

Criminal Justice &
Public Safety Committee
Warren County Assigned Counsel
AGENDA
August 23, 2021

Committee Members: LEGGETT, Shepler, Strough, Diamond and Driscoll

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
 1. **Request: Authorize Contract with Legal Aid Society of NNY for Paralegal and Case Management support with funding provided through OILS Distribution #11 (#C110052), with a term of three years period runs from 1/1/21 – 12/31/23, for an amount not to exceed \$58,514.00;**
 2. **Request: Amend the County Budget to Increase Expenditures and Revenue for year one of OILS Contract #C110052, Distribution #11; and**
 3. **Rationale 1-2: To have same approved by Committee to allow smooth and timely pay outs and County reimbursements on this contract for OILS grants as listed here: C#110052 runs from January 1, 2021 until December 31, 2023.**
- IV. Referral/Pending Items:
- V. Information for Discussion/Review:
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments

- #1 Resolution Request Form #3 (w/Grant Extension Budget page attached)**
- #2 Resolution Request Form #7**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Assigned Counsel

DATE: 9/19/2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **To distribute grant funds per OILS Contract #C110052, Distribution #11.**
- (c) Name of Contractor: **Legal Aid Society of NNY, Inc.**
- (d) Address of Contractor: **55 Colvin Avenue, Albany, NY 12206**
- (e) Contractor's Contact Person and Telephone Number: **Lillian Moy, 518-587-5188**
- (f) Has or will the Contract be provided, if so, please attach: **Contract will be prepared by the County Attorney's Office.**
- (g) Commencement Date of Contract: **January 1, 2021**
- (h) Termination Date of Contract: **December 31, 2023, as funding allows.**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$58,514.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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. 1170 470 Legal Defense, Contracts, \$58,514.00**

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

*as listed in budget and LOGOS

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
DISTRIBUTION #11
January 1, 2021 - December 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$320,436.00

Budget Expenditure Item	Year 1 1/1/21 - 12/31/21	Year 2 1/1/22 - 12/31/22	Year 3 1/1/23 - 12/31/23
PUBLIC DEFENDER'S OFFICE			
Personnel:			
Legal Clerk - Salary	\$31,200.00	\$32,000.00	\$32,800.00
Legal Clerk - Fringe	\$12,800.00	\$12,800.00	\$12,800.00
Subtotal Personnel	\$44,000.00	\$44,800.00	\$45,600.00
Contract / Consultant:			
Experts / Interpreters / Transcriptions / Medical and Other Specialists	\$6,905.00	\$6,905.00	\$6,905.00
Subtotal Contracted/Consultant	\$6,905.00	\$6,905.00	\$6,905.00
Total for Public Defender Office	\$50,905.00	\$51,705.00	\$52,505.00
ASSIGNED COUNSEL PLAN			
Personnel:			
Grant Administrator - Salary	\$8,320.00	\$8,487.00	\$8,657.00
Grant Administrator - Fringe	\$637.00	\$650.00	\$663.00
Subtotal Personnel	\$8,957.00	\$9,137.00	\$9,320.00
Contracted/Consultant:			
Rural Law Center of New York, Inc. - Appeals	\$25,404.00	\$28,455.00	\$25,134.00
Legal Aid Society of Northeastern NY - Paralegal	\$18,787.00	\$19,646.00	\$20,081.00
Subtotal Contracted/Consultant	\$44,191.00	\$48,101.00	\$45,215.00
OTPS:			
Computer Equipment	\$400.00	\$0.00	\$0.00
Subtotal OTPS	\$400.00	\$0.00	\$0.00
Total for Assigned Counsel Plan	\$53,548.00	\$57,238.00	\$54,535.00
TOTAL	\$104,453.00	\$108,943.00	\$107,040.00
THREE-YEAR TOTAL	\$320,436.00		

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: 9/10/2021

- (a) Purpose of Amendment: To increase Expenditures & Revenue for year one of the OILS Contract #C110052 (Contract Costs \$44,191.00 and Equipment \$400.00), Distribution #11.

