CONTRACT ADMINISTRATION BOARD MEETING

Honorable Daniel P. McCoy, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Shawn M. Morse, *Chairman, County Legislature*

Monday, October 22, 2012 | CEO Conference Room, 112 State Street, Suite 200 | 11:30am

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Members Present: Daniel McCoy, *County Executive*
Thomas Clingan, *County Clerk*

Others Present: George Brown, Aging
Jen Clement, *HR*
Gail Geohagen, *CYF*
Colette Poulin, *CYF*
Beth O'Neil, *CYF*
John Evers, *DGS*
Joe McElroy, *DGS*
Walt VanDeLoo, *DGS*
Thomas Coffey, *Nursing Home*
Paula Ragaini, *Minority Office*
Karen Storm, *Purchasing*
Eugenia Condon, *Law*
Christine Quinn, *County Executive*
Tom Scarff, *County Executive*
Scott Siegel, *County Executive*
Chandra Williams, *County Executive*
Ashley Smith, *Management & Budget*
Cillian Flavin, *County Executive/Management & Budget*
Sarah Cantwell, *Management & Budget*

Meeting commenced at 11:43 am.

TYPE:	AMENDMENT
Contract Number:	952
Requesting Department:	A6772 - Aging
Vendor:	Senior Service Centers of the Albany Area
Scope of Services	III-E Elder Caregivers Grant. To provide Adult Day Care, Counseling, Personal Emergency Response (PERS), Support Groups and respite meals for caregivers of seniors in Albany County.
Term:	1/1/2012 - 12/31/2012
Amount:	$ 33,480.00

Mr. Brown explains this service is required by NYS Department of Aging. This amendment is to re-assign money to SSA. Use of this money determines qualifications for receiving money going forward. Mr. Clingan asks about the next contract if it is the same situation. Mr. Brown explains this one includes an extra $2,500.00 in funding for Catholic Charities. Mr. Clingan states they will move on these together. Mr. Clingan motions for approval of both contracts; Mr. McCoy seconds.
Contracts unanimously approved.

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TYPE: AMENDMENT
Contract Number: 951
Requesting Department: A6772 - Aging
Vendor: Catholic Charities Caregivers Support Services
Scope of Services III-E Caregiver, Provide caregiver services to Albany County residents 60 years of age or older, consisting of respite services, counseling, information and assistance and support groups.
Term: 1/1/2012 - 12/31/2012
Amount: $ 38,341.00

See Above

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TYPE: RENEWAL
Contract Number: 938
Requesting Department: 1432 – Human Resources
Vendor: M.M. Hayes Company, Inc.
Scope of Services Maintenance agreement for Kronos time keeping system.
Term: 11/1/12-10/31/13
Amount: $ 35,989.00

Ms. Clement notes that this is a sole provider situation. This particular system has been linked to our MUNIS system. Mr. McCoy asks if we are up to date with MUNIS versions. Ms. Clement replies we are up to date with Kronos and behind with MUNIS. Ms. Clement clarifies that this is a maintenance contract for Kronos, only. Mr. McCoy asks if we have looked into cheaper alternatives. Ms. Clement answers this is sole provider and they have looked at other Time Keeping software but it's hard to find one that will connect with MUNIS. Mr. Clingan motions for approval of the contract; Mr. McCoy seconds.
Contracts unanimously approved.

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TYPE: RENEWAL
Contract Number: 961
Requesting Department: A1420 - Law (County Attorney)
Vendor: Gallagher, Bassett Services Inc.
Scope of Services Provide claims management services for liability and property insurance coverage.
Term: 11/1/12-10/31/13
Amount: $ 51,834.00

Ms. Condon explains this was an RFP last year and this is the first renewal. The price is down due to less claims, the price is subject to change based on the number of and types of claims. Mr. Clingan asks if they are satisfied with the vendor. Ms. Condon states they are satisfied, they do all of the reporting and follow through, including reporting to Medicare. Ms. Condon replies yes, this is a renewal due to expire soon and the price did go down. There was one other response to the bid. Mr. McCoy asks if we can put it out to bid. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.

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TYPE: NEW
Contract Number: 963
Requesting Department: A6071 - Preventative Assistance Program (Title XX)
Vendor: St. Anne Institute
Scope of Services Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services. St. Anne Institute (SAI) proposes to provide assessment and clinical services, on a fee-for-service basis, to children, individuals, and families who are dealing with issues related to sexual victimization and/or sexual offending. The specific services include specialized clinical consultation and specialized evaluations, including trauma

assessment, sex offender risk assessment, and validation (credibility) assessments. SAI will also provide specialized sexual abuse treatment services (individual, group and family therapy) to children, parents/caregivers, and families. 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 foster care placement.

