

CRIMINAL JUSTICE COMMITTEE MEETING  
PUBLIC DEFENDER AGENDA  
January 24, 2022

COMMITTEE MEMBERS: Supervisors DICKINSON, Geraci, Driscoll, McDevitt and Seeber - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- 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 request a new contract with Indigent Legal Services (ILS) for Distribution #12.  
Rationale: To utilize available funding for the Warren County Public Defender's Office and Assigned Counsel Program (continuation of Distributions #9/#6/#3)
- IV. Discussion Items:
  - Request for Executive Session on Personnel Topic
- V. Referrals/Pending Items:
- 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 – Request for New Contract – Distribution #12

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** Warren County Public Defender

**DATE:** 01/24/2022

- (a) Is this a Result of a Bid or Request for Proposal? **no**
- (b) Purpose of Contract: **Distribution #12 will provide continued grant funding to the Warren County Public Defender's Office and Assigned Counsel Program for Indigent Legal Services. This Distribution is a continuation of Distribution #9/#6/#3.**
- (c) Name of Contractor: **NYS Office of Indigent Legal Services**
- (d) Address of Contractor: **A.E. Smith Building, 11<sup>th</sup> Floor  
80 South Swan Street  
Albany, NY 12210**
- (e) Contractor's Contact Person and Telephone Number: **Patricia J. Warth**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **January 1, 2022**
- (h) Termination Date of Contract: **December 31, 2024**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$160,218**
  - 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:**

**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

**Office of Indigent Legal Services**

**Distribution #12**

January 1, 2022 - December 31, 2024

<b>CONTRACT #</b>	<b>COUNTY</b>	<b>1-YEAR AMOUNT</b>	<b>3-YEAR AMOUNT</b>
C120001	Albany	\$262,243.00	\$786,729.00
C120002	Allegany	\$35,217.00	\$105,651.00
C120003	Broome	\$217,589.00	\$652,767.00
C120004	Cattaraugus	\$80,733.00	\$242,199.00
C120005	Cayuga	\$43,683.00	\$131,049.00
C120006	Chautauqua	\$89,973.00	\$269,919.00
C120007	Chemung	\$88,432.00	\$265,296.00
C120008	Chenango	\$29,718.00	\$89,154.00
C120009	Clinton	\$76,115.00	\$228,345.00
C120010	Columbia	\$50,581.00	\$151,743.00
C120011	Cortland	\$50,174.00	\$150,522.00
C120012	Delaware	\$34,957.00	\$104,871.00
C120013	Dutchess	\$273,907.00	\$821,721.00
C120014	Erie	\$485,043.00	\$1,455,129.00
C120015	Essex	\$31,916.00	\$95,748.00
C120016	Franklin	\$37,661.00	\$112,983.00
C120017	Fulton	\$36,708.00	\$110,124.00
C120018	Genesee	\$55,700.00	\$167,100.00
C120019	Greene	\$38,460.00	\$115,380.00
T120001	Hamilton	\$4,316.00	\$12,948.00
C120020	Herkimer	\$22,247.00	\$66,741.00
C120021	Jefferson	\$64,786.00	\$194,358.00
C120022	Lewis	\$18,988.00	\$56,964.00
C120023	Livingston	\$33,867.00	\$101,601.00
C120024	Madison	\$37,946.00	\$113,838.00
C120025	Monroe	\$530,793.00	\$1,592,379.00
C120026	Montgomery	\$37,128.00	\$111,384.00
C120027	Nassau	\$537,731.00	\$1,613,193.00
C120029	Niagara	\$109,763.00	\$329,289.00
C120030	Oneida	\$179,382.00	\$538,146.00
C120031	Onondaga	\$320,194.00	\$960,582.00
C120032	Ontario	\$90,637.00	\$271,911.00
C120033	Orange	\$220,792.00	\$662,376.00
C120034	Orleans	\$26,073.00	\$78,219.00
C120035	Oswego	\$91,487.00	\$274,461.00
C120036	Otsego	\$55,685.00	\$167,055.00
C120037	Putnam	\$47,282.00	\$141,846.00
C120038	Rensselaer	\$90,691.00	\$272,073.00
C120039	Rockland	\$207,452.00	\$622,356.00
C120040	Saratoga	\$70,534.00	\$211,602.00
C120041	Schenectady	\$154,422.00	\$463,266.00
C120042	Schoharie	\$22,830.00	\$68,490.00
C120043	Schuyler	\$18,592.00	\$55,776.00
C120044	Seneca	\$23,107.00	\$69,321.00
C120045	St. Lawrence	\$85,218.00	\$255,654.00
C120046	Steuben	\$70,299.00	\$210,897.00
C120047	Suffolk	\$702,086.00	\$2,106,258.00
C120048	Sullivan	\$80,999.00	\$242,997.00
C120049	Tioga	\$20,634.00	\$61,902.00
C120050	Tompkins	\$89,829.00	\$269,487.00
C120051	Ulster	\$146,848.00	\$440,544.00
C120052	Warren	\$53,406.00	\$160,218.00
C120053	Washington	\$29,501.00	\$88,503.00
C120054	Wayne	\$82,571.00	\$247,713.00
C120055	Westchester	\$931,166.00	\$2,793,498.00
C120056	Wyoming	\$17,020.00	\$51,060.00
T120002	Yates	\$16,228.00	\$48,684.00
<b>TOTAL</b>		<b>\$7,361,340.00</b>	<b>\$22,084,020.00</b>

