



# Health & Human Services Committee

**Wednesday, July 6, 2022 4PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Phil Barrett

Members:

C. Eric Butler  
Eric Connolly  
Diana Edwards  
John Lant  
Jonathan Schopf-VC  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the June 8, 2022 meeting.
- III. Authorizing the acceptance of Rental Supplement Program funding from the NYS Office of Temporary and Disability Assistance and amending the 2022 budget – Tina Potter, DSS
- IV. Authorizing a renewal agreement with Berkshire Farm Center and Services for Youth, Inc. for the operation of the enhanced Stepping Stones Program – Tina Potter, DSS
- V. Authorizing a lease agreement with the owners of 145 South Broadway Rear to secure a facility to provide Code Blue Services – Steve Bulger, County Administrator
- VI. Other Business
- VII. Adjournment



**SARATOGA COUNTY**  
**AGENDA ITEM REQUEST FORM**

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giannusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Social Services

**DATE:** June 29, 2022

**COMMITTEE:** Health and Human Services

**RE:** Acceptance of a grant to participate in the NYS Rental Supplement Program

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Saratoga County Rental Supplement Program

3. Specific Details on what the resolution will authorize:

The resolution will authorize acceptance of an allocation in the amount of \$322,466.00 approved by the NYS Office of Temporary and Disability Assistance. The funds will provide rental supplements to individuals and families, both with and without children who are experience homelessness or are facing imminent loss of housing.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

- Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.60.3646	Rental Supplement Program	\$322,466.00

Expense

Account Number	Account Name	Amount
A.60.601-7601	Rental Supplement Program	\$322,466.00

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
	State		

5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted A.60.601-7601
- b. Budget year impacted 2022
- c. Details

These funds are 100% reimbursed by the state up to the amount of the grant/allocation.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

a. Source of grant funding:

State

b. Agency granting funds:

NYS Office of Temporary and Disability Assistance

c. Amount of grant:

\$322,466.00

d. Purpose grant will be used for:

Rental supplements to individuals at imminent risk of or experiencing Homelessness.

e. Equipment and/or services being purchased with the grant:

Current staff will be determining eligibility for this program

f. Time period grant covers:

April 1, 2022 through March 31, 2023

g. Amount of county matching funds:

\$0.00

h. Administrative fee to County:

Based on staff time studies up to 15% of the allocation may be claimed

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

Plan approval was received on June 23, 2022.



## Office of Temporary and Disability Assistance

**KATHY HOCHUL**  
Governor

**DANIEL W. TIETZ**  
Commissioner

**BARBARA C. GUINN**  
Executive Deputy Commissioner

June 23, 2022

Tina Potter  
Commissioner  
Saratoga County Department of Social Services  
152 West High Street  
Ballston Spa, NY 12020

Dear Commissioner Potter:

I am pleased to inform you that the Saratoga County Rental Supplement Program (RSP) plan has been approved effective June 23, 2022. Saratoga County will receive \$322,466 for the period beginning April 1, 2022, through March 31, 2023. Claiming instructions and deadlines are enclosed.

The terms of the plan are approved with the understanding that amendments to the plan may be granted only with approval from the Office of Temporary and Disability Assistance (OTDA). A copy of the approved plan is enclosed with this letter. Additional information regarding reporting requirements, including a report template, will be provided to your program managers.

I look forward to the success of your program. If you have any questions or need additional information regarding the RSP process, please contact the Temporary Assistance Unit at (518) 474-9344 or [otda.sm.cees.tabureau@otda.ny.gov](mailto:otda.sm.cees.tabureau@otda.ny.gov).

Sincerely,

Valerie Figueroa  
Deputy Commissioner  
Employment and Income Support Programs

cc: Alison Maura  
Shannon Al-Jabi  
Tracy Gatchell  
Melissa Alexander  
Joanne Hitchcock  
Deidre Martin-LaMay  
Michael Kendall

Enclosures

## 2021-2022 New York State Rental Supplement Program Plan

District: Saratoga County

Contact Person: Marisa Alber

Telephone: 518-884-4140

Email: marisa.alber@dfa.state.ny.us

RSP Implementation Date: XX/XX/XXXX

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also, indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable.

**Saratoga County will administer the Rental Supplement Program in full. The district will coordinate with the local HUD funded Continuum of Care in the implementation of the program.**

Indicate the anticipated RSP supplement amount and the number of households expected to be served in the initial 12-month period. RSP supplement amounts are set at 85% of the local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds.

**Rental Supplement Amount: 85% of the local Fair Market Rent Values; Household contribution will be limited to 30% of total earned and unearned household income.**

Household Size	Allowable Number of Bedrooms	100% FY2022 HUD FMR	85% FY2022 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	Efficiency	\$890	\$757	\$757	\$0
1	1	\$991	\$842	\$842	\$0
2	Efficiency	\$890	\$757	\$757	\$0
2	1	\$991	\$842	\$842	\$0
3	2	\$1207	\$1026	\$1026	\$0
4	2	\$1207	\$1026	\$1026	\$0
5	3	\$1492	\$1268	\$1268	\$0
6	3	\$1492	\$1268	\$1268	\$0
7	4	\$1637	\$1391	\$1391	\$0
8	4	\$1637	\$1391	\$1391	\$0

Anticipated Number of Households to be Served: **25-30**

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement of determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are currently in shelter or experiencing homelessness (unless sufficient demand does not exist for such households within a district).

**Saratoga County will coordinate with the local HUD funded Continuum of Care to assess and identify households from the Continuum of Care Entry list who are currently in shelter, experiencing homelessness, or at risk of homelessness. Saratoga County will outreach with the members of the Continuum of Care for eligible families. Households presenting at the district will also be assessed for participation in the Rental Supplement Program.**

Describe the application and determination process, including the length of time within which applications will be approved or denied. OTDA encourages districts/contractors to make decisions regarding applications within 30 days of the application date.

**Application and determination process will assess the requirements for participant eligibility as outlined by the State- individuals or families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing and meet the financial eligibility requirements. Household's earned and unearned income will be obtained to verify it is no more than 50% of the area median income with priority given to households at 30% AMI. District plans to make determination decisions within 30 days of application receipt.**

Describe the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria established by the district, the denial/discontinuation letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. When a supplement is approved, an award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis and the months/term included.

**Saratoga County has developed a RSP packet which includes application, rent supplement calculation worksheet, inspection form, notice of decision, rental supplement notice to landlord. District will obtain and verify requirement of the RSP program - household's income, identification paperwork, rental amount, lease information and proof of shelter placement, homelessness, or risk of homelessness. Coordinated Entry System will be utilized to obtain required documentation and priority households.**

**When households do not meet the criteria established by the district the denial/discontinuation notice will outline the reason for denial or discontinuation.**



**An award letter will be provided to applicant and landlord when supplement is approved, detailing amount approved to be paid on monthly basis and the months/term of supplement.**

Indicate the anticipated target population, including prioritization of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.

**Saratoga County plans to prioritize applicants with fixed income who are homeless or at risk of homelessness, such as Social Security recipients. Saratoga County also plans to work with the Coordinated Entry process in targeting the homeless according to their prioritization list, which is based on a vulnerability scale.**

Indicate how the following eligibility standards will be met:

- Households must earn no more than 50% of area median income (AMI) at the time of application (using current monthly income for the household and excluding earned income of a minor child; adoption/foster care payments; one-time loans, gifts; lump sum payments or other non-recurring income; and childcare subsidy payments) based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- A Household's financial contribution will be limited to 30% of their household's total earned and unearned income; and
- Supplements are to be provided until the household's income increases to a level where their monthly rent is at or below 30% of their total income, at which point the housing will be considered affordable for the individual/family and the supplement will end.

**Saratoga County will review all applications on a first come first serve basis and obtain and verify eligibility requirements for the Rental Supplement Program. Households earned and unearned income will be verified and the above exemptions will not be included in the calculations. TA income will also be excluded, as it is not countable income for RSP purposes. Eligible households will not earn more than 50% AMI and priority will be given to 30% AMI. A household's financial contribution toward rent cannot be more than 30% of their earned and unearned income. Semi-annual recertifications will be conducted to review eligibility. Supplements will be provided until a household's earned and unearned income increases to a level where their monthly rent is at or below 30% of their total income, at which point the housing will be considered affordable.**

List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:

