

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: CRIMINAL JUSTICE**

**DATE: MARCH 22, 2020**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: LEGGETT  
SHEPLER  
STROUGH  
DIAMOND  
DRISCOLL

**OTHERS PRESENT:**

MARCY FLORES, PUBLIC DEFENDER  
JOY LAFOUNTAIN, ASSIGNED COUNSEL ADMINISTRATOR  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN E. MOORE, COUNTY ADMINISTRATOR  
MARY E. KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS MAGOWAN  
MERLINO  
SMITH  
WILD  
TAMMIE DELorenzo, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
TOSHA BROWNELL, HELP DESK TECHNICIAN  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the March 22, 2020 meeting of the Criminal Justice Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>*

***Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All of the Committee members were in attendance aside from Supervisor Strough who participated remotely.***

Mr. Leggett called the meeting of the Criminal Justice Committee to order at 9:02 a.m.

Motion was made by Ms. Shepler, seconded by Mr. Diamond and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Assigned Counsel and Public Defender agendas were distributed to those in attendance and those participating virtually accessed the agendas via the Warren County website; *copies of the agendas are on file with the meeting minutes.*

Privilege of the floor was extended to Joy LaFountain, *Assigned Counsel Administrator*, who commenced her agenda review with the following requests:

- 1) To authorize continuation of the agreement with Legal Aid Society of NENY, Inc. in an amount not to exceed \$145,400 per year (or \$290,800 for the two-year contract term) for Family Court Conflict Cases over the term commencing May 1, 2021 and terminating April 30, 2023.

Motion was made by Mr. Driscoll, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize a new contract with the Legal Aid Society of NENY, Inc. in an amount not to exceed \$54,514 for paralegal case management support services for indigent persons in the Warren County Family Court for the term commencing retroactive to January 1, 2018 and terminating upon exhaustion of grant funds under NYSOILS (*New York State Office of Indigent Legal Services*) Contract #C800052.

Motion was made by Ms. Shepler, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To authorize new contract with the Legal Aid Society of NENY, Inc. in the amount not to exceed \$45,000 for paralegal case management support services for indigent persons in the Warren County Family Court for the term commencing January 1, 2020 and terminating upon exhaustion of grant funds under NYSOILS contract #C100052.

Motion was made by Mr. Driscoll, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend Resolution 494 of 2019, which authorized an agreement with a Supervising Attorney for the Assigned Counsel Office to include language pertaining to reimbursement of expenses. Ms. LaFountain explained the fees in question related to professional dues and notary fees; she apprised there was no cost to the County for this contract as it was funded by a grant.

Motion was made by Mr. Diamond, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

There being no further Assigned Counsel business to discuss, privilege of the floor was extended to Marcy Flores, *Public Defender*, who presented the following requests:

- 1) To amend the agreement with LexisNexis in the amount of \$1,700 to allow for research use above and beyond the scope of the current contract with the additional costs to be covered by NYSOILS grant funds.

Motion was made by Mr. Diamond, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize extension of the agreement with New York State Defender's Association, Inc. in the amount of \$5,500 for use of the Public Defense Case Management System over the term commencing April 13, 2021 and terminating April 12, 2022 with the increase in cost to be covered by NYSOILS grant funding.

Motion was made by Ms. Shepler, seconded by Mr. Diamond and carried unanimously to approve the request and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is*

*on file with the minutes.*

Regarding the Discussion Items portion of the agenda, Ms. Flores notified that four of her attorneys attended five days of trial training provided by New York State Defender's Metropolitan Trainer which taught them how to prepare for a trial. She informed the \$4,000 cost of the training was funded by a NYSOILS grant. She apprised the training made them better attorneys.

Ms. Flores informed ILS (*Indigent Legal Services*) grant funding claims were \$5,000.

Concluding her agenda review, Ms. Flores spoke regarding record storage, explaining files had to be held for eighty years, and noting she had purchased a scanner and computer to start to digitize her files; she conveyed criminal cases had to be held for six years. She explained she was interested in attending the County Facilities Committee meeting tomorrow to discuss using a portion of the basement of the Municipal Center for record storage, informing she would require a secretary to scan the files which would be funded by a NYSOILS grant. It was consensus of the Committee to authorize Ms. Flores to attend the County Facilities Committee Meeting to make her request for record storage space.

Mr. Leggett asked if there were any public comments and Don Lehman, *Director of Public Affairs*, replied in the negative.

As there was no further business to come before the Criminal Justice Committee, on motion made by Mr. Diamond, seconded by Ms. Shepler, and carried unanimously Mr. Leggett adjourned the meeting at 9:22 a.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist