

HEALTH & HUMAN SERVICES COMMITTEE  
August 31, 2021 3:00 p.m.

AGENDA

Chair: Darren O'Connor

Members:

Phil Barrett - VC  
Eric Connolly  
Joe Grasso  
John Lant  
Sandra Winney  
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the July 28, 2021 meeting
- III. Amendment to Preschool Transportation Contract – Rebecca Robarge, Youth Bureau
- IV. Authorization to accept State Aid from the Office of Children and Family Services (OCFS) – Rebecca Robarge, Youth Bureau
- V. Authorization to reappropriate Youth Development funding – Rebecca Robarge, Youth Bureau
- VI. Discussion, Nutrition Program RFP – Sandi Cross, Office for the Aging
- VII. Other Business
- VIII. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code: Dial: 1-978-990-5145 Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Rebecca Robarge, Youth Bureau

**DATE:** 8/25/21

**RE:** Amendment to Preschool Transportation Contract

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)

The preschool client transportation budget line A.73.731.8350 will require a transfer. No budget impact. There are sufficient funds in the 2021 budget to cover this request.

3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)

4. Specific details on what the resolution will authorize:  
Changes to Resolution 163-2020 and 199-2020, and authorize an amendment to the agreement with Rejha Group, LLC for transportation services for preschool children with identified disabilities.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement:  YES or  NO
- j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Rejha Group has requested that the County consider an additional amendment to the contract for transportation of preschool students to account for COVID-19 impacts including busing restrictions, uncertain school attendance figures, and volatile transportation costs. The Contract and September 2020 amendment are attached. Due to ongoing negotiations and finalization of proposed terms, a marked-up resolution and contract are not attached and will be provided at or before Committee meeting.

Attachments:

Resolution 163-2020 (unmarked)

Resolution 199-2020

September 2020 Contract

September 2020 Contract Amendment



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 163 - 2020**

**Introduced by Supervisors Lucia, Connolly, Kusnierz, O'Connor, Winney, Wood and Zlotnick**

#### **AUTHORIZING THE CHAIRMAN TO ENTER INTO A CONTRACT WITH REJHA GROUP, LLC TO PROVIDE TRANSPORTATION SERVICES FOR PRESCHOOL CHILDREN WITH SPECIAL NEEDS**

WHEREAS, proposals were solicited for a contract for the transportation of children with special needs in our Pre-School Special Education and Early Intervention Programs with services to commence on September 1, 2020; and

WHEREAS, as a result of the ongoing COVID-19 pandemic, and the unknown impact of anticipated regulations from the New York State Department of Health regarding transportation safety measures, social distancing, the number of children allowed per bus, and consequently the number of buses and aides needed, the County's Request for Proposals provided that in the event any state laws, regulations and executive orders regarding COVID-19 increase or decrease the number of children that can be transported in any vehicle, the contractor selected and the County agree to re-negotiate pricing based on the contractor's good faith estimate of the change in the number of required vehicles; and

WHEREAS, our Health and Social Services Committee and the Director of the Youth Bureau have recommended that the bid of Rejha Group, LLC, the lowest bid received, be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized and directed to execute an agreement with Rejha Group, LLC of Albany, New York for the transportation of children with special needs, for a term of three years, commencing on September 1, 2020, at the following rates:

2020-2021 School Year and 2021 Summer	\$65.29 per child per day \$89.63 per aide per day
2021-2022 School Year and 2022 Summer	\$69.86 per child per day \$95.90 per aide per day
2022-2023 School Year and 2023 Summer	\$74.75 per child per day \$102.90 per aide per day;

and, be it further

RESOLVED, that in the event any new State laws, regulations or Executive Orders regarding COVID-19 increase or decrease the number of children that can be transported in any vehicle, Rejha Group, LLC and the County agree to re-negotiate pricing based on Rejha Group, LLC's good faith estimate of the change in the number of required vehicles; 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.

~~10/20/20~~



# SARATOGA COUNTY BOARD OF SUPERVISORS

## RESOLUTION 199 - 2020

Introduced by Supervisors ~~Lucia, Connolly, Kusnierz, O'Connor, Winney, Wood and Zlotnick~~ <sup>O'Connor, Barrett Grasso, Lant</sup> and

### AMENDING RESOLUTION 163-2020, AND AUTHORIZING AN AMENDMENT TO AMENDMENT TO THE AGREEMENT WITH REJHA GROUP, LLC FOR TRANSPORTATION SERVICES FOR PRESCHOOL CHILDREN WITH SPECIAL NEEDS

WHEREAS, pursuant to Resolution 163-2020, this Board authorized an agreement with Rejha Group, LLC for the transportation of children with special needs in our Pre-School Special Education and Early Intervention Programs for the 2020-2021, 2021-2022 and 2022-2023 School Years, including Summers, with services to commence on September 1, 2020; and

