

**65155**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Robin Schlaff  
Director, Office for Women

**DATE:** September 20, 2018

**SUBJECT:** Request for authority for the County of Westchester (the "County") to enter into an agreement with Michelle James-Walker, pursuant to which Ms. James-Walker will serve as Director of the Westchester County Family Justice Center, for a term from December 3, 2018 and to September 30, 2019, for an amount not-to-exceed \$90,500

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By a resolution approved on September 13, 2018, your Honorable Board authorized the County, acting by and through its Office for Women, to enter into a grant agreement with the New York State Office of Victim Services ("OVS") pursuant to which the County will accept a grant awarded by OVS under OVS' Victim and Witness Assistance Grant Program (the "Grant"), in the amount of \$821,157.00. Pursuant to the terms of the Grant, the County is required to contribute 25% in matching funds, to operate the Westchester County Family Justice Center ("FJC"), for the period from October 1, 2018 through September 30, 2019 (the "Grant Agreement").

Recently, the County solicited qualifications from qualified individuals for a contract for professional services to serve as Director of the FJC. From the responses received, two (2) candidates were determined to be qualified and were interviewed as part of the County's evaluation. Based on the responses and the interviews, Michelle James-Walker was determined to be best qualified respondent to the solicitation of qualifications. Ms. James-Walker has extensive experience providing services for victims of crime, has managerial knowledge, and has experience supervising staff at the FJC. Her familiarity with OVS grant implementation would also be beneficial for Grant compliance.

Accordingly, authority is now respectfully requested from your Honorable Board for the County to use a portion of the funds from the Grant and enter into an agreement with Michelle James-Walker, pursuant to which Ms. James-Walker will serve as Director of the FJC, for a term from December 3, 2018 through September 30, 2019, for an amount not to exceed Ninety Thousand Five Hundred Dollars (\$90,500.00), 100% of which is grant funded, payable monthly, pursuant to an approved budget (the "Agreement").

The proposed Agreement will serve a public purpose by providing a director to supervise the daily operations of the FJC, which enhances the safety and independence of victims of abuse. If victims are empowered at the FJC to learn how to develop and maintain their own safety they are not as likely to return to dependence on their abusers, thereby reducing public safety costs and medical costs. If they are helped by the FJC to become independent and self-sufficient they are not as likely to be dependent on public assistance.

The goal and objective of the proposed Agreement is to provide a director for the FJC and thereby ensure the overall sustainability of the FJC and ensure that the FJC provides services to victims.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of the public health, safety and general welfare, as providing a director the FJC and thereby ensuring the overall sustainability of the FJC and ensuring that the FJC provides services will ultimately enhance the safety and independence of victims of abuse.

The goal and objective of the proposed Agreement will be tracked and monitored by the Office for Women.

Exemption of the Agreement from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof is sought by separate resolution submitted on even date herewith.

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 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.

Attached for your consideration is a proposed Resolution.

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Office for Women, is hereby authorized to enter into an agreement with Michelle James-Walker, pursuant to which Ms. James-Walker will serve as Director of the Family Justice Center ("FJC"), for a term from December 3, 2018 through September 30, 2019, for an amount not to exceed Ninety Thousand Five Hundred Dollars (\$90,500.00), 100% of which is grant funded, payable monthly, pursuant to an approved budget; and be it further

**RESOLVED**, that the Agreement is also 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 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 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 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(s) |
|------|------|---|--------------------|---------------|----------|-----------------|
| 263  | 11   | 940T                                    | 4380               | T940          | \$90,500 | 2018-2019       |

**Budget Funding Year(s)** 2018-2019      **Start Date:** 12/3/2018      **End Date:** 9/30/2019  
 (must match resolution)

**Funding Source:** Tax Dollars \_\_\_\_\_  
 State Aid \$90,500  
 Federal Aid \_\_\_\_\_

\$90,500  
 (must match resolution)