

32368

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Diane G. Balistreri
Coordinator, Office for Women

DATE: February 19, 2013

SUBJECT: Authority to enter into a new agreement with Legal Services of the Hudson Valley for the provision of legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for the period January 1, 2013 to December 31, 2013 in an amount not-to-exceed \$50,000 to be paid quarterly pursuant to an approved budget

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into a new agreement with Legal Services of the Hudson Valley ("LSHV"), pursuant to which LSHV will provide legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for the period January 1, 2013 to December 31, 2013 in an amount not-to-exceed Fifty Thousand Dollars (\$50,000) to be paid quarterly pursuant to an approved budget.

The proposed Agreement will serve a public purpose by providing legal services to low-income residents of northern Westchester County. LSHV expects to provide representation in 85 cases in civil matters related to housing, public benefits, education, elder law, consumer, employment and family law matters.

LSHV has successfully provided similar legal services at the County's Mount Vernon District Office under county contracts since 2008. It is now seeking to expand those services to the underprivileged population in northern Westchester.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women, which will be responsible for monitoring LSHV's performance by means of site visits, as well as their quarterly statistics and narratives. The effectiveness of this program will be determined by the outcomes of closed cases.

The proposed Agreement is exempt from the Westchester County Procurement Policy (the

“Policy”) pursuant to Section 3(a)(xiv) of that Policy, which exempts contracts with not-for-profit organizations for the purposes of providing aid, care and support to persons in need of public assistance.

I respectfully request approval of the attached proposed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/21/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Coordinator of the Office for Women, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into a new agreement with Legal Services of the Hudson Valley (“LSHV”) whereby LSHV will provide legal services to the indigent at its satellite office in Peekskill, which is a more convenient location for those living in northern Westchester County, for the period January 1, 2013 to December 31, 2013; and be it further

RESOLVED, that in consideration for services to be rendered, LSHV will be paid an amount not-to-exceed Fifty Thousand Dollars (\$50,000) to be paid quarterly pursuant to an approved budget; 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 be and hereby is authorized and empowered to execute any and all 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	Funding Year
101	52	2093	5100	N/A	\$50,000	2013

Budget Funding Year(s) 2013 **Start Date:** 1/1/2013 **End Date:** 12/31/2013
 (must match resolution)

Funding Source: Tax Dollars \$50,000
 State Aid _____
 Federal Aid _____

\$50,000
 (must match resolution)

Westchester Mount Vernon
January 1- December 31, 2013
SCHEDULE A

SCOPE OF SERVICES FOR THE AGREEMENT BETWEEN THE COUNTY OF WESTCHESTER AND LEGAL SERVICES OF THE HUDSON VALLEY FOR THE PROVISION OF CIVIL LEGAL SERVICES TO ELIGIBLE CLIENTS IN PEEKSKILL.

A. PURPOSE

The County of Westchester will retain Legal Services of the Hudson Valley (“LSHV”) to expand its provision of free comprehensive civil legal services to poor and low-income Westchester County residents to Peekskill residents and the surrounding area with a dedicated Peekskill presence.

B. SCOPE OF SERVICES

Legal Services of the Hudson Valley will directly employ **.5 FTE attorney** for Peekskill. The following services will be provided:

1. Legal Services of the Hudson Valley will provide advice, counsel, brief services and direct representation in **85** cases to poor and low-income eligible individuals and families in a wide array of civil matters including housing, public benefits, education, elder law, consumer, employment and family law matters, with a staff attorney establishing a Peekskill presence. In the first year, the staff attorney will require additional time to provide the networking and outreach to establish the delivery system. The outreach will focus on senior and veteran issues and households facing eviction, to inform the community of LSHV services. LSHV will also provide services;
2. Legal Services of the Hudson Valley will provide all services in connection with the legal representation described in 1 above such as conducting intake and interviews, doing legal research, drafting legal documents, conducting client-related investigations, and negotiating and settling disputes;
3. Legal Services of the Hudson Valley will conduct community outreach and will conduct community legal education seminars as needed.
4. Legal Services of the Hudson Valley will provide culturally and linguistically appropriate programs and services;
5. Legal Services of the Hudson Valley will provide reports to the County of Westchester as required.
6. The County of Westchester will pay **\$50,000** to Legal Services of the Hudson Valley for 12 months of services to be performed by Legal Services of the Hudson Valley.