

Criminal Justice Committee

District Attorney Office

AGENDA

June 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 an On Call Pay line within A.1165 110 Salary-Regular, the on call pay funding was mistakenly left out of the 2018 budget.  
Rationale: Correct budget to include On Call Payroll.
  - 2. Request for transfer of funds from code A.1990 469 Contingent Accounts-Other Payments/Contributions to code A.1165 110 Salary-Regular, A.1165 810 Retirement, A.1165 830 Social Security, and A.1165 831 Medicare-Contributions  
Rationale: To cover resolution for On Call Pay.

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1990 469	Contingent Account-Other	A.1165 110	Salary-Regular	\$ 28,500.00
	Other Payments/Contributions	A.1165 810	Retirement	\$ 3,152.00
		A.1165 830	Social Security	\$ 1,767.00
		A.1165 831	Medicare Contribution	\$ 413.00

- 3. Request to transfer funds from code A. 1168 110 Salary-Regular to code A. 1168 130 Salary- Part Time, A. 1168 810 Retirement, A. 1168 830 Social Security, A. 1168 831 Medicare Contribution, and A. 1168 444 Travel/Education/Conference.  
Rationale: Transfer is required to transfer money into the appropriate lines of Salary-Part-Time and fringe line codes.

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1168 110	Salary- Regular	A 1168 130	Salary-Part Time	\$ 18,667.00
A 1168 110	Salary- Regular	A 1168 810	Retirement	\$ 2,499.00
A 1168 110	Salary- Regular	A 1168 830	Social Security	\$ 1,466.00
A 1168 110	Salary- Regular	A 1168 831	Medicare Cont.	\$ 343.00
A 1168 110	Salary- Regular	A 1168 444	Travel/Edu./Conf.	\$ 4,000.00

- IV. Referral/Pending Items  
N/A

- V. Information for Discussion/Review

N/A

(List here budget reports, annual reports, project reports, business activity, updates, photos of projects, etc. - whatever you normally report on to Committee)

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

VI. Motion to adjourn

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Attachments

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: DISTRICT ATTORNEY**

**DATE: JUNE 20, 2018**

- (a) Title of Requested Position: **On Call Pay**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$33,832**
- (c) Effective Date for New Position:\* **Retroactive to January 1, 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):  
**none - on call pay funding mistakenly left out of 2018 budget**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**See request for funding from Contingent Account -**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:  
**no - on call pay authorized by prior Resolution No. 294 of 2017**
- (h) Is there expected revenue from this position? If so, please explain:

# Warren County Board of Supervisors

## RESOLUTION NO. 294 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, FRASIER, MCDEVITT, BROCK, VANSELOW, MONTESI, LEGGETT, BRAYMER, GERAGHTY, SIMPSON AND HYDE

### ESTABLISHING AN ON-CALL POLICY FOR WEEKEND AND HOLIDAY ARRAIGNMENTS AND AUTHORIZING PAYMENT OF TWO HUNDRED FIFTY DOLLARS PER DAY

WHEREAS, recent New York State legislation authorizes the establishment of a plan to designate off-hours arraignment proceedings in New York State, and

WHEREAS, this legislation is aimed at minimizing delays in the arraignment process and ensuring that defendants can be represented by counsel at arraignment, and

WHEREAS, in order to address the increased staffing demand required to comply with this legislation, the District Attorney has recommend establishment of a policy to authorize a payment of Two Hundred Fifty Dollars (\$250) per day for on-call weekend and holiday arraignments, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the establishment of a policy to authorize a payment of Two Hundred Fifty Dollars (\$250) per day for on-call weekend and holiday arraignments, in a form approved by the County Attorney, and be it further

RESOLVED, that funding for this expense will be paid from Budget Code A.1165 110, District Attorney, Regular Salaries.

## McDonald, Paulette

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**From:** McKinstry, JoAnn  
**Sent:** Thursday, May 03, 2018 2:31 PM  
**To:** McDonald, Paulette  
**Cc:** Carusone, Jason; Moore, Ryan  
**Subject:** On Call Pay

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**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Paulette,

The Budget Team received your request for On Call Pay at \$28,500 for 2018. However, we missed that request when presenting the budget for 2018. I spoke with Budget Officer Thomas and he advised that it be brought up at your committee and, if approved, the Finance Committee will provide a source of funding.

You will need resolution request form #11 – Please work with Jackie to fill out this form. She can determine a title for the position. Once this is approved, the On Call Pay will show on the Salary Schedule.  
You will also need resolution request form #10 – Transfer of funds – This form you will fill out the bottom as if it is coming from Contingent Account

This should get you what you need to proceed. We apologize for this inconvenience. If you have any questions, please feel free to contact me.

Best regards,

*JoAnn McKinstry  
Assistant County Administrator  
Warren County Office of the County Administrator  
1340 State Route 9  
Lake George, NY 12845*

*Phone 518-761-7655  
Fax 518-761-7652*

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**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

**DEPARTMENT NAME:** DISTRICT ATTORNEY 1165

**SIGNED:**

**DATE:** June 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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**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	\$28,500.00
		A.1165 810	Retirement	\$3,152.00
		A.1165 830	Social Security	\$1,767.00
		A.1165 831	Medicare Contributions	\$413.00

**Please state reason for transfer request:**

To cover resolution for On Call Pay.

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

# 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 1168

SIGNED:

DATE: June 20, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1168 110	Salary- Regular	A 1168 130	Salary-Part Time	\$18,667.00
A 1168 110	Salary- Regular	A 1168 810	Retirement	\$2,499.00
A 1168 110	Salary- Regular	A 1168 830	Social Security	\$1,466.00
A 1168 110	Salary- Regular	A 1168 831	Medicare Contributions	\$343..00
A 1168 110	Salary- Regular	A 1168 444	Travel/Education/Conference	\$4,000.00

Please state reason for transfers requested: Transfer is required to transfer money into the appropriate lines of Salary-Part Time and fringe line codes.

### 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: