

# **MEETING NOTICE**

## Village of Scarsdale

A Work Session of the Scarsdale Village Board of Trustees is scheduled for 5:00 PM on Tuesday, February 6, 2024. The meeting will be held in the 3<sup>rd</sup> Floor Meeting Room in Village Hall. Members of the public wishing to participate in the meeting remotely can do so via online link at <https://zoom.us/j/93183703358>, or call into the meeting using 1-929-436-2866 and entering the Meeting ID 931 8370 3358.\*

### **Agenda**

#### 1. Budget Discussions

CS: 01-30-24

E-MAIL: Journal News (Lohud)  
Scarsdale 10583  
Scarsdale Hamlet Hub  
The Daily Scarsdale

cc: Lobby Bulletin Board

*\*For a brief Zoom tutorial or to troubleshoot a problem, see here: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>. For other user questions, please visit the Zoom Help Center: <https://support.zoom.us/hc/en-us>.*



**Scarsdale Edgemont  
Family Counseling Service**

**BUDGET PLANNING DOCUMENT**

**Contract Year 2024 - 2025**

**Scarsdale Community Youth Services Project**

**Submitted by:  
James Genova, LCSW  
Executive Director  
January 2024**

## **Scarsdale Community Youth Services Project**

### **MISSION STATEMENT**

The **Scarsdale Community Youth Service Project** is a program of primary prevention and crisis intervention for youth who are growing up in a period of stress and turbulence. It is not a program of therapy in the schools, or recreation for youth, or family counseling. Rather, it reaches out identifying early behaviors of concern and young people who may be at risk. It supports parents as the primary safety net for youth. It teaches problem - solving and offers alternatives to alcohol and drug use. It advocates for a chemical free adolescence, collaborating with parents and all who work with youth village - wide, in a partnership for prevention.

**The Youth Services Project** offers help to teens and parents at a time when hope is easy to lose and caring is hard to find.

**SCARSDALE COMMUNITY YOUTH SERVICES PROJECT**

**2024 - 2025**

**Staff Listing**

**SCARSDALE HIGH SCHOOL TEAM**

Natalie Ramos, LMSW

Elizabeth Coritt, LCSW

**SCARSDALE MIDDLE SCHOOL TEAM**

Milagros Chatelain, LMFT

Ashley Sirna, LMSW

Samantha Swanko, LMHC, CASAC-2

**YSP Supervisor – Maria Vilanova, LMFT**

**SAY Scarsdale (formerly DATF)**

Lisa Tomeny

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## Maria Vilanova, LMFT

Maria Vilanova is a bilingual, English-Spanish, Licensed Marriage and Family Therapist. Maria joins the staff of SFCS as the agency's Assistant Director bringing with her more than 10 years of clinical, teaching and administrative experience. As the Assistant Director, Maria will supervise all aspects of the Scarsdale Community Youth Services Project and provide direct clinical services to adults, teens and families through the family counseling division.

Professionally, Maria has provided clinical services to individuals, couples, and families in both the public and private sector. Maria specializes in providing therapeutic services to those who have experienced trauma and life cycle transition using family therapy and family systems theory. Maria also specializes in cross-cultural relationships, and leadership. For the past eight years, Maria's work has been dedicated to working with our country's military personnel, our veterans, and their families struggling with mental illness and addiction.

Maria graduated from Mercy College in 2010 earning her Bachelor's Degree in Psychology, and completing her Masters Degree in Marriage and Family Therapy (MFT) in 2012. Maria maintains her affiliation with Mercy College as both a

professor of graduate studies in MFT as well as serving as the Director of the Clinical Internship Program.

## Accreditation / Education

LMFT: Licensed Marriage and Family Therapist

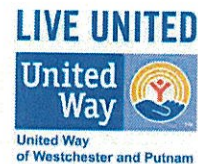
## Specialties

Individual, couple and family counseling; Mental health and substance use disorders; Trauma, cross cultural relationships; Working with military personnel and their families. Graduate education and supervision.



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## Milagros "Millie" Chatelain, LMHC

Milagros "Millie" Chatelain joins the SFCS staff as a Youth Outreach Worker on the Middle School Level. Millie is a Licensed Mental Health Counselor who has dedicated her work to de-stigmatizing mental health for minority populations, including, but not limited to, people of color, women, and individuals that identify as LGBTQ+; and in offering a trauma informed and culturally sensitive approach to therapy.

Millie began her career in mental health as a psychotherapist and recovery coach at a trauma intensive outpatient program. Here, Millie developed her niche and honed her skills in the treatment of Complex Post Traumatic Stress Disorder (C-PTSD). Millie has extensive training in both Cognitive Behavioral Therapy (CBT) and Dialectical Behavioral Therapy (DBT).

More recently, Millie worked for the Archdiocese of New York Drug Abuse Prevention Program where she provided clinical and preventative services to students in K-8 at two different schools. In this role, Millie taught a curriculum approved by The New York State Office of Addiction Services and Supports (OASAS) as part of an early intervention framework to educate students about the effects of drug and alcohol.

Millie received her undergraduate degree from the University of Scranton and her Master's degree in Forensic Mental Health Counseling at John Jay College of Criminal Justice.

