

CRIMINAL JUSTICE MEETING
PROBATION AGENDA
10/1/12

I. Committee Meeting Called to Order by Chairman

II. Motion to Approve Member Prior to Committee Meetings

III. Action Agenda

- REQUEST – Resolution Request to fill vacant Senior Typist Position on a part-time basis as a result of Catherine Lediger’s retirement effective October 1, 2012. This position is currently full time however we are looking to have this position downgraded to part-time (no more than 20 hours) on permanent basis.
- RATIONAL – Our department has limited Administrative Staff however we believe we can continue to deal with our department’s clerical needs by filling the vacant position on a part-time basis.
- REQUEST – Resolution Request to transfer \$2,000 from Probation Regular Salaries and \$1350 from Probation Overtime to Probation Part-time salaries to cover cost of Part-time Senior Typist Position.
- RATIONAL – Funds are needed to cover salary of Part-Time Senior Typist Position

IV. Old Business

NONE

V. Topics To Be Reported on/Discussion/Update

Request For Proposed (RFP) for Alternative Sentencing Program (Community Service). The Community Action Center has operated the program since 2001. Recently Community Action requested an additional \$10,000 for 2013 to continue to operate the program. Since an RFP has not been done since 2001 it was decided during budget discussion with the Budget Team to issue a RFP to potential vendors.

Lusi, Robert

From: Lackershoe@aol.com
Sent: Monday, August 27, 2012 3:40 PM
To: Lusi, Robert
Subject: Budget Info

Bob,

I did a comparison with 5 years ago for your and your committee's information. Our ASP budget in 2007 was:

28,900	Probation
8,500	SDDP
866	YDDP
866	County Match
7,635	State
<hr/>	
47,267	Total

Our 2012 Budget is:

27,000	Probation
2,296	SDDP
5,326	State, I hope
<hr/>	
34,622	Total

A reduction of \$12,645.

For the period of 8/06-7/07 there were 230 participants of which 180 completed successfully. For the same period this year there were 255 participants with 209 successful completions.

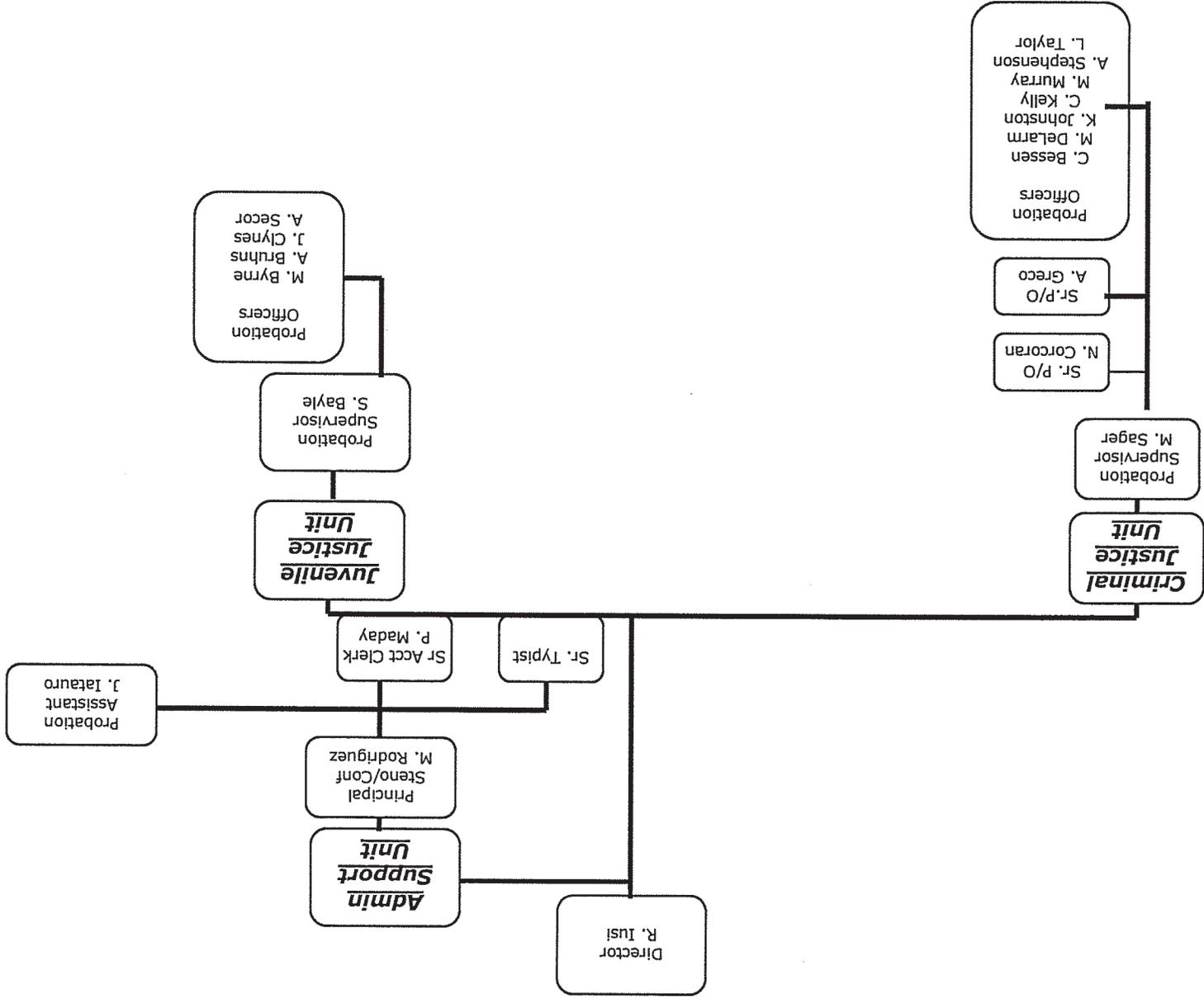
Last year the agency chipped in \$3,570.54 to cover program expenses, fortunately we had a cushion which allowed us to do so. I am expecting that it will be necessary to do likewise this year, but we no longer have that cushion. It is impossible for us to operate at a deficit again next year and really need about \$45,000 to make it worth the effort.

If you need any other info, let me know.

Lynn

9/13/2012

Probation



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, termination or promotion. 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 Payroll Dept. No. 29.00

Title of Position Senior Typist Annual Salary \$29,224

Grade4

Budget code and title A.3140/Probation

Union

Non-Union

\$ 25,344

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10934

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

Impact to Budget: Filling position Part-Time not to exceed 20 hours. Reduction to Budget.

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice Date _____

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

The Administrator objects to the filling of the vacancy.

Administrator Signature _____



SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice Date _____

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

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____



PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

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

The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: PROBATION

SIGNED: 

DATE: 10/1/12

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 3140.110	SALARIES - REGULAR	A. 3140.130	SALARIES-PART-TIME	\$2,000
A. 3140.120	SALARIES - OVERTIME	A.3140.130	SALARIES-PART-TIME	\$1350

Please state reason for transfers requested: Funds needed to cover salary of Part-Time Senior Typist Position

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. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Public Defender

DATE: 10/01/2012

- (a) Purpose of Request: Seeking approval for appointment of two uncompensated law interns
- (b) Details: Two law school graduates who have passed the NYS Bar would like to work in this Office as unpaid, part-time interns for 6 months. This would allow them to gain experience until they are able to secure full-time employment
- (c) Previous Resolution Number: n/a
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: n/a

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS