

CRIMINAL JUSTICE COMMITTEE MEETING  
PROBATION AGENDA  
NOVEMEBR 23, 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 enter into a contract with Warren Hamilton Counties Committee for Economic Opportunity, Inc. for an Alternative Sentencing Program in the amount of \$60,000 for the term 1/1/21-12/31/21.  
Rationale: The Alternative Sentencing Program (Community Service) is a viable sentencing option to courts in Warren County.
  2. Request: To enter into an agreement with WAIT House for an Independent Living Skills Program in the amount of \$10,000 commencing 1/1/21.  
Rationale: Supervision and Treatment Services For Juveniles Program (STSJP) funding has been made available to develop an Independent Living Skills Program for youth through WAIT House.
  3. Request: To enter into an agreement with Big Brothers and Big Sisters (BBBS) of the Southern Adirondacks for mentoring services in the amount of \$22,140 commencing 1/1/21 .  
Rationale: STSJP funding has been made available for mentoring services for youth through BBBS.
- IV. Discussion Items:
  1. Bail Reform/Release Under Supervision
- 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

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- Attachments:
1. Resolution Request Form No. 3
  2. Resolution Request Form No. 3
  3. Resolution Request Form No. 3

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Probation

DATE: 11/23/2020

- (a) Is this a Result of a Bid or Request for Proposal?  
Yes, Bid No: WC48-20
- (b) Purpose of Contract:  
To contract with Warren Hamilton Counties Committee for Economic Opportunity, Inc. for an Alternative Sentencing Program.
- (c) Name of Contractor:  
Warren Hamilton Counties Committee for Economic Opportunities, Inc.
- (d) Address of Contractor: 190 Maple Street, Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:  
Lynn Achershhoek (518)793-0636
- (f) Has or will the Contract be provided, if so, please attach:  
Will be provided
- (g) Commencement Date of Contract:  
1/1/2021
- (h) Termination Date of Contract:  
12/31/2021
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$60,000**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**Quarterly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

**A.3140.470 Probation - Contract \$60,000**

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 BID TABULATION SHEET

BID NO.: WC 48-20 ITEM(S): RFP FOR ALTERNATIVE SENTENCING PROGRAM TO SERVE YOUTH AND ADULTS DATE: OCTOBER 22, 2020 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER Warren Hamilton Counties ACEO Inc. Attn: Lynn Ackershoek 190 Maple St. PO Box 968 Glens Falls, NY 12801 Ph: 518-793-0636 Fax: 518-793-2910
DESCRIPTION OF ITEM	PRICE
LUMP SUM ANNUAL FEE FOR ALTERNATIVE SENTENCING PROGRAM	\$70,000.00 original proposal Director Iusi negotiated to \$60,000
AWARDED TO:	RESOLUTION NO.: xx OF 2020
✓ JULIE A. BUTLER, PURCHASING AGENT	TERM: JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

DEPARTMENT NAME: Probation

DATE: 11/23/2020

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**To enter into an agreement with WAIT House for an Independent Living Skill's Program**
- (c) Name of Contractor:  
**WAIT House**
- (d) Address of Contractor: **10-12 Wait Street, PO Box 3252, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**Margaret DeVries, (518)798-2077**
- (f) Has or will the Contract be provided, if so, please attach:  
**Will be provided**
- (g) Commencement Date of Contract:  
**1/1/2021**
- (h) Termination Date of Contract:  
**Continuing upon funding from Supervision&Treatment Services for Juvenile Prog**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$10,000**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**Quarterly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**  
**A.3140.470 Probation - Contract \$10,000**

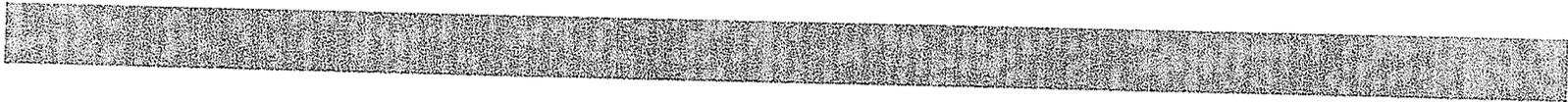
Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS

WAIT House's Independent Living Skills Program will encompass four subject topics: Social Skills, Health Skills, Job Skills and Financial Skills. Each topic will be broken down into a total of eight sessions to include: Conflict resolution, time management, stress management, hygiene, interview skills, how to complete a job application, how to budget, and how to pay bills. We believe that teaching these important skills will help youth grow into well-functioning adults as well as teach them how to develop healthy relationships and have positive self-concepts. This course is designed to aid youth in making responsible and informed choices and promotes healthy lifestyles as well as career skills. Our approach will be interactive, using role plays, games, group discussions, and a variety of other teaching techniques to keep youth involved in the sessions.

**WAIT House Life Skills**

Services	Amount \$	Notes
Referral	\$2,000.00	8 youth per year @ \$250
Life skills course	\$7,040.00	8 youth per year @\$220 per youth who completes each section of the 4 section course
Incentives	\$640.00	\$20 gift card for completion of each course
Food	\$200.00	food for course and snacks for class
Transportation	\$120.00	bus tokens, gas cards, taxis
<b>Total</b>	<b>\$10,000.00</b>	



# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Probation

DATE: 11/23/20

- (a) Is this a Result of a Bid or Request for Proposal?  
No
- (b) Purpose of Contract:  
**Continuation of agreement to provide mentoring services for youth under the age of eighteen (18)**
- (c) Name of Contractor:  
**Big Brothers and Big Sisters of the Southern Adirondacks**
- (d) Address of Contractor: **14 West Notre Dame Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**Bill Moon, (518) 798-1010**
- (f) Has or will the Contract be provided, if so, please attach:  
**will be provided**
- (g) Commencement Date of Contract:  
**1/1/21**
- (h) Termination Date of Contract:  
**continuing upon funding from Supervision&Treatment Services for Juvenile Prog.**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$22,140 (STSJP-\$13,727**  
iv) how will payments be made (i.e. monthly, quarterly,  
upon completion of the project, etc.  
**\*and a Local Match of \$8,413)**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\*  
and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and  
Amount:  
**A.3140.470 Probation - Contract - \$22,140**  
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

**BBBS cost per Match Annually**

<b>Volunteer Recruitment</b>	<b>\$100</b>
<b>Enrollment Processing for Volunteer and child.</b> <i>(Inquiry, Interview &amp; home assessment. References/Screening, Assessments &amp; enrollment review/Approval)</i>	<b>\$600</b>
<b>Making Introductions</b> <i>(Orientation/Training &amp; Match meeting)</i>	<b>\$75</b>
<b>Operational Costs</b> <i>(Liability insurance, Facilities, Communication, Program Activities, Mileage, Background checks)</i>	<b>\$350</b>
<b>Support the Match</b> <i>(Monthly Match Support for the Parent/Guardian, Child, &amp; Volunteer)</i>	<b>\$720</b>
<b>Total Expenses to BBBS</b>	<b>\$1,845</b>

**Bill Moon**  
Executive Director

Board of Directors

Damian D'Angelico  
BBBS President  
Fitzgerald Brothers  
Beverages

Wilson Longdaue  
BBBS Vice-President  
Stewart's Shops

Robert Smith  
BBBS Secretary  
NYS Unified Court  
System

Robert Keating  
BBBS Treasurer

Warren Cutler  
Alpin Haus

Leah Everhart, Esq.  
Miller, Mannix,  
Schachner, & Hafner

Jim LaFarr  
Warren County Sheriff

Patti Pepe  
WWAARC

Bert Rappaport  
Retired

Cindy Sherwood  
Glens Falls Hospital

John Braidwood  
Saratoga Olive Oil

**Breakdown of expenses from referrals.**

**Processing expenses to determine if you can serve a youth and find them a volunteer.**

**Matching and sustaining a match if we are able to find them a volunteer mentor.**

<b>Processing Expenses</b>	<b>Once a Match is Established</b>
Volunteer recruitment = \$100 Enrollment Processing = \$600 Operation costs = \$200	Making introductions = \$75 Operational Costs = \$150 Monthly Match Support = \$720
<b>Total = \$900</b>	<b>Total \$945</b>