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, August 22, 2011 | 9:15 A.M. | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
John McPhillips, *Management & Budget*
Ashley Smith, *Management & Budget*
Mary Job, *Management & Budget*
Karen Storm, *Purchasing*
Michael Franchini, *County Executive's Office*
Tom Coffey, *Nursing Home*
Lynn Tubbs, *CYF*

The meeting commenced at 9:20 P.M.

TYPE: NEW
Contract Number: 341
Requesting Department: Nursing Home
Vendor: Weather Guard Roofing Co. LLC
Scope of Services: Repair areas of the existing roof as indicated in the scope of services.
Term: 11/01/2011
Amount: $25,950.00

Tom Coffey said that this contract was to address roof repairs in two major areas. Working with DGS an RFP was developed and three bids were received. Weather Guard Roofing Co., LLC was the low bidder. Mr. Breslin motioned to approve. Mr. Clingan seconded the motion. Contract was approved.

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TYPE: NEW
Contract Number: 319
Requesting Department: DCYF-Youth Bureau
Vendor: Equinox, Inc.
Scope of Services Transitional Living Program
Term: 1/01/2011-12/31/2001
Amount: $39,160.00

Lynn Tubbs said that these two contracts address runaway homeless youth between the ages of 16 and 20 years. This stems from a Federal Act and state funds are used to cover the cost. Mr. Breslin motioned to approve. Mr. Clingan seconded the motion. Contract was approved.

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TYPE: NEW
Contract Number: 320
Requesting Department: DCYF-Youth Bureau
Vendor: Equinox, Inc.
Scope of Services: Equinox House for Youth
Term: 1/01/2011-12/31/2011
Amount: $30,239.00

See notes above.

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TYPE: RENEWAL
Contract Number: 346
Requesting Department: DCYF
Vendor: Dr. Zvi Klopott
Scope of Services Provision of Child Psychiatry Services, 6 hours of child psychiatric coverage at a rate of $195 per hour. Prior contract 10-6119-0010
Term: 10/01/2011 – 09/30/2012
Amount: $61,000.00

Lynn Tubbs said that in order to maintain the Mental Health Clinic's license, psychiatric services need to be provided for children. The program in this contract was initially done through SAMHSA but that funding is no longer available. Mr. Breslin asked if CYF was satisfied with Dr. Klopott's services. Ms. Tubbs said yes and that Dr. Klopott brings in revenue and has proven to be an asset for these particular services. Mr. Clingan motioned to approve. Mr. Breslin seconded the motion. Contract was approved.

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TYPE: AMENDMENT
Contract Number: 356
Requesting Department: DCYF
Vendor: Northeast Parent & Child Society
Scope of Services: Intensive aftercare preventive program funded by NYSOCFS, extension of prior contract 10-6071-0010.
Term: 07/01/2011 – 12/31/2011
Amount: $7,132.00

Lynn Tubbs stated that this program began in Jan. 2010 and the funding finished in Jan. 2011. At that time CYF did a six month contract for five families who were still in the program. One family is presently in the program and this contract extension is to cover services for them. Mr. Clingan inquired if CYF believes this families' needs will be serviced within the six month time frame for this extension. Ms. Tubbs replied yes. Mr. Breslin motioned to approve. Mr. Clingan seconded the motion. Contract was approved.

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TYPE: NEW
Contract Number: 362
Requesting Department: Purchasing
Vendor: WB Mason Co, Inc.
Scope of Services Purchase of HON furniture for all county departments on an as needed basis.
Term: One year with two 1 year options to renew
Amount: $30,000.00

Karen Storm stated that usually purchasing buys furniture off state contracts, however, sometimes HON furniture is cheaper off this contract. Three bids were received and W.B. Mason was the low bidder. Mr. Clingan motioned to approve. Mr. Breslin seconded the motion. Contract was approved.

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Other Business – Board reviewed the minutes from the June 20th CAB meeting. Mr. Breslin motioned to approve. Mr. McCoy seconded the motion. Minutes were approved.
Board reviewed the minutes from the July 27th CAB meeting. Mr. Breslin motioned to approve. Mr. McCoy seconded the motion. Minutes were approved.

The meeting adjourned at 9:30 A.M.