WHEREAS, Resolution 163-2020 further authorized that Rejha Group, LLC could re-negotiate their pricing if any state laws, regulations and executive orders regarding COVID-19 increased or decreased the number of children that could be transported in any vehicle; and

WHEREAS, the COVID-19 pandemic has caused changes in the operation of Pre-School Special Education and Early Intervention Programs, with some pre-school programs closing temporarily, some providing virtual programming, and others instituting alternate day schedules; and

WHEREAS, due to COVID-related safety concerns, the number of children being driven to school by their parent or guardian has risen significantly from 12% to 37%; and

~~WHEREAS, State regulations limit the number of pre-school children that can be transported on a small bus to 4 or 5 children, and even less in a minivan; and~~

WHEREAS, as a result of the foregoing factors, the number of children being transported by the Rejha Group, Inc. is significantly less than anticipated when it submitted its bid for the County's preschool transportation contract on a per child basis; and

WHEREAS, the Rejha Group, Inc. has therefore requested an amendment changing the 2020-2021 School Year and 2021 Summer session transportation rate from a per child per day rate of \$65.29 to a per bus per day rate of \$390, with the rate of \$89.63 per aide per day to remain unchanged; and

WHEREAS, our Health and Social Services Committee and the Director of the Youth Bureau have recommended that an amendment to the agreement with Rejha Group, LLC be authorized changing the per day rate for transportation of children in the Pre-School Special Education and Early Intervention Programs for the 2020-2021 School Year and 2021 Summer <sup>2021-2022</sup> <sup>2022</sup>

69.86  
session from a per child per day rate of ~~\$65.29~~ to a \$390 per bus per day rate, with the rate of ~~\$89.63~~ per aide per day rate remaining unchanged; now, therefore, be it

95.90

RESOLVED, that the Chair of the Board is hereby authorized to execute an amendment to the agreement with Rejha Group, LLC of Albany, New York for the transportation of children with special needs, changing the per child per day rate of ~~\$65.29~~ to a \$390 per bus per day rate for the ~~2020-2021~~ School Year and ~~2021~~ Summer session, with the rate of ~~\$89.63~~ per aide per day remaining unchanged; and, be it further

#2

2021-2022

2022

69.86

95.90

RESOLVED, that Resolution 163-2020 is hereby amended accordingly; and, be it further

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

BUDGET IMPACT STATEMENT: None. ~~Due to reduced transportation needs earlier this year due to COVID-19, there are sufficient funds in the Youth Bureau's 2020 budget to cover these additional amendment costs.~~

There are sufficient funds in the 2021 Youth Bureau Budget to cover the 2021 fiscal year.

THIS AGREEMENT, made this 8<sup>th</sup> day of September, 2020, BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

Reiha Group, LLC, d/b/a A+ Medi Trans, a limited liability company duly organized under the laws of the State of New York with a principal office for the place of business at 23 Railroad Avenue, Albany, NY 12205 (CONTRACTOR);

WITNESSETH:

WHEREAS, Saratoga County is in need of transportation services for the Saratoga County Preschool Special Education and Early Intervention Programs; and

WHEREAS, pursuant to Resolution 163-2020 of the Saratoga County Board of Supervisors, the COUNTY wishes to engage the services of CONTRACTOR, subject to the mutual conditions and covenants contained herein;

NOW, THEREFORE, the parties agree that:

1. The CONTRACTOR will provide transportation services in accordance with Saratoga County Specification 20-TCSN-1, and Addendums 1 and 2 thereto, and the CONTRACTOR's proposal dated June 29, 2020, which are hereby incorporated herein and made a part hereof, for the term September 1, 2020 through August 31, 2023.

2. a) The COUNTY will pay the CONTRACTOR in accordance with the yearly rates set forth in its proposal, upon submission of a properly documented voucher. Said yearly rates are as follows, unless modified in accordance with the provisions of subparagraph b herein:

September 1, 2020 – August 31, 2021	\$65.29 per child per day \$89.63 per aide/monitor per day
September 1, 2021 – August 31, 2022	\$69.86 per child per day \$95.90 per aide/monitor per day
September 1, 2022 – August 31, 2023	\$74.75 per child per day \$102.90 per aide/monitor per day

b) In the event that any New York State laws, regulations and/or Executive Orders regarding COVID-19 increase or decrease the number of children that can be transported in any



vehicle, the CONTRACTOR and COUNTY agree to re-negotiate pricing based on the CONTRACTOR's good faith estimate of the change in the number of required vehicles.

3. The CONTRACTOR shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws. The CONTRACTOR and the COUNTY agree that for the duration of this Agreement, they will not discriminate against any employee, applicant for employment, or person requesting services because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.

4. The CONTRACTOR shall not employ any COUNTY official or employee in connection herewith and shall adhere to the COUNTY's Code of Ethics.

