

Criminal Justice
Warren County Assigned Counsel
AGENDA
August 24, 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 delete the position of Grant Administrator that was previously held by Patricia Miller and create the position of Grant Manager, a simple name change.

Rationale: The title for this position does not comply with the title as listed in the funding source contract and needs to be deleted and replaced with a Grant Manager to alleviate any confusion on the part of the payer or the payee.
 2. **Request:** To fill recently created position of Grant Manager.

Rationale: This position is fully funded by Hurrell-Harring monies and is a part-time position. The Contract funding from Hurrell-Harring refers to a Grant Manager.
 3. **Request:** Budget amendment to access funds from Hurrell-Harring monies, year #2, to fund the Grant Manager and Account Clerk positions.

Rationale: Amend the budget to pay the part time Grant Manager and Account Clerk positions for 2020 and 2021. This is fully funded by Hurrell-Harring monies, year #2.
 4. **Request:** Request to create and fill part-time Clerk #2 position to use remaining hours not currently being used by part-time Clerk #1.

Rationale: To use the funds provided by OILS to add additional part-time clerk position and use, the currently untapped hours, for additional part-time help for afternoons. This is fully funded by Contract #1000052, Distribution #10. There are currently 851.83 hours left for this year as of 8/16/2020.
 5. **Request:** Budget amendment to access funds from Contract, Distribution #10 for Clerk #2.

Rationale: Provide necessary funding to pay Clerk #2.

- IV. Referral/Pending Items: None
 - V. Information for Discussion/Review:
 - VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
 - VII. Motion to adjourn
-

Attachments:

- #1 Resolution Request Form #11 (Delete/Add – Request #2)**
- #2 Resolution Request Form #12 (Intent to Fill – Request #2)**
- #3 Resolution Request Form #7 (Request #3)**
- #4 Resolution Request Form #11 (Delete/Add – Request #4)**
- #5 Resolution Request Form #12 (Intent to Fill – Request #4)**
- #6 Resolution Request Form #7 (Request #5)**
- #7 Contract CSTWIDEHH49, Attachment B1, Page 2 of 3 & Page 3 of 3 (Request #2 & #3)**
- #8 Grant Manager Job Description (Request #2)**
- #9 OILS Contract #1000052, Distribution #10 (Request #4)**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Assigned Counsel

DATE: 8/18/2020

- (a) Title of Requested Position: **Grant Manager**
- (b) Annual Base Salary (and Grade if Applicable): **Resolution 437 of 2019: not to exceed \$5,200 annually**
- (c) Effective Date for New Position:* **09/21/20**
*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): **Grant Administrator, same salary, part-time.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **Hurrell-Harring Contract CSTWIDEHH49, A.1170 130, Grant Manager, \$5,200 annually.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

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: Assigned Counsel Payroll Dept. No: 4
Title of Position: Plant Manager Base Salary of Position: \$20.01/hour Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1170 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11704 / Patricia Miller Date of Vacancy: 7/28/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 100% 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 _____

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 _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____
 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 _____

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: 8/18/2020

- (a) Purpose of Amendment: **To amend the budget in recognition of OILS Grant funding provided under Hurrel Haring Year 2 (C#CSTWIDEHH49)**

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.1170 130 Legal Defense - Indigents, Salaries - Part time \$20,200**
 - A.1170 830 Legal Defense - Indigents, Social Security \$1,253**
 - A.1170 831 Legal Defense - Indigents, Medicare \$293**

- (c) Revenue Code (with title), and Amount: **A. 1170 3045 Legal Defense - Indigents, Office of Indigent Legal Services Distribution - \$21,746**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Assigned Counsel

DATE: 8/18/2020

- (a) Title of Requested Position: **Clerk #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$13,719 annually, total of 1040 hours to be split between Clerk #1 and Clerk #2 positions.**
- (c) Effective Date for New Position:* **9/21/2020**
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **This is fully funded by Contract #1000052, Distribution #10. A.1170 130, Clerk #2, \$13,719 annually.**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

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: Assigned Counsel Payroll Dept. No: 4
Title of Position: PT Clerk #2 Base Salary of Position: \$13.19/hour Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1170 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: NEW
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 100% 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 _____

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 _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee _____
- 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 _____

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: 8/18/2020

- (a) Purpose of Amendment: **To amend the budget in recognition of OILS Grant funding provided under Distribution #10 (C#1000052)**

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.1170 130 Legal Defense - Indigents, Salaries - Part time \$5,000**
 - A.1170 830 Legal Defense - Indigents, Social Security \$310**
 - A.1170 831 Legal Defense - Indigents, Medicare \$73**

- (c) Revenue Code (with title), and Amount: **A. 1170 3045 Legal Defense - Indigents, Office of Indigent Legal Services Distribution - \$5,383**

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: CSTWIDEHH49</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>Statewide Expansion of Hurrell-Harring</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:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><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>

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

CONTRACTOR:

WARREN COUNTY

STATE AGENCY:

NYS Office of Indigent Legal Services

By: Frank E Thomas

Frank Thomas
Printed Name

By: William J. Leahy

William J. Leahy
Printed Name

Title: Chairman of the Board

Title: Director - Office of Indigent Legal Services

Date: 5/4/20

Date: 4/16/20

STATE OF NEW YORK

County of WARREN

On the 4th day of May, 2020, before me personally appeared Frank Thomas, to me known, who being by me duly sworn, did depose and say that he/she resides at Stony Creek, NY, that he/she is the Chairman of the Board of Supervisors, 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) Robert William Terwilliger

ROBERT WILLIAM TERWILLIGER, ESQ.
Notary Public, State of New York
No. 02TE6157876
Qualified in Ulster County
Commission Expires 01/04/2023

ATTORNEY GENERAL'S SIGNATURE

N/A

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

N/A

Printed Name

Title: _____

Date: _____

Contract Number: CSTWIDEHH49

Page 3 of 3

Master Grant Contract, Face Page

ATTACHMENT A
PROGRAM SPECIFIC TERMS AND CONDITIONS
STATEWIDE EXPANSION OF HURRELL-HARRING

I. Notices

All written notices made pursuant to this Agreement shall be delivered to the addresses set forth below.

Notification to the Office of Indigent Legal Services (ILS):

Office of Indigent Legal Services
A. E. Smith Office Building, 11th Floor
80 South Swan Street
Albany, NY 12210

Notification to County and New York City ("County"):

Ryan Moore
Warren County
County Administrator
1340 State Route 9
Lake George, NY 12845
(518) 761-6539
MooreR@warrencountyny.gov

II. Supplanting Funds.

The amounts paid to County by ILS pursuant to this Agreement shall be used to supplement and not supplant any state or local funds, as defined in paragraph (c) of subdivision 2 of section 98-b of the State Finance Law, which such County would otherwise have had to expend for the provision of counsel and expert, investigative and other services pursuant to article eighteen-B of the County Law. In the event funds are used to supplant local funds, such funds actually provided by ILS shall be returned to ILS by County.

III. Collect and Report Data.

County will be required to collect and report data to ILS on an annual basis, or as otherwise specified by ILS, in written form, as determined by ILS, which data will be used to analyze and measure implementation, compliance and outcomes under the three statewide plans (counsel at arraignment, quality improvement and caseload relief).

IV. Extensions.

The terms of this Agreement may be extended only by mutual written consent of the parties and approval of the Office of the State Comptroller for a period of not more than 24 months.

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
Statewide Expansion of Hurrell-Harring
April 1, 2018 - March 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$3,970,289.43

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
PUBLIC DEFENDER'S OFFICE					
CASELOAD RELIEF					
Personnel:					
Coordinating Supervisor	\$18,720.00	\$73,903.00			
Coordinating Supervisor - Fringe	\$6,865.00	\$26,945.00			
Investigator	\$5,200.00	\$5,200.00			
Investigator - Fringe	\$400.00	\$400.00			
Social Worker/Case Manager	\$10,400.00	\$10,400.00			
Social Worker/Case Manager - Fringe	\$3,821.00	\$3,821.00			
Data Entry/Secretary	\$4,680.00	\$25,840.00			
Data Entry/Secretary - Fringe	\$320.00	\$10,896.00			
Data Officer	\$9,617.50	\$12,500.00			
Data Officer - Fringe	\$1,222.50	\$2,100.00			
Merit Based Salary Enhancement	\$27,000.00	\$27,000.00			
Merit Based Fringe Enhancement	\$4,522.50	\$4,480.00			
Retention Stipend	\$22,037.50	\$45,722.00			
Retention Stipend - Fringe	\$3,675.00	\$7,658.44			
Assistant Public Defender - Salary	\$0.00	\$71,931.00			
Assistant Public Defender - Fringe	\$0.00	\$26,434.64			
Subtotal Personnel	\$118,481.00	\$355,231.08	\$0.00	\$0.00	\$0.00
OTPS:					
Office Furniture	\$24,000.00	\$0.00			
Subtotal OTPS	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Caseload Relief - Subtotal	\$142,481.00	\$355,231.08	\$0.00	\$0.00	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Experts/Interpreters/Transcriptions/ Medical and other Specialists	\$5,000.00	\$6,000.00			
Mentor Program	\$4,150.00	\$5,000.00			
Subtotal Contracted/Consultant	\$9,150.00	\$11,000.00	\$0.00	\$0.00	\$0.00
OTPS:					
Continuing Legal Education (CLE)/Trainings	\$6,000.00	\$8,000.00			
Updated Office Equipment	\$8,500.00	\$0.00			
Computer Equipment	\$12,000.00	\$4,000.00			

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
PDCMS Licenses/Features	\$1,160.00	\$3,000.00			
Attorney Registration/Notary Fees	\$6,130.00	\$2,000.00			
Legal Reference Material/Books	\$4,720.00	\$1,000.00			
Cell Phones	\$3,000.00	\$500.00			
Internet Usage	\$1,000.00	\$500.00			
Client Transportation	\$482.52	\$816.66			
Office Supplies	\$0.00	\$1,200.00			
Subtotal OTPS	\$42,992.52	\$21,016.66	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$52,142.52	\$32,016.66	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
After-Hour Stipends - Week Arraignment	\$12,285.00	\$24,570.00			
After-Hour - Night Arraignment	\$0.00	\$0.00			
After-Hour - Fringe	\$1,515.21	\$3,030.42			
Counsel at First Appearance - Subtotal	\$13,800.21	\$27,600.42	\$0.00	\$0.00	\$0.00
PUBLIC DEFENDER'S OFFICE - TOTAL	\$208,423.73	\$414,848.16	\$0.00	\$0.00	\$0.00

ASSIGNED COUNSEL PLAN

CASELOAD RELIEF					
Personnel:					
Clerk - Salary	\$9,000.00	\$15,000.00			
Clerk - Fringe	\$688.50	\$1,147.50			
Grants Manager - Salary	\$3,395.04	\$5,200.00			
Grants Manager - Fringe	\$684.84	\$397.80			
ACP Administrator - Salary	\$5,300.00	\$6,500.00			
ACP Administrator - Fringe	\$424.20	\$497.25			
Subtotal Personnel	\$19,492.58	\$28,742.55	\$0.00	\$0.00	\$0.00
CONTRACTED/CONSULTANT:					
Supervising Attorney	\$14,320.50	\$20,000.00			
Rural Law Center Criminal Appeals	\$10,589.32	\$21,745.21			
Mentor/Second Chair Program	\$0.00	\$8,000.00			
Subtotal Contracted/Consultant	\$24,909.82	\$49,745.21	\$0.00	\$0.00	\$0.00
Caseload Relief - Subtotal	\$44,402.40	\$78,487.76	\$0.00	\$0.00	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers, etc.	\$6,859.83	\$7,000.00			
Subtotal Contracted/Consultant	\$6,859.83	\$7,000.00	\$0.00	\$0.00	\$0.00
OTPS:					
Office Furniture/Computer Equipment	\$5,000.00	\$10,000.00			
Professional Organization Membership Fees/ Notary Fees/Attorney Secure Pass Costs	\$0.00	\$5,560.94			
Legal Reference Material/Books/Subscriptions	\$0.00	\$380.00			
Cell Phones/Cell Dataplan Services	\$0.00	\$360.00			
Jail Calls (Collect Calls from Jailed Clients)	\$0.00	\$735.06			
Laserfiche CMS	\$0.00	\$12,000.00			

