

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, November 22, 2010 | 9:15 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John Rodat, *Management and Budget*
Tom Leitz, *Management and Budget*
Lisa Henty, *Management & Budget*
Michael Franchini, *County Executive's Office*
Gary Kulzer, *Social Services*
George Brown, *Aging*
Matt Clyne, *Board of Elections*
Joe DeAngelis, *Social Services*

The meeting commenced at 9:25 AM

TYPE: NEW
Contract Number: 10-1450-0007
Requesting Department: Board of Elections
Vendor: NTS Data Services
Scope of Services: 2011 Software maintenance & support for TEAM, Sign-It, Full Doc, E-Suite & IMS. Poll book printing & mail check processing and web based polling place hookup service.
Term: 2011
Amount: \$95,555.49

Mr. Clyne stated that this was a new contract for our voter data registration base, poll books and service maintenance. Mr. Clyne continued that NTS serves most counties in the state and they are very responsive. Mr. Clingan asks what specifically mail check does. Mr. Clyne replies that mail check confirms voters' addresses. Mr. Clingan continues that seems to be an expensive system, and inquires about alternatives. Mr. Clyne responds that their technology may not be the best; however their interface system with the state is the best we will find for this amount. Mr. Breslin asks if the services could be done in house. Mr. Clyne replies that there is a small possibility to complete the poll book printing in house, however he doesn't feel they have the capacity to manage the mail check in house. Mr. Breslin asks if the contract should be split into separate bids for the mail check & poll book printing. Mr. Clyne replied that he didn't believe that there was and cost savings in splitting the contract up when compared to the current cost & efficacy. Mr. Clingan asked that BOE look at other counties and report back on what other systems are being used. Mr. Clyne agreed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-6010-0054
Requesting Department: Social Services
Vendor: The Bonadio Group
Scope of Services: The provider will assist DSS in identifying/reviewing tax statements or other financial documents acquired from the self-employed household to conduct the most thorough and accurate review of income and assets in order to determine Medicaid eligibility.
Term: 01/01/2011 – 12/31/2011
Amount: \$30,000.00

Mr. DeAngelis stated that this was a new contract with the Bonadio Group to assist DSS in identifying and reviewing tax statements or other financial documents from self-employed households in order to determine Medicaid eligibility. Mr. Clingan asked why this group was being chosen and the lowest bidder. Mr. DeAngelis replied that each group had the same per hour cost of \$100/hr. Mr. DeAngelis continued that the Bonadio Group had very strong references and specific experience working in 13 other NYS counties. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: RENEWAL
Contract Number: 10-6070-0004
Requesting Department: Social Services
Vendor: United Tenants of Albany
Scope of Services: Funds received under the NYS HIP/SHIP will be expended through a subcontract with United Tenants of Albany. Services will be provided to households threatened with eviction or other loss of permanent housing, in order to retain housing and prevent homeless.
Term: 09/01/2010 – 08/31/2011
Amount: \$75,000.00

Mr. DeAngelis stated that this was a renewal contract with United Tenants to provide services to households threatened with eviction or other loss of permanent housing. Mr. Clingan notes that the County has been working with this group for a long time and they do a great job connecting with the tenants. Mr. DeAngelis agrees and continued that in light of decreased funding DSS has chosen them (and Legal Aid) to continue such work. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: AMENDMENT
Contract Number: 10-6772-0039
Requesting Department: Aging
Vendor: Community Caregivers
Scope of Services: Provide professional III-E Caregiver services to Albany County residents 60 years of age & older; consisting of respite services, counseling, information & assistance and support groups.
Term: 01/01/2010 – 12/31/2010
Amount: \$7,725.00

Mr. Brown states that this is a contract amendment reflecting the redistribution of prior approved funds. Mr. Brown continued that the funds were returned to Albany County due to the original vendor inability to utilize them fully. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0028
Requesting Department: Aging
Vendor: Senior Centers of the Albany Area
Scope of Services: Providing friendly visiting to provide socialization, recreation and the opportunity to observe and report on clients condition/circumstance as well as shopping assistance.
Term: 01/01/2011 – 12/31/2011
Amount: \$22,466.00

