



**Robert P. Astorino**  
County Executive

**Department of Social Services**

**Kevin Mahon**  
Commissioner

Date: April 20, 2010

To: Board of Acquisition and Contract

From: Kevin P. Mahon, Commissioner  
Department of Social Services

Re: Authority for the County of Westchester to amend a contract with Community Housing Innovations, Inc. for the purpose of providing eligible Temporary Assistance (TA) recipients with an employer-based Apprenticeship Program with On The Job training (OJT) and permanent employment for the period June 1, 2008 through April 30, 2010 in an amount not-to-exceed \$204,000 by: 1) extending the end date from April 30, 2010 to April 30, 2011; 2) increasing the not-to-exceed amount by \$342,815 from a total not to exceed amount of \$204,000 to a new total not to exceed \$546,815; and 3) by modifying the scope of services to discontinue the Community Work Experience Program (CWEP) and the energy efficiency program and to replace these programs with a new program that will establish a Call Center and provide customer service (OJT) training for the purpose of aiding Social Service customers with continued eligibility for Medicaid and other Social Service programs.

By Resolution approved on June 19, 2008, your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Department of Social Services to enter into an agreement with Community Housing Innovations, Inc. (CHI) for the purpose of providing an employer-based Apprenticeship Program and Community Work Experience ("CWEP") training program for the period June 1, 2008 through May 31, 2009 in an amount not-to-exceed \$144,000. The agreement was subsequently executed.

Through a resolution approved on April 9, 2009, your Honorable Board authorized the County of Westchester to amend the aforesaid agreement for the limited purpose of extending the term thereof by six additional months to end on November 30, 2009 and also by modifying the scope of services to include the provision of an Energy

Efficiency Training Program at no additional cost to the County. The First Amendment was subsequently executed.

Through a resolution approved on November 24, 2009, your Honorable Board authorized the County of Westchester to amend the aforesaid agreement for the limited purpose of extending the term thereof by five additional months to end on April 30, 2010 and also by modifying the scope of services to eliminate the provision of job readiness services at an additional cost of \$60,000, increasing the not-to-exceed amount to \$204,000. The Second Amendment was subsequently executed.

Authority is now requested to amend the above said agreement by 1) extending the end date from April 30, 2010 to April 30, 2011; 2) increasing the not-to-exceed amount by \$342,815 from a total not to exceed amount of \$204,000 to a new total not to exceed \$546,815; and 3) by modifying the scope of services to discontinue the Community Work Experience Program (CWEP) and the energy efficiency program and to replace these programs with a new program that will establish a Call Center and provide customer service (OJT) training for the purpose of aiding Social Service customers with continued eligibility for Medicaid and other Social Service Programs. The services provided hereunder include contacting the customers whose cases come due for renewal, responding to their inquiries and scheduling home visits.

**The Public Purpose** of this contract is to train and hire TA recipients to outreach to Medicaid customers to assist them with the renewal process and remind them to complete and return the Medicaid Packet with substantiated documentation in order to ensure continued Medicaid coverage for eligible households in Westchester County.

**The Goals and Objectives** of this program are to provide valuable job experience and well paid employment to TA recipients. It will also provide assistance to vulnerable Medicaid recipients by helping them to respond to basic Medicaid inquiries in a timelier manner. DSS processes approximately 48,000 community Medicaid Recertifications annually.

**The Goals and Objectives Are in the Best Interest of the County In Terms of Fiscal Responsibility** in that it helps TA recipients achieve self sufficiency and decrease wasted administrative activities of Medicaid closings such as Failure to Recertify and/or submit required documentation.

**The Negative Consequences of Not Executing This Contract** may result in unnecessary duplication of labor for Medicaid staff and disruption of coverage for Medicaid recipients, leading to unpaid medical bills, increased emergency room visits, unfilled essential prescriptions and preventable surgeries during the gap in coverage.

**The Goals and Objectives will be tracked and monitored using the Performance Measurement Indicators developed by the Department and approved by the County Budget Office.** They include, but are not limited to, the submission of monthly statistics and quarterly reports, as well as through direct contact with the Department's Program Office.

**The Department Is Able To Report The Following Performance Measurement Indicators**, as reported by the program for the period of 12/1/09 thru 2/28/10 is as follows:

# Completed training	10
# Employment placements	6
# 90 Day employment retention	6

Except as specifically amended hereby, all other terms and conditions of the Original agreement shall remain the same.

Accordingly, authority is requested to amend the aforesaid agreement with Community Housing Innovations, Inc. for the reasons stated above.

An appropriate resolution is attached herewith for your Honorable Board's approval.

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

## RESOLUTION

Upon a communication from the Commissioner, Department of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to further amend a contract with Community Housing Innovations, Inc. for the purpose of providing eligible Temporary Assistance (TA) recipients with an employer-based Apprenticeship Program with On The Job training (OJT) and permanent employment for the period from June 1, 2008 through April 30, 2010 in an amount not-to-exceed \$204,000 by: 1) extending the end date from April 30, 2010 to April 30, 2011; 2) increasing the not-to-exceed amount by \$342,815 from a total not to exceed amount of \$204,000 to a new total not to exceed \$546,815; and 3) by modifying the scope of services to discontinue the Community Work Experience Program (CWEP) and the energy efficiency program and to replace these programs with a new program that will establish a Call Center and provide customer service (OJT) training for the purpose of aiding Social Service customers with continued eligibility for Medicaid and other Social Service programs; and be it further.

**RESOLVED**, that this contract is subject to County Appropriation; 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 except as specifically amended hereby, all other terms and conditions of the original agreement as amended shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive, or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

**Original Contract Amount: \$144,000**  
**First Amendment: -0-**  
**Second Amendment: \$ 60,000**  
**This Amendment: \$342,815**  
**Total: \$546,815**

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2010	101	22	4000	4420	-----	\$228,543
2011	101	22	4000	4420	-----	\$114,272

**Budget Funding Year(s) 2010-2011      Start Date: N/A      End Date: 4/30/11**  
**(must match resolution)**

**Funding Source**

**\$342,815**  
**(must match resolution)**

**Tax Dollars:**  
**State Aid: 50%**  
**Federal Aid: 50%**  
**Other:**

APPROVED BOARD OF ACQUISITION & CONTRACTS - 5-6-2010 - JOMARY VEIRA, SECRETARY