



ALBANY COUNTY LEGISLATURE  
HAROLD L. JOYCE OFFICE BUILDING  
112 STATE STREET, ROOM 710  
ALBANY, NEW YORK 12207  
(518) 447-7168 - FAX (518) 447-5695  
WWW.ALBANYCOUNTY.COM

SEAN E. WARD  
CHAIRMAN

PAUL T. DEVANE  
CLERK

## AGENDA

### HEALTH COMMITTEE

MARCH 30, 2016

#### PREVIOUS BUSINESS:

##### APPROVING PREVIOUS MEETING MINUTES

1. LOCAL LAW NO. "C" FOR 2016: A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK PROHIBITING THE SALE OF CIGARETTES, TOBACCO PRODUCTS, LIQUID NICOTINE OR ELECTRONIC CIGARETTES TO MINORS AND YOUNG ADULTS
2. ENCOURAGING ALBANY COUNTY EMPLOYEES TO ADOPT A HEALTHIER LIFESTYLE

#### CURRENT BUSINESS:

3. RESOLUTION NO. 73a: PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "C" FOR 2016
4. AUTHORIZING AN AGREEMENT WITH WHITNEY M. YOUNG REGARDING REIMBURSEMENT FOR PURCHASE OF EQUIPMENT AND AMENDING THE 2016 MENTAL HEALTH DEPARTMENT BUDGET
5. AMENDING THE 2016 MENTAL HEALTH DEPARTMENT BUDGET REGARDING ADDITIONAL FUNDING FOR THE ADDICTIONS CARE CENTER OF ALBANY
6. AUTHORIZING AN AGREEMENT WITH IMA SYSTEMS, LLC REGARDING MAINTENANCE AND OPERATION OF THE MENTAL HEALTH DEPARTMENT BILLING AND ACCOUNTING SOFTWARE SYSTEM

Honorable Sean E. Ward and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Health Committee of the Albany County Legislature met on February 24, 2016. Chairperson Joyce, Messrs. Simpson, Domalewicz, Clenahan, Fein, Grimm and Ms. Willingham were present. Ms. Cunningham and Mr. Drake were excused. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. Resolution No. 73: Public Hearing on Proposed Local Law No. C for 2016: Mr. Miller requested that a public hearing on the proposed Local law C for 2016 Prohibiting the sale of Cigarettes, Tobacco Products, Liquid Nicotine or Electronic Cigarettes to Minors and Young Adults be held by the County Legislature at the Albany County Courthouse at 7:15 PM on Tuesday, March 29, 2016. After further discussion the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
2. A Local Law of the County of Albany, New York Prohibiting the Sale of Cigarettes, Tobacco products, Liquid Nicotine or Electronic Cigarettes to Minors and Young Adults: Tabled at the request of sponsor.
3. Amending Resolution No. 497 for 2013 regarding additional funding for the Maternal Child Health Initiative from the NYS Department of Health and amending the 2016 Health Department: The committee agreed to discuss items three – nine. The Commissioner explained that the Department of Health has been notified by the NYS Department of Health that an additional \$3,631 has been allocated to Maternal Child Health Initiative for information technology support, space and utility allocations, facility maintenance and repair. After further discussion the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
4. Amending Resolution No. 170 for 2014 regarding additional funding for the Immunization Action Plan from the NYS Department of Health and amending the 2016 Health Department: The Commissioner explained that the Department of Health has been notified by the NYS Department of Health that an additional \$12,100 has been allocated to Immunization Action Plan for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

5. Amending Resolution No. 337 for 2014 regarding additional funding for the Lead Poisoning Prevention Program from the NYS Department of Health and amending the 2016 Health Department: The Commissioner explained that the Department of Health has been notified by the NYS Department of Health that an additional \$12,025 has been allocated to Lead Poisoning Prevention Program for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
6. Amending Resolution No. 91 for 2014 regarding additional funding for the Rabies Control Program from the NYS Department of Health and amending the 2016 Health Department: The Commissioner explained that the NYS Department of Health has been notified by the NYS Department of Health that an additional \$3,631 has been allocated to Rabies Control Program for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
7. Amending Resolution No. 338 for 2014 regarding additional funding for the Tuberculosis Outreach Program from the NYS Department of Health and amending the 2016 Health Department: The Commissioner explained that the Department of Health has been notified by the NYS Department of Health that an additional \$3,924 has been allocated to Tuberculosis Outreach Program for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
8. Amending Resolution No. 188 for 2015 regarding additional funding for the Tobacco Enforcement Program from the NYS Department of Health and amending the 2016 Health Department: The Commissioner explained that the NYS Department of Health has been notified by the NYS Department of Health that an additional \$7,514 has been allocated to Tobacco Enforcement Program for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.
9. Amending Resolution No. 365 for 2015 regarding additional funding for the Childhood Lead Poisoning Primary Prevention Program from the NYS Department of Health and amending the 2016 Health Department: The

Commissioner explained that the Department of Health has been notified by the NYS Office of Health that an additional \$32,809 has been allocated to Childhood Lead Poisoning Primary Prevention Program for information technology support, space and utility allocations, facility maintenance and repair. As per the discussion in agenda item three, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

Respectfully Submitted,  
THE HEALTH COMMITTEE

RAYMOND F. JOYCE, Chairperson  
WANDA F. WILLINGHAM  
MERTON D. SIMPSON  
GARY W. DOMALEWICZ  
BRYAN M. CLENAHAN

SAMUEL I. FEIN  
JOANNE E. CUNNINGHAM  
TODD A. DRAKE  
MARK E. GRIMM

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**LOCAL LAW NO. "C" FOR 2016**

