



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 9, 2023

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Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
HUMAN SERVICES	-L
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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with St. Ann's Management Company, Inc. to Provide
Comprehensive Medical Billing Services for Monroe Community Hospital

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with St. Ann's Management Company, Inc. ("SAMCI") in an amount not to exceed \$150,000 to provide coordination and management of all billing activities and functions for Monroe Community Hospital ("MCH") for the period of January 1, 2024 through December 31, 2024, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$150,000 per year.

SAMCI has been the provider of these services for the past three years. The vendor's past performance has been exemplary, and the vendor has proven its ability to continue to provide supplemental staff and specialized managerial oversight of MCH's Billing Department. The additional billing staff and Billing Director will allow MCH to maximize its revenue cycle and implement policies and processes that follow industry best practices.

A Request for Proposals was issued for this contract with St. Ann's Management Company, Inc. selected as the most qualified to provide this service.

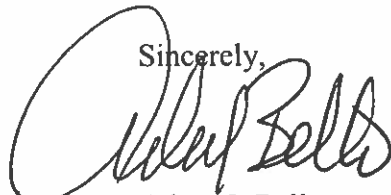
The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract and any amendments thereto, with St. Ann's Management Company, Inc., 1500 Portland Avenue, Rochester, New York 14621, to provide coordination and management of all billing activities and functions for Monroe Community Hospital in an amount not to exceed \$150,000 per year for the period of January 1, 2024 through December 31, 2024, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$150,000 per year.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for this contract is included in the proposed 2024 operating budget of Monroe Community Hospital, hospital fund 9012, funds center 6201030000, Finance, Monroe Community Hospital, and will be requested in future years’ budgets. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated neither St. Ann’s Management Company, Inc., nor its principal officer, Adelaida Samuels, President, owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

Adam J. Bello
Monroe County Executive