

To: Dr. DaMia Harris-Madden, Executive Director
Youth Bureau

Kathleen O'Connor, Commissioner
Department of Parks, Recreation and Conservation

From: George Latimer
County Executive

Re: 2022 Alfred B. DelBello Muscoot Farm Youth Programs Interdepartmental Cooperative Agreement

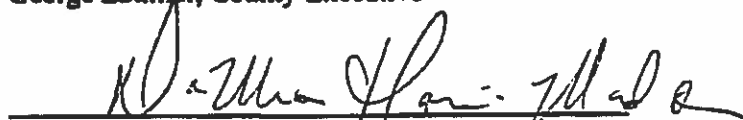
Date: March 29, 2022

The following represents the cooperative plan between the Westchester County Youth Bureau (hereinafter known as WCYB) and the Westchester County Department of Parks, Recreation and Conservation (hereinafter known as PRC) pursuant to which the WCYB will contribute a share of its funding from the NYS Office of Children and Family Services funding towards the Muscoot Farm Youth Program for the period beginning January 1, 2022 to December 31, 2022.

The WCYB will utilize \$50,000 of NYS Office of Children and Family Services funding to support Muscoot Farm Youth Programs. PRC will provide services as more fully described in Schedule "A", which is attached hereto and made a part hereof.

The WCYB will reimburse PRC once copies of payment vouchers (along with supporting documentation) have been submitted to the Youth Bureau to show that payment has in fact been made as set forth in Schedule "B", which is attached hereto and made part hereof. The WCYB will electronically transfer funds to the PRC account.


George Latimer, County Executive


Dr. DaMia Harris-Madden, Executive Director


Kathleen O'Connor, Commissioner

PLEASE DESCRIBE HOW THE PROGRAM FOR WHICH YOU ARE APPLYING FOR FUNDING, ADDRESSES EACH OF THE FOLLOWING 8 FEATURES OF POSITIVE YOUTH DEVELOPMENT SETTINGS:

(These eight features of effective youth development settings serve as quality standards for youth programs)

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

Muscool Farm provides a safe and healthy setting for all programs. A structured environment for each learning experience ensures positive interaction and fosters connections within the farm that are carried beyond. Trained staff provides an appropriate youth environment.

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

A broad range of programs are offered by farm staff and experts in targeted fields. Expectations are set forth at the outset of each program. Programs are developed to be age and developmentally appropriate.

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

Muscool Farm is a family orientated facility offering a wide variety of programs by trained and responsible adults. Positive support and communication is essential in all program areas. Leaders are responsible and encouraging to youth.

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.

Every attempt is made to ensure that program offerings are relevant and culturally appropriate. Programs are inclusive, broad based, and adapted to the age and maturity level of the audience.

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.

The farm staff is responsible for monitoring each program. Documentation is kept on the success of programs, participant numbers and feedback. Farm staff reports to the Farm Manager and goals and objectives are reviewed and modified if deemed necessary.

**WESTCHESTER COUNTY YOUTH BUREAU
PROGRAM BUDGET
SCHEDULE B**

For the Period of Operation: 1/1/2022-12/31/2022	Contract #: "To Be Assigned"
Agency/Municipality Name: Westchester County PRC	Program Title: Muscoot Farm Youth Program

1. PERSONAL SERVICES

Position Title	Rate of Pay	Basis (H,W,BW, SM)	Total Program Amount	Total Funds Requested for this Program
Recreation Supervisor	4,044.25	BW	15,000	
Curator	2,883.14	BW	20,000	
Sr. Maintenance Mechanic II (Farmer)	2,312.25	BW	15,000	
TOTAL SALARIES AND WAGES			50,000	
TOTAL FRINGE BENEFITS				
TOTAL PERSONNEL SERVICES (1)			\$ 50,000	

2. CONTRACTED SERVICES AND STIPENDS

Type of Service or Consultant Title	Rate of Pay	Base (S,M,HR)	Total Program Amount	
TOTAL CONTRACTED SERVICES AND STIPENDS (2)			\$ -	

3. MAINTENANCE & OPERATION

Complete Attachment "E"	Total Program Amount	
TOTAL MAINTENANCE AND OPERATION (3)		