**A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK PROHIBITING THE SALE OF CIGARETTES, TOBACCO PRODUCTS, LIQUID NICOTINE OR ELECTRONIC CIGARETTES TO MINORS AND YOUNG ADULTS**

Introduced: 2/9/16

By Mr. Miller, Ms. Lekakis, Mr. Mayo, Mss. McKnight, McLean Lane, Willingham, Messrs. Andrew Joyce, Clay and Touchette:

BE IT ENACTED, by the Legislature of the County of Albany as follows:

**SECTION 1.**

Any person operating a place of business wherein cigarettes, tobacco products, liquid nicotine, or electronic cigarettes are sold or offered for sale is prohibited from selling such cigarettes, tobacco products, liquid nicotine, or electronic cigarettes to individuals under twenty-one years of age. Sale of cigarettes, tobacco products, liquid nicotine, or electronic cigarettes in such places shall be made only to an individual who demonstrates, through a driver's license or other photographic identification card issued by a government entity or educational institution, that the individual is at least twenty-one years of age. Such identification need not be required of any individual who reasonably appears to be at least thirty years of age, provided, however, that such appearance shall not constitute a defense in any proceeding alleging the sale of cigarettes, tobacco products, liquid nicotine, or electronic cigarettes to an individual under twenty-one years of age.

**SECTION 2.**

Any person operating a place of business wherein non-tobacco shisha, pipes, or rolling papers are sold or offered for sale is prohibited from selling such non-tobacco shisha, pipes, or rolling papers to individuals under [eighteen] twenty-one years of age. Sale of non-tobacco shisha, pipes, or rolling papers in such places shall be made only to an individual who demonstrates, through a driver's license or other photographic identification card issued by a government entity or educational institution, that the individual is at least [eighteen] twenty-one years of age. Such identification need not be required of any individual who reasonably appears to be at least thirty years of age, provided, however, that such appearance shall not constitute a defense in any proceeding alleging the sale of non-tobacco shisha, pipes, or rolling papers to an individual under eighteen years of age.

SECTION 3.

Any person operating a place of business wherein cigarettes, tobacco products, liquid nicotine, electronic cigarettes, herbal cigarettes, nontobacco shisha, pipes, or rolling papers are sold or offered for sale shall post in a conspicuous place a sign, in accordance with the rules of the department, advising persons about the minimum age requirements for the purchase of such items.

SECTION 4.

Any person who violates any provision of this article shall be subject to the imposition of a civil penalty by the Commissioner of the Albany County Department of Health of a minimum of \$300.00, but not to exceed \$1,000.00 for a first violation, and a minimum of \$500.00, but not to exceed \$1,500.00 for each subsequent violation.

For purposes of enforcing the ban on the sale of tobacco products and or herbal cigarettes to minors, other than by a vending machine, a sale shall be made only to an individual who demonstrates that he/she is at least 21 years of age and has demonstrated such in accordance with the guidelines set forth hereinabove. Such identification shall not be required of any individual who reasonably appears to be at least 30 years of age; provided however that such appearance shall not be a defense in any action alleging the sale to an individual under 21 years of age.

[SECTION 4.] SECTION 5.

If any clause, sentence, paragraph, section, subdivision or other part of this Local Law or its applications shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or otherwise invalidate the remainder of this Local Law which shall remain in full force and effect except as limited by such order or judgment.

[SECTION 5. Reverse Preemption.] SECTION 6.

This law shall be null and void on the day that Statewide or Federal legislation goes into effect, incorporating either the same or substantially similar provisions as are contained in this law, or in the event that a pertinent State or Federal Administrative Agency issues and promulgates regulations preempting such action by the County of Albany. The County Legislature may determine via mere resolution whether or not identical or substantially similar statewide legislation has been enacted for the purposes of triggering the provisions in this section.

[SECTION 6.] SECTION 7.

This Local Law shall be effective immediately upon filing with the Office of the Secretary of State.

*Referred to Health and Audit and Finance Committees. 2/9/16*



LOCAL LAW NO. "C" FOR 2016

A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK PROHIBITING THE SALE OF CIGARETTES, TOBACCO PRODUCTS, LIQUID NICOTINE OR ELECTRONIC CIGARETTES TO MINORS AND YOUNG ADULTS

Introduced: 2/9/16

By Mr. Miller, Ms. Lekakis, Mr. Mayo, Mss. McKnight, McLean Lane, Willingham, Messrs. Andrew Joyce, Clay and Touchette:

BE IT ENACTED, by the Legislature of the County of Albany as follows:

SECTION 1. Any person operating a place of business wherein cigarettes, tobacco products, liquid nicotine, or electronic cigarettes are sold or offered for sale is prohibited from selling such cigarettes, tobacco products, liquid nicotine, or electronic cigarettes to individuals under twenty-one years of age. Sale of cigarettes, tobacco products, liquid nicotine, or electronic cigarettes in such places shall be made only to an individual who demonstrates, through a driver's license or other photographic identification card issued by a government entity or educational institution, that the individual is at least twenty-one years of age. Such identification need not be required of any individual who reasonably appears to be at least thirty years of age, provided, however, that such appearance shall not constitute a defense in any proceeding alleging the sale of cigarettes, tobacco products, liquid nicotine, or electronic cigarettes to an individual under twenty-one years of age.

