

DATE: March 3, 2022

TO: Leonard G. Townes, Commissioner
Department of Social Services

Kathleen O'Connor, Commissioner
Department of Parks, Recreation and Conservation

Michael Orth, MSW, Commissioner
Department of Community Mental Health

RE: Interdepartmental Cooperative Agreement Between the Westchester County Department of Social Services, Westchester County Department of Parks, Recreation and Conservation, and the Westchester County Department of Community Mental Health to Provide Six (6) One Week (6 day) Overnight Sessions of Summer Camp for DSS Referred Children Throughout Westchester County - Camp Morty.

The Westchester County Department of Social Services (DSS), Westchester County Department of Parks, Recreation and Conservation ("PRC"), and the Westchester County Department of Community Mental Health ("DCMH") agree to enter into an Interdepartmental Cooperative Agreement to provide a summer sleep away camp for DSS referred children throughout Westchester County. The camp will provide six (6) one week (6 day) overnight sessions and give children in need the opportunity to experience wholesome outdoor experience in a caring, supportive and safe environment. This program will be known as Camp Morty.

The term of this agreement is effective January 1, 2022 through December 31, 2022, in the amount not to exceed SIX HUNDRED FORTY SIX THOUSAND FOUR HUNDRED AND SIXTY (\$646,460) DOLLARS, subject to County appropriations.

The responsibilities of the respective departments under this Interdepartmental Cooperative Agreement are as follows:

The Department of Parks, Recreation and Conservation (PRC) will:

- a) Enter into a separate agreement with the Westchester Parks Foundation, Inc. (WPF) to operate a summer resident camp known as Camp Morty for Department of Social Services referred children ages 6-16. All sessions will be held at Mountain Lakes Park, North Salem, N.Y. in accordance with Subpart 7-2 of the New York State Department of Health regulations relating to Children's Camps (10 NYCRR 7-2). There will be a

minimum of six Camp Morty sessions: Five sessions are for 8-15 year olds and will serve 90 youth per week. One Camp Morty session will be dedicated to a sibling camp for 6-16 year olds to reunite siblings separated by foster care and will serve 60 youth. If a family cannot attend the initial one week sibling session, an accommodation for those siblings will be made in a later Camp Morty session.

- b) WPF will provide enrollment to children presently receiving DSS Child Welfare (CW), Homeless, and Temporary Assistance (TA) services through DSS.
- c) WPF will market Camp Morty in an effort to expand enrollment.
- d) WPF will review all applications, specifically regarding the medical and mental health needs for each applicant camper. WPF will follow up with DCMH should a camper have medications or diagnosis that requires more information as to their eligibility to attend camp. Based upon the medical and mental health needs of each youth, WPF will provide Mental Health form where appropriate.
- e) Accommodate children actively involved with Westchester County DSS Child Welfare Services (CW), Homeless and Temporary Assistance (TA) services who are eligible to participate in Camp Morty in 2022.
- f) Conduct or ensure that New York State Sex Offender Registry checks are conducted on all staff and all vendors that come into contact with DSS youth. Provide report of the outcome of these clearances to DSS. PRC will maintain records of actual clearance outcomes in their records.
- g) Provide DSS with completed New York State Central Registry clearance form LDSS-3370 for all WPF camp staff and all on-site vendors that come into contact with DSS youth.
- h) Conduct or ensure Criminal Background Checks are conducted on all staff and all vendors coming into contact with DSS youth. Provide report of the outcome of these background checks to DSS. WPF will maintain records of actual clearance outcomes in their records.
- i) Assure that all staff attends current Mandated Reporter Training during Camp Morty's All Staff Orientation Meeting. DSS will provide WPF with the most current additional DSS Mandated Reporter training as needed. All staff must successfully complete Mandated Reporter Training to be able to work at Camp Morty.
- j) Work with the Department of Community Mental Health (DCMH) to further develop and implement proactive camp strategies and camp procedures to address and respond to the mental health and behavioral needs of campers. Strategies should be included in camp policies and procedures. ~~Coordinate daily and/or weekly Leadership Meetings while~~ camp is in session to discuss camp youth activities, youth related concerns and personnel issues in a multi-discipline/systems forum. DSS, DCMH, Parks and WPF will participate in weekly Leadership Meetings which may be in the form of conference calling.
- k) WPF will coordinate age groups into camp sessions in order to maximize participation.
- l) Organize and publish a set of camp policies and procedures to be shared with DSS and DCMH. Establish, and have approved by DSS the following: Incident Management Procedures, Emergency Response Procedures, Incident Reporting Protocol, and Incident Reporting Form to report critical incidents to DSS.
- m) If a mutually acceptable safety plan can be put in place and an understanding can be reached, WPF will provide to DSS all pertinent information regarding field trips.

- n) Assure that Camp Morty's Mental Health professionals will be available to support campers in need during the camp operating hours of 9:00 a.m. to 5:00 p.m. and be on call otherwise.
- o) Department of Parks, Recreation and Conservation (PRC) will receive funds and WPF will retain all documentation supporting the expenditures associated with the operation of Camp Morty. This documentation will be available for audit by the funding department or its auditors.
- p) WPF Administration will submit all Performance and Fiscal Reports to DSS as specified herein under sections titled "PERFORMANCE MEASUREMENT" and "INTERDEPARTMENTAL BILLING PROCESS".
- q) Be responsible for coordinating a child's premature departure from Camp Morty, with DCMH and DSS consultation, by abiding by the following protocols: In the event a CW involved child must be transported home prior to the end of the camp session, the approved parent/caretaker will transport the child home. In the event the approved parent/caretaker cannot transport the CW involved child home, the DSS worker will transport the child to their parent/caretaker at their place of residence/home. For any homeless or PA involved youth to be eligible to attend Camp Morty, the parent/caretaker must provide, as part of the Camp Morty Application Packet, two viable emergency plans, in the event the child(ren) must be transported home prior to the end of the camp session. These two viable emergency plans will include at minimum the person(s) that have authorization to come get the child(ren) and what mode of transportation is available to enable them to assure that parent/caretaker or their designee will be able to come get the child(ren) in a timely manner. In the event the parent/caretaker cannot transport the child(ren) home, and both of the predetermined viable emergency plans fall through, then Camp Morty will provide taxi fare for the parent/caretaker to come to Camp Morty, get their child(ren) and then return home with them.
- r) Maintain a petty cash system so that taxi fare reimbursement is available if needed.
- s) Assure that no interviews will be conducted nor will photographs, video or images of children attending camp be published without proper parental release as well as notification to DSS liaison and permission from DSS.

The Department of Social Services (DSS) will:

- a) Provide operational funds not to exceed the amount of \$646,460, for Camp Morty, ~~transferable to PRC upon submission by PRC of a claim.~~
- b) Provide a DSS representative who will act as a liaison with PRC.
- c) Participate in daily/weekly Leadership Meetings to discuss camp youth activities, youth related concerns, and personnel issues.
- d) Process New York State Central Registry (NYSCR) clearance forms received from WPF. Provide WPF and PRC with outcome from the NYSCR.
- e) Provide DSS staff to facilitate Camp Morty Sunday arrival and Friday night camp departure. In addition, DSS staff is responsible at each location for the collection of camper medication from the parent/caretaker upon camper arrival at the Sunday pick-up location(s). Once all of the medication has been collected, it will be given to the designated Camp Morty representative(s) for delivery to Camp Morty. Upon camper arrival at the Friday drop-off location(s) Camp Morty representative(s) will transfer back

to DSS staff camper medication. DSS staff will be responsible for returning camper medication to the parent/caretaker.

- f) Provide to Camp Morty an emergency contact list of DSS personnel.

The Department of Community Mental Health (DCMH) will:

- a) Be available for pre-camp consultation, and assistance with programmatic design.
- b) Be available to provide orientation required for all camp staff prior to the start of camp, including but not limited to mental health and behavioral strategies and program design.
- c) Be available to participate in daily/weekly Leadership Meetings to discuss camp youth activities, youth related concerns and personnel issues.
- d) Provide on call Mental Health staff during regular working hours to discuss child specific situations that are developing which could benefit from a multi-discipline/systems discussion.
- e) Provide review and consultation for any child being dismissed from camp for disciplinary issues.

