

**Robert P. Astorino**  
County Executive

Department of Social Services

Kevin P. Mahon  
Commissioner

**DATE:** March 17, 2010

**TO:** Board of Acquisition and Contract

**FROM:** Kevin P. Mahon, Commissioner  
Department of Social Services

**SUBJECT:** **Authority for the County of Westchester to 1.) amend an agreement with the New York State Department of Labor to accept an additional grant in the amount of \$18,750 to provide various services to assist persons with disabilities, thereby increasing the total amount of the grant agreement to \$93,750; and 2.) amend an agreement with the Westchester Independent Living Center, Inc. to administer the “Disability Program Navigator” program (the “Program”) aimed at improving the quality of services provided to individuals with disabilities by increasing the total not-to-exceed amount thereunder by an additional \$16,875 thereby increasing the total amount not-to-exceed under the agreement from \$67,500 to \$84,375.**

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By resolution approved on January 8, 2009 (the “January 8<sup>th</sup> Resolution”), your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Social Services Office of Workforce Investment (the “Department”), to enter into an agreement with the New York State Department of Labor (“NYSDOL”) to accept a grant in the amount of \$18,750 for the purpose of improving the quality of services provided to individuals with disabilities for a term commencing on January 1, 2009 and continuing through June 30, 2009 (the “NYSDOL Agreement”). The NYSDOL Agreement was subsequently executed.

The January 8<sup>th</sup> Resolution further authorized the County, acting by and through the Department, to enter into a separate agreement with the Westchester Independent Living Center, Inc. to administer the “Disability Program Navigator” program (the “Program”), which was aimed at improving the quality of services provided to individuals with disabilities, utilizing a grant received from the New York State Department of Labor (“NYSDOL”) to provide the aforesaid services, for a term commencing on January 1, 2009 and continuing through June 30, 2009, for an amount not-to-exceed \$16,875, with the County reserving an option to extend the term of the agreement for up to one (1) additional year, subject to the availability of additional funding from NYSDOL for the Program and the approval of your Honorable Board (the “WILC Agreement”). The WILC Agreement was subsequently executed.

By resolution approved on June 25, 2009 (the “June 25<sup>th</sup> Resolution”), your Honorable Board authorized the County to amend the NYSDOL Agreement by increasing the not-to-exceed amount

authorized thereunder by an additional \$37,500 from an amount not-to-exceed \$18,750 to a new amount not-to-exceed of \$56,250 (the "NYSDOL First Amendment"). The NYSDOL First Amendment was subsequently executed.

The June 25<sup>th</sup> Resolution further authorized the County to amend the WILC Agreement by increasing the not-to-exceed amount authorized thereunder by an additional \$33,750, from an amount not-to-exceed \$16,875 to a new amount not-to-exceed of \$50,625 (the "WILC First Amendment"). The WILC First Amendment was subsequently executed.

By resolution approved August 6, 2009 (the "August 6<sup>th</sup> NYSDOL Resolution"), your Honorable Board authorized the County to further amend the NYSDOL Agreement by 1.) exercising the County's option to extend the term of the agreement for another year and thereby changing the term of the agreement from January 1, 2009 through June 30, 2009 to January 1, 2009 through June 30, 2010, and 2.) increasing the not-to-exceed amount authorized thereunder by an additional \$18,750, from an amount not-to-exceed \$56,250 to a new amount not-to-exceed of \$75,000 (the "NYSDOL Second Amendment"). The NYSDOL Second Amendment was subsequently executed.

By a separate resolution approved August 6, 2009 (the "August 6<sup>th</sup> WILC Resolution"), your Honorable Board authorized the County to further amend the WILC Agreement by, 1.) exercising the County's option to extend the term of the agreement for another year and thereby changing the term of the agreement from January 1, 2009 through June 30, 2009 to January 1, 2009 through June 30, 2010, and 2.) increasing the not-to-exceed amount authorized thereunder by an additional \$16,875, from an amount not-to-exceed \$50,625 to a new amount not-to-exceed of \$67,500 (the "WILC Second Amendment"). The WILC Second Amendment was subsequently executed.

The Department recently received notification from NYSDOL that an additional \$18,750 in funding has been made available for the Department to operate the Program. Accordingly, authority is respectfully requested for the County to 1.) amend the NYSDOL Agreement, as amended by the NYSDOL First Amendment and NYSDOL Second Amendment, in order to increase the not-to-exceed amount authorized thereunder by an additional \$18,750, from an amount not-to-exceed of \$75,000 to a new amount not-to-exceed of \$93,750; and 2.) amend the WILC Agreement, as amended by the WILC First Amendment and WILC Second Amendment, in order to increase the not-to-exceed amount authorized thereunder by an additional \$16,875, from an amount not-to-exceed of \$67,500 to a new amount not-to-exceed of \$84,375.