SECTION 2. Any person operating a place of business wherein non-tobacco shisha, pipes, or rolling papers are sold or offered for sale is prohibited from selling such non-tobacco shisha, pipes, or rolling papers to individuals under eighteen years of age. Sale of non-tobacco shisha, pipes, or rolling papers in such places shall be made only to an individual who demonstrates, through a driver's license or other photographic identification card issued by a government entity or educational institution, that the individual is at least eighteen years of age. Such identification need not be required of any individual who reasonably appears to be at least thirty years of age, provided, however, that such appearance shall not constitute a defense in any proceeding alleging the sale of non-tobacco shisha, pipes, or rolling papers to an individual under eighteen years of age.

SECTION 3. Any person operating a place of business wherein cigarettes, tobacco products, liquid nicotine, electronic cigarettes, herbal cigarettes, non-tobacco shisha, pipes, or rolling papers are sold or offered for sale shall post in a conspicuous place a sign, in accordance with the rules of the department, advising persons about the minimum age requirements for the purchase of such items.

SECTION 4. If any clause, sentence, paragraph, section, subdivision or other part of this Local Law or its applications shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or otherwise invalidate the remainder of this Local Law which shall remain in full force and effect except as limited by such order or judgment.

SECTION 6. Reverse Preemption.

This law shall be null and void on the day that Statewide or Federal legislation goes into effect, incorporating either the same or substantially similar provisions as are contained in this law, or in the event that a pertinent State or Federal Administrative Agency issues and promulgates regulations preempting such action by the County of Albany. The County Legislature may determine via mere resolution whether or not identical or substantially similar statewide legislation has been enacted for the purposes of triggering the provisions in this section.

SECTION 6. This Local Law shall be effective immediately upon filing with the Office of the Secretary of State.

*Referred to Health and Audit and Finance Committees. 2/9/16*

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 900  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

PHILIP F. CALDERONE, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 26, 2016

Hon. Sean E. Ward, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Ward:

I am submitting a proposal for local legislation to make available healthy eating options for Albany County employees. When various departments hold meetings or events, they are many times catered or furnished with food that is of low nutritional value. This can lead to hours long meetings where participants are sedentary and consuming unhealthy food, proven to contribute to poor health and disease.

To encourage Albany County employees to adopt a healthier lifestyle in the workplace, I propose all County Departments use the National Alliance for Nutrition and Activity Healthy Meeting Guidelines. These guidelines would not remove unhealthy foods from meeting and events, rather it would offer additional foods for employees choosing to eat healthier. For example, soda and potato chips can still be served, but water and fruit would also be available. When vendors cater meetings, the provided food will comply with the Healthy Meetings Guidelines.

Additionally, when possible, physical activity and breaks should be incorporated into meetings to offer participants the option to stretch or move around. Employees should not be forced to change their personal habits, however they should be afforded the opportunity to exercise a healthy lifestyle in the workplace if they so desire.

Sincerely,

Daniel P. McCoy  
Albany County Executive

cc: Frank Commisso, Majority Leader  
Frank Mauriello, Minority Leader  
Pat Jeffers, Majority Counsel  
Arnis Zilgme, Minority Counsel

<b>FOR COUNSEL USE ONLY</b>	
Date Received:	<del>1-16-16</del> 2-10-16
Received by:	PM
Method: Hand:	<input checked="" type="checkbox"/>
Courier:	<input type="checkbox"/>
Mail:	<input type="checkbox"/>

**REQUEST FOR LEGISLATIVE ACTION**

RLA #1694: Healthy Meeting and Events Guidelines

**DATE:** Tuesday, January 26, 2016

**DEPARTMENT:** County Executive

Contact Person: Michael Lalli, Special Assistant

Telephone: 518-447-5642

Dept. Representative Attending Committee Meeting: Michael McLaughlin, Director of Research

**PURPOSE OF REQUEST:**

- Adopting of Local Law \_\_\_\_\_
- Amendment of Prior Legislation \_\_\_\_\_
- Approval/Adoption of Plan/Procedure X
- Bond Approval \_\_\_\_\_
- Budget Amendment (see below) \_\_\_\_\_
- Contract Authorization (see below) \_\_\_\_\_
- Environmental Impact \_\_\_\_\_
- Home Rule Request \_\_\_\_\_
- Property Conveyance \_\_\_\_\_
- Other: (State briefly if not listed above) \_\_\_\_\_

**CONCERNING BUDGET AMENDMENTS**

**STATE THE FOLLOWING:**

Increase Account/Line No. \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Title Change: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT:**

- Change Order/Contract Amendment \_\_\_\_\_
- Purchase (Equipment/Supplies) \_\_\_\_\_
- Lease (Equipment/Supplies) \_\_\_\_\_
- Requirements Professional Services \_\_\_\_\_
- Education/Training \_\_\_\_\_
- Grant: \_\_\_\_\_
  - New \_\_\_\_\_
  - Renewal \_\_\_\_\_
  - Submission Deadline Date \_\_\_\_\_
- Settlement of a Claim \_\_\_\_\_
- Release of Liability \_\_\_\_\_
- Other: (State briefly) \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**  
**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Amount/Raise Schedule/Fee \_\_\_\_\_

Scope of Services \_\_\_\_\_

Contract Funding:

Bond Res. No.: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

Mandated Program/Service: No \_\_\_\_\_

If Mandated Cite: Authority \_\_\_\_\_

Anticipated in Current Adopted Budget No \_\_\_\_\_

County Budget Accounts:

Revenue \_\_\_\_\_

Appropriation \_\_\_\_\_

Fiscal Impact - Funding: (Dollars or Percentages)

Federal \_\_\_\_\_

State \_\_\_\_\_

County \_\_\_\_\_

Local \_\_\_\_\_

Term/Length of Funding: \_\_\_\_\_

Impact on Pending Litigation No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Previous Requests for Identical or Similar Action

Resolution/Law Number \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Justification: (State briefly why legislative action is requested)

Submitting a proposal that promotes healthy food options in addition to traditional options for County meetings and events where food is served. New County policy would not prohibit typical foods such as chips, cake or soda from events, but would add healthy items to the list such as bottled water, fruit and vegetables. A broader selection of food is will encourage healthier options without mandating lifestyle choices on all employees.

