

Agenda Session  
June 11, 2014 5:00 pm

Vice Chairman Veitch called the meeting to order.

Roll call was taken. PRESENT – Alan Grattidge, Philip C. Barrett, Anita Daly, Richard Lucia, Jean Raymond, Paul Lent, Paul Lunde, Arthur Wright, Kevin Tollisen, Paul Sausville, Daniel Lewza, Thomas Richardson, Preston L. Jenkins, Jr., Willard H. Peck, John Collyer, Thomas N. Wood, III, Matthew E. Veitch, Peter Martin, Edward D. Kinowski, John Lawler, Arthur J. Johnson – 21. ABSENT - Patrick Ziegler, Preston Allen - 2.

On a motion by Mr. Martin, seconded by Mr. Richardson the minutes of the May 14, 2014 meeting were unanimously approved.

Mr. Hellwig presented the following:

PERSONNEL AND INSURANCE

Renewal agreement with the County's third party administrator for the Worker's Comp program at a cost of \$278,940. This amount is unchanged from the expiring contract.

Authorization for the Chairman to enter into agreements with a Conflict Defender and two Assistant Conflict Defenders to clean up a regulatory issue with the way those employees are currently working for the County who are on the payroll system. They will be handled through contracts which will eliminate the costs associated with certain benefits that payroll employees are eligible for.

Authorizing the Chairman to enter into agreements with two Upstate Quality Improvement and Caseload Reduction attorneys at an annual amount not to exceed the equivalent hourly pay rate of a Grade 18 employee calculated at 910 hours per year, and amending the Compensation Schedule in relation thereto.

ECONOMIC DEVELOPMENT

Setting a public hearing for any changes, deletions, modifications that are going to be considered as part of Saratoga County Agricultural District #2 in accordance with NYS Agriculture and Markets Law. This review occurs every eighth (8) years.

Acceptance of funding for the Summer Youth Employment Program. There is a slight increase in this program of about \$13,000.

Authorizing contract renewals with Warren and Washington Counties for administration of the Workforce Investment Act in their counties.

Authorization for an agreement with Captain Youth and Family Services to administer the Workforce Investment Act Youth Program. This will provide employment training services and other resources for kids trying to get jobs in the County.

Authorizing application for and acceptance of federal funds for the Workforce Investment Program for the 2014 program year. The money is used to run the programs.

Approving the Workforce Investment Board budget for program year 2014. The budget is \$94,900 and is unchanged from the previous year.

Authorizing a renewal agreement with J.J. Young to provide administrative services for the Workforce Investment Board. Under regulations the County is prohibited from providing any of those services so this contract allows the County to go out and find an entity to do that service for the WIB Board.

EQUALIZATION AND ASSESSMENT

A tax credit for an assessor's error on some County owned property that resulted in an ambulance district tax being levied.

BUILDINGS AND GROUNDS

Authorization for the low bidder, Three D. Rigging & Construction, Inc., for the removal of the co-generation equipment at Maplewood Manor.

PUBLIC HEALTH

Authorization for an occupational therapist up to 20 hours per week which will supplement the 20 hours per week that is currently being provided by existing staff. There is a greater need for OT services so this contract with Thomas Nicola is being recommended to address that need.

Amend the earlier Resolution #242-13 to replace Omnicare, Inc. with Pharmacy Associates of Glens Falls, Inc. as the contracting authority for pharmacy consultant services at Maplewood Manor.

Authorizing increase in vaccine administration fees established in July 1999. The cost of the vaccines has risen over the years and this increase will close some of that negative variance between the administrative cost and what the individuals are actually being charged.

Amending the Saratoga County Public Health Nursing Service Billing and Collection Policy.

RACING AND GAMING

Expressing the Board of Supervisors' support for the Saratoga Casino and Raceway's bid in the Town of East Greenbush that will only be supported with the anticipated approval within the Town of East Greenbush, which is the host community. Their vote is scheduled for June 12, 2014.

PUBLIC SAFETY

Approving the County's Alternatives to Incarceration Plan as well as the Pre-trial Services Program. The funding amounts for this year's programing costs are unchanged from last year in terms of the State aid.

SOCIAL PROGRAMS

Authorization for an agreement with the Town of Waterford to provide \$20,000 in pass-through funding for the purchase of a senior transportation vehicle. The town will be picking up the difference between the actual cost of that vehicle and the \$20,000 provided by the Office for the Aging.

Authorizing the Youth Bureau's 2014 funding applications as well as a budget amendment related to those delinquency prevention programs this year.

Authorization to enter into a contract for transportation services with the low bidder who was Upstate Transit of Saratoga, LLC to provide transportation for pre-school children with special needs in our Preschool Special Education and Early Intervention Programs.

Acceptance of additional federal funding in the Department of Social Services for use in providing day care to families that are currently excluded from this service based on their income levels.

LAW & FINANCE

Authorization to transfer \$300,000 from the Contingency Account into the Data Processing budget to complete the initial phase of the County's computer network infrastructure upgrade to the County's computer networks.

LEGISLATIVE AND RESEARCH

Adopting a Local Law authorizing contract awards based upon "best value" methodology.

On a motion by Mr. Peck, seconded by Mr. Lucia the agenda was unanimously set for the June 17, 2014 Board Meeting.

PRESENTATION

National Association of Counties – Andrew Goldschmidt – Mr. Goldschmidt handed out information about membership to NACo. He gave a brief overview of NACo and presented the benefits of becoming a member and encouraged the Board to include this in their 2015 budget.

Mr. Peck reminded everyone that Sundae on the Farm is this coming Sunday, Father's Day. He invited his colleagues to join him at his farm, Welcome Stock Farm, where this year's event will take place.

Mr. Grattidge told the Board they all received a poster/flyer announcing this year's Farm Tour which will take place on Saturday, July 12<sup>th</sup>. There will be more information coming as they put the program together.

On a motion by Mr. Lent, seconded by Mr. Barrett the meeting was unanimously adjourned.

Respectfully submitted,

Pamela Wright, Clerk

REGULAR MEETING  
TUESDAY, JUNE 17, 2014  
AT 4:00 P.M., E.S.T.

Chairman Sausville called the meeting to order.

Roll call was taken. PRESENT – Patrick Ziegler, Alan Grattidge, Philip C. Barrett, Anita Daly, Richard Lucia, Jean Raymond, Paul Lent, Paul Lunde, Arthur M. Wright, Kevin Tollisen, Paul Sausville, Thomas Richardson, Preston L. Jenkins, Jr. Willard H. Peck, John Collyer, Thomas N. Wood, III, Matthew E. Veitch, Peter Martin, Edward D. Kinowski, John Lawler, Arthur J. Johnson – 21. ABSENT – Preston Allen, Daniel Lewza - 2.

The invocation was given by Thomas N. Wood, III, Chaplain.

On a motion by Mr. Martin, seconded by Mr. Wood the minutes of the May 20, 2014 meeting were unanimously approved.

PRESENTATION:

Chairman's Initiative - Character First Program. Chairman Sausville invited Mr. Richardson to the podium to introduce Christina Wheeler a student at the Mechanicville High School. She read her essay which was about the character trait responsibility. Mr. Sausville thanked Ms. Wheeler for her participation and gave her a certificate of appreciation.

The Clerk presented the following:

Correspondence from County Clerk Craig Hayner notifying of the DMV Testing Site move.

Received and filed.

Resolution No. 28 of 2014 from the Town of Milton Opposing the Airport Runway Expansion Proposals.

Received and filed.

2014 Saratoga County Overview and State Budget Impact prepared by NYSAC.

Received and filed.

Correspondence from the IDA notifying the Board of an upcoming Public Hearing on a proposed application submitted by SSP Development Corporation.

Received and filed.

Mr. Wright, Chairman of the Veterans Committee, reminded the Supervisors of the Saratoga County Veterans' Peer to Peer Comedy Warriors Event to be held Friday evening, June 20, 2014 at the Saratoga Springs City Center. Please let the Clerk know if you will be attending.

Mr. Sausville recognized the Sundae on the Farm event and asked Mr. Peck to say a few words. Mr. Peck said the event was great as was the weather and the turn out. There was between 3,000 and 4,000 people in attendance and thanked the Board members who came and toured his family's farm.

On a motion by Mr. Veitch, seconded by Mr. Richardson, Resolution No.'s 119 through 142 were adopted by a unanimous vote.

RESOLUTION 119 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

**AUTHORIZING A RENEWAL AGREEMENT WITH SEDGWICK CLAIMS MANAGEMENT SERVICES, INC. TO PROVIDE ADMINISTRATIVE SERVICES FOR THE COUNTY’S SELF INSURANCE PROGRAM**

WHEREAS, Resolution 141-12 authorized the current contract with Sedgwick Claims Management Services, Inc., formerly known as Specialty Risk Services/Sedgwick CMS, for the provision of administrative services for the County’s Self-Insurance Program through June 30, 2014; and

WHEREAS, our Personnel & Insurance Committee and the Director of the Personnel Department recommend renewal of the contract with Sedgwick Claims Management Services, Inc. for a period of one year; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with Sedgwick Claims Management Services, Inc. of Lexington, Kentucky to provide administrative services for the County’s Self-Insurance Program for a term of one year from July 1, 2014 through June 30, 2015, at a cost not to exceed \$278,940, with the form and content of said renewal agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

**RESOLUTION 120 - 2014**

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AGREEMENTS WITH THE CONFLICT DEFENDER AND TWO ASSISTANT CONFLICT DEFENDERS AND AMENDING THE COMPENSATION SCHEDULE IN RELATION THERETO**

WHEREAS, pursuant to Resolution 247-13, this Board amended the County of Saratoga’s Plan for the Provision of Indigent Services pursuant to County Law §722 to include the provision of Conflict Defender services by an Office of the Conflict Defender of Saratoga County commencing in 2014; and

WHEREAS, pursuant to Resolution 67-2014, this Board appointed James E. Walsh to the position of Saratoga County Conflict Defender, part-time, for a term to expire on December 31, 2015 at the base salary of \$44,493; and

WHEREAS, pursuant to Resolution 48-2014, this Board authorized the acceptance of a New York State Office of Indigent Legal Services grant in the amount of \$211,602 for improving the quality of indigent legal services in Saratoga County by among other things, funding the positions of two part-time Assistant Conflict Defenders commencing in 2014; and

WHEREAS, it is necessary to amend the 2014 Saratoga County Compensation Schedule to clarify that the part-time positions of the Conflict Defender and the two Assistant Conflict Defenders are not entitled to any of the benefits to which County employees are entitled, and that the Conflict Defender and Assistant Conflict Defenders are contract employees; and

WHEREAS, it is further necessary to authorize the Chairman to execute agreements with the Conflict Defender and two Assistant Conflict Defenders for part-time indigent legal services; now, therefore, be it

RESOLVED, that the 2014 Saratoga County Compensation Schedule and Resolution 67-2014 are hereby amended as follows:

UNDER CONFLICT DEFENDER:

Abolish Conflict Defender, PT \$44,493  
 Create Conflict Defender, PT Contract

Abolish (2) Assistant Conflict Defender, PT \$38,831  
 Create (2) Assistant Conflict Defender, PT Contract

; and, be it further

RESOLVED, that the Chair of the Board is authorized to execute agreements with the Conflict Defender, James E. Walsh, and the two Assistant Conflict Defenders, Neil S. Weiner and Adele Kurtz, or their successors, for the provision of part-time indigent legal services, with the form and content of such agreements being subject to the approval of the County Attorney; and, be it further

RESOLVED, that as part-time employees, the Conflict Defender and Assistant Conflict Defenders shall not be entitled to any employee benefits to which Saratoga County employees are entitled; and, be it further

RESOLVED, that the Conflict Defender shall be paid at the equivalent of the Grade 20 rate for 17.5 hours per week, and the Assistant Conflict Defenders shall be paid at the equivalent of the Grade 18 rate for 17.5 hours per week.

BUDGET IMPACT STATEMENT: None. 100% State Aid.

RESOLUTION 121 - 2014

Introduced by Supervisors Daly, Barrett, Grattidge, Johnson, Lawler, Lucia and Wright

AUTHORIZING THE CHAIRMAN TO ENTER INTO AGREEMENTS WITH TWO PART-TIME ATTORNEYS TO BE HIRED BY THE PUBLIC DEFENDER USING UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION PROJECT GRANT MONIES AND AMENDING THE COMPENSATION SCHEDULE IN RELATION THERETO

WHEREAS, Resolution 84-2014 authorized the acceptance of a New York State Office of Indigent Legal Services Grant in the amount of \$255,463 for the creation of two part-time Assistant Public Defender positions in implementation of the NYS Office of Indigent Legal Services' Upstate Quality Improvement and Caseload Reduction Project in Saratoga County; and

WHEREAS, Resolution 84-2014 further amended the 2014 Saratoga County Compensation Schedule to create the two part-time Assistant Public Defender positions; and

WHEREAS, it is necessary to amend Resolution 84-2014 and the 2014 Compensation Schedule to clarify that the two part-time Assistant Public Defenders to be hired will be contract employees, entitled to no County benefits beyond their salaries; and

WHEREAS, it is further necessary to authorize the Chairman to execute agreements with the attorneys hired by the Public Defender for the provision of part-time Assistant Public Defender services; now, therefore, be it

RESOLVED, that Resolution 84-2014 and the 2014 Saratoga County Compensation Schedule are hereby amended as follows:

UNDER PUBLIC DEFENDER:

- |   |          |
|---|----------|
| Abolish (2) Assistant Public Defender, PT | Grade 18 |
| Create (2) Assistant Public Defender, PT  | Contract |

; and, be it further

RESOLVED, that the Chair of the Board is authorized to execute an agreement with two (2) Assistant Public Defenders to be hired by the Saratoga County Public Defender, for part-time Assistant Public Defender Services, with the form and content of such agreements being subject to the approval of the County Attorney; and be it further

RESOLVED, that as contract employees, these two (2) part-time Assistant Public Defenders shall not be entitled to any employee benefits to which Saratoga County employees are entitled; and, be it further

RESOLVED, that the two (2) part-time Assistant Public Defenders shall be paid at the equivalent of the Grade 18 rate for 17.5 hours per week.

BUDGET IMPACT STATEMENT: None. 100% State Aid.

RESOLUTION 122 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

SETTING A PUBLIC HEARING FOR THE REVIEW OF SARATOGA COUNTY CONSOLIDATED AGRICULTURAL DISTRICT #2 PURSUANT TO AGRICULTURE AND MARKETS LAW SECTION 303-A

WHEREAS, pursuant to Resolution 133-98, this Board of Supervisors approved the consolidation of Saratoga County Agricultural Districts #2, #5 and #6 into Saratoga County Consolidated Agricultural District #2 encompassing all or portions of the Towns of Ballston, Charlton, Clifton Park, Galway, Malta and Milton, and the City of Saratoga Springs; and

WHEREAS, on the petitions of interested landowners, this Board has modified the boundaries of Saratoga County Consolidated Agricultural District #2 on several occasions to include parcels owned by the requesting landowners within the District’s boundaries, with the last such modification being pursuant to Resolution 18-2014; and

WHEREAS, Agriculture and Markets Law §303-a requires this Board of Supervisors to conduct a review of Saratoga County Consolidated Agricultural District #2 every eight (8) years, and to make a determination whether the District should be continued, terminated or modified; and

WHEREAS, as part of its review process, this Board must hold a public hearing as required by Agriculture and Markets Law §303-a(2)(c), and receive public comment on any proposed modifications of the District’s boundaries, and any recommendations of the Saratoga County Agricultural and Farmland Protection Board; now, therefore, be it

RESOLVED, that this Board of Supervisors shall hold a public hearing pursuant to Agriculture and Markets Law §303-a in conjunction with the Board’s eight (8) year review of Saratoga County Consolidated Agricultural District #2, with said public hearing to be held on July 9, 2014 at 4:50 p.m. in the Meeting Room of the Saratoga County Board of Supervisors at 40 McMaster Street, Ballston Spa, New York; and be it further

RESOLVED, that the Clerk of the Board shall publish a notice of this public hearing in the official County newspapers; and, be it further

RESOLVED, that the Clerk of the Board shall mail a copy of the notice of public hearing to the Towns of Ballston, Charlton, Clifton Park, Galway, Malta, and Milton, to the City of Saratoga Springs, to the New York State Commissioner of Agriculture and Markets, and to those landowners whose land is the subject of proposed modifications to the boundaries of Saratoga County Consolidated Agricultural District #2.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 123 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

ACCEPTING \$148,502 FOR THE TANF SUMMER YOUTH EMPLOYMENT PROGRAM AND AMENDING THE BUDGET IN RELATION THERETO

WHEREAS, our Department of Employment and Training administers the TANF Summer Youth Employment Program in Saratoga County; and

WHEREAS, funds in the amount of \$148,502 are available from the New York State Office of Temporary and Disability Assistance to assist the Department of Employment and Training in delivering this service; now, therefore, be it

RESOLVED, that the County of Saratoga will accept funding from the New York State Office of Temporary and Disability Assistance in the amount of \$148,502 to assist in the administration of the TANF Summer Youth Employment Program; and, be it further

RESOLVED, that the 2014 Saratoga County budget is amended as follows:

Employment & Training:

Appropriations:

Increase Acct. #1-68-681-6800 Program Participant \$13,303

Revenues:

Increase Acct. #1-68-4609 Temp Asst For Needy Families \$13,303

BUDGET IMPACT STATEMENT: None. 100% Federal Aid.

RESOLUTION 124 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

AUTHORIZING CONTRACT RENEWALS WITH WARREN AND WASHINGTON COUNTIES TO ADMINISTER THE 2014 WORKFORCE INVESTMENT ACT YOUTH PROGRAM IN THEIR COUNTIES

WHEREAS, Federal Workforce Investment Act funds are available to Saratoga County for the administration of the Workforce Investment Act Youth Program in Saratoga, Warren and Washington Counties, which Program assists local youth in preparing them to become productive members of the work force; and

WHEREAS, pursuant to Resolution 125 - 2014, this Board authorized a contract with Captain Youth and Family Services for the administration of the Workforce Investment Act Youth Program in Saratoga County for the period July 1, 2014 through June 30, 2015; and

WHEREAS, the proposal to fund a renewal agreement with the County of Warren to administer the WIA Youth Program in Warren County for the one year period from July 1, 2014 through June 30, 2015 at a cost of \$255,923.46 was approved by the Saratoga-Warren-Washington Workforce Investment Board and its Emergency Workers Council review committee; and

WHEREAS, the proposal to fund a renewal agreement with the County of Washington to administer the WIA Youth Program in Washington County for the one year period from July 1, 2014 through June 30, 2015 at a cost of \$145,073.77 was approved by the Saratoga-Warren-Washington Workforce Investment Board and its Emergency Workers Council review committee; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with the County of Warren for the administration of the Workforce Investment Act Youth Program in Warren County for the period July 1, 2014 through June 30, 2015, for a sum not to exceed \$255,923.46; with the form and content of such renewal agreement being subject to the approval of the Saratoga County Attorney; and, be it further

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with the County of Washington for the administration of the Workforce Investment Act Youth Program in Washington County for the period July 1, 2014 through June 30, 2015, for a sum not to exceed \$145,073.77, with the form and content of such agreement being subject to the approval of the Saratoga County Attorney.

BUDGET IMPACT STATEMENT: None. 100% Federal aid.

#### RESOLUTION 125 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

#### AUTHORIZING CONTRACT RENEWAL WITH CAPTAIN YOUTH AND FAMILY SERVICES TO ADMINISTER THE WORKFORCE INVESTMENT ACT YOUTH PROGRAM FOR THE 2014 PROGRAM YEAR

WHEREAS, Federal Workforce Investment Act funds are available to Saratoga County for the administration of the Workforce Investment Act Youth Program which assists in preparing youth to become productive members of the work force; and

WHEREAS, pursuant to Resolution 125-13, this Board authorized a contract with Captain Youth and Family Services for the administration of the Workforce Investment Act Youth Program for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$45,000; and

WHEREAS, the proposal of Captain Youth and Family Services to renew their contract to administer the WIA Youth Program for the one year period from July 1, 2014 – June 30, 2015 at a cost of \$60,000, with an option to renew for up to two years, was approved by Saratoga-Warren-Washington Workforce Investment Board and its Emerging Workers Council review committee; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a renewal agreement with Captain Youth and Family Services of Clifton Park, New York for the administration of the Workforce Investment Act Youth Program for the period July 1, 2014 through June 30, 2015, with an option to renew for two additional years, at a cost not to exceed \$60,000, with the form and content of such contract being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. 100% Federal aid.

#### RESOLUTION 126 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

AUTHORIZING APPLICATION FOR AND ACCEPTANCE OF FEDERAL FUNDS FOR THE WORKFORCE INVESTMENT PROGRAM FOR THE 2014 PROGRAM YEAR AND AMENDING THE BUDGET IN RELATION THERETO

WHEREAS, Saratoga County is the designated grant recipient for \$2,121,212 in grant funds provided through the Workforce Investment Act (WIA) to be awarded to Saratoga, Warren and Washington Counties; and

WHEREAS, Saratoga County's available share of said federal funds for its Workforce Investment Program for the 2014 program year is \$865,761.04; and

WHEREAS, acceptance of these funds requires authorization to execute documents for the application for and acceptance of the funds; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute all documents necessary to apply for and accept Workforce Investment Act funds for the program year 2014, with the form and substance of such documents being subject to the approval of the County Attorney; and, be it further

RESOLVED, that the 2014 Saratoga County budget is amended as follows:

Employment & Training:

Appropriations:

Increase Acct. # 5-68-681-8160 Data Processing fees \$64,982

Revenues:

Increase Acct. #5-68-4790 Job Training Fed Aid \$64,982

BUDGET IMPACT STATEMENT: None. 100% Federal aid.