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p><b>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</b></p>	<p>BUSINESS UNIT/DEPT. ID: <b>OLS01 1350200</b></p> <p><b>CONTRACT NUMBER: C900052</b></p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> <b>Multi-Year Agreement</b></p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input type="checkbox"/> Fixed Term Agreement</p>
<p><b>CONTRACTOR SFS PAYEE NAME:</b></p> <p><b>Warren, County of</b></p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p><b>Distribution #9</b></p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p><b>NYS Vendor ID Number: 1000002438</b> <b>Federal Tax ID Number: 14-6002576</b> 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: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> <b>Municipality, Code: 520100000000</b></p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p><b>CURRENT CONTRACT TERM:</b></p> <p><b>From: January 1, 2019</b> <b>To: December 31, 2021</b></p> <p><b>CURRENT CONTRACT PERIOD:</b></p> <p><b>AMENDED TERM:</b></p> <p>From: _____ To: _____</p> <p><b>AMENDED PERIOD:</b></p> <p>From: _____ To: _____</p>	<p><b>CONTRACT FUNDING AMOUNT</b> (<i>Multi-year</i> – enter total projected amount of the contract; <i>Fixed Term/Simplified Renewal</i> – enter current period amount):</p> <p><b>CURRENT: \$160,218.00</b></p> <p><b>AMENDED:</b></p> <p><b>FUNDING SOURCE(S):</b></p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other</p>
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*FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:*  
(Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

**ATTACHMENTS PART OF THIS AGREEMENT:**

- Attachment A:       A-1 Program-Specific Terms and Conditions  
                                  A-2 Federally Funded Grants and Requirement Mandated by Federal Laws
- Attachment B:       B-1 Expenditure Based Budget       B-2 Performance Based Budget  
                                  B-3 Capital Budget                       B-4-Net Deficit Budget  
                                  B-1(A) Expenditure Based Budget (Amendment)  
                                  B-2(A) Performance Based Budget (Amendment)  
                                  B-3(A) Capital Budget (Amendment)  
                                  B-4(A) Net Deficit Budget (Amendment)
- Attachment C: Work Plan
- Attachment D: Payment and Reporting Schedule
- Other:

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

CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE AGENCY:

NYS Office of Indigent Legal Services  
\_\_\_\_\_

By: \_\_\_\_\_

William J. Leahy  
\_\_\_\_\_

Printed Name

Title: Director – Office of Indigent Legal Services

Date: \_\_\_\_\_

STATE OF NEW YORK

County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_, that he/she is the \_\_\_\_\_ of the \_\_\_\_\_, 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) \_\_\_\_\_

ATTORNEY GENERAL'S SIGNATURE

\_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE COMPTROLLER'S SIGNATURE

\_\_\_\_\_

Printed Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT B-1**

**BUDGET**

**Office of Indigent Legal Services  
DISTRIBUTION #9  
January 1, 2019 - December 31, 2021**

**COUNTY OF WARREN**

**Total Contract Amount: \$160,218.00**

<b>Budget Expenditure Item</b>	<b>Year 1 1/1/19 - 12/31/19</b>	<b>Year 2 1/1/20 - 12/31/20</b>	<b>Year 3 1/1/21 - 12/31/21</b>
<b>PUBLIC DEFENDER'S OFFICE</b>			
<b>Personnel:</b>			
Secretary/Program Manager - Salary	\$32,621.00	\$32,621.00	\$32,621.00
Secretary/Program Manager - Fringe	\$5,785.00	\$5,785.00	\$5,785.00
<b>PUBLIC DEFENDER'S OFFICE - SUBTOTAL</b>	<b>\$38,406.00</b>	<b>\$38,406.00</b>	<b>\$38,406.00</b>
<b>ASSIGNED COUNSEL PLAN</b>			
<b>Contracted/Consultant:</b>			
Staff Attorney-Legal Aid Society of Northeastern New York	\$8,469.00	\$8,226.00	\$7,986.00
Paralegal-Legal Aid Society of Northeastern New York	\$5,024.00	\$5,210.00	\$5,395.00
Paralegal - Fringe Benefits	\$1,507.00	\$1,564.00	\$1,619.00
<b>Contracted/Consultant - Subtotal</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>
<b>TOTAL</b>	<b>\$53,406.00</b>	<b>\$53,406.00</b>	<b>\$53,406.00</b>
<b>THREE-YEAR TOTAL</b>	<b>\$160,218.00</b>		

**ATTACHMENT C**  
**WORK PLAN**  
**OFFICE OF INDIGENT LEGAL SERVICES**  
**DISTRIBUTION #9**  
**JANUARY 1, 2019 – DECEMBER 31, 2021**  
**COUNTY OF WARREN**

**Goal:** To improve the quality of services provided under Article 18-B of the County Law.

## **Public Defender's Office**

### **Task #1**

Provide funding of salary and fringe benefits for the Confidential Secretary/Program Manager position to relieve current office staff workloads and assist with the administrative functions of the office.

#### **Performance Measure:**

- Streamlined administrative and office processes that increase efficiency in workload and management of the Office of Indigent Legal Services grants
- Facilitate reports and processing of expenditure reimbursements
- Handles tasks independently for the Public Defender allowing for the Public Defender to increase time spent with clients

#### **Program Location:**

- Office of the Public Defender, Warren County

## **Assigned Counsel Plan**

### **Task #2**

Provide funding to contract salary for a Staff Attorney position to support the Conflict Family Court Defender at the Legal Aid Society of Northeastern New York.

#### **Performance Measure:**

- Number of indigent clients who receive case management support as a result of the creation of this position
- Impact on outcome of Family Court cases where case management services were received

**Program Location:**

- Legal Aid Society of Northeastern New York, 40 New Street, Saratoga Springs, NY

**Task #3**

Provide funding to contract salary and fringe benefits for a Paralegal position to support the Conflict Family Court Defender at the Legal Aid Society of Northeastern New York.

**Performance Measure:**

- Number of indigent clients who receive case management support as a result of the creation of this position
- Impact on outcome of Family Court cases where case management services were received

**Program Location:**

- Legal Aid Society of Northeastern New York, 40 New Street, Saratoga Springs, NY