

# Veterans, Seniors & Youth Meeting Agenda



Committee Chair: James Nolan

800 Michaelian Office Bldg.  
148 Martine Avenue, 8th Floor  
White Plains, NY 10601  
[www.westchesterlegislators.com](http://www.westchesterlegislators.com)

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**Monday, October 6, 2025**

**3:00 PM**

**Committee Room**

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## CALL TO ORDER

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website:

<https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

## MINUTES APPROVAL

Monday, September 29, 2025 - 3PM

## I. ITEMS FOR DISCUSSION

[2025-402](#) IMA-Services to Seniors to be Funded by County Tax Dollars-Yonkers, New Rochelle

AN ACT authorizing the County of Westchester to enter into inter-municipal agreements with the City of Yonkers and the City of New Rochelle for the provision of outreach and other services to seniors to be funded with County tax dollars.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND VETERANS, SENIORS & YOUTH**

**Guests: Dept of Senior Programs & Services  
Agnieszka Nowak, Acting Director of Operations  
Sandra Brown, Director of Program Development II**

[2025-403](#) IMA-NYSOFA-Fourth Renewal Option-New Rochelle, Yonkers

AN ACT authorizing the County of Westchester to exercise the fourth and final of its four (4) one-year renewal options under inter-municipal agreements with the City of New Rochelle and the City of Yonkers for information and assistance services.

**COMMITTEE REFERRAL: COMMITTEES ON BUDGET & APPROPRIATIONS AND VETERANS, SENIORS & YOUTH**

**Guests: Dept of Senior Programs & Services  
Agnieszka Nowak, Acting Director of Operations  
Sandra Brown, Director of Program Development II**

## **II. OTHER BUSINESS**

## **III. RECEIVE & FILE**

## **ADJOURNMENT**

# WESTCHESTER COUNTY

Kenneth Jenkins  
County Executive

September 9, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your review and approval is an act (the "Act") which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into inter-municipal agreements ("IMAs") with the City of Yonkers and the City of New Rochelle, acting by and through their respective Offices for the Aging (the "Municipalities"), pursuant to which the Municipalities will provide outreach and other services to seniors to be funded with County tax dollars. The term of the IMAs will commence retroactive to January 1, 2025 and continue through December 31, 2025. In no event will the total aggregate amount payable for both IMAs exceed the sum of \$30,000.00, payable pursuant to approved budgets.


The programs and services to be provided under the IMAs include the Livable Communities Regional Host services program, which provides outreach to residents to participate in and access various programs and services provided by the Department. Services will also include public information/education programs provided through meetings, educational forums and events at which residents are informed about the Department's myriad programs and services designed to enhance their quality of life.

Your Honorable Board has previously approved similar legislation pursuant to Act No. 72 - 2024. However, the existing authorization expired on December 31, 2024 and a new authorization will be needed to enter into new agreements.

It should be noted that the IMAs are exempt from the Westchester County Procurement Policy (the "Policy") pursuant to section 3(a)iii thereof, which exempts contracts with "... any State and any political subdivision, agency or instrumentality thereof." The IMAs are also exempt pursuant to section 3(a) xix of the Policy, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens."

The proposed IMAs are intended to benefit the County by assisting in the provision of tax-funded services to its residents. Accordingly, I believe the proposed IMAs are in the best interest of the County and, therefore, recommend your favorable action on the annexed proposed Act.

Sincerely,



Kenneth W. Jenkins  
County Executive

KJ/MC/BL/mcz

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

Your Committee is in receipt of a communication from the County Executive recommending the approval of an act (the “Act”) which, if adopted by your Honorable Board, would authorize the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), to enter into inter-municipal agreements (“IMAs”) with the City of Yonkers and the City of New Rochelle, acting by and through their respective Offices for the Aging (the “Municipalities”), pursuant to which the Municipalities will provide outreach and other services to seniors to be funded with County tax dollars. The term of the proposed IMAs will commence retroactive to January 1, 2025 and continue through December 31, 2025. In no event will the total aggregate not-to-exceed amount payable for both IMAs exceed the sum of \$30,000.00, payable pursuant to approved budgets.

Your Committee is advised that the programs and services to be provided under the IMAs include the Livable Communities Regional Hosts services program, which provides outreach to residents to participate in and access various programs and services provided by the Department. Services will also include public information/education programs provided through meetings, educational forums and events at which residents are informed about the Department’s myriad programs and services designed to enhance their quality of life.

Your Committee notes that this Honorable Board passed similar authorizing legislation pursuant to Act No. 72 - 2024. However, the existing authorization expired on December 31, 2024 and a new authorization will be needed to enter into new agreements.

Your Committee is informed that the IMAs are exempt from the Westchester County Procurement Policy (the “Policy”) pursuant to section 3(a)iii thereof, which exempts contracts with “. . . any State and any political subdivision, agency or instrumentality thereof.” The IMAs are also exempt pursuant to section 3(a)xix of the Policy, which exempts “any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens.”

The Planning Department has advised that based on its review, the proposed IMAs do not meet the definition of an “action” under the State Environmental Quality Review Act, 6 NYCRR part 617. As such, no environmental review is required. Please refer to the memorandum from the Department of Planning dated January 14, 2025, which is on file with the Clerk of the Board of Legislators.

Your Committee has been advised that the passage of the attached Act requires an affirmative vote of a majority of the members of your Honorable Board.

Your Committee has been advised that adoption of the proposed Act is necessary to effectively carry out this worthwhile program. Accordingly, after due consideration, your Committee recommends adoption of the annexed Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

C/mcz/8.5.2025

# FISCAL IMPACT STATEMENT

SUBJECT: County Funds

☐ 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 \$ 30000

Total Current Year Revenue \$ 30000

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations ☐ Additional Appropriations ☐ Other (explain)

Identify Accounts: 101-24-4957

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Potential Related Operating Budget Expenses: Annual Amount \$ 30000

Describe: Funds received from the County for various programs and services for Westchester County senior citizens.

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Potential Related Revenues: Annual Amount \$ 0

Describe: \_\_\_\_\_

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

Current Year: Without these funds, the Department would not be able to provide senior services including Livable Communities Outreach and public information/education

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Next Four years:

Estimated to be same as above each year.

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Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

Reviewed By:

*Clinton Ranzette*

Deputy Budget Director

9/8/2025

If you need more space, please attach additional sheets.

**AN ACT** authorizing the County of Westchester to enter into inter-municipal agreements with the City of Yonkers and the City of New Rochelle for the provision of outreach and other services to seniors to be funded with County tax dollars

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

Section 1. The County of Westchester be and hereby is authorized to enter into inter-municipal agreements (“IMAs”) with the City of Yonkers and the City of New Rochelle, acting by and through their respective Offices for the Aging (the “Municipalities”), pursuant to which the Municipalities will provide outreach and other services to seniors to be funded with County tax dollars, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025, in a total aggregate amount not-to-exceed \$30,000.00 for both IMAs, payable pursuant to approved budgets.

§2. The programs and services to be provided under the IMAs will include the Livable Communities Regional Host services program which provides outreach to residents to participate in and access programs and services provided by the Department. Services will also include public information/education programs provided through meetings, educational forums and events at which residents are educated and informed about the Department’s myriad programs and services that are designed to enhance their quality of life.

§3. The contract amounts allocated for each IMA shall be determined at the discretion of the Commissioner of the Department of Senior Services and Programs.

§4. The County Executive or his authorized designee is hereby empowered to execute all instruments and take all actions reasonable and necessary to effectuate the purposes hereof.

§5. This Act shall take effect immediately.



September 9, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your review and approval is an Act which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to exercise the fourth of its four (4) one-year renewal options under inter-municipal agreements ("IMAs") with the City of New Rochelle and the City of Yonkers, for services to be funded with grant funds received from the New York State Office for the Aging ("NYSOFA") under Title III-B of the Older Americans Act, in the total aggregate not-to-exceed amount of \$60,465.00, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025 (the "Final Extension Term"). It should be noted that the amount allocated to each municipality for the Final Extension Term will be determined at the discretion of the Commissioner of the Department of Senior Programs and Services.

The services to be provided under the IMAs are information and assistance services to help seniors remain in their homes and community (the "Services").

It should be noted that, by resolution approved on August 7, 2025, the Westchester County Board of Acquisition and Contract duly authorized the Department to enter into the Grant Agreements with NYSOFA.

Your Honorable Board is advised that the Department has complied with the Westchester County Procurement Policy and Procedures (the "Policy"), noting that the IMAs are exempt from the Policy pursuant to section 3(a) iii thereof, which exempts contracts with "... any State and any political subdivision, agency or instrumentality thereof." The IMAs are also exempt pursuant to section 3(a) xix of the Policy, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens."

Although procurement for these Services is exempt from the Policy, these Services are funded with Federal grant monies, and, as such, are subject to Federal procurement requirements (the "Federal Regulations"), pursuant to Section 11 of the Policy. The Federal Regulations (2 CFR§ 200.320), require that contracts in amounts greater than \$10,000.00 and up to \$250,000.00, be procured by obtaining price or rate quotations from an adequate number of qualified sources, unless such contracts are deemed to be "non-competitive" procurements. In furtherance of this requirement, on November 12, 2020, the Department issued a request for proposal ("RFP") seeking qualified entities to provide the Services. Two (2) proposals were received in response to the RFP, one from the City of New Rochelle and the other from the City of Yonkers.