RESOLUTION 127 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

APPROVING THE WORKFORCE INVESTMENT BOARD BUDGET FOR PROGRAM YEAR 2014 FOR \$94,900 AND AUTHORIZING AGREEMENTS WITH WARREN AND WASHINGTON COUNTIES TO FUND WIB SERVICES

WHEREAS, Saratoga County, Warren County and Washington County are the component counties in the local Workforce Investment Area; and

WHEREAS, Saratoga County acts as Grant Recipient for Workforce Investment Act funding for the local Workforce Investment Area; and

WHEREAS, as one of the component counties of the Workforce Investment Area, Saratoga County must approve the budget for the Workforce Investment Board (WIB) and authorize expenditures thereunder for WIB services; and

WHEREAS, Saratoga County's share shall not exceed \$14,932; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors approves the attached Workforce Investment Board Budget totaling \$94,900 for WIB's fiscal year July 1, 2014 through June 30, 2015; and be it further

RESOLVED, that the Chair of the Board is authorized to execute any necessary agreements with Warren and Washington Counties and other entities to fund the Workforce Investment Board and its services, with the form and content of such agreements being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 128 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

AUTHORIZING A CONTRACT RENEWAL WITH J. J. YOUNG, LLC TO PROVIDE ADMINISTRATIVE SERVICES FOR THE WORKFORCE INVESTMENT BOARD

WHEREAS, the Workforce Investment Act as administered by the New York State Labor Department prohibits the Workforce Investment Area, comprised of Saratoga, Warren and Washington Counties, and its staff from providing core, intensive or training services to customers and administrative services to the Workforce Investment Board; and

WHEREAS, the Work Investment Board (WIB) needs to obtain administrative services to assist in coordinating activities of the WIB for the Workforce Investment Area; and

WHEREAS, Saratoga County is the Grant Recipient for WIB funding, and WIB expenditures are paid through County employment and training funds and adjustments are made in the allocation of WIB funding among Saratoga, Warren and Washington Counties; and

WHEREAS, additional revenue to fund this contract are received from system partners that include the NYS Department of Labor, ACCES-VR, Adirondack Community College, WSWHE BOCES and Saratoga-Warren-Washington Counties Offices for the Aging; and

WHEREAS, quotes were obtained for the provision of these necessary administrative services, and our Economic Development Committee has recommended that the current contact with J.J. Young, LLC, the lowest quote received for said services, be renewed for an additional year; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute a contract with J. J. Young, LLC, 1500 Central Avenue, Albany, New York 12205 for the administration of the Workforce Investment Board’s fiscal year July 1, 2014 through June 30, 2015 budget, as approved by this Board pursuant to Resolution 127 - 2014, at a cost not to exceed \$7,745, with the form and content of said contract being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 129 - 2014

Introduced by Supervisors Collyer, Jenkins, Lent, Lunde, Richardson, Wood and Ziegler

**AUTHORIZING THE DELETION FROM THE TAX ROLLS OF A PARCEL LOCATED IN THE TOWN OF BALLSTON, AND AUTHORIZING A TAX CREDIT FOR THE DELETED PARCEL**

WHEREAS, Real Property Tax Law §554 provides the procedure for the correction of errors on the tax rolls that are due to an unlawful entry on an assessment roll or tax roll, and Real Property Law §556 authorizes the provision of a credit against outstanding taxes owed; and

WHEREAS, Real Property Tax Law §550 (7)(a) defines an “unlawful entry” as an entry on the taxable portion of the assessment roll or the tax roll, or both, which, except for the provisions of RPTL §490, is wholly exempt from taxation; and

WHEREAS, the owner of the following property has timely submitted proof of an error in its 2014 tax bill, to wit: the property is in Roll Section 8 and wholly exempt from paying the Ballston Spa Ambulance District taxes.

WHEREAS, our Director of Real Property Tax Services recommends that the error be corrected and the tax bill be cancelled and deleted; now, therefore, be it

RESOLVED, that the application of the following owner for correction of the 2014 tax rolls be approved, and the tax rolls are hereby corrected as follows:

<u>PROPERTY OWNER</u>	<u>TOWN</u>	<u>S/B/L</u>	<u>CORR. TAX</u>	<u>CREDIT</u>
County of Saratoga	Ballston	216.48-3-3.1	\$0.00	\$31.15

and, be it further

RESOLVED, that the County Treasurer is authorized to apply a tax credit in the amount of \$31.15 to the outstanding 2014 tax bill of the property owner County of Saratoga.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 130 - 2014

Introduced by Supervisors Lewza, Collyer, Jenkins, Martin, Raymond, Veitch and Ziegler

**AUTHORIZING THE CHAIRMAN TO ENTER INTO AN AGREEMENT WITH THREE D RIGGING AND CONSTRUCTION, INC. FOR THE REMOVAL OF CO-GENERATION EQUIPMENT AT THE MAPLEWOOD MANOR NURSING HOME**

WHEREAS, pursuant to Resolution 165-12, this Board authorized and directed the decommissioning of the co-generation facility serving the Maplewood Manor Nursing Home, and approved and directed the reconnection of Maplewood Manor to National Grid for the provision of electric services; and

WHEREAS, pursuant to Resolution 98-13, this Board authorized an agreement with Guth-DeConzo Consulting Engineers, P.C. for engineering services relative to the planned sale of the components of the de-commissioned co-generation plant engines and related equipment; and

WHEREAS, after several unsuccessful attempts to sell the co-generation equipment, an internet auction sale has produced a buyer for certain components of the co-generation equipment for the successful net bid amount of \$24,225; and

WHEREAS, the co-generation facility's components are assets that are excluded assets from the Purchase and Sale Agreement executed by Saratoga Center for Care, LLC and 149 Ballston Ave. LLC for the purchase of the business and real property constituting the Maplewood Manor Nursing Home; and

WHEREAS, it is therefore necessary to remove those excluded components of the co-generation facility from Maplewood Manor prior to the closing of the sale of Maplewood Manor; and

WHEREAS, bids were solicited for the removal of the co-generation equipment from Maplewood Manor, and our Buildings and Grounds Committee and Commissioner of Public Works have recommended that a contract for the removal of the co-generation equipment be awarded to Three D Rigging and Construction, Inc., the lowest responsible bidder on the contract; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Three D Rigging and Construction, Inc. of Glenmont, New York, for the removal of those components of the co-generation facility located at the Maplewood Manor Nursing Home that are excluded from the sale of Maplewood Manor pursuant to the executed Purchase and Sale Agreement for Maplewood Manor, at a cost not to exceed \$62,270, with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

#### RESOLUTION 131 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

#### AUTHORIZING AN AGREEMENT WITH THOMAS NICOLLA CONSULTING SERVICES, PLLC FOR PART-TIME OCCUPATIONAL THERAPY SERVICES AT MAPLEWOOD MANOR

WHEREAS, necessary professional services for the residents of the Maplewood Manor Nursing Home are provided by contracts with outside consultants; and

WHEREAS, resident demand for occupational therapy services at Maplewood Manor exceeds the number of hours that the current primary part-time occupational therapist can provide; and

WHEREAS, the County currently has a minor contract with Thomas Nicolla Consulting Services, PLLC for the provision of occupational therapy services on a part-time basis to Maplewood Manor residents, but it is anticipated that the cost of the services provided under the contract this year will exceed the \$10,000 minor contract limit; and

WHEREAS, Thomas Nicolla Consulting Services, PLLC has submitted a proposal for the provision of part-time occupational therapy services at Maplewood Manor, and our Public Health Committee and Administrator of Maplewood Manor have recommended that said proposal be accepted and a contract for the provision of part-time occupational therapy services be awarded to Thomas Nicolla Consulting Services, PLLC; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Thomas Nicolla Consulting Services, PLLC of Latham, New York for the provision of occupational therapy services to residents of Maplewood Manor, on a part-time basis for up to 20 hours per week, commencing June 18, 2014, at the rate of \$56.00 per hour, subject to the County's right to terminate the agreement upon 60 days' notice, with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

#### RESOLUTION 132 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AMENDING RESOLUTION 242-13 TO SUBSTITUTE PHARMACY ASSOCIATES OF GLENS FALLS, INC., DOING BUSINESS AS ROYAL CARE PHARMACY SERVICES, AS THE CONTRACTING AUTHORITY FOR PHARMACY CONSULTANT SERVICES AT MAPLEWOOD MANOR

WHEREAS, Resolution 242-13 authorized a contract with Omnicare, Inc. for the provision of pharmacy consultant services at Maplewood Manor; and

WHEREAS, Omnicare, Inc. was mistakenly identified to Maplewood Manor officials as the appropriate contracting authority; and

WHEREAS, Pharmacy Associates of Glens Falls, Inc., doing business as Royal Care Pharmacy Services, is a subsidiary of Omnicare, Inc., and is the appropriate contracting authority for this contract for pharmacy consultant services at Maplewood Manor; and

WHEREAS, our Public Health Committee and the Administrator of Maplewood Manor have recommended that Resolution 242-13 be amended to substitute Pharmacy Associates of Glens Falls, Inc., doing business as Royal Care Pharmacy Services, as the contracting authority for the provision of pharmacy consultant services at Maplewood Manor; now, therefore, be it

RESOLVED, that Resolution 242-13 is hereby amended to authorize an agreement with Pharmacy Associates of Glens Falls, Inc., doing business as Royal Care Pharmacy Associates, as contracting authority in place of Omnicare, Inc., for the provision of pharmacy consultant services at Maplewood Manor for the terms and at the rates stated in Resolution 242-13; and, be it further

RESOLVED, that said agreement shall be subject to and shall include a right of the County to terminate the agreement upon 60 days' written notice to Pharmacy Associates of Glens Falls, Inc., doing business as Royal Care Pharmacy Services; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 133 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

AMENDING RESOLUTIONS 119-99 AND 210-12 TO AUTHORIZE AN INCREASE IN VACCINE ADMINISTRATION FEES CHARGED BY THE PUBLIC HEALTH NURSING SERVICE TO COVER INCREASED COSTS ASSOCIATED WITH PROVIDING PEDIATRIC, ADULT AND TRAVEL VACCINES

WHEREAS, Resolution 119-99 established the current administrative fee schedule for vaccinations administered by our Public Health Nursing Service to individuals travelling out of the United States; and

WHEREAS, Resolution 210-12 established the current administrative fee schedule for vaccines administered to children under our Public Health Nursing Service's Pediatric Immunization Program; and

WHEREAS, due to rising administrative costs associated with administering adult, travel and pediatric vaccinations, the Acting Director of our Public Health Nursing Service has recommended that the administrative fee charged by the Public Health Nursing Service for adult, travel and pediatric vaccinations be increased to \$25 for the first vaccine, with the administrative fee charged for additional vaccines increased pursuant to a proposed fee schedule described hereinafter; and

WHEREAS, our Public Health Committee has recommended that the Board adopt the proposed administrative fee schedule recommended by the Acting Director of the Public Health Nursing Service; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby adopts and establishes the following administrative fee schedule for adult, travel and pediatric vaccines administered by the Saratoga County Public Health Nursing Service:

Pediatric Vaccine Administration	\$25.00
Adult and Travel Vaccine Administration	
1 vaccine	\$25.00
2 <sup>nd</sup> vaccine	\$50.00
3 <sup>rd</sup> vaccine	\$75.00
4 <sup>th</sup> vaccine	\$75.00

5 <sup>th</sup> vaccine	\$75.00
College/Technical School Student	\$15.00

A sliding scale fee is offered to all patients except those receiving travel vaccinations; and, it is further

RESOLVED, that Resolutions 119-99 and 210-12 are hereby amended accordingly.

