



**Office of the District Attorney
County of Westchester**

MEMORANDUM

49696

11 20 2015

To: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACTS

From: JANET DiFIORE
DISTRICT ATTORNEY

MARK HERCEG, PhD
COMMISSIONER, COMMUNITY MENTAL HEALTH

RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO 1) ENTER INTO AN AGREEMENT WITH THE STATE OF NEW YORK, ACTING BY AND THROUGH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES ("DCJS") IN ORDER TO ACCEPT A GRANT IN THE TOTAL AMOUNT OF \$139,680, TO FUND THE REENTRY TASK FORCE AND ENHANCED SERVICES GRANT PROGRAM, FOR THE PROGRAM PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016; AND 2) ENTER INTO SUB-AWARDEE AGREEMENTS WITH LEXINGTON CENTER FOR RECOVERY INC. IN AN AMOUNT NOT TO EXCEED \$1,250; THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY, INC. IN AN AMOUNT NOT TO EXCEED \$3,485; WESTHAB, INC. IN AN AMOUNT NOT TO EXCEED \$24,000; WITH FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$1,495; AND WITH WESTCHESTER INDEPENDENT LIVING CENTER IN AN AMOUNT NOT TO EXCEED \$6,450, FOR THE PERIOD FROM JULY 1, 2015 THROUGH JUNE 30, 2016, PURSUANT TO APPROVED BUDGETS, TO PROVIDE VARIOUS SUPPORT SERVICES TO ASSIST INDIVIDUALS RETURNING FROM PRISON TO TRANSITION BACK INTO THE COMMUNITY.

Authority is sought for the County of Westchester to enter into an agreement with 1) DCJS, in order to accept a grant in the total amount of \$139,680, that will be used by the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant Program, for the program period July 1, 2015 through June 30, 2016; and 2) enter into sub-awardee agreements with Lexington Center for Recovery, Inc. ("Lexington Center") in an amount not to exceed \$1,250; the Mental Health Association of Westchester County, Inc. ("MHA") in an amount not to exceed \$3,485, which shall include an administrative fee of 5% not to exceed \$167; Westhab, Inc. ("Westhab") in an amount not to exceed \$24,000; Family Services of Westchester ("FSW") in an amount not to exceed \$1,495; and Westchester Independent Living Center ("WILC") in an amount not to exceed \$6,450, for the period from July 1, 2015 through June 30, 2016, pursuant to approved budgets, to provide various support services to assist

individuals returning from prison to transition back into the community. The balance of the state funds and the County funds will be used to help support the salary and fringe of one position in Department of Community Mental Health (“DCMH”) to serve as Reentry Coordinator, with an office in the District Attorney’s Office.

The grant approval from the DCJS was received on July 23, 2015.

The objective of this grant is to reduce crime and recidivism by continuing a multi-agency Westchester County Reentry Task Force (“WCRTF”) 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. The WCRTF works to accomplish this goal by identifying reentry resources as well as barriers to reentry in Westchester County. In addition, the WCRTF works with government and not for profit partners in the County to link reentrants to needed services such as alcohol and substance abuse treatment, mental health treatment, housing and employment services. All individuals assisted by the WCRTF are on Parole, under the supervision of the NYS Division of Corrections and Community Supervision (“DOCCS”). The WCRTF submits quarterly reports to DCJS for its review and approval.

District Attorney Janet DiFiore is the Co-Chair of the WCRTF, along with Frank Gemmati, the Bureau Chief of the New Rochelle Area Parole Office. The District Attorney’s Office directs the WCRTF. The grant funds are provided to Westchester County through DCMH. The Reentry Coordinator is a DCMH employee whose position as Reentry Coordinator is required and funded by the grant. The role of the Reentry Coordinator is essential in all WCRTF programs and services. Among the Reentry Coordinator’s responsibilities are coordinating services provided to reentrants, developing reentry-specific programs with appropriate service providers, identifying potential new partners and service providers, reaching out to government, community and religious groups to develop new reentry resources, and supervising and supporting the Case Manager in her duties. The individual who has served as Reentry Coordinator since the inception of the WCRTF has an M.A. in counseling and experience working with the forensic and mental health populations in Westchester County. As required by DCJS, each Reentry Task Force must include at least \$3,000 in their application budgets for DCJS required trainings, meetings and related travel expenses.

Pursuant to the contract with the **Lexington Center**, an established not for profit in Westchester County that provides among other services mental health and substance abuse treatment throughout the lower Hudson Valley, the Lexington Center will provide two Thinking for a Change (“T4C”) groups. T4C is an evidence-based cognitive behavioral intervention called for by the Reentry Grant contract. The Lexington Center has assigned two staff members to participate in training provided by the New York State Division of Criminal Justice Services to qualify them to serve as facilitators for the T4C groups. The Lexington Center will provide these groups at its New Rochelle location, which is in the same building as the New Rochelle Area Parole office. Each group would accommodate 12 participants, with a maximum of 24 participants, for the prescribed 25 sessions. The individuals referred to Lexington’s T4C groups will also receive substance abuse treatment at Lexington Center.

Pursuant to the contract with **MHA**, MHA will provide funding for emergency needs of reentrants, including MetroCards for transportation to services and programs to which reentrants are referred, fees for NYS identification, birth certificates and other records needed for identification and employment, and similar items. Any distribution of funds will be accounted for by the Reentry 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.

