

# Westchester County

Kenneth W. Jenkins  
County Executive

Department of Community Mental Health

Michael Orth, M.S.W  
Commissioner

110217

DATE: January 7, 2025

TO: Board of Acquisition and Contract

FROM: Michael Orth, M.S.W., Commissioner  
Department of Community Mental Health

SUBJECT: Authority to enter into an agreement with Coordinated Care Services, Inc., pursuant to which they will provide consulting services related to the monitoring of Community Support Services program activities and fiscal management and oversight of funding received from the State of New York for mental health services, for a term commencing retroactively on January 1, 2025 and continuing through December 31, 2025, for an amount not-to-exceed \$44,300.00.

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Authority is respectfully requested for the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), to enter into an agreement with Coordinated Care Services, Inc. ("CCSI"), pursuant to which CCSI will provide consulting services, including but not limited, to monitoring and evaluation of Community Support Services program activities funded through State Aid (as defined below) with the intent to maximize revenues for the implementation of programs, fiscal management and oversight of funding received from the State of New York for mental health services ("State Aid"), as well as training and technical assistance to service providers and staff on State Aid allocation management and reporting requirements ("Services"), for a term commencing retroactively on January 1, 2025 and continuing through December 31, 2025, for an amount not-to-exceed \$44,300.00, payable pursuant to an approved budget.

The Services, which will be paid for with State Aid funds will include, but are not limited to the following: providing technical assistance in monitoring and evaluation activities associated

with the program and fiscal management of the Community Support Services program funded through State Aid; managing State Aid allocations; providing Consolidated Fiscal Report (“CFR”) training to service providers; providing training and technical assistance to services providers with cost reports and reconciling the closeouts for maximizing revenues for community support services; and providing technical assistance in preparing the County’s CFR.

The proposed agreement will serve a public purpose by assisting the County better manage and utilize the State Aid for needed programs and services that benefit the mental health and other needs of Westchester County residents.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of both fiscal responsibility and health and the environment, as improved performance by the County in terms of its management and utilization of State Aid will bolster the Department’s qualifications to receive and its ability to manage State Aid for the benefit of all Westchester County residents. Additional and better-managed State Aid will allow the Department to provide County residents with programs that improve their social and emotional well-being.

The goals and objectives of the proposed agreement will be tracked and monitored by the staff of the Department.

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.

I recommend your favorable consideration of the annexed proposed Resolution.

MO/AJA/sjc  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 01/16/2025 - RAYMOND SCULLY, SECRETARY

**RESOLUTION**

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby:

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Community Mental Health (the “Department”), is hereby authorized to enter into an agreement (“Agreement”) with Coordinated Care Services, Inc. (“CCSI”), pursuant to which CCSI will provide consulting services, including but not limited, to monitoring and evaluation of Community Support Services program activities funded through State Aid (as defined below) with the intent to maximize revenues for the implementation of programs, fiscal management and oversight of funding received from the State of New York for mental health services (“State Aid”), as well as training and technical assistance to service providers and staff on State Aid allocation management and reporting requirements, for a term commencing retroactively on January 1, 2025 and continuing through December 31, 2025, for an amount not to exceed \$44,300.00, payable pursuant to an approved 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 CCSI, then CCSI 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 all instruments and to take any and all actions necessary to effectuate the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ SubObject	Trust Account	Dollars
263	26	A522	4380	T522	\$44,300.00
263	26	A522	9854	T522	\$44,300.00

Budget Funding Year(s) 2025 Start Date 1/1/2025 End Date 12/31/2025

(must match resolution)

Funding Source

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

State Aid \$44,300.00

Federal Aid \_\_\_\_\_

\$44,300.00  
(must match resolution)

Other \_\_\_\_\_