



Memorandum
Department of Senior Programs and Services

112604

DATE: November 25, 2025

TO: Board of Acquisition & Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request authority to enter into an agreement with Maid Brigade of Northern Westchester, Inc. to provide home cleaning services for the elderly under the New York State Unmet Need program for an amount not-to-exceed \$107,603 in state funds, for a term commencing on April 1, 2025 and continuing through March 31, 2026, pursuant to an approved budget.

Authority is hereby requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with Maid Brigade of Northern Westchester, Inc. ("Maid Brigade") to provide home cleaning services for the elderly residing in Westchester County (the "Services") under the New York State Office for the Aging (State) Unmet Need program (the "Program"), for a term commencing on April 1, 2025 and continuing through March 31, 2026. State funding for the Services will be in an amount not-to-exceed \$107,603, payable pursuant to the agreed-upon unit-costs.

The proposed Agreement will serve a public purpose by providing services that enable seniors to remain at home, as most seniors would prefer, thereby preventing premature institutionalization, which would come at greater expense and in a less desired environment.

The goals and objectives of the proposed Agreement are to benefit caregivers and care receivers by easing the burden on caregivers through the provision of in-home cleaning services and help seniors remain in their homes and communities through the provision of quality home care services that will also serve to provide relief to their caregiver(s).

The goals and objectives of the proposed Agreement is in the best interests of the County because the Services to be provided payable with the Program funds will allow for clean living conditions and quality of life for the frail elderly and their caregivers by easing their burden through the provision of home-cleaning services.

The proposed Agreement is also in the best interests of the County in terms of fiscal responsibility because it effectively allows seniors to remain at home, thus preventing costly institutionalization.

The goals and objectives of the proposed Agreement will be tracked and monitored by case managers through bi-monthly calls to seniors and their caregivers as to the quality of the Services they are receiving and their satisfaction with the Services. In addition, the Department's staff monitors and reviews case managers' client case records and records of service at the agencies providing these Services, using forms approved by the New York State Office for the Aging ("NYSOFA"). Review of the Program is done annually by a County monitor, as well as a monitor from NYSOFA.

The proposed Agreement with the Maid Brigade is exempt from the Westchester County Procurement Policy pursuant to section 3(a) xix thereof.

Accordingly, approval of the attached resolution is most respectfully recommended.

MC/BL/cmc

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/11/2025 - PAYMENT COUNTY SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, be it hereby:

RESOLVED, that the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services, is hereby authorized to enter into an agreement (the "Agreement") with Maid Brigade of Northern Westchester, Inc. ("Maid Brigade") to provide home-cleaning services for the elderly (the "Services") under the New York State Office for the Aging (the "State") Unmet Need program, for a term commencing on April 1, 2025 and continuing through March 31, 2026, for an amount not-to-exceed \$107,603 payable with State funding, pursuant to the agreed upon unit costs; and be it further.

RESOLVED, that the Agreement with the Maid Brigade is subject to County Appropriations; and be it further

RESOLVED, that the Agreement with Maid Brigade is also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these Agreements. 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 the Agreement with Maid Brigade or to renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to the Maid Brigade, then Maid Brigade shall have the right to terminate the 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 to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

BUDGET BOX FOLLOWS

Agreement: \$107,603

Account to be charged:	Fund	Dept.	Major Program, Program & Phase or Unit	Sub-Unit	Object/Sub Object	Trust Account	Dollars
UNMET NEED	263	85	TA06	GRNT	4380	T1006	\$107,603

Budget Funding

Year(s):

(must match resolution)

2025 - 2026

Start Date

4/1/2025

5

End

Date

3/31/2026

Funding Source

County Tax Dollars:

\$0.00

\$107,603

State Aid:

\$107,603

(must match resolution)

Federal Aid:

\$0.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/11/2025 - RAYMOND S. LUKY, SECRETARY