

CRIMINAL JUSTICE COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
AUGUST 24, 2020

COMMITTEE MEMBERS: Supervisors Seeber, Leggett, Beaty, Diamond, Driscoll, McDevitt and Shepler

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: to extend contract with New York State Defenders Association, Inc. (NYSDA) for the Public Defense Case Management Software Support Agreement in the amount of \$2,500 for the term commencing April 13, 2020 and ending April 12, 2021, as well as to authorize annual renewals so long as the price does not exceed \$3,000.
Rationale: case management software is an annual expense and necessary for the operations of the department. Annual renewals will provide a more efficient process regarding contract negotiations.
 2. Request: to lease office space at 333 Glen Street, Suite 102, Glens Falls, NY 12801 in the amount of \$1000/ month (+\$300/ month cleaning fees).
Rationale: due to increasing staff and space restrictions more office space is necessary to provide services to clients (per Hurrell-Harring settlement criteria).
- IV. Discussion Items:
- V. Referrals/Pending Items: None.
- 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 No. 4 – Extend Contract PDCMS (NYSDA)
2. Resolution Request Form No. 20 – Lease Office Space

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 08/10/2020

- (a) Purpose of Contract Change: **to extend the existing contract for PDCMS**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **111 of 2019**
- (c) Name of Contractor: **New York State Defenders Association, Inc.**
- (d) Address of Contractor: **194 Washington Avenue, Suite 500, Albany, New York 12210-2314**
- (e) Contractor's Contact Person and Telephone Number:
Darlene Dollard (518) 465-3524
- (f) Commencement Date of Extension: **April 13, 2020**
- (g) Termination Date of Extension: **April 12, 2021**
- (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 Public Defender, Contract****

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

Warren County Board of Supervisors

RESOLUTION NO. 111 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, SOKOL, HOGAN, BRAYMER, DRISCOLL, MERLINO AND VACANT

AUTHORIZING EXTENSION OF THE PUBLIC DEFENSE CASE MANAGEMENT SYSTEM MAINTENANCE AND SOFTWARE SUPPORT AGREEMENT WITH NEW YORK STATE DEFENDERS ASSOCIATION, INC. FOR THE PUBLIC DEFENDER'S OFFICE

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an extension of the Public Defense Case Management System Maintenance and Software Support Agreement with the New York State Defenders Association, Inc., 194 Washington Avenue, Suite 500, Albany, New York 12210-2314 (previously authorized by Resolution No. 204 of 2018), extending the term of the agreement for April 13, 2019 through April 12, 2020, in an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500), in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.1171 470 Public Defender, Contract.



New York State Defenders Association, Inc.

Public Defense Backup Center

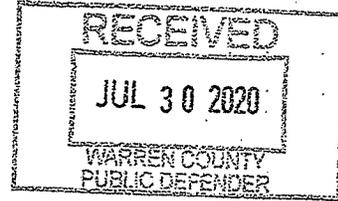
194 Washington Ave. • Suite 500 • Albany, NY 12210-2314

Telephone (518) 465-3524

Fax (518) 465-3249

www.nysda.org

MEMORANDUM



To: Marcy Flores
Warren County Public Defender Office

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

Date: July 28, 2020

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, 2021. 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. Sorry for the delay in getting these out this year.

Thanks for your help with this!



New York State Defenders Association, Inc.

Public Defense Backup Center

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Telephone (518) 465-3524

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July 28, 2020

Marcy Flores
Warren County Public Defender Office
1340 State Route 9
Lake George, NY 12845

Re: Invoice # 072820-T

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) (04/13/2020 – 04/12/2021)	\$ 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.

**EXTENSION
TO
PUBLIC DEFENSE CASE MANAGEMENT SYSTEM
MAINTENANCE AND SOFTWARE SUPPORT AGREEMENT
BETWEEN
WARREN COUNTY PUBLIC DEFENDER OFFICE
AND
NEW YORK STATE DEFENDERS ASSOCIATION, INC.**

THIS AGREEMENT, made this _____ day of _____, 2020 by and between WARREN COUNTY PUBLIC DEFENDER OFFICE, having offices located at 1340 State Route 9, Lake George, NY 12845, hereinafter referred to as "WCPD" and NEW YORK STATE DEFENDERS ASSOCIATION, INC., a New York not-for-profit corporation, with offices located at 194 Washington Avenue, Suite 500, Albany, New York 12210-2314, hereinafter referred to as "NYSDA,"