5. The CONTRACTOR shall not assign or transfer any interest herein without prior written COUNTY approval.

6. a) CONTRACTOR shall, at all times, indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of the CONTRACTOR, any person, employed by the CONTRACTOR, its contractors, subcontractors, materialmen, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

COUNTY shall, at all times, indemnify and save harmless the CONTRACTOR from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of the COUNTY, any person, employed by the COUNTY, its contractors, subcontractors, materialmen, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the CONTRACTOR.

b) CONTRACTOR shall provide the COUNTY with proof of commercial general and automobile liability insurance issued by a company authorized by license to do business in the State of New York. The policy's minimum coverages shall be \$5,000,000/per occurrence and \$5,000,000/aggregate and shall be subject to the approval of the County Attorney. The CONTRACTOR may utilize umbrella/excess coverage to achieve the limits required hereunder. The certificate holder must be listed as the COUNTY OF SARATOGA, 40 McMaster Street, Ballston Spa, New York 12020. This insurance certificate must also name the COUNTY OF SARATOGA as additional insured and the CONTRACTOR shall provide the COUNTY with proof of such insurance in the form of an Additional Insured Endorsement Rider or other proof acceptable to County.

In the event any policy furnished or carried pursuant to this agreement is scheduled to expire on a date prior to the expiration of the term of this agreement, CONTRACTOR shall deliver to the COUNTY a certificate or certificates of insurance

evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, and the CONTRACTOR shall promptly pay or cause to be paid all premiums due thereon.

In the event CONTRACTOR receives notice of cancellation of said insurance, CONTRACTOR shall immediately provide the COUNTY with written notice of such cancellation by no later than the next business day of the COUNTY. Such written notice must be either personally delivered to the Saratoga County Attorney's Office at 40 McMaster Street, Ballston Spa, New York during normal business hours or faxed to the Saratoga County Attorney at (518) 884-4720. CONTRACTOR shall provide the COUNTY with proof of replacement general liability insurance coverage satisfying the requirements set forth herein within two (2) COUNTY business days of the CONTRACTOR'S receipt of said notice of cancellation of CONTRACTOR'S insurance.

Any failure by the CONTRACTOR to comply with the insurance requirements of this agreement in a timely manner shall constitute a breach of this agreement, and the COUNTY may, at its option, terminate this agreement upon written notice to the CONTRACTOR.

The above insurance is not, and shall not be construed as, a limitation upon CONTRACTOR'S obligation to indemnify the COUNTY.

7. This Agreement shall be void and of no affect unless throughout the term of this Agreement CONTRACTOR, in compliance with the provisions of the Workers' Compensation Law, shall secure compensation for the benefit of and keep insured during the life of this Agreement such employees as are required to be insured according to law. Proof of such Workers' Compensation Insurance coverage shall be provided to County.

8. The CONTRACTOR represents and warrants that neither it, nor its employees or contractors, are excluded from participation, otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. § 1320a-7B(f) or in any other government payment program.

In the event CONTRACTOR, or one of its employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, CONTRACTOR will notify the COUNTY in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the CONTRACTOR, the COUNTY reserves the right to immediately cease contracting with the CONTRACTOR.

The CONTRACTOR further represents and warrants it will, at a minimum, check monthly all of its employees and subcontractors against:

- The General Services Administration's Federal Excluded Party List System (or any successor system),
- The United States Department of Health and Human Services' Office of the Inspector General's Lists of Excluded Individuals and Entities or any successor list,
- The New York State Department of Health's Office of the Medicaid Inspector General's list of Restricted, Terminated or Excluded Individuals or Entities.


In the event an excluded party is discovered the CONTRACTOR will notify the County in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given to the CONTRACTOR, the COUNTY reserves the right to immediately cease contracting with the CONTRACTOR.

IN WITNESS WHEREOF, the parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.


**COUNTY OF SARATOGA**

Date 9/8/20

By:   
PRESTON ALLEN, Chairman  
Board of Supervisors  
Per Resolution # 163-2020

**REJHA GROUP, LLC, d/b/a  
A+ Medi Trans**

Date 9/11/20

By:   
Name Eugene Reyes  
Title Director  
Federal I.D. # 20-8815844

APPROVED:

  
County Attorney

AMENDMENT

<sup>#2</sup>  
Amendment #1 to Agreement Dated September 8, 2020, 2021

BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

Rejha Group, LLC, d/b/a A+ Medi Trans, a limited liability company duly organized under the laws of the State of New York with a principal office for the a place of business at 23 Railroad Avenue, Albany, New York 12205, (CONTRACTOR);

RECITALS:

WHEREAS, COUNTY and CONTRACTOR entered into an agreement dated September 8, 2020, whereby CONTRACTOR agreed to provide transportation of children with special needs in the Saratoga County Preschool Special Education and Early Intervention Programs for the 2020-2021, 2021-2022, 2022-2023 School Years, including summers, with services commencing on September 1, 2020 in accordance with County Specification 20-TCSN-1, Addendums 1 and 2, and CONTRACTOR's proposal dated June 29, 2020, at the following yearly rates:

September 1, 2020 – August 31, 2021	\$65.29 per child per day \$89.63 per aide/monitor per day
September 1, 2021 – August 31, 2022	\$69.86 per child per day \$95.90 per aide/monitor per day
September 1, 2022 – August 31, 2023	\$74.75 per child per day \$102.90 per aide/monitor per day

WHEREAS, the agreement dated September 8, 2020 further authorized that CONTRACTOR could re-negotiate their pricing if any state laws, regulations and executive orders regarding COVID-19 increased or decreased the number of children that could be transported in any vehicle; and

WHEREAS, due to the COVID-19 pandemic, the number of children being transported by CONTRACTOR is significantly less than anticipated when CONTRACTOR submitted its bid for the COUNTY's preschool transportation contract on a per child basis; and

WHEREAS, pursuant to Resolution 199-2020, the Saratoga County Board of Supervisors authorized an amendment to said agreement to change the 2020-2021 School Year and 2021

Summer session transportation rate from a per child per day rate of \$65.29 to a per bus per day rate of \$390 with the rate of \$89.63 per aide per day to remain unchanged; and

WHEREAS, both CONTRACTOR and COUNTY desire to amend the Amendment Agreement dated September 8, 2020 accordingly;

NOW, THEREFORE, the parties agree as follows:

- 1. Paragraph 2a of the Agreement dated September 8, 2020 is amended to read as follows:

The COUNTY will pay the CONTRACTOR in accordance with the yearly rates set forth in its proposal, upon submission of a properly documented voucher. Said yearly rates are as follows, unless modified in accordance with the provisions of subparagraph b herein:

September 1, 2020 – August 31, 2021	\$390 per bus per day \$89.63 per aide/monitor per day
September 1, 2021 – August 31, 2022	<del>\$69.86 per child per day</del> \$390 per bus per day \$95.90 per aide/monitor per day
September 1, 2022 – August 31, 2023	\$74.75 per child per day \$102.90 per aide/monitor per day

- 2. All other terms of the Agreement dated September 8, 2020, and any amendments thereto not inconsistent with the provisions of this Amendment shall remain in full force and effect, including but not limited to the provisions of paragraph 2(b) of said Agreement which provides that in the event that any New York State laws, regulations and/or Executive Orders regarding COVID-19 increase or decrease the number of children that can be transported in any vehicle, the CONTRACTOR and COUNTY agree to re-negotiate pricing prospectively based on the CONTRACTOR'S good faith estimate of the change of required vehicles.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment this 17th day of November, 2020. 2021.

COUNTY OF SARATOGA

Date 11/17/20

Theodore Kusnierz

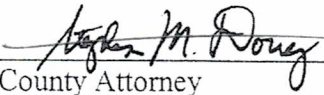
By: Preston Allen  
Preston Allen, Chairman  
Board of Supervisors  
Per Resolution #199-2020

Rejha Group, LLC, d/b/a  
A+Medi Trans

Date 11/17/20

By: Eugene Reyes  
Print Name: Eugene Reyes  
Federal I.D. # 20-8815844

APPROVED:

  
\_\_\_\_\_  
County Attorney



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Rebecca Robarge, Youth Bureau

**DATE:** 8/25/2021

**RE:** Authorization to accept State Aid from the Office of Children and Family Services (OCFS)

**COMMITTEE:** Health & Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Acceptance of the 2021 state aid allocation from OCFS for Youth Development and Runaway Homeless Youth Programs and Services.
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution Annual Allocation
  - b. Are the terms changing: No
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Previous Resolution attached with updated schedule for allocating to local Agencies and Municipalities.



11/17/20



**SARATOGA COUNTY BOARD OF SUPERVISORS**

**RESOLUTION ~~225-2020~~ <sup>2021</sup>**

Introduced by Supervisors ~~Lucia, Connolly, Kusnierz, O'Connor, Winney, Wood and Zlotnick~~ <sup>O'Connor, Barrett, Grasso, Lant</sup>

**ACCEPTANCE OF 2021 STATE AID ALLOCATION FROM THE OFFICE OF CHILDREN AND FAMILY SERVICES FOR YOUTH DEVELOPMENT AND RUNAWAY PROGRAMS AND SERVICE**  
**AUTHORIZING THE ~~YOUTH BUREAU'S 2020~~ FUNDING APPLICATIONS AND CONTRACTS**

WHEREAS, the Youth Bureau's Director has proposed a ~~2020~~ <sup>2021</sup> Resources Allocation for programs and agencies participating in its Youth Development Program (YDP) and its Runaway Homeless Youth Act (RHYA) program to include County sponsorship, administration and payment responsibility ~~for up to 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, certain YDP programs held in 2019 were cancelled in 2020 <sup>and 2021</sup> due to the COVID-19 pandemic; 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 Runaway Homeless Youth Act (RHYA) program; 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; now, therefore, be it