- Will leases be required of all tenants? **Yes**
- How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required? **N/A**
- Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location? **DSS inspection**
- How will the district handle modifications (e.g., moves, rent increase, changes in household composition, etc.)? **Acceptance letter will outline that the tenant is responsible to notify the district of changes to their situation. District will at that point assess the change to determine if it affects their participation in the Rental Supplement Program.**
- What standards will be followed in determining whether supplementation will continue following a move? **District will assess – new apartment must pass inspection and be in Saratoga County.**
- Will the district/contractor require the recipient household to report changes related to the supplement within a set timeframe as a condition of continued eligibility for the supplement? **Semi-annual recertification will be required but household will be notified in acceptance letter that should their situation change they need to notify the district within 30 days. If households earned and unearned income increases to a level where their monthly rent is at or below 30% of their total income, the housing will be considered affordable, and notice will be given that their rental supplement will end.**
- How will contributions toward rental costs from individuals outside the household be verified and what standards will be applied in determining whether such contributions can be sustained in the future? **Tenant is responsible to report all income changes within 30 days. District would need to assess the contributions from outside the household.**

Indicate the length of time the supplement will be offered to households (e.g., three months, six months, indefinitely, etc.) and whether there is a recertification process for the supplement.

**Saratoga County plans to offer the rental supplement program with a six-month certification, as long as funds remain available. Supplements are provided to eligible households until the household's earned and unearned income increases to a level where their monthly rent is at or below 30% of their total income, at which point the household will be considered affordable. The time period between certifications is six months.**

Indicate the payment mechanism (e.g., check transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.

**District will provide checks through the voucher process to the landlord.**

Indicate how fraudulent and/or cases determined to otherwise be ineligible will be handled, including the procedure for recouping funds, if necessary.

**Semi-annual recertification will be conducted. If fraudulent information is determined a fraud referral is sent to the Special Investigations Unit for investigation. If found positive recoupment process will**

**be conducted. Discontinuation notices will be provided to ineligible and fraudulent cases with a description of reason for discontinuation. Overpayments will be billed on a monthly basis.**

Describe how the district/contractor will ensure that households do not receive duplicate benefits from other sources that may assist with paying future rent/ongoing rental supplements.

**Saratoga County participates in the local HUD funded Continuum of Care and will work with the local providers and the Coordinated Entry List and HMIS to avoid duplicate benefits. District also will run through our systems to ensure no duplicate rental payments from another source.**

Indicate how client records will be maintained (e.g., paper file, cabinets, electronic records, or a combination of both) and whether any specific software or system will be used. Notifications regarding eligibility determinations (e.g., approvals, denials, and discontinuances) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

**All records regarding the Rental Supplement Program will be paper files and be kept on file for 6 years.**

Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.

**Saratoga County staff will keep spreadsheet statistics on all Rental Supplement recipient cases. We will provide progress reports on RSP activities to OTDA on a quarterly basis. HMIS will be utilized.**

To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Shelter Supplement Plan must indicate the following:

- How the RSP will be different from their current approved Shelter Supplement Plan
- The process established to ensure funds are not duplicated
- How participating households will be distinguished.

**N/A- Saratoga County does not currently have a rental supplement program.**



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION - 2022**

**Introduced by [Health and Human Services Committee]:**

#### **AUTHORIZING THE ACCEPTANCE OF RENTAL SUPPLEMENT PROGRAM FUNDING FROM THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE AND AMENDING THE 2022 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, the Saratoga County Department of Social Services was provided the opportunity to receive an allocation of state funding upon submittal of a plan to the NYS Office of Temporary and Disability Assistance ("NYS OTDA"), of which 100% state funds are available to provide rental supplements to individuals and families, both with and without children who are experiencing homelessness or are facing imminent risk of homelessness; and

**WHEREAS**, on June 23, 2022, the department was notified that its plan for use of these funds has been approved in the amount of \$322,466 for the time period April 1, 2022 through March 31, 2023; and

**WHEREAS**, our Health and Human Services Committee and the Commissioner of Social Services have recommended approval and implementation of rental supplement program and acceptance of the associated funding from the NYS OTDA; and

**WHEREAS**, the acceptance of program funding and reimbursement requires this Board's approval and an amendment of the 2022 County budget to accept the funds and authorize the related expenses; now, therefore; be it

**RESOLVED**, that the Chair of the Board is hereby authorized to execute all documents and necessary agreements with the New York State Office of Temporary Disability Assistance to accept funding in an amount of \$322,466 for the term of April 1, 2022 to March 31, 2023 for administration of the Rental Supplement Program; and, it is further

**RESOLVED**, that the Commissioner of Social Services is authorized to execute and submit any documentation as required by NYS OTDA to facilitate the receipt of the Rental Supplement Program funding or reimbursement thereunder; and it is further

**RESOLVED**, that the form and content of such documents and agreements shall be subject to the approval of the County Attorney; and it is further

**RESOLVED**, that the 2022 Saratoga County Budget is hereby amended as follows:

-DRAFT MARKUP RESOLUTION-

DEPARTMENT OF SOCIAL SERVICES

Increase Appropriations:

Acct.: #A.60.601-7601

\$322,466

Increase Revenues:

Acct.: #A.60.3646 – Rental Supplement Program

\$322,466

; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. 100% State Aid.

DRAFT



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Social Services

**DATE:** June 29, 2022

**COMMITTEE:** Health and Human Services

**RE:** Raise-the-Age (RTA) Enhanced Stepping Stones (ESSP)  
Contract Extension

1. Is a Resolution Required:

Yes, Contract Amendment

2. Proposed Resolution Title:

Contract Extension - Berkshire Farms - Enhanced Stepping Stones Program

3. Specific Details on what the resolution will authorize:

The current contract with Berkshire Farms ESSP expires on June 30, 2022. The County RTA plan runs from 10/1/21 through 9/30/2022. The resolution will authorize the Chairman to extend the contract through 9/30/22 in order to get the contract in sync with the program year (10/1-9/30) going forward. The current monthly rate of \$8,384 would apply through the extension period.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office Consulted <input checked="" type="checkbox"/>
--

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact - Funds are included in Department Budget
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- a. G/L line impacted A.60.610-7601.RTA
- b. Budget year impacted 2022
- c. Details

As this is an extension of a contract at the same monthly cost that we have already included in the 2022 DSS budget there will be not budget impact.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

Human Resources Consulted

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation **Sole Source**

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term: **7/1/2022**

f. Termination of contract date: **9/30/2022**

g. Contract renewal and term: **annually, subject to RTA continued funding**

h. Contact information: **Brian Parchesky, President and Chief Executive Officer  
Berkshire Farm Center and Services for Youth, 13640 Route 22,  
Canaan, New York 12029**

i. Is the vendor/contractor an LLC, PLLC or partnership: **No**

j. State of vendor/contractor organization: **New York**

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

**Berkshire Farms has been contacted and is in agreement with an extension through 9/30/22. Berkshire Sole Source Letter of Attestation is attached.**

Purchasing Office Consulted



County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:  
State
  - b. Agency granting funds:
  - c. Amount of grant:
  - d. Purpose grant will be used for:
  - e. Equipment and/or services being purchased with the grant:
  - f. Time period grant covers:
  - g. Amount of county matching funds:
  - h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

On April 10, 2017, New York Governor Andrew M. Cuomo signed legislation raising the age of criminal responsibility to age 18 in order to provide young people in New York who commit non-violent crimes with the intervention and evidence-based treatment they need. The new measures were phased in over time, raising the age of criminal responsibility from age 16 to age 17 beginning on October 1, 2018, and subsequently raising the age to 18 on October 1, 2019. The RTA Law provides, among other things, LDSS eligibility for 100% State Raise the Age funding, net of Federal funding from Title IV-E, for Raise the Age eligible youth claims for services that are included in NYS Division of Budget-Approved Comprehensive Fiscal Plans. To be eligible for 100% reimbursement, the law required that counties submit a Comprehensive Plan to the Office of Children and Family Services (OCFS). Each year OCFS has approved and DSS has included funds for this contract in its annual budget. There are funds to cover the cost of this contract extension in the 2022 DSS budget.



**Division of  
the Budget**

**KATHY HOCHUL**  
Governor

**ROBERT F. MUJICA JR.**  
Director of the Budget

May 24, 2022

Mr. Steven Bulger  
County Administrator  
County of Saratoga  
40 McMaster St.  
Ballston Spa, NY 12020

Dear Mr. Bulger:

Thank you for submitting a revised SFY 2022 Raise the Age (RTA) county plan. Your RTA county plan submission was reviewed by the State Office of Children and Family Services and the State Division of Criminal Justice Services to ensure that investments necessary to successfully implement RTA are made. As required to permit State reimbursement of incremental eligible costs, the State Division of Budget hereby approves the attached RTA county plan for Saratoga County for SFY 2022. Please note, the approved plan may differ from your submission.

The State is also in receipt of the tax cap compliance/fiscal hardship certification for calendar year 2021 and 2022. As authorized by State Finance Law section 54-m and Chapter 53 of the Laws of 2022, Saratoga County is eligible for state reimbursement of incremental RTA costs included in the attached plan incurred in calendar year 2021 and 2022.

Please submit any questions to [LocalRTAGuide@ocfs.ny.gov](mailto:LocalRTAGuide@ocfs.ny.gov)

Thank you again for your commitment to ensuring the successful implementation of Raise the Age. We look forward to continuing to work with you on this important initiative.

Sincerely,

Jesse Olczak  
Chief Budget Examiner





## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION XX - 2022**

**Introduced by Supervisors Barrett, Butler, Connolly, Edwards, Lant, Schopf, Wood**

#### **AUTHORIZING A RENEWAL AGREEMENT WITH BERKSHIRE FARM CENTER AND SERVICES FOR YOUTH, INC. FOR THE OPERATION OF THE ENHANCED STEPPING STONES PROGRAM**

**WHEREAS**, as a result of the Raise the Age legislation enacted in 2017, the age of criminal responsibility for youths who commit crimes was raised to 18 years of age effective October 1, 2019; and

**WHEREAS**, under the provisions of the Raise the Age (“RTA”) law, counties are to be reimbursed for all incremental costs associated with the implementation and ongoing services associated with raising the age of criminal responsibility, including local costs incurred in such areas as law enforcement, local detention, court services, Sheriff’s transportation, probation, youth services and capital expenditures; and

**WHEREAS**, in order to qualify for reimbursement of RTA related expenditures, counties are required to adhere to the New York State imposed property tax cap and submit to the State for approval a comprehensive plan of work for raising the age locally which identifies eligible incremental costs for which reimbursement will be requested; and

**WHEREAS**, pursuant to Resolution 114-2020, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. (“Berkshire Farm Center”) for the provision of intensive family-based in-home case management services to youth at risk in order to reduce and prevent the costly placement of 16 and 17 year old juvenile delinquents and adolescent offenders in specialized secure detention facilities for a term of one (1) year commencing on July 1, 2020 and terminating on June 30, 2021, at a cost of \$100,608; and

**WHEREAS**, pursuant to Resolution 197-2021, the County entered into an agreement with Berkshire Farm Center and Services for Youth, Inc. (“Berkshire Farm Center”) for the provision of intensive family-based in-home case management services to youth at risk in order to reduce and prevent the costly placement of 16 and 17 year old juvenile delinquents and adolescent offenders in specialized secure detention facilities for a term of one (1) year commencing on July 1, 2021 and terminating on June 30, 2022, at a cost of \$100,608; and

DRAFT – MARKUP RESOLUTION

**WHEREAS**, our Health and Social Services Committee and the County's Commissioner of Social Services have recommended the County enter into a renewal agreement with Berkshire Farm Center for the provision of intensive family-based in-home case management services to youth at risk in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders for a term through September 30, 2022 at the monthly pro-rated cost of \$8,384.00 per month; now therefore, be it

**RESOLVED**, that the Chair of the Board is hereby authorized to execute a renewal agreement with Berkshire Farm Center and Services for Youth, Inc. of Canaan, New York, for the provision of its Enhanced Stepping Stones program services which render intensive family-based in-home case management services to youth at risk in Saratoga County in order to reduce and prevent the placement of 16 and 17 year old juvenile delinquents and adolescent offenders in specialized secure detention facilities; which renewal agreement shall be for a term of commencing on July 1, 2022 and terminating on September 30, 2022, and at a cost of \$8,384.00 per month; and, be it further

**RESOLVED**, that the form and content of such agreement shall be subject to the approval of the County Attorney.

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds are available in the Department budget.



Corporate Office  
13640 State Route 22  
Canaan, NY 12029  
(518) 781-4567

[berkshirefarm.org](http://berkshirefarm.org)

June 23, 2022

Tina Potter, Commissioner  
Saratoga County Department of Social Services  
152 West High Street  
Ballston Spa, New York 12020

Brian Parchesky  
President and  
Chief Executive Officer

Dear Commissioner Potter:



I am writing to discuss the Berkshire Farm Enhanced Stepping Stones program. The original Stepping Stones program was developed by Berkshire Farm over 16 years ago to work with youth involved in the juvenile justice system. The program has been functioning in Saratoga County for over 10 years. When New York State passed legislation for Raise the Age in 2017, Berkshire saw that there was a need for programming for older youth who would be impacted by this legislation. Berkshire reviewed the needs of these youth and added new components to the Stepping Stones to create the Enhanced Stepping Stones Program which was marketed to counties across the state. Both the Stepping Stones and Enhanced Stepping program for youth involved with the juvenile justice system were developed by and are only utilized by Berkshire Farm Center and Services for youth.

