

ACT 113 - 2023

**HONORABLE BOARD OF LEGISLATORS
THE COUNTY OF WESTCHESTER**

DRAFT
IMA ON FILE

Your Committee is in receipt of a communication from the County Executive recommending the adoption of an Act which, if approved by your Honorable Board, would amend Act 2023-42 which authorized the County of Westchester ("County"), acting by and through its Youth Bureau ("Youth Bureau"), to enter into an inter-municipal agreement ("IMA") with the City of Yonkers ("Municipality"), acting by and through its Youth Bureau, pursuant to which the Municipality would provide a Sixth Grade Leadership Academy ("Program"), in order to change the expiration date of the IMA from June 30, 2023 to December 31, 2023.

Act 2023-42 authorized the County to enter into the IMA for a term commencing on July 1, 2022 and expiring on June 30, 2023, in the total aggregate amount of \$200,000, of which the County would pay an amount not to exceed \$100,000, payable pursuant to an approved budget, and Municipality would contribute \$100,000 in matching funds.

Now, as a result of unforeseen circumstances and delays in the Program the Municipality has requested additional time to complete the Program as planned. Accordingly, the Youth Bureau has determined that it would be in the County's best interest to change the expiration date of the IMA from June 30, 2023 to December 31, 2023 nothing that the IMA has not yet been executed. The total not-to-exceed amount of the IMA will remain unchanged.

The Sixth Grade Leadership Academy after-school program will be open to current Yonkers Youth who are in sixth grade preparing to transition into a new school to complete seventh

and eighth grades. The Program aims to teach youth how to develop their authentic self and leadership skills to ready them to enter a new middle school. The curriculum will include weekly lessons that focus on self-development, leadership skills, etiquette, social skills, anti-bullying, academics, and mental health. Lessons will be taught by trained on-site staff and special guest instructors in various interactive and engaging methods.

Your Committee is advised that the proposed IMA will benefit the Municipality and its Youth Bureau by helping sixth grade students transition into middle school.

The procurement of this IMA is exempt from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xviii of said Policy.

The Planning Department has advised that the proposed IMA does not meet the definition of an action under the New York State Environmental Quality Review Act and its implementing regulations, 6 NYCRR Part 617. Please refer to the memorandum from the Department of Planning dated January 12, 2023, which is on file with the Clerk of your Honorable Board.

Your Committee has carefully considered this matter and recommends approval of the Act, noting that it requires not more than an affirmative vote of a majority of the members of your Honorable Board.

Dated: June 12th, 2023
White Plains, New York

Samuel Z. John
Vedat Jachri
[Signature]
[Signature]
Arund Amin
[Signature]
Catherine Park
[Signature]
Nancy Barr

[Signature]
Vedat Jachri
[Signature]
Samuel Z. John
[Signature]
Nancy Barr

COMMITTEE ON

Budget & Appropriations

Seniors & Youth

FISCAL IMPACT STATEMENT

SUBJECT: Yonkers YB-6th Grade Leadership Academy

NO FISCAL IMPACT PROJECTED

OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) GENERAL FUND AIRPORT SPECIAL REVENUE FUND (Districts)

B) EXPENSES AND REVENUES

Total Current Year Cost \$ 100000

Total Current Year Revenue \$ 0

Source of Funds (check one): Current Appropriations

Transfer of Existing Appropriations

Additional Appropriations

Other (explain)

Identify Accounts: 101-11-0400-4380

Potential Related Operating Budget Expenses: Annual Amount \$ 100,000

Describe: The Youth Bureau will provide a Sixth Grade Leadership Academy Program which includes transitioning sixth grade students into middle school through weekly lessons, guest instructor, and an end-of-the-year conference. City of Yonkers required to provide \$100,000 cash match

Contract Period: 7/1/22 - 12/31/23

Potential Related Revenues: Annual Amount \$ 0

Describe: _____

Anticipated Savings to County and/or Impact on Department Operations:

Current Year: \$0

Next Four years: n/a

Prepared by: Bernie Dean 

Title: Financial Administrator

Department: CEO/Youth Bureau

 Reviewed By: _____

Budget Director

6/14/23

If you need more space, please attach additional sheets.

ACT NO. 113 - 2023

AN ACT authorizing the County of Westchester to amend Act 2023-42 to change the expiration date of an inter-municipal agreement with the City of Yonkers, for a Sixth Grade Leadership Academy program from June 30, 2023 to December 31, 2023

BE IT ENACTED by the Board of Legislators of the County of Westchester as follows:

SECTION 1. Section 1 of Act 42-2023, is hereby amended as follows:

“SECTION 1. The County of Westchester (“County”), acting by and through its Youth Bureau, is hereby authorized to enter into an inter-municipal agreement (“IMA”) with the City of Yonkers (“Municipality”), acting by and through its Youth Bureau, pursuant to which the Municipality will provide a Sixth Grade Leadership Academy (“Program”) which shall include, but not be limited to, transitioning sixth grade students into middle school through weekly lessons, guest instructors, and an end-of-the-year conference for a term commencing retroactively on July 1, 2022 and expiring on [June 30, 2023] December 31, 2023, in the total aggregate amount of Two Hundred Thousand (\$200,000) Dollars, comprised of an amount payable by the County not to exceed One Hundred Thousand (\$100,000.00) Dollars, payable pursuant to an approved budget, and Municipality matching funds in the amount of One Hundred Thousand (\$100,000.00) Dollars.”

§ 2. The County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents appropriate and necessary to effectuate the purposes hereof.

§ 3. This Act shall take effect immediately.

SCHEDULE "A"

PROGRAM TITLE. 6th Grade Leadership Academy

PROJECTED TOTAL PROGRAM ENROLLMENT: 80

Middle school is the period in a student's life that takes place after elementary school and before high school. Many of our Yonkers Schools end at 6th grade and our students are transferred to a new school to complete 7th and 8th grade, before entering high school. The Yonkers Youth Bureau recognizes that students in sixth grade are transitioning into adolescence, and as such have different physical, emotional, and cognitive needs.

The Yonkers Youth Bureau will host an 8 week after-school program to help 6th graders transition into middle school. We will teach them how to develop their authentic self and leadership skills to ready them to enter new middle school.

The curriculum will include weekly lessons that focus on self-development, leadership skills, etiquette, social skills, anti-bullying, academics and mental health. Lessons will be taught by (trained) on-site staff and special guest instructors, in various interactive and engaging ways to prevent boredom.

End of program / end of year: 6th Grade Leadership Academy Conference / Field Trip to allow all the participants to meet each other and test out new skills learned. This conference will take place outside of Yonkers. Transportation, lunch, and snacks will be included.

PROGRAM SITES- Most significant (3 Maximum)

Type	Address (Street, City, State, Zip)	Assembly District #	NYS Senate District #	Local Planning Board	City Council District
School	School 9 (53 Fairview St., Yonkers)				
School	School 22 (1480 Nepperhan Ave., Yonkers)				
Center	Nodine Hill Community Ctr. (140 Fillmore Ave., Yonkers)				

Use whole numbers when entering information for Gender, Ethnicity, Ages, and Target Population areas, NOT percentages.

GENDER OF PROGRAM PARTICIPANTS: (Enter number participants per gender)		MALE	<u>30</u>	FEMALE	<u>50</u>	
ETHNICITY: (Enter number of participants per ethnic group)	WHITE	<u>10</u>	BLACK OR AFRICAN AMERICAN	<u>35</u>	HISPANIC OR LATINO	<u>20</u>
	AMERICAN INDIAN OR ALASKAN NATIVE	_____	ASIAN	_____	<u>5</u>	
	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	_____	TWO OR MORE RACES	_____	<u>10</u>	

AGES	0-4 _____	5-9 _____	10-14 (80)	15-17 _____	18-20 _____	21+ _____
-------------	-----------	-----------	------------	-------------	-------------	-----------

IS TARGET POPULATION SERVING DISCONNECTED YOUTH: No Yes *At risk youth
(Enter number of participants per population described)

IF "YES", Youth aging out of foster care _____ Children of incarcerated parents _____
Youth in the juvenile justice system who re-enter the community _____ Runaway and Homeless Youth _____

1. Physical & Psychological Safety: Safe and health-promoting facilities; practices that increase safe peer group interaction and decrease unsafe or confrontational peer interactions.

