

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
PUBLIC DEFENDER
AGENDA
January 22, 2019

Committee Members: Supervisors Leggett, Geraghty, Simpson, Wild, Magowan, Sokol, Hogan, Braymer, Driscoll, Merlino, VACANT

- 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. Resolution Request to apply for ILS Distribution #9
 2. Resolution Request to extend contract end date of ILS Distribution #5
- IV. Referrals/Pending Items:

None
- V. Discussion Items:

None
- VI. Privilege of the floor to discuss any additional item to come before the Committee
- VII. Motion to adjourn

Attachments:
Resolution Request Form No. 5
Resolution Request Form No. 4

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 01/15/2019

- (a) Purpose of Grant:
**Continuation of Distribution #3 (C000352) and Distribution #6 (C600052).
Contains funds for Confidential Secretary (Grant funded) position within the
Public Defender's Office.**
- (b) Name of Grantor:
Office of Indigent Legal Services
- (c) Address of Contractor: **80 S. Swan Street, Suite 1147
Albany, NY 12210**
- (d) Grantor's Contact Person and Telephone Number:
Joe Wierschem - (518) 486-5747
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please
Attach?
- (f) Effective Date of Grant: **01/01/2019**
- (g) Termination Date of Grant: **12/31/2021**
- (h) Total Dollar Amount Involved (not to exceed): **\$160,218**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
2/15/2019
- (j) Is a Budget amendment required? If yes, also complete and submit Form
No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If
yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? If Yes, Where are the Funds? List Budget
Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital
Reserve Project Number and Title and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

**OFFICE OF INDIGENT LEGAL SERVICES
THREE-YEAR DISTRIBUTION
COUNTY OF WARREN
WORK PLAN
DISTRIBUTION #9**

January 1, 2019 – December 31, 2021

Goal: To improve the quality of services provided under Article 18-B of the County Law and maintain Public Defender services.

Task #1:

To continue the services of the Program Manager/ Confidential Secretary position created in Grant #3, Contract #C000352 which expires on 5-31-16; and Grant #6, Contract #C600052 which expires on 12/31/2018. This position was created solely with fund from the Office of Indigent Legal Services in Grant #3 – Contract C000352 and continued with Grant #6 – C600052. Warren County has not expended any funds for this position during the pendency of Grant C000352 and Grant C600052 other than funds to be reimbursed under said contract. The funds requested would provide for the salary, for Medicare coverage, for dental coverage, for social security and for retirement costs associated with the continuation of this position in the Warren County Public Defender's Office.

Performance Measure:

- Streaming of process of applying for Office of Indigent Legal Services grants.
- Facilitate reports and processing of expenditures reimbursement for Office of Indigent Legal Services grants.
- Increase in receipt and processing of Office of Indigent Legal Services grants for Warren County representation of indigent clients.
- Continuity of current services provided by Office of Indigent Legal Services supplied by grant C000352 and C600052.
- The Confidential Secretary requires thorough knowledge of legal terminology, business procedures and accounting procedures with the ability to maintain confidentiality and carry out oral and written directions while drafting legal correspondence, memoranda, and other materials. The Confidential Secretary will continue to demonstrate these skills.

Program Location:

- Office of the Public Defender, Warren County, 1340 State Route 9, Lake George, NY 12845

Task #2:

To provide additional and administrative and secretarial support for Public Defender Attorneys.

To take on additional responsibility of providing support services for the Public Defender Attorneys and the investigator.

Performance Measure:

- Increase in time the Public Defender Attorneys spend with clients.
- Handles tasks independently for the Public Defender allowing for the Public Defender to increased time spent with clients.

Program Location:

- Office of the Public Defender, Warren County, 1340 State Route 9, Lake George, NY 12845

Invoice/Expense Statement
Warren County
DISTRIBUTION #9
Office of Indigent Legal Services (ILS)

Contract Term: January 1, 2019 - December 31, 2021
Total Budget: \$160,218.00
CUMULATIVE TOTALS
(Public Defender Annual Budget: \$38,406)

Budget Items	Year One	Year Two	Year Three
Personnel:			
> Secretary	\$32,621.00	\$32,621.00	\$32,621.00
> Fringe Benefits	\$5,785.00	\$5,785.00	\$5,785.00
Personnel Subtotal	\$38,406.00	\$38,406.00	\$38,406.00
OTPS:			
> Books and Subscriptions	\$0.00	\$0.00	\$0.00
> Cell Phones/Contracts	\$0.00	\$0.00	\$0.00
OTPS Subtotal	\$0.00	\$0.00	\$0.00
TOTAL	\$38,406.00	\$38,406.00	\$38,406.00

Office of Indigent Legal Services

Distribution #9

January 1, 2019 - December 31, 2021

CONTRACT #	COUNTY	1-YEAR AMOUNT	3-YEAR AMOUNT
C900001	Albany	\$262,243.00	\$786,729.00
C900002	Allegany	\$35,217.00	\$105,651.00
C900003	Broome	\$217,589.00	\$652,767.00
C900004	Cattaraugus	\$80,733.00	\$242,199.00
C900005	Cayuga	\$43,683.00	\$131,049.00
C900006	Chautauqua	\$89,973.00	\$269,919.00
C900007	Chemung	\$88,432.00	\$265,296.00
C900008	Chenango	\$29,718.00	\$89,154.00
C900009	Clinton	\$76,115.00	\$228,345.00
C900010	Columbla	\$50,581.00	\$151,743.00
C900011	Cortland	\$50,174.00	\$150,522.00
C900012	Delaware	\$34,957.00	\$104,871.00
C900013	Dutchess	\$273,907.00	\$821,721.00
C900014	Erie	\$485,043.00	\$1,455,129.00
C900015	Essex	\$31,916.00	\$95,748.00
C900016	Franklin	\$37,661.00	\$112,983.00
C900017	Fulton	\$36,708.00	\$110,124.00
C900018	Genesee	\$55,700.00	\$167,100.00
C900019	Greene	\$38,460.00	\$115,380.00
T900001	Hamilton	\$4,316.00	\$12,948.00
C900020	Herkimer	\$22,247.00	\$66,741.00
C900021	Jefferson	\$64,786.00	\$194,358.00
C900022	Lewis	\$18,988.00	\$56,964.00
C900023	Livingston	\$33,867.00	\$101,601.00
C900024	Madlson	\$37,946.00	\$113,838.00
C900025	Monroe	\$530,793.00	\$1,592,379.00
C900026	Montgomery	\$37,128.00	\$111,384.00
C900027	Nassau	\$537,731.00	\$1,613,193.00
C900029	Niagara	\$109,763.00	\$329,289.00
C900030	Onelda	\$179,382.00	\$538,146.00
C900031	Onondaga	\$320,194.00	\$960,582.00
C900032	Ontarlo	\$90,637.00	\$271,911.00
C900033	Orange	\$220,792.00	\$662,376.00
C900034	Orleans	\$26,073.00	\$78,219.00
C900035	Oswego	\$91,487.00	\$274,461.00
C900036	Otsego	\$55,685.00	\$167,055.00
C900037	Putnam	\$47,282.00	\$141,846.00
C900038	Rensselaer	\$90,691.00	\$272,073.00
C900039	Rockland	\$207,452.00	\$622,356.00
C900040	Saratoga	\$70,534.00	\$211,602.00
C900041	Schenectady	\$154,422.00	\$463,266.00
C900042	Schoharie	\$22,830.00	\$68,490.00
C900043	Schuyler	\$18,592.00	\$55,776.00
C900044	Seneca	\$23,107.00	\$69,321.00
C900045	St. Lawrence	\$85,218.00	\$255,654.00
C900046	Steuben	\$70,299.00	\$210,897.00
C900047	Suffolk	\$702,086.00	\$2,106,258.00
C900048	Sullivan	\$80,999.00	\$242,997.00
C900049	Tioga	\$20,634.00	\$61,902.00
C900050	Tompkins	\$89,829.00	\$269,487.00
C900051	Ulster	\$146,848.00	\$440,544.00
C900052	Warren	\$53,406.00	\$160,218.00
C900053	Washington	\$29,501.00	\$88,503.00
C900054	Wayne	\$82,571.00	\$247,713.00
C900055	Westchester	\$931,166.00	\$2,793,498.00
C900056	Wyoming	\$17,020.00	\$51,060.00
T900002	Yates	\$16,228.00	\$48,684.00
	TOTAL	\$7,361,340.00	\$22,084,020.00