## Accreditation / Education

LMHC: Licensed Mental Health Counselor

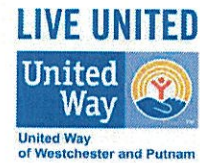
## Specialties

Individual and Family Counseling. Children, adolescents and adults; Complex trauma; Culturally competent Services; CBT and DBT.



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## **Ashley Sirna, LMSW**

Ashley Sirna joins the SFCS staff as a Youth Outreach Worker on the Middle School Level. Ashley is a Licensed Master Social Worker and has a background working in the field of mental health with a variety of populations and settings including adolescents, adults, and the elderly.

Ashley worked previously in the child welfare system where she advocated for children while also working with their families. Her work transitioned into the area of supported housing, assisting individuals and families experiencing homelessness, substance abuse, and those struggling with an array of mental health issues. Ashley specialized her training in mental health accepting a position as a therapist at an outpatient health clinic. Here, she gained valuable experience in providing individual therapy utilizing techniques such as cognitive behavioral therapy, motivational interviewing, and mindfulness.

Ashley has also provided service within two school districts and she has been an active advocate for those within the LGBTQ community. Ashley served as a mobile mental health practitioner for the Crisis Response Team in Orange County.

Ashley received her undergraduate degree in Psychology and Spanish from SUNY New Paltz and her Masters degree in Social Work from Adelphi University.

# Accreditation / Education

LMSW: Licensed Master of Social Work

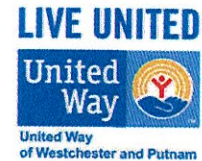
## Specialties

Individual and Family Counseling. Substance abuse treatment and prevention; mobile crisis. Cognitive Behavioral Therapy. Adolescents and Adults



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## Samantha Swanko, LMHC, CASAC-2

Samantha “Sam” Swanko joins the SFCS staff as a Youth Outreach Worker on the Middle School Level. Sam is a Licensed Mental Health Counselor and a Credentialed Alcoholism and Substance Abuse Counselor who brings to the position a wealth of diverse counseling experience. In addition to her work with Middle School age youth and families, Sam will also co-facilitates the Peer Leadership program for Scarsdale High School students.

Sam began her career working in an inpatient psychiatric hospital where she received specialized training in crisis management and Dialectical Behavior Therapy. Sam had a unique interest in the treatment of chemical dependency and transitioned to working with adults, adolescents, and families struggling with addiction. Sam gained valuable experience working in both inpatient and outpatient rehabilitation programs, further strengthening her skills in individual, group, and family therapy.

In addition to her knowledge of chemical dependency, Sam has valuable experience with mental health disorders. Sam provides a mindfulness based approach to all her counseling sessions.

Sam received her undergraduate degree in Psychology from Siena College and her Masters degree in Mental Health Counseling from Long Island University. Sam recently received her CASAC credentialing from the NYS Office of Addiction Services and Supports.

## Accreditation / Education

LMHC: Licensed Mental Health Counselor; CASAC Level 2: Credentialed Alcoholism and Substance Abuse Counselor

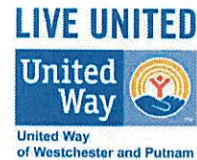
## Specialties

Individual, Group and Family Counseling. Substance abuse treatment and prevention. Dialectical Behavioral Therapy. Adolescents and Adults



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## Elizabeth Coritt, LCSW

Elizabeth "Liz" Coritt joins the SFCS staff as a Youth Outreach Worker on the High School level. Elizabeth is a Licensed Clinical Social Worker in both New York and Connecticut and she has experience working with children and adolescents in both community and in-home settings.

Elizabeth began her career in an extended day treatment program facilitating individual and family sessions for children 5-17. Here, she facilitated social skill development groups, coping and relaxation groups as well as groups for improved emotional management and frustration tolerance. Elizabeth transitioned to working as an intensive in home clinician, working with high acuity adolescents and their families, providing individual and family interventions as well as crisis intervention services.

Elizabeth received her undergraduate degree in Psychology from Quinnipiac College and her Masters in Social Work from Fordham University. She has completed two years of post-graduate training in Family Systems Theory at the Family Institute of Westchester where she is currently enrolled for her third and final year of training.

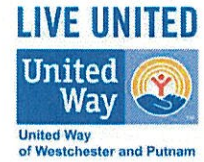
## Accreditation / Education

LMSW: Licensed Clinical Social Worker

Individual and Family Counseling; children, teens and adults.  
Advanced training in Family Systems theory.



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## **Natalie Ramos, LMSW**

Natalie Ramos joins the SFCS staff as a Youth Outreach Worker on the High School level. Natalie is a Licensed Master Social Worker with a distinct background working in various youth settings including LGBTQ+ programs, respite and school-based mentorship initiatives.

Natalie worked and volunteered previously supporting LGBTQ+ youth of Long Island, facilitating the Gay Youth Planning Committee and providing a safe space for LGBTQ+ youth and their allies. Professionally, she transitioned into respite care providing services to youth with serious emotional disturbances. Following her experience in respite, Natalie worked with middle school youth in a school-based mentorship program assisting students in creating goals surrounding academic achievement, coping mechanisms, and social skill development. In this setting, she gained valuable experience assisting youth express their thoughts and feelings through music and other creative outlets.

Natalie also worked with medically fragile children advocating for their care, securing vital resources and supporting families.

Natalie received her undergraduate degree in Social Work from Long Island University and her Masters degree in Social Work from Lehman College.

# Accreditation / Education

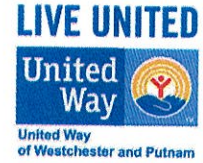
LMSW: Licensed Master Social Worker

Individual and Family Counseling; teens and adults. LGBTQ+ youth. Mentorship Programming.

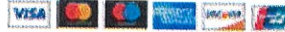


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## Lisa Tomeny

Lisa Tomeny joined the staff of SFCS in September 2019 as the Coordinator for the Scarsdale Drug and Alcohol Task Force, now the Scarsdale Action for Youth. Lisa has been a leader in community coalition work in Westchester County for over a decade and she has extensive experience in implementing and utilizing the Strategic Prevention Framework, an evidence based model for reducing youth substance abuse.

Lisa's areas of expertise include developing coalition infrastructure and processes, strategic planning, program implementation capacity building and grant management and administration. Lisa has successfully led several Westchester coalitions including Blind Brook, Irvington, Peekskill and Yorktown.

Lisa received her Bachelor's degree in Economics from Bryn Mawr College and has prior leadership experience in the insurance and finance industry.

## Accreditation / Education

BA in Economics Bryn Mawr College

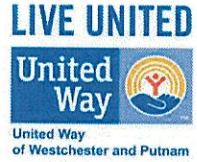
## Specialties

All aspects of coalition development; grants management.  
Community building; substance abuse prevention.



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**SCARSDALE EDMONT FAMILY COUNSELING SERVICE  
YOUTH SERVICES PROJECT  
PROPOSED BUDGET  
2024-2025**

**APPROVED    VARIANCE    PROPOSED    REVISED-  
APPROVED    APPROVED    PROPOSED**

September 1st - August 31st	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2023-2024</u>
<b>SALARY</b>						
Elizabeth Coritt	\$ 83,354	\$ 50,834	\$ 63,135	\$ 70,000	\$ 73,500	\$ 75,705
Natalie Ramos	\$ 61,212	\$ 61,000	\$ 63,135	\$ 70,000	\$ 73,500	\$ 78,705
Samantha Swanko	\$ 59,670	\$ 63,000	\$ 65,205	\$ 72,100	\$ 78,705	\$ 81,066
Millie Chatelain	\$ 58,000	\$ 50,834	\$ 63,135	\$ 70,000	\$ 73,500	\$ 75,705
Ashley Sirna	\$ 58,000	\$ 61,000	\$ 63,135	\$ 70,000	\$ 73,500	\$ 78,705
Lisa Tomeny - SAY Coordinator	\$ 23,971	\$ 23,971	\$ 24,810	\$ 24,810	\$ 26,050	\$ 26,831
YSP Supervisor	\$ 36,830	\$ 36,830	\$ 39,040	\$ 39,040	\$ 36,015	\$ 37,095
Support Staff	\$ 7,272	\$ 7,272	\$ 7,526	\$ 7,526	\$ 7,903	\$ 8,140
Bookkeeper	\$ 3,548	\$ 3,548	\$ 4,525	\$ 4,525	\$ 5,835	\$ 6,010
<b>TOTAL SALARIES:</b>	<b>\$ 391,857</b>	<b>\$ 358,289</b>	<b>\$ 393,646</b>	<b>\$ 428,001</b>	<b>\$ 448,508</b>	<b>\$ 467,962</b>
<b>ASSOCIATED COSTS</b>						
FICA	\$ 29,977	\$ 27,409	\$ 30,114	\$ 32,742	\$ 34,311	\$ 35,799
Pension @5%	\$ 18,217	\$ 16,539	\$ 18,216	\$ 19,933	\$ 20,831	\$ 21,756
Pension Admin	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240
Health Insurance	\$ 55,551	\$ 45,641	\$ 47,136	\$ 47,136	\$ 56,532	\$ 68,043
Consultant/Employment Postings*	\$ -	\$ 2,875	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Accountant	\$ 2,145	\$ 2,145	\$ 2,150	\$ 2,150	\$ 2,250	\$ 2,325
Payroll Fees	\$ 925	\$ 925	\$ 1,040	\$ 1,040	\$ 1,375	\$ 1,350
Rent	\$ 8,095	\$ 8,095	\$ 8,516	\$ 8,516	\$ 8,687	\$ 9,196
Real Estate Taxes	\$ 185	\$ 185	\$ 185	\$ 185	\$ 200	\$ 200
Supplies	\$ 850	\$ 850	\$ 1,000	\$ 1,000	\$ 900	\$ 800
Equipment	\$ 575	\$ 575	\$ 730	\$ 730	\$ 700	\$ 600
Staff Development	\$ 900	\$ 900	\$ 900	\$ 900	\$ 1,000	\$ 1,000
Organizational Dues/Accred.	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,250	\$ 1,335
Computer Network	\$ 565	\$ 565	\$ 600	\$ 600	\$ 635	\$ 670
EMR System					\$ 1,600	\$ 1,000
Environmental Services						\$ 600
Subscriptions	\$ 640	\$ 640	\$ 1,686	\$ 1,686	\$ 2,000	\$ 2,080
NYS Unemployment	\$ 555	\$ 1,695	\$ 5,525	\$ 1,800	\$ 1,800	\$ 3,110
Malpractice	\$ 1,375	\$ 1,375	\$ 1,460	\$ 1,460	\$ 1,450	\$ 1,925
Worker's Compensation	\$ 3,595	\$ 3,428	\$ 3,000	\$ 3,000	\$ 3,247	\$ 3,305
General Liability/Crime	\$ 290	\$ 290	\$ 454	\$ 454	\$ 700	\$ 905
Life Insurance	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 150
D&O/Cyber Insurance	\$ 960	\$ 960	\$ 1,052	\$ 1,052	\$ 1,280	\$ 1,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 127,015</b>	<b>\$ 116,706</b>	<b>\$ 127,878</b>	<b>\$ 128,499</b>	<b>\$ 143,738</b>	<b>\$ 160,189</b>
<b>Total Expenditures and Salaries</b>	<b>\$ 518,872</b>	<b>\$ 474,995</b>	<b>\$ 521,524</b>	<b>\$ 556,500</b>	<b>\$ 592,246</b>	<b>\$ 628,151</b>
<b>Totals School/Village</b>	<b>\$ 518,872</b>	<b>\$ 474,995</b>	<b>\$ 521,524</b>	<b>\$ 556,500</b>	<b>\$ 592,246</b>	<b>\$ 628,151</b>
<b>SCARSDALE SCHOOL</b>	<b>\$ 259,436</b>	<b>\$ 237,498</b>	<b>\$ 260,762</b>	<b>\$ 278,250</b>	<b>\$ 296,123</b>	<b>\$ 314,076</b>
<b>SCARSDALE VILLAGE</b>	<b>\$ 259,436</b>	<b>\$ 237,498</b>	<b>\$ 260,762</b>	<b>\$ 278,250</b>	<b>\$ 296,123</b>	<b>\$ 314,076</b>

<b>With 2022 Credit</b>	<b>With 2023 Credit</b>
<b>\$ 556,500</b>	<b>\$ 565,510</b>
<b>\$ 278,250</b>	<b>\$ 282,755</b>
<b>\$ 278,250</b>	<b>\$ 282,755</b>

**SCARSDALE EDGEMONT FAMILY COUNSELING SERVICE  
COMMUNITY YOUTH SERVICES PROJECT**

**BUDGET PROPOSAL NARRATIVE**

**2024-2025 Contract Year**

**Summary:**

The 2024-2025 Scarsdale Community Youth Services Project is respectfully submitted with a request of \$628,151 to implement the contracted services. The budget reflects an increase of \$35,906.00 or 6.00% over the 2023-2024 budget.

**Line by Line Analysis:**

**Salaries:**

The 2024-2025 budget reflects a base salary increase of 3% given the rates of inflation and, in alignment with the 3.2% COLA increase recommended in the Consumer Price Index. Additionally, two Youth Outreach Workers are eligible to receive a \$3,000 retention bonus having completed three years of service. The increase is based upon the increased demand for qualified mental health professionals and as incentives to retain such professionals.

**Outreach Teams** on both the high school and middle school level. The team consists of two full time youth outreach workers (SHS) and three full time youth outreach workers (SMS) available to youth on a daily basis during school hours, and after school and evenings for parent and youth groups and crisis intervention.

**The SAY -Scarsdale Action for Youth Coalition Coordinator** (Formerly Drug and Alcohol Task Force) consists of a part-time coalition coordinator who develops and implements community based, alcohol and other drug prevention strategies for youth. The coordinator is responsible for maintaining the capacity of the Scarsdale SAY so that such community-based prevention strategies can be planned and executed in cooperation with its community partners.

**YSP Supervision:** Individual weekly consultation and supervision is provided to each youth outreach worker, by the SFCS Assistant Director. New staff members require extensive on-going orientation to SFCS/YSP policies and protocols. Supervision provides for case review, risk assessment, consultation in crisis situations, review of documentation and maintenance of best practice standards which support the continued accreditation of the Youth Service Project as a nationally accredited program.

The YSP Supervisor will facilitate twice monthly group supervision sessions and team meetings which coordinate youth outreach initiatives with community groups and organizations such as SFCS Police Liaison, Scarsdale Action for Youth, and the Safe Coalition. SFCS also coordinates response to crisis situations and provides for rapid response and an infrastructure for collaboration.

**Bookkeeping:** Fiscal functions including accounts receivable/ payable, bank reconciliations, federal and state filings, pension reports, TDA filings, annual audit preparation. Amount reflects programs fair share of the Bookkeepers annual salary for YSP related functions.

**Support Staff:** Costs reflect program's fair share of the Office Manager's annual salary.

**FICA:** .0765 of all salaries including five Youth Outreach Workers, Coalition Coordinator, YSP Supervisor, and the programs fair share of the Bookkeeper and Support Staff.

