

CRIMINAL JUSTICE MEETING

PROBATION AGENDA

8/31/15

- I. COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN
- II. MOTION TO APPROVE MINUTES FROM PRIOR COMMITTEE MEETING
- III. ACTION AGENDA

REQUEST RESOLUTION – Resolution Request to fill vacant Probation Officer position created by the retirement of Martha DeLarm effective 8/29/15.

RATIONAL – This position is needed in the department as the responsibilities of this Probation Officer include Supervision of Probationers (65) and to conduct Pre-Sentence Investigations.

REQUEST RESOLUTION – To reclassify Probation Officer (PO) position to Probation Officer Trainee (POT).

RATIONAL- Traditionally our department has had Probation Officer positions that require at a minimum a Bachelor's Degree and two years of casework experience. In an attempt to widen the prospective candidate pool and to help the County Budget, we recently gave the Civil Service Exam for Probation Officer Trainee and plan to fill future vacation positions with the POT. **The POT position is \$3,000 less than the Probation Officer position for the first year and this position automatically becomes a Probation Officer Position following a one year satisfactory rating without further examination.**

REQUEST RESOLUTION – Request to fill vacant Probation Assistant position created by promotion to Samantha Mason to Probation Officer Trainee.

RATIONAL – This position is needed in the department as the responsibility of the position include supervising a low risk caseload, DWI Fee Supervision Call In, drug testing, assisting Probation Officers with home visits and other duties and various clerical duties.

REQUEST RESOLUTION – Request to attend NY-VT Opioid Conference in Burlington, VT. Lodging and meals to be paid by Casey Family Program.

RATIONAL – The NYS Office of Children and Families and the Casey Family Group is sponsoring an Opioids Conference with county representatives from New York and Vermont. I have been asked to join representatives from our Department of Social Services, Sheriff's Office, and District Attorney's Office.

IV. **PENDING ITEMS**- None

V. **INFORAMATION AND DISCUSSION**- NONE

Attachments: Resolution Requests

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Probation

DATE: August 17, 2015

- (a) Title of Reclassified Position: **Probation Officer Trainee**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position. **\$39,004, Grade 16**)
- (c) Title and Employee Number of Position to be Deleted: **Probation Officer - 7222**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, **including longevities**, for any **existing** employee who is filling the position. **\$42,719 - Grade 19**)
- (e) Effective Date:* **As soon as possible**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140- Probation, 110, \$39,004**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. **YES**

*** Please note that the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**

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: Probation Officer Trainee^{#1} Base Salary of Position: \$39,004 Grade: 110

Filling at Step # (If Known): 1 Request to Back Due to Promotion: Yes No

Budget code and title: A.3140-Probation Union Non-Union

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

Employee No.: 7222 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. *NT 8-26-15*

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 *Frank E. Thomas* Date *8/31/15*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Criminal Justice*

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]* Date *31 Aug 2015*

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: Probation Assistant Base Salary of Position: \$30,204 Grade: 7

Filling at Step # (If Known): 1 Request to Back Due to Promotion: Yes No

Budget code and title: A.3140-Probation Union Non-Union

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

Employee No: 12288 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. *AD 8-20-15*

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 *Frank E. Thomas* Date *8/31/15*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Criminal Justice*

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]* Date *31 Aug 2015*

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 (Supervisory Committee) hereby authorizes Robert F. Iusi, Jr. (Employee Name)

to attend NY-VT Opioid Conference (Name of meeting or organization)

at Sheraton Hotel and Conference Center, Burlington, VT (Address)

On October 29-30, 2015 (Dates). Mode of transportation to be used County Vehicle (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.

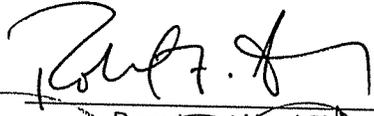
For Overnight Travel

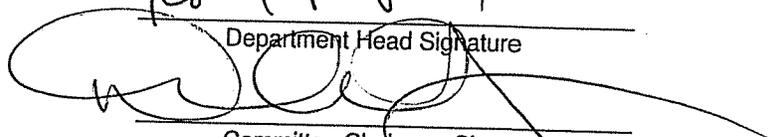
- Room rate \$ _____ GSA* Rate \$ _____ * FOOD AND LODGING TO BE PAID BY CASEY FAMILY SERVICES
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 8/31/15

Date: 8/31/15



Department Head Signature


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

SAFESTRONGSUPPORTIVE

Interstate Substance Abuse Convening: New York and Vermont Strengthening Collaborations

When: October 29-30, 2015; please note that October 28th is a travel day and we will end at 12pm on October 30th.

Where: Sheraton Hotel and Conference Center, Burlington, VT

Purpose: To develop sustainable solutions and capacity for collaboration across systems and borders to effectively respond to the Opioid and Heroin epidemic in New York and Vermont. Share and examine best practices for substance abuse related issues, such as primary prevention, intervention treatment options, medically assisted treatment, engagement of primary care, Prescription Monitoring Drug Programs, drug courts, law enforcement collaborations, and the transformative process essential for public system response to the Opioid epidemic and its impact on families.

PLEASE REGISTER EACH TEAM MEMBER BY SEPTEMBER 16, 2015

FURTHER INFORMATION WILL BE SENT IN THE NEAR FUTURE

Iusi, Robert

From: SchrockSeeley, Cynthia (DFA) <Cynthia.SchrockSeeley@dfa.state.ny.us>
Sent: Thursday, August 20, 2015 6:47 PM
To: Iusi, Robert
Subject: Fwd: 2NY-VT Opioid Conference (2).pptx

FYI!

Sent from my iPad

Begin forwarded message:

From: Howard Knoll <HKnoll@casey.org>
Date: August 20, 2015 at 2:40:55 PM EDT
To: "SchrockSeeley, Cynthia (DFA)" <Cynthia.SchrockSeeley@dfa.state.ny.us>
Subject: Re: 2NY-VT Opioid Conference (2).pptx

Hi Cynthia,

Casey Family Programs will pay for lodging and provide meals for the convening

We arent able to provide any travel reimbursement to and from Burlington. We are restricted as a foundation to do so.

Hope this helps

Thanks
Howard

Sent from my iPhone