

CONTRACT ADMINISTRATION BOARD MEETING MINUTES



Honorable Daniel P. McCoy, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Shawn M. Morse, *Chairman, County Legislature*

January 11, 2012 | 1:00 P.M. | CEO Conference Room, 112 State Street, Suite 200

Members Present: Daniel P. McCoy, *County Executive*
Shawn M. Morse, *Chairman County Legislature*

Others Present:
Eugenia Condon, Law
Karry Culihan, Law
John McPhillips, Management & Budget
Ashley Smith, Management & Budget
Karen Storm, Purchasing
Doug Miller, Sheriff's Office
Thomas Coffey, Nursing Home
Rich Lyons, Sewer District
Rick Reed, Health
Laura DeGaetano, Economic Development
Michael Perrin, County Executive's Office
Michael McLaughlin, County Executive's Office

The meeting commenced at 1:10 P.M.

TYPE: NEW
Contract Number: 525
Requesting Department: Sheriff
Vendor: North eastern Rescue Vehicles, Inc.
Scope of Services: Purchase of Ambulance.
Term: N/A
Amount: \$61,742.00

Funding is through the State Law Enforcement Terrorism Prevention Program. 32 People were notified through the website, plus 3 additional vendors were contacted and only 1 responded. Also contacted Colonie to see if the price was similar to what they have paid in the past and it is. Revenue will also be generated through the implementation of this purchase.

Contract Approved Unanimous.

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TYPE: NEW
Contract Number: 429
Requesting Department: DPW
Vendor: H. L. Gage
Scope of Services: Purchase of International OEM Parts. Original equipment manufacturer parts.
Term: 2/5/2012-2/4/2013; with (2) one year renewal options
Amount: \$90,000.00

Initially held due to department absence at meeting.

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TYPE: NEW
Contract Number: 417
Requesting Department: Residential Health Care Facility
Vendor: College of St. Rose
Scope of Services To provide speech therapy services including, but not limited to, speech therapy and evaluations to the residents of the nursing home.
Term: 1/1/2012-12/31/2012
Amount: \$49,123.00

St. Rose has been a 13 year provider for these services. Under this the Nursing Home serves as a clinical site for 2-3 graduate students per semester. The question was asked why we should pay for this contract when the students are paying St. Rose. The woman supervising the graduate students is not an adjunct professor; she is only a nursing home employee. Medicaid reimburses us the majority of this contract for the services performed which are mandated. It is estimated that a 1 hour session is roughly \$47 in reimbursement. If the contract was discontinued the students would need to continue coming due to course requirements, so it was suggested by Mr. Morse to see if we could negotiate a lower price with St. Rose and for the time being approve this CAB for one month so as to allow time for that conversation while still receiving services.

Contract Approved Unanimously.

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TYPE: NEW
Contract Number: 518
Requesting Department: Sewer District
Vendor: Industrial Furnace Company
Scope of Services Incinerator #2 at North Plant, hearth replacement and miscellaneous refractory repairs.
Term: Two months
Amount: \$97,275.00

Contract is to do some maintenance work on Incinerator #2 at the North Plant. The contract allows for funding to be used on a price per unit basis for extra work that may be needed once they begin the repairs. Industrial Furnace has been doing this work for them for the last 30 years and has always been the favored bidder do to their location. The others bidders are located a great distance from Albany. It is important that the incinerators have adequate back up. There are 4 total with 2 working at a time. Traditionally two of the incinerators run for 2 years and are then switched to the back up two incinerators. The first two are cleaned and repaired in order to be ready when the switch occurs again which is what this contract calls for. The Sewer District is only permitted to run one incinerator at each location at a time. The funding is coming out of their 2012 Property, Repair and Rental budget line.

Contract Approved Unanimously.

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TYPE: NEW
Contract Number: 554
Requesting Department: Health
Vendor: St. Peter's Hospital-St. Peter's Bender Laboratory
Scope of Services Laboratory services for patient lab testing for STD and TB patients as required by Article 23, section 2304 of the Public Health Law and Public Health Plan 2200-2202.
Term: 3/1/2012-2/28/2012
Amount: \$30,000.00

Health RFP'd the Laboratory services out and St. Peter's was the only responder. Both STD and TB testing are mandated services. The question was raised as to whether or not the clinic's for these services ask clients if they have private insurance. Rick Reed

responded that the Health Department has been trying to begin implementing data collection on these individuals for the purpose of billing but it has not been fully implemented yet. The amount that the contract is set for is based on the number of visits at the clinics in past years. The question was then asked by Mr. McCoy if the County can charge clients for these services. Mr. Reed responded that the Department of Health does not allow a fee on clients receiving these services but if they say they have private insurance he can bill the insurance provider. Mr. McCoy asked that Law check the accuracy of not being able to charge clients. Mr. McCoy then asked that Mr. Reed come back to the board next month with the amount of clients served and they would look at the CAB again, since Mr. Reed did not have the amount with him. Mr. Reed explained that in the case of TB testing they are already billing when able but they are only starting the process regarding STD testing.

Mr. McCoy asked what information is gathered when the client visits the clinic. Mr. Reed responded that they fill out a general form with general identity information. He also noted that the problem with gathering too much information is that it creates a fear for clients to come and get tested, thinking they will be publicly identified. Both Mr. McCoy and Mr. Morse agreed with Mr. Reed that they did not want that to happen and wanted individuals to come to the clinic and get tested. Mr. Reed also pointed out another problem the Clinic's face which is that most of the TB clients are immigrants who often do not speak English making gathering information difficult. Mr. Morse pointed out that anything that the County can be billing for, should, and asked that the issue of charging clients be looked into further. Mr. Reed said that the contract with St. Peter's stipulates that if insurance information is provided, they must bill for the service. Mr. McCoy also asked that the Clinics look for repeat clients and tracking them and their billing possibilities.

Contract Approved Unanimously.

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TYPE: NEW
Contract Number: 521
Requesting Department: Economic Development
Vendor: Charles Tommell
Scope of Services: Reimbursement got crop loss as a result of Tropical Storms Irene and Lee.
Term: Until all funding is allocated.
Amount: \$30,137.11

Contract number 521 and 522 were discussed together as they pertain to the same funding stream. Mr. Morse asked if the money was from FEMA. Laura DeGaetano replied that the money was from the State but beyond that was ultimately Federal funding. The Economic Development staff did not choose the reimbursement recipients, the State did. The recipients had to apply to the State for funding showing documentation and exhibits of crop loss.

Contract Approved Unanimously.

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TYPE: NEW
Contract Number: 522
Requesting Department: Economic Development
Vendor: Mark Stanton
Scope of Services: Reimbursement got crop loss as a result of Tropical Storms Irene and Lee.
Term: Until all funding is allocated.
Amount: \$34,786.65

See above.

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Other Business – Board will review minutes from the December 20, 2011 CAB meeting.
The board decided to hold this item until the February meeting as Mr. Morse was not part of the December meeting.

The meeting adjourned at 1:30 P.M.

The meeting was temporarily reconvened when Karen Storm drew attention to the fact that the DPW CAB request was time sensitive as the parts are for the snow plows. Mr. McCoy reiterated that he preferred to wait as a representative was not in attendance from DPW. It was explained by Eugenia Condon that the meeting was not scheduled until late Tuesday afternoon and that not everyone may have been aware of the meeting. After some discussion as to how to proceed, Mr. Morse moved to approve the CAB; Mr. McCoy second, and the contract was approved unanimously.

The meeting officially adjourned at 1:35 P.M.