



Health & Human Services Committee

Wednesday, December 7, 2022 4PM

40 McMaster Street, Ballston Spa, NY

Chair: Phil Barrett

Members:

C. Eric Butler
Eric Connolly
Diana Edwards
John Lant
Jonathan Schopf-VC
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the November 2, 2022 meeting.
- III. Authorizing the acceptance of additional funds from NYS Office of Children & Family Services for the Safe Harbour NY Program, authorizing a renewal agreement with Saratoga Center for the Family, and amending the 2023 County budget in relation thereto - Tina Potter, Department of Social Services
- IV. Michael Prezioso, Mental Health & Addiction
 - a. Authorizing the acceptance of grant funds from the NYS Office of Addiction Services for the provision of Jail-based Medication Assisted Treatment and amending the 2023 County budget in relation thereto
- V. Sandi Cross, Department of Aging and Youth Services
 - a. Authorizing 2023 Subcontracts for the Department of Aging and Youth Services pursuant to the 2022-2023 Annual Implementation Plan.
 - b. Authorizing the acceptance of contributions in the amount of \$1,495 in memory of Mr. James. M. Peacock for the Saratoga County Department of Aging and Youth Services and amending the 2022 County budget in relation thereto.
- VI. Daniel Kuhles, Department of Health
 - a. Approving an agreement with Rejha Group, LLC for Preschool Special Education and Early Intervention transportation services.
 - b. Discussion: Update on substance use programming
 - c. Discussion: Update on Environmental Health transition.
- VII. Other Business
- VIII. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2022-meetings/>



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Social Services

DATE: November 30, 2022

COMMITTEE: Health and Human Services

RE: Safe Harbour Grant Acceptance and Contract Renewal with
Saratoga Center for the Family

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

SAFE HARBOUR GRANT ACCEPTANCE AND RENEWAL OF CONTRACT WITH SARATOGA CENTER FOR THE FAMILY

3. Specific Details on what the resolution will authorize:

November 8, 2022, DSS was notified that an allocation of funds in the amount of \$43,350 would be available for continuation of the Safe Harbour Program for the time period 1/1/23 - 12/31/23. The resolution will authorize the acceptance of the funds, amendment of the 2023 DSS budget and the renewal of a contract with Saratoga Center for the Family in an amount of \$35,350. The balance of the funds will offset DSS staff costs.

This column must be completed
prior to submission of the request.

County Attorney's Office

Consulted ☒

4. Is a Budget Amendment needed: ☒ YES or ☐ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☒

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.60-3644	Safe Harbour	\$43,350

Expense

Account Number	Account Name	Amount
A.60.610-7605	Safe Harbour	\$43,350

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
	\$43,350		

5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- G/L line impacted
- Budget year impacted 2023
- Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☒ Y ☐ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term: January 1, 2023

f. Termination of contract date: December 31, 2023

g. Contract renewal and term: Renewal due to additional funds: January 1, 2023-December 31, 2023.

h. Contact information: Rebecca Baldwin, Executive Director
Saratoga Center for the Family
359 Ballston Ave, Saratoga Springs, New York 12866

i. Is the vendor/contractor an LLC, PLLC or partnership: 501 (c) (3)

j. State of vendor/contractor organization: New York

k. Is this a renewal agreement: ☒ Y ☐ N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted ☐

8. Is a grant being accepted: ☒ YES or ☐ NO

County Administrator's Office
Consulted ☒

a. Source of grant funding:

State

b. Agency granting funds:

NYS Office of Children and Family Services m(OCFS)

c. Amount of grant:

\$43,350.00

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

1/1/23 - 12/31/23

g. Amount of county matching funds:

\$0.00

h. Administrative fee to County:

\$8,000.00

9. Supporting Documentation:



Marked-up previous resolution



No Markup, per consultation with County Attorney



Program information summary



Copy of proposal or estimate



Copy of grant award notification and information



Other Draft Renewal Agreement

10. Remarks:

Pursuant to Resolutions 124-2016, 79-2017, 39-2021 and 323-2021 Saratoga County and Saratoga Center for the Family (CFF) entered into agreements for the development of a human trafficking awareness program to meet the needs of youth that are identified as victims of labor and/or sex trafficking. Additional funds were provided for an additional year beginning 1/1/23 for continuation of this OCFS approved program.



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

November 8, 2022

Tina Potter, Commissioner
Saratoga County DSS
152 West High Street
Ballston Spa, NY 12020

Dear Commissioner Potter,

We are pleased to have your continued participation in the Safe Harbour: NY program in 2023. This letter confirms that Saratoga County has been provided an allocation of \$43,350 for the development and implementation of Safe Harbour programming for the calendar year 2023. We look forward to continuing to work with you as a valuable partner in this endeavor.

Please find attached the allowable use of funds document, a summary of program resources and commitments, a listing of important events and deadlines, Safe Harbour program contact information, and the 2022 program report and 2023 program plan template. Please submit the program report, plan, and budget to our office by December 16th, 2022 so it may be reviewed in advance of program spending. 2023 claiming instructions will be sent out in a separate mailing.

Thank you again for your continued commitment to developing a county-wide system response to child trafficking and exploitation. If you have any further questions, please contact our office at 518-474-4110 or via e-mail at humantrafficking@ocfs.ny.gov.

Sincerely,

Nina Aledort, PhD
Deputy Commissioner

Att. (5)
CC:

Director of Services
John Kelly, Saratoga County Safe Harbour Coordinator
John Lockwood, OCFS Albany Regional Office Director
Christine Anderson, OCFS Bureau of Health and Well-Being, Anti-Trafficking & Runaway and Homeless Youth Services Coordinator

SAFE HARBOUR BUDGET
Year 8 Saratoga County
(January 1, 2023 - December 31, 2023)

Contracted hours for Coordinator (maximum of 9 hours/week at \$30.00/hour)	\$14,040 yearly
Mileage and travel reimbursement for Coordinator and Case Management	\$300
Training Costs	
• Travel, Related expenses (Critical Team)	\$1,033
Training Costs	\$1,000
Marketing and Advertising	0
Conference	\$4,500
Respite/Housing	\$7,000
DSS Staff Time	\$8,000
Wrap Around Services	\$7,477
Total.....	\$43,350



12/15/21

SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~323~~ - ~~2021~~
2022

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

AUTHORIZING THE ACCEPTANCE OF ADDITIONAL FUNDS FROM NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES FOR THE SAFE HARBOUR NY PROGRAM, AUTHORIZING A RENEWAL AGREEMENT WITH SARATOGA CENTER FOR THE FAMILY, AND AMENDING THE ~~2022~~ COUNTY BUDGET IN RELATION THERETO
2023

WHEREAS, pursuant to Resolution 46-2016, this Board of Supervisors authorized the Saratoga County Department of Social Services to accept a five (5) year Safe Harbour grant in the amount of \$483,600 from the New York State Office of Children and Family Services ("OCFS") for the development of human trafficking awareness and critical services programs for youth in need; and

WHEREAS, pursuant to Resolution ~~39~~-2021, this Board authorized a renewal agreement with the Saratoga Center for the Family for their continued coordination of the Safe Harbour program in Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, for the term ~~February 1, 2021~~ through December 31, ~~2021~~; and
January 1, 2022 **2022**

WHEREAS, New York State OCFS has allocated an additional \$43,350 for the County's continued participation in the Safe Harbour NY program in ~~2022~~ for the specific purpose of meeting the needs of sexually exploited children through age 21; and ~~2023~~

WHEREAS, the acceptance of these OCFS grant funds requires this Board's approval and an amendment to the ~~2022~~ County Budget; and
2023

WHEREAS, the Commissioner of the Saratoga County Department of Social Services has proposed renewing the County's agreement with Saratoga Center for the Family with the term of said agreement to be from January 1, ~~2022~~ through December 31, ~~2022~~ at a cost not to exceed \$35,350; and
2023 **2023**

WHEREAS, our Health and Human Services Committee has recommended that the proposal of the Commissioner of Social Services be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board and/or the Commissioner of Social Services is hereby authorized to execute any and all agreements and documents needed to accept from the New York State Office of Children and Family Services said \$43,350 in Safe Harbour NY funding for the grant period from January 1, ~~2022~~ ²⁰²³ through December 31, ~~2022~~ ²⁰²³; and, be it further

RESOLVED, that the Chair of the Board ~~and/or the Commissioner of Social Services~~ is hereby authorized to execute a renewal agreement with the Saratoga Center for the Family of Saratoga Springs, New York, for the development and administration of a human trafficking awareness program in Saratoga County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with said renewal agreement to be for the term January 1, ~~2022~~ ²⁰²³ through December 31, ~~2022~~ ²⁰²³, and at a cost not to exceed \$35,350; and, be it further

RESOLVED, that the form and content of such renewal agreement shall be subject to the approval of the County Attorney; and, be it further

RESOLVED, that the ~~2022~~ ²⁰²³ Saratoga County Budget is amended as follows:

DEPARTMENT OF SOCIAL SERVICES:

Appropriations:

Increase Acct.: #A.60.610-7605 Safe Harbour \$43,350

Revenues:

Increase Acct.: #A.60-3644 Safe Harbour \$43,350

; and, be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: None. 100% State Aid.

RENEWAL AGREEMENT

THIS AGREEMENT, made as of the _____ day of _____, 202_.

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 (hereinafter "COUNTY"),

-and-

SARATOGA CENTER FOR THE FAMILY, INC., a not-for-profit corporation duly organized under the laws of the State of New York with a principal office at 359 Ballston Avenue, Saratoga Springs, New York, 12866 (hereinafter "CONTRACTOR");

WITNESSETH:

WHEREAS, CONTRACTOR is a local not-for-profit corporation with experience in treating victims of human trafficking and the knowledgeable on the subjects of the commercial and sexual exploitation of children; and

WHEREAS, pursuant to the Resolutions 124-2016, 79-2017, 39-2021, and 323-2021 of the Saratoga County Board of Supervisors, the COUNTY and the CONTRACTOR entered into annual Agreements for 2016, 2017, 2018 2019, 2020, 2021, and 2022 providing for the COUNTY to utilize available Safe Harbour grant funds received from the New York State Office of Children and Family Services (OCFS) to retain CONTRACTOR'S services to serve as lead agency in the development of a human trafficking awareness program in Saratoga County, as well as to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking; and

WHEREAS, New York State OCFS has allocated an additional \$43,350 for the COUNTY's continued participation in the Safe Harbour NY program in 2023 for the specific purpose of meeting the needs of sexually exploited children through age 21; and

WHEREAS, pursuant to Resolution _____, the COUNTY and CONTRACTOR are authorized to execute a renewal agreement providing for CONTRACTOR to continue to serve as the lead agency in the development and administration of a human trafficking awareness program in Saratoga County, and to assist in the development of a critical services team within the County to meet the needs of youth that are identified as victims of labor and/or sex trafficking, with said renewal agreement to be for the term January 1, 2023 through December 31, 2023 at a cost not to exceed \$35,350; and

WHEREAS, the parties hereto desire to set forth the terms and conditions of their agreement;

NOW, THEREFORE, based upon the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

1. CONTRACTOR'S OBLIGATIONS TO COUNTY: CONTRACTOR shall:

- A. CONTRACTOR shall serve as the lead agency in the development and implementation of a human trafficking awareness program in Saratoga County, which program must first be approved by the New York State Office of Children and Family Services ("OCFS"). As lead agency, CONTRACTOR shall be responsible for the coordination and implementation of various elements of the OCFS-approved program, including, but not limited to:
 - i. Employ a part-time Program Coordinator;
 - ii. Entering into an agreement with a Service Coordinator for case management and youth outreach services; and
 - iii. Coordinating and providing clinical and team training to service providers and program administrators;
 - iv. Coordinating an annual human trafficking awareness conference;
 - v. Marketing the program;
 - vi. Purchasing necessary technical equipment to support the program;
 - vii. Preparing and providing required program reports to COUNTY and OCFS;
 - viii. Coordinating and providing needed wraparound services for victims of labor and/or sex trafficking.
- B. CONTRACTOR shall assist COUNTY and other appropriate service providers in the development of a Critical Services Team within Saratoga County to meet the needs of youth who are identified as victims of labor and/or sex trafficking.
- C. CONTRACTOR shall keep and maintain appropriate records relative to the services rendered and expenses incurred by CONTRACTOR in connection with CONTRACTOR'S fulfillment of the terms and conditions of this Agreement.
- D. CONTRACTOR shall submit to the COUNTY on a monthly basis a voucher for services rendered and expenses incurred during the preceding month. Services and expenses shall comport with the "Safe Harbour Budget" attached hereto as **Schedule A**, exclusive of the \$8,000 budgeted for DSS Staff Time. COUNTY'S total payments to CONTRACTOR for the term January 1, 2023 through December 31, 2023 shall not exceed \$35,350. CONTRACTOR'S payment/reimbursement requests shall consist of a duly executed COUNTY voucher, accompanied by supporting documentation which shall include copies of staff time records and paid receipts for all expenses for which reimbursement is being requested.

2. COUNTY'S OBLIGATIONS TO CONTRACTOR: The COUNTY shall:

- A. COUNTY, with CONTRACTOR'S assistance, shall develop a human trafficking awareness program for Saratoga County, and shall obtain all required approvals from OCFS for the establishment and implementation of such program.
- B. Upon receipt of CONTRACTOR'S vouchers for payment/reimbursement, COUNTY shall make appropriate and timely payment to CONTRACTOR, in an amount not to exceed \$35,350 for the term January 1, 2023 through December 31, 2023.

3. TERM OF AGREEMENT: The term of this Agreement shall commence as of January 1, 2023 and shall continue through December 31, 2023.

4. PERMITS: CONTRACTOR shall obtain and maintain in effect any and all required governmental permits, licenses or approvals needed for conducting a human trafficking awareness program in Saratoga County and the provision of appropriate services in accordance therewith.

5. INDEMNIFICATION AND INSURANCE: 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 performance of this Agreement. 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.

b) CONTRACTOR shall provide the COUNTY with proof of general 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 \$1,000,000/single injury and \$1,000,000/property damage and shall be subject to the approval of the County Attorney. 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 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 such 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.

c) 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.

6. RETENTION OF RECORDS: The COUNTY and CONTRACTOR agree to maintain and have available for audit such records as may be required by the COUNTY, CONTRACTOR, OCPS, or any other New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice, and shall be maintained for a period of six (6) years from the termination of this Agreement.
7. COMPLIANCE WITH LAWS: The COUNTY and CONTRACTOR shall comply with all applicable laws, ordinances, and regulations, including non-discrimination and labor laws.
8. DEFAULT: The occurrence of any of the following shall be considered an Event of Default:
 - A. Failure to Perform. The failure by CONTRACTOR to serve as a lead agency in the development of a human trafficking awareness program in Saratoga County and/or to assist in the development of a critical services team within

Saratoga County to meet the needs of youth that are victims of labor and/or sex trafficking as required by this Agreement.

- B. Failure to Provide Insurance. The failure by CONTRACTOR to comply with the insurance and Workers' Compensation requirements set forth in Section 5 of this Agreement.
 - C. Non-Payment. The failure of the COUNTY to pay any voucher submitted by CONTRACTOR for services rendered by CONTRACTOR when due.
 - D. Other Failure to Perform. The failure by either the COUNTY or CONTRACTOR to perform and/or comply with any term, covenant or condition required by this Agreement.
9. REMEDIES: In the Event of Default under this Agreement, the non-defaulting party may take such legal action as may be appropriate under the circumstances, including injunctive relief, declaratory judgment, or monetary damages for such default. No such action or proceeding shall be commenced until the defaulting party has been given written notice thereof by the non-defaulting party and thirty (30) days have elapsed since receipt of such notice, and the defaulting party has not proceeded diligently to cure such default.
10. WAIVER: The failure of either party to insist on the strict performance of any term or provision hereof shall not be deemed a waiver of any subsequent breach.
11. APPLICABLE LAW: The law of the State of New York shall govern all questions concerning the construction, validity, and interpretation of this Agreement and the performance of the obligations imposed by this Agreement. Venue of any legal action shall be Saratoga County and must be commenced in the Saratoga County Court.
12. NOTICES: Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing, signed by the party giving the same or such party's attorney, and shall be deemed to have been properly given and shall be deemed effective upon receipt when: i) personally served; ii) delivered by express overnight mail delivery service with receipt for delivery; or iii) deposited in the United States mail, postage prepaid, certified with return receipt requested, to the other party or parties at the address of such party or parties as set forth hereinbelow, or at such other address as such party may designate by a notice of change of address and given in accordance herewith, addressed to the party or parties to be notified as follows:

To the COUNTY:

Tina Potter, Commissioner
Saratoga County Department of Social Services
152 West High Street
Ballston Spa, New York, 12020

With a copy to:

Saratoga County Attorney
40 Mc Master Street
Ballston Spa, New York, 12020

To CONTRACTOR:

Rebecca Baldwin, Executive Director
Saratoga Center for the Family, Inc.
359 Ballston Avenue
Saratoga Springs, New York, 12866

13. SEVERABILITY: In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent the Courts have determined practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not contained a part thereof.
14. MODIFICATION: This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing signed by COUNTY and CONTRACTOR.
15. AGENCY: Nothing contained herein shall constitute or be construed to create or constitute a legal or *de facto* partnership, joint venture, or an agency relationship between the parties.
16. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements (written or oral) and understandings which may have related to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties on the dates indicated.

