



Legislation Text

File #: TMP-1954, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Memorandum of Understanding authorization between Albany County Department for Aging and Cornell Cooperative Extension to provide Dietician nutritional services.

Date:	9/28/2020
Submitted By:	Patrick Dillon
Department:	Aging
Title:	Contract administrator
Phone:	518 447 7733
Department Rep.	
Attending Meeting:	Deborah C. Riitano, Commissioner

Purpose of Request:

- ☐ Adopting of Local Law
- ☐ Amendment of Prior Legislation
- ☐ Approval/Adoption of Plan/Procedure
- ☐ Bond Approval
- ☐ Budget Amendment
- ☒ Contract Authorization
- ☐ Countywide Services
- ☐ Environmental Impact/SEQR
- ☐ Home Rule Request
- ☐ Property Conveyance
- ☐ Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- ☐ Contractual
- ☐ Equipment
- ☐ Fringe
- ☐ Personnel

- ☐ Personnel Non-Individual
☐ Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- ☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☒ Professional Services
☐ Education/Training
☐ Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- ☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Cornell Cooperative Extension
24 Martin Road, Voorheesville, New York 12186

Additional Parties (Names/addresses):

Amount/Raise Schedule/Fee: \$38,000.00

Scope of Services: The Dietician's job responsibilities shall include but are not limited to monitoring meal preparation sites, congregate sites, and home delivered meal delivery, menu planning and certification, development of nutrition information and education programs, providing nutrition counseling, diet prescription reviews, participation in case management and participant team reviews, providing technical assistance and training, and administrative activities.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line: A46772, 04774, 04775

Revenue Amount: \$5,000.00, \$5,000.00

Appropriation Account and Line: A96772, 44046

Appropriation Amount: \$38,000.00

Source of Funding - (Percentages)

Federal: 26%

State: Click or tap here to enter text.

County: 74%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 11/9/2020 - 12/31/2021

Length of Contract: 14 months

Impact on Pending Litigation Yes ☐ No ☒

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: NA

Date of Adoption: NA

Justification: (state briefly why legislative action is requested)

The Department for Aging (DFA) requests legislative approval to enter into a Memorandum of Understanding with Cornell Cooperative Extension, to subcontract Dietician Services for our Congregate and Home Delivered Meal programs in Albany County. It is a NYSOFA regulation that all Aging Departments shall have a full-time staff person or equivalent who directs all activities related to the nutrition program which may include the planning, preparation and delivery of nutritious meals and supportive services. This person is responsible for nutrition oversight and operations; supervision of contractors providing food service and other nutrition services. This person must have requisite knowledge and experience in nutrition and food service.

The services of the subcontracted Registered Dietician, shall be utilized for an adequate amount of time to perform nutrition related responsibilities. A minimum of 16 hours per week. The hours of the registered dietitian employed by the subcontractor will count toward fulfillment of the minimum hours required.

