

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE

PUBLIC DEFENDER

AGENDA

February 25, 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 renew PDCMS (Public Defense Case Management System) contract
 2. Resolution Request to extend contract end date of ILS Distribution #2/ C000252
- 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. 4 (PDCMS)

Resolution Request Form No. 4 (ILS Dist. #2)

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 2/20/2019

- (a) Purpose of Contract Change:
Renew Public Defense Case Management System (PDCMS) contract with New York State Defenders Association and Warren County Public Defenders Office through April 12, 2020.

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:

- (c) Name of Contractor:
New York State Defenders Association, Inc.

- (d) Address of Contractor: **194 Washington Ave.
Suite 500
Albany, NY 12210-2314**

- (e) Contractor's Contact Person and Telephone Number:
Darlene Dollard (518) 465-3524

- (f) Commencement Date of Extension: **04/13/2019**

- (g) Termination Date of Extension: **04/12/2020**

- (h) Payment Provisions:
 - i) lump sum amount **\$2500.00**
 - 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:
A. 1171 470

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



New York State Defenders Association, Inc.

Public Defense Backup Center

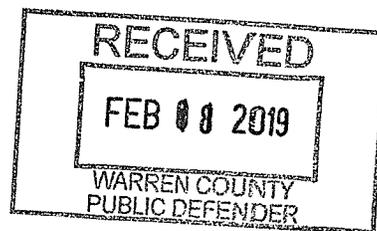
194 Washington Ave. • Suite 500 • Albany, NY 12210-2314

Telephone (518) 465-3524

Fax (518) 465-3249

www.nysda.org

MEMORANDUM



To: Susan Ringer
Warren County Public Defender Office

From: Darlene Dollard, Director of Software Development
New York State Defenders Association, Inc.

Date: February 8, 2019

Re: Public Defense Case Management System (PDCMS) contract

The Public Defense Case Management System (PDCMS) requires an annual renewal through a contract extension. Attached are three (3) copies of the contract "Extension" (all signed by NYSDA) between the New York State Defenders Association and the Warren County Public Defender Office. This extends the current PDCMS annual support and maintenance agreement through April 12, 2020. After these copies have been signed by you and notarized, please return one fully signed Extension to me for NYSDA's files.

Also enclosed is the invoice for the annual maintenance.

Thanks for your help in this matter!



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February 8, 2019

Susan Ringler
Warren County Public Defender Office
1340 State Route 9
Lake George, NY 12845

Re: Invoice # 020819-17

INVOICE

This invoice outlines the annual support fees for the Public Defense Case Management System (PDCMS) Maintenance and Software Support Agreement. Annual support includes software maintenance, bug fixes, new software releases and unlimited remote and telephone support.

Description of Service	Total Fee
PDCMS Annual Support Maintenance (5 licenses) (04/13/2019 – 04/12/2020)	\$ 2,500.00
Total	\$ 2,500.00

Please return this invoice with payment and mail to:

Business Manager
New York State Defenders Association
194 Washington Avenue, Suite 500
Albany, NY 12210

Thank you.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 2/20/2019

- (a) Purpose of Contract Change:
Extend current contract C000252/ Distribution #2 term from end date 11/30/2017 to 11/30/2018.

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:

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

- (d) Address of Contractor: **A.E. Smith Office Building, 11th Floor
80 South Swan Street
Albany, NY 12210**

- (e) Contractor's Contact Person and Telephone Number:
Ronald Foster (518) 486-2557

- (f) Commencement Date of Extension: **12/01/2017**

- (g) Termination Date of Extension: **11/30/2018**

- (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

**NO-COST CONTRACT EXTENSION REQUEST LETTER
FOR ILS *DISTRIBUTION* #2 GRANT**

Date: 02/20/2019

County: Warren County

Jennifer Colvin
Manager of Grant Solicitation and Distribution
NYS Office of Indigent Legal Services
A. E. Smith Office Building, 11th Floor
80 South Swan Street
Albany, NY 12210

Re: No-cost Contract Extension Request, Distribution #2 Grant

Contract Number: C000252

County: Warren County

Dear Mr. Foster:

The purpose of this letter is to request a no-cost extension of the completion date for the 2012 general distribution ("*Distribution #2*") grant. According to the grant contract fully executed for this state funded project, all work and services were to have been completed by **November 30, 2017**. The County is respectfully requesting an extension of the completion date to:

11/30/2018

The justification for this extension request is based upon the following:

Warren County received a signed contract for this distribution after the original term date began and was not able to begin to utilize funds until that time. Warren County requests an extension to allow time to use the remaining funds to maintain employment continuity within the Public Defender's Office.

