



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112619

Date: December 1, 2025

To: The Honorable Board of Acquisition and Contract

From: Leonard G. Townes,  
Commissioner of Social Services

Re: Resolution authorizing the County of Westchester to exercise the first of four options under an agreement with My Sisters' Place, Inc., to operate an emergency shelter for adult women and their minor children residing in the County of Westchester, who are victims of domestic violence, by 1) extending the term thereof for the period from January 1, 2026 through December 31, 2026, and 2) increasing the not-to-exceed amount by an additional \$582,945.00, for services to be rendered during the extended term, payable pursuant to an approved budget and subject to appropriation.

Pursuant to an RFP issued by the County of Westchester (the "County") acting by and through its Department of Social Services (the "Department") on November 12, 2024, and by a resolution approved on December 19, 2024 (the "December 19<sup>th</sup> Resolution"), your Honorable Board authorized the County acting by and through the Department, to enter into an agreement with My Sisters' Place, Inc. ("My Sisters' Place") to operate an emergency shelter for adult women and their minor children residing in the southern zone of the County of Westchester who are victims of domestic violence for an initial term of one (1) year commencing on January 1, 2025 and continuing through December 31, 2025 (the "Initial Term") for an amount not to exceed \$582,945.00 to be paid monthly at an approximated per diem of \$136.74, pursuant to an approved budget and subject to appropriation (the "Agreement"). Following the expiration of the Initial Term, the December 19<sup>th</sup> Resolution further provided that the County at its sole option, may renew the Agreement for up to four (4) additional terms of one (1) year (each an "Option Year"), each in the not-to-exceed amounts set forth below, subject to appropriation and the further approval of your Honorable Board:

1 <sup>st</sup> Option Year:	January 1, 2026 - December 31, 2026	\$582,945.00
2 <sup>nd</sup> Option Year:	January 1, 2027 - December 31, 2027	\$582,945.00
3 <sup>rd</sup> Option Year:	January 1, 2028 - December 31, 2028	\$582,945.00
4 <sup>th</sup> Option Year:	January 1, 2029 - December 31, 2029	\$582,945.00

The Agreement was subsequently executed on or about January 6, 2025.

The Department has been satisfied with the quality of services provided to date by My Sisters' Place, and desires to exercise the first of its four (4) options to renew the Agreement for the period from January 1, 2026 through December 31, 2026 (the "First Option Period"; DSS3014-A-25). In consideration for services to be rendered during the First Option Period, the County shall pay My Sisters' Place, an amount not to exceed \$582,945.00 to be paid monthly at an approximated per diem rate of \$140.81, pursuant to an approved budget and subject to appropriation.

It should be noted that the County, acting by and through the Department, and in accordance with the applicable Federal regulations, performed a cost analysis of the costs for the County's first renewal option under the Agreement. After analyzing current marketplace costs for such services, the Department concluded that the costs of the option are reasonable and it is, therefore, economically prudent to exercise the County's first option under the Agreement in order to obtain these services for the period from January 1, 2026 through December 31, 2026.

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

The goals and objectives are as follows:

- (1) To provide a safe environment for women and their minor children experiencing domestic violence
- (2) To provide on-site counseling services and support groups
- (3) To increase responsiveness of the criminal justice system to the needs of battered women and their minor children by offering legal services, advocacy, and accompaniment services for Court hearings and visits to the District Attorney's Office.

The goals and objectives of this program are in the best interests of the County in terms of public health and public safety as they are aimed at ensuring the health and safety of the targeted population. The County fosters public safety by providing a safe haven in the form of emergency housing to victims of domestic violence and their minor children.

The goals and objectives will be tracked and monitored using the performance measurement indicators developed by the Department. My Sisters' Place is required to submit to the Department monthly and quarterly statistical reports on all activities related to the program. Additionally, the operations of the Domestic Violence Shelter are monitored by New York State.

Your Honorable Board's approval of the attached resolution is respectfully requested.

LGT/TL/mb  
Attachment

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department") is hereby authorized to exercise the first of its four options to renew under its agreement with My Sisters' Place, Inc. ("My Sisters' Place"), to operate an emergency shelter for adult women and their minor children residing in the County of Westchester who are victims of domestic violence (the "Agreement"), by 1) extending the term thereof for the period from January 1, 2026 through December 31, 2026, and 2) increasing the not-to-exceed amount by an additional \$582,945.00 to be paid monthly at an approximated per diem rate of \$140.81, for services to be rendered during the extended term, pursuant to an approved budget (the "First Amendment"; DSS3014-A-25), 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;

RESOLVED, that the First Amendment is subject to County appropriations; and be it further

RESOLVED, that the First Amendment 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 each 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 amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to My Sisters' Place, then My Sisters' Place, 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 is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Original Agreement:	\$ 582,945.00
First Amendment:	\$ 582,945.00
Total:	\$1,165,890.00

**1. Account to be Charged/Credited:**

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5850		\$582,945.00

**2. Budget Funding Year(s):** 2026

Start Date: January 1, 2026      End Date: December 31, 2026  
(must match resolution)

**3. Funding Source:**

Federal	99%	CFDA#(s)	93.671		
State	0%	State ID#(s)	N/A		
Operating/ Tax Levy	1%				
Capital	N/A				

**4. Total NTE: \$582,945.00**  
(Must match resolution)