



Office of the District Attorney  
County of Westchester

MEMORANDUM

14816

To: HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

November 4, 2010

From: JANET DiFIORE  
DISTRICT ATTORNEY

GRANT MITCHELL, MD  
COMMISSIONER, COMMUNITY MENTAL HEALTH

**RE: 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 \$226,000 IN GRANT FUNDS AND COUNTY MATCHING FUNDS OF \$44,822, TO OPERATE THE REENTRY TASK FORCE AND ENHANCED SERVICES GRANT, FOR THE PERIOD JULY 1, 2010 THROUGH JUNE 30, 2011, PURSUANT TO AN APPROVED BUDGET AND TO ENTER INTO FOUR SUBCONTRACTS UNDER THIS GRANT WITH: SHAUN LEVINE, LCSW IN AN AMOUNT NOT TO EXCEED \$27,000; THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY INC. IN AN AMOUNT NOT TO EXCEED \$19,850; WESTHAB INC. IN AN AMOUNT NOT TO EXCEED \$64,400; AND FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$2,500**

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 \$226,000.00 in grant funds and County matching funds of \$44,822, for the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant, for the period July 1, 2010 through June 30, 2011, 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 Westchester County Reentry Task Force that promotes the general health and public safety of the citizens of Westchester by assisting individuals released from state prison to transition successfully back into their communities in Westchester. This will be accomplished through the enhancement of substance abuse and alcohol treatment, housing and employment services provided to these individuals, all of whom are under the supervision of the NYS Division of Parole. The District Attorney's Office directs the Reentry Task Force and the Department of Community Mental Health employs the Reentry Coordinator with the grant funding. The Reentry Task Force identifies reentry resources in Westchester County and links individuals to needed services. 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 \$27,000 for the period November 1, 2010 through June 30, 2011, under which the 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 four outpatient groups that will meet for 16 sessions, 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, law-abiding members of their Westchester communities. This contract will provide a service that will serve this population in a manner that promotes public safety in 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 \$19,850, for the period November 1, 2010 through June 30, 2011, 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 \$64,400 for the period November 1, 2010 through June 30, 2011, to provide the following services: **Employment Service Program** in an amount not to exceed \$26,700. The Employment Services Program provides an Employment Counselor to meet with reentrants at the New Rochelle Area Parole Office at least one day a month on their report day, and thereafter develop employment profiles, conduct employment readiness training sessions, and provide vocational education and job referrals. **Case Manager** in an amount not to exceed \$37,700. The Case Manager is a full-time employee of Westhab who works for the Reentry Task Force to conduct an assessment of reentrants' needs; provide referrals to such needed services as drug or alcohol treatment, education and employment services; assist with applications such as DSS, VESID, Social Security cards, DMV identification; provide MetroCards and emergency needs such as food, clothing, and personal care items; maintain contact with treatment providers and Parole to monitor reentrants' progress. The Case Manager maintains detailed records of these services and interactions with reentrants, and this information is reported as required to DCJS. Westhab is uniquely suited to provide these employment and case manager services. In addition to these contracts, Westhab will also provide its housing services to reentrants. Homelessness or inadequate housing have been shown to be barriers to successful reentry. Westhab is the only Westchester County organization with a record of successfully providing housing services as well as employment and case manager services to populations with the special circumstances (e.g., homeless, inadequately housed, veterans, former offenders) that are comparable to our reentry population. Westhab is the only agency 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 stability, necessary services and housing, Westhab will provide services that promote public safety and the 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 \$2,500 for the period November 1, 2010 through June 30, 2011, to offer Mothers Matter, a program designed to assist mothers who are returning from periods of incarceration to rejoin their families and their communities successfully. Specifically, Mothers Matter offers workshops on topics including the role of a mother, stages of child development, the importance of physical and mental health, parenting skills, conflict resolution, job readiness and financial literacy. Family Services of Westchester provided this program on a pilot basis in the 2009-10 funding year and is uniquely suited to offer it again because of this experience and its experience in offering Fathers Count, the highly regarded program that assists fathers returning from periods of incarceration to reunite with their families and rejoin their communities. Last year's pilot was the first comparable program offered for women in Westchester County. This contract will provide needed services that will promote public safety and the 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 of 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 & CONTRACT - 12-2-2010 - JOMARY VIEIRA, SECRETARY

**RESOLUTION**

Upon communication from District Attorney Janet DiFiore and the Commissioner of the Department of Community Mental Health, be it hereby

**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 \$226,000.00 in grant funds and County matching funds of \$44,822 for the District Attorney’s Office to operate the Upstate Parole Reentry Grant, for the period July 1, 2010 through June 30, 2011, 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 \$27,000, to enter into an agreement with The Mental Health Association of Westchester County Inc. in an amount not to exceed \$19,850, to enter into an agreement with Westhab Inc. in an amount not to exceed \$64,400, and to enter into an agreement with Family Services of Westchester in an amount not to exceed \$2,500 to provide various services necessary to carry out the purposes of the grant agreement described in detail in the attached cover memorandum; 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.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase or unit	Object/ Sub-Object	Trust Account	Dollars
263	26	836K	9854	T-836	\$226,000
263	26	836K	9855	T-836	\$ 44,822
263	26	836K	4380	T-836	\$113,750
263	26	836K	Various	T-836	\$157,072

Budget Funding Year(s) 2010/11 Start Date: 7/1/10 End Date: 6/30/2011  
(must match resolution)

Funding Source Tax Dollars \$ 44,822  
State Aid: \$226,000  
Federal Aid —  
Other —

\$270,822 (must match the resolution)