A similar policy has already been instituted by the Albany County Department of Health and the City of Albany and is promoted by several local community wellness organizations.

# National Alliance for Nutrition and Activity Meeting Guidance

## Introduction

Creating a culture of health and wellness in meetings and conferences is an important way to help people eat well and be physically active, foster healthier work environments, and cultivate social norms around healthier choices and behaviors. Supporting healthy food and beverage choices, providing physical activity opportunities, requiring a tobacco-free environment, and promoting sustainability are the areas of focus for the National Alliance for Nutrition and Activity (NANA) meeting and conference guidance. A toolkit to support adoption of the guidance is available at: [www.healthymeeting.org](http://www.healthymeeting.org)

## General Recommendations

- Support healthier choices, provide leadership and role modeling, and help to create a social norm around healthier choices and behaviors.
- Offer nutritious food and beverage options.
  - Offer recommended servings of fruits, vegetables, and whole grains, especially for all-day meetings.
  - Place healthier foods and beverages in prominent positions, where they are most likely to be seen and more likely to be chosen.
  - Post calories in worksite cafeterias and at conferences and meetings when appropriate and/or possible.
- Provide reasonable portions of foods and beverages (i.e., avoid large portions).
- Consider not serving food at breaks that are not mealtimes; instead provide physical activity.
- Ensure healthier options are attractively presented, appealing, and taste good.
- Offer physical activity opportunities that are relevant to the audience and environment to help people achieve at least 30 minutes of physical activity each day.
- Provide a tobacco-free environment.
- Prioritize sustainable practices when possible, by minimizing waste, encouraging recycling, and sourcing products from sustainable producers.
- Evaluate efforts to hold healthy meetings and conferences and make adjustments over time to continue to improve the acceptability and healthfulness of choices.

## Nutrition: Beverages

### Standard Healthy Meeting

- Make water the default beverage.
- Do not offer full-calorie sugar-sweetened beverages. Serve 100% juice, 100% juice diluted with water, low-fat or non-fat milk, calcium and vitamin D-fortified soymilk, or beverages with 40 calories per container or less.
- Offer low-fat or non-fat milk with coffee and tea service in addition to or in place of half and half.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- Eliminate all sugar-sweetened beverages (including those with less than 40 calories per container that are allowed under the Standard Healthy Meeting).

## Nutrition: Food

### Standard Healthy Meeting

- Offer fruits and/or vegetables every time food is served.
- Offer reasonable portion sizes.
- In buffet lines or self-service, support sensible portions by offering reasonably-sized entrees and appropriately-sized serving utensils and plates.
- Use whole grains whenever possible (100% whole grain or whole grain as the first ingredient).
- Serve healthier condiments and dressings and offer them on the side.
- Look for and try to offer lower-sodium options.
- Make the majority of the meat options poultry, fish, shellfish, or lean (unprocessed) meat.
- Provide a vegetarian option.

## **Nutrition: Food (continued)**

### Standard Healthy Meeting (continued)

For special occasions and dinner, cut desserts in half or serve small portions. For lunches, breaks, or regular meetings serve fruit as dessert.

Do not place candy or candy bowls in the meeting space.

Whenever possible, offer foods prepared in a healthy way (grilled, baked, poached, roasted, braised, or broiled). Avoid fried foods.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

All grains must be whole grain-rich (51% or more whole grains by weight or whole grain as the first ingredient).

Serve only poultry, fish, shellfish, or on occasion lean (unprocessed) meat options; seek alternatives to processed and red meats.

Replace all desserts and pastries with fruit or other healthful foods.

Do not serve fried foods.

If there is the capacity to do nutrient analyses or if the caterer can provide nutrient information, meals should meet the nutrition standards in Appendix A in the toolkit at: [www.healthymeeting.org](http://www.healthymeeting.org)

## **Physical Activity**

### Standard Healthy Meeting

Mention to attendees (through announcements or in written materials) that it is fine to move within the meeting space (standing, stretching); integrate exercise equipment if possible within the space (exercise balls in place of some chairs, raised tables for standing).

When possible, allow for comfortable clothes/shoes to support physical activity during breaks.

Periodically break up sitting time.

For conferences or all-day meetings, support physical activity before, during, and after the work of the day.

Provide adapted programming or alternative activities for those with physical disabilities.

Identify someone to facilitate a short physical activity break(s).

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

Try to choose meeting/conference locations where there are walkable destinations; provide walking/running maps.

Only contract with hotels that have a fitness facility available at no cost to attendees. If the hotel does not have a fitness facility, contract with a local exercise facility.

Provide exercise stations in the hall or within the meeting room.

Implement walking meetings when possible.

## **Sustainability**

### Standard Healthy Meeting

Reduce waste and packaging whenever possible.

Consider appeal to meeting attendees, sustainability, and usefulness of conference giveaways.

Have recycling bins available.

Provide handouts on a flash drive or make them available online to reduce paper.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

Conduct a zero-waste meeting or conference.

Use locally-sourced and sustainably-produced food and giveaways when possible.

## **Tobacco-Free**

### Standard Healthy Meeting

- Meetings should be held in smoke-free facilities.

### Superior Healthy Meeting

*Includes all Standard Healthy Meeting recommendations, plus the following:*

- A tobacco-free environment is provided at all times.
- Choose to host your conference in a city with a comprehensive smoke-free policy that includes restaurants and bars.



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**RESOLUTION NO. 73a**

**PUBLIC HEARING ON PROPOSED LOCAL LAW NO. "C" FOR 2016**

Introduced: 3/14/16

By Mr. Miller, Ms. Lekakis, Mr. Mayo, Mss. McKnight, McLean Lane, Willingham, Chapman, Cunningham, Messrs. A. Joyce, Clay, Touchette, Fein, Reinhardt, Health and Audit and Finance Committees:

RESOLVED, By the County Legislature of the County of Albany that a public hearing on proposed Local Law No. "C" for 2016, "A Local Law of the County of Albany, New York Prohibiting the Sale of Cigarettes, Tobacco products, Liquid Nicotine or Electronic Cigarettes to Minors and Young Adults", be held by the County Legislature in the Legislative Chambers, Albany County Courthouse, Albany, New York at 7:15 p.m. on Tuesday, March 29, 2016, and the Clerk of the County Legislature is directed to cause notice of such hearing to be published containing the necessary information in accordance with the applicable provisions of law.

*Referred to Health and Audit and Finance Committees. 3/14/16*

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MENTAL HEALTH  
175 GREEN STREET  
ALBANY, NEW YORK 12202  
518-447-4537 FAX 518-447-4577  
WWW.ALBANYCOUNTY.COM

STEPHEN GIORDANO, PH.D.  
DIRECTOR

March 14, 2016

Hon. Sean E. Ward, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Ward,

This request seeks approval from the County Legislature to authorize the use of NYS OASAS pass through funding for purposes of ACDMH to enter into a contract with Whitney M. Young for the purposes of an equipment purchase at their Methadone clinic located at 10 Dewitt Street, Albany NY 12207. The amount of this authorization, **\$10,079**, shall be used to purchase a Methadone dispensing pump at the above referenced clinic location. There is **NO** County share involved with this contract.

Feel free to contact me or Matt Reuter if you have any questions concerning this request for Legislative action.

Sincerely,

Stephen Giordano, Ph.D.  
Director

cc: Hon. Frank Commisso, Legislative Majority Leader  
Hon. Frank Mauriello, Legislative Minority Leader  
F. Patrick Jeffers, Legislative Majority Counsel  
Arnis Zilgme, Legislative Minority Counsel

**FOR COUNSEL USE  
ONLY**

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
Courier: \_\_\_\_\_  
Mail: \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

*RLA #1776: Contract Authorization for pass through funding to Whitney M. Young*

**DATE:** Monday, March 14, 2016  
**DEPARTMENT:** Mental Health  
Contact Person: Matthew Reuter, Operations Analyst  
Telephone: 518-447-3014  
Dept. Representative Attending  
Committee Meeting: Stephen Giordano, Director

**PURPOSE OF REQUEST:**

Adopting of Local Law \_\_\_\_\_  
Amendment of Prior Legislation \_\_\_\_\_  
Approval/Adoption of Plan/Procedure \_\_\_\_\_  
Bond Approval \_\_\_\_\_  
Budget Amendment (see below) X  
Contract Authorization (see below) X  
Environmental Impact \_\_\_\_\_  
Home Rule Request \_\_\_\_\_  
Property Conveyance \_\_\_\_\_  
Other: (State briefly if not listed above) \_\_\_\_\_

**CONCERNING BUDGET AMENDMENTS**

**STATE THE FOLLOWING:**

Increase Account/Line No. Equipment;#1;#Contractual  
Source of Funds: NYS OMH  
Title Change: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT:**

Change Order/Contract Amendment \_\_\_\_\_  
Purchase (Equipment/Supplies) \_\_\_\_\_  
Lease (Equipment/Supplies) \_\_\_\_\_  
Requirements Professional Services \_\_\_\_\_  
Education/Training \_\_\_\_\_  
Grant: \_\_\_\_\_  
    New \_\_\_\_\_  
    Renewal \_\_\_\_\_  
    Submission Deadline Date \_\_\_\_\_  
Settlement of a Claim \_\_\_\_\_  
Release of Liability \_\_\_\_\_  
Other: (State briefly) X  
Pass through funding \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Party (Name/Address) Whitney M. Young  
10 Dewitt Street  
Albany, NY 12207

Amount/Raise Schedule/Fee \$10,079.00

Scope of Services Whitney Young will be utilizing these funds for the purchase of a pump for dispensing Methadone at their clinic, 10 Dewitt Street.

Contract Funding:

Bond Res. No.: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

Mandated Program/Service: No

If Mandated Cite: Authority \_\_\_\_\_

Anticipated in Current Adopted Budget No \_\_\_\_\_

County Budget Accounts:	Account Code	Line	Amount
Revenue	AA4230	03846	\$10,079.00
	Account Code	Line	Amount
Appropriation	AA4230	44999	\$10,079.00

Fiscal Impact - Funding: (Dollars or Percentages)

	NYS OASAS
Federal	0%
State	100%
County	0%
Local	0%

Term/Length of Funding: 12 Months (1/1/2016 - 12/31/2016)

Impact on Pending Litigation No

If yes, please explain: \_\_\_\_\_

Previous Requests for Identical or Similar Action

Resolution/Law Number \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Justification: (State briefly why legislative action is requested)

This request seeks approval from the County Legislature to pass NYS OASAS funding through ACDMH to Whitney M. Young for the purposes of an equipment purchase at their Methadone clinic located at 10 Dewitt Street, Albany NY 12207. The amount of this authorization, \$10,079, shall be used to purchase a Methadone dispensing pump at the above referenced clinic location. There is NO County share involved with this contract.

