

LEONARD G. TOWNES

Commissioner, Westchester County Department of Social Services

THOM KLEINER

Executive Director, Westchester-Putnam Workforce Development Board

SENT VIA EMAIL

July 20, 2026

Deborah Burrell-Butler, Executive Director
City of Mount Vernon Youth Bureau
One Roosevelt Square, Room 306
Mount Vernon, NY 10550

Re: Contract for Workforce Development Academy for Youth (WDAY) 2025-2029

Dear Ms. Burrell-Butler,

I am pleased to inform you that the County of Westchester, on behalf of the Westchester-Putnam Local Workforce Development Board, intends to exercise an option with the Mt. Vernon Youth Bureau for the operation of WDAY. Under this agreement, the Mt. Vernon Youth Bureau will serve 30 youth at a cost of \$4,500 per participant, for a total contract amount of \$135,000.

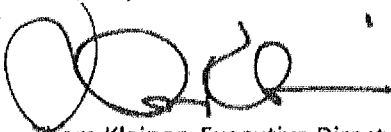
The term of this agreement will commence on or about July 1, 2026, and continue through June 30, 2027, unless terminated earlier in accordance with the provisions of the agreement. The County, at its sole discretion, may extend the TERM for up to two (2) additional one-year periods under the same pricing terms and conditions, with the understanding that the not-to-exceed cap may be adjusted annually based on available funding.

This funding is provided under the Workforce Innovation and Opportunity Act of 2014, PL 113-128, and its implementing regulations (WIOA). Please note that all funds must be expensed or incurred by June 30, 2027, as required under WIOA.

The proposed contract is subject to approval by the Westchester County Commissioner of Social Services, the Westchester County Board of Acquisition and Contract, and the Westchester County Attorney.

Congratulations, and welcome to the team! We look forward to a successful partnership in supporting Westchester's youth.

Sincerely,



Thom Kleiner, Executive Director

Cc: Elizabeth Oliveto, Mary Skirchak

The Westchester-Putnam Workforce Development Board (WPWDB) is comprised of leaders and staff of state and county government agencies, non-profits, public education, and the private sector who work together to strengthen the partnerships between business, education, and service providers within the "Career Center Network" to meet the needs for a skilled workforce. The WPWDB provides policy direction and program oversight to the Career Centers and workforce development programs in Westchester and Putnam counties.