RESOLVED, that the County of Saratoga will operate a Youth Bureau in ~~2020~~ <sup>2021</sup>; 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 ~~2020~~ <sup>2021</sup> 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 ~~2020~~ <sup>2021</sup> 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 ~~2020~~ <sup>2021</sup> YDP funds by the following agencies:

AGENCY

	2019	2021	
	YDP		
4-H Youth Service Project	\$ 5,471	5,060	
Ballston Area Recreation Commission - BARC	\$ 4,787	4,952	
CAPTAIN CAPteens (Clifton Park)	\$ 4,719	4,882	
CAPTAIN CAPteens (Halfmoon)	\$ 1,273	1,317	
Cool Out of School (Prevention Council)	\$ 6,620	6,849	
Family Enrichment Services (Catholic Charities)	\$ 14,564	14,999	
Job Assist - Ballston Spa (CAPTAIN Community Human Services)	\$ 3,361	3,477	
Job Assist - Burnt Hills (CAPTAIN Community Human Services)	\$ 3,462	3,581	
Job Assist - Clifton Park (T/Clifton Park)	\$ 2,995	3,099	
Juvenile Aid (T/Waterford)	\$ 712	737	
Lively Library Learning (Southern Adirondack Library System)	\$ 1,120	1,159	
Mentoring (Big Brothers/Big Sisters of Capital Region)	\$ 3,871	4,005	
Moreau Community Center - Camp Moreau	\$ 1,222	1,264	
Moreau Community Center - Kids Korner	\$ 1,222	1,264	
Outreach in the Park (CAPTAIN Community Human Services)	\$ 2,647	2,739	
Parent and Child Support Services - Saratoga Center for the Family	\$ 7,232	7,482	121,544.0
Project LIFT - Franklin Area Community Center, Inc.	\$ 10,694	11,064	
Project LIFT Volunteers - Franklin Area Community Center, Inc.	\$ 2,851	2,950	
Saratoga Mentoring Program (Catholic Charities)	\$ 10,042	10,459	
Schuylerville Youth Program (Greater Schuylerville Youth Center)	\$ 5,602	5,796	
Support Treatment Groups for Children - Saratoga Center for the Family	\$ 1,221	1,263	
Youth CPR (T/Clifton Park)	\$ 763	789	
Youth Development Program (Mechanicville Area Community Services Center)	\$ 7,129	7,375	
Youth Enrichment Program (T/Clifton Park)	\$ 3,667	3,794	
SACC Teen Nights (Stillwater Area Community Center)	\$ 2,036	2,106	
Youth Referral Service (T/Galway)	\$ 254	263	
Youth Social Recreation (Ballston Area Community Center)	\$ 7,944	8,219	
Burnt Hills-Ballston Lake Summer Recreation Program - T/Ballston	\$ 1,833	1,909	
Corinth Youth Commission	\$ 3,056	3,182	
Drop-In Program - T/Wilton	\$ 3,565	3,712	
Edinburg Youth Recreation - <i>No application due to covid</i>	\$ 1,630	0	
Galway Recreation Program	\$ 1,834	1,910	
Greenfield Summer Recreation	\$ 3,056	3,184	
Hadley Luzerne Youth Recreation - <i>No application</i>	\$ 2,852	0	
Learn to Swim - T/Waterford - <i>No application</i>	\$ 1,325	0	
Recreation Summer Youth Program - T/Northumberland - <i>No application</i>	\$ 512	0	
Saratoga Joint Youth Recreation - T/Saratoga	\$ 2,139	2,227	38,233.00
Saratoga Springs Recreation Commission	\$ 6,825	7,107	
Town of Halfmoon Recreation	\$ 2,628	2,737	
Town of Malta Summer Recreation Program	\$ 2,444	2,545	
Town of Milton Recreation Program	\$ 3,157	3,287	
Town of Moreau Summer Youth Program	\$ 3,037	3,163	
Youth Recreation Program - C/Mechanicville	\$ 1,258	1,309	
Youth Recreation Program - T/Waterford	\$ 1,426	1,485	
Youth Recreation Program - V/Waterford	\$ 458	476	
	<del>\$160,516</del>		

and, be it further

\$159,777.00

and, be it further

RESOLVED, that the Chair of the Board execute the following subcontract for acceptance of the ~~2020~~ RHYA funds by the following agency:

2021

AGENCY

CAPTAIN/Youth Shelter

~~2021~~  
~~2020~~  
RHYA  
\$12,446

\$25,015

BUDGET IMPACT STATEMENT: No budget impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Rebecca Robarge

**DATE:** 8/25/2021

**RE:** Authorization to reappropriate youth development funding

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Authorizing reappropriation of Youth Development Program funds from OCFS that are unclaimed to a program that has additional expenses.
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)

- a. What were the terms of the prior resolution
- b. Are the terms changing:
- c. What is the reason for the change in terms:

7. Is a new position being created:  YES or  NO

- a. Effective date
- b. Salary and grade

8. Is a new employee being hired:  YES or  NO

- a. Effective date of employment
- b. Salary and grade
- c. Appointed position:
- d. Term:

9. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Amount of grant:
- c. Purpose grant will be used for:
- d. Equipment and/or services being purchased with the grant:
- e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Lively Library Learning (Southern Adirondack Library System-SALS) received \$1,120 per resolution 225-2020. They declined additional funding on the amendment 40-2021, but had expenses for an additional \$1,120. Due to Covid some programs were unable to spend the allocation granted. Those unclaimed funds will return to the State if they are not reappropriated. SALS supports youth programming in libraries throughout the County which are available to all youth.

Attachments:

Resolution 225-2020

Resolution 40-2021

Resolution 225-2020 marked up

11/17/20



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 225 - 2020**

**Introduced by Supervisors Lucia, Connolly, Kusnierz, O'Connor, Winney, Wood and Zlotnick**

#### **AUTHORIZING THE YOUTH BUREAU'S 2020 FUNDING APPLICATIONS AND CONTRACTS**

WHEREAS, the Youth Bureau's Director has proposed a 2020 Resources Allocation for programs and agencies participating in its Youth Development Program (YDP) and its Runaway Homeless Youth Act (RHYA) program to include County sponsorship, administration and payment responsibility for up to 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, certain YDP programs held in 2019 were cancelled in 2020 due to the COVID-19 pandemic; 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 Runaway Homeless Youth Act (RHYA) program; 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; now, therefore, be it

RESOLVED, that the County of Saratoga will operate a Youth Bureau in 2020; 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 2020 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 2020 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 2020 YDP funds by the following agencies:

<u>AGENCY</u>	2020 <u>YDP</u>
4-H Youth Service Project	\$ 5,471
Ballston Area Recreation Commission - BARC	\$ 4,787
CAPTAIN CAPteens (Clifton Park)	\$ 4,719
CAPTAIN CAPteens (Halfmoon)	\$ 1,273
Cool Out of School (Prevention Council)	\$ 6,620
Family Enrichment Services (Catholic Charities)	\$ 14,564
Job Assist – Ballston Spa (CAPTAIN Community Human Services)	\$ 3,361
Job Assist – Burnt Hills (CAPTAIN Community Human Services)	\$ 3,462
Job Assist – Clifton Park (T/Clifton Park)	\$ 2,995
Lively Library Learning (Southern Adirondack Library System)	\$ 1,120
Mentoring (Big Brothers/Big Sisters of Capital Region)	\$ 3,871
Moreau Community Center – Kids Korner	\$ 2,444
Outreach in the Park (CAPTAIN Community Human Services)	\$ 2,647
Parent and Child Support Services – Saratoga Center for the Family	\$ 7,232
Project LIFT – Franklin Area Community Center, Inc.	\$ 10,694
Project LIFT Volunteers – Franklin Area Community Center, Inc.	\$ 2,851
Saratoga Mentoring Program (Catholic Charities)	\$ 10,042
Schuylerville Youth Program (Greater Schuylerville Youth Center)	\$ 7,741
Support Treatment Groups for Children – Saratoga Center for the Family	\$ 1,221
Youth Development Program (Mechanicville Area Community Services Center)	\$ 7,129
Youth Enrichment Program (T/Clifton Park)	\$ 3,667
SACC Teen Nights (Stillwater Area Community Center)	\$ 2,036
Youth Referral Service (T/Galway)	\$ 254
Youth Social Recreation (Ballston Area Community Center)	\$ 7,944
Drop-In Program – T/Wilton	\$ 3,668
Galway Recreation Program	\$ 2,571
Greenfield Summer Recreation	\$ 3,158
Saratoga Springs Recreation Commission	\$ 6,927
Town of Malta Summer Recreation Program	\$ 2,546
Town of Moreau Recreation Youth Program	<u>\$ 3,140</u>
	\$140,155

and, be it further

RESOLVED, that the Chair of the Board execute the following subcontract for acceptance of the 2020 RHYA funds by the following agency:

<u>AGENCY</u>	2020 <u>RHYA</u>
CAPTAIN/Youth Shelter	\$12,446

BUDGET IMPACT STATEMENT: No budget impact.



## SARATOGA COUNTY BOARD OF SUPERVISORS

### RESOLUTION 40 - 2021

Introduced by Supervisors Gaston, Barrett, Connolly, Grasso, Lant, O'Connor and Wood

#### AUTHORIZING THE ACCEPTANCE OF ADDITIONAL AID FROM THE STATE OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS) FOR THE YOUTH BUREAU'S 2020 YDP AND RHYA CONTRACTS

WHEREAS, Resolution 225-2020 authorized the Youth Bureau Director's 2020 Resources Allocation for programs and agencies participating in its Youth Development Program (YDP) and its Runaway Homeless Youth Act (RHYA) program to include County sponsorship, administration and payment responsibility for one-half of the programs' costs; and

WHEREAS, additional state funding is available in the amount of \$16,047 for 2020 YDP Contracts and \$13,294 for the 2020 RHYA Contract.

WHEREAS, our Health & Human Services Committee and the Youth Bureau Director would like to accept these additional program funds in the amount of \$16,047 and \$13,294 and appropriate the funds into Saratoga County Youth Bureau's 2020 Program Budget for the aforementioned purpose; 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 Runaway Homeless youth Act (RHYA) program; and

WHEREAS, the acceptance of these additional funds requires our approval; now, therefore, be it

RESOLVED, that the Chair and Clerk of this Board and the Youth Bureau Director are hereby authorized and directed to execute any and all documents necessary to accept additional aid from the State Office of Children and Family Services (OCFS) in the amount of \$16,047 and \$13,294 for use in the 2020 Youth Bureau Resources Allocation for the County and its local governments; and, be it further

RESOLVED, that the Chair of the Board is authorized to execute amendments to the following subcontracts for acceptance of the following additional 2020 YDP funds by the following agencies:

<u>AGENCY</u>	<u>2020 Additional YDP</u>
4-H Youth Service Project	\$ 706
Ballston Area Recreation Commission – BARC	\$ 616
CAPTAIN CAPteens (Clifton Park)	\$ 610
CAPTAIN CAPteens (Halfmoon)	\$ 164
Cool Out of School (Prevention Council)	\$ 0



Family Enrichment Services (Catholic Charities)	\$ 1,878
Job Assist - Ballston Spa (CAPTAIN Community Human Services)	\$ 433
Job Assist - Burnt Hills (CAPTAIN Community Human Services)	\$ 446
Job Assist - Clifton Park (T/Clifton Park)	\$ 385
Juvenile Aid (T/Waterford)	\$ 0
Lively Library Learning (Southern Adirondack Library System)	\$ 0
Mentoring (Big Brothers/Big Sisters of Capital Region)	\$ 498
Moreau Community Center - Camp Moreau	\$ 0
Moreau Community Center - Kids Korner	\$ 321
Outreach in the Park (CAPTAIN Community Human Services)	\$ 340
Parent and Child Support Services - Saratoga Center for the Family	\$ 932
Project LIFT - Franklin Area Community Center, Inc.	\$ 1,380
Project LIFT Volunteers - Franklin Area Community Center, Inc.	\$ 369
Saratoga Mentoring Program (Catholic Charities)	\$ 1,293
Schuylerville Youth Program (Greater Schuylerville Youth Center)	\$ 995
Support Treatment Groups for Children - Saratoga Center for the Family	\$ 157
Youth CPR (T/Clifton Park)	\$ 0
Youth Development Program (Mechanicville Area Community Services Center)	\$ 918
Youth Enrichment Program (T/Clifton Park)	\$ 472
SACC Teen Nights (Stillwater Area Community Center)	\$ 262
Youth Referral Service (T/Galway)	\$ 32
Youth Social Recreation (Ballston Area Community Center)	\$ 0
Burnt Hills-Ballston Lake Summer Recreation Program - T/Ballston	\$ 0
Corinth Youth Commission	\$ 0
Drop-In Program - T/Wilton	\$ 473
Edinburg Youth Recreation	\$ 0
Galway Recreation Program	\$ 332
Greenfield Summer Recreation	\$ 407
Hadley Luzerne Youth Recreation	\$ 0
Learn to Swim - T/Waterford	\$ 0
Recreation Summer Youth Program - T/Northumberland	\$ 0
Saratoga Joint Youth Recreation - T/Saratoga	\$ 0
Saratoga Springs Recreation Commission	\$ 894
Town of Halfmoon Recreation	\$ 0
Town of Malta Summer Recreation Program	\$ 329
Town of Milton Recreation Program	\$ 0
Town of Moreau Summer Youth Program	\$ 405
Youth Recreation Program - C/Mechanicville	\$ 0
Youth Recreation Program - T/Waterford	\$ 0
Youth Recreation Program - V/Waterford	\$ 0
	<u>\$16,047</u>

and, be it further

RESOLVED, that the Chair of the Board is authorized to execute the following subcontract for acceptance of the additional 2020 RHYA funds by the following agency:

<u>AGENCY</u>	<u>2020</u>
CAPTAIN/Youth Shelter	<u>Additional RHYA</u>
	\$13,294

BUDGET IMPACT STATEMENT: None. Funds were included in the 2020 Budget.

