CONTRACT ADMINISTRATION BOARD MEETING

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

Monday, March 19, 2012 | CEO Conference Room, 112 State Street, Suite 200 | 10:30 AM

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Members Present: Daniel McCoy, *County Executive*
Thomas Clingan, *County Clerk*
Shawn Morse, *Chair of Legislature*

Others Present: Karry Culihan, *Law*
Karen Storm, *Purchasing*
Tom Wigger, *Correctional Facility*
Chris Chmielewski, *Correctional Facility*
Rich Lyons, *Sewer District*
George Brown, *Aging*
Thomas Coffey, *Nursing Home*
Darrell Duncan, *Highways-Engineering Division*
William Anslow, *Highways-Engineering Division*
James Crucetti, *Health Department*
Lynn Tubbs, *Children, Youth and Families*
Ralph Signoracci, *Majority Counsel*
Michael McLaughlin, *County Executive*
Brad Fischer, *County Executive*
John McPhillips, *Management & Budget*
Ashley Smith, *Management & Budget*
Sarah Cantwell, *Management & Budget*

Meeting commenced at 10:35am.

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TYPE: NEW
Contract Number: 640
Requesting Department: Correctional Facility
Vendor: Galls, Inc.
Scope of Services: Uniform apparel for Correctional Facility.
Term: 3/19/2012 - 9/27/2012
Amount: $51,102.00

Mr. Chmielewski explains contract. Mr. Clingan notes the vendor is from Lexington, KY and asks if there were any local bidders. Mr. Chmielewski explains the local bidders were at a much higher cost. There are local contacts available for Gall Inc. Gall is coming in for a week to measure. Mr. Morse asks why six months. Mr. Chmielewski responds that they are trying to align this contract with other similar contracts. Clingan motions to approve, Mr. Morse seconds.
Contract Approved.

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TYPE: NEW
Contract Number: 650
Requesting Department: Correctional Facility
Vendor: James E. Jones
Scope of Services Cosmetology services to inmates at the Albany County Correctional Facility / RFP #2012-018
Term: 3 years
Amount: $55,500.00 - ($18,500/year)

Mr. Clingan asks why is there only one proposer? Mr. Chmielewski tells him that Mr. Jones is a former Corrections Officer. The previous person who had the contract did not like working inside the facility. Mr. Morse asks how many hours does the contract cover? Mr. Chmielewski explains they measure it based on the number of haircuts given. Last year the count was 528 heads at a cost of $5,257.00. Mr. Morse then asks, if the County is required to provide this service? And can we charge for it? Mr. Chmielewski States we are required and yes we can charge for it. They are currently looking into how much to charge; a survey has gone out to other counties. Anticipated price will be $3.00 but could be more or less depending on the information gathered from other counties. Mr. Clingan asks if the inmates have the money for this service. Mr. Chmielewski advises that yes they have the money and if they are considered indigent they the haircut is free to the inmate. There are also clippers available on each tier for the inmates to take care of their own hair. Mr. McCoy motions to approve, Mr. Morse seconds the motion.

Contract Approved.

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TYPE:	NEW
Contract Number:	635
Requesting Department:	Sewer District
Vendor:	David Frueh Contracting
Scope of Services:	Excavating and transportation of ~11,500 cubic yards of sewage sludge ash from North Plant to the City of Albany Landfill.
Term:	6 Months
Amount:	$82,750.00

Mr. Lyons explains that Frueh has been the low bidder for three of the last four years. This contract is coming in $8,000.00 under budget. Right now the City of Albany takes the ash with no tipping fee. In addition they take the screening and grit at no cost. Mr. Clingan asked about Mr. Polland who has done this service in the past. Mr. Lyons notes that Mr. Polland's price was higher. Mr. Morse motions to approve, Mr. McCoy seconds the motion.

Contract Approved.

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TYPE:	NEW
Contract Number:	624
Requesting Department:	Nursing Facility
Vendor:	Dr. Guerman Ermolenko
Scope of Services	The Physician shall provide consultative Psychiatric and treatment for the residents of the Nursing Home.
Term:	4/1/2012-3/31/2014
Amount:	$68,000.00

Mr. Coffey, the psychiatrist sees approximately 175 residents per year. These are ordered by the attending physician. Mr. Morse asks if we can bill for this services? Mr. Coffey explains that we cannot bill for this service as it is a Nursing Home covered service. Mr. Morse asks what about for an X-ray? Mr. Clingan asks if there is a distinct dividing line? Mr. Coffey explains that normal covered services are not billable. If there is a 3rd party insurance they can be billed but any Medicaid patient receiving this service cannot be billed. If it's a more complicated issue there are higher rates that we charge Medicaid. Mr. Clingan motions to approve, Mr. Morse seconds motion.

