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**DATE:** August 17, 2016

**TO:** Board of Acquisition and Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**RE:** Request for authority for the County of Westchester to enter into an inter-municipal agreement with the City of Yonkers to provide case management services to frail, homebound seniors under the Expanded In-Home Services for the Elderly Program ("EISEP"), in an amount not to exceed \$97,352 in State funds for the program period commencing on April 1, 2016 through March 31, 2017.

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The County of Westchester (the "County"), acting by and through the Department of Senior Programs and Services (the "Department"), seeks authority from your Honorable Board to enter into an inter-municipal agreement ("IMA") with the City of Yonkers (the "Contractor") to provide case management services to frail, homebound seniors under the Expanded In-Home Services for the Elderly Program (the "Program"), for the period commencing on April 1, 2016 through March 31, 2017, in an amount not to exceed \$97,352 in State funds for actual services rendered and data-entered in the NYSOFA designated electronic reporting system with the Contractor required to contribute \$41,722 in Contractor matching funds.

The EISEP program benefits caregivers and care receivers by easing the burden on caregivers through the provision of homemaker and housekeeper services. Case management is a requirement for access to the aforementioned EISEP services. Case managers assess clients' need for services, prepare care plans and arrange for provision of services with agreement of client and caregivers, as necessary.

The proposed agreement will serve a public purpose by providing services that enable seniors to remain at home, as most seniors prefer, thereby preventing premature institutionalization, which would come at a greater expense and in a less desired environment.

The goals and objectives of the proposed agreement are to help seniors remain in their homes in the community through the provision of comprehensive case management services.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of health and quality of life. The services to be provided with the grant funds will offer improved health and quality of life for the frail elderly by easing their burden through the provision of case management services. The proposed agreement is also in the best interests

of the County in terms of fiscal responsibility, as they will be largely funded with New York State ("State") funds thereby allowing the services to be provided at a reduced cost to the County.

The goals and objectives of the proposed agreement will be tracked and monitored by case managers through bi-monthly calls to seniors and their caregivers as to the quality of the services they are receiving and their satisfaction with the services. In addition, the Department's staff monitors and reviews case managers' client case records and records of service, using forms approved by the New York State Office for the Aging ("NYSOFA"). Review of the program is done annually by a County monitor, as well as a monitor from NYSOFA.

The Westchester County Board of Legislators by Act No. 80 – 2014, adopted on May 5, 2014, authorized the County to enter into inter-municipal agreements with municipalities located within Westchester County, including the Contractor, for services to be funded by grants received by the County under EISEP.

The proposed agreement is exempt from application of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) (iii) and 3(a) (xix) thereof.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACTING 05/15/2016 PUBLIC SECRETARY

## RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, be it:

**RESOLVED,** that the County of Westchester (the "County") is hereby authorized to enter into an inter-municipal agreement ("IMA") with the City of Yonkers (the "Contractor") to provide case management services to frail, homebound seniors under the Expanded In-Home Services for the Elderly Program (the "Program"), for the period commencing on April 1, 2016 through March 31, 2017, in an amount not to exceed \$97,352 in State funds, payable at an agreed upon unit cost for actual services rendered and data-entered in the NYSOFA designated electronic reporting system up to the not-to-exceed contract amount with the Contractor required to contribute \$41,722 in Contractor matching funds; and be it further

**RESOLVED,** that the Agreement is subject to County Appropriations; and be it further

**RESOLVED,** that the 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 Agreements. 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 the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors shall have the right to terminate the 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 to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

This Agreement: \$97,352

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	048R	4380	T-048	\$97,352

Budget Funding Year(s) 2016 - 2017 Start Date 4/1/16 End Date 3/31/17  
(must match resolution)

Funding Source \_\_\_\_\_ Tax Dollars: \$0  
State Aid: \$97,352  
\$97,352  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/15/2015 - LISA MIJAJ, SECRETARY