Back-up Material Submitted: (*i.e.*, application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1776/2016 Contract Authorization RLA OASAS - Whitney M Young.docx>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1776/2016 Contract Authorization RLA OASAS - Whitney M Young.docx>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1776/2016 Contract Authorization RLA OASAS - Whitney M Young.docx>

<http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1776/Whitney M Young RLA Budget Amendment Worksheet.xlsx>

Submitted by:  
Title:

Stephen Giordano  
Director

2016 Budget Amendment - OASAS Contract Agencies

APPROPRIATIONS

ACCOUNT NO.	RESOLUTION DESCRIPTION	BUDGET AMOUNT	Increase	Decrease	Revised Budget	Department Name
AA 44230	4 4999 Misc. Contract Expense	\$ 42,957	\$ 10,079	\$ -	\$ 53,036	ACDMH
	<i>Whitney M. Young</i>					
	TOTAL	\$ 42,957	\$ 10,079	\$ -	\$ 53,036	ACDMH

REVENUES

ACCOUNT NO.	RESOLUTION DESCRIPTION	BUDGET AMOUNT	Increase	Decrease	Revised Budget	Department Name
AA 44230	0 3486 Narcotics Addictions Control	\$2,976,979.00	\$ 10,079.00	\$ -	\$ 2,987,058.00	ACDMH
	TOTAL	\$ 2,976,979.00	\$ 10,079.00	\$ -	\$ 2,987,058.00	ACDMH



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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MENTAL HEALTH  
175 GREEN STREET  
ALBANY, NEW YORK 12202  
518-447-4537 FAX 518-447-4577  
WWW.ALBANYCOUNTY.COM

STEPHEN GIORDANO, PH.D.  
DIRECTOR

March 4, 2016

Hon. Sean E. Ward, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Ward,

The Mental Health Department submits the following request for Legislative Action to amend the 2016 budget for Addictions Care Center, Resolution 489.

Our request to amend the budget for the pre-authorized 2016 contract amount of **\$687,396** for Addictions Care Center of Albany is reflective of two NYS OASAS pre-approved funding mechanisms which includes funding for SHARP – the **Sheriff's Heroin Addiction and Recovery Program** in the amount of \$25,000 and an on-site Management Fee in the amount of \$120,000.

The State pre-approved funding for the **Sheriff's Heroin Addiction and Recovery Program** is for the provision of a pre-release pilot program to examine the usefulness of a new Pre-and Post-release treatment program for opioid-addicted inmates at the Albany County Correctional Facility (ACCF). The Pilot involves prison-based treatment and includes collaboration with community-based clinics to continue to provide treatment post-release. The program employs a multi-faceted approach to treatment including dedicated "pod" along with use of medication Vivitrol, counseling and treatment with community based providers as well as the development of a post release treatment exit strategy involving transitioning of participants into an outpatient substance abuse disorder treatment program with an inherent goal to reduce recidivism.

The 2<sup>nd</sup> State approved funding mechanism for purposes of the on-site **Management Fee**. The Management Agreement Contract Fee is for a (1) year period where ACCA will provide administrative and support services such as oversight and supervision of, and assistance with all clinical, operational and financial aspects of the Altamont Program, 820 River Street Inc. The purpose of this agreement is for ACCA to establish the viability of the "820/Altamont" program and to make recommendations to NYS OASAS and respective Boards of Directors to evaluate

the prospect and feasibility of a more permanent business arrangement in the future.

This budget amendment was not anticipated for 2016; furthermore, there is in fact NO County share associated with this contract. Funding shall be distributed evenly between Narcotic Addiction Control appropriation and revenue lines.

Feel free to contact me or Matt Reuter if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.  
Director

cc: Hon. Frank Commisso, Legislative Majority Leader  
Hon. Frank Mauriello, Legislative Minority Leader  
F. Patrick Jeffers, Legislative Majority Counsel  
Arnis Zilgme, Legislative Minority Counsel

**FOR COUNSEL USE ONLY**

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
          Courier: \_\_\_\_\_  
          Mail: \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

*RLA #1743: Amend annual authorized budget for Addictions Care Center of Albany for SHARP program and On-site Management Fee*

**DATE:** Tuesday, February 23, 2016  
**DEPARTMENT:** Mental Health  
Contact Person: Matthew Reuter, Operations Analyst  
Telephone: 518-447-3014  
Dept. Representative Attending  
Committee Meeting: Stephen Giordano, Director

**PURPOSE OF REQUEST:**

Adopting of Local Law \_\_\_\_\_  
Amendment of Prior Legislation \_\_\_\_\_  
Approval/Adoption of Plan/Procedure \_\_\_\_\_  
Bond Approval \_\_\_\_\_  
Budget Amendment (see below) X  
Contract Authorization (see below) \_\_\_\_\_  
Environmental Impact \_\_\_\_\_  
Home Rule Request \_\_\_\_\_  
Property Conveyance \_\_\_\_\_  
Other: (State briefly if not listed above) \_\_\_\_\_

