

Criminal Justice  
Warren County Assigned Counsel  
AGENDA  
June 22, 2020

Committee Members: SEEBER, Leggett, Beaty, Diamond, Driscoll, McDevitt and Shepler

- 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 amend current Supervising Attorney Contract.**  
  
**Rationale: 1. Update the "not to exceed amount" from \$14,320 to \$28,800; also 2. Modify the account from which these funds are paid, from A. 1170 440 to A. 1170 470. This is fully funded by Hurrell-Harring monies.**
  - 2. **Request: To accept funding provided under OILS Contract C#100052, Distribution #10 and amend County Budget for same.**  
  
**Rationale: Add \$23,648.50 to the County Budget from awarded grant funds and do pay outs for same.**
- IV. Referral/Pending Items: None
- V. Information for Discussion/Review:
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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**Attachments**

- #1 Resolution Request Form #4 with HH funding budget attached**
- #2 Resolution Request Form #7 with OILS funding budget attached**

### **RESOLUTION REQUEST FORM NO. 4**

#### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Assigned Counsel

**DATE:** 6/22/2020

- (a) Purpose of Contract Change:  
**To amend the "not to exceed amount" for the Supr. Attorney Contract to allow for increased funds for the year 2 budget of the Hurrell Harring monies. Not to exceed amount increasing from \$14,320 to \$28,800. To change the account that this money is currently being paid out of A.1170 440**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**Resolution 419 of 2019 (original) and 494 of 2019 (amended)**
- (c) Name of Contractor:  
**Robert Gregor, Esq.**
- (d) Address of Contractor: **3 Lake Avenue, Lake George, NY 12845**
- (e) Contractor's Contact Person and Telephone Number:  
**Robert Gregor, Esq. 518-222-1535**
- (f) Commencement Date of Extension: **April 1, 2020.**
- (g) Termination Date of Extension:
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount **\$150.00 per hour**
  - iii) total amount not to exceed **\$28,800.00**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**Monthly**
- (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. 1170 440. This needs to change to A. 1170 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

ACP QUALITY IMPROVEMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Budget	\$13,517.53	\$27,035.06	\$40,552.59	\$54,070.12	\$67,587.65
Contract Services	\$6,859.73	\$7,000.00			
Computer Equipment	\$5,000.00	\$5,000.00			
Attorney Package		\$10,891.91			
TOTAL	\$11,859.73	\$22,891.91			
REMAINING	\$1,657.80	\$4,143.15			

ACP CASELOAD RELIEF	Year 1	Year 2	Year 3	Year 4	Year 5
Budget	\$37,743.88	\$75,487.76	\$113,231.64	\$150,975.52	\$188,719.40
PT Clerk	\$9,000.00	\$15,000.00			
fringe	\$688.50	\$1,147.50			
Grants Manager	\$3,395.04	\$5,200.00			
fringe	\$684.84	\$397.80			
ACP Administrator	\$5,300.00	\$6,500.00			
fringe	\$424.20	\$497.25			
RLC Appeals	\$10,589.32	\$20,000.00			
Supervising Attorney	\$14,320.50	\$28,800.00			
TOTAL	\$44,402.40	\$77,542.55			
REMAINING	(\$6,658.52)	(\$2,054.79)			

"SHARED" DATA OFFICER	Year 1	Year 2
Data Officer	\$4,617.50	\$4,617.50
fringe	\$382.50	\$382.50
Laserfiche		\$12,000.00
TOTAL	\$5,000.00	\$17,000.00

## **RESOLUTION REQUEST FORM NO. 7**

### ***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Assigned Counsel

**DATE:** 5/22/20

(a) Purpose of Amendment:

**To accept the funding provided under OILS Contract C#100052, Distribution #10 and amend the County Budget for same**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.1170 439 - Legal Defense - Indigents, Miscellaneous Expense - \$8,648.50  
A.1170 470 - Legal Defense - Indigents, Contracts - \$15,000**

(c) Revenue Code (with title), and Amount:

**A.1170 3045 Office of Indigent Legal Services Distribution \$23,648.50**

**ATTACHMENT B-1**

**BUDGET**

**Office of Indigent Legal Services  
DISTRIBUTION #10  
January 1, 2020 - December 31, 2022**

**COUNTY OF WARREN**

**Total Contract Amount: \$160,218.00**

Budget Expenditure Item	Year 1 1/1/20 - 12/31/20	Year 2 1/1/21 - 12/31/21	Year 3 1/1/22 - 12/31/22
<b>PUBLIC DEFENDER'S OFFICE</b>			
<b>PERSONNEL:</b>			
Public Defender Office - Retention Salary Increases	\$20,850.00	\$20,850.00	\$20,850.00
Public Defender Office - Retention Fringe Increases	\$3,525.00	\$3,525.00	\$3,525.00
<b>Public Defender Office - Subtotal Personnel</b>	<b>\$24,375.00</b>	<b>\$24,375.00</b>	<b>\$24,375.00</b>
<b>ASSIGNED COUNSEL PLAN</b>			
<b>PERSONNEL:</b>			
Assigned Counsel Clerk (PT) - Salary	\$5,000.00	\$5,000.00	\$5,000.00
Assigned Counsel Clerk (PT) - Fringe Benefits	\$382.50	\$382.50	\$382.50
<b>Assigned Counsel Plan - Subtotal Personnel</b>	<b>\$5,382.50</b>	<b>\$5,382.50</b>	<b>\$5,382.50</b>
<b>ASSIGNED COUNSEL PLAN</b>			
<b>OTPS:</b>			
Office Cell Phones/Call Logs/Membership Dues/ CLE Trainings and Other Trainings/Office Equipment	\$8,648.50	\$8,648.50	\$8,648.50
<b>Assigned Counsel Plan - Subtotal OTPS</b>	<b>\$8,648.50</b>	<b>\$8,648.50</b>	<b>\$8,648.50</b>
<b>Contracted/Consultant:</b>			
Legal Aid Society of Northeastern NY - Paralegal and Staff Attorney with Fringe at 30%	\$15,000.00	\$15,000.00	\$15,000.00
<b>Subtotal Contracted/Consultant</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>
<b>TOTAL</b>	<b>\$53,406.00</b>	<b>\$53,406.00</b>	<b>\$53,406.00</b>
<b>THREE-YEAR TOTAL</b>	<b>\$160,218.00</b>		

MEETING REQUEST FORM

In order to assist in the preparation of monthly agendas, Department Heads are requested to complete and submit this form to the Office of the Clerk of the Board no later than the Wednesday of the week before the regular monthly Board Meeting.

<u>COMMITTEE</u>	<u>MEETING DESIRED</u>		<u>APPROXIMATE TIME NEEDED</u>	<u>REMARKS</u>
	<u>YES</u>	<u>NO</u>		
<u>Criminal Justice</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>10 minutes</u>	_____

I have contacted my committee chair about the meeting:  Yes  No

The following days are inconvenient for me and/or the committee chair:  
Morning meetings are very difficult for me to attend.

I would like to be placed on the agenda of the following meetings:

Assigned Counsel  
Department

  
Department Head Signature

Date: 6/1/2020

*Please note: The changes made to this form include (1) you are being asked to coordinate with your committee chairman; and (2) you are being asked to return this form monthly, either requesting a meeting or indicating one is not necessary.*