WITNESSETH:

WHEREAS, the WCPD and NYSDA entered into a Maintenance and Software Support Agreement for the Public Defense Case Management System, ("Maintenance Agreement") dated December 15, 2010, wherein NYSDA agreed to provide certain support and maintenance services to the WCPD for the Public Defense Case Management System ("PDCMS") software; and

WHEREAS, the WCPD and NYSDA desire to extend the Maintenance Agreement for one additional year;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto mutually agree as follows:

1. Paragraph #12 in Maintenance Agreement stating: "This Agreement shall commence on the date the PDCMS is installed in WCPD and shall terminate on the first anniversary of the installation date unless otherwise extended for one additional year by written agreement of the parties." shall be deleted and replaced with the following:

This Agreement shall terminate on April 12, 2021 unless otherwise extended for one additional year by written agreement of the parties.

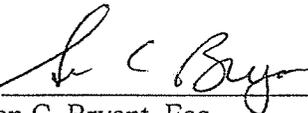
2. All other terms and conditions of the Maintenance Agreement and Extension Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties have hereunto executed this Extension as of the date set forth above.

WARREN COUNTY BOARD OF SUPERVISORS

By: _____
Frank E. Thomas
Chairman

NEW YORK STATE DEFENDERS ASSOCIATION, INC.

By:  _____
Susan C. Bryant, Esq.
Executive Director

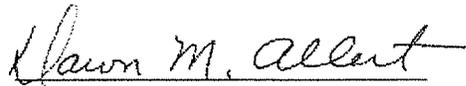
STATE OF NEW YORK)
COUNTY OF WARREN) SS:

On this _____ day of _____, in the year _____ before me, the subscriber, personally came **FRANK E. THOMAS**, to me known, who being by me duly sworn did depose and say that he is the Chairman of the Board of Supervisors, and person described in and who executed the foregoing instrument in the name of the County of Warren, and he duly acknowledged to me that he executed the same as and for the act and deed of said Warren County Public Defender Office.

Notary Public

STATE OF NEW YORK)
COUNTY OF ALBANY) ss:

On this 11th day of August, in the year 2020 before me, the subscriber, personally came **SUSAN C. BRYANT**, to me known, who being by me duly sworn did depose and say that she is the Acting Executive Director of the New York State Defenders Association, and person described in and who executed the foregoing instrument in the name of the New York State Defenders Association, and she duly acknowledged to me that she executed the same as and for the act and deed of said New York State Defenders Association.



Dawn M. Allert

Notary Public of the State of New York

Qualified in Rensselaer County

Reg. No. 4702109

Commission Expires August 31, 2021

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 7/21/2020

- (a) Purpose of Request:
To request to lease office space at 333 Glen Street, Suite 102, Glens Falls NY 12801.

- (b) Details:
**The Warren County Public Defender's Office is requesting to lease office space using ILS grant funding. More office space is needed as funding continues to be available for hiring attorneys and support staff. COVID-19 social distancing efforts also contribute to the need for additional space.
Details as to what the lease includes and what additional items are needed are included in attachments to this request.**

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
**A. 1171 410 (Supplies)
Discussion with ILS to utilize current available funds toward leased space while next years budget is finalized.**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Public Defender

Leased Office Space at:

333 Glen Street

Suite 102

Glen Falls, NY 12801

Lease: \$ 1,000/ month

Cleaning fee: \$ 300/ month

(Electric, heating, cooling included. There is space to hold conferences on a first come, first serve basis to tenants. Security is located directly outside of the space being considered. A new ventilation system was installed while the building was primarily shut down due to COVID.)

Internet: \$ 200/ month

Phone: \$ 300/ month

Furniture: \$20,000 total (4 desks (attorney's); 1 desk (support staff); 2 filing cabinets; conference table & chairs)

Equipment: \$ 5,000 total (4 laptops; 1 PC)

Printer contract/ services: \$ 200/ month

All funding will be through the Hurrell-Harring ILS grant.

ILS indicates we are meeting the criteria of what they look for when approving leasing office space in the budget. For HH funding, we need to continue to hire attorneys for Caseload relief and ILS understands the need to expand our current space, especially with the current restrictions COVID has placed on us.