



OUR DOORS ARE OPEN TO THE ENTIRE COMMUNITY

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November 1, 2022

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Thomas J. Burke
Town of Woodbury Supervisor
615 Route 32
P.O. Box 1004
Highland Mills, NY 10930

TOWN OF WOODBURY
TOWN CLERK

Dear Supervisor Burke,

I hope this finds you well. Enclosed is the 2023 Memorandum of Agreement (MOA) between Jewish Family Service of Orange County and the Town of Woodbury. We look forward to a continued partnership and enhancements to the program.

The Friendly Visitor Program continues to be a vital service, now more than ever for our neighbors in the community. We are honored to work with you and your team and hope to continue to do so for years to come.

Please carefully review the MOA. I believe this represents a fair and equitable representation of our continued partnership. If you have any questions or concerns please do not hesitate to contact me at 845-341-1173 ext.313 or by email at hjohnson@jfsorange.org.

Please sign the attached and return the fully executed copy to my attention. Thank you.

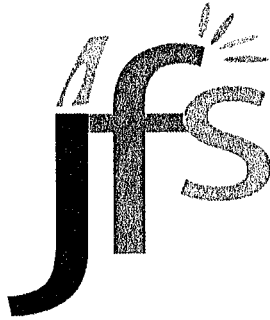
Yours truly,

A handwritten signature in cursive script that reads 'Heidi Johnson'.

Heidi Johnson
Safety Net Program Director

enclosures

cc: Desiree Potvin – Town Clerk



**Memorandum of Agreement between Jewish Family Service and the
Town of Woodbury Friendly Visitor Program
January 1, 2023 - December 31, 2023**

This agreement between Jewish Family Service (JFS) and the Town of Woodbury Friendly Visitor Program (FVP) seeks to solidify the collaborative partnership between the two organizations, while preserving the rights and privileges of each organization. This agreement seeks to outline the responsibilities of each organization, in the hopes of ensuring a sound working relationship between Jewish Family Service and the Town of Woodbury Friendly Visitor Program. This agreement is to be reviewed and renewed annually.

Jewish Family Service agrees to:

- Promote the partnership between Town of Woodbury Friendly Visitor Program and JFS which may include listing in brochures, flyers, pamphlets, news articles, social media posts, JFS website or media announcements. JFS will make available to the Town of Woodbury Friendly Visitor Program all such materials.
- Provide a liaison to work with the Town of Woodbury FVP coordinator and/or designee. The liaison will attend all advisory committee meetings, present neighbor activities, attend special events and share JFS communications.
- Assist the coordinator and/or designee with problematic neighbor or volunteer concerns. The liaison will train the coordinator to perform new neighbor intakes and home assessments.
- JFS designated staff Program Coordinator or designee will partner with Town Coordinator and/or designee to log new requests, coordinate outreach, perform intakes and home assessments.
- Accept referrals for counseling, care giver support services, Alzheimer's and related dementias, and case management of neighbors in the Town of Woodbury FVP.
- Meet with Town Coordinator and/or designee regularly to provide additional trainings and community information.
- Provide a 3 hours/week JFS designated staff Program Coordinator or designee.
- Provide a dedicated JFS staff Program Coordinator or designee for local outreach and support to maintain continuity of services for residents of the Town of

Woodbury.

- Provide necessary access and training for the coordinator to use the Volunteer Hub database. (Refresher Training Available)
- Provide mandatory trainings to all volunteers.
- In addition to the mandatory trainings, optional trainings will be offered that the volunteers are encouraged to attend quarterly.
- Conduct background checks on all volunteers
- Provide general volunteer liability insurance of \$1,000,000 and supplemental automobile liability insurance to all volunteers while they perform volunteer duties under the Town of Woodbury Friendly Visitor Program name. In addition, JFS will furnish the Town of Woodbury with a Certificate of Insurance with the municipality named on the policy.
- Enter all volunteers and neighbors in the JFS database and track all services provided by the volunteers. As a result, JFS will provide a monthly report to the Town of Woodbury Friendly Visitor advisory committee, coordinator and/or designee (by the 10th of each month for the previous month activities).
- Provide personalized landing page for the Town of Woodbury Friendly Visitor Program on Volunteer Hub.
- Maintain social media sites in coordination with the coordinator and/or designee.

Town of Woodbury Friendly Visitor Program agrees to:

- Maintain a Town of Woodbury Friendly Visitor Program Advisory Committee.
- Facilitate Town of Woodbury Friendly Visitor Advisory Committee meetings at a centralized location regularly (six meetings per year). These may be held virtually.
- Identify a coordinator and/or designee to work with JFS as a liaison for the Town of Woodbury.
- Promote the partnership between the Town of Woodbury FVP and JFS. This may include listing Jewish Family Service in brochures, flyers, pamphlets, news articles, or media announcements for anything related to the FVP services. Any materials designed by the Town program that highlights the partnership between JFS and the Town of Woodbury FVP will be shared with JFS and appropriate logos will be included.
- Post trainings and/or announcements for both the Town of Woodbury FVP and JFS on the municipality page and property.
- Recruit volunteers and neighbors for the Town of Woodbury FVP.
- Perform intakes (home assessments) on all appropriate neighbors requesting services unless operational agreement is made between JFS and the Town Coordinator in which JFS performs this task. Changes will be communicated with Town Liaison.
- Provide, if able, meeting space for the recruitment and training of volunteers. Virtual option available.
- Provide referrals of care recipients needing other services to JFS.
- Keep electioneering separate from all FVP outreach events.

- Provide JFS program funding within the Town of Newburgh yearly budget projections.

For the above services, the Town of Woodbury will pay the annual amount of **\$8,000** which includes:

- General/Professional Liability,
- Background Checks,
- Volunteer Accident Insurance, 1,000,000 coverage with Town of Newburgh being a named additional insured.
- Part-Time (3 hours per week) Dedicated JFS Program Coordinator,
- Volunteer Training and Volunteer Hub Training,
- re-design of Rack Cards as needed, as determined by JFS

Additional Cost

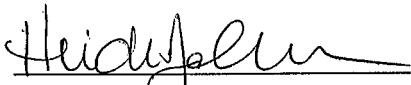
- Replenishment of rack cards – based on printing prices at the time of request and amount requested.

Each party agrees to defend and indemnify the other from all actions, claims, damages etc. which may be made against such party as a result of the negligence of the indemnifying party.

The undersigned have reviewed the above and agree to the items outlined. This agreement is in effect for one year, starting January 1, 2023. Each party may exit this agreement at any time, for any or no cause, providing that the other party is given 30 days' notice. Notice must be given in writing.

Jewish Family Service of Orange County
720 Route 17M
Middletown, NY 10940

Town of Woodbury
615 Route 32 / P.O. Box 1004
Highland Mills NY 10930



Signature

Signature

Heidi Johnson, Safety Net Director

Print Name, Title

Print Name, Title

11/1/2022

Date

Date