



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

23003

DATE: November 14, 2011

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with the Business Council of Westchester, pursuant to which the Business Council of Westchester will operate a Career Institute to provide linkages between businesses and the youth at the Westchester Workforce Development Academy for Youth, for an amount not-to-exceed \$50,000, for the period July 1, 2011 through June 30, 2012, with the County having the option to extend the term of the agreement for two (2) additional one (1) year periods

Authority is requested for the County of Westchester (the "County") to enter into an agreement with the Business Council of Westchester (the "Business Council"), pursuant to which the Business Council will operate a Career Institute to provide linkages between businesses and the youth at the Westchester Workforce Development Academy for Youth ("WWDAY"), for an amount not-to-exceed \$50,000, payable monthly, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012, with the County having the option to extend the term of the agreement for two (2) additional one (1) year periods.

As part of its operation of the Career Institute, the Business Council will:

- Operate the Business Advisory Council for the WWDAY
- Coordinate Private Sector Summer Jobs program
- Refer youth to other Workforce Investment Act of 1998 ("WIA") programs
- Participate in Joint Business Services Team meetings
- Develop an internship (high school, college) "clearinghouse"
- Participate in surveying businesses for the college internship clearing house "Big 5" (i.e. top 5 attributes that businesses look for in candidates)
- Work with the sector leads to provide opportunities for internships and job placement

- Promote “STEM” (Science, Technology, Engineering, Math) careers
- Recruit no less than fifteen (15) new advisory council members
- Conduct site visits (1 per Career Institute vendor)
- Arrange guest speakers (1 per Career Institute vendor)
- Develop and coordinate a business/youth symposium

The proposed agreement will serve a public purpose by providing the youth with exposure to and experience in the formal workplace that will be motivational and will help them develop an appreciation for work and career opportunities in the County.

The goals and objectives of the proposed agreement are to maintain a business advisory council that will provide advice and career opportunities for youth of WWDAY. Further, the council will provide exposure and experience to the targeted population in the formal workplace that will help them to develop an appreciation for careers and learn more about the workplace in relation to what has already been learned in school.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of public safety, as the services and resources to be provided hereunder shall help participating youth develop a better appreciation for work, learn more about careers and acquire work experience, thereby helping them avoid anti-social behavior and making them responsible, productive citizens.

The goals and objectives of the proposed agreement are also in the best interest of the County in terms of fiscal responsibility as this program is aimed at improving the employment opportunities of the youth in the County which will, in turn, make them economically independent and less likely to end up on public assistance or engaged in illegal activities.

The goals and objectives of the proposed agreement will be tracked and monitored through monthly progress reports submitted by the contractor in addition to regularly scheduled meetings with the contractor.

This procurement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xviii thereof.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

KMM/DB/CJ/bdm/nn

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with the Business Council of Westchester (the "Business Council"), pursuant to which the Business Council will operate a Career Institute to provide linkages between businesses and the youth at the Westchester Workforce Development Academy for Youth, for an amount not to exceed \$50,000, payable monthly, pursuant to an approved budget, for the period July 1, 2011 through June 30, 2012, with the County having the option to extend the term of the agreement for two (2) additional one (1) year periods (the "Agreement"); and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	401L	7340	T401	\$50,000

Budget Funding Year(s): 2011 Start Date: 07/01/11 End Date: 06/30/12
 (must match resolution)

Funding Source
\$50,000
 match resolution)

Tax Dollars: _____
 State Aid: _____
 Federal Aid: 100%
 Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/08/2011, COUNTY CLERK, SECRETARY