

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

77292

To: Board of Acquisition and Contract

From: Kevin M. McGuire  
Commissioner of Social Services

Date: June 3, 2020

Re: **Authority to enter into an Agreement with Katherine Bailey, LCSW to provide crisis intervention and employee wellness for Department of Social Services employees as a result of the Covid-19 pandemic for the term April 1, 2020 through December 31, 2020 in an amount not to exceed \$63,150, payable pursuant to an approved budget.**

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Authority is requested for your Honorable Board to authorize the County of Westchester (the "County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement with Katherine Bailey, LCSW to provide crisis intervention and employee wellness for Department of Social Services (the "Department") employees as a result of the Covid-19 pandemic for the term April 1, 2020 through December 31, 2020, in an amount not to exceed \$63,150, payable pursuant to an approved budget (the "Agreement"). The proposed services will emphasize crisis intervention, employee mental health, management of fear and uncertainty, and crisis leadership. Ms. Bailey will include leadership work and coaching, as well as individual and group interventions with staff with a focus on client care during challenging times.

The Agreement will serve the **public purpose** of providing necessary employee wellness and crisis intervention to Department employees who have been under extreme stress as a result of the Covid-19 pandemic.

The provision of these services are in the **best interests** of the County as they will ensure the public health and safety of Department employees as well as enable them to better serve the public.

**The goals and objectives will be tracked and monitored** through performance measurement indicators developed by the Department. The tracking and monitoring include the

submission of monthly statistics and quarterly reports as well as direct contact with the Department staff in order to swiftly address any impediments to the program's success.

A resolution requesting to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xxi has been submitted separately for your Honorable Board's approval.

Accordingly, authority is respectfully requested from your Honorable Board to authorize the County to enter into an agreement with the Family Services of Westchester, Inc. to provide the Covid-19 Pandemic Support Services Program for approximately 50 individuals and families in need. A resolution is annexed hereto, which I recommend for your favorable consideration.

KMM/DI  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/11/2020 LISA MRISA, SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services,  
be it hereby

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement with Katherine Bailey, LCSW to provide crisis intervention and employee wellness for Department of Social Services employees as a result of the Covid-19 pandemic for the term April 1, 2020 through December 31, 2020, in an amount not to exceed \$63,150, payable pursuant to an approved budget (the “Agreement”); and be it further;

**RESOLVED**, that the 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 (“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 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 impact of any such budget(s) 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 authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

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Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2020	101	22	0010	4998		\$63,150

Budget Funding Year(s) 2020 Start Date 4/1/20 End Date 12/31/20  
 (must match resolution)

Funding Source Tax Dollars: \_\_\_\_\_  
 State Aid: \_\_\_\_\_  
\$63,150.00 Federal Aid: 100% \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/11/2020 - LISA M. RIJAL SECRETARY