

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING  
PROBATION AGENDA  
November 21, 2022

COMMITTEE MEMBERS: Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. 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 \$70,000 for the term 1/1/23-12/31/23.  
Rationale: The Alternative Sentencing Program (Community Service) is a viable sentencing option for the courts in Warren County.
  2. Request: To enter into an agreement with Language Line Services, Inc. for interpreting services in the amount of \$ 4,750 ASAP-12/31/23.  
Rationale: Interpreting services are needed at times for both Adult and Juvenile probation work.
  3. Request: To transfer \$15,000 from Probation A.3140 110 Salaries to A.3140 861 Retirees Hospitalization.  
Rationale: Transfer is needed to cover shortfall in the Retirees Hospitalization line.
- V. Discussion Items: None
- VI. Referrals/Pending Items: None
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments: 1. Resolution Request Form No. 3 (2)  
2. Resolution Request No. 10

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Probation

DATE: 11/21/22

- (a) Is this a Result of a Bid or Request for Proposal?  
**Yes, Bid No: WC 55-21**
- (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 Opportunity, Inc.**
- (d) Address of Contractor: **190 Maple Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**Lynn Achershoeck (518) 793-0636**
- (f) Has or will the Contract be provided, if so, please attach:  
**Will be provided**
- (g) Commencement Date of Contract:  
**1/1/2023**
- (h) Termination Date of Contract:  
**12/31/23**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$70,000**  
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.3140 470 Probation-Contract \$70,000**

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 PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

August 9, 2022

Warren-Hamilton Counties ACEO, Inc.  
Attn: Lynn Ackershoek  
PO Box 968  
Glens Falls, NY 12801

RE: WC 55-21- CONTRACT  
EXTENSION

Lynn:

The Warren County RFP for Alternative Sentencing Program to Serve Youth and Adults (WC 55-21) contains an extension clause which provides an option for the renewal of the contract for an additional year from January 1, 2023 through December 31, 2023.

Please advise whether your agency is interested in extending this contract for the above term, upon the same terms and conditions, by completing, signing and circling your intent in the statement below and returning this page to the address indicated above.

If you have any questions or wish to discuss this matter further, please contact me by e-mail or phone.

Thank you for your attention to this matter.

Regards,

Julie A. Butler  
Purchasing Agent

I, Lynn Ackershoek wish / do not wish  
(Print name) (Circle intent)

to extend the above-referenced bid upon the same terms and conditions for the term indicated above.

  
(Signature)

8/9/22  
(Date)

# Warren County Board of Supervisors

## RESOLUTION NO. 527 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, SHEPLER, STROUGH, DIAMOND AND DRISCOLL

ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH WARREN-HAMILTON COUNTIES ACTION COMMITTEE FOR ECONOMIC OPPORTUNITY, INC. FOR ALTERNATIVE SENTENCING PROGRAM TO SERVE YOUTH AND ADULTS FOR THE WARREN COUNTY DEPARTMENT OF PROBATION (WC 55-21)

WHEREAS, the Purchasing Agent requested bids for Alternative Sentencing Program to serve youth and adults for the Warren County Department of Probation (WC 55-21), and

WHEREAS, the bids were opened on October 14, 2021 and the Director of Probation has recommended that Warren County award the agreement to Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc. located at 190 Maple Street, Glens Falls, New York 12801, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc. located at 190 Maple Street, Glens Falls, New York 12801 of the acceptance of its proposal, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc., in an amount not to exceed Seventy Thousand Dollars (\$70,000), to provide Alternative Sentencing Program to serve youth and adults for the Warren County Department of Probation, pursuant to the terms and provisions of the bid documents and proposal (WC 55-21), for a term commencing January 1, 2022 and terminating December 31, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.3140 470, Probation, Contract.

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Probation

DATE: 11/21/22

- (a) Is this a Result of a Bid or Request for Proposal?  
No
- (b) Purpose of Contract:  
**To enter into an agreement with Language Line Services, Inc. for interpreting services in the amount of \$ 5,000 for the term ASAP-12/31/23.**
- (c) Name of Contractor:  
**Language Line Services, Inc.**
- (d) Address of Contractor: **1 Lower Ragsdale Drive, Building 2 , Montarey, CA. 93940**
- (e) Contractor's Contact Person and Telephone Number:  
**LeRue Carr, 1-800-752-6096**
- (f) Has or will the Contract be provided, if so, please attach:  
**Will be provided**
- (g) Commencement Date of Contract:  
**ASAP**
- (h) Termination Date of Contract:  
**12/31/23**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$ 4,750**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**upon completion of service**
- (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-\$4,750**

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

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 11/21/22

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140 110	Salaries-Regular	A.3140 861	Retirees Hospitalization	\$15,000

Please state reason for transfers requested: Funds needed to cover shortfall in Retirees Hospitalization line.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.