

75677

**DATE:** March 27, 2020

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Dr. DaMia Harris-Madden  
Executive Director, Youth Bureau

**SUBJECT:** Request for authority for the County of Westchester (“County”) to enter into an agreement with Cheryl Brannan d/b/a Brannan Solutions Group (“Brannan”) pursuant to which Brannan will provide consulting services to the County Youth Bureau (“Youth Bureau”) in connection with research and analysis on the disparities facing minority women and girls for a term commencing on January 1, 2020 through December 31, 2020 payable at the rate of \$125 per hour for an amount not to exceed \$60,000.

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Authority is hereby requested for the County, acting by and through the Youth Bureau to enter into a consulting agreement with Brannan, pursuant to which Brannan will conduct research and analysis on the disparities and challenges facing minority women and girls. Brannan will research and analyze the challenges facing minority women and girls in the areas of education, school suspensions, economic prosperity, citizenship and civic engagement, entrepreneurship, pay equity, trauma and the juvenile justice system, science, technology, engineering and math (“STEM”) science, technology, engineering, arts and math (“STEAM”) and health curriculum and careers for the period from January 1, 2020 through December 31, 2020, payable at the rate of \$125 per hour for a total amount not to exceed \$60,000 (the “Agreement”).

The goal of the Agreement is to inform the County on the status of minority women and girls in Westchester County including the significant disparities they experience in the areas of education, economic prosperity, schools and communities. The consultant will build research upon the findings in the “Still I Rise: A Snapshot Report on Black Women and Girls in Westchester County”, and in-depth quantitative and qualitative research and analysis of the condition of minority women and girls in Westchester County compared to minority women and girls throughout New York and the United States. Brannan will develop strategies and recommendations to help close the gaps in services and opportunities for minority women and girls. The Consultant will coordinate research and activities that will work toward improving positive youth development outcomes for minority female youth linked to rates of exclusionary school discipline, increasing access to STEAM educational opportunities and internships, and opportunities that will expand pathways to economic prosperity.

The proposed Agreement will serve a public purpose by providing research and analysis to identify the means to improve physical, psychological, social, emotional, and academic competencies for minority females and youth and advance citizenship and community engagement related to cultural competency and social and race equity while working toward the elimination of disparities.

The goal and objective of the proposed Agreement will be tracked and monitored by the Youth Bureau. Brannan will report directly to the Executive Director of the Youth Bureau. Brannan will document progress of activities and performance measures utilizing the quarterly activity report and periodic correspondence, provide a narrative year-end report to the Bureau, summarizing and describing accomplishments and identifying best practices and recommendations.

The procurement of the proposed Agreement is exempt from the requirements of the County Procurement Policy pursuant to Section 3(a)(xviii) thereof, which exempts "contracts with persons for the creation and support of recreation projects, youth service projects and other appropriate programs and services for the prevention of delinquency and youth crime and the advancement of the moral, physical, mental and social well-being of the youth of Westchester County".

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

APPROVED BOARD OF ACQUISITION & CONTRACTS 04/09/2018 USAIRIJAJ, SECRETARY

**RESOLUTION**

Upon a communication from the Executive Director of the Youth Bureau, be it hereby

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Youth Bureau, is hereby authorized to enter into an agreement with Cheryl Brannan dba Brannan Solutions Group ("Brannan") pursuant to which Brannan will conduct research and analysis for the period from January 1, 2020 through December 31, 2020, for an amount not to exceed Sixty Thousand (\$60,000) Dollars, payable at the rate of \$125 per hour, payable in monthly installments pursuant to an approved budget (the "Agreement"); and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

Fund	Dept.	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
101	11	0400	4380	N/A	\$60,000	2020

**Budget Funding Year(s)** 2020  
(must match resolution)

\$60,000  
(must match resolution)

**Start Date:** 1/1/2020      **End Date:** 12/31/2020

**Funding Source:** Tax Levy \$60,000  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_