**CONCERNING BUDGET AMENDMENTS**

**STATE THE FOLLOWING:**

Increase Account/Line No. Contractual; Personnel  
Source of Funds: NYS OASAS  
Title Change: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT:**

Change Order/Contract Amendment \_\_\_\_\_  
Purchase (Equipment/Supplies) \_\_\_\_\_  
Lease (Equipment/Supplies) \_\_\_\_\_  
Requirements Professional Services \_\_\_\_\_  
Education/Training \_\_\_\_\_  
Grant: \_\_\_\_\_  
    New \_\_\_\_\_  
    Renewal \_\_\_\_\_  
    Submission Deadline Date \_\_\_\_\_  
Settlement of a Claim \_\_\_\_\_  
Release of Liability \_\_\_\_\_  
Other: (State briefly) \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Amount/Raise Schedule/Fee \_\_\_\_\_

Scope of Services \_\_\_\_\_

Contract Funding:

Bond Res. No.: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

Mandated Program/Service: No \_\_\_\_\_

If Mandated Cite: Authority \_\_\_\_\_

Anticipated in Current Adopted Budget No \_\_\_\_\_

County Budget Accounts:

	Account Code	Line	Amount
Revenue	AA4230	03486	\$25,000.00
Revenue	AA4230	03486	\$120,000.00
	Account Code	Line	Amount
Appropriation	AA4230	44428	\$25,000.00
Appropriation	AA4230	44428	\$120,000.00

Fiscal Impact - Funding: (Dollars or Percentages)

	NYS OASAS
Federal	0%
State	100%
County	0%
Local	0%

Term/Length of Funding: 12 Months (1/1/2016 - 12/31/2016) \_\_\_\_\_

Impact on Pending Litigation No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Previous Requests for Identical or Similar Action

Resolution/Law Number \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Justification: (State briefly why legislative action is requested)

This budget amendment reflects the authorization of funding for SHARP (Sheriff's Heroin Addiction and Recovery Program) including partial year base funding (as of 10/1/2015, \$5,000) and \$20,000 annualized for 2016, for the provision of a pre-release pilot program to examine the usefulness of a new Pre-and Post-release treatment program for opioid-addicted inmates at the Albany County Correctional Facility (ACCF). The Pilot involves prison-based treatment and includes collaboration with community-based clinics to continue to provide treatment post-release. The program employs a multi-faceted approach to treatment including dedicated "pod" along with use of medication Vivitrol, counseling and treatment with community based providers as well as the development of a post release treatment exit strategy involving transitioning of participants into an outpatient substance abuse disorder treatment program. The ACCA staff conduct regular group counseling sessions at the ACCF on the dedicated "pod" for program participants including group topics such as: A New Direction: Breaking the Link Between Criminal and Addictive Thinking; Relapse Prevention; Sober Lifestyle; Trauma ; Overdose Prevention Training; Anger Management; Conflict Resolution; Relationships in Early Recovery; Life Skills for Long Term Recovery. The program will be determined effective if it proves to encourage retention in substance abuse treatment and decreases rates of recidivism.

The Management Agreement Contract Fee portion of this amendment in the amount of \$120,000 is for a (1) year period where ACCA shall provide administrative and support services such as oversight and supervision of, and assistance with all clinical, operational and financial aspects of the Altamont Program, 820 River Street Inc. The purpose of this agreement is for ACCA to establish the viability of the "820/Altamont" program and to make recommendations to NYS OASAS and respective Boards of Directors to evaluate the prospect and feasibility of a more permanent business arrangement in the future.

Back-up Material Submitted: (*i.e.*, application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

[http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1743/ACCA RLA Worksheet 2016.xlsx](http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1743/ACCA%20RLA%20Worksheet%202016.xlsx)

[http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1743/2016 Budget Amendment - Addictions Care Center of Albany - SHARP and MANAGEMENT FEE.docx](http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1743/2016%20Budget%20Amendment%20-%20Addictions%20Care%20Center%20of%20Albany%20-%20SHARP%20and%20MANAGEMENT%20FEE.docx)

Submitted by:

Stephen Giordano

Title:

Director

2016 Budget Amendment - OASAS Contract Agencies

APPROPRIATIONS

ACCOUNT NO.	RESOLUTION DESCRIPTION	BUDGET AMOUNT	Increase	Decrease	Revised Budget	Department Name
AA 44230	4	4428 Additions Care Center Albany	\$ 687,396	\$ 145,000	\$ -	832,396 ACDMH
		Additions Care Center Albany				
	TOTAL	\$	687,396	\$ 145,000	\$ -	832,396 ACDMH

REVENUES

ACCOUNT NO.	RESOLUTION DESCRIPTION	BUDGET AMOUNT	Increase	Decrease	Revised Budget	Department Name
AA 44230	0	3486 Narcotics Additions Control	\$ 2,831,979.00	\$ 145,000.00	\$ -	2,976,979.00 ACDMH
	TOTAL	\$	2,831,979.00	\$ 145,000.00	\$ -	2,976,979.00 ACDMH

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF MENTAL HEALTH  
175 GREEN STREET  
ALBANY, NEW YORK 12202  
518-447-4537 FAX 518-447-4577  
WWW.ALBANYCOUNTY.COM

STEPHEN GIORDANO, PH.D.  
DIRECTOR

March 14, 2016

Hon. Sean E. Ward, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Ward,

This request seeks approval from the County Legislature for the Department of Mental Health to enter into a contract with Information Management Associates combining two previously approved actions, by CAB on December 28, 2015, and the County Legislature on February 9, 2016. Resolution No. 40, approved funding for Patient Portal development, Meaningful Use Assessment and Screening Tools, Physical Health Integration, AD HOC reporting, Web-based Access for Clinicians, Training on Modules, NYSCRI Compliance, and moving to an E.H.R. paperless system in the amount of **\$103,102** with respect to the Vital Access Provider Grant from NYS OMH; the annual licensing agreement with IMA previously approved by CAB in the amount of **\$88,110** is for purposes of ongoing maintenance and operation of our patient billing and accounting software.

