

CRIMINAL JUSTICE MEETING
JANUARY 24, 2008
PROBATION AGENDA

1. Fill vacant positions
 - Half-Time Probation Assistant
 - Half-Time Word Processor
2. Permission to Travel
 - Robert Iusi – Phoenix, AZ – APPA Conference
 - Steven Bayle – Buffalo, NY – Drug Court
3. Resolution Renewals
4. Dr. Richard Hamill – Sex Offender Contract/Grant

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Probation

Title of Position Word Processor Operator/P

Base salary

\$12,240

Budget code and title A.3140-Probation

This position is vacated due to: Retirement Resignation Termination

Employee No. 11300

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee

Date 1/22/08

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

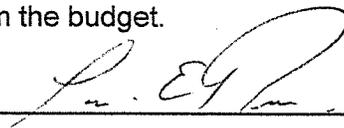
Name of Committee

Criminal Justice Date 1/24/08

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

RESOLUTION REQUEST FORM NO. 12

Schedule AA@

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Probation

Title of Position Probation Assistant/P/T

Base salary \$14,516

Budget code and title A.3140-Probation

This position is vacated due to: Retirement Resignation Termination

Employee No. 10917

COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee

Date 1/22/08

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

Criminal Justice

Date

1/24/08

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice Committee authorizes Robert F. Iusi, Jr.
 (Supervisory Committee) (Employee Name)

to attend American Probation and Parole Association 2008 Winter Training Institute
 (Name of meeting or organization)

at Hyatt Regency at Civic Center Plaza, 122 North Second Street,
Phoenix, Arizona 85004 (Address)

on 2/10/08-2/13/08. Mode of transportation to be used Mass Transportation
 (Dates) (County Vehicle or Mass Transportation)
Airplane

If the mode of transportation is **not** a county vehicle or mass transportation, please explain: * All expenses to be paid by NYS Council of Probation Administrators

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

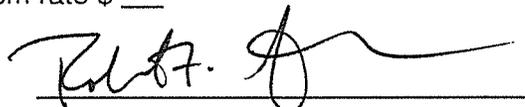
- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 1-24-08


 Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

Committee

The Criminal Justice hereby authorizes Steven R. Bayle
(Supervisory Committee) (Employee Name)

to attend NYS Drug Court Conference
(Name of meeting or organization)

at Adams Mark Hotel, 120 Church Street, Buffalo, NY 14202
(Address)

on 3/4-3/7/08. Mode of transportation to be used Mass Transportation
(Dates) (County Vehicle or Mass Transportation)
Amtrak

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

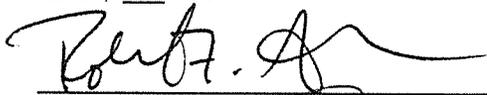
- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 89.00 GSA* Rate \$ 86.00
- Meal costs - GSA*per diem rate \$ 54.00

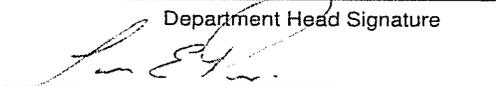
*www.gsa.gov

Date: 1-24-08



Department Head Signature

Date: 1-24-08



Committee Chairman Signature

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Please check to request a fleet vehicle.

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5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 1-8-08

- (a) Employee Name, Title and Employee No.: Edward Litwa, Investigator 20 hours, employee number 7502
- (b) Current Annual Base Salary (and Grade if Applicable): \$ 25,802.00
- (c) Former Annual Base Salary (and Grade if Applicable): \$ 30,965.00 at 24 hours.
- (d) Effective Date for Salary Change: 1-9-08

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 1-8-08

- (a) Employee Name, Title and Employee No.: Michael Huskie,
Investigator 28 hours, employee number 10493
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$ 36,123.00
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$30, 965.00
at 20 hours.
- (d) Effective Date for Salary Change: 1-1-08

