



# CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Sean E. Ward, *Chairman, County Legislature*

## October 23, 2017 CAB MEETING MINUTES

### Board Members

Bruce Hidley, County Clerk / Philip Calderone, Deputy County Executive / Sean Ward, Chairman County

### Department Representatives:

Vincent Commisso HOR	Jennifer Clement HR
Eugenia Condon Law	John Cox Sheriff
Karen Storm Purchasing	George Penn CEO
Dan Lynch Law	Tracey Murphy
Craig Carlsen HOR	Dave Reilly DMB
Pat Dillion Aging	Andrew Brisport IT
Gail Geohagen- Pratt CYF	Allison Russell DMB
Shawn Thelen DMB	

**Other Business:** The Board will review the minutes from the noted CAB meeting.

### September-Hidley/ Calderone/ Ward

Contract#	Contract Action	Dept	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
3831	New	A1420-Law County Attorney		Confidential Settlement	One time payment	\$95,000.00

At this point the meeting is moved into executive session.

The Executive session is closed at 3:45 and the meeting now resumes.

3785	Amend	A3110 - Sheriff	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANCE & SUPPORT FOR LICENSED PROPRIETARY SOFTWARE FOR THE CIVIL OFFICE. THIS WILL AMEND THE ORIGINAL 2 YEAR CONTRACT TO A 3 YEAR CONTRACT AT A TOTAL COST OF \$32,470.75	4/1/2017-3/31/2020	\$32,471.00
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Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. John Cox explains that Tyler Technologies provides the software and Maintenance for the Civil department Mr. Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.

3816	New	A1411 - Hall of Records (County Archives)	Image Data, Inc. partnered with NYSID	Provide Scanning services for City of Albany Building Department as a shared service project with the Albany County Hall of Records. The documents are larger than 11x17 with smaller documents in between. This project will consist of 19,687.5 images at a cost of \$1.49 per image for a total cost of \$29,334.38. Funding source is the Local Government Records Management Improvement Fund which awarded the Hall of Records \$149,077 to complete this project.	7/1/2017-6/30/2018	\$29,334.38
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At this point Bruce Hidley recuses himself from the proceedings due to a conflict of interest.

Sean Ward reviews the scope of the contract and opens up the discussion for questions and comments. Craig Carlsen explains the details of this contract stating that this is the second half of a grant and this is to address the shared services documents of a specific size. Phil Calderone makes a motion to approve the contract. Bruce Hidley notes that he abstains. Sean Ward seconds the motion. The contract is approved.