Feel free to contact me or Matt Reuter if you have any questions concerning this request.

Sincerely,

Stephen Giordano, Ph.D.  
Director

cc: Hon. Frank Commisso, Legislative Majority Leader  
Hon. Frank Mauriello, Legislative Minority Leader  
F. Patrick Jeffers, Legislative Majority Counsel  
Arnis Zilgme, Legislative Minority Counsel

**FOR COUNSEL USE  
ONLY**

Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
          Courier: \_\_\_\_\_  
          Mail: \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

*RLA #1772: Information Management Associates*

**DATE:** Wednesday, March 09, 2016  
**DEPARTMENT:** Mental Health  
Contact Person: Matthew Reuter, Operations Analyst  
Telephone: 518-447-3014  
Dept. Representative Attending  
Committee Meeting: Stephen Giordano, Director

**PURPOSE OF REQUEST:**

Adopting of Local Law \_\_\_\_\_  
Amendment of Prior Legislation \_\_\_\_\_  
Approval/Adoption of Plan/Procedure \_\_\_\_\_  
Bond Approval \_\_\_\_\_  
Budget Amendment (see below) \_\_\_\_\_  
Contract Authorization (see below)   X    
Environmental Impact \_\_\_\_\_  
Home Rule Request \_\_\_\_\_  
Property Conveyance \_\_\_\_\_  
Other: (State briefly if not listed above) \_\_\_\_\_

**CONCERNING BUDGET AMENDMENTS**

**STATE THE FOLLOWING:**

Increase Account/Line No. \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Title Change: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION**

**STATE THE FOLLOWING:**

**TYPE OF CONTRACT:**

Change Order/Contract Amendment \_\_\_\_\_  
Purchase (Equipment/Supplies) \_\_\_\_\_  
Lease (Equipment/Supplies) \_\_\_\_\_  
Requirements Professional Services   X    
Education/Training \_\_\_\_\_  
Grant: \_\_\_\_\_  
    New \_\_\_\_\_  
    Renewal \_\_\_\_\_  
    Submission Deadline Date \_\_\_\_\_  
Settlement of a Claim \_\_\_\_\_  
Release of Liability \_\_\_\_\_  
Other: (State briefly) \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING:**

Contract Terms/Conditions:

Party (Name/Address) IMA Systems LLC  
32 Broadway, Suite 614  
New York, NY 10004  
Attn: Barry Samel

Amount/Raise Schedule/Fee \$191,320.00

Scope of Services Patient Portal, Meaningful Use Assessment and Screening Tools, Physical Health Integration, AD HOC reporting, Web-based Access for Clinicians, Training on Modules, NYSCRI Compliant, Moving to an E.H.R. paperless system.

Contract Funding:

Bond Res. No.: \_\_\_\_\_  
Date of Adoption: \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

Mandated Program/Service: No

If Mandated Cite: Authority \_\_\_\_\_

Anticipated in Current Adopted Budget No \_\_\_\_\_

County Budget Accounts:	Account Code	Line	Amount
Revenue	AA4310	03490	\$139,769.01
Revenue	AA4310	04490	\$51,550.99
	Account Code	Line	Amount
Appropriation	AA4310	4041	\$191,230.00

Fiscal Impact - Funding: (Dollars or Percentages)

	NYS OMH / FEDERAL
Federal	27%
State	73%
County	0%
Local	0%

Term/Length of Funding: 12 Months (1/1/2016 - 12/31/2016)

Impact on Pending Litigation No

If yes, please explain: \_\_\_\_\_

Previous Requests for Identical or Similar Action

Resolution/Law Number 40

Date of Adoption 2/9/2016

Justification: (State briefly why legislative action is requested)

This request seeks approval from the County Legislature for the Department of Mental Health to enter into a contract with Information Management Associates combining two previously approved actions, by CAB on December 28, 2015, and the County Legislature on February 9, 2016. Resolution No. 40, approved funding for Patient Portal development, Meaningful Use Assessment and Screening Tools, Physical Health Integration, AD HOC reporting, Web-based Access for Clinicians, Training on Modules, NYSCRI Compliance, and moving to an E.H.R. paperless system in the amount of \$103,102 with respect to the Vital Access Provider Grant from NYS OMH; the annual licensing agreement with IMA previously approved by CAB in the amount of \$88,110 is for purposes of ongoing maintenance and operation of our patient billing and accounting software.

Back-up Material Submitted: (*i.e.*, application/approval notices from funding source, bid tabulation sheet, civil service approval notice, program announcement, contracts and/or any materials which explain or support the request for legislative action.)

[http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1772/2016 RLA - Information Management Associates.docx](http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1772/2016%20RLA%20-%20Information%20Management%20Associates.docx)

[http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1772/2016 Budget Amendment - Information Management Associates VAP.docx](http://acvsp2010/sites/CALM/Lists/RLA/Attachments/1772/2016%20Budget%20Amendment%20-%20Information%20Management%20Associates%20VAP.docx)

Submitted by:	<u>Stephen Giordano</u>
Title:	<u>Director</u>