

Memorandum  
Department of Social Services

**24216**

DATE: January 6, 2012

TO: Board of Acquisition and Contract

FROM: Kevin McGuire, Commissioner  
Department of Social Services

SUBJECT: Authority to exercise an option to extend the term of an Agreement with Northern Westchester Hospital pursuant to which the Hospital will provide customized training services for up to 50 incumbent workers in accordance with Title I of the Workforce Investment Act of 1998 ("WIA") for the period February 1, 2011 through January 31, 2012 in an amount not-to-exceed \$40,000

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By resolution approved on January 21, 2010 (the "January 21<sup>st</sup> Resolution"), your Honorable Board authorized the County of Westchester, acting by and through the Department of Social Services, Office of Workforce Investment (the "Department"), to enter into an agreement (the "Agreement") with Northern Westchester Hospital (the "Hospital") pursuant to which the Hospital would provide customized training services for up to fifty (50) incumbent workers who meet the eligibility requirements for these services, for a term commencing on February 1, 2010 and continuing through January 31, 2011, with the County retaining the option to extend the term of the Agreement for up to one (1) additional year, subject to the availability of funding, successful performance in Phase I, and the prior approval of your Honorable Board. The January 21<sup>st</sup> Resolution further provided that in consideration for services to be rendered, the County would pay the Hospital 50% of the cost of such training, not to exceed the sum of \$40,000. The Agreement was subsequently executed.

The County has elected to exercise its option to extend the term of the Agreement for the period February 1, 2011 through January 31, 2012. In consideration for services to be rendered during the extension period, the County has agreed to pay the Hospital 50% of the cost of such training, not to exceed the sum of \$40,000. Accordingly, authority is hereby requested for the County to exercise its option to extend the term of the Agreement with Northern Westchester Hospital pursuant to which the Hospital will provide customized training services for up to 50 incumbent workers in accordance with Title I of the Workforce Investment Act of 1998 for the period February 1, 2011 through January 31, 2012 in an amount not-to-exceed \$40,000.

The training initiatives to be provided under this Agreement will serve a public purpose by helping these unemployed incumbent workers develop skills that will enable them to retain

their jobs and, in some cases, attain wage increases. Further, these training programs will help the workers improve their overall employability, thus averting the possibility of reliance on public support programs.

The goals and objectives of this Agreement are to provide the financial resources needed to train up to 50 incumbent workers at the Hospital to enable them to develop the skills and competencies needed to perform their respective jobs, obtain promotions, or find new employment. The Hospital has agreed to retain those participants who successfully complete the training program and to promote some, where applicable.

The goals and objectives are in the best interest of the County in terms of fiscal responsibility as the financial impact of this program may be measured in terms of enhanced opportunities for promotions, transfers and for new employment. In addition, the Hospital is committed to hiring those participants who successfully complete the training and to offer promotion to some where applicable.

The Department is pleased to report that the program has been successful in meeting the goals. 26 employees have been trained in a number of areas including: proprietary software, cultural competency, patient centered care training, inpatient redesign, Meditech computer training, and process flow training. In so doing, they averted laying staff off and have retained 25 of the 26 trained.

The goals and objectives will be monitored and tracked through monthly reports provided to the Department by the Hospital and program staff that will indicate program success or failure based on the following measures:

- Up to fifty (50) employees will be trained
- Up to fifty (50) employees will complete their respective training successfully
- Up to fifty employees will retain employment and or will be promoted for no less than one (1) year after the completion of the training programs

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

Accordingly, your Honorable Board's approval of the attached Resolution is most respectfully requested.

KM/CJ/jpg

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to exercise an option to extend the term of an agreement (the "Agreement") with Northern Westchester Hospital (the "Hospital") pursuant to which the Hospital will provide customized training services for up to 50 incumbent workers in accordance with Title I of the Workforce Investment Act of 1998 for the period February 1, 2011 through January 31, 2012; and be it further

**RESOLVED**, that in consideration for services to be rendered during the extension period, the County shall pay the Hospital up to fifty (50%) percent of the total cost of such training services, not-to-exceed the sum of Forty Thousand (\$40,000) Dollars; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effectuate the purposes hereof.

Account to be charged/credited	Fund	Dept.	Unit	Object/ Sub Object	Trust Account	Activity	Dollars
	275	22	402L	7338	T402	6000	\$40,000

Budget Funding Year(s) 2011  
(must match resolution)

Start Date 02/01/2011 End Date 1/31/2012

Funding Source

Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$40,000  
(must match resolution)

Federal Aid 100%

Other \_\_\_\_\_