

REVISED Criminal Justice Committee

AGENDA

April 1, 2015

Committee Members: Dickinson, Kenny, Monroe, Vanselow, Brock, Seeber, Simpson

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of prior Committee meeting

Assigned Counsel Department

III. Action Agenda/New Business

New Business:

1. Amending the 2015 County Budget to reflect the receipt of grant funding from New York State Office of Indigent Legal Services in the amount of \$51,736.

Rationale:

Distribution of funds from Grant Payout #4 to Legal Aid Society and Assigned Counsel Offices.

New Business:

2. Request to Create the position of Part-Time Assistant to the Assigned Counsel Administrator.

Rationale:

The salary of the Part-Time Assistant to the Assigned Counsel Administrator will be paid by grant funding received from the New York State Office of Indigent Legal Services.

New Business:

3. Request to fill the vacant position of Part-Time Assistant to the Assigned Counsel Administrator.

Rationale:

This is a new position being created as a result of grant funding. The salary is 100% covered by the grant and will be eliminated should the grant funding cease.

New Business:

4. Request for a new contract with the Rural Law Center of New York, Inc. for a term commencing May 1, 2015 and terminating April 30, 2016.

Rationale:

To provide appellate assigned counsel services.

New Business:

5. Request to extend the current contract with Legal Aid Society of Northeastern New York for one year.

Rationale:

For the provision of legal representation of indigents in Family Court matters. The amount of the contract would be \$84,718, which is the same amount approved in 2013 and 2014.

Public Defender:

New Business:

Discussion regarding the appointment of Public Defender due to the retirement of John Wappett.

III. Referral/Pending Items

1. There are no pending items to discuss.

IV. Privilege of the Floor to discuss any additional items to come before the Committee

V. Motion to adjourn

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: Assigned Counsel

DATE: March 27, 2015

- (a) Purpose of Amendment: To amend County Budget for grant received from New York State Office of Indigent Legal Services.

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.1170 130, Legal Defense-Indigents, Salaries-Part-time, \$15,218.00.
 - A.1170 810, Legal Defense-Indigents, Retirement, \$2,831.00
 - A.1170 830, Legal Defense-Indigents, Social Security, \$944.00
 - A.1170 831, Legal Defense-Indigents, Medicare, \$221.00
 - A.1170 210, Legal Defense-Indigents, Furniture & Furnishings, \$2,522.00
 - A.1170 470, Legal Defense-Indigents, Contract \$30,000.00

- (c) Revenue Code (with title), and Amount: A.1170 3045, Legal Defense-Indigents, Office of Indigent Legal Services Distribution, \$51,736.00.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Assigned Counsel

DATE: March 10, 2015

- (a) Title of Requested Position: Assistant to Assigned Counsel Administrator
- (b) Annual Base Salary (and Grade if Applicable): \$15,218.00
- (c) Effective Date for New Position:* April 20, 2015
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1170 130 Legal Defense-Indigent, Salaries-Part-time, \$15,218.00
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Personnel has reviewed and approved.
- (g) Is this a mandated position? If so, please explain:
No.
- (h) Is there expected revenue from this position? If so, please explain:
Yes. The position is 100% reimbursed.

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: Assigned Counsel Payroll Dept. No:
Title of Position: Assistant to Assigned Counsel Admin. Annual Salary: \$15,218.00 Grade:
Budget code and title: A.1170 130 Salaries-Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other [3 yr. grant]
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. gs 3/31/15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice - Assigned Counsel Date 4/1/15
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date April 1, 2015
The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice - Assigned Counsel Date April 1, 2015
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Assigned Counsel

DATE: 3/31/15

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To provide appellate assigned counsel services**
- (c) Name of Contractor: **Rural Law Center of New York, Inc.**
- (d) Address of Contractor: **22 US Oval, Suite 203, Plattsburgh, NY 12903**
- (e) Contractor's Contact Person and Telephone Number: **Cynthia Feathers, 518-561-5460, email: cfeathers@rurallawcenter.org or George Hoffman (same phone#)**
- (f) Has or will the Contract be provided, if so, please attach: **No**
- (g) Commencement Date of Contract: **May 1, 2015**
- (h) Termination Date of Contract: **April 30, 2016**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **generally, \$2000.00/appeal; with transcripts extra as well as cases which exceed # of pages**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1170 470****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: ASSIGNED COUNSEL

DATE: 3/31/15

- (a) Purpose of Contract Change: To extend the current contract with LAASNY for one year for provision of legal representation of indigents in Family Court matters. The amount of the contract would be \$84,718.00 which is the same amount as approved in 2013 and 2014.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: Past resolutions - 99 of 2006(as amended by 391); 265 of 2008; 274 of 2009; 270 of 2010, 343 of 2011; 230 of 2012; 272 of 2013 and 251 of 2014.
- (c) Name of Contractor: Legal Aid Society of Northeastern New York
- (d) Address of Contractor: 55 Colvin Ave Albany, NY 12206
- (e) Contractor's Contact Person and Telephone Number: Lillian Moy, 587-5188
- (f) Commencement Date of Extension: May 1, 2015
- (g) Termination Date of Extension: April 30, 2016
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$84718.00
 - 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, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A. 11170 470

Warren County Board of Supervisors

RESOLUTION NO. 251 OF 2014

Resolution introduced by Supervisors Dickinson, Kenny, Monroe, Vanselow, Brock, Seeber and Simpson

AUTHORIZING CONTINUATION OF AGREEMENT WITH LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC. FOR FAMILY COURT CONFLICT CASES

RESOLVED, that Warren County continue the agreement (previous agreement being authorized by Resolution No. 271 of 2013) with Legal Aid Society of Northeastern New York, Inc., 55 Colvin Avenue, Albany, New York 12206 to provide free legal services to the indigent as a Conflict Defender in the Warren County Family Court for one year commencing May 1, 2014 and terminating April 30, 2015 for an amount not to exceed Eighty-Four Thousand Seven Hundred Eighteen Dollars (\$84,718) annually or Seven Thousand Fifty-Nine Dollars and Eighty Cents (\$7,059.80) monthly, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1170 470 Legal Defense-Indigents, Contract.