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
Subtotal OTPS	\$5,000.00	\$29,036.00	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$11,859.83	\$36,036.00	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE Personnel/Contracted/Consultant/OTPS:					
	\$0.00	\$0.00			
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ASSIGNED COUNSEL PLAN - TOTAL	\$56,262.23	\$114,523.76	\$0.00	\$0.00	\$0.00
Total	\$264,685.96	\$529,371.92	\$794,057.89	\$1,058,743.85	\$1,323,429.81
FIVE-YEAR TOTAL	\$3,970,289.43				

GRANT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing administrative support functions related to grant funding. Duties include performance of grant recordkeeping functions including ensuring that departmental revenues and expenses are accurately recorded. The incumbent processes a variety of financial records and prepares financial/budget reports for submission to the Office of Indigent Legal Services (OILS). The work is performed under the general supervision of the Assigned Counsel Administrator with latitude allowed for the exercise of independent judgment and initiative. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Records grant revenues and expenses accurately and in accordance with grant requirements;
Compiles data and prepares grant related financial and statistical reports;
Prepares grant related budget reports;
Searches and retrieves data from a variety of computerized records;
Prepares and maintains a variety of records and reports related to the work;
Maintains logs and other documents associated with grant related financial and statistical records;
May research, review, prepare and submit grant application materials;
Utilizes computer programs and web-based applications to perform work assignments;
Performs a variety of administrative office duties necessary to the efficient operation of the office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of procedures involved in the administration of department grants; working knowledge of Federal, State and local laws, regulations and policies as they relate to the administration of department grants; ability to prepare and maintain financial and program records; ability to read, interpret and apply governing regulations and requirements; ability to communicate effectively both orally and in writing; ability to understand and follow complex oral and written instructions; ability to establish and maintain good working relationships; ability to use computer applications such as spreadsheets, word processing, email and database software; a high degree of accuracy; initiative and resourcefulness; industry and dependability.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a high school equivalency diploma, and either

- a) An Associate's degree or higher and one-year of paid work experience maintaining either grant administration records or financial accounting records; OR
- b) Three years of paid work experience maintaining either grant administration records or financial accounting records.

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
PUBLIC DEFENDER'S OFFICE			
PERSONNEL:			
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
Public Defender Office - Subtotal Personnel	\$24,375.00	\$24,375.00	\$24,375.00
ASSIGNED COUNSEL PLAN			
PERSONNEL:			
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
Assigned Counsel Plan - Subtotal Personnel	\$5,382.50	\$5,382.50	\$5,382.50
ASSIGNED COUNSEL PLAN			
OTPS:			
Office Cell Phones/Call Logs/Membership Dues/ CLE Trainings and Other Trainings/Office Equipment	\$8,648.50	\$8,648.50	\$8,648.50
Assigned Counsel Plan - Subtotal OTPS	\$8,648.50	\$8,648.50	\$8,648.50
Contracted/Consultant:			
Legal Aid Society of Northeastern NY - Paralegal and Staff Attorney with Fringe at 30%	\$15,000.00	\$15,000.00	\$15,000.00
Subtotal Contracted/Consultant	\$15,000.00	\$15,000.00	\$15,000.00
TOTAL	\$53,406.00	\$53,406.00	\$53,406.00
THREE-YEAR TOTAL	\$160,218.00		