



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
 Honorable Bruce A. Hidley, *County Clerk*
 Honorable Sean E. Ward, *Chairman, County Legislature*

August 28, 2017 CAB MEETING MINUTES

Board Members Present: Bruce Hidley, County Clerk / Sean Ward Legislature

Department Representatives:

Eugenia Condon Law	Nancy Heinzman Stormwater
Patrick Dillon Aging	Karen Storm Purchasing
Matthew Reuter MH	Marc Gleason NH
Dave Reilly DMB	Dave Latina DGS
Nicole Ward Youth	Lucas Rogers
Shawn Thelen DMB	

Other Business: The Board will review the minutes from the noted CAB meeting(s)

August 2017: Hidley/ Ward Mr. Hidley brings the minutes to a vote. Sean Ward motions to approve the minutes. The minutes are approved.

Contract ID#	Action	Department	Vendor Name	Scope of Service	Est. Term	Est. Amount
3705	New	A8021 - Stormwater Coalition	VHB Engineering, Surveying, and Landscape Architecture	General Support, for time and materials/hourly basis with a not to exceed figure. Type of support: organize and upload storm system data to SwIM mapper; password maintenance; metadata maintenance; troubleshoot performance issues with Coalition and County IT staff.	2 year	\$20,500.00

Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Nancy Heinzman discusses the funding and also explains current staffing issues. Sean Ward wanted to add for full transparency that he sit on the board of the stormwater coalition as a member. Eugenia Condon is consulted to make sure there is no conflict of interest. Sean Ward makes a motion to accept the contract. Bruce Hidley seconds the motion. The contract is approved.

Contract ID#	Action	Department	Vendor Name	Scope of Service	Est. Term	Est. Amount
3683	Amend	NH6020 - Nursing Home	Hinman Straub, P.C.	Hinman Straub will work with Albany County Nursing Home and it's Architect (consultants), construction manager and accountants to complete all required schedules, including financial and architectural schedules of the NYSDOH Certificate of Need and Construction Notice applications and accompanying supporting documentation and develop a community analysis (character and competence documentation) as required, attend meetings with the NYSDOH staff including but not limited to staff from finance and architecture bureaus, assist the Albany County Legal and Procurement Departments and Albany County Nursing Home's Executive Director in reviewing RFP's Awards and Contracts to contractors, sub-contractors, architects, accountants, and construction manager, attend meetings with the Albany County Legislature or any other branch of government, as directed and may be required to assist Albany County and or Albany County Nursing Home in navigating any and all other legal issues relative to the construction/renovation project which may arise during and after the CON process, project and participate in the narrative and assist as needed in answering NYSDOH contingencies.	36 Months	\$20,000.00
Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Mark Gleason is asked to speak on behalf of the contract and thinks tht it all has been covered by Mr. Hidley's explainaation of the contract and has nothing more to add. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds. The contract is approved.						
3709	Amend	A4310 - Mental Health	National Council for Behavioral Health	Behavioral Health Same Day Access Contract amendment request seeks to amend the previous contract dates for consultancy services moving the end date from 8/31/2017 to 3/31/2018.	3/28/2016 - 3/31/2018	\$0.00
Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Matt Reuter explains the contract and gives an end date. Sean Ward wants to confirm that the extention is still for the original amount of fund . Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3711	New	A1610 - General Services Admin	Smiths Detection, Inc.	Security Upgrades - monitors, cables, keyboard, printer, etc... pertaining to the first floor renovation Project at 162 Washington Avenue - DSS	1 year	\$30,094.06
Mr Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina must edit the explanation of the contract and is for an X-ray scanning device . And therefore the funding must be changed from 0% county funded to 100% federally funded. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						

Contract ID#	Action	Department	Vendor Name	Scope of Service	Est. Term	Est. Amount
3680	Amend	A6772 - Aging	Community Caregivers, Inc.	The Contractor provides in home contact and support services for isolated and home bound older adults in Albany County. Services include friendly visiting to provide socialization, shopping assistance and telephone reassurance calls.	1/1/2017 - 12/31/2017	\$0.00
Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments .Pat Dillon speaks on behalf of the change in units awarded but no money changes in value.Sean Ward wants to know if the units are hours or per call, and where they are located. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3692	Renewal	A7310 - Youth Bureau	Equinox Inc.	Transitional Independent Living Program - 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20	01/01/2017 12/31/2017	\$64,301.00
Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments.Nicole Ward explains the coverage in the program and the reason why. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3691	Renewal	A7310 - Youth Bureau	Community Maternity Services	Joyce Center Independent living program 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20	01/01/2017 12/31/2017	\$70,851.00
Mr Hidley reviews the scope of the contract and opens up the discussion for questions and comments..Nicole Ward again explains the coverage and tht the cost will go down in the next year. This has served about 38 youth. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3707	New	A1345 - Central Purchasing	WB Mason	Purchase of HON Furniture on an as needed basis for all County Departments.	September 1, 2017 - August 31, 2018	\$30,000.00
Mr. Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Karen Storm explains the purchasing contract to help with delivery costs. Sean Ward makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						