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-of-State Travel*

****If the conference announcement or details are available in writing, please attach.***

DEPARTMENT NAME: Probation Department

DATE: 1/22/08

- (a) Dates of Travel: 2/10/08 to 2/13/08
- (b) Purpose (include complete name of any conference, school, etc.): American Probation and Parole Association 2008 Winter Training Institute
- (c) City/Town & State: Phoenix, AZ
- (d) Employee(s) Traveling (include title(s): Robert F. Iusi, Jr., Director of Probation
- (e) Is County paying the costs or is another Agency? All expenses paid by NYS Council of Probation Administration
- (f) Mode of Transportation to be Use: Mass Transportation (Airplane)
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation Department

DATE: 1/22/08

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: to provide service for Sex Offenders involved in the Warren County Criminal Justice System.

- (c) Name of Contractor: Forensic Mental Health Associates

- (d) Address of Contractor: 437 Western Avenue, Albany, NY 12203

- (e) Contractor's Contact Person and Telephone Number: Richard Hamill, PHD (518)
489-7971

- (f) Has or will the Contract be provided, if so, please attach: No

- (g) Commencement Date of Contract: 1/1/08

- (h) Termination Date of Contract: 12/31/08

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$15,000
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.3140 Probation; 3316 Probation-Sex Offender, estimate revenue \$15,000.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: 1/22/08

- (a) Purpose of Contract Change: Extension
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 53 of 2007
- (c) Name of Contractor: Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.
- (d) Address of Contractor: 190 Maple Street, PO Box 968, Glens Falls, NY 12801
- 0636 (e) Contractor's Contact Person and Telephone Number: Lynn Ackershock, 793-
- (f) Commencement Date of Extension: 1/1/08
- (g) Termination Date of Extension: 12/31/08
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$28,900
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Probation A.3140.10, 470 Contract, \$28,900

Warren County Board of Supervisors

RESOLUTION NO. 53 OF 2007

Resolution introduced by Supervisors Tessier, Bentley, O'Connor, Stec, Kenny, Mason and VanNess

AUTHORIZING EXTENSION OF AGREEMENT WITH WARREN-HAMILTON COUNTIES ACTION COMMITTEE FOR ECONOMIC OPPORTUNITY, INC. FOR ALTERNATIVE SENTENCING PROGRAM FOR ADULTS OF WARREN COUNTY - PROBATION DEPARTMENT

RESOLVED, that the Chairman of the Board of Supervisors be and hereby is authorized to execute an extension agreement with Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc., for Alternative Sentencing for Adults of Warren County, extending the term from January 1, ²⁰⁰⁸ ~~2007~~ through December 31, ²⁰⁰⁸ ~~2007~~, in an amount of Twenty-Eight Thousand Nine Hundred Dollars (\$28,900) as well as an estimated amount of Seven Thousand Six Hundred Thirty-Five Dollars (\$7,635) anticipated to be received from the New York State Division of Probation and Correctional Alternatives, in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: 1/22/08

- (a) Purpose of Contract Change: Extension

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 490 of 2007

- (c) Name of Contractor: Warren County Department of Social Services

- (d) Address of Contractor: Municipal Center Annex, Lake George, NY

- (e) Contractor's Contact Person and Telephone Number: Robert Phelps, Commissioner, 761-6309

- (f) Commencement Date of Extension: 1/1/08

- (g) Termination Date of Extension: 12/31/08

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$78,246
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: Probation A.3140, 1582 DSS Reimburse Probation PINS, estimated revenue, \$78,246

Warren County Board of Supervisors

RESOLUTION NO. 490 OF 2007

Resolution introduced by Supervisors Tessier, Bentley, O'Connor, Stec, Kenny, Mason and VanNess

AMENDING MEMORANDUM OF UNDERSTANDING WITH WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES TO REFLECT CORRECT FIGURE FOR FUNDING AMOUNT - PROBATION DEPARTMENT

WHEREAS, Resolution No. 55 of 2007 authorized a Memorandum of Understanding between the Warren County Probation Department and the Warren County Department of Social Services for a sum not to exceed Forty-Nine Thousand Two Hundred Ninety-Six Dollars and Sixty-Five Cents (\$49,296.65), and

