

111901

DATE: September 18, 2025

TO: Honorable Board of Acquisition and Contract

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

RE: Request for authority for the County of Westchester to enter into an agreement with the Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York!, to provide various support services to Westchester County seniors under the Community Services for the Elderly Program, for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026, in an amount not-to-exceed \$91,384.00 in state funds, payable pursuant to an approved budget

Authority is hereby requested 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 the Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! (the "Contractor") to provide various support services to Westchester County seniors, including Supportive Services Transportation, Volunteer Recruitment, Volunteer Recognition and Senior Center Recreation and Education - Evergreen Enrichment services (the "Services") under the Community Services for the Elderly Program, for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026. State funding for the Services shall be in an amount not-to-exceed \$91,384.00, payable pursuant to an approved budget. It should be noted that the Contractor will be required to contribute \$30,463.00 in matching funds toward the cost of implementing the Services.

The proposed Agreement will serve a public purpose by providing supportive services that will help maintain Westchester County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed Agreement are to supplement current transportation costs for Westchester County residents with volunteer work placements. In addition, the goals and objectives of the Agreement will include the recruitment of seniors over the age of 60 for volunteer work opportunities and assistance with placement at appropriate work sites in order to keep them active and make their communities more viable. The Services will enable older persons to increase their

socialization and quality of life. Establishing a volunteer recruitment program that matches the needs of organizations with eligible volunteers will help reach the aforementioned goal. Furthermore, the volunteer recognition services will help to encourage senior participation in volunteer efforts by publically acknowledging the value of their work that enhances the quality of their life. Finally, the Senior Center Recreation and Education – Evergreen Enrichment services will provide non-English speaking Asian Americans with opportunities to improve their language skills, computer skills, physical exercise, health management and to meet and socialize with seniors that are familiar with their culture and speak their language

The goals and objectives are in the County's best interests in terms of fiscal responsibility as the Services will allow seniors to remain engaged and active in their community among family and friends, thus decreasing incidents of isolation and premature institutionalization, thereby reducing Medicaid costs for the County.

The goals and objectives shall be tracked and monitored through monthly reporting activities submitted by the Contractor, as well as by the Department through monthly reporting and onsite reviews to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriate fashion.

During the 2024/2025 program year, VNY provided 666 units of Recruitment/placement services to 666 volunteers; 4 units of Recognition to 589 unduplicated volunteers; 2,443 Units of Supportive services Transportation to 24 volunteers; and 410 units of Senior Center Recreation and Education (Evergreen) to 1,192 seniors.

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

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MC/BL

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") is hereby authorized to enter into an agreement (the "Agreement") with the Volunteer Service Bureau of Westchester, Inc. d/b/a Volunteer New York! (the "Contractor") to provide various support services to Westchester County seniors, including Supportive Services Transportation, Volunteer Recruitment, Volunteer Recognition, and Senior Center Recreation and Education - Evergreen Enrichment services (the "Services") under the Community Services for the Elderly Program, for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026. State funding for the Services shall be in an amount not-to-exceed \$91,384.00, payable pursuant to an approved budget; and be it further
- RESOLVED,** that the Contractor shall be required to contribute \$30,463.00 in matching funds toward the cost of implementation of the Services; and be it further
- RESOLVED,** that the Agreement is subject to County appropriations; and be it further
- RESOLVED,** that the 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 the 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 the Agreement or to renegotiate the amount and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor 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: \$91,384

Account to be charged:	Fund	Dept.	Major Program, Program & Phase or Unit	Sub-Unit	Object /Sub Object	Trust Account	Dollars
CSE	263	85	A047	GRNT	4380	T047	\$91,384

Budget Funding Year(s):
(must match resolution)

2025 - 2026

Start Date

4/1/2025

End Date

3/31/2026

Funding Source

County Tax

\$0.00

Dollars:

\$91,384

State Aid:

\$91,384

(must match resolution)