Pursuant to the contract with **Westhab, Inc.**, Westhab will provide the services of a **Case Manager**. The Case Manager will be an employee of Westhab who will work part-time for the WCRTF and will be responsible for conducting assessments of reentrants' needs; provide referrals to such needed services as drug or alcohol treatment, education and employment services; assist with applications such as DSS, ACCES, Social Security cards, DMV identification; provide MetroCards; maintain contact with treatment providers and Parole Officers to monitor reentrants' progress. The Case Manager will maintain detailed records of these services and interactions with reentrants, and this information will be reported as required to DCJS. Westhab is uniquely suited to provide these case manager services. Westhab is the only Westchester County organization with a record of successfully serving populations with the special circumstances (e.g., homeless, inadequately housed, veterans, former offenders) that are comparable to our reentry population with case management, housing and employment services. Moreover, Westhab is a DOCCS contract provider of case management, shelter and employment services. 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 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.

Pursuant to the contract with **FSW**, FSW will offer All Women Matter, a program designed to work with women who are returning from periods of incarceration as well as the female partners of reentrants who participated in the Fathers Count program, by offering workshops on family reunification and responsibilities, child development, parenting and disciplinary skills, communication and conflict resolution, job readiness, and maintaining personal health, wellness and sobriety. FSW provided this program on a pilot basis during the 2009-10 funding year and is uniquely suited to offer it again because of this experience and its experience offering Fathers Count, the highly regarded program that assisted fathers returning from periods of incarceration to reunite with their families and rejoin their communities. All Women Matter is the only program of its kind offered for women in Westchester County. In addition, FSW staff received training from DCJS in Thinking for a Change and provides this evidence based cognitive behavioral therapy service to reentrants at no cost to WCRTF. This contract will provide needed services that will promote public safety and the best interests of the people of Westchester County.

Pursuant to the contract with **WILC**, a Westchester County not for profit that provides resources and advocacy, including employment readiness services, for individuals with disabilities, WILC will provide the Moral Reconciliation Therapy ("MRT") program for reentrants. MRT is an evidence-based cognitive behavioral intervention. WILC already had a staff member

trained to facilitate the MRT groups. WILC will provide three cycles of the MRT 16 session curriculum, with each of the three groups accommodating up to 15 participants for a maximum of up to 45 participants.

The WCRTF was created in 2007 and has been fully functional since 2008. The goal of the Reentry Task Force is to assist individuals who return to our communities following a prison term to become productive, law abiding members of our community. For the District Attorney's Office, reentry is an issue of both fairness and public safety. Not only do individuals who have served their sentences deserve a chance to turn their lives around, but if we do nothing to improve their chances of success, we know from experience that many of them will commit future crimes that will victimize their communities. The Reentry Task Force works with partner agencies to link reentrants with needed services, including alcohol and substance abuse treatment, mental health treatment, educational and vocational services, housing, and family reunification and parenting services. In 2014, the Reentry Task Force assisted approximately 241 individuals with such services.

The agreement to accept a grant from DCJS does not constitute procurement and as such is not subject to the requirements of the Westchester County Procurement Policy. The sub-awardee Agreements with Lexington Center, MHA, Westhab, FSW and WILC are exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)xvii thereof which exempts procurements "to provide care, treatment, counseling, referral or rehabilitative or preventative services to the mentally ill, mentally retarded, developmentally disabled and those suffering from the disease of alcoholism or substance abuse."

I certify that my department, a.) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b.) has reviewed the Grant Terms, c.) is aware of and understands all of the Grant Terms, and d.) can and will comply with all of the Grant Terms.

Wherefore, authority is respectfully sought for the County to enter into these agreements.

JD/SA/SV

RESOLUTION

Upon communication from District Attorney Janet DiFiore and Commissioner Mark Herceg, PhD

RESOLVED, that the County of Westchester (the "County") is hereby authorized to 1) enter into an Agreement with the New York State Division of Criminal Justice Services to accept a grant in the amount of \$139,680.00 for the District Attorney's Office to operate the Reentry Task Force and Enhanced Services Grant Program, for the program period July 1, 2015 through June 30, 2016; and 2) enter into sub-awardee agreements with Lexington Center in an amount not to exceed \$1,250; the Mental Health Association of Westchester County, Inc. in an amount not to exceed \$3,485, which shall include an administrative fee of 5% not to exceed \$167; Westhab, Inc. in an amount not to exceed \$24,000; Family Services of Westchester in an amount not to exceed \$1,495; the Westchester Independent Living Center in an amount not to exceed \$6,450, for the period from July 1, 2015 through June 30, 2016, pursuant to approved budgets, to provide various support services to assist individuals returning from prison to transition back into the community; and be it further

RESOLVED, that the Agreements with the five (5) sub-awardees are subject to County appropriations; and be it further

RESOLVED, that the Agreements with the five (5) sub-awardees are 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 these Agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the sub-awardees, then the sub-awardees shall have the right to terminate these Agreements upon reasonable prior written notice; 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	836Q	9854	T-836	\$139,680
263	26	836Q	9855	T-836	\$54,221
263	26	836Q	4380	T-836	\$36,680
263	26	836Q	Various	T-836	\$157,221

Budget Funding Year(s) 2015/2016 Start Date: 07/01/15 End Date: 06/30/2016
(must match resolution)

Funding Source Tax Dollars: \$54,221
 State Aid: \$ 139,680
 Federal Aid
 Other

\$193,901.00
(must match the resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/17/2015 - JOHN COCCIARDI, SECRETARY