

THOM KLEINER  
Executive Director

**SENT VIA EMAIL**

June 3, 2026

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

Dear Debbie,

Re: 2026 SYEP: 5/1/2026 to 9/30/2026

Westchester County intends to establish a contract with the City of Mount Vernon Youth Bureau to provide Summer Youth Employment Services to seventy-five (75) Youth, 14 to 20 years of age, beginning on or about 5/1/2026 to 9/30/2026 subject to all necessary approvals. **The contract award for the year is expected not to exceed \$195,000.**

The proposed contract described above is subject to the following approvals: The Westchester County Commissioner of Social Services, The Westchester County Board of Acquisition and Contract and the Westchester County Attorney. Therefore, this letter should not be construed in any way as a guarantee of the availability of any such funds to the entity named herein. Upon receipt of these approvals, a formal contract will be executed between the County and the City of Mount Vernon Youth Bureau.

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 directions and program oversight to the Career Centers and workforce development programs in Westchester and Putnam counties.