

CRIMINAL JUSTICE MEETING  
5/21/09  
PROBATION AGENDA

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

1. **REQUEST:** Abolishment of one (1) position from Department pursuant to Board of Supervisors Resolution 

**RATIONALE:** We intend to abolish two (2) part-time positions; Part-time Probation Officer – Salary (\$20,530), and Part-time Probation Assistant Salary (\$14,266) Total Salary: \$34,796

**IMPACT:** No Probation Assistance for Drug Testing of Juvenile Treatment Court Youth and no after-hours support for Juvenile Treatment Court.

No Probation Officer specifically dedicated to the Juvenile Treatment Court and to PINS to 18. PINS to 18 cases will be distributed among the four probation officers based upon the school district of the youth. Increased workload on remaining officers and delays in processing cases and working with youths.

2. **REQUEST:** To amend county budget to accept drug lab testing fees paid by Probationers and to amend contract code for Quest Diagnostics, Inc. contract.

**RATIONALE:** County Budget needs to be amended to accept probationer's fees and to subsequently pay Quest Diagnostics, Inc., for lab testing services.

3. **INFORMATION:** The recently enacted state budget authorizes the re-establishment of local conditional release for interested counties, and the City of New York, and enables participant jurisdictions to determine whether certain eligible inmates may be released prior to completing their sentence of imprisonment in local jails and be placed under supervision of local probation departments. If implemented, decisions as to release, violation, modification, and transfer will rest with each jurisdiction's local conditional release commission.

Warren County operated a Conditional Release Program for 1989-2005 until the laws governing local condition release sunsetted in September 2005 and release decisions were returned to the New York State Board of Parole and supervision of released inmates were returned to the New York State Division of Parole.

During the course of this department's responsibility for maintaining the Conditional Release Program approximately 130 inmates were interviewed and less than 10 were released.

In light of the above, it does not appear that a Conditional Release Program for Warren County would be the best utilization of limited County resources.

#### **4. PENDING ITEMS**

1. Chairman Monroe to prepare a letter to NYSAC conveying the potential negative impact pertaining to the recently enacted Rockefeller Drug Reform Law. (Robert Iusi preparing letter for Chairman's review and signature)
2. Mr. Payne to contact NYSAC to determine if a resolution would be necessary in connection with the Rockefeller Drug Reform legislation

**Criminal Justice Committee  
District Attorney Agenda  
May 21, 2009**

1. Jail proposal.
2. Resolution to allow the District Attorney's Office to enter into a contract with Recovery Act: Edward Byrne Memorial Justice Assistance Grant.
3. Resolution to transfer funds.
4. Resolution to adjust salary among the 5<sup>th</sup> Assistant District Attorney and the 4<sup>th</sup> Assistant District Attorney.

## *RESOLUTION REQUEST FORM NO. 5*

### *Request to Apply for a Grant Application and Grant Agreement*

**DEPARTMENT NAME:** District Attorney

**DATE:** 5-20-09

- (a) Purpose of Grant: This grant is to contract services for grant writing and reporting. It will be a two year position not to exceed \$11,095.00 per year.
- (b) Name of Grantor: Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula
- (c) Address of Contractor: Bureau of Justice Assistance, Office of Justice Programs, 810 Seventh Street, NW, Fourth Floor, Washington, D.C. 20531.
- (d) Grantor's Contact Person and Telephone Number: Eileen M. Garry, Deputy Director for programs. 202-307-6226
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? Grant application attached.
- (f) Effective Date of Grant: 10/1/09
- (g) Termination Date of Grant: 09/30/2011
- (h) Total Dollar Amount Involved (not to exceed): \$22,190.00
- (i) Deadline to Submit Grant Application and/or Grant Agreement: May 19, 2009
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? No If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? No If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	2. DATE SUBMITTED May 18, 2009	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>		
Legal Name Warren County	Organizational Unit District Attorney	
Address 1340 State Route 9 Lake George, New York 12845-3434	Name and telephone number of the person to be contacted on matters involving this application  Harrison, Nancy (518) 761-7603	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 36-1115800	7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.804 CFDA 16.804 - Recovery Act - Justice Assistance Grants - TITLE: Localities	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT  Contract Grants services to independant contractor.	
12. AREAS AFFECTED BY PROJECT  Employment within Warren County will be increased by contracting grant services. Grant writing, recording and reporting will all be handled through this independant person contracted for grant services.		
13. PROPOSED PROJECT Start Date: October 01, 2009 End Date: September 30, 2011	14. CONGRESSIONAL DISTRICTS OF  a. Applicant b. Project NY04	
15. ESTIMATED FUNDING Federal	\$22,190	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE

Applicant	\$0	ORDER 12372 PROCESS? Program is not covered by E.O. 12372
State	\$0	
Local	\$0	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  N
TOTAL	\$22,190	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

## Program Narrative

Warren County is a small rural tourist community with a population of 64,000 full time residents that can exceed 124,000 residents during the summer months. With a rise in crime and a limited staff at the Warren County District Attorney's Office keeping up with the day to day activities is a strain on the office. In addition, all aspects of the counties budget are continuously being slashed resulting in additional hardships to the district attorney's office. As the People's work load increases and the staff is in jeopardy of being cut rather than increased the time allocated for grant research, writing and reporting is more difficult to find.

Researching, applying and receiving grants are an integral part of the district attorney's office. The grants we receive directly fund many of our substance abuse programs, salaries for Assistant District Attorney's (ADA's) and Investigators and safe child programs. Without these grant funds to service programs Warren County would be without its Drug Treatment Court, Investigators and funds used to retain qualified ADA's. Frequently well qualified ADA's are lost to private practices due to limited county funding, but recruitment and retention grants allow additional funding towards their salary.

Contracting grant services on an hourly basis to a qualified individual will allow employees of the Warren County District Attorney's Office ample time to work on the criminal aspects of the job. The contract grant services position will also allow the district attorney's office the opportunity to submit a grant by a trained and experienced grant writer. Local notification of the job position will be posted. After ample interviews with the Warren County District Attorney the best candidate will be determined. The hourly rate paid to the grant individual will be determined based upon the applicant's previous experience and qualifications.

The first goal of the grant consultant will be to review all existing grants to become familiar with the remaining reporting that will need to be completed. Continuously searching the internet and key websites for grant opportunities will be imperative for optimum grant submissions. The contracted grant writer will be instrumental in writing successful grants.

This project is consistent with the goals of the Recovery Act due to hiring a new employee and putting funding directly back into the economy. The project outcomes are measurable by the continued reporting that will be done by the contracted grant writer. Also, the number of grants applied for will be directly linked to the success of this position.

All finding received from the Recovery Act grant will be forwarded to the Warren County Treasurer's Office to be held in a separate bank account. Money will be released from this account and paid to the contracting grant services employee when appropriate documentation is given to the treasurer's office.

As soon as approval of this application is given to the District Attorney's Office notices will be published for the open position. It is expected that application, interviews and appointment can happen within sixty days of grant acceptance.

Performance measures will be tracked during the length of the two year grant contracting term. The number of reports, vouchers, and progress reports sent to both state and federal grants will be closely tracked. Any and all applications submitted for grant purposes. Any and all contact with law enforcement, vendors or grant solicitors will also be maintained to assure that maximum grant opportunities are obtained.

The money used from the Recovery Act: Edward Byrne Memorial Justice assistance Grant will be used to hire an individual on a contractual basis to handle all grant aspects for the Warren County District Attorney's Office. This position will create employment in Warren County and will expeditiously put the funding back into the economy. Not only will this position put funding directly into the economy but it also has the potential to obtain future funding. This future funding will also be invested in the economy of Warren County.

## Review Narrative

Notification of the Recovery Act, Edward Byrne Memorial Justice Assistance Grant application has been given to the Warren County Chairman of the Board of Supervisors. The opportunity to review this application was also given. The substance of this grant was discussed with law enforcement officials of Warren County and surrounding counties in the Warren County Narcotics Group meeting. Notification of the application was also sent electronically to all parties that would have interest in applying for this type of grant. The Warren County District Attorney's Office is not part of a disparate jurisdiction.

Budget and Budget Narrative

Budget- Personnel

Position:	Cost
Grant Service Coordinator 2 years X \$11,095.00 per year	\$22,190.00

The yearly salary for this position will not exceed \$11,095.00 per year. This position will be advertised and once interviews are conducted the hourly wage for the individual hired will be based on their previous experience and performance measures. Funding from this grant will be the only money used to support the Grant Service Coordinator position. There will be no travel, or equipment or supplies paid. There will be no benefits paid to the employee due to it being part time. If the maximum salary amount allocated for the year is paid prior to the end of the year it will be the responsibility of the Warren County District Attorney's Office to maintain a compliant status and submit all required reporting on time.

