



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112910

Date: February 12, 2026

To: Honorable Board of Acquisition and Contract

From: Leonard G. Townes
Commissioner of Social Services

Re: Authority to enter into an Agreement with Katherine Marie Bailey, LCSW to provide various consulting and employee staff development services for the Department of Social Services for the term of January 1, 2026 through December 31, 2026 in an amount not to exceed \$50,000, payable pursuant to an approved budget.

Authority is requested for your Honorable Board to authorize the County of Westchester (the "County"), acting by and through its Department of Social Services ("Department"), to enter into an agreement (DSS2000FDC-26) with Katherine Marie Bailey, LCSW to provide consulting and employee staff development services for Department of Social Services (the "Department") employees for the term of January 1, 2026 through December 31, 2026, in an amount not to exceed \$50,000, payable pursuant to an approved budget (the "Agreement"). The proposed services will augment the Department's Strategic Planning Initiative, focusing on leadership and organizational development, by allowing Ms. Bailey to assist during senior leadership/all manager meetings, and provide consultation on both special projects and conflict management. Ms. Bailey will include leadership work and staff coaching as well, including individual and group interventions with staff to discuss care for both Department clients and employees themselves.

The Agreement will serve the public purpose of providing necessary employee staff development to Department employees, and facilitating the smooth operation of the Department as a whole.

The provision of these services are in the best interests of the County as they will ensure the public health and safety of Department employees and enable the Department to better serve the public.

The goals and objectives will be tracked and monitored through performance measurement indicators developed by the Department. The tracking and monitoring include the submission of monthly statistics and quarterly reports as well as direct contact with the Department staff in order to swiftly address any impediments to the program's success.

In accordance with the requirements of the Westchester County Procurement Policy and Procedures, as well as the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), the Department solicited and obtained written price quotations from three (3) qualified sources who customarily provide the aforementioned services. The Department thoroughly evaluated each quotation received and determined that Katherine Marie Bailey, LCSW, submitted the lowest price quote and was thus awarded the Agreement.

Accordingly, authority is respectfully requested from your Honorable Board to authorize the County to enter into an agreement with the Katherine Marie Bailey, LCSW to provide various consulting and employee staff development services for the Department of Social Services. A resolution is annexed hereto, which I recommend for your favorable consideration.

LGT/MD
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/26/2016 RAYMOND S. DUKAKIS SECRETARY

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 enter into an Agreement (DSS2000FDC-26) with Katherine Marie Bailey, LCSW to provide various consulting and employee staff development services for the Department, for the term of January 1, 2026 through December 31, 2026 in an amount not to exceed \$50,000, payable pursuant to an approved budget (the "Agreement"); and be it further;

RESOLVED, that the 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 ("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 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 impact of any such budget(s) 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 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 authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

RESOLVED, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	2600:2614	4360		\$50,000

2. Budget Funding Year(s): 2026

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

End Date: December 31, 2026

3. Funding Source:

Federal	50%	CFDA#(s)	N/A		
State	12%	State ID#(s)	N/A		
Operating/Tax Levy	38%				
Capital	%				

4. Total NTE: \$50,000

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/26/2026 - RAMOND SCULLY, SECRETARY