

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 a new agreement with St. Peter's Child Care Center, Inc. to provide Child Care at the Family Court in Yonkers for an amount not-to-exceed Thirty-Eight Thousand Seven Hundred Fifty-Four Dollars (\$38,754) for a term of one year commencing January 1, 2010 and terminating December 31, 2010.

Attached for your consideration is a Resolution which, if approved by your Honorable Board would authorize the County of Westchester to enter into a new contract with St. Peter's Child Care Center, Inc. ("St. Peter's Child Care Center"), to provide Child Care at the Family Court in Yonkers, for a term of one year commencing January 1, 2010 and terminating December 31, 2010, for an amount not-to-exceed Thirty-Eight Thousand Seven Hundred Fifty-Four Dollars (\$38,754) to be paid quarterly pursuant to the workplan and budget, attached hereto as Schedules A and B. The Center will serve the child care needs of persons accessing the Family Court.

St. Peter's Child Care Center has been providing child care in the Yonkers Court since January of 2000 and has satisfactorily carried out its responsibilities under the contract.

The proposed agreement promotes the public health, safety and general welfare of children by offering parents a safe, child-friendly environment to leave their children 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, St. Peter's Child Care Center served over 800 children. They plan to achieve the same goal during the term of this agreement.

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. St. Peter's Child Care Center expects to maintain contact with at least 25% 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 900 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 St. Peter's Child Care Center on a quarterly basis for services rendered, in accordance with the attached Schedules A and B. The Westchester County Office for Women will be responsible for monitoring St. Peter's Child Care Center'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 this resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT 4-22-2010 JUDY VIELLA, 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 with St. Peter's Child Care Center, Inc. to provide Child Care at the Family Court in Yonkers, for an amount not-to-exceed Thirty-Eight Thousand Seven Hundred Fifty-Four Dollars (\$38,754) payable quarterly pursuant to the workplan and budget attached hereto as Schedules A and B, for the term of one year commencing January 1, 2010 and terminating December 31, 2010. The Children's Center will serve the child care needs of persons accessing the Family Court; 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 authorized to execute any 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	\$38,754

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

(Must Match Resolution)

FUNDING SOURCE Tax Dollars \$38,754
 State Aid _____
 Federal Aid _____
 Other _____

\$38,754

(Must Match Resolution)

ST. PETER'S CHILD CARE CENTER, INC.

204 HAWTHORNE AVENUE, YONKERS, NY 110705
914-476-2152

St. Peter's Child Care Center – Yonkers Family Court Children's Center

Schedule A

Description of Service

From January 1, 2010 to December 31, 2010 St. Peter's Child Care Center, Inc. will be operating the Yonkers Family Court Children's Center, a drop-in-child care facility.

The effectiveness of this program will be measured by the number of children and families served along with referrals for various services

We anticipate, based on last year's statistics to serve 837 or more. (195 more families than the previous year)

The center is located on the 3rd floor of the Family Court building and is open whenever the courts is in session, generally Monday through Friday, 9:00am-12:30pm and 1:30pm.-5:00pm.

The Center offers care for children six weeks to twelve years of age whose parents, guardians, or caregivers are litigants in Family Court. Children are cared for in a well-designed space offering separate areas and activities of infants, toddlers and older children. The Center is staffed by at least two adults at all times. Snacks are offered to children in the morning and afternoon.

The St. Peter's Child Care Center in the Court Program will provide the Office for Women the following statistics by the tenth day of the following month:

- The number of unduplicated children (first time visits in this calendar)
- The number of child/visits (if Child #1 came on three separate days that would be one unduplicated child, but three child/visits.
- The number of hours of child-care, differentiated by morning and afternoon.
- The number of children each program has been unable to accommodate each day.

Safety of the children is paramount. Adults register their children for the center, and children are never released to anyone other than the adult who registered them.

Schedule B

**ST. PETER'S CHILD CARE CENTER
YONKERS FAMILY COURT - 2010 Budget**

1-Jan-10

To

31-Dec-10

Personnel:

Salaries

Name	Position	Yearly Salary	FTE	Amount
DAYANARA JUSTINIANO	PROGRAM COORD.	36,446	49.00%	18,095
CARMEN RAMIREZ	CENTER ASSISTANT	18,874	34.00%	6,520
	SUBSTITUTES	1,805	61.00%	1,100
LAURA STRONG	CONTROLLER	81,000	2.00%	1,750
				-
				27,465
Fringe (35%)			35.00%	9,614
Total Salaries & Fringe				37,079

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)

Equipment		
Supplies		675
Rent		
Utilities		
Maintenance *	If maintenance is perform by a salaried employee it should be included in overhead unless the staff is exclusively hired for the program part or under a contract	
Miscellaneous	(AUDIT, LIABILITY INSURANCE)	1,000
Total OTPS		1,675

Overhead:

Overhead expenses are those that the institution considers necessary 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

38,754