



110098

DATE: December 5, 2024

TO: Board of Acquisition & Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request for authority for the County of Westchester to enter into an agreement with the State of New York, acting by and through its Office for the Aging, to accept a grant in the sum of \$10,800.00 in state funds under the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program, for the term commencing retroactive to April 1, 2023 and continuing through March 31, 2024; and

The County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department"), seeks authority from your Honorable Board to enter into an agreement with the State of New York, acting by and through its Office for the Aging ("NYSOFA") to accept a grant in the sum of \$10,800.00 in state funds under the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program (the "HIICAP Volunteer Stipend"), for a term commencing retroactively on April 1, 2023 and continuing through March 31, 2024 (the "Grant Agreement").

Of the \$10,800.00 in grant funds, only \$8,000.00 will be used by the Department to pay a one-time stipend of \$400.00 to the volunteers listed in Schedule "A" attached to the resolution, that have completed the April 1, 2023 through March 31, 2024 required HIICAP Volunteer Stipend training and certification and participated and assisted with the Health Insurance Information, Counseling and Assistance Program ("HIICAP"). Since there are only 20 eligible volunteers that can receive the stipend for the 2023 - 2024 term, the remaining \$2,800.00 in grant funds will be returned to NYSOFA as they are specifically for paying stipends to volunteers.

The HIICAP Volunteer Stipend Program is aimed at new recruitment and retention of volunteers by paying them a stipend as an incentive for participating in the HIICAP program. HIICAP is driven by dedicated knowledgeable volunteers who are committed to helping people with Medicare.

The proposed Grant Agreement will serve a public purpose because it provides funding that aids in the effort to recruit and retain volunteers for the implementation of the HIICAP program in order to assist County residents. Volunteers help foster the mission to educate and assist Medicare-eligible County residents through objective outreach, counseling, and training. They dedicate countless hours helping Medicare beneficiaries with their individual healthcare options such as

Medicare, Medicare Advantage, Medigap, Part D drug coverage, and low-income assistance programs.

The goals and objectives of HIICAP Volunteer Stipend are to provide funding to HIICAP volunteers to encourage them to participate in HIICAP training, such as Medicare information through outreach, education, empowerment, information, and advocacy to residents of Westchester County including individuals nearing or recently reaching 65 years of age, seniors aged 65 and up, the disabled, caregivers and the professional case managers and social workers who deal with these populations.

The goals and objectives of HIICAP Volunteer Stipend are in the best interest of the County with respect to public health and environment because they aid in the process of securing HIICAP volunteers to help County seniors.

These goals and objectives will be tracked by monitoring of the individual volunteer's involvement in HIICAP, such as: volunteer engagement that includes participation in a combination of the following: maintaining an active e-mail address to be able to receive ongoing updates on HIICAP related issues; attendance of monthly HIICAP volunteer meetings; attendance of ongoing trainings – webinars and presentation given throughout the year by HIICAP partners such as Medicare Rights Center, NYSOFA, Statewide, etc., on topic areas such as Medicare/Medicaid and Benefit programs; completion of the NYSOFA sponsored annual HIICAP exam; providing over the phone and/or in person counseling; presentations of Medicare Minutes and/or Demystifying Medicare at community based settings.

Since the Grant Agreement with NYSOFA is for the acceptance of grant funds, and since the grant funds will be disbursed by the Department to volunteers for non-contract related expenses, they do not constitute a procurement and, as such, they are not subject to the Westchester County Procurement Policy.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MC/SJ
Att.

RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES:

RESOLVED, that the County of Westchester, acting by and through its Department of Senior Programs & Services, is hereby authorized to enter into an agreement with the State of New York, acting by and through its Office for the Aging (“NYSOFA”), to accept a grant in the sum of \$10,800.00 in state funds pursuant to the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program (“HIICAP Volunteer Stipend”), for the term commencing retroactive to April 1, 2023 and continuing through March 31, 2024 (the “Grant Agreement”); and be it further

RESOLVED, that of the \$10,800.00 in grant funds, only \$8,000.00 will be used by the Department to pay a one-time stipend of \$400.00 to the volunteers listed in Schedule “A” attached to the resolution, that have completed the April 1, 2023 through March 31, 2024 required HIICAP Volunteer Stipend training and certification and participated and assisted with the Health Insurance Information, Counseling and Assistance Program (“HIICAP”). Since there are only 20 eligible volunteers that can receive the stipend for the 2023 - 2024 term, the remaining \$2,800.00 in grant funds will be returned to NYSOFA as they are specifically for paying stipends to volunteers; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Fund	Dept	Major Program, Program & Phase Or Unit	Sub-Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	Y072	GRNT	9854	G072	\$10,800.00
263	85	Y072	GRNT	9854	G072	(\$2,800.00)
263	85	Y072	GRNT	3070	G072	\$8,000.00

Budget Funding Year(s) 2023 - 2024 Start Date 4/1/2023 End Date 3/31/2024
 (must match resolution)

Funding Source Tax Dollars \$0

State Aid \$10,800.00

\$10,800.00 Federal Aid \$0

(must match resolution)

SCHEDULE "A"

Health Insurance Information, Counseling and Assistance Volunteer Stipend Program
("HIICAP Volunteer Stipend")

April 1, 2023 and continuing through March 31, 2024

	Volunteers	Stipend Per Volunteer
1	Carol-Ann Cook	\$400.00
2	Christine Randolph	\$400.00
3	David Scotto	\$400.00
4	Dorothy Mahoney	\$400.00
5	Florence Brodley	\$400.00
6	George Kadar	\$400.00
7	Gilda Press	\$400.00
8	Jade Lew	\$400.00
9	Janice Curtiss	\$400.00
10	Jay Curtiss	\$400.00
11	Jeffrey Paintner	\$400.00
12	Loretta Crew	\$400.00
13	Lynda Nickelsen	\$400.00
14	Lynn Duskow	\$400.00-
15	Marna Schirmer	\$400.00
16	Mary Ann Larkin	\$400.00
17	Mary Ellen O'Brien	\$400.00
18	Norma Johnson	\$400.00
19	Robert Ziff	\$400.00
20	Sharon Moskowitz	\$400.00
	Total Stipend	\$8,000.00

APPROVED BOARD OF ACCOUNTS CONTRACT - 12/19/2024 - RICHARD SCULKY, SECRETARY