



## **VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA**

**MEETING DATE:** JUNE 28, 2022

**AGENDA ITEM SECTION:** DISCUSSION AND RESOLUTION ITEMS

**AGENDA ITEM NO. :** 12

**DEPARTMENT:** VILLAGE ADMINISTRATOR

**AGENDA ITEM:**

**DISCUSSION:** EXECUTING A PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH MELISSA DIODATI TO ACT AS THE DOBBS FERRY YOUTH SERVICES COUNCIL COALITION COORDINATOR FOR THE FACILITATION OF PROGRAMMING FUNDED BY THE DRUG FREE COMMUNITIES GRANT

**RESOLUTION:** AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH MELISSA DIODATI TO ACT AS THE DOBBS FERRY YOUTH SERVICES COUNCIL COALITION COORDINATOR FOR THE FACILITATION OF PROGRAMMING FUNDED BY THE DRUG FREE COMMUNITIES GRANT

**ITEM BACKUP DOCUMENTATION:**

1. DRAFT RESOLUTION
2. MEMORANDUM AND ATTACHMENT FROM MS. MELISSA FERRARO/VILLAGE ADMINISTRATOR TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO EXECUTE A  
PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH MELISSA  
DIODATI TO ACT AS THE DOBBS FERRY YOUTH SERVICES COUNCIL  
COALITION COORDINATOR FOR THE FACILITATION OF PROGRAMMING  
FUNDED BY THE VILLAGE'S GRANT FOR DRUG FREE COMMUNITIES**

**WHEREAS**, the Village of Dobbs Ferry receives grant funding for the Drug Free Communities Grant through the Village's Youth Services Council Coalition; and

**WHEREAS**, the Village seeks to enter into a contract for professional services with a Consultant to function in the role of "Coalition Coordinator" for the facilitation of the programming funded by this grant; and

**WHEREAS**, the Coalition Coordinator will be responsible for the day-to-day management of program goals, objectives and activities, and will work collaboratively with the Coalition; and

**WHEREAS**, Melissa Diodati meets the qualifications required to act as the Coalition Coordinator; and

**WHEREAS**, the Village seeks to enter into a contract for professional services with Melissa Diodati for the purpose of furnishing certain consulting services within this grant; and

**WHEREAS**, Ms. Diodati will be paid for her consulting services through the Drug Free Communities Grant funding at a rate of \$38.32 per hour, with an average 30-35 hours of work each week and a total annual remuneration not to exceed \$70,000 per year.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Village of Dobbs Ferry Board of Trustees hereby authorizes the Village Administrator to execute a professional services consultant agreement with Melissa Diodati to function in the consulting role of "Coalition Coordinator" for the facilitation of programming funded by the Village's Drug Free Communities grant; and be it further

**RESOLVED**, that the professional services agreement shall be subject to the review and approval of the Village Attorney and Village Administrator; and be it further

**RESOLVED**, that this Resolution shall take effect immediately.



**VILLAGE OF DOBBS FERRY**  
**OFFICE OF THE VILLAGE ADMINISTRATOR**  
112 Main Street  
Dobbs Ferry, New York 10522

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To: Mayor Rossillo & Board of Trustees

From: Melissa Ferraro, Village Administrator

Re: Youth Services Coalition Coordinator consultant position

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The Village of Dobbs Ferry receives grant funding for the Drugs Free Community grant operation through the Village's Youth Services Coalition. In order to coordinate the services and programming served with this grant funding, the Village is seeking to hire a Consultant to act as the "Coalition Coordinator." We have identified candidate Melissa Diodati to serve in this function. Ms. Diodati will not be a Village employee but will act in the capacity of a consultant in her position as the Coalition Coordinator. The duties of the position are attached.

Ms. Diodati will be paid for her consulting services through the Drug Free Communities Grant funding at a rate of \$38.32 per hour, with an average 30-35 hours of work each week and a total annual remuneration not to exceed \$70,000 per year.

I ask that this item be placed on the 6/28/22 Board of Trustees agenda for consideration to authorize the execution of the professional services consultant agreement with Ms. Diodati as the Dobbs Ferry Youth Services Coalition Coordinator for the facilitation of funds through the .Drugs Free Communities grant.



### **Coalition Coordinator Duties and Responsibilities**

1. Description of duties and responsibilities - the **Coalition Coordinator** will be responsible for the day-to-day management of program goals, objectives and activities. The Coalition Coordinator will work collaboratively with the coalition to maximize participation and accomplishments. In addition to coordinating strategies, coalition initiatives and meetings, this individual will be responsible for:
  - Drafting and distributing meeting agendas
  - Recording and maintaining minutes and all other documentation of meetings and activities
  - Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving
  - Representing the coalition at local, county, and state meetings
  - Providing logistic support for trainings, surveys and all meetings for coalition strategies
  - Coordinating the implementation and delivery of all required documents, program surveys and other required materials as deemed necessary.
  - Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs-assessment and strategic planning
  - Continually maintain and develop content for the coalition website
  - Develop informational brochures and prevention activities;
  - Coordinate development of public service announcements and awareness campaigns;
  - Coordinate the regular review of coalition budget and expenditures by the coalition.
  - Order supplies, materials, recruit volunteers, place printing orders
  - Assist with completing required forms and obtain appropriate signatures
2. Qualifications for position – Bachelor’s degree and at least 2 years working in community based agency or organization.
3. Monthly reporting requirement – Will provide a written monthly report to the Project Director reporting accomplishments and a monthly invoice.
4. Skills and knowledge required – Exceptional organizational skills, aptitude with websites and social media, ability to work with diverse groups of people

5. Personal qualities – Strong interpersonal skills, written and verbal communication and ability to meet deadlines.
6. Amount of travel and any other special conditions or requirements – Possible travel of 2-4 weeks per year
7. Pay/hours – Third-party contractual agreement with contractual amount based on your experience. Flexible schedule within the guidelines of the Youth Services Coalition. Some evenings and weekends required.
8. Insurance requirement – The consultant shall, during the performance of the work, maintain the following insurance in the types and amounts, and with insurers satisfactory to the Village:

1. *Employer's Liability \$1,000,000*
2. *General Bodily Injury \$1,000,000 each occurrence*
3. *General Property Damage \$1,000,000 each occurrence*
4. *Automobile Bodily Injury \$1,000,000 per injury and \$1,000,000 each occurrence*
5. *Automobile Property Damage \$1,000,000 each occurrence*
6. *Professional Liability \$500,000*

Prior to commencing performance, the consultant shall furnish the Village with a Certificate of Insurance as evidence of the required insurance and such Certificate of Insurance as evidence of the required insurance and such Certificate shall name the Village as additional insured. The Certificate shall provide for thirty (30) days written notice to the Village prior to cancellation thereof. New, current certificates shall be provided at each policy renewal. The Village shall be listed as an additional insured on coverages furnished under 1-6 inclusive.