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, February 28, 2011 | 9:15 A.M. | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:

Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John McPhillips, *Management & Budget*
Tom Leitz, *Management & Budget*
Rose Duhan, *Management & Budget*
Lisa Henty, *Management & Budget*
Kelle Roberts, *Mental Health*
Marcia Lenehan, *Health*
Tom Coffey, *Residential Healthcare Facility*
Walt VanDeLoo, *Public Works*
Rich Lyons, *Sewer District*
Gary Kulzer, *Aging*
Judy Glassanos, *Aging*
George Brown, *Aging*
Joe McElroy, *Comptroller's Office*
Michael Franchini, *County Executive's Office*
Lynn Tubbs, *Children, Youth & Families*

The meeting commenced at 9:27 A.M.

TYPE:	NEW
Contract Number:	11-6020-0002
Requesting Department:	Residential Health Care Facility
Vendor:	Andrew Coates
Scope of Services:	Medical Director Services.
Term:	03/01/2011 – 02/29/2012
Amount:	$82,000.00

Mr. Coffey stated that this is a new contract with Dr. Coates for medical director services at the nursing home. Mr. Coffey stated that this is a required position and Dr. Coates does an excellent job of meeting all the needs of the nursing home. Mr. McCoy verified that Dr. Coates is required to only work 32 hours a month/8 hours a week at the rate of $206 per hour. Mr. Coffey verified that this is correct. Mr. McCoy stated he has reviewed Dr. Coates' timecards and that on a regular basis he is only clocking in for about 2 hours a week. Mr. Coffey stated that Dr. Coates spends a much greater amount of time at the nursing home than the required 8 hours. Mr. Coffey continued that he had spoken to Dr. Coates about the need to document his time by clocking in and out. Mr. McCoy he was concerned about the quality of Dr. Coates work based on his recorded hours worked. Mr. McCoy continued that he would like to see copies of the reports that Dr. Coates has been submitting as part of his duties. Mr. Coffey agreed to supply copies of these reports. Mr. McCoy stated that he would like Dr. Coates to appear at the County Legislature's meetings of Social Services and Residential Health Care Facilities. Mr. Coffey agreed to have Dr. Coates appear before the committee meetings and asked for clarification on Dr. Coates appearing before the committees this week or next month. Mr. McCoy replied that Dr. Coates should appear before the committees next month. Mr. McCoy stated that he would like to have the County Comptroller's Office due an audit of Dr. Coates' timecard. Mr. McCoy asked Ms. Storm if an RFP is done for this contract. Ms. Storm replied that a RFP is not mandated for this position. Ms. Storm continued that traditionally for contracts for medical professionals physicians do not respond to the RFPs. Mr. McCoy requested that

this contract be tabled for one month. Ms. Condon stated that the County is legally obligated to have a medical director and recommends a 30 day extension of the current contract. The Board agrees, the current contract is extended for 30 days and the new contract is tabled for one month.

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TYPE:	NEW
Contract Number:	11-5142-0002
Requesting Department:	Public Works
Vendor:	Multiple Vendors
Scope of Services:	Purchase of plow, wing, sander and spreader parts. Spending $15,000.00 per year.
Term:	3 years – One year with two one year renewals.
Amount:	$45,000.00

Mr. VanDeLoo stated that this was a new contract for the purchase of plow, wing, sander and spreader parts. Mr. McCoy verified that the cost per year for this contract is $15,000. Mr. VanDeLoo replied that was correct and that the total of the $45, 000 includes the 2 one year renewals. Mr. McCoy asked if the lowest bidder was chosen. Mr. VanDeLoo replied that the lowest bidder was chosen based on the manufacture's response and that a variety of manufactures are used. Mr. McCoy asked Ms. Storm if the County has looked into purchasing items like this in bulk with other municipalities. Ms. Storm replied that the County has, and it has not been successful many will not cooperate. Mr. Breslin agreed that we would all benefit if the local municipalities worked together. 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:	11-8110-0002
Requesting Department:	Sewer District
Vendor:	GHD
Scope of Services:	Engineering services North plant belt filter press.
Term:	To completion
Amount:	$23,800.00

Mr. Lyons stated that this was a new contract for engineering services for the North Plant belt filter press. Mr. Lyons continued that this bid is $36, 00 under budget. Mr. Lyons continues that of the seven proposals GHD is the lowest, and notes GHD is formally Sterns & Wheeler. 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:	11-8130-0001
Requesting Department:	Sewer District
Vendor:	David Frueh Contacting
Scope of Services:	Excavation and transportation of 9,500 yards of sewage sludge ash (7,000 from South plant, 2,500 from North).
Term:	6 months
Amount:	$74,500.00

Mr. Lyons stated that this was a new contract for excavation and transportation of sewage sludge ash. Mr. Lyons continued that all the excavation from the South Plant is brought to the City landfill and used as a daily cover of the landfill. 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: 11-8130-0002
Requesting Department: Sewer District
Vendor: Industrial Furnace Company
Scope of Services: Misc. refractory and steel repairs Incinerator # 1 at the south plant.
Term: 1 month
Amount: $57,455.00

Mr. Lyons stated that this was a new contract for refractory and steel repairs to Incinerator #1 at the South Plant. Mr. Lyons continued that this year they received a second bid for this project, and it was $25,000 higher than Industrial Furnace Company. Mr. Lyons continued that Industrial Furnace's bid was $23, 000 under what was budgeted and that he was very satisfied with their work.
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: 11-4010-0005
Requesting Department: Health
Vendor: Cornell Cooperative Extension
Scope of Services: Eight Lead Safe Workplace and sixteen Renovation Repair Painting Rule training will be provided to contractors and landlords.
Term: 10/01/2010 – 09/30/2011
Amount: $48,000.00