**Pension:** Employer contribution of 5% of annual salaries for the five Youth Outreach Workers, the YSP Supervisor, and the Support Staff. The Coalition Coordinator and Bookkeeper are not included in this calculation as the benefit is available only to full-time and part time employees (.60 FTE) or more.

**Pension Administration:** Fees instituted by Mutual of America for the administration of the SFCS pension plan. Cost reflects each employee's annual fee.

**Health Insurance:** Over the past five years, health insurance premiums have increased on average of 7% per year. Last year insurances rates increased by 8.3%. In the 2024-25 budget, a 9% increase is requested. This year, all five of the Youth Outreach Workers require individual health insurance. It should be noted that SFCS employees with an individual health plan have an employee contribution of 11% of the plan's cost.

**Consultants:** Cost reflects fees for consultation sessions, which include annual and semi-annual required training sessions which support the continued accreditation of the Youth Service Project as a nationally accredited program as well as costs for technology management.

**Accountant:** SFCS contracts annually with Anna Russo, LLP for federal and state tax filings, including completion of IRS 990, and NYS CHAR 500. Additionally, accountants provide an independent review of the agency's financial statements and prepare an annual Independent Auditor's Report. Cost reflects the program's fair share of the accountant's annual fees.

**Payroll Fees:** SFCS contracts with Paychex Payroll services for payroll and payroll related items. Cost reflects the program's fair share of the payroll fees.

**Rent and Real Estate Taxes:** Office space is allocated to project staff which includes a meeting room for group activities and workspace for use by five Youth Outreach Workers and the DATF Project Coordinator. Costs reflect the program's fair share of the rent and annual real estate taxes.

**Supplies and Equipment:** Costs include necessary equipment for five Youth Outreach Workers and includes costs for printer purchases, printer cartridges, scanners, printer paper and program's fair share of costs for lease of agency equipment.

**Staff Development:** Costs include a \$200 annual allocation for five Youth Outreach Workers to attend one professional development seminar annually. New York State requires licensed mental health professionals to obtain a minimum of 12 continuing education credits per year to maintain professional licensure.

**Organizational Dues:** In order to maintain compliance with best practice standards, SFCS maintains membership with the Council on Accreditation. Cost reflects the program's fair share of the membership fees.

**Computer Network/Email:** As part of the agency's infrastructure upgrades, agency's computer systems and networks are monitored by CMIT Technologies. Costs reflect program's fair share of overall costs.

**Electronic Medical Record (EMR) System:** In keeping with best practice standards, SFCS uses an electronic medical record system. The system used is HIPAA compliant and it is subscription based. Costs are associated with the number of clients enrolled in the system. Costs reflect program's fair share of overall costs.

**Environmental Services:** New budget line this year. Cost reflects the program's fair share of weekly office cleaning.

**Subscription Costs:** Costs include the program's fair share of subscription services utilized, including Intelli-Corp (background checks), Outlook and mass messaging systems such as Constant Contact and Survey Monkey.

**NYS Unemployment:** Required by law and calculated according to a percentage of Youth Services Project salaries. SUI rates are established by the NYS Department of Labor. SUI costs are projected this year at .03825 as compared to last year's rate of .02225.

**Malpractice Insurance:** Professional liability insurance in the amount of \$2 million/\$4 million with an additional \$1 million dollar umbrella policy. Insurance Carrier is Philadelphia Insurance Companies. Cost reflects the program's fair share of the annual premium. Additionally, this year, SFCS's malpractice carrier has required additional abusive conduct liability insurance.

**Workers Compensation:** Required by law. Youth Outreach Workers as code 8868; School-Professional calculated at the rate of salary multiplied by .0055. The position of SAY coordinator is coded as 8857 and is calculated at the rate of salary multiplied by .0336. Additional salaries coded at rate 8810, and is calculated at the rate of salaries multiplied by .0016.

**General Liability/Crime Insurance:** SFCS carries a commercial package policy, which includes general liability coverage, now through Philadelphia Insurance Companies. Cost reflects the program's fair share of the annual premium.

**Life Insurance:** In accordance with SFCS Policies and Procedures, all full-time staff are eligible to receive life insurance. Amount reflects annual costs for five Youth Outreach Workers.

**Directors and Officers Insurance/Cyber Insurance:** In compliance with New York State Law and best practice standards, SFCS is governed by a Board of Directors. Cost reflects program's fair share of the D&O insurance, which also includes cyber liability coverage.



**Scarsdale Edgemont  
Family Counseling Service**

**BUDGET PLANNING DOCUMENT**

**Contract Year 2024 - 2025**

**Aging in Place Initiative**

**Submitted by:  
James Genova, LCSW  
Executive Director  
January 2024**

# Scarsdale Edgemont Family Counseling Service

## Aging in Place Initiative

### Mission Statement

**The Aging in Place Initiative** is a joint endeavor of Scarsdale Edgemont Family Counseling Service and the Village of Scarsdale. Aging in Place meets the evolving challenges of older residents, a population that is not only living longer and healthier, but wants to remain active and engaged and prefers to age in place *within* their community.

**Aging in Place** offers outreach, emotional support, short-term counseling, in-home assessment, information and referral services, advocacy, education, friendly visiting and future planning assistance for those Scarsdale residents sixty-five and older.

