



Kenneth W. Jenkins  
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.  
Commissioner

**[111010]**

Date: April 24, 2025

To: Honorable Members of the Board of Acquisition and Contract

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

Re: Authority to amend an agreement with Coordinated Care Services, Inc., for the provision of assistance with the creation and implementation of a 'Comprehensive Prior Approval Review' application process and securing an 'Article 31' license for Mental Health Outpatient Treatment and Rehabilitative Services program for the purpose of operating a pilot safety net outpatient clinic for individuals diagnosed with mental illness or emotional disturbance, by extending its term by one (1) year, to a new expiration date of November 30, 2025.

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By a resolution approved by your Honorable Board on December 14, 2023, the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), was authorized to enter into an agreement with Coordinated Care Services, Inc. ("CCSI"), pursuant to which CCSI was to provide assistance to the County with the creation and implementation of a 'Comprehensive Prior Approval Review' (PAR) application process and securing an 'Article 31' license for a 'Mental Health Outpatient Treatment and Rehabilitative Services' (MHOTRS) program for the purpose of operating a pilot safety net outpatient clinic that will assist adults and children diagnosed with mental illness or emotional disturbance for the period from December 1, 2023 through November 30, 2024, for an amount not-to-exceed \$90,000.00 (the "Agreement"). The Agreement was subsequently executed.

The County has not yet received approval of the PAR application or secured the 'Article 31' license, due to various administrative tasks having been delayed based upon the PAR review by the New York State Office of Mental Health ("OMH") taking longer than previously expected. Until the PAR review is completed, and approval is given, the 'Article 31' license will not be issued. The County requires the continued assistance of CCSI, to ensure that the County has access to the expertise necessary for the on-going application process.

Accordingly, the County respectfully requests authority from your Honorable Board to amend the Agreement by extending its term by one (1) year, to a new expiration date of November 30, 2025, in order to allow CCSI to continue to work with County staff and OMH regarding any modifications that may be necessary, until the PAR application is approved by OMH and the 'Article 31' license has been secured (the "First Amendment").

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by ensuring that the County continues to have access to the expertise necessary for the on-going PAR review and the attempt to secure an 'Article 31' license.

The goal and objective of the proposed First Amendment is to ensure that the County continues to have access to the expertise necessary for the on-going PAR review and the attempt to secure an 'Article 31' license.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as ensuring that the County continues to have access to the expertise necessary for the on-going PAR review and the attempt to secure an 'Article 31' license without any increase in the total cost of the contract is financially prudent.

The goal and objective of the proposed First Amendment will be tracked and monitored by the staff of the Department of Community Mental Health.

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

MO/mkc/bdm-r

## 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") is hereby authorized to amend its agreement with Coordinated Care Services, Inc. ("CCSI"), pursuant to which CCSI was to provide assistance to the County with the creation and implementation of a 'Comprehensive Prior Approval Review' (PAR) application process and securing an 'Article 31' license for a 'Mental Health Outpatient Treatment and Rehabilitative Services' (MHOTRS) program for the purpose of operating a pilot safety net outpatient clinic for individuals diagnosed with mental illness or emotional disturbance, for the period from December 1, 2023 through November 30, 2024, for an amount not-to-exceed \$90,000.00, (the "Agreement") by extending its term by one (1) year, to a new expiration date of November 30, 2025; and be it further

**RESOLVED**, that except as specifically hereby authorized to be amended, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

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Original Agreement:	\$90,000.00
This Amendment:	\$ 0.00
New Total NTE:	\$90,000.00

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
					N/A

Budget Funding Year(s): \_\_\_\_\_  
(must match resolution)

Start Date: 12/01/24

End Date: 11/30/25

Funding Source  
N/A  
(must match resolution)

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \_\_\_\_\_  
Other: \_\_\_\_\_