Mr. Brown stated that this was a renewal contract to provide friendly socialization, recreation and the opportunity to observe and report on clients condition/circumstance as well as shopping assistance. Mr. Brown continued that there were about 75-89 seniors served by this program. Mr. Breslin motioned that the Board take up this and the following contracts together #'s 10-6772-0024, 10-6772-0025, 10-6772-0026 and 10-6772-0027. The Board agreed. Mr. Clingan motioned to approve all the aforementioned contracts. Mr. Breslin seconded the motion. All of the contracts were unanimously approved.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0024
Requesting Department: Aging
Vendor: Cohoes Multi-Service Senior Citizens Center
Scope of Services: To provide adult day care services to eligible seniors in Albany County.
Term: 01/01/2011 – 13/31/2011
Amount: \$38,447.50

See contract 10-6772-0028 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0025
Requesting Department: Aging
Vendor: Colonie Senior Service Centers
Scope of Services: To provide adult day care services to eligible seniors in Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: \$36,265.00

See contract 10-6772-0028 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0026
Requesting Department: Aging
Vendor: Senior Centers of the Albany Area
Scope of Services: To provide adult day care services to eligible seniors in Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: \$42,007.00

See contract 10-6772-0028 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0027
Requesting Department: Aging
Vendor: The EDDY
Scope of Services: To provide adult day care services to eligible seniors in Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: \$30,843.00

See contract 10-6772-0028 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0030
Requesting Department: Aging
Vendor: Albany Jewish Community Center
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$20,922.00

Mr. Brown stated that the following seven contracts were renewals for congregate meals. Mr. Clingan asked if the Federal government was supply a large portion of the funding. Mr. Brown replied that they were, although we (Albany County) don't receive as much as other counties. Mr. Breslin asked why Albany County didn't receive as much. Mr. Brown replied that our funding is based on the number of seniors from the 2000 Census. Mr. Clingan motioned that the Board take up this and the following contracts together #'s 10-6772-0031 – 10-6772-0036. The Board agreed. Mr. Breslin motioned to approve all the aforementioned contracts. Mr. Clingan seconded the motion. All of the contracts were unanimously approved.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0031
Requesting Department: Aging
Vendor: Cohoes Multi-Service Senior Citizens Center
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$33,594.00

See contract 10-6772-0030 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0032
Requesting Department: Aging
Vendor: Colonie Senior Service Centers
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$90,954.00

See contract 10-6772-0030 for commentary.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0033
Requesting Department: Aging
Vendor: Senior Citizens of Green Island
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$20,000.00

See contract 10-6772-0030 for commentary.
.....

TYPE: RENEWAL
Contract Number: 10-6772-0034
Requesting Department: Aging
Vendor: Helderberg Senior Services
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$36,120.00

See contract 10-6772-0030 for commentary.
.....

TYPE: RENEWAL
Contract Number: 10-6772-0035
Requesting Department: Aging
Vendor: Watervliet Senior Citizens Center
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$66,080.00

See contract 10-6772-0030 for commentary.
.....

TYPE: RENEWAL
Contract Number: 10-6772-0036
Requesting Department: Aging
Vendor: Senior Projects of Ravenna
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$89,647.00

See contract 10-6772-0030 for commentary.
.....

TYPE: RENEWAL
Contract Number: 10-6772-0037
Requesting Department: Aging
Vendor: Senior Centers of the Albany Area
Scope of Services: To provide Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting.
Term: 01/01/2011 – 12/31/2011
Amount: \$96,040.00

Mr. Brown stated that this and contract 10-6772-0040 were renewal contracts for home delivered meals. Mr. Brown continued that home delivered meals are delivered 7 days a week/365 days a year. Mr. Clingan motioned that the Board take up this and 10-6772-0040. The Board agreed. Mr. Breslin motioned to approve all the aforementioned contracts. Mr. Clingan seconded the motion. All of the contracts were unanimously approved.

.....

TYPE: RENEWAL
Contract Number: 10-6772-0040
Requesting Department: Aging
Vendor: Senior Projects of Ravena
Scope of Services: To provide home delivered meals to seniors in southern Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: \$62,794.00

See contract 10-6772-0037 for commentary.

.....

~~~~~  
The minutes from the October 2010 CAB meeting were approved. The Contract Administration Board meeting adjourned at 9:45 AM.

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