

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**50052**

DATE: December 16, 2015

TO: Board of Acquisition & Contract

FROM: Kevin McGuire, Commissioner  
Department of Social Services

RE: Authority to amend an agreement with Hospitality Resource Group, Inc. for the development and testing of a curriculum and related materials under the "Workplace Attributes Initiative" for a term commencing March 1, 2015 and continuing through February 29, 2016 in an amount not-to-exceed \$49,000, pursuant to an approved budget, by extending the term of the agreement through September 30, 2016, at no additional cost to the County.

---

By resolution approved on May 21, 2015 (the "May 21<sup>st</sup> Resolution"), your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment (hereinafter the "Department"), on behalf of the Westchester Putnam Local Workforce Investment Board, to enter into an agreement with Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG would develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees for a term commencing on March 1, 2015 and continuing through February 29, 2016, in an amount not-to-exceed \$49,000 pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

HRG has advised the Department that they will require an additional (7) months to complete the testing of the curriculum they created, at no additional cost to the County. Accordingly, authority is requested to amend the Agreement with HRG for the limited purpose of extending the term thereof through September 30, 2016.

Except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

The Agreement will serve a public purpose by educating youth on the attributes needed to obtain employment.

The goals and objectives of this Agreement are to develop a curriculum targeted at in-school or out-of-school youth, ages 14 to 24, to promote workplace attributes.

The goals and objectives are in the best interests of the County in terms of fiscal responsibility because by promoting workplace attributes, youth will be better prepared to obtain employment, thus reducing unemployment in the County.

The goals and objectives will be tracked and monitored by the Westchester Putnam Local Workforce Development Board.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

KMM/DB/AT/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/14/2016 - JOAN COCCIA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER, WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Development Board, is hereby authorized to amend an agreement with the Hospitality Resource Group, Inc. ("HRG"), pursuant to which HRG agreed to develop and test a curriculum and related materials under the "Workplace Attributes Initiative" to promote the key workforce attributes that employers seek when hiring employees, for a term commencing March 1, 2015 and continuing through February 29, 2016 for an amount not-to-exceed \$49,000, pursuant to an approved budget (the "Agreement"), by extending the term of the Agreement through September 30, 2016 to enable HRG to complete the testing of the curriculum they created, at no additional cost to the County; and be it further

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

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Agreement #  
Account to be  
Charged/Credited

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

Budget Funding Year(s) N/A Start Date: N/A End Date: 9/30/2016  
 (must match resolution)  
 Funding Source Tax Dollars: N/A  
 State Aid: N/A  
\$N/A Federal Aid: N/A  
 (must match resolution) Other: N/A