



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

18256

DATE: April 1, 2011

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire, Commissioner
Department of Social Services

SUBJECT: Authority to amend the agreement with Mina Malin Consulting Group, Inc. to serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program for the period October 1, 2010 through April 30, 2011 in an amount not-to-exceed \$38,899 by extending the end date of the Agreement from April 30, 2010 to June 30, 2011

By resolution approved on December 16, 2010, your Honorable Board authorized the County of Westchester (“the County”), acting by and through its Department of Social Services Office of Workforce Investment, to enter into an agreement with Mina Malin Consulting Group, Inc., (“MMCG”) pursuant to which MMCG will serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program for the period October 1, 2010 through April 30, 2011 in an amount not-to-exceed \$38,899 pursuant to an approved budget. The Agreement was funded under a grant provided by the New York State Department of Labor (“NYSDOL”) under “#13N Regional Strategies for Economic Transformation through a Cluster or Cluster-Based Approach.” The Agreement was subsequently executed.

Authority is now respectfully requested to amend the aforesaid agreement with Mina Malin Consulting Group, Inc. to serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program by extending the end date of the Agreement from April 30, 2010 to June 30, 2011.

As your Honorable Board is aware, the County’s Department of Social Services, Office of Workforce Investment (the “Department”), acting on behalf of the Westchester/Putnam Local Workforce Investment Board (“WPLWIB”), was awarded a grant to create the Hudson Valley Green Talent Pipeline Program (the “Partnership”). The purpose of the Green Talent Pipeline

program is to create a regional strategy that will enhance the Hudson Valley Region's global competitiveness by focusing on talent development and retention activities that integrate workforce development, economic development, and education at the regional level for "green" workers.

The goals and objectives of this contract are to:

1. Coordinate and facilitate all meetings with the Partnership's Steering Committee and the Wrap up meeting. This will include sending out meeting announcements, agendas, and handouts for every meeting, and distribution of meeting minutes.
2. Work with each WIB director to host local "green" business forums. The Green Project Manager will assist each local WIB to develop a local partnership that includes higher education institutions and businesses in order to address the needs of the "green" industry in their respective counties.
3. Monitor all sub-contracts under the Partnership's program to ensure compliance with established outcomes. This will include providing technical assistance and ensuring that each contractor is meeting its performance measures and expenditures. This will require the Green Project Manager to conduct at least two (2) site reviews for each sub-contractor.
4. Engage businesses who would be potential candidates to join the Partnership. The Green Sector Manager is expected to recruit at least fourteen (14) new businesses to the Green Leadership Team, two for each LWIB.
5. Submit monthly progress reports to the Partnership's Steering Committee. The reports should discuss tasks accomplished during the month, business recruitment and meeting minutes.

The goals and objectives of this contract are in the best interest of the County in terms of fiscal responsibility because the Green Project Manger will ensure that all training providers are in compliance with federal and state regulations required in the implementation of the regional Green Talent Pipeline. Further, the goals and objectives of this contract are also in the best interests of the County in terms of environmental responsibility because the project will provide opportunities to increase public awareness of the value of caring for the environment at work and otherwise.

These goals and objectives will be tracked and monitored via the monthly reports submitted by the contractor. Monthly reports will include tasks accomplished during the month, business recruitment and meeting minutes.

Accordingly, the County of Westchester, acting by and through its Department of Social Services Office of Workforce Investment, is requesting authority to amend the agreement with Mina Malin Consulting Group, Inc for the reasons stated above.

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

RESOLUTION

Upon a communication from the Commissioner of the 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, is authorized to amend the agreement with Mina Malin Consulting Group, Inc. to serve as the Green Project Manager for the Hudson Valley Green Talent Pipeline Program for the period from October 1, 2010 through April 30, 2011 in an amount not-to-exceed \$38,899 by extending the end date of the Agreement from April 30, 2010 to June 30, 2011; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the original agreement shall remain the same; and be it further.

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Original Contract Amount:	\$38,899
This Amendment:	<u>\$ -0-</u>
Total:	\$38,899

APPROVED BOARD OF ACQUISITION CONTRACT - 5-5-2011 - JOMPA WIEIR SECRETAR
DynamicPDF

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: 06/30/2011

(Must match resolution)

Funding Source

Tax Dollars: N/A

State Aid: N/A

\$N/A

Federal Aid: N/A

(Must match resolution)

Other: _____