Contract#	Contract Action	Dept	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
3815	New	A1411 - Hall of Records (County Archives)	Image Data, Inc. & NYSID	Provide Scanning services for the City of Albany Building Department. This will consist of Documents 11x17 or smaller. Included is 262.5 cubic feet of records or 6,563 folders that make up 262,500 images to be scanned at \$0.138. for a total cost of \$36,225.00. Funding was awarded to the Hall of Records from the Local Government Records Management Improvement Fund in the amount of \$149,077.	7/1/2017-6/30/2018	\$36,225.00
Sean Ward reviews the scope of the contract and opens up the discussion for questions and comments. Craig Carlsen explains the details of this contract stating that this is similar though the first contract presented but this is for smaller articles. Vincent Commisso also comments on the shared services program. Bruce Hidley states the current situation of locating documents and the time and travel that is required to access these documents. Phil Calderone makes a motion to accept the contract. Sean Ward seconds the motion. Mr. Hidley abstains . The contract is approved.						
3812	Renewal	A1432 - Human Resources/ NH6020 Nursing Home	MMHayes Company Inc.	Kronos Annual Maintenance Agreement renewal, maintenance for payroll and smartlink interfaces.HR - 1432.4.4070 -\$35,046 NH - 6020.4.4069 - \$7,850	11/1/2017-10/31/2018	\$42,896.00
At this point in the meeting it is turned back over to Bruce Hidley to run the meeting						
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Jennifer Clement explains the agreement of services that the vendor as a sole source provider gives to the county. Phil Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3813	New	A6071 - Preventative Assistance Program	Youth L.I.F.E. Support Network, Inc.	Community Based Reintegration Service. A direct intervention, consistent with the Risk-Needs-Responsivity Framework and Reintegration Continuum model, available to Albany County youth, primarily from the City of Albany, who are adjudicated as Juvenile Delinquent and/or Person in Need of Supervision (PINS) and are placed in the custody of the NYSOCFS.	01/01/2018 - 12/31/2018	\$99,988.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Gail Geohagen Pratt explains the services for youth that are in custody and are in transition back into the community .Bruce Hidley clarifies that this is the New York State office of Children Youth Services. Gail responds that this services about 25 youth that falls into this category. It is stated that this is through SCSJP. Sean Ward makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.						
3810	Amend	A6772 - Aging	Senior Services of Albany	The Contractor delivers the Health Insurance Information Counseling and Assistance Program (HIICAP) and provides outreach, access, education and assistance to individuals who are 65+ and/or disabled, regarding Medicare, NYS EPIC, and other insurance program.	4/1/2017 to 3/31/2018	\$3,354.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Pat Dillon reviews the contract and points out the previous amount that had already been approved but the need is there to come back and increase the amount because the grant had been increased . Sean Ward makes a motion to approve the contract. Phil Calderone seconds the motion . The contract is approved.						
3809	Amend	A6772 - Aging	Legal Aid Society of North Eastern New York, Inc.	The Contractor provides legal advise, advocacy, counseling and representation for older adults age 60+ with social and/or economic need within Albany County. Legal Aid provides broad community education and outreach to inform older adults of their legal rights.	1/1/2017 to 12/31/2017	\$10,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Pat Dillon reviews the contract and explains that it was thought that the legal Aid that provides services to over 200 seniors needed more funding due to representing more seniors. Phil Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						

Contract#	Contract Action	Dept	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
3804	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall provide services to Albany County caregivers of older adults 60+ consisting of; respite services, counseling, information and assistance, support groups, and MDS Compass Assessments.	1/1/2018 to 12/31/2018	\$31,846.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Pat Dillion explains that the next three contracts are renewals of caregiver contracts that help with different aspects of assistance. Bruce Hidley entertains a motion that the three contracts 3804, 3803, and 3802 be bundled. Phil Calderone make a motion to approve the contracts. Sean Ward seconds the motion. The contract is approved.						
3803	Renewal	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide services to Albany County caregivers of older adults 60+ consisting of; respite services, counseling, information and assistance, support groups, and MDS Compass Assessments.	1/1/2018 to 12/31/2018	\$41,870.00
See above contract notes.						
3802	Renewal	A6772 - Aging	Catholic Charities Senior & Caregiver Support Services	The Contractor shall provide services to Albany County caregivers of older adults 60+and grandparents 55+caring for a child/children; consisting of respite services, counseling, information and assistance, support groups, and MDS Compass Assessments.	1/1/2018 to 12/31/2018	\$51,475.00
See above contract notes.						
3796	Renewal	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide in home contact and support services for isolated and home bound older adults 60+ that reside in Albany County. Services include friendly visiting to provide socialization, shopping assistance, and telephone assurance counseling.	1/1/2018 to 12/31/2018	\$22,800.00
Bruce Hidley entertains a motion to bundle contracts 3796, and 3795 into one motion. There is no opposition , and therefore is carried. Bruce Hidley reviews the scope of the contracts and opens up the discussion for questions and comments. Pat Dillion explains the services provided and that it assists about 1200 seniors. The second provides legal services to roughly 200 seniors. This includes on site visits as well as one on one visits. Phil Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3795	Renewal	A6772 - Aging	Legal Aid Society of North Eastern New York, Inc.	The Contractor shall provide legal advise, advocacy, counseling and representation to older adults age 60+ in social and /or economic need that reside in Albany County. In addition, community education and outreach to inform the older adult population of their legal rights.	1/1/2018 to 12/31/2018	\$45,000.00
See above contract notes.						
3794	Renewal	A2960 - Service for Physically Handicapped Children	Nurse Connection Staffing, Inc.	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. The nursing services may include but are not limited to: catherization, tube feeding and tracheotomy maintenance. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County. First of two (2) renewal options.	01/01/2018 - 12/31/2018	\$30,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Gail Geohagen Pratt explains these are mandated programs for children with special needs. This ensures accessibility to these services if the need arises. Sean Ward makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.						

Contract#	Contract Action	Dept	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
3793	Renewal	A6071 - Prevent. Assistance Program	St. Anne Institute	Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services. St. Anne Institute (SAI) proposes to provide assessment and clinical services, to children, individuals, and families who are dealing with issues related to sexual victimization and/or sexual offending. The specific services include clinical consultation and evaluations, including trauma assessment, sex offender risk assessment, and validation (credibility) assessments. SAI will also provide specialized sexual abuse treatment services. The overarching goal for this program is the resolution of concerns related to the sexual victimization/offending behavior so that there is a reduced risk of foster care placement and/or a reduction in length of placement.	01/01/2018 - 12/31/2018	\$60,000.00

Bruce Hidley entertains a motion to bundle contracts 3791,3792,3793. There is no opposition and therefore the motion is passed. Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Gail Geohagen explains the different contracts for youth and the services that they provide within our county. Bruce notes that they are fiscally split and notes the percentages for each. Seand Ward makes a motion to accept the contract. Phil Calderone seconds the motion. The contract is approved.

3792	Renewal	A6071 - Prevent. Assistance Program	Berkshire Farm Center and Services for Youth	Prevention services in collaboration with Schenectady County to provide Functional Family Therapy to 40 families annually who have a youth at risk of foster care placement due to either child welfare involvement or juvenile justice involvement. The goal of FFT is to prevent the need for placement in foster care, to serve as an alternative to detention, and expedite the reunification of youth transitioning from out of home care. Anticipated outcomes are improvement in school attendance and performance, improved family functioning, prevention of involvement or further involvement in the juvenile justice/child welfare systems; and prevention of the need for out-of-home placement or detention.	01/01/2018 - 12/31/2018	\$96,678.00
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See above Contract notes

3791	Renewal	A6071 - Prevent. Assistance Program	Berkshire Farm Center and Services for Youth	PINS/JD Overnight Respite Program for the provision of Specialty Prevention Services. Program to provide crisis overnight respite, available on a 24 hour a day basis, seven days a week basis to youth under the age of 18, who are at risk for out-of-home placement and who are involved in the juvenile justice system due to a Person In Need of Supervision (PINS) petition or Juvenile Delinquency (JD) charge/adjudication and their families. Such respite will be provided in either a certified foster home environment or a group home setting for youth who require increased structure and supervision in order to be successful. The goals of Berkshire PINS/JD Respite program are to focus on the healthy preservation of the family, to help minimize any long-term disruption of families, to model appropriate family functioning, and help avert out-of-home placement. First of two (2) renewal options.	01/01/2018 - 12/31/2018	\$20,000.00
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See above contract notes

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3817	New	A1345 - Central Purchasing	Dell	Purchase of misc. products (Technology Solutions)from Dell utilizing the NCPA (National Cooperative Purchasing Alliance) on an as needed basis for all County Departments. Award#01-42	11/1/2017-10/31/2018	\$90,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Karen Storm explains the vendors services and how it may be possible to save time to purchase items through this company. Phil Calderone makes a motion to approve the contract Sean Ward seconds the motion. The contract is approved.						
3814	New	A1345 - Central Purchasing	Galls	Law enforcement equipment and safety supplies to be purchased by various departments. Budget lines are selected for recently purchased items.	1/11/2017-1/10/2018	\$60,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Karen Storm explains the						
The meeting closes at 4:10 PM						