Ms. Lenehan stated that this was a new contract with Cornell Cooperative Extension for lead safe work practices and trainings. The lead safe work practice trainings teach participants how to identify the existence of lead based paints and safe work practices in handling lead based paints. Mr. McCoy asked if this program was grant funded. Ms. Lenehan responded that it was funded through NYS CLPPP (Childhood Lead poisoning Primary Prevention Program). Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.
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TYPE: RENEWAL
Contract Number: 11-4322-0002
Requesting Department: Mental Health
Vendor: PEDS
Scope of Services: Provides free comprehensive developmental screening to children birth through age five in Albany County.
Term: 01/01/2011 – 06/30/2011
Amount: $17,500.00

Ms. Roberts stated that this was a renewal contract for comprehensive screenings for developmental delays on an outreach basis to children birth through age five. Mr. Breslin asked why the contract was for only six months. Ms. Roberts responded that the contract was for six months so that there could be a review of potential overlapping services and a possible collaboration with the department of Children, Youth & Families. Mr. McCoy asked how many children are served. Ms. Roberts replied that 750 children are served. 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: 11-6140-0001
Requesting Department: Social Services
Vendor: Lydia's House
Scope of Services: Short-term temporary residential care, room and board, supervision, information and referral for eligible homeless female ex-offenders.
Term: 04/01/2011 – 03/31/2012
Amount: $81,000.00

This contract was removed from the agenda at the request of the Department of Social Services.

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TYPE: NEW
Contract Number: 11-6772-0001
Requesting Department: Aging
Vendor: Catholic Charities
Scope of Services: III-E, provides caregiver services to seniors 60+, includes respite counseling, information and assistance & support services.
Term: 01/01/2011 – 12/31/2011
Amount: $45,910.00

Ms. Glassanos stated that this was a new contract to provide support to informal caregivers (family members) including respite counseling, information and assistance. Ms. Glassanos continued that this is funded through a federal grant with a 25% match by the County. Mr. McCoy asked how many caregivers are served. Ms. Glassanos responded that in 2009 it was 945, and that not all the information is in for 2010. Mr. McCoy asked if this was a mandated program. Ms. Glassanos replied that it was not. Mr. McCoy stated that there a lot of contracts given to Catholic Charities. Ms. Glassanos responded that this was a specialized area of care that Catholic Charities offers. Mr. Breslin stated that contracts are not given based on who the group is but based on their area of expertise. Mr. McCoy stated that the County needs to look at how business is done, look into what is and what is not mandated. Mr. Breslin responded that a review has been conducted in addition to a directive sent to al departments to review all their contracts for potential cost savings. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: Aging
Contract Number: 11-6772-0002
Requesting Department: Aging
Vendor: Community Caregivers Inc
Scope of Services: III-E, provides caregiver services to seniors 60+, includes respite counseling, information and assistance & support services.
Term 01/01/2011 – 12/31/2011
Amount: $35,095.00

Ms. Glassanos stated that this was a new contract to provide support to informal caregivers (family members) including respite counseling, information and assistance. Ms. Glassanos continued that this is funded through a federal grant with a 25% match by the County. Ms. Glassanos noted that Community Caregivers serves a different geographical area and this is reflected in the amount of the contract. 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: 11-6772-0003
Requesting Department: Aging
Vendor: Senior Service Centers of the Albany Area
Scope of Services: III-E, provides caregiver services to seniors 60+, includes respite counseling, information and assistance & support services.
Term: 01/01/2011 – 12/31/2011
Amount: $46,005.00

Ms. Glassanos stated that this was a new contract to provide support to informal caregivers (family members) including respite counseling, information and assistance. Ms. Glassanos continued that this is funded through a federal grant with a 25% match by the County. 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: 11-6772-0004
Requesting Department: Aging
Vendor: The EDDY
Scope of Services: III-E, provides caregiver services to seniors 60+, includes respite counseling, information and assistance & support services.
Term: 01/01/2011 – 12/31/2011
Amount: $26,050.00

Ms. Glassanos stated that this was a new contract to provide support to informal caregivers (family members) including respite counseling, information and assistance. Ms. Glassanos continued that this is funded through a federal grant with a 25% match by the County. 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: 11-6772-0008
Requesting Department: Aging
Vendor: Albany County Dept of Social Services
Scope of Services: Provide comprehensive assessments of seniors 60+ thereby enabling utilization of services throughout Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: $52,500.00

Ms. Glassanos stated that this was a new contract with the Albany County department of Social Services to provide comprehensive assessments of seniors 60+ thereby enabling utilization of services throughout Albany County. Ms. Glassanos stated that this was previously done through the Department of Health, and that nurses were transferred from the health department to the Department of Aging for increased efficiency. Mr. McCoy asked how many people were served by this program. Ms. Glassanos replied that 580 assessments were done last year. 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:	11-1345-0001
Requesting Department:	Children, Youth & Families
Vendor:	Village of Colonie Outreach Center
Scope of Services:	SAMSHA grant for Parent Partner Program to engage, support and advocate for families of children with serious emotional disturbances.
Term:	03/01/2011 – 02/28/2012
Amount:	$50,000.00

This contract is an inter municipality contract and legally must go before the Legislature.

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Other Business – Mr. Breslin motioned to approve the minutes from the January 2011 CAB meeting. Mr. McCoy seconded the motion. The minutes were unanimously approved. The meeting adjourned at 10:16 A.M.