

CRIMINAL JUSTICE COMMITTEE
PUBLIC DEFENDER
AGENDA
JULY 27, 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 fill vacant position of 5th Assistant Public Defender (*annual salary \$54,091*) effective August 1, 2015.
Rationale: This position has been vacant since July 1, 2015 due to promotions within the department as approved at a prior Committee meeting.
 2. Request: To create and fill the new position of 6th Assistant Public Defender (*annual salary of \$45,000*) effective August 24, 2015.
Rationale: This position will be fully funded for three years through an Office of Indigent Legal Services grant intended to reduce caseloads and to provide an attorney at arraignment.
 3. Request: To amend the 2015 County Budget in the amount of \$75,117.
Rationale: This action will authorize expenditure of funds from Year 1 and Year 2 Distributions from the Office of Indigent Legal Services (*Reference: Contract C000652, approved by Resolution No. 560 of 2013*)
- IV. Referrals/Pending Items:
None.
- V. Discussion Items:
 1. Discussion on cost analysis of running the Public Defender's Office vs. contracting out services for same.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

1. Notice of Intent to Fill Vacant Position Form - 5th Assistant Public Defender (*Agenda Item III(1)*);
2. Resolution Request Form No. 11 to create new position of 6th Assistant Public Defender (*Agenda Item III(2)*);
3. Notice of Intent to Fill Vacant Position Form - 6th Assistant Public Defender (*Agenda Item III(2)*);
4. Resolution Request Form No. 7 to amend the County Budget (*Agenda Item III(3)*); and
5. Spreadsheet - 2014 Criminal Law Caseload Average Cost (*Agenda Item V(1)*).

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: 5th Assistant Public Defender Base Salary of Position: \$54,091.00 Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1171 110(Public Defendner Salary regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 11517 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
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.

Handwritten notes: PAN Provisional (Pending Rules Resolut)

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

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

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. 11

Request to Create New Position

DEPARTMENT NAME: Public Defender

DATE: 02/10/2015

- (a) Title of Requested Position: **6th Assistant Public Defender**
- (b) Annual Base Salary (and Grade if Applicable): **\$45,000**
- (c) Effective Date for New Position: * **August 24, 2015** ~~June 22, 2015~~ ~~at any time after~~
*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):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A1171 110 Public Defender-Salaries-Regular 45,000.00
- (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:
No

17

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: 6th Assistant Public Defender Base Salary of Position: \$45,000.00 Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1171 110(Public Defendner Salary regular) Union Non-Union New Position
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: n/a Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

Handwritten note: Prov Provisional Pending Rules Resolution

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

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

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. 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: Public Defender

DATE: 7/20/15

(a) Purpose of Amendment: **To authorize expenditure of funds from Year 1 Distribution of Upstate Quality Improvement and Caseload Reduction grant from Office of Indigent Legal Services. Reference: Contract C000652, Resolution 560 of 2013.**

(b) Appropriation Code, Object Code, Full Title and Amount

A1171 110 Public Defender-Salaries-Regular	45,000.00
A1171 810 Retirement	4,680.00
A1171 830 Social Security	2,790.00
A1171 831 Medicare	653.00
A1171 860 Hospitalization	18,706.00
A1171 865 Dental	288.00

A1171 410 Supplies	250.00
A1171 220 Office Equipment	1,250.00
A1171 444 Travel/Education/Conference	1,500.00

(c) Revenue Code (with title), and Amount:

A1171.3045 Public Defender-Office of Indigent Legal Services Distribution	75,117.00
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2014 Criminal Law Caseload Average Cost

Court	Felony Cases	Other Cases	Total Cases	Average Feloney Cost	Average Other Cost	Total Cost
Bolton	1	5	6	1,248.00	1,359.00	2,607.00
Chester	8	22	30	9,984.00	5,979.60	15,963.60
County Court	144	0	144	179,712.00	0.00	179,712.00
Glens Falls	38	415	453	47,424.00	112,797.00	160,221.00
Hague	2	1	3	2,496.00	271.80	2,767.80
Horicon	1	4	5	1,248.00	1,087.20	2,335.20
Johnsburg	3	18	21	3,744.00	4,892.40	8,636.40
Lake George	16	62	78	19,968.00	16,851.60	36,819.60
Lake Luzerne	7	30	37	8,736.00	8,154.00	16,890.00
Stony Creek	0	3	3	0.00	815.40	815.40
Thurman	0	3	3	0.00	815.40	815.40
Warrensburg	13	43	56	16,224.00	11,687.40	27,911.40
Queensbury	85	421	506	106,080.00	114,427.80	220,507.80
Parole	0	51	51	0.00	13,861.80	13,861.80
Family Court			329	148,790.25	0.00	148,790.25
Total	318	1078	1396	545654.25	293000.40	838654.65

Mis 271.80 (4.53 x 60)
 Felony 1248.00 (16.64 x 75)
 Family Court 452.25 (6.03 x 75)