WHEREAS, the Criminal Justice Committee wishes to amend the Memorandum of Understanding to reflect the correct figure for funding amount to Seventy-Five Thousand Eight Hundred Forty-One Dollars (^{\$78,246}~~\$75,841~~), now, therefore, be it

RESOLVED, that the Memorandum of Understanding between the Warren County Probation Department and the Warren County Department of Social Services be amended to reflect the correct figure for funding amount to Seventy-Five Thousand Eight Hundred Forty-One Dollars (^{\$78,246}~~\$75,841~~), in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 55 OF 2007

Resolution introduced by Supervisors Tessier, Bentley, O'Connor, Stec, Kenny, Mason and VanNess

AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE WARREN COUNTY PROBATION DEPARTMENT FOR PREVENTIVE SERVICES

WHEREAS, the Warren County Department of Social Services is seeking an agency to provide preventive services to children and their families in accordance with the provisions of 18 NYCRR Part 423, and

WHEREAS, the Warren County Probation Department is a qualified agency to provide such preventive services, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Probation Department to provide preventive services to children and their families in accordance with the provisions of 18 NYCRR Part 423, and be it further

RESOLVED, that the Chairman of the Warren County Board of Supervisors, the Director of the Warren County Probation Department and the Commissioner of the Warren County Department of Social Services be, and hereby are, authorized to execute a memorandum of understanding for said preventive services for a term commencing January 1, ²⁰⁰⁸ ~~2007~~ and terminating December 31, ²⁰⁰⁸ ~~2007~~; for a sum not to exceed Forty-Nine Thousand Two Hundred Ninety-Six Dollars and Sixty-Five Cents (~~\$49,296.65~~), in the form approved by the County Attorney.

\$78,246.00

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: 1/22/08

- 5145
- (a) Purpose of Contract Change: Extension
 - (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 52 of 2007
 - (c) Name of Contractor: NYS Division of Probation And Correctional Alternatives
 - (d) Address of Contractor: 80 Wolf Road, Albany, NY
 - (e) Contractor's Contact Person and Telephone Number: Rosemarie Simon, 485-
 - (f) Commencement Date of Extension: 1/1/08
 - (g) Termination Date of Extension: 12/31/08
 - (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$27,200
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
 - (i) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Probation - Day Reporting, A.3144.3414, estimated revenue (\$27,200)

Warren County Board of Supervisors

RESOLUTION NO. 52 OF 2007

Resolution introduced by Supervisors Tessier, Bentley, O'Connor, Stec, Kenny, Mason and VanNess

AMENDING RESOLUTION NO. 708 OF 2005 - EXTENDING AGREEMENT THROUGH DECEMBER 31, 2007 FOR THE PROBATION ELIGIBLE DIVERSION PROGRAM - PROBATION DEPARTMENT

WHEREAS, Resolution No. 708 of 2005 authorized an agreement with the Division of Probation and Correctional Alternatives (DPCA) in the amount of Twenty-Seven Thousand Two Hundred Dollars (\$27,200) for continuation of the Probation Eligible Diversion program, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute an extension agreement through December 31, ²⁰⁰⁸~~2007~~ on behalf of the County of Warren relative to the Probation Eligible Diversion Program funding in a form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: District Attorney

DATE: 12-10-07

- (a) Purpose of Grant: To request resolution to apply for Byrne/Jag Grant.
- (b) Name of Grantor: Department of Criminal Justice Services
- (c) Address of Grantor: Office of Funding and Program Assistance
Byrne Formula Grant Unit
4 Tower Place
Albany, NY 12203
- (d) Grantor's Contact Person and Telephone Number: Joann Tierney-Daniels (518)485-9920.
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Will be provided upon completion.
- (f) Effective Date of Grant: 2006-2007 Grant monies not applied for.
- (g) Termination Date of Grant:
- (h) Total Dollar Amount Involved (not to exceed): \$10,000.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
We are late applying but have spoken with DCJS and they have agreed to allow us to apply.
- (j) Is a Budget amendment required? If accepted.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No.
- (l) Is a Local Share Required? Yes. \$1,111.00