- (b) Appropriation Code, Object Code, Full Title and Amount: A.1170 470, Legal Defense Indigents, Contracts, \$44,191.00 and A.1170 220, Legal Defense Indigents, Office Equipment, \$400.00.

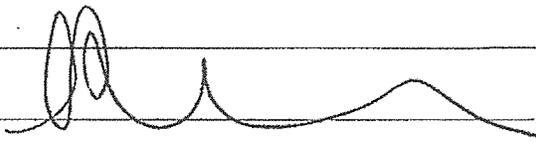
- (c) Revenue Code (with title), and Amount: A.1170 3045, \$44,591.00

Invoice/Expense Statement Warren County DISTRIBUTION #11 Contract No. C110052 Office of Indigent Legal Services (ILS)							
Contract Term: January 1, 2021 - December 31, 2023 Total Budget: \$320,436.00 YEAR ONE (Annual Budget: \$104,453.00)							
Budget Expenditure Items	Year 1 Budget	Actual Reimbursable Expenditures				Total Expenditures Year 1	Funds Available Year 1
		1/1/21 - 3/31/21	4/1/21 - 6/30/21	7/1/21 - 9/30/21	10/1/21 - 12/31/21		
PUBLIC DEFENDER'S OFFICE							
Personnel:							
Legal Clerk - Salary	\$31,200.00					\$0.00	\$31,200.00
Legal Clerk - Fringe	\$12,800.00					\$0.00	\$12,800.00
Subtotal Personnel	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00
Contract / Consultant:							
Experts / Interpreters / Transcriptions / Medical and Other Specialists	\$6,905.00					\$0.00	\$6,905.00
Subtotal Contracted/Consultant	\$6,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,905.00
Total for Public Defender Office	\$50,905.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,905.00
ASSIGNED COUNSEL PLAN							
Personnel:							
Grant Administrator - Salary	\$8,320.00					\$0.00	\$8,320.00
Grant Administrator - Fringe	\$637.00					\$0.00	\$637.00
Subtotal Personnel	\$8,957.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,957.00
Contracted/Consultant:							
Rural Law Center of New York, Inc. - Appeals	\$25,404.00					\$0.00	\$25,404.00
Legal Aid Society of Northeastern NY - Paralegal	\$18,787.00					\$0.00	\$18,787.00
Subtotal Contracted/Consultant	\$44,191.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,191.00
OTPS:							
Computer Equipment	\$400.00					\$0.00	\$400.00
Subtotal OTPS	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Total for Assigned Counsel Plan	\$53,548.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,548.00
TOTAL	\$104,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,453.00

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

CONTRACTOR:

Warren County

By: 

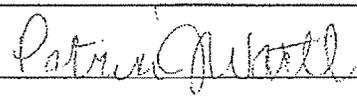
Rachel E. Seeber
Printed Name

Title: Chair of the Board

Date: 6/29/21

STATE AGENCY:

NYS Office of Indigent Legal Services

By: 

William J. Leahy Patricia J. Warth
Printed Name

Title: Director - Office of Indigent Legal Services

Date: 7/16/2021

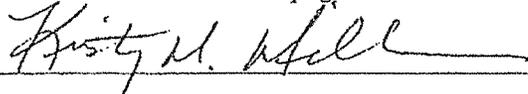
STATE OF NEW YORK

Approved as to Form:

County of Warren


Warren County Attorney

On the 29th day of June, 2021, before me personally appeared Rachel E. Seeber, to me known, who being by me duly sworn, did depose and say that he/she resides at Queensbury, NY, that he/she is the Chair 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) 

KRISTY M. MILLER
Notary Public, State of New York
No. 01M16070662
Qualified in Saratoga County
Commission Expires March 4, 2022

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

Printed Name

Printed Name

Title: _____

Title: _____

Date: _____

Date: _____

Contract Number: C110052

Page 1 of 1

Master Contract for Grants, Signature Page