

Criminal Justice Committee

District Attorney Office

AGENDA

March 20, 2018

Committee Members: LEGGETT, Geraghty, Simpson, Wild, Magowan, Diamond, Sokol, Hogan, Braymer, Driscoll, VACANT

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to create and fill a part-time crime victim specialist position
Rationale: Apply existing grant funding to better service crime victims.
 2. Request to increase the salary of the District Attorney
Rationale: The salary increase is to comply with the statutory requirements as mandated by New York State.
- IV. Referral/Pending Items
N/A
- V. Information for Discussion/Review
N/A
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: DISTRICT ATTORNEY/CRIME VICTIMS-DA ASSIST

DATE: March 20, 2018

- (a) Title of Requested Position: **Crime Victim Specialist - Part-time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$27,940.00+fringe, Grade 14**
- (c) Effective Date for New Position:* **April 23, 2018**
*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):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1168 210 Furniture \$27,940.00 + fringe=\$32,643.52
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
N/A
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

JENNIFER RAMOS

Contract Management Specialist

Office of Victim Services

Alfred E. Smith State Office Building
80 South Swan Street – 2nd Floor
Albany, New York 12210
518-474-4187
518-485-9294 (Fax)
www.ovs.ny.gov

Warren County District Attorney's Office
1340 State Route 9
Lake George, New York 12845
Attention: Mr. Jason Carusone, District Attorney
Re: Contract Number: C100121

March 14, 2018

Dear Mr. Carusone:

Mr. Carusone and Ms. Manon Affinito, Director of Warren County District Attorney's Office's OVS-funded Victim Assistance Program, have informed me that they would like to add a position to the Warren County VAP. They would like to use OVS funding to pay for this position.

They explained that the need for more staff is due to a very small number of staff (only two full-time staff people, Ms. Affinito and Ms. Joy Savoie, and one intern) assisting large numbers of victims on a regular basis. For example, in the fourth quarter of 2017 (July 1 – September 30, 2017), only two staff people assisted a total of 368 victims. They stated that they need additional staffing to assist them in providing these services

OVS funding for this program comes from the VOCA (Victims of Crime Act) federal grant. Adding a position to a program's budget is a VOCA-allowable expense. Adding this position does not increase or alter their budget – or the total amount of their annual VOCA funding – in any way. In fact, the only way OVS would approve this change is if the program can submit a budget amendment to move pre-existing funds to pay for this position (salary and / or fringe benefits) from another budget line. Ms. Affinito is quite proficient in completing the required Budget Amendment Request (BAR) to effect this change.

On behalf of OVS, I would like to take this opportunity to thank both Mr. Carusone and Ms. Affinito for their continued dedication in providing the highest quality of services to innocent victims of crime in Warren County.

If you have any questions, please feel free to contact me at jennifer.ramos@ovs.ny.gov or (518) 474-4187.

Sincerely,



Jennifer Ramos
Contract Management Specialist 1
Office of Victim Services



Office of
Victim Services

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: District Attorney/Crime Victims-Assist DA Payroll Dept. No: 5.02
Title of Position: Crime Victim Specialist Part-time Base Salary of Position: \$27,940.00+fringe Grade: 14
Filling at Step # (If Known): 0
Budget code and title: A.1168 110 Salary Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: N/A Date of Vacancy: 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. _____

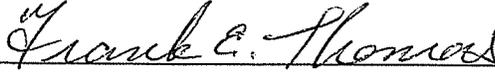
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature  Date 3/22/18

BUDGET OFFICER COMPLETES THIS SECTION

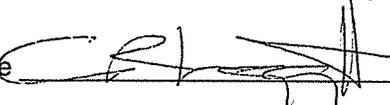
- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature  Date 3/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety

- 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 3-29-2018

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: DISTRICT ATTORNEY

DATE: March 20, 2018

- (a) Employee Name, Title and Employee No.: **Jason M. Carusone, 9824**

- (b) Current Annual Base Salary (and Grade if Applicable): **\$197,600.00**

- (c) Former Annual Base Salary (and Grade if Applicable): **\$183,400.00**

- (d) Effective Date for Salary Change:* **April 1, 2018**
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 Contingent Account-Other Payments/Contributions \$14,200.00

- (f) Justification of Request:
The salary increase is to comply with the statutory requirements as mandated by New York State.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: DISTRICT ATTORNEY

SIGNED:

DATE: MARCH 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

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- Other Payments/Contributions	A.1165 110	Salary-Regular	\$14,200.00

Please state reason for transfer request:

The requested transfer of funds is to adjust the salary of the District Attorney to comply with the New York State mandates.
Please file original request with Clerk of the Board and retain copy for your records.

April 1, 2018 DISTRICT ATTORNEY SALARY INCREASES
(For the 57 Counties Outside of New York City)

From the December 2015 Final Report on Judicial Compensation by the Commission On Legislative, Judicial And Executive Compensation (attached), here are the new salaries:

1. For District Attorneys¹ whose salaries are tied to the NYS Supreme Court Justice salary, **your salary as of April 1, 2018 is \$208,000**. Beginning April 2018 Supreme Court justices salaries are \$208,000².
2. For District Attorneys whose salaries are tied to the County Court judge salary, **your salary as of April 1, 2018 is \$197,600**. or greater.³ Formula is 95% of the 2018 Supreme Court Justice salary. So, $.95 \times \$208,000 = 197,600$.

Also attached is a December 2015 NYLJ article on the Judicial Pay Commission's Salary determinations.

¹ Erie, Monroe, Nassau, Suffolk, and Westchester, under Judiciary Law 183-a (populations exceeding 500,000)

² <http://www.uscourts.gov/judges-judgeships/judicial-compensation>

³ County may set your salary higher. Also for those counties that in 2015 had County Court Judges' pay fixed at more than 95% of the Supreme Court Justice Salary (Albany, Putnam, Ulster) the 2015 Commission decided that the percentage should remain the same and not be reduced to 95%. For those counties, the pay should be \$200,000. ($.9612 \times \$208,000 = \$199,929.60$, which gets rounded up to the nearest \$100, to \$200,000)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: DISTRICT ATTORNEY/CRIME VICTIMS-ASSIST DA

SIGNED:

DATE: March 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1168 210	Furniture	A.1168 110	Salary-Regular	\$32,643.52

Please state reason for transfers requested:

The requested transfer of funds is to offset the salary of the new Crime Victim Specialist-Part-time position.

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- Other Payments/Contributions			

Please state reason for transfer request:

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