**SCARSDALE EDGEMONT FAMILY  
COUNSELING SERVICE**

**AGING IN PLACE INITIATIVE**

**2024 -2025**

**PROJECT STAFF**

**Stacey Zaslow-Cook, LMSW, C-ASWCM**

*Serving Scarsdale  
and Edgemont since  
1920*



*14 Harwood Court, Suite 409  
Scarsdale, NY 10583*  
**(914) 723-3281**

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## Stacey Zaslow-Cook, LMSW, C-ASWCM

Stacey Zaslow-Cook joined the staff of SFCS in September 2022 as the Senior Outreach Worker for the Aging in Place Initiative. Stacey has over 30 years' experience working with the senior population and their families in community, medical and residential settings and she specializes in providing cognitive stimulation.

Early in her career, Stacey worked as a geriatric care manager where she assisted with the discharge planning of patients from hospitals and rehabilitation centers. She was soon providing customized programs for individuals and groups providing social, physical and cognitive simulation activities. Several years later, Stacey re-centered her work to the community where she provided an array of in-home services for elderly clients and assisted them with securing additional resources for healthy aging.

Stacey has extensive experience educating healthcare professionals, community members and consumers about the importance of establishing community support systems. She also organized and facilitated special events, community workshops and promotions in a variety of settings.

Stacey earned a Master's Degree from New York University School of Social Work, Advanced Standing Program and

earned a Bachelor of Social Work Degree from Rochester Institute of Technology.

## Accreditation / Education

LMSW; C-ASWCM: Licensed Master of Social Work; Certified-Advanced Social Work Case Manager

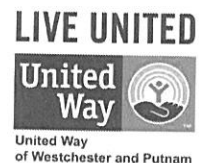
## Specialties

Geriatric Care Management; Event Coordination



Scarsdale  
Edgemont Family  
Counseling  
Service

14 Harwood Court,  
Suite 409  
Scarsdale , NY 10583  
(914) 723-3281  
info@sfcinc.org



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**SCARSDALE EDGEMONT FAMILY COUNSELING SERVICE  
AGING IN PLACE INITIATIVE  
PROPOSED BUDGET  
2024-2025**

	Approved	Approved	Approved	Proposed
(September 1-August 31)	2021-2022	2022-2023	2023-2024	2024-2025
<b>SALARY</b>				
Stacey Cook (MES)	\$ 43,860	\$ 45,395	\$ 50,400	\$ 51,869
AIP Supervisor	\$ 4,825	\$ 5,063	\$ 5,316	\$ 5,475
Bookkeeper	\$ 3,548	\$ 4,525	\$ 5,835	\$ 6,010
Support Staff	\$ 7,272	\$ 7,526	\$ 7,903	\$ 8,140
<b>TOTAL SALARIES</b>	<b>\$ 59,505</b>	<b>\$ 62,509</b>	<b>\$ 69,454</b>	<b>\$ 71,494</b>
<b>ASSOCIATED COSTS</b>				
FICA	\$ 4,552	\$ 4,782	\$ 5,313	\$ 5,469
Pension @5%	\$ 2,975	\$ 3,125	\$ 3,473	\$ 3,575
Penison Admin	\$ 48	\$ 48	\$ 48	\$ 48
Health Insurance	\$ 6,666	\$ 6,890	\$ -	\$ -
Consultant	\$ -		\$ 1,000	\$ 1,000
Accountant	\$ 1,075	\$ 1,075	\$ 1,125	\$ 1,163
Payroll Fees	\$ 925	\$ 1,042	\$ 1,377	\$ 675
Rent	\$ 5,397	\$ 5,597	\$ 5,791	\$ 6,131
Real Estate Taxes	\$ 175	\$ 175	\$ 175	\$ 125
Equipment	\$ 575	\$ 575	\$ 595	\$ 600
Supplies	\$ 450	\$ 500	\$ 450	\$ 400
Printing/Postage	\$ 25	\$ 25	\$ 25	\$ 25
Staff Development	\$ 180	\$ 180	\$ 200	\$ 200
Organizational Dues	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,384
Telephone	\$ 800	\$ 900	\$ 930	\$ 960
Computer Network	\$ 745	\$ 890	\$ 920	\$ 1,300
Theranest			\$ 1,388	\$ 500
Travel (parking permit)	\$ -	\$ -	\$ -	\$ -
Program Expenses Vital Aging	\$ 200	\$ 200	\$ 300	\$ 500
Environmental Services		\$ 375	\$ 400	\$ 400
Subscriptions	\$ 130	\$ 337	\$ 300	\$ 300
NYS Unemployment	\$ 95	\$ 1,275	\$ 275	\$ 480
Malpractice	\$ 275	\$ 295	\$ 300	\$ 385
Worker's Compensation	\$ 1,760	\$ 1,790	\$ 1,850	\$ 2,045
General Liability	\$ 290	\$ 310	\$ 300	\$ 600
Crime Insurance		\$ 365	\$ 400	\$ 375
D&O Insurance	\$ 960	\$ 815	\$ 985	\$ 1,005
Cyber Insurance		\$ 240	\$ 300	\$ 300
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,423</b>	<b>\$ 32,931</b>	<b>\$ 29,345</b>	<b>\$ 29,945</b>
<b>Total Expenditures and Salaries</b>	<b>\$ 88,928</b>	<b>\$ 95,440</b>	<b>\$ 98,799</b>	<b>\$ 101,439</b>
<b>SCARSDALE VILLAGE</b>	<b>\$ 53,357</b>	<b>\$ 57,264</b>	<b>\$ 59,279</b>	<b>\$ 60,863</b>
<b>SFCS</b>	<b>\$ 26,571</b>	<b>\$ 28,676</b>	<b>\$ 29,520</b>	<b>\$ 29,576</b>
<b>Westchester County</b>	<b>\$ 9,000</b>	<b>\$ 9,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ 11,000.00</b>

