

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## 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 Supervisor

Base salary \$54,788

Budget code and title A.3140 Probation

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 9111

### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 9/25/09

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 9/25/09

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 \_\_\_\_\_

# WARREN COUNTY PROBATION DEPARTMENT

## MEMORANDUM

TO: Hal Payne, County Administrator

FROM: Robert F. Iusi, Jr., Probation Director

DATE: September 21, 2009

SUBJECT: Probation Supervisor John H. Adams Departure and Request to Fill Vacancy

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Probation Supervisor Adams is leaving the Warren County Probation Department effective October 16, 2009 for the Probation Director position with Hamilton County.

Probation Supervisor Adams' departure will leave a critical position with the Probation Department vacant. The position involves supervising the Juvenile Justice Unit and also oversees the Caseload Explorer case management system which tracks contacts and large amounts of data involving criminal and juvenile matters. The Juvenile Justice Unit is scheduled to move, co-locate with, Preventive Services at the Department of Social Service by year end. It is important that a Probation Supervisor be available to the officers on site at the new location. This position is also crucial given the complicated PINS (Person In Need of Supervision) and JD (Juvenile Delinquent) regulations which require an ability to work constructively with a multitude of service agencies, departments, police, and schools. This supervisor serves on a variety of committees that are juvenile justice related such as the Children's Subcommittee for Mental Health. The Warren County Probation Department is the lead agency for PINS Diversion and the four full-time Probation Officers in the unit are school-based throughout Warren County. This supervisor interacts on a regular basis with school officials to maintain this program which is designed to resolve problems with youth before needing to place them out of the home at great expense to the county. This position is essential for the proper triage of PINS and JD complaints and tracking/influencing their outcomes which can impact significantly on the county budget. Doug Herschleb, Director of Social Services, has documented savings of up to one million dollars per year in detention and placement costs since 2003 due to the close collaboration between the Preventive Services Unit at DSS and the Juvenile Justice Unit at Probation. Additionally, the supervisor prepares the portion of the county plan for DPCA (Division of Probation and Correctional Alternatives) as it pertains to PINS and Juvenile Justice. The Juvenile Justice Probation Supervisor also sits as a

member of the Judge Breen's Juvenile Treatment Court Team. This team works with substance abusing youth who are at the most risk of being placed out of the home. This program has been very successful with keeping youth in the community while rehabilitating them which has saved the County thousands of dollars. The state also requires that monthly reports be completed and a variety of surveys as it pertains to Family Court matters.

Therefore, the department is seeking to fill this position in anticipation of his departure in October.

**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 hereby authorizes Anne Greco and Natasha Corcoran  
(Supervisory Committee) (Employee Name)

to attend Crown Plaza, Albany, NY  
(Name of meeting or organization)

at 8/12/09  
(Address)

on 8/12/09. Mode of transportation to be used County Vehicles  
(Dates) (County Vehicle or Mass Transportation)

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

We received a scholarship from DPCA for these two attendees. No cost to the county.

**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](http://www.gsa.gov)

Date: 9/25/09

  
\_\_\_\_\_  
Department Head Signature

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

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Filing Instructions:

**Iusi, Robert**

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**From:** Alford, Marlena (DPCA) [Marlena.Alford@dpca.state.ny.us]  
**Sent:** Wednesday, June 03, 2009 4:59 PM  
**To:** Iusi, Robert  
**Cc:** grecoa@warren.ny.us; corcorann@warren.ny.us  
**Subject:** RE: Warren - POA Conference  
**Importance:** High

To Warren County Probation Department:

This is to inform you that your Department has been approved for one or two registrations for attendance at the 16<sup>th</sup> annual NYSPOA Conference, August 12-14, 2009 at the Crown Plaza in Albany. We received an application for Anne Greco and Natasha Corcoran. The registration will be reimbursed at the POA Member rate of \$175 each for a total reimbursement amount of up to \$350.00. Changes can be made to those attending by notifying me via e-mail to confirm the change.

DPCA can only reimburse the County for the conference registration. We cannot make direct payments to individuals. After attending the Conference, please submit a completed State Aid Voucher with copies of receipts for the registrations. Please do not hesitate to contact me if you have any questions. Thank you.

Marlena Alford  
NYS Division of Probation & Correctional Alternatives  
Director of Financial Administration  
80 Wolf Road, Suite 501  
Albany, New York 12205  
(518) 485-5145 office - (518) 485-5159 fax  
[Marlena.Alford@dpca.state.ny.us](mailto:Marlena.Alford@dpca.state.ny.us)

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9/25/2009