Approved as to form and content:

COUNTY OF SARATOGA

Saratoga County Attorney

By: _____ Date _____
Theodore T. Kusnierz, Jr., Chair
Board of Supervisors
Pursuant to Resolution # _____

SARATOGA CENTER FOR THE FAMILY, INC.

By: _____ Date _____
Rebecca Baldwin
Executive Director



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Mental Health and Addiction Services

DATE: December 1, 2022

COMMITTEE: Health and Human Services

RE: Jail Services Plan

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

Sheriff's Department Jail Services Plan

3. Specific Details on what the resolution will authorize:

Overview: According to the New York State Office of Addiction Services and Supports (OASAS) Prospective 2023 Budget Call Letter, Saratoga County Mental Health and Addiction Services (SCMHAS) is being awarded \$100,000, which is on-going, as of January 1, 2023, for the provision of Jail-based Medication Assisted Treatment (MAT). Treatment is ordered by the Saratoga County Correctional Facility (SCCF) for incarcerated individuals suffering from Opiate Use Disorders (OUD). A budget, called the Jail Services Plan (JSP) was developed and approved by the Sheriff's department and OASAS, outlining use of these funds.

The resolution authorizes SCMHAS to enter into an ongoing agreement with SCCF for the provision of MAT services, and authorizes a budget amendment in relation to the same. Funding is effective January 1, 2023.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted ☒

4. Is a Budget Amendment needed: ☒ YES or ☐ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☒

- ☒ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
	\$100,000		

5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- G/L line impacted A.30-1526.I and see attached detail of budget lines impacted.
- Budget year impacted 2023
- Details

Quarterly state aid advances, via ACH/EFT, will be retained in account A.-0691.43 Deferred Revenue. Project "JSP" expenses will be tracked within the SCCF budget in relation to the approved plan. On a quarterly basis, SCCF will submit to SCMHAS a report of the project detail with appropriate voucher backup so that SCMHAS can reimburse the SCCF revenue account A.30-1526.I. Also, \$40,000 will be added to fund balance account A-0599.B because the revenue was not accounted for in 2023.

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☐ Y ☒ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted ☐

8. Is a grant being accepted: ☒ YES or ☐ NO

County Administrator's Office
Consulted ☒

a. Source of grant funding:

State

b. Agency granting funds:

OASAS

c. Amount of grant:

\$100,000

d. Purpose grant will be used for:

JSP at the SCCF

e. Equipment and/or services being purchased with the grant:

Refer to the JSP attached.

f. Time period grant covers:

1/1/23-12/31/23 and ongoing thereafter.

g. Amount of county matching funds:

N/A

h. Administrative fee to County:

N/A

9. Supporting Documentation:

- ☐ Marked-up previous resolution
- ☒ No Markup, per consultation with County Attorney
- ☐ Program information summary
- ☒ Copy of proposal or estimate
- ☒ Copy of grant award notification and information
- ☒ Other Budget Detail Lines Impacted (re: Question 4)

10. Remarks:

A maximum of \$100,000 will be reimbursed according to project detail.

QUESTION 4 - BUDGET AMENDMENTS DETAIL - Jail Services Plan**REVENUES**

Account	Name	Amount
A.30 1526.I	Jail Services Plan - Internal	100,000
TOTAL REVENUE INCREASE \$		100,000

EXPENSE

Account	Name	Amount
A.30.301 8241	Prescription Drugs and Supplies	28,000
A.30.301 8514	Publications	2,500
A.30.301 8190	Other Professional Services	13,000
A.30.301 8128	Misc. Medical Services	2,500
A.30.301 8150	Training	14,000
A-0599.B	Fund Balance	40,000
TOTAL EXPENSE INCREASES \$		100,000



SARATOGA COUNTY SHERIFF'S OFFICE

Sheriff@SaratogaCountyNY.gov

MICHAEL H. ZURLO
SHERIFF

Richard Castle
Undersheriff

Richard J. Emery
Colonel

To: Michael Prezioso, PHD

From: Sheriff's Michael H. Zurlo *MHZ*

Date: November 28, 2022

Subject: N.Y.S. Office of Addiction Services and Supports – Jail Services Plan

Please be advised that I have conducted a review of the attached Jail Services Plan and approve the plan as documented on the attached form. The grant funds from OASAS will be used to support current and future programs / service related to Substance Use Disorder (SUD) and Medication Assisted Treatment (MAT).

6010 County Farm Rd.
Ballston Spa, NY 12020
(518) 885-6761

**New York State Office of Addiction Services and Supports
Jail Services Plan**

County: Saratoga

LGU: Saratoga County Mental Health Clinic

Sheriff: Michael H. Zurlo

Contact Person: Michael Prezioso, PHD

Title: Director of Community Services

Email: mprezioso@saratogacountyny.gov

Phone: (518) 584- 9030

OASAS Funding Amount: \$100,000

Jail Population Services Plan Description:

To continue providing medical, mental health, peer, and occupational services at Saratoga County Correctional Facility for inmates identified to have a substance use disorder to include opioid, alcohol, and benzodiazepines. To continue to enhance and expand the current medication assisted treatment program in place at the facility.

Funding Plan:

Service Provider	Service Description	Amount
The Alcohol and Substance Abuse Prevention Council of Saratoga County, Inc. The contract for Certified Peer Recovery Advocate services is \$80,000. (Please see attached job description)	Certified Peer Recovery Advocate (CRPA). Please see attached description of duties and responsibilities	\$40,000
Saratoga County Correctional Facility Pharmacy provider. Current provider is Royal Care Pharmacy Services, Malta, NY 12020.	Purchase medication for MAT program. This includes all forms of medication used for MAT.	\$28,000
Barnes & Noble, Amazon or other similar type vendors. Items will be purchased from vendor with lowest quote whenever possible.	Purchase literature (AA & NA books), educational material, and signage related to substance abuse and MAT.	\$2,500
Community based organizations / businesses that provide services which are beneficial to individuals receiving Medication Assisted Treatment (MAT).	Funding will be used to support MAT related programs provided to inmates housed in the facility.	\$13,000
Third party transportation providers who are supervised and vetted through recovery support agencies.	Transportation of individuals released from Saratoga County Correctional Facility directly to inpatient chemical dependence rehabilitation facilities.	\$2,500
To be determined by agency development needs.	Staff training regarding SUD and MAT related issues. Conference fees for substance abuse programing staff (travel, lodging registration).	\$14,000
Total Amount		\$100,000

Submitted by: MICHAEL S. PREZIOSO, Ph.D. Signature: _____ Date: _____

COMMISSIONER SCHMIDT
Any questions can be directed to:
Steve Hanson, Associate Commissioner NYS OASAS
Steve.hanson@oasas.ny.gov
585-615-6631

Michael S. Prezioso, Ph.D.
11/28/22

☒ Approved _____ Not Approved _____

Courts and Criminal Justice

11/28/2022
Date

OASAS Regional Office

11/28/22
Date



Office of Addiction Services and Supports

KATHY HOCHUL
Governor

CHINAZO CUNNINGHAM, MD
Commissioner

August 9, 2022

Dear Sir or Madam:

The purpose of this letter is to begin the *2023 Prospective Budget* process for the local fiscal period beginning January 1, 2023.

County-approved *2023 Prospective Budget* documents for each provider must be submitted in hard copy **to the OASAS Regional Office no later than October 1, 2022**. You may submit the documents earlier as you receive them from your allocated providers and complete your review and approval processes. **We ask that you remind your allocated provider agencies that their 2023 Prospective Budget packages should be submitted to you, not the OASAS Regional Office.**

OASAS recommends that you and your allocated providers review the information provided in Local Service Bulletin (LSB) 2019-09 – Annual Program Performance Reviews – OASAS-Funded Programs (<https://oasas.ny.gov/annual-program-performance-reviews-oasas-funded-programs>). This LSB describes the annual program performance review process used to evaluate program and fiscal management performance.

OASAS uses the provider contact information contained in the Provider Directory System (PDS) to distribute program and policy material and announce funding opportunities. In order to receive these important communications, **providers must keep their contact information up-to-date in the PDS**. Please remind your allocated provider agencies to review this information and ensure its accuracy and completeness. Instructions for changing contact information are available at <https://apps.oasas.ny.gov> under the Application Documentation heading. For assistance or questions regarding the PDS, please contact the OASAS Data Management Unit at DataMgmt@oasas.ny.gov.

Enclosed are the following materials for you to distribute to each of your allocated provider agencies as soon as possible:

1. A Consolidated Fiscal Reporting System (CFRS) Resource list which identifies the website to obtain manuals, forms, and assistance for filing all CFRS documents.