PERFORMANCE MEASUREMENT - PRC acknowledges and agrees that it shall participate in the measurement of its performance under this Agreement, as follows:

- a) **By October 1, 2022**, WPF shall provide the Department of Social Services (DSS) with detailed written reports, in a form specified by the Commissioner/Director as seen in Schedule "A", outlining the progress in achieving the Targets/Outcomes set forth in the Scope of Work in order to enable DSS to assess the level and type of services provided, as well as the dedication and/or expenditure of the funding provided by DSS for those purposes to date.

A scanned copy of performance reports may be forwarded to DSS, on or before the date specified, to the attention of

Philippa Seltzer-Muschko 55F422@dfa.state.ny.us

-
- b) ~~DSS reserves the right to audit the performance under this Agreement. Such audit may include requests for documentation or other information which the Commissioner may, in his/her discretion, deem necessary and appropriate to verify the information provided by PRC as required by subsection (a), above.~~

- c) Program contracts will be scored on 3 areas:
 - 1. Program: (PMI and Stats rating scale 1-10) Contract capacity, timeliness, accuracy and completeness;
 - 2. Fiscal: (billing rating scale 1-10) Budget modifications, timeliness, accuracy and completeness;
 - 3. Meeting Targets and Objectives: pass or fail in reaching outcomes.

d) The performance measure indicators, which will be submitted in the format of Schedule "A", are:

1. Number of youth enrolled in the Summer Program (Sessions 1 – 6)
2. Number of youth successfully completing their camp session (Sessions 1 – 6).
(Target: 95%)
3. % of campers per session who will earn a yellow band or greater in swimming.
(Target: 65%)
4. # of CITs who completed *Phase I* of the training program (Target: 5)
5. # of CITs who completed *Phase II* of the training program (Target: 2)

The DSS Contracts Management & Compliance Unit provides Senior Staff with quarterly "report cards" that rate each contract based on the above criteria. These scores are reviewed to see which vendors/agencies are meeting expectations and which ones are not. Failure to meet expectations could lead to reduction of funding or termination of the contract.

INTERDEPARTMENTAL BILLING PROCESS - The following process will ensure the timely processing of bills:

PRC Administration will submit all fiscal claims and reports to DSS by May 1, 2022. This one-time payment will be satisfied provided that this contract is completed and fully executed by May 1, 2022. Otherwise, payment will be issued appropriately thereafter.

All pertinent backup documentation supporting this claim, e.g., rosters, dates, activities, etc., shall be submitted to DSS, either on paper or electronically, by September 30, 2022.

A scanned copy may be forwarded on or before the date specified, followed by a complete package of hard-copy reports, to:

Philippa Seltzer-Muschko
Department of Social Services
10 County Center Road
White Plains, 10607

Budget Modifications: Any changes to this agreement are subject to DSS approval. Changes include, but are not limited to, personnel changes and modification of budget line items. All notifications of changes to this Agreement shall be in writing in a format as approved by DSS.


A line item budget for Camp Morty 2022 is attached as Schedule "B".

2022 INTERDEPARTMENTAL AGREEMENT

SIGNATURE PAGE

**Westchester County Departments of Parks, Recreation and Conservation,
Community Mental Health and Social Services**


Camp Morty



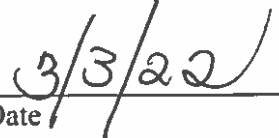
Leonard G. Townes, Commissioner
Department of Social Services



Date



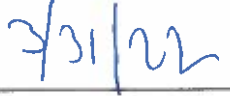
Kathleen O'Connor, Commissioner
Department of Parks, Recreation and Conservation



Date



Michael Orth, Commissioner
Department of Community Mental Health



Date

SCHEDULE "A"
Department of Parks Recreation and Conservation &
Department of Community Mental Health
Camp Morty – DSS9013-22
Quarter 2022
Performance Measurement Indicators (PMI) Report

	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Number of youth enrolled						
Number of youth attending each session (90 capacity) (Target: 75%)						
Number of youth successfully completing their camp session (Target: 95%)						
% of campers who will earn a yellow band or greater in swimming (Target: 55%)						
# of CITs who completed the training program (Target: 5)						

******Below is For DSS Office Use Only******

Was the PMI submitted:	
By the established deadline?	
Accurate?	
Complete?	
Were the Claims submitted:	
By the established deadline?	
Accurately?	
Complete?	
Is the agency staying within the original budget?	

