

CONTRACT ADMINISTRATION BOARD MEETING MINUTES



Honorable Michael G. Breslin, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Daniel P. McCoy, *Chairman, County Legislature*

Monday, July 19, 2010 | 11:00 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*
Daniel McCoy, *Chairman, County Legislature*

Others Present:
John Mc Phillips, *Children, Youth & Families*
Lillian Smith, *Children, Youth & Families*
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John Rodat, *Management & Budget*
Tom Leitz, *Management & Budget*
Rose Duhan, *Management & Budget*
Lisa Henty, *Management & Budget*
Michael Franchini, *County Executive's Office*
Gary Kulzer, *Social Services*
Dr. Crucetti, *Health*
Charles Cahill, *Sewer District*
Ralph Scarano, *Aging*
Dan Mirabile, *Public Works*

The meeting commenced at 11:05 AM

TYPE: NEW
Contract Number: 10-8110-0010
Requesting Department: Sewer District
Vendor: BDI
Scope of Services: Provide bearings and seals
Term: 3 years
Amount: \$24,000.00

Mr. Cahill stated that this was a new contract for bearing and seals. Mr. Cahill stated that this contract is for three (3) years at approximately \$8,000. a year for a total of \$ 24, 000. Mr. Clingan noted the large price variance between NAPA and BDI. Mr. Cahill agreed, and also stated that they (NAPA) had so many 'no' bids they couldn't be evaluated. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-5130-0003
Requesting Department: Public works
Vendor: Cummins Northeast
Scope of Services: Purchase Cummins Engine Parts
Term: July 30, 2010 – July 29, 2011 with a 1 year renewal option
Amount: \$50,000.00

Mr. Mirabile stated that this was a new contract with Cummins Northeast for the purchase of Cummins engine parts. Mr. Mirabile noted that the bid prices included a 26% discount from the manufacture's list price. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-5110-0004
Requesting Department: Public Works
Vendor: Barton & Loguidice
Scope of Services: Complete a regional solid waste management authority feasibility study
Term: 2 years
Amount: \$55,000.00

Mr. Franchini stated that this was a new contract to complete a regional solid waste management authority feasibility study. Mr. Franchini continued that the County was awarded a grant from the Department of State (Local Government Efficiency) to complete this study. Mr. Franchini noted that the grant would fund 90% of the study and the County would fund the other 10%. Mr. Franchini continued that there were a total of six (6) proposals for the study, and the selection committee recommended Barton & Loguidice. Mr. Clingan asked what the prices were from the other proposals. Mr. Franchini noted the absence of the tab sheet with the other proposal and prices; he continued that each bidder proposed the exact amount of the grant \$55,000. Mr. Breslin confirmed that Barton was chosen based on the fact that they scored the highest. Mr. Franchini confirmed that this was correct, that their cost for the study was the same and the decision to pick them was based on their scoring. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-6772-0007
Requesting Department: Aging
Vendor: Albany Co Dept of Social Services
Scope of Services: ADRC Grant - Aging & Disability Resource Center Grant enhances NY Connects operations with improved & increased counseling, consumer access to community based services & facilitating client centered transitions from hospitals, nursing homes & rehabs
Term: October 01, 2009 – September 30, 2010
Amount: \$46, 477.62

Mr. Scarano stated that this was a new contract for Aging and Disability Resource Center Grant that will enhance the NY Connects program. Mr. Scarano stated that this grant will allow for increased counseling, consumer access to community based services & facilitating client centered transitions from hospitals, nursing homes & rehabilitation centers. Mr. Scarano continued that this program is 100% federal grant funded. Mr. Scarano noted that though this program the State University at Albany (see contract 10-6772-0010 below) does the training and Albany Co DSS manages the program itself. Mr. McCoy asked if this is a new program. Mr. Scarano replied that it is a new program that will enhance the NY Connects program; it offers more personalized service and more focus on long term care. Mr. McCoy confirmed that this was all federally grant funded. Mr. Scarano confirmed that it was, and that it left us in a good position for additional funding in the future. Mr. Clingan recommended taking both contracts up together (10-6772-0010, 10-6772-0007), the Board agreed. Mr. Breslin motioned to approve the contracts. Mr. Clingan seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6772-0010
Requesting Department: Aging
Vendor: State University at Albany
Scope of Services: ADRC Grant - Aging & Disability Resource Center Grant enhances NY Connects operations with improved & increased counseling, consumer access to community based services & facilitating client centered transitions from hospitals, nursing homes & rehabs
Term: October 01, 2009 – September 30, 2010
Amount: \$40,000.00

Mr. Scarano stated that this was a new contract for Aging and Disability Resource Center Grant that will enhance the NY Connects program. Mr. Scarano stated that this grant will allow for increased counseling, consumer access to community based services & facilitating client centered transitions from hospitals, nursing homes & rehabilitation centers. Mr. Scarano continued that this program is 100% federal grant funded. Mr. Scarano noted that though this program the State University at Albany (see contract 10-6772-0010 below) does the training and Albany Co DSS manages the program itself. Mr. McCoy asked if this is a new program. Mr. Scarano replied that it is a new program that will enhance the NY Connects program; it offers more personalized service and more focus on long term care. Mr. McCoy confirmed that this was all federally grant funded. Mr. Scarano confirmed that it was, and that it left us in a good position for additional funding in the future. Mr. Clingan recommended taking both contracts up together (10-6772-0010, 10-6772-0007), the Board agreed. Mr. Breslin motioned to approve the contracts. Mr. Clingan seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6772-0011
Requesting Department: Aging
Vendor: State University at Albany
Scope of Services: CLP Grant - Community Living Program intended to divert Albany County residents from nursing home placement and Medicaid spend-down by maintain clients to remain in their own homes
Term: October 01, 2009 – September 30, 2010
Amount: \$72,500.00

Mr. Scarano stated that this was a new contract for the CLP Grant - Community Living Program intended to divert Albany County residents from nursing home placement and Medicaid spend-down by maintain clients to remain in their own homes. Mr. Scarano stated that this grant will allow for increased consumer access to community based services. Mr. Scarano continued that this grant will be focused on the "hill-town" areas of Albany County. Mr. Scarano stated that this program will allow participants to choose who administers the care in their homes. Mr. Scarano noted that this program is 100% federal grant funded. Mr. Clingan recommended taking both contracts up together (10-6772-0011, 10-6772-0013), the Board agreed. Mr. Breslin motioned to approve the contracts. Mr. Clingan seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6772-0013
Requesting Department: Aging
Vendor: Albany Co Dept of Social Services
Scope of Services: CLP Grant - Community Living Program intended to divert Albany County residents from nursing home placement and Medicaid spend-down by maintain clients to remain in their own homes
Term: October 01, 2009 – September 30, 2010
Amount: \$26,357.00

Mr. Scarano stated that this was a new contract for the CLP Grant - Community Living Program intended to divert Albany County residents from nursing home placement and Medicaid spend-down by maintain clients to remain in their own homes. Mr. Scarano stated that this grant will allow for increased consumer access to community based services. Mr. Scarano continued that this grant will be focused on the "hill-town" areas of Albany County. Mr. Scarano stated that this program will allow participants to choose who administers the care in their homes. Mr. Scarano noted that this program is 100% federal grant funded. Mr. Clingan recommended taking both contracts up together (10-6772-0011, 10-6772-0013), the Board agreed. Mr. Breslin motioned to approve the contracts. Mr. Clingan seconded the motion. The contracts were unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-6010-0046
Requesting Department: Social Services
Vendor: Salient Corporation
Scope of Services: Annual maintenance and user license costs for data mining software to assist in identifying sources of potential misuse and/or abuse within the Medicaid system.
Term: September 1, 2010 – August 31, 2012
Amount: \$91,319.00

Mr. Kulzer stated that this was a renewal contract with the Salient Corporation for annual maintenance and user license costs for data mining software to assist in identifying sources of potential misuse and/or abuse within the Medicaid system. Mr. Clingan asked to confirm that this was a renewal contract. Mr. Kulzer stated that it was a renewal contract. Mr. Clingan asked if the original contract was for \$91,000. Mr. Kulzer replied that it was not, that the original contract was for a single (approximately \$45,000) year where as this contract is for two years. Mr. McCoy noted that the Legislature just approved Resolution 13 of 2010 to contract with IPRO for completion of audits of Medicaid providers. Mr. Kulzer added that Salient is used by DSS staff to identify providers for potential audits by IPRO. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-4010-0012
Requesting Department: Health
Vendor: Cornell Cooperative Ext
Scope of Services: Provide lead safe work practices and trainings including repair and paint EPA certification trainings
Term: October 01, 2009 – September 30, 2010
Amount: \$30,000.00

Dr. Crucetti stated that this was a new contract with Cornell Cooperative to provide lead safe work practices and trainings including renovations, repair and paint EPA certification trainings. Dr. Crucetti continued that Cornell has the expertise to provide lead safe work practices and refresher courses to contractors working in Albany County. Dr. Crucetti also noted that these trainings are required for contractors working in the City of Albany. Mr. Clingan asked where these trainings were being held. Dr. Crucetti replied that they were held in Voorheesville. Mr. McCoy asked how many people would be served by this program. Dr. Crucetti replied that the program had already started, and that due to a delay from the State regarding paperwork, this contract was just being presented to the Board. Dr. Crucetti continued that approximately 428 people have been served since October 2009. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-4010-0020
Requesting Department: Health
Vendor: City of Albany
Scope of Services: Part A - install share the road making and signage per proposal; Part B - Construct and equip playground as per proposal.
Term: July 1, 2010 – June 30, 2011
Amount: \$55,000.00

Dr. Crucetti stated that this was a new contract with the City of Albany to carry out components of Albany County's Strategic Alliance for Health Community Action Plan. Dr. Crucetti continued that the plan addresses the need for physical activity, information and education regarding nutrition and tobacco use in the city of Albany neighborhoods; targeting Arbor Hill, North Albany, West Hill and South End. Dr. Crucetti stated through this contract the city would be installing share the road and making signage per proposal, in addition to constructing and equipping playgrounds. Mr. McCoy asked who we were working with from the city. Dr. Crucetti replied Doug Melnick and Katie Bronson. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-4010-0021
Requesting Department: Health
Vendor: Dr. Christine Compton
Scope of Services: Provide physician services related to general medicine and public health as requested by the Commissioner of Health at an hourly rate of \$65
Term: August 10, 2010 – December 31, 2010
Amount: \$35,490.00

Dr. Crucetti stated that this was a renewal contract with Dr. Christine Compton to provide physician services related to general medicine and public health as requested by the Commissioner of Health. Dr. Crucetti continued that Dr. Compton will provide physician services related to public health emergency preparedness, STD clinical services and rabies post exposure. Mr. Clingan asked if the department planned to contract this position for the long term rather than hire. Dr. Crucetti responded that the department would prefer to hire, and hopes in the future the position would be considered as a critical hire position. Mr. Clingan asked if Dr. Crucetti believe Dr. Compton would take the position full time. Dr. Crucetti responded that Dr. Compton would definitely take the position full time if offered. Dr. Crucetti noted that the position would be available and is mandated. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-4010-0022
Requesting Department: Health
Vendor: Siena College
Scope of Services: Conduct a quantitative assessment of County Residents attitudes toward emergency preparedness per RFP #2010-103
Term: July 20, 2010 – January 31, 2011
Amount: \$28,000.00

Dr. Crucetti stated that this was a new contract with Siena College to conduct a quantitative assessment of county resident's attitudes toward emergency preparedness. Dr. Crucetti continued that this would help to identify under served populations, and target these groups who are most vulnerable and receive the least amount of information. Mr. Clingan asked what the time frame for the completion of part one was. Dr. Crucetti replied that part one (the survey) would be completed this fall. Mr. Clingan asked if part two would focus on follow up to the survey and would that focus be on the inner city. Dr. Crucetti replied the focus would be on the whole county. Mr. McCoy asked that contract amount would cover the entire project. Dr. Crucetti replied that the contract amount of \$28,000 is for Siena to conduct the survey. Dr. Crucetti continued that the media portion will be coming from different funds, and that contract will be submitted to the Legislature. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-2960-0015
Requesting Department: Children, Youth & Families
Vendor: VMC Group Inc
Scope of Services: Consulting computerized services for planning and routing of transportation for special needs children attending Albany County programs, utilizing vehicle routing software developed by the vendor. Second of 2 renewable options. Rescinding 10-2960-0001
Term: April 1, 2010 – March 31, 2011
Amount: \$86,000.00

Mr. McPhillips stated that this was a renewal contract with VMC Group for consulting computerized services for planning and routing of transportation for special needs children attending Albany County programs, utilizing vehicle routing software developed by the vendor. Mr. McPhillips continued that when DCYF had a follow up meeting with VMC about bringing the day to day updating in house they learned more than initially communicated about the limited scope of VMC adjustments to be made in September October and the number of large changes that occur at that time. Mr. McCoy asked what specific change occurred that caused DCFY to not want to take the routing project in house. Mr. McPhillips stated that the department was under the impression that they would be taking on the day to day routing plans after most of the children's schedule changes had been made, not before. Mr. McPhillips continued that the more they spoke with VMC it became clear that VMC was only going to make adjustments prior to the beginning of the school year and that major schedule changes occur in September and October. Mr. McCoy asked if this change would cost the County money. Ms. Smith replied that it would not cost the County money because of the difference in the start dates and the dates when the changes were made. Mr. McCoy noted he was glad this didn't cost the County money as he previously cautioned of this possibility. Mr. McPhillips agreed with Mr. McCoy in regards to the financial situation and expressed his disappointment that VMC hadn't made the routing issues (in September and October) more clear when they initially inquired about taking on the day to day route planning. Mr. Clingan asked if there was potential savings in the future in taking on part of the route planning. Mr. McPhillips replied that there was and that VMC was willing to further educate DCYF staff and pass more of the daily planning to them. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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<u>TYPE:</u>	NEW
<u>Contract Number:</u>	10-1345-0012
<u>Requesting Department:</u>	Purchasing
<u>Vendor:</u>	Quandts Food Service
<u>Scope of Services:</u>	Purchase of Groceries, Canned Goods, and Frozen Foods for the Jail and Nursing Home
<u>Term:</u>	Six months + renewal
<u>Amount:</u>	\$72,338.96

Ms. Storm stated that this was a new contract with Quandts for the purchase of groceries, canned goods and frozen foods for the jail and nursing home. Mr. Clingan asked what the terms of the renewal were. Ms. Storm replied that at the end of the six months if there was a price increase and Quandts proved it, we would take on that increase. Ms. Storm continued that this amount was for an estimated quantity. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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The minutes from the May 24<sup>th</sup> & June 19<sup>th</sup> 2010 CAB meeting were approved. The Contract Administration Board meeting adjourned at 11:40 AM.

Minutes submitted by J.L. Drowne, *Management & Budget*.