Each provider must submit forms CBR-i, CBR-4, and DMH-2 of the *Consolidated Budget Report (CBR)*, which should be used to propose their 2023 base budget and staffing. All service providers are expected to complete and submit the required CBR documents electronically using CFR Interagency Committee approved CFRS software in addition to the paper copy which must be submitted to you.

In addition, all OASAS-funded providers are required to submit the PAS-125 form, *Required Attestations with OASAS Consolidated Budget Report Submissions*, to the OASAS Regional Office. This form is found on the OASAS website at: <https://www.oasas.ny.gov/pas-125>.

Please note that the CFR desktop software is in process of being replaced by CFRS Web. Once CFRS Web is active, the desktop software will no longer work. This transition is anticipated to take place at the end of August. OASAS' CFR Unit is working to establish all

providers in the new system, including assigning a security manager and completing a Confidentiality and Non-Disclosure Agreement (CNDA). Questions on this change may be directed to CFRS@oasas.ny.gov. In addition, the Regional Office should be informed of any delays in CBR submissions related to this shift, if applicable.

2. OASAS Calendar 2023 Tentative Line-Item Base reports providing agency-specific line-item breakdown of the estimated 2023 base budget as of August 5, 2022. The estimated 2023 budget reflects currently approved 2022 base line-items adjusted for known annualizations and changes, including the annualization of the cost-of-living adjustment effective April 1, 2022, if applicable.

Please also note that the funding associated with the new 2021-22 Jail-Based Substance Use Disorder Initiative was included in OASAS' 2022-23 budget as ongoing, effective January 1, 2023. If applicable, these funds are included in the Calendar 2023 Tentative Line-Item Base reports under the 4084-Treatment Support program code. Your *2023 Prospective Budget* documents should also include these amounts.

3. A list of OASAS 2023 local fiscal year program codes and funding codes.

In addition, please advise your allocated provider agencies of proper completion of the enclosed *2023 Prospective Budget* materials with regard to the following:

1. Allocated provider agencies **are required to submit** the *OASAS Supplementary Budget Information* forms as part of the *2023 Prospective Budget* package. Provider agencies can obtain the forms and instructions, consisting of Personal Services, FICA and Fringe, Other than Personal Services, Equipment, and Property/Space schedules from your OASAS Regional Office.

Pursuant to the OASAS *Administrative and Fiscal Guidelines for OASAS-Funded Providers* (https://oasas.ny.gov/system/files/documents/2022/02/administrative-and-fiscal-guidelines-for-oasas-funded-providers_0_0.pdf), all reporting entities (service providers and LGUs, as appropriate) **are required to submit** to the appropriate Regional Office a list of their current Board of Directors with addresses and terms of office with the annual prospective budget package. Failure to comply with the required reporting may result in the withholding of State Aid advance payments.

Allocated provider agencies should be advised that 2023 budget submissions should not include any requested increases in their currently approved OASAS State Aid funding levels. Submitted budgets should be consistent with assigned Program Reporting Units (PRUs) and reflect all anticipated allowable expenses and revenues associated with current service levels. Providers should be able to provide written explanations for all revenues upon request. While State aid may be shifted between programs as needed, budgets should overall be balanced to the base net deficit funding available, as shown on the Comparative Analysis reports. Submitted budgets should not reflect any non-funded amounts. Any requests for additional deficit funding will be handled outside of the annual initial budget process and are reserved for emergencies or other extenuating circumstances.

Please note:

Medicaid Managed Care revenue should be budgeted separately from Medicaid Fee-for-Service and Other Third Parties revenues. Medicaid Managed Care revenue should be entered on Line 17b of the DMH-2.

CFR Manual Appendix X – Adjustments to Reported Costs lists non-allowable costs, including but not limited to depreciation, mortgage principal, and interest expense.

2. **Agency administration must be calculated on a ratio-value basis as stipulated in the Consolidated Fiscal Reporting and Claiming Manual.** OASAS limits agency administration to no more than 20 percent of operating expenses as defined in the Section 15 of the CFR manual for all budget and claims submissions. If submitted budgets do not reflect agency administration on a ratio value basis, the budgets may be returned for revision, which may delay the advance payments.
3. Please also note that when completing your Prospective Budget package, the below Full-Time Equivalent (FTE) calculation must be used, regardless of whether or not your program is operational year-round. Prevention providers shall also use this calculation when submitting 2023-2024 workplans to ensure that the workplan and budgets coincide. This guidance ensures that employees working less than 52 weeks per year are appropriately calculated.

Hours paid per Week X Number of Weeks Worked
Standard Full-Time Work Week Hours X 52 Weeks

4. Please keep in mind that during the year-end claim reconciliation process, State aid for Primary Prevention programs funded with Substance Abuse Prevention and Treatment Block Grant will no longer be allowed to shift to other programs. This funding is designated on your *State Aid Funding Authorization* as 013F. With prior approval, available State aid from another program may be moved into the Primary Prevention program, if necessary. This change is effective as of the Calendar 2019 period. For additional information regarding close-out rules, please refer to <https://oasas.ny.gov/providers/year-end-funding-reconciliation>.

If you believe that you did not receive a complete package of materials please contact the Bureau of Budget Management at OASASBudget@oasas.ny.gov. Issues concerning the 2023 *Prospective Budget* process, potential redistribution of OASAS State aid among allocated provider agencies, or the estimated 2023 budget amounts should be directed to your OASAS Regional Office

Sincerely,



Kären E. Telfeyan
Director, Bureau of Budget Management

Enclosures

cc: Deborah Davis
Tara Gabriel
Manuel Mosquera
Jami Lyn Russell
Kimberly Benshoff or Zoraida Diaz
Regional Coordinator

NYS Office of Addiction Services and Supports

Calendar 2023 *Tentative* Base Funding by Line-Item

Funding Authority Agency Code	Saratoga 70840	Saratoga 70840	Saratoga 70840	Saratoga 70840
Provider Name	Saratoga County Community Services Board	Saratoga County Community Services Board	Saratoga County Community Services Board	Saratoga County Community Services Board
Program Type	Total	LGU Administration	Medically Supervised Outpatient	Jail-Based Services
Program Code/Index		089000	352000	408400
PRU		70005	50759	53399
Initiative Code				JB
Personal Services	594,002	25,299	568,703	0
Fringe Benefits	327,974	14,420	313,554	0
OTPS	309,915	10,343	113,727	185,845
Equipment	1,190	38	1,152	0
Property	64,880	1,638	63,242	0
Agency Admin	122,426	0	112,560	9,866
Total Expenses	1,420,387	51,738	1,172,938	195,711
Patient Fees	5,764	0	5,764	0
SSI/SSA	0	0	0	0
Public Assistance	0	0	0	0
Medicaid	104,811	0	104,811	0
Medicare	0	0	0	0
Medicaid Managed Care	416,341	0	416,341	0
Other Third Party	3,067	0	3,067	0
Food Stamps	0	0	0	0
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Voluntary Contributions	0	0	0	0
Local Tax	129,180	22,074	71,395	35,711
Other Revenue	70,805	0	70,805	0
Adjustments to Revenue	0	0	0	0
Net Revenues	729,968	22,074	672,183	35,711
Net Operating Costs	690,419	29,664	500,755	160,000
State Aid	463,192	9,702	293,490	160,000
Local Govt	227,227	19,962	207,265	0
Total Deficit Funding	690,419	29,664	500,755	160,000



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Aging & Youth Services

DATE: 11/30/2022

COMMITTEE: Health and Human Services

RE: Saratoga County Department of Aging and Youth Services 2023 subcontracts

1. Is a Resolution Required:

Yes, Contract Renewal

2. Proposed Resolution Title:

Authorizing 2023 subcontracts for the Department of Aging and Youth Services

3. Specific Details on what the resolution will authorize:

Authorize the Chairman to enter into renewal contracts with the attached list of vendors.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted ☐

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☒

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted
- c. Details

Funding is included in the 2023 tentative budget.

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☐ Y ☒ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term: **Varies (see attached)**

f. Termination of contract date: **Varies (see attached)**

g. Contract renewal and term:

h. Contact information: **See attached**

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: ☒ Y ☐ N

l. Vendor/Contractor comment/remarks:

Please see the attachment for the terms of the various subcontractors.

Purchasing Office Consulted ☒

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted ☒

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

- ☒ Marked-up previous resolution
- ☐ No Markup, per consultation with County Attorney
- ☐ Program information summary
- ☐ Copy of proposal or estimate
- ☐ Copy of grant award notification and information
- ☒ Other Resolution 235-2019

10. Remarks:

Please see the attached list for the Saratoga County Department of Aging and Youth Services 2023 subcontracts.

SARATOGA COUNTY DEPARTMENT OF AGING AND YOUTH SERVICES 2023 SUBCONTRACTS

PROVIDER	FUNDING	SERVICE	TERM	AMOUNT	EXPENSE LINE
A & H Services 5 Thompson View Ballston Spa, NY 12020	WIN, AAA Transportation and Community Services for the Elderly (CSE)	Transportation (5 Town)	4/1/23 - 3/31/24	\$250.00 per day	
			Contributions	\$0.00	
			Match	\$0.00	
			Reimbursement	\$50,250.00	A.76.762-8350
A & H Services 5 Thompson View Ballston Spa, NY 12020	IIIB, AAA Transportation and Community Services for the Elderly (CSE)	Transportation (6 Town)	1/1/23 - 12/31/23	\$450.00 per day	
			Contributions	\$0.00	
			Match	\$0.00	
			Reimbursement	\$112,500.00	A.76.000-8350 & A.76.763-8350
A & H Services 5 Thompson View Ballston Spa, NY 12020	IIIB, AAA Transportation and Community Services for the Elderly (CSE)	Transportation (City of Saratoga Springs)	1/1/23 - 12/31/23	\$450.00 per day	
			Contributions	\$0.00	
			Match	\$0.00	
			Reimbursement	\$112,500.00	A.76.000-8350 & A.76.763-8350
Town of Corinth 600 Palmer Ave Corinth NY 12822	Community Services for the Elderly (CSE)	Transportation	4/1/23 - 3/31/24	\$30,100.00	
			Contributions	\$100.00	
			Match	\$7,500.00	
			Reimbursement	\$22,500.00	A.76.763-8350
City of Mechanicville 36 North Main Street Mechanicville, NY 12118	Community Services for the Elderly (CSE)	Transportation	4/1/23 - 3/31/24	\$6,600.00	
			Contributions	\$1,000.00	
			Match	\$1,400.00	
			Reimbursement	\$4,200.00	A.76.763-8350
Captain Community Human Services 543 Saratoga Road Glenville, NY 12302	Community Services for the Elderly (CSE)	Care Links Program	4/1/22 - 3/31/23	\$40,000.00	
			Contributions	\$0.00	
			Match	\$10,000.00	
			Reimbursement	\$30,000.00	A.76.763-7762
Town of Clifton Park 1 Town Hall Plaza Clifton Park, NY 12065	Community Services for the Elderly (CSE)	Senior Center Recreation and Education	4/1/22 - 3/31/23	\$13,334.00	
			Contributions	\$0.00	
			Match	\$3,334.00	
			Reimbursement	\$10,000.00	A.76.763-7762

O'Connell and Aronowitz 1 Court Street Saratoga Springs, NY 12866	IIIB	Legal Services	1/1/23 - 12/31/23	\$34,334.00	
			Contributions	\$1,000.00	
			Match	\$3,334.00	
			Reimbursement	\$30,000.00	A.76.000-8310
Christine Kudlacik,RD 79 Loudon Road Saratoga Springs, NY 12866	Title IIIC WIN	Dietician Services	1/1/23 - 12/31/23	\$52.00/hour	A.76.761-8121
			4/1/23 - 3/31/24	\$52.00/hour	A.76.762-8121
Greater Adirondack Home Aides 25 Willowbrook Road #4 Queensbury, NY 12804	IIIE & Expanded In-Home Services for the Elderly (EISEP)	In-Home Respite Care	1/1/23 - 12/31/23	\$28.00 per hour	A.76.769-8362
Wesley Senior Solutions 131 Lawrence Street Saratoga Springs, NY 12866	IIIE & Expanded In-Home Services for the Elderly (EISEP)	In-Home Respite Care	1/1/23 - 12/31/23	\$28.00 per hour	A.76.769-8362
Mechanicville Area Community Services Center P.O. Box 30, 6 South Main St. Mechanicville, NY 12118	Community Services for the Elderly (CSE)	Elder Care Services	4/1/23 - 3/31/24	\$56,000.00	
			Contributions	\$0.00	
			Match	\$14,000.00	
			Reimbursement	\$42,000.00	A.76.763-7762
Connect America LLC 3 Bala Plaza West, Suite 200 Bala Cynwyd, PA 19004	Expanded In-Home Services for the Elderly (EISEP)	Personal Emergency Response Systems (PERS)	1/1/23 -12/31/23	\$24,000.00	
			Contributions	\$0.00	
			Match	\$0.00	
			Reimbursement	\$24,000.00	A.76.764-8347
Kee to Independent Growth, Inc. 100 Saratoga Village Blvd., Suite 8 Ballston Spa, NY 12020	Expanded In-Home Services for the Elderly (EISEP)	Social Adult Day-Care Services	4/1/23 - 3/31/24	\$15,000.00	
			Contributions	\$0.00	
			Match	\$0.00	
			Reimbursement	\$15,000.00	A.76.764-8362



~~11/16/21~~

SARATOGA COUNTY BOARD OF SUPERVISORS

2022 RESOLUTION ~~298~~ - ~~2021~~

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

2023 DEPARTMENT OF
AUTHORIZING ~~2022~~ SUBCONTRACTS FOR THE ~~OFFICE FOR THE AGING~~ AND YOUTH SERVICES
PURSUANT TO THE ~~2021-2022~~ ANNUAL IMPLEMENTATION PLAN
2022-2023

WHEREAS, the Saratoga County ~~Office for the Aging~~ Department of Aging and Youth Services, provides programs to some elderly County residents under Title III of the Federal Older Americans Act of 1965, as amended, and the State Community Services Act of 1979 (Executive Law, Article 19-J); and

WHEREAS, the Federal Act requires the preparation of a Four-Year Service Plan, annual updates and funding applications for the provision of listed services; and

WHEREAS, the State Act requires the submission of an Annual Plan for the delivery of community services, which Plan also serves as the Federal annual update; and

Department of Aging and Youth Services 2023-2024
WHEREAS, our ~~Office for the Aging~~ has proposed a ~~2022-2023~~ Annual Implementation Plan which includes appropriate annual funding applications; and

Department of Aging and Youth Services 2023-2024
WHEREAS, the ~~Office for the Aging~~ will be submitting its proposed ~~2022-2023~~ Annual Implementation Plan for approval; and

Department of Aging and Youth Services
WHEREAS, pursuant to Resolution 235-2019, this Board approved the 2020-2024 Service Plan for the ~~Office for the Aging~~, as detailed in the document entitled "Four Year Plan for Older Americans Act 4/1/20 – 3/31/24"; now, therefore, be it

2023 2022 RESOLVED, that the Chair of the Board is hereby authorized to execute the following subcontracts, with the form and content thereof being subject to the approval of the County Attorney, namely:

PROVIDER	FUNDING	SERVICE	TERM	AMOUNT
A & H Services	IIIB and AAA	Transportation	1/1/ 22 - 12/31/ 22	\$ 450.00/day
5 Thompson View	Transportation	(City of Saratoga)	Contributions ²³	\$ 750.00
Ballston Spa, NY 12020	& Community Services for the Elderly (CSE)	Spring)	Match	\$ 0.00
			Reimbursement	\$112,500.00

A & H Services 5 Thompson View Ballston Spa, NY 12020	IIIB and AAA Transportation Transportation (6 Towns) & Community Services for the Elderly (CSE)	1/1/23 - 12/31/23 1/1/22-12/31/22 \$ 450.00/day Contributions \$ 750.00 Match \$ 0.00 Reimbursement \$112,500.00
A&H Services 5 Thompson View Ballston Spa, NY 12020	WIN, AAA Transportation Transportation (5 Towns) & Community Services for the Elderly (CSE)	4/1/23 - 3/31/24 4/1/22-3/31/23 \$ 250.00/day Contributions \$ 0.00 Match \$ 0.00 Reimbursement \$ 50,250.00
Town of Corinth 600 Palmer Ave. Corinth, NY 12822	Community Transportation Services for the Elderly (CSE)	4/1/23 - 3/31/24 4/1/22-3/31/23 \$ 30,100.00 Contributions \$ 100.00 Match \$ 7,500.00 Reimbursement \$ 22,500.00
City of Mechanicville 36 North Main Street Mechanicville, NY 12118	Community Transportation Services for the Elderly (CSE)	4/1/23 - 3/31/24 4/1/22-3/31/23 \$ 6,600.00 Contributions \$ 1,000.00 Match \$ 1,400.00 Reimbursement \$ 4,200.00
Captain Community Human Services 543 Saratoga Road Glenville, NY 12302	Community Care Links Program Services for the Elderly (CSE)	4/1/23 - 3/31/24 4/1/22-3/31/23 \$ 40,000.00 Contributions \$ 0.00 Match \$ 10,000.00 Reimbursement \$ 30,000.00
Town of Clifton Park 1 Town Hall Plaza Clifton Park, NY 12065	Community Senior Center Services for Recreation & the Elderly Education (CSE)	4/1/23 - 3/31/24 4/1/22-3/31/23 \$ 13,334.00 Contributions \$ 0.00 Match \$ 3,334.00 Reimbursement \$ 10,000.00
O'Connell and Aronowitz 1 Court Street Saratoga Springs, NY 12866	IIIB Legal Services	1/1/23 - 12/31/23 1/1/22-12/31/22 \$ 34,334.00 Contributions \$ 1,000.00 Match \$ 3,334.00 Reimbursement \$ 30,000.00
Christine Kudlacik, RD 79 Loudon Road Saratoga Springs, NY 12866	Title IIIC Dietician Services WIN	1/1/23 - 12/31/23 1/1/22-12/31/22 \$ 52.00/hour 4/1/22-3/31/23 \$ 52.00/hour 4/1/23 - 3/31/24
Greater Adirondack Home Aides 25 Willowbrook Rd, #4 Queensbury, NY 12804	IIIE & EISEP In-Home Respite Care	1/1/23 - 12/31/23 1/1/22-12/31/22 \$25.00/hour 28.00

Wesley Senior Solutions	IIIE & EISEP	In-Home Respite	1/1/23 - 12/31/23	28.00
396 Loudon Road 131 Lawrence Street		Care	1/1/22 - 12/31/22	\$25.00/hour
Saratoga Springs, NY 12866				

Mechanicville Area	Community	Elder Care Services	4/1/23 - 3/31/24	
Community Services Center	Services		4/1/22 - 3/31/23	\$ 56,000.00
PO Box 30, 6 South Main St.	for the		Contributions	\$ 0.00
Mechanicville, NY 12118	Elderly (CSE)		Match	\$ 14,000.00
			Reimbursement	\$ 42,000.00

Connect America, LLC	EISEP	Personal Emergency	1/1/23 - 3/31/23	
3 Bala Plaza West, Suite 200		Response Systems	1/1/22 - 12/31/22	\$ 24,000.00
Bala Cynwyd, PA 19004		(PERS)	Contributions	\$ 0.00
			Match	\$ 0.00
			Reimbursement	\$ 24,000.00

See below for additional vendor

and, be it further

RESOLVED, that the form and content of such subcontracts shall be subject to the approval of the County Attorney; and, be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact. Funding is included in the ~~2022~~ ²⁰²³ Tentative Budget.

PROVIDER	FUNDING	SERVICE	TERM	AMOUNT
Kee to Independent Growth, Inc.	EISEP	Social Adult Day-Care	4/1/23 - 3/31/24	\$15,000.00
100 Saratoga Village Blvd., Suite 8		Services	Contributions	\$ 0.00
Ballston Spa, NY 12020			Match	\$ 0.00
			Reimbursement	\$15,000.00

FYI

11/19/19



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 235 - 2019

Introduced by Supervisors Lucia, Gaston, O'Connor, Pemrick, Schopf, Winney and Wood

APPROVING FOUR YEAR SERVICE PLAN FOR OFFICE FOR THE AGING

WHEREAS, the Saratoga County Office for the Aging, provides programs to some elderly County residents under Title III of the Federal Older Americans Act of 1965, as amended, and the State Community Services Act of 1979 (Executive Law, Article 19-J); and

WHEREAS, the Federal Act requires the preparation of a Four-Year Service Plan, annual updates and funding applications for the provision of listed services; and

WHEREAS, the Office for the Aging has submitted its proposed 2020-2024 Four Year Service Plan for approval; and

WHEREAS, public hearings on this proposal were held on October 22, 2019 and October 24, 2019; now, therefore, be it

RESOLVED, that the 2020-2024 Service Plan for our Office for the Aging, as detailed in the document entitled "Four Year Plan for Older Americans Act, 4/1/20 - 3/31/24" is approved; and be it further

RESOLVED, that the Chair of the Board is authorized and directed to sign the 2020-2024 Four Year Service Plan.

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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Aging & Youth Services



DATE: 11/30/22

COMMITTEE: Health and Human Services



RE: The acceptance of contributions in memory of Mr. James M. Peacock and amending the County budget in relation thereto.

1. Is a Resolution Required:

Yes, Other 

2. Proposed Resolution Title:

Authorizing the acceptance of contributions in the amount of \$1,495 in memory of James M. Peacock

3. Specific Details on what the resolution will authorize:

Authorize the Chairman to accept contributions in the amount of \$1,495.00 in memory of James M. Peacock, a long time volunteer for the Department of Aging & Youth Services and amending the 2022 County budget in relation thereto.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted ☐

4. Is a Budget Amendment needed: ☒ YES or ☐ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☒

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
A.76-1972	Programs for the Aging, Senior Meal Reimb	\$1,495.00

Expense

Account Number	Account Name	Amount
A.76.764-7761	Senior Nutrition Program	\$1,495.00

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
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5. Identify Budget Impact:

The budget will be amended to accept these funds and authorize the related expenses

- G/L line impacted A.76-1972 and A.76.764-7761
- Budget year impacted 2022
- Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☐ Y ☒ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted ☐

8. Is a grant being accepted: ☒ YES or ☐ NO

County Administrator's Office
Consulted ☒

a. Source of grant funding:

Local



b. Agency granting funds:

Contributions in memory of James M. Peacock

c. Amount of grant:

\$1,495.00

d. Purpose grant will be used for:

Senior Nutrition Program

e. Equipment and/or services being purchased with the grant:

Home Delivered Meals

f. Time period grant covers:

2022

g. Amount of county matching funds:

None

h. Administrative fee to County:

None

9. Supporting Documentation:



Marked-up previous resolution



No Markup, per consultation with County Attorney



Program information summary



Copy of proposal or estimate



Copy of grant award notification and information



Other

10. Remarks:

Please see the attached marked up resolution.



11/17/20

SARATOGA COUNTY BOARD OF SUPERVISORS

2022 RESOLUTION ~~226-2020~~

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

Contributions in the amount of \$1,495 in memory of Mr. James M. Peacock
AUTHORIZING THE ACCEPTANCE OF A ~~\$1,000 DONATION FROM THE LIGHT RAIN FOUNDATION~~ FOR THE SARATOGA COUNTY ~~OFFICE FOR THE AGING~~ AND AMENDING THE ~~2020~~ COUNTY BUDGET IN RELATION THERETO
2022 Department of Aging and Youth Services multiple contributions totaling \$1,495

WHEREAS, the Saratoga County ~~Office for the Aging~~ has received a ~~donation in the amount of \$1,000 from The Light Rain Foundation of Stillwater, New York with a letter thanking the Office for the valuable work that it is doing in the community; and~~

in memory of James M. Peacock, a life long resident of Stillwater who passed away on 7/8/22. Mr. Peacock was a long time volunteer for the Senior Nutrition Program as a meal delivery driver. Mr. Peacock found tremendous joy in serving his Community and will be missed by many.

WHEREAS, the ~~Office for the Aging~~ plans to utilize said gift to supplement funding for its Senior Nutrition Program; and

WHEREAS, an amendment to the ~~2020~~ Saratoga County Budget is necessary to implement the acceptance of ~~this generous donation~~; now, therefore, be it

the many generous contributions received

RESOLVED, that this Board of Supervisors accepts and acknowledges the generous ~~gift of \$1,000 from The Light Rain Foundation~~ that will be used to supplement funding for the ~~Office for the Aging's~~ Senior Nutrition Program; and be it further
\$1,495 the family and friends of Mr. James M. Peacock gifts totaling Department of Aging and Youth Services

RESOLVED, that the ~~2020~~ County Budget is amended as follows:

OFFICE FOR THE AGING

Appropriations: 764 1,495
Increase Acct. #A.76-~~761~~-7761 Senior Nutrition Program \$1,000

Revenues: 1,495
Increase Acct. #A.76-~~1554~~ Donations \$1,000
1972 Programs for the Aging. Senior Meal Reimb

and, be it further

RESOLVED, that the Director of the Saratoga County ~~Office for the Aging~~ take the appropriate steps to express to ~~The Light Rain Foundation~~ the gratitude of this Board for its generous gift.
Mr. Peacock's family Department of Aging and Youth Services

BUDGET IMPACT STATEMENT: ~~None. 100% local aid.~~

The budget will be amended to accept these funds and authorize the related expenses



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Public Health Services

DATE: 12/5/2022

COMMITTEE: Health and Human Services



RE: Contract Approval for Pre-School Special Education / Early Intervention Transportation.

This column must be completed prior to submission of the request.

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Approving an agreement with Rejha Group, LLC for Preschool Special Education and Early Intervention transportation services.

3. Specific Details on what the resolution will authorize:

Awarding a bid and approving a contract with Rejha Group, LLC for transportation of students receiving Preschool Special Education or Early Intervention Services.

