

CRIMINAL JUSTICE COMMITTEE
PUBLIC DEFENDER
AGENDA
MAY 26, 2015

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

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 1. Request: To authorize extension of the contract (C0000252) between the New York State Office of Indigent Legal Services (NYS OILS) and Warren County for an additional 6 months.
Rationale: Contract C0000252 expires this month; the contract started 6 months late and this will provide for a 6-month extension.
 2. Request: To fill the vacant position of 1st Assistant Public Defender (Annual Salary \$69,544) effective July 1, 2015, as well as other vacancies created by promotion.
Rationale: The 1st Assistant Public Defender position will become vacant on July 1st with the promotion of Marcy Flores to Public Defender. Permission is sought to fill the 1st Assistant Public Defender position by promotion from within; said promotion will create a series of other vacancies for the 2nd - 4th Assistant Public Defender positions, for which permission is also being sought to fill. *Note: the 5th Assistant Public Defender position will also be vacated; however, Mr. Dusek has requested that a decision on the filling of this position be delayed for one month.*
- IV. Referrals/Pending Items:
None.
- V. Discussion Items:
None.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 20 - *extend NYS OILS contract with Warren County; and*
2. Notice of Intent to Fill Vacant Position Forms - *1st - 4th Assistant Public Defender positions.*

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: May 20, 2015

(a) Purpose of Request:

To authorize the extension of the contract C0000252 between OILS and Warren County for 6 months.

(b) Details:

Contract C0000252 expires this month. It started 6 months late. This will allow for a 6 month extension of this contract.

(c) Previous Resolution Number:

Resolution 59 of 2013 and 541 of 2012

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A.1171 110 Public Defender -Salaries- Regular

A.1171 220 Office Equipment

A.1171 810 Retirement and see additional sheet

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

*** as listed in budget and LOGOS**

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A.1171 830 Social Security

A.1171 831 Medicare contribution

A.1171 210 Furniture-furnishing

A1171 220 Office equipment

A1171 410 Supplies

A.1171 428 Data Processing and Internet fees

A.1171 423 Telephone

A1171 810 Supplies-books

A1171 427 Membership fees

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: **Public Defender**

Payroll Dept. No: **6,01 A.1171**

Title of Position: **1st Assistant Public Defender**

Base Salary of Position: **\$69,544 (eff. 7.1.15)** Grade:

Filling at Step # (If Known):

Request to Backfill Due to Promotion: Yes No

Budget code and title: **A.1171 110 (Public Defender, Salaries-Regular)** Union

Non-Union

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

Employee No.: **10931**

Is this position mandated? Yes No

Is the position reimbursable? Yes No

Source of reimbursement: Federal

% State

% Other

%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other **Exempt**

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. **pad - no min qual review**

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature _____



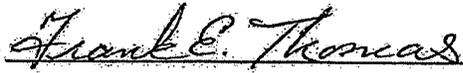
Date **5/12/15**

BUDGET OFFICER COMPLETES THIS SECTION

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 _____



Date **5/15/15**

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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 _____

Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: **Public Defender** Payroll Dept. No: **6.01 A.1171**
Title of Position: **2nd Assistant Public Defender** Base Salary of Position: **\$59,538 (eff. 7.1.15)** Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A.1171 110 (Public Defender, Salaries-Regular)** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **11254** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other **Exempt**
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. **pan - no annual review**
Human Resources Director has approved this form when initiated. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____

Date **5/12/15**

BUDGET OFFICER COMPLETES THIS SECTION

- 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**

Date **5/15/15**

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- 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 _____

Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: **Public Defender** Payroll Dept. No: **601 A.1171**
Title of Position: **3rd Assistant Public Defender** Base Salary of Position: **\$56,770 (eff. 7.1.15)** Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A.1171 110 (Public Defender, Salaries-Regular)** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **11761** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other **Exempt**
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. **PO - no min qual review**
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 5/12/15

BUDGET OFFICER COMPLETES THIS SECTION

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 Date 5/15/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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 _____ Date _____

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: **Public Defender** Payroll Dept. No: **6101 A, 1171**
Title of Position: **4th Assistant Public Defender** Base Salary of Position: **\$54,934 (eff. 7.1.15)** Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A.1171 110 (Public Defender, Salaries-Regular)** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **1517** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*thing would be provisional*) Non-Competitive Other **Exempt**
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. *no min qual review*
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature: _____ Date: **5/12/15**

BUDGET OFFICER COMPLETES THIS SECTION

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** Date: **5/15/15**

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: _____

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: _____ Date: _____