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 01/15/2019

- (a) Purpose of Contract Change:
Extend current contract end date of 12/31/2018 to 12/31/2019 as funds still remain to be spent.

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
2018/109; 2015/052

- (c) Name of Contractor:
Office of Indigent Legal Services

- (d) Address of Contractor: **80 S. Swan Street, Suite 1147
Albany, NY 12210**

- (e) Contractor's Contact Person and Telephone Number:
Joe Wierschem - (518) 486-5747

- (f) Commencement Date of Extension: **01/01/2019**

- (g) Termination Date of Extension: **12/31/2019**

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</p>	<p>BUSINESS UNIT/DEPT. ID: OLS01 1350200</p> <p>CONTRACT NUMBER: C000752</p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>Warren, County of</p>	<p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p>Distribution #5</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002438 Federal Tax ID Number: 14-6002576 DUNS Number (if applicable):</p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>Warren County Board of Supervisors Municipal Center 1340 State Route 9 Lake George, NY 12845-9803</p> <p>CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 520100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>CURRENT CONTRACT TERM: From: January 1, 2015 To: December 31, 2017</p> <p>CURRENT CONTRACT PERIOD:</p> <p>AMENDED TERM: From: January 1, 2015 To: December 31, 2018</p> <p>AMENDED PERIOD: From: January 1, 2018 To: December 31, 2018</p>	<p>CONTRACT FUNDING AMOUNT <i>(Multi-year – enter total projected amount of the contract; Fixed Term/Simplified Renewal – enter current period amount):</i></p> <p>CURRENT: \$320,436.00</p> <p>AMENDED:</p> <p>FUNDING SOURCE(S):</p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:-
 (Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

- Attachment A:
 - A-1 Program-Specific Terms and Conditions
 - A-2 Federally Funded Grants and Requirement Mandated by Federal Laws
- Attachment B:
 - B-1 Expenditure Based Budget
 - B-2 Performance Based Budget
 - B-3 Capital Budget
 - B-4-Net Deficit Budget
 - B-1(A) Expenditure Based Budget (Amendment)
 - B-2(A) Performance Based Budget (Amendment)
 - B-3(A) Capital Budget (Amendment)
 - B-4(A) Net Deficit Budget (Amendment)
- Attachment C: Work Plan
- Attachment D: Payment and Reporting Schedule
- Other:

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Warren County

By:

Ronald F. Conover
Ronald F. Conover

Printed Name
Chairman of the Board of

Title: Warren County

Date:

2/22/2018

STATE AGENCY:

NYS Office of Indigent Legal Services

By:

William J. Leahy
William J. Leahy

Printed Name

Title: Director-Office of Indigent Legal Services

Date:

3/22/18

STATE OF NEW YORK

Approved as to Form:

County of Warren

Mary Morgan
Warren County Attorney

On the 22 day of February

2018

, before me personally appeared Ronald F. Conover, to me known, who being by me duly sworn, did depose and say that he/she resides at Warren County, that he/she is the Board Chairman of the County of Warren, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary)

Ilana M. Morgan

ILANA M. MORGAN
NOTARY PUBLIC
Certified in Warren County, New York
Reg. No. 01MO5011594
My Commission Expires: 5/15/19

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

(N/A)

Printed Name

Title:

Date:

APPROVED

DEPT. OF AUDIT & CONTROL
Printed Name

APR 10 2018

Title:

Date:

Candace Hayes
FOR THE STATE COMPTROLLER