



CITY OF MOUNT VERNON, N.Y.  
YOUTH BUREAU

SHAWYN PATTERSON-HOWARD  
*Mayor*

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DEBBIE BURRELL-BUTLER, MBA  
*Executive Director*  
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*Deputy Director*

December 31, 2025

Honorable Members of the City Council  
**Through the Office of the Mayor**  
City Hall – One Roosevelt Square  
Mount Vernon, NY 10550

Dear Honorable Members:

This letter comes to respectfully request that the City Council enact legislation that will enable the Mayor permission to enter into an agreement with Organizational Capacity Building (OCB) to provide professional development for the WDAY staff in the amount of **\$20,000** ending on June 30, 2026.

In an ordinance dated October 22, 2025, the Mount Vernon Youth was approved to accept funds in the amount of **\$800,068** from the Westchester-Putnam Local Workforce Development Board to support the Youth Employment Program (YEP). The OCB works with organizations to build their capacity internally and in partnership. They assist in developing logic models, strategic plans, theory of change, data management, development of new programs, and curricula, coaching and professional development for staff at all levels. The core purpose of the professional development is to have staff move from Reactive. To proactive. Problem solver. System based management that ensure program efficacy, and operational excellence.

Please note this is a reimbursable grant which does not require any matching. The up front funds will be disbursed from A7321.405 (Contracted Outside Services). Should you require further information, please feel free to contact me at (914) 665-2347 or by email at [Dburrell@cmvny.com](mailto:Dburrell@cmvny.com).

Sincerely,

*Debbie Burrell-Butler*

Debbie Burrell-Butler  
Executive Director, MBA

CC: Shawyn Patterson-Howard, Mayor  
Darren Morton, Comptroller  
Brian Johnson, Corporation Counsel

**Enclosed:** Program Framework and Tentative Schedule