

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**63810**

DATE: June 20, 2018

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner

SUBJECT: Authority to amend an agreement with Westhab, Inc. pursuant to which Westhab, Inc. agreed to provide workforce re-entry and job training services for soon-to-be-released incarcerated adults for the period from January 1, 2017 through June 30, 2018 for a total aggregate amount not to exceed \$415,000.00 pursuant to an approved budget, by extending the term of the contract through December 31, 2018, at no additional cost to the County.

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By resolution approved on February 10, 2017, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development (the "Department"), on behalf of the Westchester Putnam Local Workforce Development Board (the "WDB"), to enter into an agreement with Westhab, Inc. ("Westhab") pursuant to which Westhab would provide workforce re-entry and job training services for soon-to-be-released incarcerated adults (the "Program") for the period from January 1, 2017 through June 30, 2018 in an amount not to exceed \$415,000.00, pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

We are now requesting a no-cost extension of the Agreement through December 31, 2018. The extension will allow us to enroll an additional 40 participants into the Program and provide them with job readiness skills, assist them with post-release occupational skills training, and offer them job placement assistance. The USDOL, which is funding this initiative under its Linking Employment Activities to Pre-release (LEAP) grant program, recently approved our request for a no-cost extension and budget realignment.

Accordingly, authority is respectfully requested to amend an agreement with Westhab for the provision of workforce re-entry and job training services for soon-to-be-released incarcerated adults for the period from January 1, 2017 through June 30, 2018 for a total aggregate amount not to exceed \$415,000.00 pursuant to an approved budget, by extending the term of the Agreement through December 31, 2018, at no additional cost to the County.

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

The Agreement will serve a public purpose by helping currently incarcerated individuals who are scheduled to be released in Westchester County with job readiness training and securing employment upon release.

The goals and objectives of this program will be will be to prepare Westchester County Department of Corrections Prerelease population to find employment upon release and reduce recidivism.

The goals and objectives of this program are in the best interests of the County in terms of fiscal responsibility because it will assist the soon to be released population in Westchester County to gain financial independence, thus making them less reliant on government assistance.

The goals and objectives will be tracked and monitored by Westchester- Putnam Workforce Development Staff.

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

KMM/AT/jpg  
Attachment

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Development, on behalf of the Westchester Putnam Local Workforce Development Board is hereby authorized to amend an agreement with Westhab, Inc. pursuant to which Westhab, Inc. agreed to provide workforce re-entry and job training services for soon-to-be-released incarcerated adults for the period from January 1, 2017 through June 30, 2018 for a total aggregate amount not to exceed \$415,000.00, pursuant to an approved budget (the "Agreement"), by extending the term of the Agreement through December 31, 2018, at no additional cost to the County; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; 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
N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): 2016 (Grant Year) Start Date: 01/01/2017 End Date: 12/30/2018  
(must match resolution)

Funding Source

N/A

(must match resolution)

Tax Dollars: N/A

State Aid: N/A

Federal Aid: N/A

Other: N/A