TOTAL PROGRAM AMOUNT \$ 50,000

TOTAL WCYB FUNDS REQUESTED \$ 50,000

List Other Funding Sources	\$ 50,000	Reimbursable Total
	\$ -	Municipal Funding
	\$ -	Other Sources

Approved:

PROGRAM EXPENDITURE SUMMARY

PROGRAM CODE

27015

AND/OR CONTRACT NUMBER

AGENCY/MUNICIPALITY Westchester County

PROGRAM NAME Muscoot Farm Youth Programs

FUND TYF PYD

NOTE: PLEASE REFER TO THE FISCAL POLICIES & PROCEDURES MANUAL FOR FORM INSTRUCTIONS

For the period From: 1/1/2021 To: 12/31/2021

BUDGET CATEGORY	BUDGETED AMOUNT	EXPENDED THIS PERIOD	CUMULATIVE EXPENSES TO DATE	BALANCE REMAINING
SALARIES & WAGES	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$
FRINGE BENEFITS	\$	\$	\$	\$
TOTAL PERSONNEL SERVICES (1)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$
TOTAL CONTRACT SERVICES (2)				\$ -
TOTAL MAINTENANCE & OPERATION (3)	\$	\$	\$	\$
TOTAL FACILITY REPAIRS (4) (OCFS Only)	\$	\$	\$	\$
GRAND TOTALS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -

STATE AID or LOCAL TAX LEVY REQUESTED
(FOR MATCHING FUND PROGRAMS ONLY)

\$ 50,000.00

PREPARED BY

Jonathon Benjamin

Farm Manager

NAME

TITLE

914-864-7284

jl7@westchestergov.com

6/30/2022

TELEPHONE NUMBER

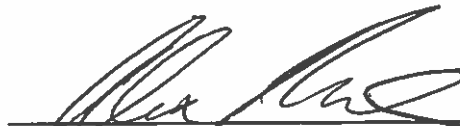
EMAIL ADDRESS

DATE

CERTIFICATION

I certify that the above information is just, true, and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program.

Signature:



Budget Specialist III

6/30/2022

Executive Director/Fiscal Officer

Title

Date

CONTRACT # _____
OR
PROGRAM # 27015

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
PROGRAM EXPENDITURE REPORT - SALARIES

AGENCY/MUNICIPALITY Westchester County Parks, Recreation & Conservation PROGRAM PERIOD FROM 1/1/22 TO 12/31/22

CHECK NUMBER	CHECK DATE	PAYEE NAME	POSITION TITLE	PAYROLL PERIOD		HOURS WORKED (IF PAID HOURLY)	GROSS AMOUNT OF CHECK	AMOUNT CHARGEABLE OF OCFS
				FROM	TO			
5002638	1/6/22	Melinda Swope-Quintero	Curator	12/27/21	1/9/22		\$4,002.66	\$1,000.00
5007327	1/20/22	Melinda Swope-Quintero	Curator	1/10/22	1/23/22		\$4,044.25	\$1,000.00
5012167	2/3/22	Melinda Swope-Quintero	Curator	1/24/22	2/6/22		\$4,044.25	\$1,200.00
5016878	2/17/22	Melinda Swope-Quintero	Curator	2/7/22	2/20/22		\$4,044.25	\$1,400.00
5021529	3/3/22	Melinda Swope-Quintero	Curator	2/21/22	3/6/22		\$4,191.97	\$1,400.00
5026948	3/17/22	Melinda Swope-Quintero	Curator	3/7/22	3/20/22		\$4,044.25	\$1,400.00
5031652	3/31/22	Melinda Swope-Quintero	Curator	3/21/22	4/3/22		\$4,044.25	\$1,400.00
5036484	4/14/22	Melinda Swope-Quintero	Curator	4/4/22	4/17/22		\$4,280.60	\$1,400.00
5041303	4/28/22	Melinda Swope-Quintero	Curator	4/18/22	5/1/22		\$4,044.25	\$1,400.00
5046196	5/12/22	Melinda Swope-Quintero	Curator	5/2/22	5/15/22		\$4,044.25	\$1,400.00
5051259	5/26/22	Melinda Swope-Quintero	Curator	5/16/22	5/29/22		\$4,044.25	\$1,400.00
5056283	6/9/22	Melinda Swope-Quintero	Curator	5/30/22	6/12/22		\$4,206.74	\$1,400.00
5061676	6/23/22	Melinda Swope-Quintero	Curator	6/13/22	6/26/22		\$4,044.25	\$1,400.00
5067093	7/7/22	Melinda Swope-Quintero	Curator	6/27/22	7/10/22		\$4,251.06	\$1,400.00
5073156	7/21/22	Melinda Swope-Quintero	Curator	7/11/22	7/24/22		\$4,044.25	\$1,400.00
TOTALS							\$61,375.53	\$20,000.00

