCRTF Employment Services Program; 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.

Janet DiFiore
District Attorney

Grant Mitchell, MD
Commissioner
Community Mental Health

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase or unit	Object/ Sub-Object	Trust Account	Dollars
263	26	836J	9854	T-836	\$300,387.00
263	26	836J	4380	T-836	\$ 98,490.00
263	26	836J	Various	T-836	\$201,897.00

Budget Funding Year(s) 2009/10 Start Date: 7/1/09 End Date: 6/30/2010
(must match resolution)

Funding Source Tax Dollars \$0
State Aid: \$300,387.00
Federal Aid -
Other
\$300,387.00 (must match the resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-22-2010 - JOMARY VIEIRA, SECRETARY