BUDGET IMPACT STATEMENT: No budget impact.

#### RESOLUTION 134 - 2014

Introduced by Supervisors Kinowski, Allen, Collyer, Lent, Lunde, Tollisen and Ziegler

#### AMENDING THE SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE BILLING AND COLLECTION POLICY

WHEREAS, pursuant to Resolution 209-12, this Board approved and adopted the “Saratoga County Public Health Nursing Service Billing and Collection Policy”, thereby establishing comprehensive policies and procedures for the billing and collection of reimbursement and fees pertaining to the programs administered by the Public Health Nursing Service, and establishing a fee plan for the Nursing Service; and

WHEREAS, the Acting Director of our Public Health Nursing Service has recommended that certain amendments be made to the Saratoga County Public Health Nursing Service Billing and Collection Policy, which amendments include: requiring up-front payment for Patient Review Instruments, which are a recurring source of the bad debt cases that the Nursing Service experiences every year; clarifying the Nursing Service’s policies for accepting cash and check payments for clinical and home-based services; establishing a new cash drawer procedure that was developed in conjunction with the County Treasurer’s Office; and clarifying the Nursing Services’ Patient Financial Assistance Program; and

WHEREAS, our Public Health Committee has reviewed and approved the amendments proposed by the Acting Director to the Saratoga County Public Health Nursing Service Billing and Collection Policy, and said Policy, as amended, is attached hereto; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby adopts the “Saratoga County Public Health Nursing Service Billing and Collection Policy”, as amended, and attached hereto and incorporated herein.

BUDGET IMPACT STATEMENT: No budget impact.

#### STATEMENT OF PURPOSE

To provide for a comprehensive management system for billing and collections in connection with the programs administered through the Saratoga County Public Health Nursing Service (SCPHNS).

And, to provide all patients with the option to pay for services with a credit/debit card, and/ or cash at the time of a home visit. SCPHNS offers two basic types of billable services, home visiting and clinical. A sliding fee is offered for a number of billable services, for those patients without insurance coverage, or for patients whose responsibility is excessive and such costs would otherwise prohibit the patient from seeking services. Eligible billable home services for sliding fee option are: Certified Home Health Agency services, Long Term Home Health Care Nursing services, Prevention Home visits (i.e., Lead, Maternal Child Health and Syangis). Eligible billable clinical services for sliding fee option include: Immunizations, STD and TB. Ineligible billable services for the sliding fee option are Travel clinic Immunizations.

1. Clinical: Clinical patients are expected to pay for services at the time of clinic. At present, only cash or check are acceptable forms of payment.
2. Home Visits: The financial responsibility for patients with insurance is determined after the patient’s insurance is billed. The patient responsibility is listed on the Explanation of Benefits received by the patient and SCPHNS billing staff from the patient’s insurance company. Occasionally, a patient may have secondary insurance coverage. After all third party reimbursement is sought, the patient may be responsible for any remaining balance.

SCPHNS also provides home services which may not be covered by insurance, i.e., a Patient Review Instrument (PRI), a review of the patient’s physical and mental condition before placement to a nursing home.

#### BACKGROUND AND PURPOSE

Patients walking in to a clinic may not be prepared to pay for services in cash or with a check, but may be able to pay with a credit/debit card. Home visiting patients may be seen as much as three times a week, and for those patients with a high deductible, or a per visit copay, their financial responsibility can become unmanageable rather quickly.

#### **AUTHORITY AND RESPONSIBILITY**

The Saratoga County Board of Supervisors, the governing body of the Saratoga County Public Health Nursing Service, shall be responsible for:

- approval of all policies and procedures regarding the billing and collection of reimbursement and fees pertaining to the programs administered by the SCPHNS
- approval of the departmental fee plan recommended for said programs
- approval of NO Charge Services to be administered by the SCPHNS
- providing for a sliding fee scale program for uninsured or under-insured residents in need of services, and
- providing for a collection strategy for all outstanding accounts.
- approval of the *Cash Drawer Procedure (6.0)*

#### **REFERENCE (if applicable)**

42 CFR 484.10 – Patient Rights; 42 CFR 484.14

NYCRR Title 10- Section 751.2, Section 763.11

#### **NO CHARGE SERVICES**

No fee will be billed for the following services offered through the Saratoga County Public Health Nursing Service:

- Initial assessment /evaluations when home care services are not needed or refused
- Information and referral, not requested by a physician
- Communicable diseases information/services
- Services determined to be medically necessary by the SCPHNS and ordered by a physician for which a resident is unable to pay
- Services where the billing process is determined to show a negative Return on Investment (ROI).
- Early Intervention Home visits

#### **CHARGED SERVICES**

A Fee Schedule will be determined on an annual basis for all services administered by the SCPHNS. Fees will be based on cost to the department and will reflect regional rates for services. Where applicable, these fees will be billed to Medicare, Medicaid, or other third party payor (insurance companies). Patients will be billed co-pays, co-insurance or deductible payments directly, when applicable. Insurance information will be collected during the admission process.

Patients who are uninsured or under-insured for requested services will be billed directly for services. In the event that a patient has no coverage, and is financially unable to pay the full fee, the patient may request a fee adjustment in accordance with the county's sliding fee scale determination process (except for Travel Clinic fees). The sliding fee process is established and approved by the Saratoga County Board of Supervisors. The scale will be established based upon income limits established at 200% above the published federal poverty guidelines. Determination of the sliding fee charge is based upon the patient's net yearly income, and number of persons in the household. A reduced fee will be calculated and is subject to the final approval of the Director of Patient Services. If a patient is unable to pay their patient responsibility such as co-pay, co-insurance, and/or deductible, the patient may apply for a reduced rate through the same process.

No patient will be denied services due to the inability to pay.

#### **Health Insurance Benefits**

**Each insurance company makes its own determination as to coverage of service and the amount to be paid. Due to the complicated nature of health insurance coverage, each patient and/or caregiver is ultimately responsible for knowing and understanding their fiscal responsibility under their individual contract.** In the event that the company denies coverage or does not make full payment, the responsibility for payment of any unpaid balance will revert to the patient. A patient will not be billed for the difference between an insurance company negotiated fee rate for services and the current SCPHNS fee schedule.

#### **Home Visit Programs**

The Saratoga County Public Health Nursing Service (SCPHNS) will be responsible for billing Medicare, Medicaid and third party insurers with which the Department has executed contracts. Health Insurance companies with which contracts are not executed will be contacted for prior approval and agreement to pay per the current SCPHNS fee schedule. Upon requesting a service, the patient will be requested to complete, with assistance if necessary, a Consent for Treatment, Payment, and Healthcare Operations Form (Form: Billing and Collection 1.0) giving the SCPHNS permission to release information to direct bill the patient's insurance carrier. The patient will receive a copy of this form, which will include an identification of the plan of care, frequency and duration of services. Insurance information will be collected through agency computerized systems at the time of admission or on the Patient Master Sheet (Form: Billing and Collection 4.0)

#### **Medicare Beneficiaries**

In performing the initial assessment, if the nurse determines that the patient's condition does not meet the criteria for Medicare coverage, the patient will be notified both verbally and in writing. The patient will be provided a copy of the denial of benefits letter, which will indicate where the patient

can write to obtain a final determination of Medicare eligibility. If a patient is determined to be ineligible for Medicare and Medicaid, and has no additional insurance coverage, the nurse will request the patient complete a Sliding Fee Scale Determination. This form, a copy of which will be provided to the patient, will request financial information necessary to make an eligibility determination. Completion of the form will not be required if the patient wishes to pay full fee or refuses service.

#### Procedure for Sliding Fee Scale Determination (Form: Billing and Collection 3.0)

The *Application for Patient Financial Assistance* (Billing and Collection 3.0) is calculated using the patient's (or patient's parent's or guardian's) annual income range and number of persons in household. Assistance is limited to those patients whose income is less than or equal to 2 times (200%) of the current federal poverty guidelines as determined by the Annual Health and Human Services Poverty Guidelines.

Written notice is given to the patient after rate determination is calculated. Sliding Fee Scales are updated at least annually.

#### **Prevention Services**

The SCPHNS offers a variety of home visits and clinic services, which are regulated by New York State Public Health Law. All or a portion of these services may be eligible for payment through health insurance benefits. SCPHNS will be responsible for billing Medicare, Medicaid and third party insurers with which the department has executed contracts. Upon requesting a service, the patient will be requested to complete, with assistance if necessary, a Consent for Treatment, Payment, Operations Form (Form: Billing and Collection 2.0) giving the SCPHNS permission to release information to direct bill the patient's insurance carrier. When appropriate, health insurance companies without executed contracts will be contacted for prior approval and agreement to pay per the current SCPHNS fee schedule, or payment for services will be required by the patient prior to services being rendered.

#### **PROCEDURE FOR COLLECTION OF CASH/CHECK PAYMENTS**

##### 1. Home Visit Services

If the patient wishes to pay cash/check for the service, the nurse will inform the patient of the cost of the service, fill out a duplicate receipt form, and give a copy of the receipt to the patient.

##### 2. Clinical Services (See also Cash Drawer Procedure 6.0)

If the patient wishes to pay cash/check for the service, the Public Health staff member will inform the patient of the cost of the service, fill out a duplicate receipt form, and give a copy of the receipt to the patient.

#### **Procedure for Collection of Payments – Direct Patient Billing**

Patients' who are billed directly, as a full fee payer under the sliding fee scale, or as part-payer with insurance coverage, are expected to pay for services when billings are rendered. The Billing and Collection Procedure is as follows:

- Services are billed every thirty days for two consecutive months
- Every effort will be made to set up a payment schedule and/or sliding fee program
- If no response, a first notice letter is sent out with the next 30 day statement
- A phone call from SCPHNS staff is made to the responsible party in an attempt to work out payment arrangements.
- If no response, then a final notice is sent out with the next 30 day statement
- Another phone call from SCPHNS staff to the responsible party is made in an attempt to work out payment arrangements.
- If no response, a Letter from the County Attorney is sent within 10 business days
- If no response continues, the account is referred to the Assistant County Attorney for Public Health for follow-up
- Staff will attempt to locate patients when statements are returned from US Postal Service
- Annually, accounts deemed uncollectable by the Assistant County Attorney will be presented to the Public Health Committee for recommendation to Law and Finance Committee for write off.