**SCARSDALE EDGEMONT FAMILY COUNSELING SERVICE  
AGING IN PLACE INITIATIVE**

**BUDGET PROPOSAL NARRATIVE**

**2024-2025 Contract Year**

**Summary:**

The 2024-2025 Aging in Place Initiative budget is respectfully submitted with a request of \$60,683 from the Village of Scarsdale. The request reflects an overall program increase of \$2,631 or 2.7%. The actual increase of the Village's share is \$1,579.00.

**Line by Line Analysis:**

**Salaries:**

**AIP Coordinator:** Salary for the part-time (.60 FTE) Senior Outreach Coordinator. The 2024-2025 budget reflects a 3% increase in individual salaries. The increase is based upon the rates of inflation and in alignment with the 3.2% COLA increase recommended by the Consumer Price Index. The increase is based upon the increased demand for qualified mental health professionals and as an incentive to retain such professionals.

**SFCS Supervision:** Individual weekly consultation and supervision is provided by the Executive Director. Supervision provides for case review, risk assessment, consultation in crisis situations, review of documentation and maintenance of best practice standards which support the continued accreditation of Aging in Place Services.

**Bookkeeping:** Fiscal functions including accounts receivable/ payable, bank reconciliations, federal and state filings, pension reports, TDA filings, annual audit preparation. Amount reflects programs fair share of the Bookkeepers annual salary for AIP related functions.

**Support Staff:** Costs reflect program's fair share of the Office Manager's annual salary.

**FICA:** .0765 of salaries including AIP Coordinator, AIP Supervisor, Bookkeeper and Support Staff.

**Pension:** Employer contribution of 5% of annual salaries of the AIP Coordinator, the AIP Supervisor, and the Support Staff. The Bookkeeper is not included in this calculation as the benefit is available only to full time and part time employees (.60 FTE) or more.

**Pension Administration:** Fees instituted by Mutual of America for the administration of the SFCS pension plan. Cost reflects employee's annual fee.

**Health Insurance:** Health insurance was not elected. The senior outreach worker receives a pro-rated stipend, totaling \$1,440 per year in lieu of health insurance and in accordance with SFCS Personnel Practices.

**Consultants:** Cost reflects fees for consultation sessions, which include annual and semi-annual required training sessions which support the continued accreditation of the Aging in Place initiative as a nationally accredited program.

**Accountant:** SFCS contracts annually with Anna Russo, LLP for federal and state tax filings, including completion of IRS 990, and NYS CHAR 500. Additionally, accountant provides an independent review of the agency's financial statements and completes an annual Independent Auditor's Report. Cost reflects the program's fair share of the accountant's annual fees.

**Payroll Fees:** SFCS contracts with Paychex Payroll services for payroll and payroll related items. Cost reflects the program's fair share of the payroll fees.

**Rent and Real Estate Taxes:** Office space is allocated to the AIP Coordinator. This year SFCS will continue to benefit from a savings in rent following the renegotiation of our lease. Real estate taxes however will be re-assessed. Costs reflect the program's fair share of the rent and annual real estate taxes.

**Supplies and Equipment:** Costs include necessary office equipment for and includes costs for computer and printer purchases, printer cartridges, printer paper and program's fair share of costs for lease of agency equipment.

**Printing and Postage:** Community mailings, brochures, informational packets for clients, referral materials and staff annual reports.

**Staff Development:** Costs include money for the AIP Coordinator to attend one professional development seminar annually. New York State requires licensed mental health professionals to obtain a minimum of 12 continuing education credits per year to maintain professional licensure.

**Organizational Dues:** In order to maintain compliance with best practice standards, SFCS maintains membership with the Council on Accreditation. Cost reflects the program's fair share of the membership fees.

**Telephone/Internet:** Costs include single phone line designated for the AIP initiative as well as the program's fair share of costs for internet service.

**Computer Network:** As part of the agency's infrastructure upgrades, agency's computer systems are monitored by CMIT Technologies. Costs reflect the program's fair share of overall costs.

**Electronic Medical Record (EMR) System:** In keeping with best practice standards, SFCS uses an electronic medical record system. The system used is HIPAA compliant and it is subscription based. Costs are associated with the number of clients enrolled in the system. Costs reflect program's fair share of overall costs.

**Program Expenses:** To successfully fulfill the obligations of the Vital Aging workshops, fees are requested to pay for guest speakers, refreshments, and related expenses.

**Environmental Services:** SFCS contracts with Anago Cleaning Services for office cleaning services. Cost reflects the program's fair share of the cleaning services.