County Attorney's Office
Consulted ☒

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☒

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted 2023
- c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☒ Y ☐ N

a. Were bids/proposals solicited: ☒ Y ☐ N

b. Type of Solicitation RFP

c. Is the vendor/contractor a sole source: ☐ Y ☒ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☒ N/A

e. Commencement date of contract term: January 1, 2023

f. Termination of contract date: August 31, 2023

g. Contract renewal and term: Mutual Renewal - Up to two terms of 1 year each.

h. Contact information: Rejha Group, LLC
23 Railroad Ave.
Albany, NY 12205

i. Is the vendor/contractor an LLC, PLLC or partnership: LLC

j. State of vendor/contractor organization: New York

k. Is this a renewal agreement: ☐ Y ☒ N

l. Vendor/Contractor comment/remarks:

Due to infeasibility of the current contractual arrangement with Rejha Group, LLC for CPSE/EI Transportation and in an effort to stabilize the cost structure and refine the current scope of services provided (including increasing efficiencies and oversight), a Request for Proposals (RFP) was solicited in Fall 2022. The proposal of Rejha Group, LLC is being forwarded for consideration of proposal award and contract approval. Amended proposal submission attached.

Purchasing Office Consulted ☒

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted ☐

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☒ No Markup, per consultation with County Attorney

☒ Program information summary

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☒ Other November 18, 2022 - FRP 22-TCSN-1 Submission by Rejha Group, LLC

10. Remarks:

The municipality is responsible for providing transportation for CPSE children under Article 89 § 4410 (8) of Education Law and EI children under Public Health Law § 2559-a. See regulations below:

Article 89 § 4410 (8)

8. Transportation. The municipality in which a preschool child resides shall, beginning with the first day of service, provide either directly or by contract for suitable transportation, as determined by the board, to and from special services or programs; provided, however, that if the municipality is a city with a population of one million or more persons the municipality may delegate the authority to provide such transportation to the board; and provided further, that prior to providing such transportation directly or contracting with another entity to provide such transportation, such municipality or board shall request and encourage the parents to transport their children at public expense, where cost-effective, at a rate per mile or a public service fare established by the municipality and approved by the commissioner. Except as otherwise provided in this section, the parents' inability or declination to transport their child shall in no way affect the municipality's or board's responsibility to provide recommended services. Such transportation shall be provided once daily from the child care location to the special service or program and once daily from the special service or program to the child care location up to fifty miles from the child care location. If the board determines that a child must receive special services and programs at a location greater than fifty miles from the child care location, it shall request approval of the commissioner. For the purposes of this subdivision, the term "child care location" shall mean a child's home or a place where care for less than twenty-four hours a day is provided on a regular basis and includes, but is not limited to, a variety of child care services such as day care centers, family day care homes and in-home care by persons other than parents. All transportation of such children shall be provided pursuant to the procedures set forth in section two hundred thirty-six of the family court act using the date called for in the written notice of determination of the board or the date of the written notice of determination of the board, whichever comes later, in lieu of the date the court order was issued. Notwithstanding this subdivision or any provision of law to the contrary, transportation expenses incurred by a municipality for operating and maintenance costs pursuant to this subdivision during the period between the issuance of executive order 202.4 on March sixteenth, two thousand twenty and the issuance of executive order 202.28 on May seventh, two thousand twenty shall be reimbursable and considered approved costs in accordance with the provisions of this section and the regulations of the commissioner.

§ 2559-a.

Transportation. The municipality in which an eligible child resides shall, beginning with the first day of service, provide either directly, by contract, or through reimbursement at a mileage rate authorized by the municipality for the use of a private vehicle or for other reasonable transportation costs, for suitable transportation pursuant to section twenty-five hundred forty-five of this title. All contracts for transportation of such children shall be provided pursuant to the procedures set forth in section two hundred thirty-six of the family court act, using the date on which the child's IFSP is implemented, in lieu of the date the court order was issued; provided, however, that the city of New York shall provide such transportation in accordance with the provisions of chapter one hundred thirty of the laws of nineteen hundred ninety-two, if applicable.



Serving those in true need.



23 Railroad Avenue, Albany, New York 12205 Phone: 518-433-7433 Fax: 518-433-8329

November 18, 2022

County of Saratoga
40 McMaster Street
Ballston Spa, NY 12020

Dear Dan Kuhles,

Re: Price reasonableness for RFP 22-TCSN-1

As discussed in the meeting on November 4th, between Rejha Group and Saratoga County, Rejha is proposing a reduction in the rates bid on the RFP 22-TCSN-1 for the "Per Child" cost. The options listed below include a reduction of 5.6% for an effective date of January 1, 2023 or a reduction of 8.5% for an effective date of November 1, 2022. Beyond the January 1, 2023 effective date, Rejha Group cannot provide any discount and may not even be able to provide transportation at the rates originally submitted on bid RFP 22-TCSN-1. The proposed reduced rates are as follows:

Daily Rate "Per Child" Proposal			
REVISED -Option #2A: Rate if effective by January 1, 2023	Zone 1	Zone 2	Zone 3
Daily Rate Per Child <u>if Awarded All Three Zones:</u> *	\$129.00	\$129.00	\$129.00
Daily Rate Per Aide/Monitor:**	\$117.03	\$117.03	\$117.03
REVISED - Option #2A: Rate if effective November 1, 2022	Zone 1	Zone 2	Zone 3
Daily Rate Per Child <u>if Awarded All Three Zones:</u> *	\$125.00	\$125.00	\$125.00
Daily Rate Per Aide/Monitor:**	\$117.03	\$117.03	\$117.03

Rejha Group's justification that these rates are reasonable despite an increase from the rates set forth in the current contract are primarily due to increased costs throughout the transportation industry that have a direct impact on the rates as proposed by Rejha Group in response to the RFP. Below are more specific examples of increased costs and other factors that were considered when Rejha Group submitted its response to the RFP.

1. Reduction in student volume:

Under the current contract, Rejha Group determined to submit proposed rates based on the stated scope of work in Saratoga County's RFP which included an estimate of 250-300 student that would require transportation. As previously discussed, this anticipated volume of students never materialized the contract. Currently the volume of students that are being transported under the contract are approximately 174 students which is a 37% reduction in the average number of students anticipated and a significant reduction in the anticipated revenue for Rejha Group. The significant reduction in the volume of anticipates students did not result in a reduction in the level of resources Rejha Group was required to commit to provide transportation services. Rejha Group was required to operate transportation routes to all schools, regardless of the number of children on board. Therefore, Rejha Group incurred the same operational costs despite the reduced number of students and reduced ridership revenue.

2. Increased labor costs:

Minimum wage at the time of bid on the current contract was \$11.80 an hour. Minimum wage will now increase to \$14.20 effective 12/31/22. This represents a 20.3% increase since the time of bid on the current contract. Although few of our employees earn minimum wage, the increase in minimum wage requirements has increased the hourly rate all employees demand. In addition, the overall labor pool since July 2020 has significantly diminished creating an insuperable challenge for employers across all industries to hire and retain qualified staff. The challenge we face with hiring and retaining qualified school bus drivers is even more amplified by the national shortage of school bus drivers (see links below for related articles). Therefore, the current labor climate minimum wage rates are insufficient to attract, acquire and retain school bus drivers. We currently compete with the area's largest transportation providers, retailers, and fast-food chains such as Amazon, Fedex, Walmart, Target, Chipotle, Core Life, Panera etc. for a labor pool of \$17 to \$22 per hour. For this reason, our labor rates need to be very competitive in the market which has driven Rejha Group to significantly increase our wages to meet the demands of attracting and retaining qualified labor. In 2022 our school bus driver wage rates reflect a 30% increase from 2020 to 2022 and an increase in school bus monitor wages of 20.5% from 2020 to 2022. Despite information shown in the articles below, Rejha Group has continued to provide the transportation services continuously without any interruptions despite the shortage in the labor force.

<https://dailygazette.com/2022/09/30/city-of-saratoga-springs-school-district-sets-incentives-to-gain-bus-drivers/>

<https://www.news10.com/news/bus-driver-shortage-persists-in-ny/>

3. Increased fuel cost:

Fuel is a significant percentage of the operating costs for all transportation companies. Since Rejha Group entered into the current contract, fuel has undergone a substantial and

unpredictable increase which has heavily impacted our cost to provide services. The fuel index that Rejha Group uses to following increases and declines in fuel prices is the OGS Fuel Pricing rates from the centralized contracts. You may access these rates using the following link: <https://online.ogs.ny.gov/purchase/FuelsPricingDefault.htm>

This index shows that the average cost of regular gasoline in the Albany, NY area three months prior to the bid date (7/1/2020) for the prior RFP was \$1.002 as compared to the cost of regular gasoline in the Albany, NY area three months prior to the bid due date (10/14/22) of the current RFP which was \$3.229. This difference represents an increase in fuel cost equal to 222% from the months leading up to the prior RFP due date and the months leading up to 10/14/22 (the due date for RFP-22-TCSN-1).

