

# CONTRACT ADMINISTRATION BOARD MEETING



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

Monday, January 23, 2013 | CEO Conference Room, 112 State Street, Suite 200 | 10:00am

Members Present: Daniel McCoy, *County Executive*  
Shawn Morse, *Chair of Legislature*

Others Present: Kelle Roberts, *Mental Health*  
Paul Hebert, *Hockey Facility*  
Patty Bryce, *Hall of Records*  
Pat Aikens, *Probation*  
Joe DeAngelis, *DSS*  
Catherine Brown, *Law*  
Karen Storm, *Purchasing*  
Paula Ragaini, *Minority Office*  
Ralph Signoracci, *Legislature*  
Christine Quinn, *County Executive*  
Tom Scarff, *County Executive*  
Scott Siegel, *County Executive*  
Mike McLaughlin, *County Executive*  
Dave Friedfel, *Management & Budget*  
Chandra Williams, *Management & Budget*  
Sarah Cantwell, *Management & Budget*

Meeting commenced at 10:12 am.

TYPE: NEW  
Contract Number: 1108  
Requesting Department: A7181 - Hockey Facility  
Vendor: Servomation  
Scope of Services Vendor to provide Vending Machine Services to the Albany County Hockey Facility.  
Term: Three (3) years Approx. February 1, 2013 - January 31, 2015  
Amount: \$ 25,503.03

Mr. Hebert explains this is a three year contract for the vending machines at the hockey facility. Mr. McCoy asks if other bids were received. Ms. Storm replies it was not the only one but it was the best one. Mr. McCoy asks if the power usage of the machines has ever been reviewed. Ms. Storm states no. Mr. Hebert says he will look into the issue. Mr. Morse motions for approval of contract; Mr. McCoy seconds.

Contract unanimously approved.

TYPE: RENEWAL  
Contract Number: 1110  
Requesting Department: A6010 - Social Services  
Vendor: Albany Medical Center  
Scope of Services DSS Principal Examiner assigned to Albany Medical Center to assist hospital patients with the Medicaid application process. NOTE: (This position is fully funded by the hospital)  
Term: 4/1/2013-3/31/2014  
Amount: \$ 92,097.00

Mr. DeAngelis explains that they have two contracts both for examiner positions in hospitals. Mr. McCoy notes that they will consider contracts 1110 and 1109 together. Mr. Morse asks why there is a difference in the amounts. Mr. DeAngelis explains it's the health care options chosen by the employees. Mr. McCoy motions for approval of contract; Mr. Morse seconds.  
Contract unanimously approved.

.....

TYPE: RENEWAL  
Contract Number: 1109  
Requesting Department: A6010 - Social Services  
Vendor: St. Peter's Hospital  
Scope of Services DSS Principal Examiner assigned to St. Peter's to assist hospital patients with the Medicaid application process. NOTE: (This position is fully funded by the hospital)  
Term: 4/1/2013-3/31/2014  
Amount: \$ 97,097.00  
See Above.

.....

TYPE: NEW  
Contract Number: 1116  
Requesting Department: A1411 - Hall of Records (County Archives)  
Vendor: Kofile  
Scope of Services Preservation and Conservation of 16 volumes of our Dutch Records Collection dating from 1652 to 1835. We would like to preserve this collection of unique Dutch records that are permanent links to the past. These records are not only of local importance but also of national significance. Without proper care, these irreplaceable records may be lost forever. The ravages of time, acidic paper, acidic links, usage, temperature and humidity UV light, improper storage and unforeseen disasters threaten their existence. This will give us the ability to make these precious records more available to the public and provide a significant resource for historians, genealogists and future generations of researchers.  
Term: 1/31/2013-6/30/2013  
Amount: \$ 52,710.00  
Ms. Bryce explains this is grant money that covers the cost of the project. They received multiple bids and liked one in particular but it was too expensive. They chose a vendor they liked and have done business with in the past. Mr. McCoy motions for approval of contract; Mr. Morse seconds.  
Contract unanimously approved.

.....

TYPE: RENEWAL  
Contract Number: 1114  
Requesting Department: A4310 - Mental Health  
Vendor: Information Management Associates  
Scope of Services Provides access and support to the IMA Electronic Health Record System for 80 users.  
Term: 1/1/2013-12/31/2013  
Amount: \$ 63,996.00  
Ms. Roberts explains this is the annual contract they do each year for the record keeping and billing system used by Mental Health and CYF. They have been using this vendor since 1989 and have 80 licenses. Mr. McCoy asks if this was put out for bids. Ms. Roberts states that it was about five years ago but not since. Mr. McCoy asks if they can put it out again, since it's been a while and things change so much. Ms. Storm adds that the issue they have run into in the past is that it's difficult to transfer all of their files since it's a large system. Ms. Roberts adds that it's difficult when the vendor has their own system that others don't support. Mr. Morse notes that vendors with their own systems are hired it's hard to move away. He agrees we should look at what is out there again. Mr. McCoy motions for approval of contract; Mr. Morse seconds.  
Contract unanimously approved.

.....

TYPE: AMENDMENT  
Contract Number: 1113  
Requesting Department: A4310 - Mental Health  
Vendor: Capital District Physicians' Health Plan, Inc.  
Scope of Services Amendment of current contract between CDPHP and Albany County Mental Health to reflect changes to procedure codes in the psychiatry section of AMA's Current Procedural Terminology (CPT). These new codes must be used for documentation and billing for services after 12/31/2012. 100% County revenue.  
Term: 1/1/2013-12/31/2013  
Amount: \$ 95,000.00

Ms. Roberts explains this is an amendment to the existing contract due to the A.M.A. setting out new codes that have to be used for record keeping and billing. Mr. McCoy asks why the amount is so high for an update. Ms. Roberts explains that it is revenue, which is estimated. Mr. Morse asks who is getting the care. Ms. Roberts explains that it's the County's people who have Capital District Physicians Health Plan (CDPHP). We bill CDPHP for people we service in the County. Mr. McCoy motions for approval of contract; Mr. Morse seconds.  
Contract unanimously approved.

.....

TYPE: NEW  
Contract Number: 1106  
Requesting Department: A3140 - Probation  
Vendor: AutoMon  
Scope of Services AutoMon will provide technical support services to AC Probation in the ongoing use of the licensed software for the departments Case Management System.  
Term: 1/15/13 to 1/15/14  
Amount: \$ 25,000.00

Ms. Aikens explains that this is the vendor for the case management software. This is the vendor for NYS and all probation departments within the state use this vendor. Mr. Morse motions for approval of contract; Mr. McCoy seconds.  
Contract unanimously approved.

.....

**Other Business** – Board will review minutes from the December 14, 2012 CAB meeting.  
No issues or questions on the minutes.

Mr. Morse motions for approval of the minutes; Mr. McCoy seconds.  
Minutes unanimously approved.

Meeting concluded at 10:23am.