FOR CONTRACT AGENCIES ONLY:
REIMBURSEMENT CHECK NUMBER

SUBMIT ORIGINAL AND TWO COPIES

Employee ID	187645823												
Appointment ID	QUINTERO, MELINDA S												
Name													
Appointment ID	Check Date	Bank Account	Bank Name	Check Number	Type of Check	Disposition Date	Payroll Number	Payroll Number Desc	Gross Pay	Total Deductions	Net Pay Amount	Title	Title Desc
7/21/2022	47		Chase	000000005207302	Regular	7/18/2022	42	PRC	3048.99	835.55	2213.44	C0327 CURATOR	
7/7/2022	47		Chase	000000005201852	Regular	7/1/2022	42	PRC	2952.12	790.70	2161.42	C0327 CURATOR	
6/23/2022	47		Chase	000000005196523	Regular	6/17/2022	42	PRC	2952.12	790.71	2161.41	C0327 CURATOR	
6/9/2022	47		Chase	000000005191251	Regular	6/6/2022	42	PRC	2952.12	790.71	2161.41	C0327 CURATOR	
5/26/2022	47		Chase	000000005186258	Regular	5/23/2022	42	PRC	2952.12	790.71	2161.41	C0327 CURATOR	
5/12/2022	47		Chase	000000005181339	Regular	5/8/2022	42	PRC	2952.12	790.70	2161.42	C0327 CURATOR	
4/28/2022	47		Chase	000000005176461	Regular	4/25/2022	42	PRC	2952.12	790.72	2161.40	C0327 CURATOR	
4/14/2022	47		Chase	000000005171626	Regular	4/11/2022	42	PRC	2952.12	790.70	2161.42	C0327 CURATOR	
3/31/2022	47		Chase	000000005166844	Regular	3/28/2022	42	PRC	2952.12	764.26	2187.86	C0327 CURATOR	
3/17/2022	47		Chase	000000005162021	Regular	3/14/2022	42	PRC	2952.12	790.70	2161.42	C0327 CURATOR	
3/3/2022	47		Chase	000000005156488	Regular	2/28/2022	42	PRC	2952.12	790.71	2161.41	C0327 CURATOR	
2/17/2022	47		Chase	000000005151644	Regular	2/14/2022	42	PRC	2952.12	790.71	2161.41	C0327 CURATOR	
2/3/2022	47		Chase	000000005146878	Regular	1/31/2022	42	PRC	2952.12	790.70	2161.42	C0327 CURATOR	
1/20/2022	47		Chase	000000005141934	Regular	1/14/2022	42	PRC	2952.12	790.72	2161.40	C0327 CURATOR	
1/6/2022	47		Chase	000000005137139	Regular	1/3/2022	42	PRC	2917.63	790.22	2137.41	C0327 CURATOR	

AGENCY/MUNICIPALITY	PROGRAM PERIOD
Westchester County Parks, Recreation & Conservation	FROM 1/1/22 TO 12/31/22

SUBMIT ORIGINAL AND TWO COPIES

Employee ID	151928648												
Appointment ID	SEELAUS JUSTIN C												
Name													
Appointment ID	Check Date	Bank Account	Bank Name	Check Number	Type of Check	Disposition Date	Payroll Number	Payroll Number Desc	Gross Pay	Total Deductions	Net Pay Amount	Title	Title Desc
	7/21/2022	47	Chase	000000005207239	Regular	7/18/2022	42	PRC	3089.73	1282.00	1817.73	C2810 SMM IIFARM	
	7/17/2022	47	Chase	000000005201788	Regular	7/11/2022	42	PRC	2880.10	1183.66	1696.44	C2810 SMM IIFARM	
	6/23/2022	47	Chase	000000005186459	Regular	6/17/2022	42	PRC	2573.71	1046.47	1527.24	C2810 SMM IIFARM	
	6/9/2022	47	Chase	000000005191190	Regular	6/6/2022	42	PRC	3072.69	1269.89	1802.80	C2810 SMM IIFARM	
	5/26/2022	47	Chase	000000005186186	Regular	5/23/2022	42	PRC	3379.08	1407.07	1972.01	C2810 SMM IIFARM	
	5/12/2022	47	Chase	000000005181278	Regular	5/9/2022	42	PRC	2494.92	1011.18	1483.74	C2810 SMM IIFARM	
	4/28/2022	47	Chase	000000005176400	Regular	4/25/2022	42	PRC	2468.65	999.42	1469.23	C2810 SMM IIFARM	
	4/14/2022	47	Chase	000000005171585	Regular	4/11/2022	42	PRC	3631.74	1520.21	2111.53	C2810 SMM IIFARM	
	3/31/2022	47	Chase	000000005166793	Regular	3/28/2022	42	PRC	2735.23	995.21	1740.02	C2810 SMM IIFARM	
	3/17/2022	47	Chase	000000005161958	Regular	3/14/2022	42	PRC	2519.89	1027.18	1492.51	C2810 SMM IIFARM	
	3/02/2022	47	Chase	000000005156424	Regular	2/28/2022	42	PRC	2460.51	1000.67	1459.84	C2810 SMM IIFARM	
	2/17/2022	47	Chase	000000005151580	Regular	2/14/2022	42	PRC	2367.50	1027.33	1340.17	C2810 SMM IIFARM	
	2/02/2022	47	Chase	000000005146811	Regular	1/31/2022	42	PRC	2435.14	1059.51	1375.63	C2810 SMM IIFARM	
	1/20/2022	47	Chase	000000005141861	Regular	1/14/2022	42	PRC	2846.47	1255.13	1591.34	C2810 SMM IIFARM	
	1/6/2022	47	Chase	000000005137065	Regular	1/3/2022	42	PRC	2505.04	1094.37	1410.67	C2810 SMM IIFARM	

CONTRACT # _____
OR
PROGRAM # 27015

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
PROGRAM EXPENDITURE REPORT - SALARIES

AGENCY/MUNICIPALITY Westchester County Parks, Recreation & Conservation PROGRAM PERIOD FROM 1/1/22 TO 12/31/22

CHECK NUMBER	CHECK DATE	PAYEE NAME	POSITION TITLE	PAYROLL PERIOD		HOURS WORKED (IF PAID HOURLY)	GROSS AMOUNT OF CHECK	AMOUNT CHARGEABLE OF OCFS
				FROM	TO			
5137061	1/6/22	Jonathon Benjamin	Curator	12/27/21	1/9/22		\$3,127.95	\$1,000.00
5141857	1/20/22	Jonathon Benjamin	Curator	1/10/22	1/23/22		\$3,650.61	\$1,000.00
5146807	2/3/22	Jonathon Benjamin	Curator	1/24/22	2/6/22		\$3,231.96	\$1,000.00
5151576	2/17/22	Jonathon Benjamin	Curator	2/7/22	2/20/22		\$3,522.56	\$1,000.00
5156421	3/3/22	Jonathon Benjamin	Curator	2/21/22	3/6/22		\$3,899.26	\$1,000.00
5161955	3/17/22	Jonathon Benjamin	Curator	3/7/22	3/20/22		\$4,093.00	\$1,000.00
5166780	3/31/22	Jonathon Benjamin	Curator	3/21/22	4/3/22		\$3,640.95	\$1,000.00
5171562	4/14/22	Jonathon Benjamin	Curator	4/4/22	4/17/22		\$4,012.11	\$1,000.00
5176397	4/28/22	Jonathon Benjamin	Farm Manager	4/18/22	5/1/22		\$3,386.57	\$1,000.00
5181275	5/12/22	Jonathon Benjamin	Farm Manager	5/2/22	5/15/22		\$4,594.67	\$1,000.00
5186193	5/26/22	Jonathon Benjamin	Farm Manager	5/16/22	5/29/22		\$4,340.08	\$1,000.00
5191187	6/9/22	Jonathon Benjamin	Farm Manager	5/30/22	6/12/22		\$3,853.53	\$1,000.00
5196456	6/23/22	Jonathon Benjamin	Farm Manager	6/13/22	6/26/22		\$4,611.65	\$1,000.00
5201785	7/7/22	Jonathon Benjamin	Farm Manager	6/27/22	7/10/22		\$4,238.24	\$1,000.00
5207236	7/21/22	Jonathon Benjamin	Farm Manager	7/11/22	7/24/22		\$5,531.47	\$1,000.00
TOTALS							\$59,734.61	\$15,000.00

FOR CONTRACT AGENCIES ONLY:
REIMBURSEMENT CHECK NUMBER

SUBMIT ORIGINAL AND TWO COPIES

Employee ID	301029386												
Appointment ID	BENJAMIN JONATHAN L												
Name													
Appointment ID	Check Date	Bank Account	Bank Name	Check Number	Type of Check	Disposition Date	Payroll Number	Payroll Number Desc	Gross Pay	Total Deductions	Net Pay Amount	Title	Title Desc
7/12/2022	47	Chase	Chase	000000005207236	Regular	7/18/2022	42	PRC	5531.47	2884.68	2646.79	C1421 FARM MANAGER	
7/17/2022	47	Chase	Chase	0000000005201785	Regular	7/17/2022	42	PRC	4238.24	2228.65	2009.59	C1421 FARM MANAGER	
6/23/2022	47	Chase	Chase	0000000005186458	Regular	6/17/2022	42	PRC	4811.65	2418.07	2193.58	C1421 FARM MANAGER	
6/9/2022	47	Chase	Chase	0000000005191187	Regular	6/9/2022	42	PRC	3853.53	2033.47	1820.06	C1421 FARM MANAGER	
5/26/2022	47	Chase	Chase	0000000005186193	Regular	5/23/2022	42	PRC	4340.08	2280.31	2059.77	C1421 FARM MANAGER	
5/12/2022	47	Chase	Chase	0000000005181275	Regular	5/9/2022	42	PRC	4594.67	2409.46	2185.21	C1421 FARM MANAGER	
4/28/2022	47	Chase	Chase	0000000005178397	Regular	4/25/2022	42	PRC	3386.57	1786.59	1589.98	C1421 FARM MANAGER	
4/14/2022	47	Chase	Chase	0000000005171562	Regular	4/11/2022	42	PRC	4012.11	2150.30	1861.81	C0327 CURATOR	
3/31/2022	47	Chase	Chase	0000000005166780	Regular	3/28/2022	42	PRC	3640.95	1906.72	1734.23	C0327 CURATOR	
3/17/2022	47	Chase	Chase	0000000005161955	Regular	3/14/2022	42	PRC	4093.00	2191.34	1901.66	C0327 CURATOR	
3/3/2022	47	Chase	Chase	0000000005156421	Regular	2/28/2022	42	PRC	3899.26	2093.07	1806.19	C0327 CURATOR	
2/17/2022	47	Chase	Chase	0000000005151578	Regular	2/14/2022	42	PRC	3522.56	1901.96	1620.60	C0327 CURATOR	
2/3/2022	47	Chase	Chase	0000000005146807	Regular	1/31/2022	42	PRC	3231.96	1754.54	1477.42	C0327 CURATOR	
1/20/2022	47	Chase	Chase	0000000005141857	Regular	1/14/2022	42	PRC	3650.61	1866.93	1683.68	C0327 CURATOR	
1/6/2022	47	Chase	Chase	0000000005137061	Regular	1/3/2022	42	PRC	3127.95	1681.95	1446.00	C0327 CURATOR	