The table below provides the pricing data retrieved from the OGS website. Per the data tables, all prices are taken from the OPIS Weekly Published Newsletter which is published on Mondays, and all prices listed are per gallon.

Three month average prior to bid date 7/1/20		Three month average prior to bid date 10/14/22	
Week	Price	Week	Price
4/3/2020	\$0.70	7/8/2022	\$3.77
4/10/2020	\$0.77	7/15/2022	\$3.71
4/17/2020	\$0.77	7/22/2022	\$3.55
4/24/2020	\$0.72	7/29/2022	\$3.62
5/1/2020	\$0.80	8/5/2022	\$3.49
5/8/2020	\$0.94	8/12/2022	\$3.31
5/15/2020	\$0.99	8/19/2022	\$3.22
5/22/2020	\$1.11	8/26/2022	\$3.10
5/29/2020	\$1.11	9/2/2022	\$2.92
6/5/2020	\$1.18	9/9/2022	\$2.79
6/12/2020	\$1.28	9/16/2022	\$2.89
6/19/2020	\$1.30	9/23/2022	\$2.87
6/26/2020	\$1.37	9/30/2022	\$2.87
Average	\$1.0027	10/7/2022	\$3.09
		Average	\$3.2290
Percent increase			
222.63%			

4. Comparable rates to surrounding Counties and Districts

The rates proposed to Saratoga County are comparable to the rates that the surrounding Counties and School Districts are paying for the same category of transportation services (pre-school aged children with special needs). Currently, we do not provide a per-child billing or payment structure to any of the other Counties or School Districts to which we provide student transportation services. However, the per bus rate that we proposed to Saratoga County is consistent with most of the surrounding areas which pay over \$500 for the daily bus rates and have contract requirements that are less stringent than those required by Saratoga. Some of Saratoga County's requirements which contribute to Rejha Group's cost to complete the contract requirements are:

a. Insurance costs:

- Insurance premiums are always on the rise, even when providers like ourselves have few of claims or small dollar figures associated with a claim. Insurance companies increase rates by approximately 5% every year. This annual increase is a significant impact on our cost to provide service and is an unavoidable expense in our industry. For this reason, these future cost increases must be taken into consideration when building our rate for a multiyear contract. In addition to the increased cost from year-to-year, Saratoga's requirements with regard to insurance are much higher than the surrounding counties. Saratoga requests \$5,000,000 million in coverage for General Liability as well as \$5,000,000 coverage in Auto Liability. This is significantly higher as compared to the similar counties' insurance requirements:
- Albany County: \$1,000,000 General Liability \$3,000,000 Auto Liability
- Rensselaer County: \$1,000,000 General Liability and \$1,000,000 Auto Liability

Despite Saratoga County's increase in coverage limits which impose additional cost for Rejha Group, our rates continue to be in line with other Counties and School Districts.

b. Routing and bell times

In addition, to the above-mentioned justification, it is important to note that all routing and management of the account would be the responsibility of Rejha Group under this RFP, whereas, other Counties (Rensselaer and Schenectady) use an additional third party vendor to perform the routing services on their behalf which is at an additional cost to them. However, Rejha Group is proposing lower rates to Saratoga than offered to Rensselaer and Schenectady Counties, while also managing and providing routing services to Saratoga, in addition to school bus transportation.

One contributing factor to the increased cost under this new RFP as compared to the rates proposed under the previous RFP is the school bell times. Under the previous RFP there were a total of 127 schools that were listed in the RFP with staggered bell times. The chart below shows the bell times set forth in the prior RFP with the actual bell times that are currently in effect:

Prior RFP Bell Times		
Count	Bell Time	%
3	7:50am	2.36%
31	8:00am	24.41%
41	8:30am	32.28%
7	8:45am	5.51%
26	9:00am	20.47%
7	10:00am	5.51%
1	10:15am	0.79%
1	11:30am	0.79%
1	12:00pm	0.79%
9	12:30pm	7.09%
127	Total	100.00%

Current Bell Times		
Count	Bell Time	%
6	8:00 AM	10.53%
23	8:30 AM	40.35%
18	9:00 AM	31.58%
1	9:30 AM	1.75%
2	10:00 AM	3.51%
2	11:00 AM	3.51%
5	12:30 PM	8.77%
57	Total	100.00%

The staggered bell times set forth in the prior RFP allowed Rejha Group to maximize the use of resources to service multiple bell times reducing the overall operating costs associated with completing the scope of services under the contract. For example, the same vehicle and driver would be able to provide services for a school with an 8:00 a.m. bell time and for a school with a 9:00 a.m. bell time. Currently, however, the bell times are heavily concentrated at 8:30 a.m. and 9:00 a.m. leaving no room to reassign the same resources (i.e. Bus, Driver, Monitor) to conduct multiple bell times. The consolidated bell times requires Rejha Group to utilize additional resources to complete the scope of work under the current contract which is inconsistent with how the bell times were presented in the previous RFP. As a result, Rejha Group's utilization of resources during the actual performance that is taking place under the contract is very different from the utilization of resources it anticipated when it was relied on the prior RFP to propose rates. The lack of staggered bell times, does not allow for Rejha Group to maximize the use of its resources and increases costs to Rejha Group which have been incorporated into the proposed rate to Saratoga County.



Serving those in true need.



23 Railroad Avenue, Albany, New York 12205 Phone: 518-433-7433 Fax: 518-433-8329

October 14, 2022

Saratoga County Purchasing Department
50 West High Street
Ballston Spa, NY 12020

Dear Saratoga County Purchasing Department,

Rejha Group, LLC would like to thank the County of Saratoga for the opportunity to participate in the Request for Proposal: **RFP 22-TCSN-1**. Our company has been successfully providing services to the surrounding counties of the Capital Region for the routing and transportation of pre-school aged children with developmental disabilities since 2011. We have grown and developed our experience throughout all those years and are confident in our ability to continue to provide such services while continuing to develop our skills with the County of Saratoga.

Our commitment to safety and reliability is a key part to our success in serving individuals in the Capital Region. We take great care in assuring that our clients are properly secured, arrive timely and are well cared for. Our office staff has developed great working relationships with Saratoga County personnel and school personnel over the years. We look forward to continuing to serve the Saratoga County population of children with special needs.

Per the RFP, Rejha Group has provided one ORIGINAL and four COPIES of the Proposal and other required documents. A thumb drive with an electronic copy can be found in the ORIGINAL binder. For further information or clarification on Rejha Group's bid submission please contact me at 518-506-3000.

Sincerely,

Eugene Reyes,
Director

**Please contact the office of the Clerk of the Board for the full RFP document.
tconnolly@saratogacountyny.gov 518-885-2240**



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Public Health Services

DATE: 11/30/2022

COMMITTEE: Health and Human Services

RE: Update on Substance Use Programming

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed
prior to submission of the request.

County Attorney's Office
Consulted ☐

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☐

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☐ Y ☒ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted ☐

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted ☐

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Program information summary

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other _____

10. Remarks:

Updates on items discussed during the October 2022 Health Committee meeting.

-Naloxboxes

-Prevention Curricula in Schools

-Non-emergent Medical Transportation Cost Effectiveness Study

-Substance Use Surveillance Dashboard Preview



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Public Health Services

DATE: 11/30/2022

COMMITTEE: Health and Human Services

RE: Update on Environmental Health Transition

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed
prior to submission of the request.

County Attorney's Office
Consulted ☐

4. Is a Budget Amendment needed: ☐ YES or ☒ NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted ☐

☐ Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES or ☒ NO (If yes, provide details)

a. Is a new position being created? ☐ Y ☐ N

Effective date

Salary and grade

b. Is a new employee being hired? ☐ Y ☐ N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? ☐ Y ☐ N

Is this position currently vacant? ☐ Y ☐ N

Is this position in the current year compensation plan? ☐ Y ☐ N

Human Resources Consulted ☐

7. Does this item require hiring a Vendors/Contractors: ☐ Y ☒ N

a. Were bids/proposals solicited: ☐ Y ☐ N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: ☐ Y ☐ N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? ☐ Y ☐ N ☐ N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: ☐ Y ☐ N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted ☐

8. Is a grant being accepted: ☐ YES or ☒ NO

County Administrator's Office
Consulted ☐

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

☐ Marked-up previous resolution

☐ No Markup, per consultation with County Attorney

☐ Program information summary

☐ Copy of proposal or estimate

☐ Copy of grant award notification and information

☐ Other _____

10. Remarks:

Updates on enviromental health transition.