Questions about bills or fees can be directed to the Departments Fiscal Manager. Specific requests, problems, or complaints related to billing will be brought to the attention of the Director of Patient Services and will be forwarded to the Professional Advisory Committee and/or the Public Health Committee of the Board of Supervisors, as appropriate.

#### **ATTACHMENT LIST**

**Consent for Treatment, Payment and Healthcare Operations – Home Care Division Form: Billing and Collection 1.0**

**Consent for Treatment, Payment and Healthcare Operations – Prevention Division Form: Billing and Collection 2.0**

**Patient Financial Assistance Program: Billing and Collection 3.0**

**Patient Master Sheet Form: Billing and Collection 4.0**

**Cash Drawer Procedure: Billing and Collection 6.0**

SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE  
HOME CARE SERVICES DIVISION

**Consent for Treatment, Payment and Healthcare Operations**

PATIENT NAME \_\_\_\_\_ PATIENT NO. \_\_\_\_\_

Welcome to the Saratoga County Public Health Nursing Service Division of Home Care Services. The Home Care Agency is certified by the New York State Department of Health and the United States Department of Health and Human Services to provide services in the home throughout Saratoga County. We provide 7 day a week service with 24-hour nurse availability for telephone triage in emergencies.

During my admission to the agency, I acknowledge that I have received and had explained to me the following materials:

- Patient Bill of Rights
- Grievance Procedure
- Self Determination Act Information, including:
  - Planning In Advance for Your Medical Care
  - Appointing Your Health Care Agent
  - Patient Self-Determination Policies
- Possible Changes in the Plan of Care
- Notice of Privacy Practices
- "What You Can Do to Prevent Falls" Information
- Facts about the Influenza Vaccine/PPV Vaccine

**Medicare/Medicaid Beneficiaries Only:** I further acknowledge that as a Certified Home Health Agency, Saratoga County Public Health Nursing Service is required by law to do a complete assessment that accurately reflects my current health status. This will be accomplished by use of the "Outcome and Assessment Information Set" or OASIS. This information will be used by Medicare to ensure quality health care and determine correct reimbursement. I have received the following information of this assessment:

- OASIS Statement of Patient Privacy
- Privacy Act Statement
- OASIS Notice about Privacy

**Treatment Plan Of Care**

- I acknowledge that my individualized Plan of Care has been discussed and I agree with the goals set in this Plan;
- I also acknowledge that it may become necessary to change my plan of care for the reasons listed below

The services to be provided to you as determined by an initial assessment or reassessment may be subject to change if there is:

1. a change in your health care needs or the availability of relatives, friends or significant others available to meet your needs; or
2. a change in the health-related services or other community services available to meet your needs.

This statement is for the purpose of consumer information and education and to establish and maintain proper understanding and expectations about the care to be provided to you. Should you have any questions regarding this notification, you may call (518) 584-7460.

**I authorize the following persons to discuss my Plan of Care and related issues with the nursing service staff:**

\_\_\_\_\_

\_\_\_\_\_  
Patient/Caregiver                      Date                      Nurse/Therapist                      Date

**Photograph Authorization**

**Authorization:** I consent to having nurse/therapist photograph: \_\_\_\_\_ initials

- Appropriate parts of my body in order to provide documentation of my medical condition/wound status. These photographs will be shared with medical personnel involved in my care and/or insurance payors.

Consent for Treatment, Payment and Healthcare Operations (cont.)

Payment for Services

Saratoga County Public Health Nursing Service Division of Home Care Services is committed to providing you with the best possible care. If you have health insurance, every effort will be made to bill your insurance for services and help you receive your maximum allowable benefits. In order to achieve this, your assistance is needed, and understanding of our payment policy. In addition, we will need:

- 1. The correct name/address/policy number of your insurance
2. To be notified immediately of any changes of insurance coverage (for example: joining an HMO)

It is the Nursing Service policy that should your insurance require a co-payment, co-insurance or payment of a deductible; you will be billed after full payment is received from your insurance company.

Each insurance company makes its own determination as to coverage of service and the amount to be paid. Due to the complicated nature of health insurance coverage, each patient and/or caregiver is ultimately responsible for knowing and understanding their fiscal responsibility under their individual contract.

I understand that I have the following responsibilities:

- You should contact your insurance company directly to determine if you will have any patient responsibility for the services requested. Patient initials
While filing of insurance claims is a courtesy that we extend to our patients, all charges not covered by your insurance company are your responsibility. Patient initials
If you receive payment directly, the check should be endorsed and mailed to us with a copy of the Explanation of Benefits (EOB). Patient initials

If you do not have health insurance, or if you are agreeable to receiving a service not covered by your health insurance, you may participate in the Sliding Fee Scale Program which is based on the following schedule of fees:

The following is a schedule of home care division fees:

Table with 4 columns: Service, Fee, Service, Fee. Rows include Nursing (\$200/visit), Physical Therapy (\$130/visit), Occupational Therapy (\$130/visit), Home Health Aide (\$60/hour), Speech Pathology (\$130/visit), Medical Social Worker (\$130/visit), Nutritionist (\$130/visit), and PRI (\$200/visit).

Based on your household income and resources, you will be asked to pay a percentage of our fee from 0 to 100%.

Authorization to release information and payment request: I certify that the information given by me in applying for payment under Title XVIII (Medicare), Title XIX (Medicaid) of the Social Security Act, and Insurance/Private Pay is correct. I authorize the use or disclosure of my protected health information (PHI) to carry out treatment, receive payment or to perform health care operations. I request payment of authorized benefits be made in my behalf. I understand that any medical expenses incurred and not covered by my insurance(s) will be my responsibility. In addition, I consent to having the Nurse/Therapist/Aide perform the treatments that have been prescribed by my physician as part of a medical plan of treatment for care at home.

I acknowledge that I am the person identified as the patient Nurse has verified by picture ID

Patient Name (Please Print) Date

Patient Signature Date

Signature if patient unable to sign Relationship

Reason patient unable to sign

Nurse/Therapist Signature

White—Billing Yellow—Patient Pink—Chart

SARATOGA COUNTY PUBLIC HEALTH NURSING SERVICE
PREVENTION SERVICES DIVISION
Consent for Treatment, Payment and Healthcare Operations

PATIENT NAME \_\_\_\_\_ PATIENT NO. \_\_\_\_\_

Welcome to the Saratoga County Public Health Nursing Service Division of Home Care Services. The Prevention Services Division is certified by the New York State Department of Health and administered following Title 10 of Public Health Law.

During my admission to the agency, I acknowledge that I have had the opportunity to read and have explained to me the following materials:

- Patent Bill of Rights
Notice of Privacy Practices

Plan of Care:

I have had my individualized Plan of Care discussed with me and I am agreeable proceeding with the care to be provided.

I authorize the following persons to discuss my Plan of Care and related issues with the nursing service staff:

Table with 4 columns: Patient/Caregiver, Date, Nurse/Therapist, Date

Photograph Authorization

Authorization: I consent to having nurse/therapist photograph/copy/scan:

- My health insurance card(s).

Payment for Services

Saratoga County Public Health Nursing Service Division of Prevention Services is committed to providing you with the best possible care. If you have health insurance, every effort will be made to bill your insurance for services and help you receive your maximum allowable benefits.

- The correct name/address/policy number of your insurance
To be notified immediately of any changes of insurance coverage (for example: joining an HMO)

It is the Nursing Service policy that should your insurance require a co-payment, co-insurance or payment of a deductible; you will be billed after full payment is received from your insurance company. In accordance with Public Health Law there will be No charge to patients for treatment of communicable disease, sexually transmitted diseases, rabies or tuberculosis.

Each insurance company makes its own determination as to coverage of service and the amount to be paid. Due to the complicated nature of health insurance coverage, each patient and/or caregiver is ultimately responsible for knowing and understanding their fiscal responsibility under their individual contract.

I understand that I have the following responsibilities:

- You should contact your insurance company directly to determine if you will have any patient responsibility for the services requested.
While filing of insurance claims is a courtesy that we extend to our patients, all charges not covered by your insurance company are your responsibility.
If you receive payment directly, the check should be endorsed and mailed to us with a copy of the Explanation of Benefits (EOB)

If you do not have health insurance, or if you are agreeable to receiving a service not covered by your health insurance, you may participate in the Sliding Fee Scale Program which is based on the departmental schedule of fees approved by the County Board of Supervisors.

Based on your household income and resources, you will be asked to pay a percentage of our fee from 0 to 100%.

Consent for Treatment, Payment and Healthcare Operations (cont.)

**Authorization to release information and payment request:** I certify that the information given by me in applying for payment under Title XVIII (Medicare), Title XIX (Medicaid) of the Social Security Act, and Insurance/Private Pay is correct. I authorize the use or disclosure of my protected health information (PHI) to carry out treatment, receive payment or to perform health care operations. I request payment of authorized benefits be made in my behalf. I understand that any medical expenses incurred and not covered by my insurance(s) or Public Health Programming will be my responsibility. In addition, I consent to having the Nurse/Therapist/Aide perform the treatments that have been recommended as part of my individualized plan of treatment.

I acknowledge that I am the person/ guardian identified as the patient       Nurse has verified by picture ID

Patient Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature if patient unable to sign \_\_\_\_\_ Relationship \_\_\_\_\_

Reason patient unable to sign \_\_\_\_\_

Nurse/Therapist Signature \_\_\_\_\_

*White—Billing    Yellow—Patient    Pink—Chart*





4.0

Saratoga County Public Health Nursing Service

**PATIENT MASTER SHEET (PMS)**

ADMIT \_\_\_\_/\_\_\_\_/20 PATIENT ID # \_\_\_\_\_

UPDATE/ROC \_\_\_\_/\_\_\_\_/20  LK  NLK

ONE TIME VISIT \_\_\_\_/\_\_\_\_/20 D/C REASON \_\_\_\_\_ D/C condition \_\_\_\_\_ D/C disposition \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ City \_\_\_\_\_ STATE NY ZIP \_\_\_\_\_

LOCALITY \_\_\_\_\_ SEX:  MALE  FEMALE RELIGION: UNKNOWN

TELEPHONE (518) \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ AGENCY: SARATOGA COUNTY ETHNIC:  CAUCASIAN  BLACK  OTHER

MARITAL STATUS:  SINGLE  MARRIED  DIVORCED  WIDOWED  UNKNOWN

**BILLING INFORMATION**

MEDICARE A \_\_\_\_\_

MEDICAID CIN # \_\_\_\_\_ SEQUENCE # \_\_\_\_\_

For Billing Office Use Only

**COMMERCIAL INSURANCES**

PAYER NAME \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

BILL-TO ADDRESS \_\_\_\_\_ INSURED NAME \_\_\_\_\_

City \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ INSURED SEX  M  F INSURED DOB \_\_\_\_\_

RELATIONSHIP TO INSURED:  SELF  SPOUSE  DEPENDENT

TELEPHONE ( ) \_\_\_\_\_ POLICY # \_\_\_\_\_ GROUP# \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_

ADMIT PROGRAM \_\_\_\_\_ START OF CARE \_\_\_\_/\_\_\_\_/\_\_\_\_

PRIMARY PAYER \_\_\_\_\_ SECOND PAYER \_\_\_\_\_ CBSA 10580

PRIMARY DOCTOR \_\_\_\_\_ REFERRING DOCTOR \_\_\_\_\_

REFERRAL SOURCE \_\_\_\_\_ DATE OF REFERRAL \_\_\_\_\_

PRIMARY NURSE \_\_\_\_\_ TEAM \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

HOSPITAL NAME \_\_\_\_\_ ADMIT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ D/C DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

1. CODE \_\_\_\_\_ DX \_\_\_\_\_ 4. CODE \_\_\_\_\_ DX \_\_\_\_\_

2. CODE \_\_\_\_\_ DX \_\_\_\_\_ 5. CODE \_\_\_\_\_ DX \_\_\_\_\_

3. CODE \_\_\_\_\_ DX \_\_\_\_\_ 6. CODE \_\_\_\_\_ DX \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ADMITTING NURSE \_\_\_\_\_ DATE \_\_\_\_\_

**SUBJECT: CASH DRAWER PROCEDURE**

**I. PURPOSE:**

To provide a way for Nursing or Clerical staff to make change for those who pay cash for services.

**II. POLICY:**

To provide a checks and balance system for assuring proper cash handling after daily transactions are completed.

**III. EQUIPMENT:**

Cash Drawer  
Cash proof slip  
Receipt books

**IV. PROCEDURE:****A. Commencement of Business Day when cash drawer is needed – A.M.:**

1. Supervisor removes the cash drawer from a secure locked cabinet.
2. A clerk verifies second count daily cash proof from prior day's business with actual cash count of drawer and initials daily cash proof slip (adding machine slip).
3. Cash drawer start of business amount is \$100.00.
4. Check and balance – the clerk that performs the A.M. count *cannot* be the same clerk that performed the second count from the prior day.

**B. Close of Business Day – P.M.:**

1. **First count** – clerk counts all cash collected throughout the business day and prepares a daily cash proof slip to reflect the entire cash count.
2. **Second count** – another clerk removes all cash collected over \$100.00 from cash drawer. This cash is placed in an envelope that is labeled "Clinic Deposit" for the following morning deposit preparation. In addition, this clerk then prepares a second daily cash proof slip representing the following day's cash drawer beginning balance of \$100.00.
3. The cash, checks and receipts thereof, collected for services rendered are placed in an envelope and given to the Senior Account Clerk in the Billing Department.
4. The cash drawer and the receipt book are then stored back in the secure locked cabinet.
5. Check and balance – the clerk that performs the second count cannot be the same clerk that performed the first count.
6. The Prevention Supervisor will immediately be made aware of any noted differences in the balance for the cash drawer.

Billing and Collection

6.06/5/14, 6/2/14

**RESOLUTION 135 - 2014**

Introduced by Supervisors Grattidge, Daly, Martin, Peck, Raymond, Richardson and Wood

**EXPRESSING THE BOARD OF SUPERVISORS' SUPPORT FOR THE SARATOGA CASINO AND RACEWAY'S BID TO SITE A COMMERCIAL CASINO IN THE TOWN OF EAST GREENBUSH IN ACCORDANCE WITH THE UPSTATE NY GAMING ECONOMIC DEVELOPMENT ACT**

WHEREAS, pursuant to Resolution 21-02, the Saratoga County Board of Supervisors adopted a Local Law (Introductory No. 1, Print No. 2) on February 13, 2002, authorizing Saratoga Casino and Raceway (formerly "Saratoga Equine Sports Center") to operate video lottery gaming in accordance with the New York State Tax Law and subject to state licensure and regulations; and

WHEREAS, pursuant to the New York State Tax Law, revenues generated from the Video Lottery Terminals (VLTs) authorized to operate at Saratoga Casino and Raceway have been and are distributed in part to New York State for the purpose of funding education, to the Saratoga Raceway for the purpose of enhancing purses, and to the breeding funds that support local breeders and owners; and

WHEREAS, Saratoga Casino and Raceway is a proven revenue producer for New York State whose VLT operations have generated more than a half billion dollars in education aid since 2004, and over a hundred million dollars more in support of state lottery administration; and

WHEREAS, the more than \$125 million generated to date by VLT operations at Saratoga Casino and Raceway for enhanced purses and breeding support has kept the harness racing industry alive in Saratoga County, directly supporting local racing-related jobs; and

WHEREAS, Saratoga Casino and Raceway is a major employer in Saratoga County, having approximately 400 full-time and 225 part-time employees; and

WHEREAS, the Saratoga Casino and Raceway has been a good corporate neighbor to the City of Saratoga Springs, allowing the City free use of a field on the Casino and Raceway grounds upon which the City's Recreation Department holds its spring and fall soccer recreation programs; and

WHEREAS, the Saratoga Casino and Raceway has been an outstanding corporate neighbor to the residents of Saratoga County, donating approximately \$268,000 to local charitable and public benefit organizations through the Saratoga Casino and Raceway Foundation; and

WHEREAS, on July 30, 2013, Governor Andrew M. Cuomo signed into law the Upstate NY Gaming and Economic Development Act, authorizing the establishment four upstate destination gaming resorts in three upstate regions: the Hudson Valley-Catskill area, the Capital District-Saratoga area, and the Central-Southern Tier; and

WHEREAS, the Upstate NY Gaming and Economic Development Act was enacted into law to boost tourism and economic development in the three upstate regions, and provides that 10 percent of the State's tax revenues generated from gaming will be split equally between the host municipality and the host county, with an additional 10 percent of the State's tax revenue to go to other counties in the region of the destination gaming resort to provide tax relief or educational assistance; and

WHEREAS, the Upstate NY Gaming and Economic Development Act requires applicants interested in applying for one of the four gaming resort licenses to provide as part of their application a resolution of support from the local municipality where the gaming resort is proposed to be sited; and

WHEREAS, the Saratoga Springs City Council failed to support the proposed application of Saratoga Casino and Raceway for a license to site one of the authorized gaming resorts on the grounds of Saratoga Casino and Raceway; and

WHEREAS, the intent to submit applications for one of the gaming resort licenses authorized for the Capital District – Saratoga area have been announced by potential casino operators looking to site a gaming resort in the Town of East Greenbush, the City of Amsterdam, the City of Rensselaer, the City of Schenectady and at Howes Caverns in Cobleskill; and

WHEREAS, Saratoga Casino and Raceway projects that it will lose approximately 40 percent of its current business when another casino opens in the Capital District area, and a planned casino in Springfield, Massachusetts begins operating; and

WHEREAS, in order to offset a portion of its projected lost revenue from a competing area casino, Saratoga Casino and Raceway has partnered with Churchill Downs, Inc. to apply for one of the State gaming resort licenses to site a gaming resort to be known as Capital View Casino & Resort in the Town of East Greenbush; and

WHEREAS, Saratoga Casino and Raceway and Churchill Downs, Inc. are proposing to construct a \$300 million casino and resort hotel in the Town of East Greenbush; and

WHEREAS, if approved and constructed, the Capital View Casino & Resort would provide Saratoga County with an estimated \$2.4 to \$2.8 million in revenue per year when it is fully operational, based on the State's projection of the casino's eventual profitability; and

WHEREAS, the siting of a gaming resort in the Town of East Greenbush was approved by resolution of the East Greenbush Town Board adopted on June 12, 2014, and has been endorsed by other organizations such as the Rensselaer County Chamber of Commerce and the Hudson Valley Community College Faculty Association; and

WHEREAS, our Racing and Gaming Committee has recommended that this Board adopt a resolution in support of the application to be submitted by Saratoga Casino and Raceway and Churchill Downs, Inc. to site a gaming resort in the Town of East Greenbush; now, therefore, be it

RESOLVED, that the Saratoga County Board of Supervisors expresses its strong support for the siting in the Town of East Greenbush of one of the four gaming resorts authorized by the Upstate NY Gaming Economic Development Act; and be it further

RESOLVED, that this Board of Supervisors urges the Gaming Facility Location Board to approve the application to be submitted by Saratoga Casino and Raceway and Churchill Downs, Inc. to site a gaming resort in the Town of East Greenbush, and thereby preserve local jobs at Saratoga Casino and Raceway and ensure the continued viability of the harness racing industry in the City of Saratoga Springs; and, be it further

RESOLVED, that the Clerk of the Saratoga County Board of Supervisors forward a certified copy of this resolution to Saratoga Casino and Raceway, and the Town Clerk of the Town of East Greenbush.

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 136 - 2014

Introduced by Supervisors Barrett, Johnson, Lent, Peck, Veitch, Wood and Wright

APPROVING THE COUNTY’S ALTERNATIVES TO INCARCERATION (ATI) PERFORMANCE-BASED SERVICES PLAN AND AUTHORIZING ACCEPTANCE OF STATE GRANTS FOR COMMUNITY WORK ORDER AND PRE-TRIAL SERVICES PROGRAMS

WHEREAS, by Resolution 105-13, this Board authorized the approval of our current Alternatives to Incarceration (ATI) program through June 30, 2014, and the acceptance of funding from the State Division of Criminal Justice Services’ Office of Probation and Correctional Alternatives; and

WHEREAS, the State Division of Criminal Justice Services has allocated its funding for the County's ATI Program for the period of July 1, 2014 through June 30, 2015; and

WHEREAS, it is necessary to approve the County’s ATI Performance-Based Service Plan program through June 30, 2015, and to authorize acceptance of additional ATI grant funding from the State Division of Criminal Justice Services’ Office of Probation and Correctional Alternatives during said period; now, therefore, be it

RESOLVED, that this Board of Supervisors approves the County’s Alternatives to Incarceration (ATI) Performance-Based Service Plan through June 30, 2015; and, be it further

RESOLVED, that the Chairman of the Board execute all necessary documents with the State Division of Criminal Justice Services’ Office of Probation and Correctional Alternatives for the application for and acceptance of the following grants:

<u>FUND</u>	<u>PROGRAM</u>	<u>PERIOD</u>	<u>AMOUNT</u>
ATI	Community Work Order	7/1/14 - 6/30/15	\$10,128
ATI	Pre-Trial Services	7/1/14 - 6/30/15	\$16,827

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 137 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

AUTHORIZING AN AGREEMENT WITH THE TOWN OF WATERFORD TO PROVIDE \$20,000 IN FUNDING FOR A SENIOR TRANSPORTATION BUS

WHEREAS, the County Office for the Aging administers New York State Community Services for the Elderly (CSE) funds for transportation of the County's elderly citizens; and

WHEREAS, the Town of Waterford is purchasing a 12 passenger bus for transportation of its senior citizens to local senior programs, and requests partial County reimbursement of the costs of purchasing such bus; and

WHEREAS, our Social Programs Committee and the Director of the Office for the Aging recommend approval of this request; now, therefore, be it

RESOLVED, that the Chair of the Board of Supervisors execute an agreement with the Town of Waterford providing for the County’s reimbursement to the Town of an amount not to exceed \$20,000 for the Town's purchase of a bus for use in the transportation of local senior citizens to seniors’ programs, the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. 100% State Aid.

RESOLUTION 138 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

AUTHORIZING THE YOUTH BUREAU'S 2014 FUNDING APPLICATIONS AND CONTRACTS AND AMENDING THE COUNTY BUDGET IN RELATION THERETO

WHEREAS, the Youth Bureau's Director has proposed a 2014 Resources Allocation for programs and agencies participating in its Youth Development Program (YDP) and its Special Delinquency Prevention Program (SDPP) to include County sponsorship, administration and payment responsibility for one-half of the programs' costs; and

WHEREAS, this proposal also includes matching funds for the Cooperative Extension 4-H Youth Service Project not to exceed \$22,500; and

WHEREAS, all other agencies or municipalities listed in the proposed YDP allocation will provide, from their current or prospective budgets, the other half of the program expenditures; and

WHEREAS, the State Office of Children and Family Services (OCFS) offers 60% state funding, 40% local share, for qualified local services or agencies participating in its Special Delinquency Prevention Program (SDPP); and

WHEREAS, these applications for possible State funds require authorized signatures of the Chair and Clerk of this Board and of our Youth Bureau Director; and

WHEREAS, as a result of a change in OCFS funding for the YDP, it is necessary to amend the 2014 County Budget; now, therefore, be it

RESOLVED, that the County of Saratoga will operate a Youth Bureau in 2014; and, be it further

RESOLVED, that the County confirms that it has appropriated \$22,500 in matching funds for the Cooperative Extension 4-H Youth Service Project in the 2014 County Budget; and, be it further

RESOLVED, that the Chair and Clerk of this Board and the Youth Bureau Director execute all documents required by the State OCFS for approval, reimbursement and implementation of the actual 2014 Youth Bureau Resources Allocation for the County and its local governments; and, be it further

RESOLVED, that the Chair of the Board execute all subcontracts for acceptance of the following 2014 YDP funds by the following agencies:

<u>AGENCY</u>	<u>2014 YDP</u>
Saratoga Center for the Family/Parent & Child Support Services	\$ 7,000
Saratoga Center for the Family/Support Treatment Groups for Children	\$ 1,300
Mechanicville Area Community Services/Center Youth Development	\$ 7,000
Greater Schuylerville Youth/Youth Program	\$ 5,000
4-H Youth Service Project	\$ 5,373
Catholic Charities/Family Enrichment Services	\$ 14,300
Moreau Community Center/Youth Service Program: Camp Moreau	\$ 1,200
Moreau Community Center/Youth Service Program: Kids Korner	\$ 1,200
Community Human Services/Youth Services	\$ 3,300
Southern Adirondack Library/Lively Learning	\$ 1,100
Scotia Glenville Traveling Museum	\$ 700
Franklin Community Center LIFT	\$ 2,800
Stillwater Community Center	\$ 2,000
CAPTAIN/Outreach in the Park	\$ 2,600
Community Human Services/Youth Employment Services	\$ 3,400
Big Brothers/Big Sisters	\$ 3,800
Franklin Community/Project Lift	\$ 10,500
Catholic Charities/Mentoring Program	\$ 9,860
Ballston Area Community Center	\$ 7,800
T/Ballston/BARC	\$ 1,500
T/Ballston/BH-BL Youth Recreation	\$ 1,500
T/Ballston/Attendants	\$ 300
V/Ballston Spa/BARC	\$ 1,600
V/Ballston Spa/Area Center for Teens	\$ 800
T/Charlton/BH-BL Youth Recreation	\$ 900
T/Charlton/CAPTAIN Hotline/Substance Abuse Program	\$ 300
T/Clifton Park/Job Match	\$ 2,200
T/Clifton Park/Hotline for substance Abuse Prevention	\$ 3,475

T/Clifton Park/CP Library Youth Enrichment	\$ 3,600
T/Clifton Park/CP CPR	\$ 750
T/Clifton Park/CAPTAIN Adolescent	\$ 1,900
T/Corinth/Youth Commission	\$ 2,000
V/Corinth/Youth Commission	\$ 1,000
T/Day/H-L Youth Commission	\$ 1,300
T/Edinburg/Youth Recreation	\$ 1,400
T/Galway/Recreation Program	\$ 1,100
T/Galway/Youth Services	\$ 250
V/Galway/Recreation Program	\$ 200
T/Greenfield/Youth Recreation	\$ 3,000
T/Hadley/H-L Youth Commission	\$ 1,000
T/Hadley/Service	\$ 500
T/Halfmoon/Recreation Program	\$ 2,580
T/Halfmoon/CAPTAIN Hotline/Substance Abuse	\$ 1,250
T/Malta/BARC	\$ 600
T/Malta/Youth Commission	\$ 2,400
C/Mechanicville/Youth Recreation Program	\$ 1,235
T/Milton/BARC	\$ 1,000
T/Milton/Recreation Program	\$ 3,100
T/Moreau/Recreation Program	\$ 2,980
T/Northumberland/Saratoga Youth Recreation	\$ 500
T/Northumberland/Summer Youth	\$ 500
T/Northumberland/Youth Employment	\$ 300
T/Providence/Galway Recreation Program	\$ 500
C/Saratoga Springs/Recreation Program	\$ 6,500
T/Saratoga/Recreation Program	\$ 900
T/Saratoga/Youth Employment	\$ 200
V/Schuylerville/Saratoga Youth Recreation	\$ 700
T/Waterford/Youth Recreation Program	\$ 1,400
T/Waterford/Learn to Swim	\$ 1,300
T/Waterford/Juvenile Aid	\$ 700
V/Waterford/Recreation Program	\$ 450
T/Wilton	<u>\$ 3,500</u>
	\$153,403

and, be it further

RESOLVED, that the Chair of the Board execute the following subcontract for acceptance of the 2014 SDPP funds by the following agency:

	2014
<u>AGENCY</u>	<u>SDPP</u>
CAPTAIN/Youth Shelter	\$13,790

and, be it further

RESOLVED, that the 2014 County Budget is amended as follows:

YOUTH BUREAU:

Appropriations:

Increase Acct.: #1-73-000-7733 Yth Srv Prog \$105,903

Revenues:

Increase Acct.: #1-73-3810 SA Yth Srv \$105,903

BUDGET IMPACT STATEMENT: No budget impact.

RESOLUTION 139 - 2014

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

**AUTHORIZING THE CHAIRMAN TO ENTER INTO A CONTRACT WITH UPSTATE TRANSIT OF SARATOGA, LLC TO PROVIDE TRANSPORTATION SERVICES FOR PRESCHOOL CHILDREN WITH SPECIAL NEEDS**

WHEREAS, proposals have been solicited for a contract for the transportation of children with special needs in our Pre-School Special Education and Early Intervention Programs; and

WHEREAS, our Social Programs Committee and the Director of the Youth Bureau have recommended that the bid of Upstate Transit of Saratoga, LLC be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized and directed to execute an agreement with Upstate Transit of Saratoga, LLC of Saratoga Springs, New York for the transportation of children with special needs, for a term of three years, commencing September 1, 2014, at the following rates:

September 1, 2014 – August 31, 2015 \$41.24 per child per day - \$50.00 per aide per day

September 1, 2015 – August 31, 2016 \$41.57 per child per day - \$50.00 per aide per day

September 1, 2016 – August 31, 2017 \$41.67 per child per day - \$50.00 per aide per day;

and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

**RESOLUTION 140 - 2014**

Introduced by Supervisors Lucia, Allen, Jenkins, Lunde, Martin, Tollisen and Wood

**AUTHORIZING THE ACCEPTANCE OF A FEDERAL GRANT FOR USE IN IMPLEMENTING THE WORKFORCE DEVELOPMENT INSTITUTE'S CHILD CARE SUBSIDY FACILITATED ENROLLMENT PROGRAM AND AMENDING THE COUNTY BUDGET IN RELATION THERETO**

WHEREAS, the Workforce Development Institute, a not-for-profit organization, and the New York State Office of Children and Family Services (NYSOCFS) have entered into a contract to facilitate the enrollment in and expansion of access to child care subsidies for working families earning up to 275% of the Federal Poverty Level in Saratoga County; and

WHEREAS, the current daycare subsidy program available to working parents in Saratoga County is limited to families earning at or below 200% of the Federal Poverty Level: and

WHEREAS, federal funds provided through the Child Care Subsidy Facilitated Enrollment Program, which is being administered by the Workforce Development Institute for NYSOCFS, will enable our Department of Social Services to provide needed child care subsidies to working families earning between 200% to 275% of the Federal Poverty Level, thereby filling an unmet need in the County; and

WHEREAS, in order to receive available child care subsidies, eligible working parents will need to apply to the Workforce Development Institute, which will process and forward the application to our Department of Social Services for verification of eligibility and issuance of payment; and

WHEREAS, Saratoga County's allocation under the Child Care Subsidy Facilitated Enrollment Program is \$500,000, and the acceptance of these federal funds requires our approval and an amendment to the 2014 County Budget; now, therefore, be it

RESOLVED, the Chair of the Board and/or the Commissioner of the Saratoga County Department of Social Services are hereby authorized to execute any and all agreements and documents with the Workforce Development Institute, or any other appropriate administrative entity, necessary to apply for, accept, and administer a Child Care Subsidy Facilitated Enrollment Program grant in the amount of \$500,000 to provide child care subsidies to working families in Saratoga County earning up to 275% of the Federal Poverty Level, with the form and content of such agreements and documents being subject to the approval of the County Attorney; and, be it further

RESOLVED, the 2014 Saratoga County Budget is hereby amended as follows:

SOCIAL SERVICES:

Appropriations:

Increase Acct. #1-60-610-8362.WDI \$500,000

Revenues:

Increase Acct. #1-60-4655.WDI \$500,000

BUDGET IMPACT STATEMENT: None. 100% Federal Aid.

RESOLUTION 141 - 2014

Introduced by Supervisors Veitch, Collyer, Daly, Grattidge, Kinowski, Lewza and Wright

AMENDING THE 2014 ADOPTED BUDGET TO TRANSFER \$300,000 FROM THE CONTINGENCY ACCOUNT INTO THE DATA PROCESSING DEPARTMENT TO PROVIDE FUNDING FOR IT NETWORK INFRASTRUCTURE UPGRADES

WHEREAS, the 2014 County Budget includes \$250,000 for the first phase of technology infrastructure improvements to replace existing outdated and inefficient infrastructure in 2014; and

WHEREAS, our Technology Committee has recommended that the County expedite the planned upgrades to software, hardware, cabling and data closets, and complete technology upgrades planned for 2015 in the County’s 2014 budget year; and

WHEREAS, our Technology Committee has recommended that the Data Processing Department be authorized to purchase IT Network Infrastructure upgrades at an estimated cost of \$533,328 with available funds transferred from the Contingency Fund; now, therefore, be it

RESOLVED, that the Director of the County Data Processing Department is hereby authorized to purchase IT Network Infrastructure upgrades, under state contract pricing, at a total estimated cost of \$533,328; and it is further

RESOLVED, that the 2014 Saratoga County Adopted Budget is hereby amended as follows:

GENERAL FUND:

TRANSFER:

FROM: #1-14-999-9000 Unallocated Amount	\$300,000
TO: #1-23-000-7092 Infrastructure	\$300,000

BUDGET IMPACT STATEMENT: This transfer will reduce the \$636,993 contingency account balance by \$300,000.

RESOLUTION 142 - 2014

Introduced by Supervisors Johnson, Barrett, Lucia, Lunde, Raymond, Tollisen and Ziegler

ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 1, PRINT NO. 1 OF 2014, ENTITLED “A LOCAL LAW TO AUTHORIZE CONTRACT AWARDS BASED UPON BEST VALUE METHODOLOGY”

WHEREAS, Resolution 101-14 introduced and presented a proposed Local Law identified as Introductory No. 1, Print No. 1 of 2014, to this Board of Supervisors and scheduled a public hearing thereon for June 11, 2014 at 4:55 P.M. in the Meeting Room of the Saratoga County Board of Supervisors, 40 McMaster Street, Ballston Spa, New York; and

WHEREAS, notice of that public hearing was duly published and posted as required by law; and

WHEREAS, the scheduled public hearing was held and all persons appearing or desiring to be heard have been heard by this Board; now, therefore, be it

RESOLVED, that this Board of Supervisors, on this 17<sup>th</sup> day of June, 2014 hereby adopts a Local Law identified as Introductory No. 1, Print No. 1 of 2014, as set forth in the annexed Schedule A, which once filed with the New York Secretary of State shall be known as Local Law No. 2 of 2014.

BUDGET IMPACT STATEMENT: No budget impact.

## SCHEDULE A

## COUNTY OF SARATOGA LOCAL LAW NO. 2 OF 2014

## A LOCAL LAW TO AUTHORIZE CONTRACT AWARDS BASED UPON BEST VALUE METHODOLOGY

BE IT ENACTED, by the Saratoga County Board of Supervisors as follows:

SECTION 1. Title. This Local Law shall be known as “A Local Law to Authorize Contract Awards Based Upon Best Value Methodology”.

SECTION 2. Legislative Findings and Declaration of Intent.

General Municipal Law §103 (“GML §103”) sets forth the general rules applicable to the awarding of contracts for public work and contracts for purchase by a municipality.

Prior to January 27, 2012, GML §103 required that contracts for public work involving an expenditure of more than \$35,000 and all purchase contracts involving an expenditure of more than \$20,000, shall be awarded by the appropriate officer, board or agency of a municipality to the lowest responsible bidder furnishing the required security after advertisement for sealed bids.

The State Legislature and Governor amended GML §103 (A8692/S6117) on January 27, 2012 to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law, on the basis of best value. The state legislation requires counties with a population of less than one million to pass a local law authorizing the use of the best value award process.

Enactment of such a local law provides additional procurement options to localities in ways that may expedite the procurement process and result in cost savings. The “best value” standard for selecting goods and services vendors is critical to efforts to use strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors.

The federal government, approximately half of the states and many localities have added best value selection processes to their procurement options, in recognition of these advantages. With the increased complexity of the goods and services that municipalities must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense.

Taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance. Best value procurement links the procurement process directly to the municipality’s performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services.

Even if the initial expenditure is higher, considering the total value over the life of the procurement may result in better value and long-term investment of public funds. Best value procurement also encourages competition and, in turn, often results in better pricing, quality and customer service. Fostering healthy competition ensures that bidders will continue to strive for excellence in identifying and meeting municipalities’ needs, including such important goals as the participation of small, minority and women-owned businesses, and the development of environmentally-preferable goods and service delivery methods. Best value procurement will provide much-needed flexibility in obtaining important goods and services at favorable prices, and will reduce the time to procure such good and services.

SECTION 3. Definitions.

A. “Best value” shall mean the basis upon which a contract may be awarded after a competitive bid or competitive offer for the purchase of goods or services to the bidder or offeror which optimizes quality, cost and efficiency, among responsive and responsible bidders or offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for bidders or offerors that are small businesses or certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law to be used in evaluation of offers for awarding of contracts for services. Factors that may be used to determine the “best value” and to award a contract to other than the lowest bidder, are:

1. cost of maintenance for good(s) or service(s);

2. features of the offered product or service set forth in detailed specifications for the product offered;
3. warranties and/or maintenance to be provided with the product or service ;
4. product life of good(s) or service(s);
5. references, past performance and reliability, including reliability or durability of the product being offered and current or past experience with the provision of similar goods or services;
6. organization, staffing (both members of staff and particular abilities and experience), and ability to undertake the type and complexity of the work;
7. financial capability; or
8. record of compliance with all federal, State and local laws, rules, licensing requirements, where applicable, and executive orders, including but not limited to compliance with existing labor standards and prevailing wage laws.

- B. "Purchasing Agent" shall mean the Director of Purchasing, or other appropriate officer, board, legislative committee or agency of Saratoga County, consistent with the purchasing policy established (and as may be amended from time to time) by the Saratoga County Board of Supervisors, to have the authority to award purchase contracts upon the basis of "best value" as defined herein.

SECTION 4. The Best Value Award Methodology. When developing solicitation documents for competitive bids or competitive offers for the award of purchase contracts including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Labor Law, the Purchasing Agent may, and subject to the requirements herein and the applicable requirements set forth in the County's Purchasing Policy, determine that an award of a purchase contract shall be based upon best value methodology. In making such determination, the Purchasing Agent shall consider the recommendation, if any, of the Department Head or designee of the Department the purchase contract is being procured for. The Department Head or designee shall, in all instances, obtain the approval of the Purchasing Agent to utilize best value methodology prior to issuance of the competitive bid or competitive offer documents.

SECTION 5. Requirements. Where the basis for an award of a purchase contract will be the best value offer, the Purchasing Agent shall, in all instances:

- A. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted, and
- B. Shall select a formal competitive procurement process in accordance with guidelines established under the County's Purchasing Policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerers to submit responsive offers; and a balanced and fair method of award. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
- C. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.
- D. The Purchasing Agent shall develop procedures with the approval of the Saratoga County Board of Supervisors that will govern the award of contracts upon the basis of best value. The procedures, once approved by the Board of Supervisors, will be incorporated in the County Purchasing Policy and reviewed by the Board of Supervisors as necessary.

SECTION 6. Severability. If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstances shall be adjudged by an Court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 7. Effective Date. This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

Mr. Lawler said that just before the Board meeting there was an Economic Development Committee meeting at which the Committee considered additional nominations for appointments to the Board of Directors of the Saratoga County Prosperity Partnership. Based on the unanimous recommendation of the Economic Development Committee he introduced Resolution No. 143. He is very proud to recommend these individuals to this Board: Gary Dake of Stewarts; Charles Wait of Adirondack Trust; and, David Wood representing the Agriculture community.

On a motion by Mr. Lawler, seconded by Mr. Johnson, Resolution No. 143 was adopted by a unanimous vote.

RESOLUTION 143 - 2014

Introduced by Supervisors Lawler, Daly, Grattidge, Johnson, Kinowski, Lewza and Richardson

APPOINTING DIRECTORS OF THE SARATOGA COUNTY PROSPERITY PARTNERSHIP, INC. LOCAL DEVELOPMENT CORPORATION

WHEREAS, pursuant to Resolution 106-14, this Board of Supervisors authorized the formation of the Saratoga County Prosperity Partnership, Inc., an economic development local development corporation in accordance with Not-For-Profit Corporation Law §1411; and

WHEREAS, the Certificate of Incorporation of the Saratoga County Prosperity Partnership, Inc. Local Development was duly executed by the Chair of this Board, and filed in the New York State Department of State on May 29, 2014; and

WHEREAS, pursuant to the provisions of the Corporation’s Certificate of Incorporation, the Directors of the Corporation are appointed by this Board of Supervisors; now, therefore, be it

RESOLVED, that the following persons are appointed Directors of the Saratoga County Prosperity Partnership, Inc. for the stated term:

<u>NAME AND ADDRESS:</u>	<u>TERM EXPIRES:</u>
Gary C. Dake 87 Railroad Place, Unit 407 Saratoga Springs, NY 12866	December 31, 2015
Charles V. Wait 658 North Broadway Saratoga Springs, NY 12866	December 31, 2015
David Wood 1253 Eastern Avenue West Charlton, NY 12010	December 31, 2015

BUDGET IMPACT STATEMENT: No budget impact.

Mr. Lawler thanked Wally Allerdice, III who resigned from the Board and deeply appreciates his service. He welcomed Mr. Cumm to the Board and thanked Mr. Jenkins for his recommendation of him as he will represent the Town of Moreau, the newest municipal client. Mr. Jenkins said Mr. Cumm will be a great representative as he spent four (4) years on the Town of Moreau as a Councilman, serves on the board of our Community Center and will be a great contribution to the Water Authority.

On a motion by Chairman Sausville, seconded by Mr. Kinowski, Resolution No. 144 was adopted by a unanimous vote.

RESOLUTION 144 - 2014

Introduced by Chairman Sausville

APPOINTING A MEMBER TO THE BOARD OF THE SARATOGA COUNTY WATER AUTHORITY

WHEREAS, Chapter 678 of the Laws of 1990 enacted the “Saratoga County Water Authority Act” as Title 8-F of the Public Authorities Law; and

WHEREAS, as a result of the resignation of Wallace W. Allerdice, III, there exists a vacancy on the Saratoga County Water Authority Board; now, therefore, be it

RESOLVED, that the following person is appointed a member of the Board of the Saratoga County Water Authority for the stated term:

<u>NAME</u>	<u>TERM EXPIRES</u>
Thomas Cumm 14 Lafond Drive Gansevoort, New York 12831	12/31/15

and be it further

RESOLVED, that the previous appointments of the following persons to the Board of the Saratoga County Water Authority made pursuant to Resolution 7-2014 are hereby reaffirmed for the stated terms:

<u>NAME</u>	<u>TERM EXPIRES</u>
John E. Lawler Town Hall 65 Broad Street Waterford, NY 12188	12/31/2015
Kevin T. King 21 Meadow Rue Place Malta, NY 12020	12/31/2015
Edward D. Kinowski Town Hall PO Box 700 Stillwater, NY 12170	12/31/2015
Patrick S. Ziegler 19 Conifer Drive Burnt Hills, NY 12027	12/31/2014
Anita Daly 87 Robinwood Drive Clifton Park, NY 12065	12/31/2014
Arthur J. Johnson Wilton Town Hall 22 Traver Road Gansevoort, NY 12831	12/31/2014

BUDGET IMPACT STATEMENT: No budget impact.

On a motion by Mr. Lent, seconded by Mr. Collyer, the meeting was unanimously adjourned.

Respectfully submitted,

Pamela A. Wright, Clerk