Except as specifically amended hereby, all remaining terms and conditions set forth in the NYSDOL Agreement, as amended by the NYSDOL First Amendment and NYSDOL Second Amendment, shall remain in full force and effect.

Except as specifically amended hereby, all remaining terms and conditions set forth in the WILC Agreement, as amended by the WILC First Amendment and WILC Second Amendment, shall remain in full force and effect.

The proposed agreements will serve a public purpose by improving the quality of services provided in the area of employment to individuals with disabilities, through the work of the Department and other partner staff.

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

- 1) To operate a program that will assist in training Department staff to improve the services provided to individuals with disabilities.
- 2) To provide training to One Stop staff and partners in improving the effectiveness and efficiency of the services they provide to individuals with disabilities.
- 3) To link individuals with disabilities to employers and facilitate access to programs and services that impact successful entry or re-entry into the workforce.
- 4) To assist individuals with disabilities in obtaining and retaining jobs, thereby helping them to become economically independent and self-sufficient.

Benchmarks

- Conduct least three (3) staff development workshops for One Stop staff
- At least fifty (50) individuals with disabilities securing One Stop services
- Conduct at least twenty-five (25) new Assessments
- Completion of at least twenty-five Individual Employment Plans
- At least five (5) customers placed in employment

Outcomes

- Completed 3 staff development workshops
- 111 customers with disabilities secured One Stop Services
- Completed 111 new Assessments
- Completed 75 Individual Employment Plans
- 7 customers placed in employment

The goals and objectives of the proposed agreements are in the best interests of the County in terms of fiscal responsibility. The average cost of a series of services to each individual with disabilities that will lead to employment is approximately \$3,375. However, the return on investment will be at least four times that amount, with \$12,000 per year saved if a customer's social security benefits are discontinued. Other return on investment will include the related federal, state and the county taxes generated from the average of \$21,000 per year in wages that will be earned by each employed individual with disabilities.

The goals and objectives of the proposed agreements will be tracked via the contractor's monthly program reports, staff site visits, and desk audits of the Program. These goals and objectives will be measured and tracked against the following numerical targets:

- at least three (3) staff development workshops conducted for One Stop staff in the first six (6) months of the Agreement.
- at least an additional fifty (50) individuals with disabilities securing One Stop services, including twenty-five (25) new assessments and completion of Individual Employment Plans
- at least five (5) individuals with disabilities who are One Stop customers being placed in employment during the first six (6) months of the Agreement.

If this resolution were not approved, the County would lose the opportunity to improve the employment-related services provided to individuals with disabilities, and thereby lose the opportunity to transition said individuals into employment and economic independence and self-sufficiency.

Accordingly, I most respectfully recommend approval of the attached resolution.

## RESOLUTION

Upon a communication from Kevin P. Mahon, Commissioner of the Department of Social Services, be it hereby:

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement with the New York State Department of Labor to accept a grant for a term commencing on January 1, 2009 and continuing through June 30, 2010, for an amount not-to-exceed \$75,000 (the "NYSDOL Agreement") by increasing the total not-to-exceed amount authorized thereunder by an additional \$18,750, from an amount not-to-exceed of \$75,000 to a new total not-to-exceed amount of \$93,750; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions set forth in NYSDOL Agreement shall remain the same; and be it further

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement with the Westchester Independent Living Center, Inc. to administer the "Disability Program Navigator" program for a term commencing on January 1, 2009 and continuing through June 30, 2010, for an amount not-to-exceed \$67,500 (the "WILC Agreement") by increasing the total not-to-exceed amount authorized thereunder by an additional \$16,875, from an amount not-to-exceed of \$67,500 to a new total not-to-exceed amount of \$84,375; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions set forth in WILC Agreement shall remain the same; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby empowered to execute all documents and take all actions necessary to effectuate the purposes hereof.

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APPROVED BOARD OF ACQUISITION & CONTRACTS - 4-1-2010  
SOMIA VEIRA, SECRETARY

Original NYSDOL Agreement: \$18,750  
 1st NYSDOL Amendment \$37,500  
 2nd NYSDOL Amendment \$18,750  
**This NYSDOL Amendment \$18,750**

Total NYSDOL Agreement Amount: \$93,750

Original WILC Agreement: \$16,875  
 1<sup>st</sup> WILC Amendment \$33,750  
 2<sup>nd</sup> WILC Amendment \$16,875  
**This WILC Amendment \$16,875**

Total WILC Agreement Amount: \$84,375

Account to be  
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
275	22	744J	7335	T-744	\$16,875
275	22	744J	9853	T 744	\$18,750

Budget Funding Year(s) 2008-09 (Grant Year) Start Date 01/01/09 End Date 06/30/10  
 (must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_  
 \$18,750 (revenue) State Aid \_\_\_\_\_  
\$16,875 (expenditure) Federal Aid 100%  
 (must match resolution) Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - JOMARY VIEIRA, SECRETARY