Thank you and please reach out with any questions or for further discussion at any time. Please contact me at 518-346-6201. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucas Jacobs".

Lucas Jacobs

Vice President of Detention and Prevention Services

Our Mission:

To strengthen children and families so they can live safely, independently and productively within their home communities.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 6/29/2022

**COMMITTEE:** Health and Human Services

**RE:** Authorize a Short Term Lease with Joanne Kodogiannis, owner of 145 South Broadway Rear parcel (aka 4 Adephi Street) for a term of July 19, 2022 until April 30, 2023.

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorize a Lease Agreement with owners of 145 South Broadway Rear of securing a facility to provide Code Blue Services.

3. Specific Details on what the resolution will authorize:

Lease for Short Term rental between the County of Saratoga and Joanne Kodogiannis, owner of 145 South Broadway (aka 4 Adelphi Street), in the City of Saratoga Springs. The term of the lease is from July 19, 2022 until April 30, 2023 for \$8000 per month. The purpose of this lease is to secure a facility to provide emergency winter shelter for the homeless under "Code Blue."

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.60.601-7601.CDBLU
- b. Budget year impacted 2022
- c. Details

An anticipated grant from NYS OTDA will be available this year for the provision of shelter and shelter services to the homeless during inclement winter weather, but the amount of said grant funding has yet to be determined.



6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input checked="" type="checkbox"/>
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a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

See Attached.



**SARATOGA COUNTY BOARD OF SUPERVISORS**

**RESOLUTION XX - 2022**

**Introduced by [Health and Human Services Committee]:**

**AUTHORIZING A LEASE AGREEMENT WITH JOANNE KODOGIANNIS  
FOR THE SHORT-TERM LEASE OF A PORTION 145 SOUTH BROADWAY IN THE  
CITY OF SARATOGA SPRINGS ALSO KNOWN AS 4 ADELPHI STREET**

**WHEREAS**, Shelters of Saratoga, Inc. (“SOS”) provides individuals with safe shelter, supportive services and sustainable strategies to end homelessness in Saratoga County; and

**WHEREAS**, SOS operates the Code Blue Shelter in the City of Saratoga Springs providing shelter and shelter services to homeless individuals whenever inclement winter weather temperatures are at or below 32 degrees Fahrenheit, inclusive of National Weather Service calculations for windchill; and

**WHEREAS**, SOS previously provided shelter and shelter services to homeless individuals at 145 South Broadway in the City of Saratoga Springs; and

**WHEREAS**, 145 South Broadway in the City of Saratoga Springs is currently unoccupied and available to rent, and Saratoga County recognizes the importance of ensuring a location to enable SOS to provide for the shelter and shelter services to homeless individuals during the 2022-2023 Code Blue season; and

**WHEREAS**, for at least the past six years the New York State Office of Temporary and Disability Services (“OTDA”) has provided grant funding to our County Department of Social Services for the provision of shelter and shelter services to the homeless during inclement winter weather conditions provided through SOS; and

**WHEREAS**, our Health and Human Services Committee and the Commissioner of the Department of Social Services have recommended that the County enter into a lease agreement with Joanne Kodogiannis for the short-term lease of a portion of 145 South Broadway for the term from July 19, 2022 through April 30, 2023, for purposes of establishing and operating a resource center for homeless individuals, and; now, therefore, be it

**RESOLVED**, that the Chair of the Board is hereby authorized to execute a lease agreement with Joanne Kodogiannis. for the short-term lease of a portion of 145 South Broadway in the City of Saratoga Springs, also known as 4 Adelphi Street, for the term from July 19, 2022, through April 30, 2023 at a cost of \$8,000 per month, for purposes of the establishment and operation of a Code Blue Shelter for homeless individuals; and be it further

DRAFT – MARKUP RESOLUTION

**RESOLVED**, that the form and content of such lease agreement shall be subject to the approval of the County Attorney; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. Funds for this agreement are included in the 2022 budget.