



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

FROM: Jennifer Hibit, Secretary to the Authority

DATE: January 26, 2026

SUBJECT: Amendment No. 1 to Professional Services Agreement with Child and Family Service of Erie County

---

On April 20, 2023, the Board authorized the execution of a Professional Services Agreement (the “Agreement”) with Child and Family Services of Erie County to provide the Authority with Employee Assistance Program Services (“EAP”). The Agreement has a term of three years with an option to extend for two additional one-year terms. The Agreement is set to expire on April 30, 2026. Attached you will find a letter dated January 14, 2026 from Child and Family Services of Erie County requesting the Authority exercise the first one-year extension with the same terms and conditions.

Child and Family Services of Erie County has been supplying the Authority with EAP services for over 25 years. Some of the valuable EAP services provided to Authority employees include counseling sessions, legal consultations, financial consultations, and nutritional services. Therefore, I am recommending an amendment to extend the current Agreement for an additional year, maintaining the same terms and conditions.

A resolution to approve the amendment has been included for your consideration at the February 12, 2026 Board Meeting.

Thank you.

JH:ah

### Budget Information:

- Unit 8010
- GL 401000
- Primary 920720

# Child Family Services

## Employee Assistance Program

January 14, 2026

Amy Hassett  
Erie County Water Authority  
295 Main Street, Room 350  
Buffalo, New York 14203

Dear Ms. Hassett,

Thank you for your message regarding the upcoming expiration of the Agreement between Child and Family Services of Erie County and the Erie County Water Authority related to the Employee Assistance Program.

This letter confirms that Child and Family Services of Erie County agrees to extend the Agreement for one additional year under the same terms and conditions, in accordance with Article 5, Section 5.02 of the Agreement. We understand the extension period to be effective through April 30, 2027.

We value our ongoing partnership with the Erie County Water Authority and appreciate the opportunity to continue providing Employee Assistance Program services to your employees and their families.

Please let me know if any additional is needed, I am happy to assist and ensure a smooth and timely process.

Thank you again for your continued collaboration.

Sincerely,



Megan L. Andrews, LCSW R  
Director, Employee Assistance Program  
Child and Family Services of Erie County

**ERIE COUNTY WATER AUTHORITY**  
**AUTHORIZATION FORM**  
**For Approval/Execution of Board Meeting Documents**

Document Name: \_\_\_\_\_ Project No.: \_\_\_\_\_

Description: \_\_\_\_\_

**Item Description:**

Choose one: \_\_\_\_\_

Other: \_\_\_\_\_

**Action Requested:**

Choose one: \_\_\_\_\_

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer

 \_\_\_\_\_ Date: 01/26/2026

Chief Operating Officer

\_\_\_\_\_ Date: 01/26/2026

Claims Rep. – Risk Manager

\_\_\_\_\_ Date: 1/26/2026

Comptroller

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration

 \_\_\_\_\_ Date: 02/02/2026

Director of Distribution

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources

 \_\_\_\_\_ Date: 1-27-2026

Director of IT

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Operations

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Planning & Water Supply

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Production

\_\_\_\_\_ Date: \_\_\_\_\_

Director of Water Quality

\_\_\_\_\_ Date: \_\_\_\_\_

Executive Engineer

\_\_\_\_\_ Date: \_\_\_\_\_

General Counsel (Legal)

 \_\_\_\_\_ Date: 2/3/2026

Other: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority



\_\_\_\_\_ Date: 2/3/2026

Remarks: \_\_\_\_\_

Resolution Date: \_\_\_\_\_ Item No: \_\_\_\_\_

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES CONTRACT WITH  
CHILD AND FAMILY SERVICES OF ERIE COUNTY**

AMENDMENT, effective February 12, 2026, to the Professional Services Contract entered into on April 20, 2023, by and between

**ERIE COUNTY WATER AUTHORITY**  
295 Main Street, Room 350  
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

**CHILD AND FAMILY SERVICES OF ERIE COUNTY**  
Tri-Main Building  
2495 Main Street, Suite 357  
Buffalo, New York 14214

hereinafter referred to as the “Consultant.”

**WHEREAS**, on April 20, 2023, the Authority and the Consultant entered into a three-year professional services contract (the “Contract”) providing for services related to an Employee Assistance Program to the Authority from May 1, 2023 through April 30, 2026; and

**WHEREAS**, in accordance with Article 5, Paragraph 5.01 of the Contract, the parties may agree in writing to extend the term of the Contract for two additional one (1) year terms, at the sole discretion of the Authority, upon mutually agreed on terms and conditions; and

**WHEREAS**, the Consultant has requested a one-year extension under the same terms and conditions as the amended Contract; and

**WHEREAS**, in accordance with Article 3, Paragraph 3.07 of the Contract, the Consultant agrees to provide Certificates of Insurance certifying required coverage; and

**WHEREAS**, in accordance with Article 3, Paragraph 3.02 of the Contract, any modification or variation from the terms of the Contract must be in writing, authorized by a resolution of the Board of Commissioners of the Authority (the “Board”), and signed by all parties; and

**WHEREAS**, the Secretary to the Authority has reviewed the request to extend the contract under the same terms as the Contract and recommends extending the Contract; and

**WHEREAS**, the parties wish to extend the Contract for a one-year period from May 1, 2026 through April 30, 2027.

**NOW, THEREFORE**, in consideration of mutual promises herein set forth, the parties agree to the following:

(1) All terms and conditions of the Contract shall continue in effect until April 30, 2027;

(2) Proof of insurance as described in Paragraph 3.07 of the Contract will be provided within thirty (30) days of the execution of this Amendment; and

(3) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

**IN WITNESS WHERETO**, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

**ERIE COUNTY WATER AUTHORITY**

By \_\_\_\_\_  
Jerome D. Schad, Chair

**CHILD AND FAMILY SERVICES OF  
ERIE COUNTY**

By \_\_\_\_\_

**STATE OF NEW YORK )  
COUNTY OF ERIE ) ss:**

On the \_\_\_ day of February, in the year 2026, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

---

Notary Public

**STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_ ) ss:**

On the \_\_\_ day of \_\_\_\_\_, in the year 2026, before me personally came \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that he/she resides in \_\_\_\_\_ that he/she is the \_\_\_\_\_ of the Corporation described in the above instrument; and that he/she signed his/her name thereto by order of the Board of Directors of said Corporation.

---

Notary Public