

113818**DATE:** May 28, 2026**TO:** Board of Acquisition & Contract**FROM:** Mae Carpenter, Commissioner
Department of Senior Programs and Services**RE:** 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 retroactively on April 1, 2025 and continuing through March 31, 2026.

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 ("Grant Funds") under the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program (the "Program"), for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026 (the "Grant Agreement").

Of the \$10,800.00 in Grant Funds, \$9,200.00 will be used by the Department to pay a one-time stipend of \$400.00 to the 23 volunteers listed in Schedule "A" attached to the resolution, that have completed the April 1, 2025 through March 31, 2026 Program training and certification; and have participated and assisted with the implementation of the Health Insurance Information, Counseling and Assistance Program ("HIICAP"). The remaining \$1,600 in Grant Funds will be returned to NYSOFA.

The 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 and knowledgeable volunteers who are committed to assisting people with Medicare and its related programs.

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 the Program 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 assist these populations.

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

These goals and objectives will be tracked and monitored by Department staff which will include monitoring the 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 at ongoing trainings – webinars and presentation given throughout the year by HIICAP partners such as the Medicare Rights Center, NYSOFA, and Statewide 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* in community- based settings.

The Grant Agreement is not a procurement and therefore it is not subject to the County Procurement Policy and Procedures ("Procurement Policy"). Further, the disbursement of the Grant Funds to volunteers is not a procurement and therefore is not subject to the 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/BL
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 (the "Department"), is hereby authorized to enter into a grant 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 ("Grant Funds") pursuant to the Health Insurance Information, Counseling and Assistance Volunteer Stipend Program ("Program"), for the term commencing retroactively on April 1, 2025 and continuing through March 31, 2026, and be it further

RESOLVED that \$9,200.00 of the Grant Funds will be used by the Department to pay a one-time stipend of \$400.00 to the 23 volunteers listed in Schedule "A" attached hereto, who have completed the April 1, 2025 through March 31, 2026 required Program training and certification; and have participated and assisted with the Health Insurance Information, Counseling and Assistance Program, with the remaining \$1,600.00 in Grant Funds will be returned to NYSOFA; 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	A072	GRNT	9854	G072	\$10,800.00
263	85	A072	GRNT	9854	G072	(\$1,600.00)
263	85	A072	GRNT	3070	G072	\$9,200.00

Budget Funding Year(s) 2025 - 2026 Start Date 4/1/2025 End Date 3/31/2026
 (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, 2025 and continuing through March 31, 2026

	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	Jackson Prouty	\$400.00
9	Jade Lew	\$400.00
10	Julie Woodward	\$400.00
11	Loretta Crew	\$400.00
12	Lynda Nickelsen	\$400.00
13	Lynn Daskow	\$400.00
14	Marion Jablansky	\$400.00
15	Marna Schirmer	\$400.00
16	Mary Pfister	\$400.00
17	Mary Ann Larkin	\$400.00
18	Mary Ellen O'Brien	\$400.00
19	Norma Johnson	\$400.00
20	Richard Glickstein	\$400.00
21	Robert McNamara	\$400.00
22	Robert Ziff	\$400.00
23	Sharon Moskowitz	\$400.00
	Total Stipend	\$9,200.00

APPROVED BOARD OF ACCOUNTS & CONTRACT - 06/11/2026 - RAFAEL SCULKY, SECRETARY