## Abstract

Applicants name: Warren County District Attorney's Office

Title of project: Contract Grant Services

The goal of this project is to retain a professional grant writer to maximum the grant applications that are filed for the Warren County District Attorney's Office services and insure that all of grant reporting is completed. As crime increases, it becomes exceedingly more difficult to perform all the duties at the Warren County District Attorney's Office. Because of the nature and demands of the office, there are no personnel who have the time or the training to complete grant writing duties. Furthermore, the budgets of all entities are slashed, threatening the elimination of some key positions. This office simply cannot function without its current personnel. By contracting with a trained grant writer, the District Attorney's Office will be able to secure additional fund that will support the staffing necessary to ensure successful prosecution of criminals in Warren County.

The grant writing position will be advertised in local media, giving local citizens the maximum opportunity to apply. Interviews will be held to determine the most qualified candidate for the position. The selected individual will be trained in grant management systems, vouchering and reporting. Because of the close working relationship between police and prosecutors, frequently the district attorney's office will apply for grants for equipment or funds that are to be shared with police agencies in Warren County. Tracking the equipment and assuring that it is used for the purposes intended will be part of the grant writer's responsibilities. Salary will be paid on an hourly rate and commensurate with experience.

The individual will be responsible for handling all grant issues for the district attorney's office for a two year time period. If necessary, staff of the Warren County District Attorney's Office will assist the contracted grant services individual with quarterly reporting of grants.

A professional grant writer will make more applications on behalf of the Warren County District Attorney's Office. Because the applications are prepared by someone who has training and experience, it is anticipated that the District Attorney's Office will receive more funds. Securing these additional funds will preserve positions that a threatened by budget cuts and allow for additional personnel to complete regional law enforcement projects. Thus, this funding will spur greater employment opportunities and more law enforcement protection to the citizens of Warren County.

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

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**DATE:** 5-20-09

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- (c) Address of Contractor: Bureau of Justice Assistance, Office of Justice Programs, 810 Seventh Street, NW, Fourth Floor, Washington, D.C. 20531.
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**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

Ratifying the actions of the District Attorney with regard to submitting an application to the Bureau of Justice Assistance for Recovery Act: Edward Byrne Memorial Justice Assistance Funds for an amount not to exceed \$22,190. to be used for contract services for grant writing and reporting in the District Attorney's office.

from Jan

RESOLUTION REQUEST FORM NO. 13

Request to Increase Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: May 5, 2009

- (a) Employee Name, Title and Employee No.: Marc Kokosa, 5<sup>th</sup> Asst. District Attorney, 11546
- (b) Current Annual Base Salary (and Grade if Applicable): \$43,150.00 plus \$350.00 longevity for a total of \$43,500.00.
- (c) Former Annual Base Salary (and Grade if Applicable): \$42,423.00. plus \$350.00 in longevity, for a total of \$42,773.00.
- (d) Effective Date for Salary Change: - 6-22-09
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code (with title), and Amount): A. 1165 110 District Attorney Salary Code , \$727.00.

## RESOLUTION REQUEST FORM NO. 13

### Request to Increase Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: May 5, 2009

- (a) Employee Name, Title and Employee No.: Emilee Davenport, 4<sup>th</sup> Asst. District Attorney, 11049
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$52,416.00 plus \$1,050.00 longevity for a total of \$53,466.00.
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$48,403.00. plus \$1050.00 in longevity, for a total of \$49,453.00.
- (d) Effective Date for Salary Change: - 6-22-09
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code (with title), and Amount): A. 1165 110 District Attorney Salary Code , \$4,013.00.

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: District Attorney  
Name of Department District Attorney

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

<u>FROM CODE</u>	<u>TITLE -</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165110	Salaries	A.1165440	Legal/transcript	*10,000.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested: Money needed to pay for expert witness in P.V. Lawrence Woodard.  
\*Please note: All amounts must be in whole dollars – no cents.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Probation Department**

**DATE: May 21, 2009**

- (a) Purpose of Amendment: To accept drug lab testing fees paid by Probationers and to amend contract code for Quest Diagnostics, Inc. contract.
  
- (b) Appropriation Code, Object Code, Full Title and Amount: A.3140.470 Probation-Contract, \$50,000

**Sample: A.1010 470 Legislative Board – Contract**

- (c) Revenue Code (with title), and Amount: A.3140.1585 Probation-Drug Test Charges, \$50,000

**Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism**

\*Please note all amount must be in whole dollars – no cents.