2022 Camp Morty Budget
1/1/2022 – 12/31/2022

Position	Name	Salary	
Year Round Admin Positions			
Camp Director	Mary Ehrling	65,000.00	
Assistant Director	Shreya Kontham	13,000.00	
Assistant Director	David Burnette	12,000.00	
Camper Enrollment Manager	Stephanie Benvenuto	30,000.00	
Recruitment & Program Assistant (part time)	Haley Brasil	30,000.00	
Nurse	Emily Thirion-Lacy	18,000.00	
Substitute Nurse		2,000.00	
Social Worker	Doretha Buster	12,000.00	
Support Staff			
Office Assistant		5,500.00	
Maintenance Director		10,000.00	
Maintenance Assistant		4,500.00	
Maintenance Assistant		3,000.00	
Kitchen Manager		9,000.00	
Assistant Kitchen Manager		6,500.00	
Lead Cook		5,000.00	
Kitchen Assistant 2		3,360.00	
Kitchen Assistant 3		3,360.00	
Kitchen Assistant 4		3,360.00	
Kitchen Assistant 5		3,360.00	
Kitchen Assistant 6		2,940.00	
Leadership Team			

Senior Expert - Waterfront		3,600.00	
Senior Expert - Outdoor Adventure (including ropes & camping)		3,200.00	
Senior Expert - Programs		3,200.00	
Head Counselor - Males		3,100.00	
Head Counselor - Females		3,000.00	
Programs Team			
Programs Expert		2,800.00	
Programs Expert		2,800.00	
Programs Expert		2,800.00	
Programs Expert		2,800.00	
Programs Expert		2,700.00	
Programs Expert		2,700.00	
Programs Expert		2,500.00	
Programs Expert		2,500.00	
Waterfront Expert		3,000.00	
Waterfront Expert		3,200.00	
Waterfront Expert		3,200.00	
Waterfront Expert		3,200.00	
Counseling Team			
Male Counselor - 1		2,100.00	
Male Counselor - 2		2,100.00	
Male Counselor - 3		2,000.00	
Male Counselor - 4		2,000.00	
Male Counselor - 5		2,100.00	
Male Counselor - 6		2,000.00	
Male Counselor - 7		2,200.00	

Male Counselor - 8		2,200.00	
Male Counselor - 9		2,000.00	
Male Counselor - 10		2,100.00	
Male Counselor - 11		2,000.00	
Female Counselor - 1		2,100.00	
Female Counselor - 2		2,100.00	
Female Counselor - 3		2,100.00	
Female Counselor - 4		2,000.00	
Female Counselor - 5		2,000.00	
Female Counselor - 6		2,200.00	
Female Counselor - 7		2,000.00	
Female Counselor - 8		2,100.00	
Female Counselor - 9		2,100.00	
Female Counselor - 10		2,100.00	
Payroll Taxes @ 11%		36,385.80	
Staff/Personnel Total (Including CampAmerica Fee's)			367,165.80
Other			
Kitchen Costs		82,000.00	
Transportation		26,000.00	
Linens		7,000.00	
Camp Gear (for staff & campers)		5,000.00	
Recruitment Fees		6,000.00	
Programming		15,000.00	
Repairs		12,000.00	
CIT Program		5,000.00	
			158,000.00

Camp Operational Fees			
Insurance		16,000.00	
Yearly Operational Fees (CampMinder, Postage, Printing, etc)		17,443.00	
Friends Admin Fee (13%)		84,040.00	
			117,483.00
TOTAL			
Total Budget			642,648.80
Budget Remaining (Buffer)			<u>3,811.20</u>
			646,460.00