It is agreed that all other provisions of our grant contract shall remain in full force and effect.

Sincerely,

Marcy I. Flores
Warren County Public Defender

Invoice/Expense Statement
Warren County
DISTRIBUTION #2
Contract No. C000252
Office of Indigent Legal Services (ILS)

Contract Term: June 1, 2012 - May 31, 2015 (Extended to 11/30/2017)

Total Budget: \$160,218.00

CUMULATIVE TOTALS

Budget Items	TOTAL THREE-YEAR BUDGET	EXPENDITURES TO DATE	TOTAL AVAILABLE FUNDS
Personnel:			
> Public Defender, salary (Flores)	\$4,702.00	\$4,890.71	(\$188.71)
> 1st Assistant Public Defender, fringe (Flores)	\$1,791.00	\$1,173.76	\$617.24
> 2nd Assistant Public Defender, salary (Tyree)	\$6,469.00	\$1,761.00	\$4,708.00
> 2nd Assistant Public Defender, fringe (Tyree)	\$1,703.00	\$488.68	\$1,214.32
> 3rd Assistant Public Defender, salary (Halloran)	\$6,407.00	\$4,887.24	\$1,519.76
> 3rd Assistant Public Defender, fringe (Halloran)	\$1,685.00	\$1,063.42	\$621.58
> 4th Assistant Public Defender, salary (Racino)	\$6,361.00	\$4,162.48	\$2,198.52
> 4th Assistant Public Defender, fringe (Racino)	\$1,672.00	\$996.11	\$675.89
> 5th Assistant Public Defender, salary (Liebert)	\$6,338.00	\$4,735.94	\$1,602.06
> 5th Assistant Public Defender, fringe (Liebert)	\$1,666.00	\$1,125.23	\$540.77
> Confidential Secretary, salary (Ringler)	\$2,615.00	\$3,334.90	(\$719.90)
> Confidential Secretary, fringe (Ringler)	\$738.00	\$806.38	(\$68.38)
> Assigned Counsel Administrator, salary	\$1,010.00	\$1,010.00	\$0.00
> Assigned Counsel Administrator, fringe	\$289.00	\$289.00	\$0.00
Projected Increase in Health Insurance	\$13,362.00	\$6,970.06	\$6,391.94
Projected Increase in Retirement	\$18,048.00	\$4,827.00	\$13,221.00
Personnel Subtotal	\$74,856.00	\$42,521.91	\$32,334.09
Contractual:			
> Legal Fee Increases	\$21,494.00	\$21,494.00	\$0.00
Subtotal Contractual	\$21,494.00	\$21,494.00	\$0.00
OTPS:			
> Supplies for Appeals	\$700.00	\$418.85	\$281.15
> Postage for Appeals	\$1,300.00	\$0.00	\$1,300.00
> Training and Continuing Legal Education	\$7,162.00	\$6,491.20	\$670.80
> Computer/Equipment Upgrade; Phone	\$17,444.00	\$20,531.16	(\$3,087.16)
> Furniture, equipment, office upgrades	\$31,962.00	\$33,795.48	(\$1,833.48)
> Legal Reference Materials/Subscriptions (added with May 2015 budget modification)	\$4,000.00	\$0.00	\$4,000.00
> Membership Fees (added with May 2015 budget modification)	\$1,300.00	\$305.00	\$995.00
Subtotal OTPS	\$63,868.00	\$61,541.69	\$2,326.31
TOTAL	\$160,218.00	\$125,557.60	\$34,660.40

NOTE: The Assigned Counsel Administrator Salary & Fringe are not in connection to the Public Defender's Office.

\$125,557.60 OK - RF 6/26/18