



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

MEMORANDUM

55851

March 13, 2017

To: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACTS

From: ANTHONY A. SCARPINO, JR.
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 OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017; AND 2) ENTER INTO SUB-AWARDEE AGREEMENTS WITH THE MENTAL HEALTH ASSOCIATION OF WESTCHESTER COUNTY, INC. IN AN AMOUNT NOT TO EXCEED \$2,580; WITH WESTHAB, INC. IN AN AMOUNT NOT TO EXCEED \$24,000; WITH FAMILY SERVICES OF WESTCHESTER IN AN AMOUNT NOT TO EXCEED \$1,500; AND WITH WESTCHESTER INDEPENDENT LIVING CENTER IN AN AMOUNT NOT TO EXCEED \$8,600 FOR THE PERIOD FROM OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017, 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 October 1, 2016 through September 30, 2017; and 2) enter into sub-awardee agreements with the Mental Health Association of Westchester County, Inc. ("MHA") in an amount not to exceed \$2,580, which shall include an administrative fee of 5% not to exceed \$129; Westhab, Inc. ("Westhab") in an amount not to exceed \$24,000; Family Services of Westchester ("FSW") in an amount not to exceed \$1,500; and Westchester Independent Living Center ("WILC") in an amount not to exceed \$8,600, for the period from October 1, 2016 through September 30, 2017, 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 the 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 Division of Criminal Justice Services (“DCJS”) was received on January 12, 2017.

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 Anthony A. Scarpino, Jr. is the Co-Chair of the WCRTF, along with Kathleen Graham, 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 MHA, MHA will manage the funds the WCRTF uses to address some emergency needs of reentrants. Such include MetroCards to assist with costs 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 half-time for the WCRTF. The Case Manager will be responsible for conducting assessments of reentrants' needs; providing referrals to such needed services as substance abuse treatment, mental health treatment, Moral Reconciliation Therapy (MRT) groups, Thinking for a Change (T4C) groups, Ready, Set, Work! (RSW) groups, anger management, domestic violence counseling, education and employment services, housing, family reunification and other services that address criminogenic and stabilization needs and are consistent with Conditions of Parole. The Case Manager also assists reentrants with applications for DSS, ACCES, copies of Birth Certificates, Social Security and NYS Identification cards, and provides MetroCards for reentrants' transportation to these offices and programs. The Case Manager maintains contact with program providers to monitor reentrants' progress and communicates with the Reentry Coordinator and Parole Officers. In addition, the Case Manager maintains detailed records of these services and interactions with reentrants, and this information is compiled and reported, as required, to DCJS by the Reentry Coordinator. 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 Families Matter*, a program designed to foster family reunification after incarceration while fostering positive child adjustment and development. Parenting under the best of circumstances is a challenge. For those separated due to incarceration, reestablishing, or in some cases, establishing a parental bond is especially difficult. Families who share in positive experiences develop healthier attachments. These attachments foster family reunification as well as positive child development. This unique program will target men and women who are parents and are returning from their own periods of incarceration to participate in up to three cultural/recreational field trips/outings geared towards family reunification. Each of the three trips/outings will accommodate up to 10 participants, with a maximum of 30 participants. Topics focused on during the trips/outings will include family reunification strategies and parental responsibilities, child development, parenting and disciplinary skills, communication and conflict resolution, financial responsibility, personal health, wellness and sobriety. FSW staff trained in family counseling and reunification will coordinate, facilitate and supervise three cultural/recreational field trips/outings. During the 2009-10 funding year through the 2015-16 funding year, FSW facilitated for WCRTF the All Mothers Matter program subsequently changed to the All Women Matter program as the numbers of women who have children and returning to Westchester County decreased. As the numbers of women being released from prison returning to Westchester County has reduced even further, the program has evolved yet again, to All Families Matter so as to continue to meet the needs of the reentering population. FSW is a well-established not for profit that provides a

broad range of social, mental health and counseling services throughout Westchester County. FSW has a long history of working with parents, both inside and outside of correctional facilities, offering support through various modalities as they reenter their communities. 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**, WILC will provide the DCJS approved Cognitive Behavioral Therapy Intervention - Moral Reconciliation Therapy (“MRT”) program for reentrants. MRT is an evidence-based, best practices cognitive behavioral intervention. WILC staff members trained and certified in MRT will facilitate four groups of the MRT curriculum, at the specified 16 sessions. Each of the four groups will accommodate up to 15 participants for a maximum of 60 participants. WILC will provide these groups at its White Plains location. In addition, during the previous Reentry grant period, WCRTF had endorsed and WILC had financially supported one of the WILC MRT trained staff members to participate in the three week DCJS- Offender Workforce Development Specialist (“OWDS”) training in Albany. State certification in OWDS provides a qualified facilitator with the credentials to facilitate the DCJS approved, evidence based, and best practices employment readiness group – Ready, Set, Work (“RSW”). RSW is specifically designed for criminal justice involved individuals seeking to obtain and maintain employment. Now having a state certified OWDS facilitator, WILC will offer RSW groups at no cost to WCRTF. WILC is an established not for profit that provides resources and advocacy, including a wide spectrum of diverse services, for individuals with disabilities, throughout the lower Hudson Valley. 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.

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.

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 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.

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APPROVED BOARD OF ACQUISITION & CONTRACT - 04/06/2017 - LISA MARIJAJ, SECRETARY

RESOLUTION

Upon communication from District Attorney Anthony A. Scarpino, Jr. 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 October 1, 2016 through September 30, 2017; and 2) enter into sub-awardee agreements with the Mental Health Association of Westchester County, Inc. in an amount not to exceed \$2,580, which shall include an administrative fee of 5% not to exceed \$129; Westhab, Inc. in an amount not to exceed \$24,000; Family Services of Westchester in an amount not to exceed \$1,500; the Westchester Independent Living Center in an amount not to exceed \$8,600, for the period from October 1, 2016 through September 30, 2017, 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 four (4) sub-awardees are subject to County appropriations; and be it further

RESOLVED, that the Agreements with the four (4) 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 his duly authorized designee be authorized and empowered to execute this renewal for the County of Westchester.

