

112802**TO:** The Honorable Board of Acquisition and Contract**FROM:** Ernest McFadden
Executive Director, Youth Bureau**DATE:** January 7, 2026**SUBJECT:** Authority for the County of Westchester to enter into an agreement with Cheryl Brannan d/b/a Brannan Solutions Group, for the provision of consulting services including coordinating a medical technology and financial literacy conference for 7th to 12th grade students in Westchester County and providing a report with research and data analysis showing strategies and programs the youth bureau can support to combat black adolescent detention admissions within Westchester County, for a term commencing on January 1, 2026 and continuing through December 31, 2026, payable at the rate of \$125.00 per hour for an amount not to exceed \$60,000.00, pursuant to an approved budget.

Attached for your consideration is a resolution which, if approved by your Honorable Board, would authorize the County of Westchester (the “County”), acting by and through its Youth Bureau (the “Bureau”), to enter into a consulting agreement (the “Agreement”), with Cheryl Brannan d/b/a Brannan Solutions Group (“Cheryl Brannan”), pursuant to which Cheryl Brannan will provide consulting services, including coordinating a medical technology conference and a Financial Literacy Conference for 7th to 12th grade students in Westchester County and providing a report with research and data analysis showing strategies and programs the youth bureau can support to combat black adolescent detention admissions within Westchester County.

The proposed Agreement will be for a term commencing retroactively on January 1, 2026, and continuing through December 31, 2026. In consideration for the services rendered, Cheryl Brannan will be paid in monthly installments at the rate of \$125.00 per hour for a total contract amount not to exceed \$60,000.00, pursuant to an approved budget.

The goal of the Agreement is to inform the County on the status of youth in Westchester County including the significant disparities they experience in the areas of education, economic prosperity, schools and communities, to support the Youth Bureau’s countywide strategies, and to facilitate youth educational opportunities and skills development to enhance outcomes and give all youth in Westchester County the opportunity to thrive.

The proposed Agreement will serve a public purpose by providing research and analysis and support of an in-depth needs assessment to identify the means to improve physical,

psychological, social, emotional, and academic competencies of youth residing in Westchester County, including minority females and minority 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. Cheryl Brannan will report directly to the Executive Director of the Youth Bureau. Cheryl Brannan will document progress of activities and performance measures utilizing the quarterly activity report and periodic correspondence, provide a narrative bi-annual and 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 Westchester County Procurement Policy (the “Policy”) pursuant to Section 3(a)(xviii) thereof, which exempts any procurement for the purpose of entering into a contract or 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 the Westchester County.

Accordingly, authority is respectfully sought for the County to enter into this proposed Agreement with Cheryl Brannan d/b/a Brannan Solutions Group.

EM/jmq/mg

RESOLUTION

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

RESOLVED, that authority is hereby granted to the County of Westchester to enter into an agreement (“Agreement”) with Cheryl Brannan d/b/a Brannan Solutions Group, pursuant Cheryl Brannan will provide consulting services, including coordinating a medical technology and financial literacy conference for 7th to 12th grade students in Westchester County and providing a report with research and data analysis showing strategies and programs the youth bureau can support to combat black adolescent detention admissions within Westchester County; and be it further,

RESOLVED, that the term of the Agreement shall commence on January 1, 2026 and continue through December 31, 2026; and be it further,

RESOLVED, that in consideration for the services rendered, Cheryl Brannan will be paid at the rate of \$125.00 per hour for an amount not to exceed \$60,000.00, pursuant to an approved budget; 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 Cheryl Brannan, then Cheryl Brannan 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
101	11	0400	4380	N/A	\$60,000.00

Budget Funding Year(s) 2026 Start Date 01/01/2026 End Date 12/31/2026
(must match resolution)

Funding Source	Tax Dollars	<u>\$60,000.00</u>
	State Aid	<u>\$0</u>
<u>\$60,000.00</u>	Federal Aid	<u>\$0</u>
(must match resolution)	Other	<u>\$0</u>