11/17/20



**SARATOGA COUNTY BOARD OF SUPERVISORS**

RESOLUTION 225-~~2020~~<sup>-2021</sup>

Introduced by Supervisors Lucia, Connolly, Kusnierz, O'Connor, Winney, Wood and Zlotnick

~~AUTHORIZING THE YOUTH BUREAU'S 2020 FUNDING APPLICATIONS AND CONTRACTS~~  
A REAPPROPRIATION OF 2020 STATE AID YOUTH DEVELOPMENT PROGRAM FUNDING

WHEREAS, the Youth Bureau's Director has proposed a 2020 Resources Allocation for programs and agencies participating in its Youth Development Program (YDP) and its Runaway Homeless Youth Act (RHYA) program to include County sponsorship, administration and payment responsibility for up to 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, certain YDP programs held in 2019 were cancelled in 2020 due to the COVID-19 pandemic; 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 Runaway Homeless Youth Act (RHYA) program; 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; now, therefore, be it

RESOLVED, that the County of Saratoga will operate a Youth Bureau in 2020; 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 2020 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 2020 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 2020 YDP funds by the following agencies:

<u>AGENCY</u>	2020 <u>YDP</u>
4-H Youth Service Project	\$ 5,471
Ballston Area Recreation Commission - BARC	\$ 4,787
CAPTAIN CAPteens (Clifton Park)	\$ 4,719
CAPTAIN CAPteens (Halfmoon)	\$ 1,273
Cool Out of School (Prevention Council)	\$ 6,620
Family Enrichment Services (Catholic Charities)	\$ 14,564
Job Assist – Ballston Spa (CAPTAIN Community Human Services)	\$ 3,861
Job Assist – Burnt Hills (CAPTAIN Community Human Services)	\$ 3,462
Job Assist – Clifton Park (T/Clifton Park)	\$ 2,995
Lively Library Learning (Southern Adirondack Library System)	<del>\$ 1,120</del> # 1,120
Mentoring (Big Brothers/Big Sisters of Capital Region)	\$ 3,871
Moreau Community Center – Kids Korner	\$ 2,444
Outreach in the Park (CAPTAIN Community Human Services)	\$ 2,647
Parent and Child Support Services – Saratoga Center for the Family	\$ 7,232
Project LIFT – Franklin Area Community Center, Inc.	\$ 10,694
Project LIFT Volunteers – Franklin Area Community Center, Inc.	\$ 2,851
Saratoga Mentoring Program (Catholic Charities)	\$ 10,042
Schuylerville Youth Program (Greater Schuylerville Youth Center)	\$ 7,741
Support Treatment Groups for Children – Saratoga Center for the Family	\$ 1,221
Youth Development Program (Mechanicville Area Community Services Center)	\$ 7,129
Youth Enrichment Program (T/Clifton Park)	\$ 3,667
SACC Teen Nights (Stillwater Area Community Center)	\$ 2,036
Youth Referral Service (T/Galway)	\$ 254
Youth Social Recreation (Ballston Area Community Center)	\$ 7,944
Drop-In Program – T/Wilton	\$ 3,668
Galway Recreation Program	\$ 2,571
Greenfield Summer Recreation	\$ 3,158
Saratoga Springs Recreation Commission	\$ 6,927
Town of Malta Summer Recreation Program	\$ 2,546
Town of Moreau Recreation Youth Program	<u>\$ 8,140</u>
	<u>\$140,155</u>

and, be it further

RESOLVED, that the Chair of the Board execute the following subcontract for acceptance of the 2020 RHYA funds by the following agency:

AGENCY  
CAPTAIN/Youth Shelter

2020  
RHYA  
\$12,446

BUDGET IMPACT STATEMENT: No budget impact.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Sandra Cross, Director

**DATE:** 8/26/21

**RE:** Nutrition Program

**COMMITTEE:** Health and Human Services

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
  
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  **YES** or  **NO**  
(If yes, attach the last approved resolution)

- a. What were the terms of the prior resolution
- b. Are the terms changing:
- c. What is the reason for the change in terms:

7. Is a new position being created:  **YES** or  **NO**

- a. Effective date
- b. Salary and grade

8. Is a new employee being hired:  **YES** or  **NO**

- a. Effective date of employment
- b. Salary and grade
- c. Appointed position:
- d. Term:

9. Is a grant being accepted:  **YES** or  **NO**

- a. Source of grant funding:
- b. Amount of grant:
- c. Purpose grant will be used for:
- d. Equipment and/or services being purchased with the grant:
- e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

An RFP went out for the Nutrition Program and is due back on 8/27/21 at the close of business. If this could be added to the Health & Human Services agenda for 8/31/21 so discussions may take place to provide a progress update on the bids that are received. The Nutrition Program provides Home Delivered meals and Congregate meals to eligible seniors in Saratoga County.