

**68147**

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

**FROM:** Honorable George Latimer  
Westchester County Executive  
  
Robin Schlaff  
Director, Office for Women

**DATE:** February 28, 2019

**SUBJECT:** Authority to enter into an agreement with Legal Services of the Hudson Valley, pursuant to which it will provide free comprehensive civil legal services to the indigent as well as legal assistance to low-income immigrants at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for a term from January 1, 2019 through December 31, 2019, for an amount not-to-exceed \$613,020.00.

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Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Office for Women, (the "County") to enter into an agreement (the "Agreement") with Legal Services of the Hudson Valley ("LSHV"), pursuant to which LSHV will provide free comprehensive civil legal services to the indigent as well as legal assistance to low-income immigrants at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for an amount not-to-exceed Six Hundred Thirteen Thousand Twenty Dollars (\$613,020.00), net of County charges, payable quarterly, pursuant to an approved budget, for a term commencing on January 1, 2019 and continuing through December 31, 2019.

The County's costs and expenses will be deducted from the appropriated amount prior to quarterly payment, in accordance with Schedule A-1 attached hereto and made a part hereof.

The proposed Agreement will serve a public purpose by providing legal services to low-income residents of southern Westchester County. LSHV will provide advice, counsel, brief services and direct representation in a wide array of civil matters including housing, public benefits, education, elder law, consumer, employment and family law matters.

LSHV will subcontract with My Sisters' Place, Inc. ("My Sisters' Place") to provide legal services as well as crisis intervention and individual counseling for victims of domestic violence, thereby enhancing the safety and independence of victims of abuse. If victims are helped to be safe

they are not as likely to return to dependence on their abusers, thereby reducing public safety costs and medical costs. If they are helped to empower themselves to be independent and self-sufficient they are not as likely to be dependent on public assistance.

LSHV will also subcontract with Hudson Valley Justice Center (“HVJC”) to provide additional legal assistance to immigrants. Immigrants seeking legal relief have extra burdens such as language and cultural barriers vis-à-vis using the courts and the legal system. Because of immigration issues, they may be fearful of the legal system. Legal assistance can keep these individuals from having to remain dependent on social service systems and help them mainstream into the American culture.

The goals and objectives of the proposed Agreement are as follows:

- LSHV will provide advice, counsel, brief services and direct representation in civil matters including housing, public benefits, education, elder law, consumer, employment and family law matters;
- My Sisters’ Place will provide legal services as well as crisis intervention and individual counseling for victims of domestic violence; and
- HVJC will provide legal assistance to poor and low-income Westchester County immigrant residents in matters including housing, family law, public benefits, education, elder law, consumer, employment and immigration, as well as conduct community outreach events and legal education seminars.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt the proposed Agreement from the application of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board’s consideration via separate resolution.

We respectfully recommend the adoption of the attached resolution.

# RESOLUTION

Upon a communication from the Westchester County Executive and the Director of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Legal Services of the Hudson Valley ("LSHV"), pursuant to which LSHV will provide free comprehensive civil legal services to the indigent as well as legal assistance to low-income immigrants at the County's Mount Vernon District Office, which is a more convenient location for those living in southern Westchester County, for a term commencing on January 1, 2019 and continuing through December 31, 2019; and be it further

**RESOLVED**, that LSHV will subcontract with My Sisters' Place, Inc. to provide legal services as well as crisis intervention and individual counseling to women who are victims of domestic violence; and be it further

**RESOLVED**, that LSHV will subcontract with Hudson Valley Justice Center to provide additional legal assistance to low-income immigrants; and be it further

**RESOLVED**, that in consideration for services to be rendered, LSHV will be paid an amount not-to-exceed Six Hundred Thirteen Thousand and Twenty Dollars (\$613,020.00), net of County charges, payable quarterly, pursuant to an approved budget; and be it further

**RESOLVED**, that the County's costs and expenses will be deducted from the appropriated amount prior to quarterly payment, in accordance with Schedule A-1 attached hereto and made a part hereof; 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 is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2019 - LISA MRIJAJ, SECRETARY

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Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollar's	Funding Year
101	52	2092	5100	N/A	\$610,015	2019
101	52	2508	5100	N/A	\$3,005	2019

**Budget Funding Year(s)** 2019  
(must match resolution)

**Start Date:** 1/1/2019

**End Date:** 12/31/2019

\$613,020

(must match resolution)

**Funding Source:**

Tax Dollars \$613,020

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_

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Schedule A-1

**COUNTY'S COSTS TO BE DEDUCTED FROM APPROPRIATED AMOUNT**

**ONGOING MONTHLY COSTS**

\$1,294.00 Monthly Rent

\$656.00 Monthly DoIT Charges

**\$1,950.00 Monthly Grand Total**

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2019 LISA MRIJAJ, SECRETARY