This program will take place at a City owned facility and will adhere to NYS DOH, City of Yonkers, and COVID19 safety requirements. Trained staff will ensure a psychologically safe environment and monitor daily peer-to-peer interactions. Parents will be required to sign permission slips and share any important medical information. Youth participants and parents will be asked to sign code of conduct form that outlines the program rules and expected behavior, during the program.

2. Appropriate Structure: Limit setting; clear and consistent rules and expectations; firm enough control; continuity and predictability; clear boundaries; age appropriate monitoring.

Trained Youth Bureau staff / supervisors will ensure appropriate boundaries and expectations for all participants. Youth participants and parents will be required to sign a code of conduct form that outlines the program rules and expectations.

3. Supportive Relationship: Warmth; closeness; connectedness; good communication; caring; support; guidance; secure attachment; responsiveness.

Youth Bureau will be onsite to be caring and responsible role models. We will speak with each participant 1:1 and their parent to get to know them better. This will help foster a healthy and supportive relationship, during and after the program.

4. Opportunities to Belong: Opportunities for meaningful inclusion, regardless of one's gender; ethnicity; sexual orientation, or disabilities; social inclusion; social engagement, and integration; opportunities for socio-cultural identity formation; support for cultural and bicultural competence.

This program will be open to current Yonkers Youth who are in 6th grade. Program sites will be: onsite at schools, community centers and possibly libraries. The various sites will allow us to reach more youth.

5. Positive Social Norms: Rules of behavior; expectations; injunctions; ways of doing things; values and morals; obligations for service.

Youth participants will be required to sign code of a code of conduct form that outlines the program rules and expectations. We remind the participants the rules and expectations throughout the program.

6. Support for Efficacy & Mattering: Youth-based; empowerment practices that support autonomy; making a real difference in one's community, and being taken seriously. Practices that include enabling, responsibility granting, and meaningful challenge. Practices that focus on improvement rather than on relative current performance levels.

This leadership program will provide positive youth based practices that will focus on building leadership skills. During 1:1 meetings with each participant we will learn more about them helping us to build relationships. We will discuss program goals, their personal goals with respects to development, leadership, and community. The program will also have an end of program day conference outside of Yonkers.

7. Opportunities for Skill Building: Opportunities to learn physical, intellectual, psychological, emotional, and social skills; exposure to intentional learning experiences, opportunities to learn cultural literacy, communication skills and good habits of mind; preparation for adult employment, and opportunities to develop social and cultural capital.

This program will provide numerous opportunities for skill building and leadership development. Activities include, but not limited to: team building & leadership exercises, role-playing scenarios, mental health, physical endurance and family/care taker involvement.

8. Integration of Family, School, & Community Efforts: Concordance; coordination and synergy among family, school, and community.

There is a Parent/Caregiver session which allows an opportunity for the Youth's Caregiver to participate; providing peer support and open conversations. The family participation is key to the success of this program and ensuring skills are retained.

Monitoring and Evaluation Methods

9. Monitoring Methods: Monitoring is defined as a systematic review of a funded program based upon the requirements of a contract, rules, regulations, policies, and/or State and Local Laws. It identifies the degree to which a program or operation accomplishes the activities specified in a contract/ application, and how it complies with requirements. Describe your process to be used to monitor on a regular basis. Include who will be responsible, frequency, and documentation of monitoring activities.

We will have various monitoring methods in place:

- 1:1 conversations to learn about personalities and leadership skills
- Leadership programs within that will focus on results
- Ongoing trainer team meetings will ensure program goals are met at each session

10. Evaluation Methods: Evaluation methods are the process to determine the value or amount of success in achieving a pre-determined program or operational goal. Evaluations can identify program strengths and weaknesses in order to improve the program. Evaluations can verify if the program is really running as originally planned. Describe the process to be used to evaluate the attainment of the objectives. Include what will be measured, who will conduct the evaluation, when it will be conducted, and how the results will be used.

We will have various evaluations methods in place:

- Parent and student evaluation questionnaires
- Youth participant end of program meetings
- Daily trainer meetings will ensure program goals are being meet (end of night)

NEW YORK STATE
 OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL PROGRAM APPLICATION
 Program Summary-Program Components

IMPLEMENTING AGENCY: Yonkers Youth Bureau
PROGRAM TITLE: 6th Grade Leadership Academy

LIFE AREA: (ENTER CODE AND DESCRIPTION)	3ED	Education
GOAL CODE: (ENTER CODE AND DESCRIPTION)	31	Children will leave school prepared to live, learn and work in a Community as contributing members of society.
OBJECTIVE: (ENTER CODE AND DESCRIPTION)	312	Students will stay in school until successful completion.
SOS: (ENTER CODE AND DESCRIPTION)	312	Dropout Prevention Services: A program or service designed to support the retention of all students, and the prevention of dropouts from the most at-risk youth. These may include but are not limited to learning disabilities, bilingual education, alternative education, and other programs or services geared toward retention.
Performance Measures: (ENTER CODE AND DESCRIPTION)		
How Much:	0311A.1	80 of youth participating (unduplicated)
How Well:	0312B.1	85% of staff with positive youth development training and/or with a Higher education
Better Off:	0312C.1	75 / 95% of youth remaining in school

SCHEDULE "B"

For the Period of Operation: July 1, 2022 - June 30, 2023	Contract # "To Be Assigned"
Agency/Municipality Name: Yonkers Youth Bureau	Program Title: 6th grade Middle School Leadership Academy

1. PERSONAL SERVICES

Position Title	Rate of Pay	Basis (H,W,BW, SM)	Total Program Amount	Total Funds Requested for this Program
Youth Bureau Program Director	50.00	H	5,000	
Program Manager	35.00	H	35,000	
Program Manager / Lead Instructor	60.00	H	20,000	
Program Assistants (2)	25.00	H	30,000	
Instructors (8)	40.00	H	60,000	
TOTAL SALARIES AND WAGES			150,000	
TOTAL FRINGE BENEFITS				
TOTAL PERSONNEL SERVICES (1)			\$ 150,000	

2. CONTRACTED SERVICES AND STIPENDS

Type of Service or Consultant Title	Rate of Pay	Base (S,M,HR)	Total Program Amount	Total Funds Requested for this Program
Pamela Bond - Authenticity Coach	\$1,000	s	5,000	
Stipends/Participant	\$150	S	12,000	
Special Guest Speakers	\$1,000	S	3,000	
TOTAL CONTRACTED SERVICES AND STIPENDS (2)			\$ 20,000	

3. MAINTENANCE & OPERATION

Complete Attachment "E"	Total Program Amount	Total Funds Requested for this Program
TOTAL MAINTENANCE AND OPERATION (3)	\$ 30,000	

TOTAL PROGRAM AMOUNT	\$ 200,000
TOTAL WCYB FUNDS REQUESTED	\$ 200,000

PROGRAM TOTAL BUDGET - ATTACHMENT E		
AGENCY/MUNICIPALITY NAME: Yonkers Youth Bureau		
PROGRAM TITLE: - 6th Grade Leadership Academy		
MAINTENANCE AND OPERATION (All Other Expenses Except Facility Repairs)		
ITEM	LIST DESCRIPTIONS	AMOUNT
Program Supplies	Program Supplies (books, handouts, etc.) apparel	\$ 7,500.00
Maintenance/Equipment Repairs		
Equipment Rentals		
Equipment Purchases		
Space Rentals (Indicate Rate/Basis/Type, MUST attach a voucher or copy of rental agreement to request reimbursement)	End of Season Conference - Venue Rental (w/ Food)	\$ 3,000.00
Travel - (Include *Mileage Rate - *current 2014 rate is: @ \$0.56 per mile, and is subject to change)	Conference Buses Student Transportation, Mileage	\$ 3,000.00
Insurance		
Utilities and Telephones		
Other Costs	Program Food & Beverage	\$ 16,500.00
3. TOTAL MAINTENANCE AND OPERATION		\$ 30,000.00
Add additional information below; attach additional sheet if necessary		

STATE OF NEW YORK)
) ss.
WESTCHESTER COUNTY)

I HEREBY CERTIFY that I have compared the foregoing Act, Act No. 113 - 2023, with the original on file in my office, and that the same is a correct transcript therefrom, and of the whole, of the said original Act, which was duly adopted by the County Board of Legislators, of the County of Westchester on June 20, 2023, and approved by the County Executive on June 21, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of said County Board of Legislators on this 22nd day of June, 2023.



Malika Vanderberg

The Clerk of the Westchester County
Board of Legislators

County of Westchester, New York