Term: 01/01/2013 -12/31/2013
Amount: $ 60,000.00

Ms. Poulin explains that for all of the contracts before the board there was an RFP sent out that was due back in August.
For this contract the vendor works with our Multi-Disciplinary Team. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.

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TYPE: NEW
Contract Number: 964
Requesting Department: A6071 - Preventative Assistance Program (Title XX)
Vendor: Berkshire Farm Center and Services for Youth
Scope of Services 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.
Term: 01/01/2013 - 12/31/2013
Amount: $ 30,000.00

Ms. Poulin explains the contract. Mr. Clingan asks if we had problems with this vendor in the past. Ms. Poulin explains that we did have an issue six years ago in the foster program. It has been cleaned up and this contract is for a different program. Conduct assessments of providers continuously for quality assurance. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.

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TYPE: NEW
Contract Number: 965
Requesting Department: A6071 - Preventative Assistance Program (Title XX)
Vendor: St. Catherines Center for Children
Scope of Services Overnight Planned Respite program for the provision of Specialty Prevention Services. To provide overnight planned respite to children, ages five (5) to eighteen (18) years old, who are suffering from a Serious Emotional Disturbance, and their families who are in need of relief from multiple stressors that may present within their family unit. The goals of the program are to prevent, or alleviate a crisis and reduce the risk factors that contribute to abuse and neglect, prevent psychiatric hospitalization or foster care placement of the child, and provide the child with therapeutically-based social or recreational outings that strengthen their interpersonal capacities and skills. The respite program has the capacity to provide a pre-respite visit for the child to increase their comfort level with the service. This program will provide 150 planned overnight respite opportunities to children annually.
Term: 01/01/2013 - 12/31/2013
Amount: $ 33,911.00

Ms. Poulin explains the contract. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.

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TYPE: NEW
Contract Number: 966
Requesting Department: A6071 - Preventative Assistance Program (Title XX)
Vendor: Rehabilitation Support Services
Scope of Services: Compeer for Kids for the provision of Specialty Prevention Services. To provide On-Going Respite Services for up to 10 Albany County children at a time, ages 7-16 years old, with mental health needs, who are at risk of being placed out of the home due to behavioral, emotional or psychiatric problems. The Compeer for Kids Program is a nationally recognized, best practice model, which is based on providing one-to-one mentoring for children and youth who are in need of caring relationships. Compeer for Kids will work with these children and families to develop the skills to function as a family unit, and to link them to different resources available within the community that will empower and strengthen the number of positive protective factors within the family domain.
Term: 01/01/2013 - 12/31/2013
Amount: $ 56,127.00

Ms. Poulin explains the contract. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.
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TYPE: NEW
Contract Number: 967
Requesting Department: A6071 - Preventative Assistance Program (Title XX)
Vendor: St. Catherines Center for Children
Scope of Services: Ongoing Respite program for the provision of Specialty Prevention Services. To provide ongoing respite to children, ages five (5) to thirteen (13) years old, who are suffering from a Serious Emotional Disturbance, and their families who are in need of relief from multiple stressors that may present within their family unit. The goals of the program are to prevent or alleviate a crisis and reduce the risk factors that contribute to abuse and neglect, prevent psychiatric hospitalization or foster care placement of the child, and provide the child with therapeutically-based social or recreational outings that strengthen their interpersonal capacities and skills. Each individual respite contact for children will consist of three hours of direct contact with individualized activities focused on improving the child's socialization skills and address other needs identified by the family.
Term: 01/01/2013 - 12/31/2013
Amount: $ 60,000.00

Ms. Poulin explains the contract. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.
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TYPE:	NEW
Contract Number:	969
Requesting Department:	A6071 - Preventative Assistance Program (Title XX)
Vendor:	LaSalle School
Scope of Services	Family Needs and Assessment for the provision of Juvenile Justice Prevention Services. An alternative to detention and foster care to reduce the utilization of detention services, increase delinquency prevention and decrease youth arrests. This will ultimately prevent youth from entering foster care, expedite permanency for youth in foster care, and reduce recidivism.
Term:	01/01/2013 - 12/31/2013
Amount:	$ 34,784.00

Ms. Poulin explains the contract. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.
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TYPE:	NEW
Contract Number:	959
Requesting Department:	NH6020- Residential Health Care Facilities
Vendor:	Titan Roofing, Inc.
Scope of Services	Roof Repairs ACNH
Term:	90 Days
Amount:	$28,950.00

Mr. Coffey explains that there are several locations that need repair. This is the lowest quote received. Mr. Clingan notes that the other bids seemed very high, and that DGS has had deals with this vendor previously. Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Contract unanimously approved.
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Other Business – Board will review minutes from the September 26, 2012 CAB meeting and the Emergency CAB meeting on October 9, 2012.

Mr. Clingan motions for approval of contract; Mr. McCoy seconds.
Minutes unanimously approved.

Meeting closed at 12:00pm.