**Subscription Services:** Cost includes fees for technological services such as Outlook, Zoom, Intelli-Corp (background checks), and mass messaging systems such as Constant Contact and Survey Monkey. Cost reflects the program's fair share of the annual premiums.

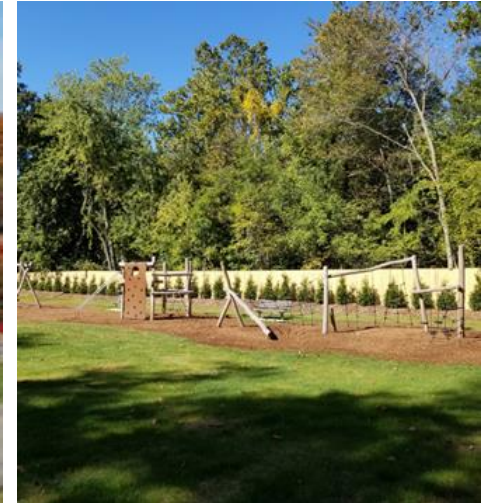
**NYS Unemployment:** Required by law and calculated according to a percentage of the AIP Coordinator's salary. SUI rates are established by the Department of Labor. SUI costs are projected this year at .03825 as compared to last year's rate of .02225.

**Malpractice Insurance:** Professional liability insurance in the amount of \$2 million/\$4 million with an additional \$1 million dollar umbrella policy. Insurance Carrier is Philadelphia Insurance Companies. Cost reflects program's fair share of the annual premium. Additionally, this year, SFCS's malpractice carrier has required additional abusive conduct liability insurance.

**Worker's Compensation:** Required by law. The AIP Coordinator's position is coded as 8857 and is calculated at the rate of salary multiplied by .0336. Additional salaries coded at former rate 8810, or salaries multiplied by .0016%.

**General Liability/Crime Insurance:** SFCS carries a commercial package policy, which includes general liability coverage, now through Philadelphia Insurance Companies. Cost reflects the program's fair share of the annual premium.

**Directors and Officers Insurance/Cyber Insurance:** In compliance with New York State Law and best practice standards, SFCS is governed by a Board of Directors. Cost reflects the program's fair share of the D&O insurance, which also includes cyber liability coverage.



# Department of Parks, Recreation and Conservation

Proposed 5 Year Capital Plan - 2024



# Fiscal Year 2024/25

Project	Capital	Beautification	Parkland Trust	Gift
Ballfield Renovation (Hyatt #1, Supply #1, Crossway #3)	\$ 200,000			
Middle School Tennis Court crack repair	\$ 60,000			
Crossway Tennis Court crack repairs	\$ 100,000			
Platform Tennis rehabilitation	\$ 30,000			
Supply Storage		\$ 100,000		
Greenacres Playground Renovation			\$ 115,000	
Willow Park Playground Renovation			\$ 200,000	
LED Lights at HS Tennis			\$ 250,000	
Crossway Fields 4 & 5 Perimeter Fencing				\$ 100,000
	\$ 390,000	\$ 100,000	\$ 565,000	\$ 100,000

**TOTAL \$1,155,000**



# Fiscal Year 2025/26

Project	Capital	Beautification	Parkland Trust	Gift
Platform Tennis	\$ 30,000			
Aspen Playground	\$ 200,000			
HS Tennis Crack Repair	\$ 75,000			
Brite Ave Tennis Railroad Tie and Fence replacement	\$ 200,000			
Fencing		\$ 50,000		
Corell Park entrance		\$ 50,000		
Colonial Acres Playground			\$ 200,000	
	\$ 505,000	\$ 100,000	\$ 200,000	\$ -

**TOTAL \$805,000**



# Fiscal Year 2026/27

Project	Capital	Beautification	Parkland Trust	Gift
Davis Park Playground	\$ 200,000			
Hyatt Park retaining wall (field study)	\$ 250,000			
Crossway Comfort Station (engineering)	\$ 100,000			
	\$ 550,000	\$ -	\$ -	\$ -

**TOTAL \$ 550,000**

## Beautification Ideas

- ★ Picnic tables and benches
- ★ Backstop and chain link fence repairs
- ★ Memorial Garden
- ★ Plantings
- ★ Park entrances and signage



# Fiscal Year 2027/28

Project	Capital	Beautification	Parkland Trust	Gift
Corell Park Playground	\$ 200,000			
Winston Retaining Wall (field study)	\$ 250,000			
Crossway Comfort Station	\$ 400,000			
Crossway Playground			\$ 200,000	
	\$ 850,000	\$ -	\$ 200,000	\$ -

**TOTAL \$ 1,050,000**



# Fiscal Year 2028/29

Project	Capital	Beautification	Parkland Trust	Gift
Unanticipated or deferred projects				



# Summary of Department of PRC Proposed 5 Year Capital Plan Total = \$3,560,000

## Projects per Funding Source Totals

Capital = \$2,295,000

Beautification = \$200,000

Parkland Trust = \$965,000

Gift = \$100,000

## Proposed project cost per category

Tennis = \$485,000

Playgrounds = \$1,315,000

Safety = \$1,700,000

Platform Tennis = \$60,000