

Robert P. Astorino
County Executive

Office for Women

Camille Failla Murphy
Director

April 9, 2010

To: Board of Acquisition and Contract

From: Camille Failla Murphy
Director, Office for Women

Re: Request for authority to enter into an agreement with the YWCA of White Plains and Central Westchester, Inc. to provide child care in the Richard A. Daronco Court House in White Plains for an amount not-to-exceed Forty-Six Thousand Five Hundred Five Dollars (\$46,505) for a term of one year commencing January 1, 2010 and terminating December 31, 2010 pursuant to the workplan and budget attached as Schedules A and B.

Attached for your consideration is a Resolution which, if approved by your Honorable Board would authorize the County of Westchester to enter into an agreement (the "Agreement") with the YWCA of White Plains and Central Westchester, Inc. (the "YWCA"), to provide Child Care in the Richard A. Daronco Court House in White Plains for an amount not-to-exceed Forty-Six Thousand Five Hundred Five Dollars (\$46,505) for a term of one year commencing January 1, 2010 and terminating December 31, 2010 pursuant to the workplan and budget attached as Schedules A and B. The YWCA's Children's Center will serve the child care needs of persons accessing the Richard A. Daronco Court House.

The YWCA has been providing child care in the Richard A. Daronco Court House in White Plains since 1999 and has satisfactorily carried out its responsibilities under these contracts.

The proposed agreement promotes the public health, safety and general welfare of children by offering parents a safe, child-friendly atmosphere to leave their child/ren while family law matters are litigated. The purpose is to relieve the trauma children may experience from exposure to inappropriate information. Referrals are also provided to families who require additional services. In 2009, the YWCA served over 1,600 children. They seek to serve between 1,650 and 1,700 children during the proposed contract term.

The effectiveness of this program will be determined by referral and follow-up for families accessing the child care center. Such services may include assistance with child custody, child support, domestic violence, employment/training and health services. The YWCA expects to maintain contact with at least 35% of families to verify whether or not they have received the services needed as a result of the information and referrals which were provided. In 2009, over 160 referrals were provided to families.

If this resolution were not approved, parents accessing the court would be forced to find alternate means of child care. The consequences of this may include their child/ren being left in a potentially unsafe, unhealthy environment as well as costing them money.

Payments will be made to the YWCA on a quarterly basis for services rendered, in accordance with Schedules A and B. The Westchester County Office for Women will be responsible for monitoring the YWCA's performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives.

This agreement is exempt from the Westchester County Procurement Policy Section 3 (a) (xviii), which exempts contracts for the "advancement of the moral, physical, mental and social well being of the youth of Westchester County".

Accordingly, I recommend approval of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-28-2010 - JUMPY VEIRY, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (the "Agreement") with the YWCA of White Plains and Central Westchester, Inc., to provide Child Care in the Richard A. Daronco Court House in White Plains for an amount not-to-exceed Forty-Six Thousand Five Hundred Five Dollars (\$46,505) for a term of one year commencing January 1, 2010 and terminating December 31, 2010 pursuant to the workplan and budget attached as Schedules A and B; 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
101	11	0900	4380	N/A	\$46,505

Budget Funding Year(s) 2010 Start Date 1/1/2010 End Date 12/31/2010
 (Must Match Resolution)

\$46,505
 (Must Match Resolution)

FUNDING SOURCE Tax Dollars \$46,505
 State Aid _____
 Federal Aid _____

2010 Contract Schedule A Work Plan

Goals for Work Plan:

The YWCA/JLCW Children's Center at Daronco Courthouse provides care for children whose parents/guardians/caregivers are in court.

The Children's Center is open during court business hours from 9AM to 5PM Monday through Friday. Children from ages 6 weeks through 12 years may be left at the Center while their caregivers are in court.

The Center served 1650 children in 2009 and we expect to serve between 1650 and 1700 in 2010 as more and more court personnel seek out families who need child care. Attendance reflects the activity of the court.

The program is designed to meet the needs of the children attending. Materials are available that are appropriate for all age levels. Materials include a computer with child appropriate programs, art supplies, games, and building toys. Literacy is promoted through the daily program goals. Children are read to and books are available for their use.

Referrals are made to the community agencies as needed. The site supervisor and her assistant regularly help families to connect to Early Intervention, Head Start, WIC, Family Health Plus, shelters, and other services. A referral report is maintained to document the referrals. Over 160 referrals were made in 2009. 30% of the families referred were followed up and received services. In 2010 we expect to follow up 35% of the families referred for services.

SCHEDULE B

YWCA of White Plains and Central Westchester Childcare at the Courthouse

1/1/2010 to 12/31/2010

Personnel:

Salaries

Name	Position	Yearly Salary	FTE	Amount
Mercedes Robles	Site Coordinator	40,604	37.08%	15,056
Shirley Elmore	Assistant Teacher	25,371	44.19%	11,211
Hazel Bigelow	Substitute Teacher	1,500	50.00%	750
Robin Lyons	Substitute Teacher	1,500	50.00%	750
Carol Robinson	Program Director	50,742	5.00%	2,537
Shiela Freeman	Administrative Assistant	29,648	10.00%	2,965
Jerilyn Montuoro	Billing Accountant	27,685	1.00%	277
				33,546
			Fringe (25%)	
			20.00%	6,709
			Total Salaries & Fringe	40,255

Note: Please note that salaries on the category above, are those salaries exclusively dedicated to the program. Any other salaries that give support to the program are considered administrative overhead, see note for that category.

OTPS (Other than Personnel Services)

Travel	1,700
Supplies	246
Professional Insurance	150
Payroll Processing	145

Miscellaneous	This should be specified in order not to include expenses already stated above	
Total OTPS		2,241

Overhead:	Overhead expenses are those that the institution considers necessary	4,009
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in order to give support to the program being funded, we need evidence that those expenses are distributed proportionate among other programs. In order for this to be done accurately, **OMB Circular A-122** needs to be followed. This will guarantee that all costs charged to us are really in support of the program. In order for us to approve the overhead charge, the vendor needs to supply us with a Overhead Cost Allocation.

Total Budget	46,505
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