

**Robert P. Astorino**  
County Executive

Office for Women

Camille Failla Murphy  
Director

March 30, 2010

To: Board of Acquisition and Contract

From: Camille Failla Murphy  
Director, Office for Women

Re: Authority to enter into an agreement with Victims Assistance Services of the Westchester Community Opportunity Program, Inc., for the provision of two victim advocates at the Family Justice Center at the White Plains Court Complex, for an amount not-to-exceed \$116,000, for the period from April 1, 2010 through March 31, 2011.

---

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with Victims Assistance Services of the Westchester Community Opportunity Program, Inc. ("VAS"), pursuant to which VAS would provide two victim advocates at the Family Justice Center at the White Plains Court Complex, one of whom would be bilingual, for the period from April 1, 2010 through March 31, 2011, for an amount not-to-exceed One Hundred Sixteen Thousand Dollars (\$116,000), to be paid quarterly pursuant to the workplan and budget attached hereto as Schedules A and B.

The two victim advocates to be provided by VAS under the proposed agreement will be assigned to provide initial intake assessments to clients entering the Family Justice Center and follow-up case management; education to clients about their options, assist them in applying for protective orders and in registering for the VNPO automatic notification system; accompaniment and advocacy for victims within the various courts; assistance with safety-planning; and referrals to civil legal services, to self-sufficiency services and to spiritual support when requested. Advocates will also provide crisis intervention and supportive counseling, and will facilitate referrals for therapy and for other mental health services. VAS would also be compensated for travel expenses necessary to accomplish this work.

The funding for the proposed agreement would be provided by part of a \$1,000,000 federal grant to Encourage Arrest Policies and Enforcement of Protection Orders Program awarded to the County's Office for Women by the Office on Violence Against Women of the U.S. Department of Justice. VAS is one of several partner agencies that will be involved in all three aspects of this federal grant: 1) establishing and implementing a Family Justice Center; 2) installing an automated victim notification of protective orders (VNPO) system; and 3) training police, prosecutors, the judiciary, advocates and service providers.

The proposed agreement will serve a public purpose of promoting the public health, safety and general welfare by enhancing the safety and independence of victims. If victims are empowered 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 to empower themselves to be independent and self-sufficient they are not as likely to be dependent on public assistance.

The goals and objectives of the proposed agreement are for VAS to serve about 1,200 victims per year (100 per month), of which approximately 80% will be assisted with safety planning; 60% will be provided with crisis intervention and/or supportive counseling; 80% will be assisted with Crime Victims Board (CVB) applications; and 100% will be provided with information and referral to follow-up services.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of public health and safety because of the aforementioned anticipated results of enhancing the safety and independence of victims by empowering them to develop and maintain their own safety.

The goals and objectives of the proposed agreement will be tracked and monitored by the Westchester County Office for Women, which will be responsible for monitoring VAS' performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives. The effectiveness of this program will be measured by tracking the number of clients who received safety planning and referral information to community mental health services, medical services, and family counseling and support services as needed. Outcomes of trainings will be determined by participants' increased knowledge of specialized topics based on pre- and post-tests and evaluations.

If this resolution were not approved, the safety and security of victims of abuse would be compromised. Without receiving these vital support services, the probability of continued and escalating abuse is substantially increased. This may consequently endanger their lives and the lives of their children.

Authority to exempt this agreement from the requirements of the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

Please be advised that Section 459-c of the New York Social Services Law directs social services districts, such as the County, to offer and provide non-residential services to victims of domestic violence, whether eligible or ineligible for public assistance. Non-residential services programs must have the ability to provide the following services:

- 1.) Information and Referral services
- 2.) Advocacy
- 3.) Counseling
- 4.) Community education and outreach activities
- 5.) Hotline services

I recommend approval of the attached proposed Resolution.

# RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with Victims Assistance Services of the Westchester Community Opportunity Program, Inc. ("VAS"), pursuant to which VAS will provide two victim advocates at the Family Justice Center at the White Plains Court Complex, one of whom will be bilingual, for the period from April 1, 2010 through March 31, 2011, for an amount not-to-exceed One Hundred Sixteen Thousand Dollars (\$116,000), to be paid quarterly pursuant to the attached workplan and budget; 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 VAS, then VAS shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
263	11	988J	4380	T988	\$87,000	2010
263	11	988J	4380	T988	\$29,000	2011

Budget Funding Year(s) 2010-2011  
(must match resolution)

Start Date 4/01/10

End Date 3/31/11

Funding Source

**\$116,000.00**

(must match resolution)

Tax Dollars \_\_\_\_\_

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

Federal Aid \$116,000.00

Other \_\_\_\_\_

## Schedule A

### **Westchester Community Opportunity Program, Inc. / Victims Assistance Services Family Justice Center Grant 2010-2011 Workplan**

Westchester Community Opportunity Program, Inc. (WestCOP) and its component program, Victims Assistance Services (VAS), agrees to support the Westchester Family Justice Center (FJC) by providing two Family Justice Center Victim Advocates, at least one of whom will be Bilingual (Spanish-English), to be co-located within the Family Justice Center at the White Plains Courthouse. WestCOP/VAS will also provide specialized training consultants to develop and provide trainings on the topics of Sexual Assault Advocacy Issues and LGBTQ DV Advocacy Issues. WestCOP/VAS community education staff will also provide consultation, curriculum development and direct training as needed and as able on an in-kind basis.

#### **Family Justice Center Victim Advocates**

The Family Justice Center Victim Advocates will be recruited, hired and trained by WestCOP/VAS and will be supervised by the WestCOP/VAS White Plains Site Director. These Advocates will be co-located in office space within the FJC, including space within which to meet privately with clients, a place for secure storage of records, and dedicated secure telephone and computer access.

WestCOP/VAS will provide immediate supervision and oversight of the Family Justice Center Victim Advocates. WestCOP/VAS FJC advocacy staff will be expected to attend VAS staff meetings and in-service trainings, and any other required staff events. The FJC Advocates will be required to complete the 30-hour Rape Crisis Training for NYS DOH certification. WestCOP/VAS FJC staff will receive the same vacation, holiday and sick time as all other WestCOP/VAS staff. VAS will attempt whenever possible to provide alternate coverage during FJC staff vacations, but such coverage cannot be guaranteed.

#### **Range of services to be provided:**

The WestCOP/VAS FJC Advocates will provide a full-range of domestic violence-related crime victim services. They will provide initial intake assessments to clients entering the Family Justice Center and follow-up case management. They will educate clients about their options, assist them in applying for protective orders and in registering for the VNPO automatic notification system, accompany and advocate for victims of domestic violence within the various courts, assist with safety-planning, facilitate referrals to civil legal services, to self-sufficiency services and to spiritual support when requested. Advocates will provide access to shelter referrals and assist victims in completing NYS CVB applications. Advocates will also provide crisis intervention and supportive counseling, and will facilitate referrals for therapy and for other mental health services. The FJC Advocates will over time develop areas of expertise in the special needs of victims of stalking, elder and disabled victims and in health resources available to victims. The goal of FJC Advocacy services is to provide

comprehensive and seamless access to needed services within the Family Justice Center Model.

**2010-2011 Family Justice Center Direct Service Goal: 1200 clients will receive serv**

**2010-2011 FJC Advocacy Performance Measures:**

• Number of Clients Served	1200
• Assist 80% of clients with Safety Planning	960
• Provide crisis intervention and/or supportive counseling to 60% of clients	720
• Assist 80% of eligible clients with CVB applications	# unknown*
• Provide all clients with Information and Referrals to follow-up services	1200

In addition, the following categories will be tracked and reported:

- Gender of clients served
- Number of clients reporting Intimate Partner Violence
- Number of Clients reporting other familial violence
- Number of Spanish-speaking clients (monolingual)
- Number of Clients referred to PACE WJC
- Number of clients referred to Probation
- Number of clients accompanied to court
- Trends and patterns in service delivery
- Notable unmet needs

\* Some clients will either be ineligible for CVB benefits, unwilling to complete applications or will have already made application prior to being seen by FJC staff.

**WestCOP/VAS Training Consultants/Staff**

WestCOP/VAS will also provide specialized trainers to develop the Sexual Assault and LGBTQ DV training modules, to tailor those models to the needs of target audiences and to present of those trainings in accordance with a training schedule to be developed by the Family Justice Center Coordinator. The WestCOP/VAS training consultants will also assist in subspecialty training topics, including topics related to the unique advocacy needs of elders, the disabled and immigrant communities and in presenting the modules on the FJC Initiative and on Victim use of VNPOs.

**2010-2011 Training Performance Measures:**

- The Training Consultants will develop training modules on Sexual Assault Advocacy and on Working with Domestic Violence within the LGBTQ Communities.
- The Training Consultants will provide trainings as planned by the Training Coordinator.

**Schedule B**

**WestCOP/Victims Assistance Services  
Family Justice Center - Arrest Grant  
Budget 4/01/2010 to 3/31/2011**

<b>Personal Services</b>		
Trainer	\$450/day x 33.3 days	\$15,000
Victim Advocate 1		
Salary	\$37,037	\$37,037
Benefits @ 35%	\$37,037 @ .35	\$12,963
Victim Advocate 2		
Salary	\$37,037	\$37,037
Benefits @ 35%	\$37,037 @ .35	\$12,963
<b>Total Personal Services</b>		<b>\$115,000</b>
<b>Other Than Personal Services (OTPS)</b>		
Travel Expenses		\$1,000
<b>Total OTPS</b>		<b>\$1,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$116,000</b>

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-22-2010 - JOMARY VIEIRA, SECRETARY