After reviewing the proposals with reference to the evaluation criteria set forth in the RFP, your Honorable Board, by Act No. 82-2021, awarded IMAs to both municipalities for an initial term commencing on January 1, 2021 through December 31, 2021, with four (4) one-year renewal options, exercisable at the County's option. The IMAs were subsequently executed.



Thereafter, your Honorable Board, by Act No. 36-2022, authorized the County to exercise the first of its four (4) renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2022 and continuing through December 31, 2022 (the "First Extension Term"). The IMAs for the First Extension Term were subsequently executed.

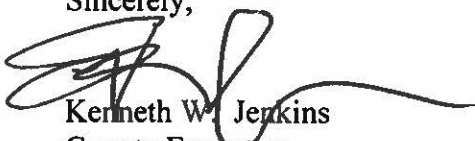
Thereafter, your Honorable Board, by Act No. 45-2023, authorized the County to exercise the second of its four (4) renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2023 and continuing through December 31, 2023 (the "Second Extension Term"). The IMAs for the Second Extension Term were subsequently executed.

Thereafter, your Honorable Board, by Act No. 63-2024, authorized the County to exercise the third of its four (4) renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2024 and continuing through December 31, 2024 (the "Third Extension Term"). The IMAs for the Third Extension Term were subsequently executed.

The County has determined that it will require the Services to continue for an additional year, from January 1, 2025 through December 31, 2025. However, the Federal Regulations (2 CFR§ 200.324 (a)), further require grantees to perform a price or cost analysis in order to test the market before exercising a renewal option. Accordingly, the County, through the Department, obtained prices quotes for the Services from other potential service providers. Following this process, the Department is satisfied that the prices to be paid by the County to the City of New Rochelle and the City of Yonkers are reasonable, and accordingly, seeks authority from your Honorable Board to exercise the fourth and final of its four (4) one-year renewal options to renew the IMAs with the City of New Rochelle and the City of Yonkers, for the provision of the Services, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025.

The proposed IMA extensions are intended to benefit the County by assisting in the provision of grant-funded services to County residents. Accordingly, I believe the proposed IMA extensions are in the best interest of the County and, therefore, recommend your favorable action on the annexed proposed Act.

Sincerely,



Kenneth W. Jenkins  
County Executive

KJ/MC/BL/mcz  
Attachments

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

Your Committee is in receipt of a communication from the County Executive recommending the approval of an Act which, if adopted by your Honorable Board, would authorize the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), to exercise the fourth of its four (4) one year renewal options under inter-municipal agreements (“IMAs”) with the City of New Rochelle and the City of Yonkers, for services to be funded with grant funds received from the New York State Office for the Aging (“NYSOFA”) under Title III-B of the Older American Act, in the total aggregate not-to-exceed amount of \$60,465.00, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025 (the “Final Extension Term”). It should be noted that the amount allocated to each municipality for the Final Extension Term will be determined at the discretion of the Commissioner of the Department of Senior Programs and Services.

Your Committee is advised that the services to be provided under the IMAs are information and assistance services to help seniors remain in their homes and community (the “Services”).

Your Committee is further advised that by resolution approved on August 7, 2025, the Westchester County Board of Acquisition and Contract duly authorized the Department to enter into the Grant Agreements with NYSOFA.

Your Committee is advised that the Department has complied with the Westchester County Procurement Policy and Procedures (the “Policy”), noting the IMAs are exempt from the Policy pursuant to section 3(a) iii thereof, which exempts contracts with “. . . any State and any political subdivision, agency or instrumentality thereof.” The IMAs are also exempt pursuant to section 3(a) xix of the Policy, which exempts “any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens.”

Your Committee is further advised that although procurement for these Services is exempt from the Policy, these Services are funded with Federal grant monies, and, as such, are subject to Federal procurement requirements (the “Federal Regulations”), pursuant to Section 11 of the Policy. The Federal Regulations (2 CFR§ 200.320), require that contracts in amounts greater than \$10,000.00 and up to \$250,000.00, be procured by obtaining price or rate quotations from an adequate number of qualified sources, unless such contracts are deemed to be “non-competitive” procurements. In furtherance of this requirement, on November 12, 2020, the Department issued

a request for proposal (“RFP”) seeking qualified entities to provide the Services. Two (2) proposals were received in response to the RFP, one from the City of New Rochelle and the other from the City of Yonkers.

After reviewing the proposals with reference to the evaluation criteria set forth in the RFP, your Honorable Board, by Act No. 82-2021, awarded IMAs to both municipalities for an initial term commencing on January 1, 2021 through December 31, 2021, with four (4) one-year renewal options, exercisable at the County’s option. The IMAs were subsequently executed.

Thereafter, your Honorable Board, by Act No. 36-2022, authorized the County to exercise the first of its four (4) one-year renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2022 and continuing through December 31, 2022 (the “First Extension Term”). The IMAs for the First Extension Term were subsequently executed.

Thereafter, your Honorable Board, by Act No. 45-2023, authorized the County to exercise the second of its four (4) one-year renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2023 and continuing through December 31, 2023 (the “Second Extension Term”). The IMAs for the Second Extension Term were subsequently executed.

Thereafter, your Honorable Board, by Act No. 63-2024, authorized the County to exercise the third of its four (4) renewal options under the IMAs to extend the terms thereof for an additional year, commencing retroactive to January 1, 2024 and continuing through December 31, 2024 (the “Third Extension Term”). The IMAs for the Third Extension Term were subsequently executed.

The County has determined that it will require the Services to continue for an additional year, from January 1, 2025 through December 31, 2025. However, the Federal Regulations (2 CFR§ 200.324 (a)), further require grantees to perform a price or cost analysis in order to test the market before exercising a renewal option. Accordingly, the County, through the Department, obtained prices quotes for the Services from other potential service providers. Following this process, the Department is satisfied that the prices to be paid by the County to the City of New Rochelle and the City of Yonkers are reasonable, and accordingly, seeks authority from your Honorable Board to exercise the fourth and final of its four (4) one-year renewal options to renew the IMAs with the City of New Rochelle and the City of Yonkers, for the provision of the

Services, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025.

The Planning Department has advised that based on its review, the proposed IMAs do not meet the definition of an “action” under the State Environmental Quality Review Act, 6 NYCRR part 617. As such, no environmental review is required. Please refer to the memorandum from the Department of Planning dated January 14, 2025, which is on file with the Clerk of the Board of Legislators.

Your Committee has been advised that the passage of the attached Act requires an affirmative vote of a majority of the members of your Honorable Board.

Your Committee believes that adoption of the proposed Act is necessary to effectively carry out this worthwhile program. Accordingly, after due consideration, your Committee recommends adoption of the annexed Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

**COMMITTEE ON**

C. mcz/08.05.2025

# FISCAL IMPACT STATEMENT

SUBJECT: IIIB - for NR & Yonkers I & A Svcs only

☐ 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 \$ 60465

Total Current Year Revenue \$ 60465

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 263-85-T686

Potential Related Operating Budget Expenses:

Annual Amount \$ 0

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Potential Related Revenues: Annual Amount \$ 60465

Describe: Funding received from the Federal Government under the Older American's Act.

\_\_\_\_\_

\_\_\_\_\_

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

Current Year: Without these funds, the Department would not be able to provide Information and Assistance to Seniors in Westchester.

\_\_\_\_\_

Next Four years:

Estimated to be same as above each year.

\_\_\_\_\_

\_\_\_\_\_

Prepared by: Sandra Brown

Reviewed By:



Title: Director of Program Development II

Budget Director

Department: Senior Programs & Svcs.

8/28/25

If you need more space, please attach additional sheets.

**ACT NO. 2025 - \_\_\_\_\_**

**AN ACT** authorizing the County of Westchester to exercise the fourth and final of its four (4) one-year renewal options under inter-municipal agreements with the City of New Rochelle and the City of Yonkers for information and assistance services

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

Section 1. The County of Westchester (the “County”) be and hereby is authorized to exercise the fourth and final of its four (4) one-year renewal options under inter-municipal agreements (“IMAs”) with the City of New Rochelle and the City of Yonkers, for the provision of information and assistance services to be funded with grant funds received from the New York State Office for the Aging (“NYSOFA”) under Title III-B of the Older American Act, in the total aggregate not-to-exceed amount of \$60,465.00, for a term commencing retroactive to January 1, 2025 and continuing through December 31, 2025 (the “Final Extension Term”).

§2. The amount of funding allocated to each municipality under the Final Extension Term shall be determined at the discretion of the Commissioner of the Department of Senior Services and Programs.

§3. The County Executive or his authorized designee is hereby empowered to execute all instruments and take all actions reasonable and necessary to effectuate the purposes hereof.

§4. This Act shall take effect immediately.