

CRIMINAL JUSTICE MEETING

PROBATION AGENDA

7/26/13

I. COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN

II. MOTION TO APPROVE MINUTES OF PRIOR COMMITTEE MEETINGS

III. ACTION AGENDA

- **REQUEST**- Resolution Request to create new position, Probation Assistant-Half Time. We will look to abolish our Senior Typist-Half Time position with the creation of the new aforementioned position.
- **RATIONAL** – Throughout the course of this year we have found that our department's needs would be better served by a part-time Probation Assistant rather than a part-time Senior Typist. The additional cost of the this position is \$1,843.00
- **REQUEST** - Resolution Request to transfer \$500 from Probation – Day Reporting Supplies, (A.3144.410) to Probation Office Equipment (A.3140.220)
- **RATIONAL** – Funds are needed to pay for a shredder for the Juvenile Department and a safe for Restitution deposits.
- **REQUEST**- Authorization for Robert Iusi, Adam Stephenson, and Amy Secor to attend NYS Probation Officers Association Conference in Albany, NY on 8/7/13 and 8/8/13.
- **RATIONAL**-Excellent training opportunities for the above listed Probation Department members. Cost of conference to be covered by three (3) one day scholarships.

IV. OLD BUSINESS - NONE

V. TOPICS TO BE REPORTED ON/ DISCUSSIONS/ UPDATED

Alternative Sentencing Program has a new program, Jennifer Bird. Lori Donohue resigned in June.

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: Probation**

**DATE: 7/22/13**

- (a) Title of Requested Position: Probation Assistant
- (b) Annual **Base** Salary (and Grade if Applicable): \$14,515.00 Grade 7, Half-Time Position
- (c) Effective Date for New Position:\* ASAP  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Senior Typist-Half Time Position, \$12,672, Grade 4
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.3140.140 Salaries- Part-Time \$12,672.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: State Aid Reimbursement 12%.

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 7/26/13

| <u>FROM CODE</u> | <u>TITLE</u>                      | <u>TO CODE</u> | <u>TITLE</u>                | <u>AMOUNT</u> |
|------------------|-----------------------------------|----------------|-----------------------------|---------------|
| A.3144.410       | Probation -Day Reporting Supplies | A.3140.220     | Probation- Office Equipment | \$500.00      |

Please state reason for transfers requested: To pay for shredder and Safe for Restitution Funds.

**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-<br>Other Payments/Contributions |                |              |               |

Please state reason for transfer request:

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

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 Robert F. Iusi, Jr, Amy Secor, Adam Stephenson  
(Supervisory Committee) (Employee Name)

to attend NYS Probation Officers Association Conference  
(Name of meeting or organization)

at Albany Hilton, 40 Lodge Street, ALbany, NY 12207  
(Address)

on 8/6, 8/7/13. Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

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

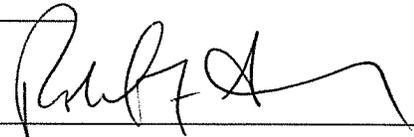
**Proper documentation must be attached when submitting for approval.**  
(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

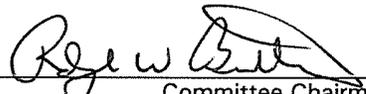
- Room rate \$ \_\_\_\_\_ GSA \* Rate \$ \*\*Cost to be covered by 3 one day scholarships.
- Meal costs - GSA \*per diem rate \$ \_\_\_\_\_  
\*[www.gsa.gov](http://www.gsa.gov)

Date: 7/26/13

  
\_\_\_\_\_

Department Head Signature

Date: 7/26/13

  
\_\_\_\_\_

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:

1. Original with voucher to Auditor.