Contract Approved.

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TYPE:	NEW
Contract Number:	597
Requesting Department:	Residential Health Care Facility
Vendor:	Andrew Coates, M.D.
Scope of Services	Provide the Medical Director role at the Nursing Home, as required by the NYS Department of Health.
Term:	3/1/2012-2/28/2013

Amount: $82,000.00

Contract 597 from last month was approved for 30 days to have research done on the issue.
Mr. McCoy wants to table it again for another month, until the end of April so the research can be completed. He asks to meet with Dr. Caotes. Mr. Clingan motions to approve for one month, Mr. Morse seconds the motion.
Contract Approved for one month.

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TYPE: RENEWAL
Contract Number: 646
Requesting Department: Aging
Vendor: Legal Aid Society of Northeastern New York, Inc.
Scope of Services: To provide legal services to the low-income senior population of Albany County, particularly those in the greatest economic or social need, low income minorities and rural elders.
Term: 1/1/2012 - 12/31/2012
Amount: $36,000.00

Mr. Brown explains this is a long standing contract, since 2000 this has been the only RFP respondent. The contract amount has been cut from $40,000.00 to $36,000.00. Used grant money for county match this year. The number of people serviced is 151 down from 195 in previous years. Mr. Morse wants clarification on what services are provided. Mr. Brown explains that it is for any legal service that one of our seniors may need. Mr. Clingan asks if the seniors go to the service or if it comes to them. There are centers the seniors can go to or they can make an appointment to have someone come to them. Mr. Clingan notes that we have ads out for these services. Mr. Clingan motions to approve, Mr. McCoy seconds the motion.
Contract Approved.

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TYPE: NEW
Contract Number: 644
Requesting Department: Highways-Engineering Division
Vendor: Evenflo
Scope of Services Purchase of Car Seats.
Term: Two years from date of award
Amount: $36,000.00

Mr. Duncan starts with the amount of $17,600.00 is being used this year for car seats. Mr. Clingan asks if the issue isn't with buying the car seats but with the installation of the seats. Mr. Anslow responds stating that the installation is a big problem but they have on staff a trained installer. Mr. Morse asks if this is the same service that many firehouses offer. Mr. Anslow states that the fire houses normally only offer the installation not the seats themselves. The program not only gives the seat there is a two hour class that goes along with it. Mr. Clingan clarifies if this is 100% county funded. Mr. McCoy points out that it is actually 100% state funded. Mr. Morse motions to approve, Mr. Clingan seconds the motion.
Contract Approved.

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TYPE: RENEWAL
Contract Number: 643
Requesting Department: Highways-Engineering Division
Vendor: Capital District Transportation Authority
Scope of Services Professional Transportation Engineering Services.
Term: 3 years
Amount: $90,000.00

Mr. Anslow explains that this is one of the main tools that is used when deciding what roads to work on in the coming year. This helps the traffic engineers. Mr. McCoy asks if this is a service we could do in-house. Mr. Anslow responds that our staff would have to be trained and then dedicated to driving all of the county roads. Mr. McCoy asks if some of the liability is on them as well. Mr. Dunca, Yes. Mr. Clingan adds that having a third party involved is a good step. Mr. Anslow responds that doing it in-house would cost much more that the $30,000.00 we are paying now. We would need two full-time employees on staff. Mr. Clingan motions to approve, Mr. McCoy seconds the motion.

Contract Approved.

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TYPE:	NEW
Contract Number:	651
Requesting Department:	Health
Vendor:	Time Warner Cable
Scope of Services	To secure air time to place and promote Albany County Emergency Preparedness Commercials to predetermined target audiences.
Term:	4/1/12 - 7/30/12
Amount:	$60,010.00

This contract is being considered with contracts 653, 654, 655 & 656.

This is for community awareness for emergencies and disasters using local, state and federal resources. It is based on a Siena survey. A media consultant developed the commercials, for a specific target audience based on the survey results. They held a casting call and the commercials are being filmed using an ethnically diverse group of people. Ads will run April 23 through July and will air during peak hours. Mr. Morse motions to approve all contracts in the whole group. Mr. Clingan seconds the motion.

Contract Approved.

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TYPE:	NEW
Contract Number:	653
Requesting Department:	Health
Vendor:	WNYT TV News Channel 13
Scope of Services	To secure air time to place and promote Albany County Emergency Preparedness Commercials to predetermined target audiences.
Term:	4/1/12 - 7/30/12
Amount:	$47,281.25

See above.

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TYPE:	NEW
Contract Number:	654
Requesting Department:	Health
Vendor:	WRGB / WCWN
Scope of Services	To secure air time to place and promote Albany County Emergency Preparedness Commercials to predetermined target audiences.
Term:	4/1/12 - 7/30/12
Amount:	$41,800.00

See above.

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TYPE: NEW
Contract Number: 655
Requesting Department: Health
Vendor: WTEN
Scope of Services To secure air time to place and promote Albany County Emergency Preparedness Commercials to predetermined target audiences.
Term: 4/1/12 - 7/30/12
Amount: $45,955.00
See above.

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TYPE: NEW
Contract Number: 656
Requesting Department: Health
Vendor: WXXA - TV(FOX 23)
Scope of Services To secure air time to place and promote Albany County Emergency Preparedness Commercials to predetermined target audiences.
Term: 4/1/12 - 7/30/12
Amount: $51,525.00
See above.

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TYPE: RENEWAL
Contract Number: 642
Requesting Department: Preventative Assistance Program (Title XX)
Vendor: St. Anne's Institute
Scope of Services Parenting Prevention Services. Individualized and group instruction in parenting skills and child development to assist parents of at risk children and youth. 8 slots at a $27.70 per diem .
Term: 4/01/2012 - 12/31/2012
Amount: $61,156.00

This contract is being considered with contracts 608, 615,616, 623, 610, 611, 609, 607, 613, 614 & 612
Mr. Clingan reviews that the reduced lengths of the contracts is allowing all of the like contracts to be renewed at the same time, in January 2013. Ms. Tubbs explains these are the contracts from last month plus one additional contract for St. Anne's.
RFP to begin 1/13/13. Mr. Clingan notes these were delayed for further research. Mr. Morse said they did look at the rate change and if DCYF is okay with the contracts renewing all at once then it's fine. He is still concerned about the rate drop and inquires about the Parsons reduction. Ms. Tubbs explains that Parsons is 28% of $5.3mil. Mr. Morse asks for clarification of totals. Ms. Tubbs answers that the reductions are a percentage based on the percentage of the pool that the service represents. Mr. Clingan adds that this is a proportionate method. Mr. Morse adds, then the totals don't reflect usage. Ms. Tubbs replies yes this is true. All providers are not fully utilized and this is taken into consideration. We need to cut consistently across the board. Mr. Morse asks if the amount on paper isn't the actual amount are the cuts fair, are we still getting the full service? Ms. Storm responds the amount being cut is proportionate. Mr. McCoy states it's still savings since we budgeted the whole amount. Mr. Morse asks why we are cutting if we are not paying the whole amount. Are people getting shorted on their services? Ms Tubbs states what is allocated and what is budgeted need to match. This is managed internally. Mr. Morse, if we don't use full amount will the agency not being fully utilized see the cut? Mr. McPhillips recommends that the proportional cuts be adopted and we can check again in three months and reallocate from under-utilized services to those over utilized. Mr. Morse agrees with this plan. Mr. Clingan reviews that these contracts will be approved for a term of 4/1/12 through 12/31/2012. Mr. Morse requests an update on these contracts in three months. Mr. Clingan motions to approve Mr. McCoy seconds the motion.
Contracts approved.

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TYPE: RENEWAL
Contract Number: 608
Requesting Department: DCYF
Vendor: Equinox, Inc.
Scope of Services: Crisis overnight respite services at the Equinox House, at $190.00 per night for youth designated as a person in need of Supervision and/or Juvenile Delinquent.
Term: 4/1/2012-12/31/2012
Amount: $22,500.00
See above.

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TYPE: RENEWAL
Contract Number: 615
Requesting Department: DCYF
Vendor: LaSalle School
Scope of Services: Adjunct Clinical Prevention Services. Services offered include specialized clinical and risk assessment, and relevant treatment delivery for issues related to trauma, fire setting, sexual abuse (victim and perpetrator) and other significant mental health diagnoses and needs. The program stresses rapid family engagement and active parental involvement in all aspect of treatment and programming.
Term: 4/1/2012-12/31/2012
Amount: $63,750.00
See above.

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TYPE: RENEWAL
Contract Number: 616
Requesting Department: DCYF
Vendor: St. Anne Institute
Scope of Services: Adjunct Clinical Prevention Services to children, individuals, and families who are dealing with issues related to sexual victimization and/or offending, and/or Family Court involved youth at risk of foster care placement.
Term: 4/1/2012-12/31/2012
Amount: $45,000.00
See above.

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TYPE: RENEWAL
Contract Number: 623
Requesting Department: DCYF
Vendor: Community Maternity Services
Scope of Services: Adjunct Clinical Prevention Services. Services include family and individual interviews, contact with collateral agencies, schools, extended family, and natural supports for Anger Management.
Term: 4/1/2012-12/31/2012
Amount: $24,840.00
See above.

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TYPE: RENEWAL
Contract Number: 610
Requesting Department: DCYF
Vendor: Parsons Child and Family Center

Scope of Services: Ongoing Respite Preventive Services, at an hourly rate of $30.00, for youth suffering from diagnosed mental health issues and/or a Serious Emotional Disturbance. Services include, but are not limited to: crisis intervention, assessment and reunification planning, family meditation, problem resolution, treatment referrals, aftercare services, and transportation.
Term: 4/1/2012-12/31/2012
Amount: $36,750.00
See above.

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TYPE: RENEWAL
Contract Number: 611
Requesting Department: DCYF
Vendor: Parsons Child and Family Center
Scope of Services: Crisis and Planned Overnight Respite Services at $200.00 per night, for youth suffering from diagnosed mental health issues and/or a serious Emotional Disturbance. Services will continue to include: crisis intervention, assessment and reunification planning, family meditation, problem resolution, treatment referrals, aftercare services, and transportation.
Term: 4/1/2012-12/31/2012
Amount: $22,500.00
See above.

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TYPE: RENEWAL
Contract Number: 609
Requesting Department: DCYF
Vendor: Equinox, Inc.
Scope of Services: Crisis and Planned Overnight Respite Services at $190.00 per night, for youth suffering from diagnosed mental health issues and/or a serious Emotional Disturbance. Services will continue to include: crisis intervention, assessment and reunification planning, family meditation, problem resolution, treatment referrals, aftercare services, and transportation.
Term: $7,500.00
Amount: 4/1/2012-12/31/2012
See above.

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TYPE: RENEWAL
Contract Number: 607
Requesting Department: DCYF
Vendor: Parsons Child and Family Center
Scope of Services: Prevention Services for Case Planning. Case planning services are designed to prevent children and youth from entering foster care, and to provide services for youth discharged from foster care and their families. Parsons Child Family Center will provide 10 slots at a $22.00 per diem.
Term: 4/1/2012-12/31/2012
Amount: $48,565.00
See above.

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TYPE: RENEWAL
Contract Number: 613
Requesting Department: DCYF
Vendor: LaSalle School
Scope of Services: Prevention Services for Case Planning. Case planning services are designed to prevent children and youth from entering foster care, and to provide services for youth discharged from foster care and their families. Parsons Child Family Center will provide 10.5 slots at a $22.00 per diem.
Term: 4/1/2012-12/31/2012
Amount: $52,255.00
See above.

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TYPE: RENEWAL
Contract Number: 614
Requesting Department: DCYF
Vendor: Equinox, Inc.
Scope of Services: Prevention Services for Case Planning. Case planning services are designed to prevent children and youth from entering foster care, and to provide services for youth discharged from foster care and their families. Parsons Child Family Center will provide 12 slots at a $22.00 per diem.
Term: 4/1/2012-12/31/2012
Amount: $58,278.00
See above.

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TYPE: RENEWAL
Contract Number: 612
Requesting Department: DCYF
Vendor: Berkshire Farm Center Services
Scope of Services: Prevention Services for Case Planning. Case planning services are designed to prevent children and youth from entering foster care, and to provide services for youth discharged from foster care and their families. Parsons Child Family Center will provide 10 slots at a $22.00 per diem.
Term: 4/1/2012-12/31/2012
Amount: $48,621.00
See above.

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Other Business – Board will review minutes from the February 23, 2012 CAB meeting.
Mr. Clingan motions to approve minutes, Mr. McCoy seconds the motion.
Minutes approved.

MOTION:
Motion to determine if the sole signature of County Executive, Dan McCoy is acceptable for approved contracts, regarding CAB, for the 2012 calendar year.
Mr. Morse calls to approve motion. Mr. Clingan seconds the motion.
Motion Approved.