

# FINANCE COMMITTEE

## AGENDA

SEPTEMBER 1, 2022

**Committee Members:** *Leggett, Thomas, Bruno, Merlino, Runyon, Diamond and Driscoll*  
*Chair of the Board shall serve 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 Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **Request for transfers of funds as attached for Committee approval.**

2) **Requests/Items to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):**

A) Journal Report of transfers approved by the County Administrator staff for July 2022.

B) On behalf of the Public Defender's Office - Request to apply for funding through Indigent Legal Services (Office) for the Second Upstate Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant for an amount to be determined.

C) On behalf of the Public Defender's Office - Request to authorize an extension of the existing lease agreement with 333 Glen Street for Suite 100 for an additional one year term commencing on November 1, 2022 and terminating October 31, 2022.

D) On behalf of Public Health - Request to authorize a contract with CareCentrix, Inc. for Health Services to bill for services rendered to the company's members, allowing the ability to receive payments from current vendor and those previously affiliated entities which may still send payment under the former names.

3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

~~A) Request to amend the existing contract with Fitzgerald, Morris, Baker, Firth to change the not to exceed total to \$5,500.~~

B) Request to authorize a new contract with Tyler Technologies, Inc. to modify existing custom bank reconciliation import.

C) Request for a transfer in the amount of \$500 from the Contingent Account to Budget Code A.1325 470, *County Treasurer, Contract*, to cover the cost of the modification of an existing custom bank reconciliation import.

4) **Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**

*Airport (Robin Mapp, Airport Manager) -*

Request to authorize closure of Capital Project H391, *Airport Two New Snow Plows*, and return remaining funds in the amount of \$132.17 to Budget Code A. 892.00, *Reserve, Airport Repairs & Projects*.

5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

*Office of Emergency Services (Ann Marie Mason, Director) -*

A) Request to amend the Warren County Budget in the amount of \$19,000 to increase both sides of the budget to accommodate grant award.

B) Request to amend the Warren County Budget in the amount of \$172,413 to reflect receipt of FY 22 Domestic Terrorism Prevention Grant Program funding.

*Sheriff (James LaFarr, Sheriff) -*

C) Request to amend the Warren County Budget in the amount of \$31,040 to reflect receipt of grant funding from New York State Governor's Traffic Safety Committee Police Traffic Services Program.

D) Request to amend the Warren County Budget in the amount of \$985,547 to reflect receipt of funding from New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant.

6) **Referrals from Economic Growth & Development Committee (Chaired by Supervisor Wild):**

*Employment and Training Administration (Liza Ochendorf, Director) -*

A) Request to amend the Warren County Budget in the amount of \$725,841.58 to reflect receipt of the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2022.

*Planning & Community Development (Wayne LaMothe, Director) -*

B) Request to establish Capital Project No. H418, *Septic System Replacement Fund Round 3*, in the amount of \$595,000.

C) Request to amend the Warren County Budget in the amount of \$66,040 to amend revenue codes to reflect receipt of ARPA administrative funding for 2022 per Resolution No. 260 of 2022.

7) **Referral from Health Services (Chaired by Supervisor Frasier):**

*Public Health (Ginelle Jones, Director, Public Health/Patient Services) -*

Request to amend the Warren County Budget in the amount of \$48,624.77 to reduce both revenue and expense related to Department code (A.4018.0036) for Public Health COVID Vaccine Response contract from the Immunization Action Plan grant.

**CONTINUED**

- 8) **Referral from the Legislative, Rules & Governmental Operations Committee Chaired by Supervisor Strough):**  
**Board of Elections (Elizabeth McLaughlin, Commissioner (D), and William VanNess, Commissioner R) -**  
Request to amend the Warren County Budget in the amount of \$38,994.04 to fund year two of a three year contract with Thundercut Technology Varonis which was reimbursed with the Cybersecurity grant proceeds (Resolution No. 223 of 2020) in 2021.
- 9) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**  
Request to authorize the appropriation of \$26,140 from the Occupancy Tax Reserve, *A.881.00*, to Budget Code A.8021 470, *Planning (and Comm. Dev., Contracts)*, to cover the cost of the contract with Planning/Cliff and Redfield for marketing communications support for First Wilderness Heritage Corridor.
- 10) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
**Parks, Recreation & Railroad (Dean Moore, Director) -**  
Request to amend the Warren County Budget in the amount of \$156.00 to reflect receipt of a donation.
- 11) **Finance Committee action is required on the following Personnel Agenda item(s), contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 4, 5A, 6 and 7.**

**PERSONNEL AGENDA ITEMS 4, 5 and 6:**

- 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**  
**Employment & Training Administration -**  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Student-to-Careers Development Specialist, *Annual Salary \$50,104*, effective September 19, 2022.
- 5A) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Countryside Adult Home (Amy McByrne, Director) -**  
Request to amend the Table of Organization and Salary Schedule to create and the new position of Temporary Help, effective retroactive to September 1, 2022.
- 6) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
**Parks, Recreation & Railroad (Dean Moore, Director) -**  
Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Director of Parks, Recreation & Railroad from \$80,591 to \$77,305 effective retroactive to August 1, 2022.
- 7) **Request/Item to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):**  
On Behalf of the Probation Department - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Administrative Secretary in the Probation Department from \$48,366 to \$54,086 effective retroactive to August 1, 2022.

**IV. Pending Items:**

No items this month.

**V. Privilege of the Floor/Public Comment**

**VI. Motion to adjourn**

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: \_\_\_\_\_ DATE: 8/23/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
D.5112.8318 280	Co Roads, 2020 CR#20 Schroon River Rd	D.5110 465	Co Roads, Maint of Rd, Road/Bridge Materials	\$ 11,977.72	Chester

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 439	Contingent Fund			
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Please state reason for transfer request:

Cover Road Materials

**RESOLUTION REQUEST FORM NO. 10**

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Employment and Training

SIGNED: Liza Ochsendorf

DATE: August 23, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
40.6293.0305 433	WIOA Dislocated Worker	40.6293.0300 433	WIOA Adult	\$20,000.00

Please state reason for transfers requested: Annual housekeeping item allowed by WIOA and NYSDOL to carryover funds.

**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.

WARREN COUNTY  
Journal Report - July 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
7/18/2022	A.1011 436	Advertising Fees	Transfer within Budget Code from A.1011 444	\$ 249.00	
7/18/2022	A.1011 444	Travel/Education/Conference	Transfer within Budget Code to A.1011 436		\$ 249.00
Building & Fire - Building & Fire Code					
7/11/2022	A.3620 426	Subscriptions	Budget Transfer Within Object Code to A.3620 428		\$ 6.00
7/11/2022	A.3620 428	Data Processing & Internet Fees	Budget Transfer Within Object Code From A.3620 426	\$ 6.00	
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
7/1/2022	A.1165 410	Supplies	Budget Transfer within object code to A.1165 439 Misc		\$ 60.00
7/1/2022	A.1165 439	Misc Fees & Expenses	Budget Transfer within object code from A.1165 410 Supplies	\$ 60.00	
DPW_DPW Admin - DPW,DPW Administration					
7/7/2022	A.7110 410	Supplies	Out of Code Transfer to A.7110 422		\$ 23.00
7/7/2022	A.7110 422	Repair/Maint-Equipment	Out of Code Transfer from A.7110 410	\$ 23.00	
7/13/2022	A.1625 410	Supplies	Transfer Within Budget Code from A.1625 470	\$ 40.00	
7/13/2022	A.1625 470	Contract	Transfer Within Budget Code to A.1625 410		\$ 40.00
7/15/2022	A.1620 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.1620 470		\$ 1,900.00
7/15/2022	A.1620 470	Contract	Transfer Within Budget Code from A.1620 413	\$ 1,900.00	
7/21/2022	A.1620 260	Other Equipment	Transfer Out of Budget Code from A.1620 410	\$ 454.00	
7/21/2022	A.1620 410	Supplies	Transfer Out of Budget Code to A.1620 260		\$ 454.00
7/21/2022	DM.5130 855	Disability	Transfer Within Budget Code from DM.5130 860	\$ 870.00	
7/21/2022	DM.5130 860	Hospitalization	Transfer Within Budget Code to DM.5130 855		\$ 870.00
7/21/2022	DM.5130 855	Disability	Transfer Within Budget Code from DM.5130 860	\$ 100.00	
7/21/2022	DM.5130 860	Hospitalization	Transfer Within Budget Code to DM.130 855		\$ 100.00
7/22/2022	A.7110 410	Supplies	Transfer Within Budget Code to A.7110 422		\$ 95.00
7/22/2022	A.7110 422	Repair/Maint-Equipment	Transfer Within Budget Code from A.7110 410	\$ 95.00	
7/22/2022	A.7113 410	Supplies	Transfer Within Budget Code from A.7113 413	\$ 128.00	

7/22/2022	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 410	\$	128.00
7/22/2022	DM.5130 230	Automotive Equipment	Transfer Within Budget Code to DM.5130 260	\$	2.00
7/22/2022	DM.5130 260	Other Equipment	Transfer Within Budget Code from DM.5130 230	\$	2.00
7/27/2022	A.7113 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7113 415	\$	1,000.00
7/27/2022	A.7113 415	Electricity	Transfer Within Budget Code from A.7113 413	\$	1,000.00
7/28/2022	A.1610 410	Supplies	Transfer Within Budget Code to A.1610 444	\$	65.00
7/28/2022	A.1610 444	Travel/Education/Conference	Transfer Within Budget Code from A.1610 410	\$	65.00
7/29/2022	DM.5140 422	Repair/Maint-Equipment	Transfer Within Budget Code to DM.5140 439	\$	500.00
7/29/2022	DM.5140 439	Misc Fees & Expenses	Transfer Within Budget Code from DM.5140 422	\$	500.00

## Employment &amp; Tr\_WIA-Admin(Staff) - Employment &amp; Training,WIA-Admin (Staff)

7/6/2022	40.6326 410	Supplies	Object code change to 40.6326 444	\$	194.00
7/6/2022	40.6326 444	Travel/Education/Conference	Object code change from 40.6326 410	\$	194.00
7/7/2022	40.6293.0305 840	Workmen's Compensation	Object code change to 40.6293.0305 861	\$	200.00
7/7/2022	40.6293.0305 861	Retirees Hospitalization	Object code change from 40.6293.0305 840	\$	200.00
7/7/2022	40.6293.0310 840	Workmen's Compensation	Object code change to 40.6293.0310 861	\$	600.00
7/7/2022	40.6293.0310 861	Retirees Hospitalization	Object code change from 40.6293.0310 840	\$	600.00
7/7/2022	40.6293.0313 427	Memberships & Dues	Object code change to 40.6293.0313 444	\$	200.00
7/7/2022	40.6293.0313 444	Travel/Education/Conference	Object code change from 40.6293.0313 427	\$	200.00
7/20/2022	40.6293.0313 411	Rent-Building/Property	Object code change to 40.6293.0313 426	\$	50.00
7/20/2022	40.6293.0313 411	Rent-Building/Property	Object code change to 40.6293 0313 423	\$	50.00
7/20/2022	40.6293.0313 423	Telephone	Object code change from 40.6293.0313 411	\$	50.00
7/20/2022	40.6293.0313 426	Subscriptions	Object code change from 40.6293.0313 411	\$	50.00
7/20/2022	40.6326 410	Supplies	Object code change to 40.6326 434	\$	50.00
7/20/2022	40.6326 434	Allowances	Object code change from 40.6326.410	\$	50.00

## Infotech - Information Technology

7/27/2022	A.1680 410	Supplies	Budget Transfer within Object Code from A.1680 426	\$	1,100.00
7/27/2022	A.1680 426	Subscriptions	Budget Transfer within Object Code to A.1680 410	\$	1,100.00

## Legal Def-Indgnt - Legal Defense - Indigents

7/12/2022	A.1170 423	Telephone	From A. 1170 440 to A. 1170 423	\$	831.16
7/12/2022	A.1170 440	Legal/Transcript Fees	From A. 1170 440 to A. 1170 423	\$	831.16
7/18/2022	A.1170 470	Contract	Out of Code Transfer From A. 1170.4202 470 to A. 1170 470	\$	48,466.64

7/18/2022	A.1170.4202 470	Contract	Out of Code Transfer From A. 1170.4202 470 to A. 1170 470		\$ 48,466.64
Medical Exam&Cor - Medical Exam & Coroners					
7/25/2022	A.1185 410	Supplies	Budget Transfer from Object Code A.1185 435	\$	619.98
7/25/2022	A.1185 435	Medical Fees	Budget Transfer within Object Code to A.1185 410		\$ 619.98
Office of EMS - Office of Emergency Services					
7/7/2022	A.3410 423	Telephone	Budget transfer within object code to A.3410 428	\$	640.00
7/7/2022	A.3410 427	Memberships & Dues	Budget transfer within object code to A.3410 428	\$	50.00
7/7/2022	A.3410 428	Data Processing & Internet Fees	Budget transfer within object code from A.3410 423	\$	640.00
7/7/2022	A.3410 428	Data Processing & Internet Fees	Budget transfer within object code from A.3410 427	\$	50.00
7/7/2022	A.3640 427	Memberships & Dues	Budget transfer within object code to A.3640 442	\$	50.00
7/7/2022	A.3640 442	Automotive - Gas & Oil	Budget transfer within object code from A.3640 444	\$	300.00
7/7/2022	A.3640 442	Automotive - Gas & Oil	Budget transfer within object code from A.3640 427	\$	50.00
7/7/2022	A.3640 444	Travel/Education/Conference	Budget transfer within object code to A.3640 442	\$	300.00
7/12/2022	A.3640 410	Supplies	Budget transfer within object code from A.3640 423	\$	250.00
7/12/2022	A.3640 423	Telephone	Budget transfer within object code to A.3640 410	\$	250.00
Public Health_Health Services - Public Health,Health Services					
7/11/2022	A.4018.0040 410	Supplies	Budget Transfer Health Ed to A40180040428 from 410	\$	67.00
7/11/2022	A.4018.0040 428	Data Processing & Internet Fees	Budget Transfer Health Ed to A40180040428 from 410	\$	67.00
7/11/2022	A.4189 410	Supplies	Out of Budget code transfer A4189 810 from 4189.410	\$	400.00
7/11/2022	A.4189 810	Retirement	Out of Budget code transfer A4189 810 from 4189.410	\$	400.00
7/28/2022	A.4018.0040 410	Supplies	Health Ed move to Supplies A40180040410 from Ads A40180040436	\$	1,500.00
7/28/2022	A.4018.0040 436	Advertising Fees	Health Ed move to Supplies A40180040410 from Ads A.4018.0040.436	\$	1,500.00
Residential Hall - Countryside Adult Home					
7/28/2022	A.6030 416	Oil & Gas-Heating	Budget Transfer within object code to A.6030 416 from A.6030 470	\$	6,000.00
7/28/2022	A.6030 470	Contract	Budget Transfer within object code from A 6030 470 to A.6030 416	\$	6,000.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
7/14/2022	A.3150 260	Other Equipment	Budget Transfer out of object code FROM A.3150 413	\$	3,585.72
7/14/2022	A.3150 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code TO A.3150 260	\$	3,585.72
7/25/2022	A.3110 424	Postage	Budget Transfer within object code from A.3110 444	\$	1,500.00

7/25/2022	A.3110 444	Travel/Education/Conference	Budget Transfer within object code TO A.3110 424	\$ 1,500.00
7/25/2022	A.3110 444	Travel/Education/Conference	Budget Transfer within object code TO A.3110 455	\$ 3,200.00
7/25/2022	A.3110 455	Safety Equipment	Budget Transfer within object code FROM A.3110 444	\$ 3,200.00
Social Services - Social Services				
7/15/2022	A.6010 410	Supplies	Budget Transfer within Object Code to A.6010 439	\$ 1,500.00
7/15/2022	A.6010 439	Misc Fees & Expenses	Budget Transfer within Object Code from A.6010 410	\$ 1,500.00
7/18/2022	A.6050 469	Other Payments/Contributions	Out of Budget Code Transfer from A.6100 470	\$ 31,000.00
7/18/2022	A.6100 470	Contract	Out of Budget Code Transfer to A.6050 469	\$ 31,000.00
7/28/2022	A.6010 220	Office Equipment	out of object code transfer from A.6010 410	\$ 500.00
7/28/2022	A.6010 410	Supplies	out of object code transfer to A.6010 220	\$ 500.00
Tourism - Tourism				
7/12/2022	A.6417.0001 427	Memberships & Dues	Transfer from A.6417.0001 481	\$ 1,600.00
7/12/2022	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 427	\$ 1,600.00
7/28/2022	A.6417.0001 427	Memberships & Dues	Transfer back to A.6417.0001 481	\$ 1,600.00
7/28/2022	A.6417.0001 481	Tourism Promotion	Transfer back from A.6417.0001 427	\$ 1,600.00
Veterans Service - Veterans Service				
7/12/2022	A.6510 428	Data Processing & Internet Fees	Out of code Funds transfer from P2P 428 Internet billing	\$ 67.00
7/12/2022	A.6510.0125 428	Data Processing & Internet Fees	Out of code Funds transfer to 428 Internet billing	\$ 67.00
7/14/2022	A.6510 220	Office Equipment	Out of Code Funds transfer from 410 (1) Pencil Sharpener	\$ 31.96
7/14/2022	A.6510 410	Supplies	Out of Code Funds transfer to 220 (1) Pencil Sharpener	\$ 31.96
7/15/2022	A.6510 220	Office Equipment	Out of Code Funds transfer from 469 (1) PC monitor	\$ 246.31
7/15/2022	A.6510 469	Other Payments/Contributions	Out of Code Funds transfer to 220 (1) PC monitor	\$ 246.31

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

**DEPARTMENT NAME:** Warren County Public Defender's Office

**DATE:** 9/1/2022

- (a) Is this a Result of a Bid or Request for Proposal?
- (b) Purpose of Contract: **To apply for funding through Indigent Legal Services (Office) for the Second Upstate Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant. The Public Defender's Office will not exceed any funding amounts when announced and request to allow the Chair to sign any extensions or budget modifications as necessary.**
- (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: **February 1, 2023**
- (h) Termination Date of Contract: **TBD**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **TBD**  
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 Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

\*as listed in budget and LOGOS

**New York State  
Office of Indigent Legal Services**

*Funding  
Announcement*

**Second Upstate Family Defense (Child Welfare)  
Quality Improvement & Caseload Reduction Grant**

**NYS Office of Indigent Legal Services  
Request for Proposals**

The New York State Office of Indigent Legal Services (ILS) and nine-member Indigent Legal Services Board (Board) were created by legislation enacted in 2010, found in Executive Law Article 30, sections 832 and 833. As part of its statutory mission “to monitor, study and make efforts to improve the quality of services provided pursuant to Article 18-B of the county law,” ILS, operating under the direction and pursuant to policies established by the Board, assists county governments in the exercise of their responsibility to provide effective and meaningful representation of persons who are legally entitled to counsel but cannot afford to hire an attorney. The assistance provided by ILS and the Board includes distributing state funds and targeting grants to counties in support of innovative and cost-effective solutions to enhance the quality of indigent legal services.

**Timelines for This Request for Proposals**

<b>RFP Release Date</b>	<b>Tuesday, August 2, 2022</b>
<b>Questions Due By</b>	<b>Monday, August 15, 2022 5:00 p.m. ET (Q &amp; A period closed)</b>
<b>Answers Posted By</b>	<b>Wednesday, August 24, 2022</b>
<b>Proposal Due Date</b>	<b>Wednesday, September 14, 2022 5:00 p.m. ET</b>
<b>Award Announcement</b>	<b>November 2022</b>
<b>Tentative Contract Start Date</b>	<b>February 2023</b>

**Intent of this Request for Proposals**

ILS is announcing the availability of funds and soliciting proposals from New York State counties to develop new, innovative programs or practices to improve the quality of

representation provided to parents<sup>1</sup> accused of child maltreatment who cannot afford to retain counsel, including reduced attorney caseloads, pre-petition access to counsel, practice integration of non-attorney professionals such as social workers and parent advocates, and high-caliber training opportunities.

The intent of this Request for Proposals (RFP) is to support local initiatives aimed at improving the quality of legal representation provided to parents in child protective matters as defined in Family Court Act Article 10.<sup>2</sup> Quality legal representation for parents in these proceedings is of heightened importance since the individuals targeted are disproportionately poor, Black and Indigenous, and typically lack the information, resources, and social capital necessary to respond effectively to government action which often includes temporary or permanent removal of a child from the parent. Improvements in this area will also promote better Family Court decision-making, reduce the needless separation of children from their families, save foster care costs, diminish disparate racial impacts, and reduce long-term costs to the state and to counties.

### Section I: Background

Parents' interest in their children's care and custody is one of the oldest and most fundamental liberty interests recognized by law.<sup>3</sup> Depriving a parent of the right to raise a child is "often ... the more grievous" compared to a prison sentence.<sup>4</sup> The United States Supreme Court has emphasized that parents' fundamental liberty interest in associating with and raising their children "does not evaporate simply because they have not been model parents or have lost temporary custody of their child to the State. Even when blood relationships are strained, parents retain a vital interest in preventing the irretrievable destruction of their family life."<sup>5</sup> Moreover, children have their own legal interest and right to be raised by their parent.<sup>6</sup>

Recognizing the need for due process protection of the fundamental liberty interests of family integrity and family autonomy, in 1972 the New York State Court of Appeals held that poor parents accused by the government of child maltreatment (Family Court Act Article 10) have a

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<sup>1</sup> For ease of reference, in this RFP the term "parent" refers to a biological parent or other "legally responsible" person who is eligible for assigned counsel under New York Family Court Act § 262.

<sup>2</sup> In this RFP, the terms "child welfare," "child protective" and "State intervention" are used interchangeably and refer generally to abuse and/or neglect proceedings pursuant to Article 10 of the Family Court Act, as well as foster care placement, termination of parental rights, surrender, destitute minor, and permanency planning proceedings. Child protective services agencies are referred to as "CPS" or "DSS" agencies.

<sup>3</sup> *Troxel v. Granville*, 530 U.S. 57, 65 (2000).

<sup>4</sup> *Lassister v. Department of Social Services*, 452 U.S. 18, 59 (1981) (Stevens, J., dissenting).

<sup>5</sup> *Santosky v. Kramer*, 455 U.S. 745, 753 (1982).

<sup>6</sup> Assessing the private interests at stake in the fact-finding stage of a child protective case, the *Santosky* Court observed that "the State cannot presume that a child and his parents are adversaries," and that, until the State proves parental unfitness, "the child and his parents share a vital interest in preventing erroneous termination of their natural relationship." *Id.* at 760.

constitutional right to publicly-funded legal representation.<sup>7</sup> Citing the “gross inherent imbalance of experience and expertise” between the State and an unrepresented parent, the *Ella B.* Court reasoned that “[a] parent’s concern for the liberty of the child, as well as for his care and control, involves too fundamental an interest and right to be relinquished to the State without the opportunity for a hearing, with assigned counsel if the parent lacks the means to retain a lawyer.”<sup>8</sup> In 1975, this decision was codified in §§ 261 and 262 of the New York Family Court Act. Family Court Act § 261 emphasizes that parents have a constitutional right to assigned counsel to protect the “fundamental interests and rights” implicated in various types of family law cases. Accordingly, our courts have made it clear that the constitutional standard of effective assistance of counsel afforded defendants in criminal proceedings under the New York State Constitution is equally applicable in state intervention cases.<sup>9</sup>

Despite these well-established constitutional and statutory mandates, attorneys representing parents in Article 10 matters face multiple challenges in providing quality representation. These challenges are detailed in the February 2019 *Interim Report of the Commission on Parental Representation* (2019 Interim Report). Convened by Chief Judge Janet DiFiore, the Commission’s mandate is “to examine the current state of representation for indigent parents in constitutionally and statutorily mandated family-related matters, and to develop a plan to ensure the future delivery of quality, cost-effective parental representation across the state.”<sup>10</sup> The Commission found that the most prominent challenges parental representation providers face are overwhelming attorney caseloads, insufficient access to essential supports and resources, and failure to provide parents with timely access to counsel.

ILS’ *Standards for Parental Representation in State Intervention Matters* call for, “...sufficient time and resources necessary to provide high quality representation to each client.”<sup>11</sup> Establishment of and compliance with caseload standards is an effective means of ensuring sufficient time and resources, and in fact, there are existing caseload caps for attorneys representing children<sup>12</sup> and for attorneys representing indigent criminal defendants.<sup>13</sup> In its 2019

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<sup>7</sup> *Matter of Ella B.*, 30 N.Y.2d 352 (1972).

<sup>8</sup> *Id.* at 356-357 (cites omitted).

<sup>9</sup> *Brown v. Gandy*, 3 N.Y.S.3d 486 (4<sup>th</sup> Dept. 2015) (“... because the potential consequences are so drastic, the Family Court Act affords protections equivalent to the constitutional standard of effective assistance of counsel afforded defendants in criminal proceedings;” previous decisions requiring a showing of “actual prejudice to prevail on a claim of ineffective assistance of counsel under the New York Constitution” are no longer to be followed); *see also Matter of Jaikob O.*, 931 N.Y.S.2d 156 (3rd Dept. 2011); *Matter of Eileen R.*, 912 N.Y.S.2d 350 (3rd Dep’t 2010); *Matter of Alfred C.*, 655 N.Y.S.2d 589 (2d Dept. 1997).

<sup>10</sup> *Commission on Parental Legal Representation: Interim Report to Chief Judge DiFiore*, at 4. This report is available at: [http://ww2.nycourts.gov/sites/default/files/document/files/2019-02/PLR\\_Commission-Report.pdf](http://ww2.nycourts.gov/sites/default/files/document/files/2019-02/PLR_Commission-Report.pdf).

<sup>11</sup> New York State Office of Indigent Legal Services *Standards for Parental Representation in State Intervention Matters*, See D-2. <https://www.ils.ny.gov/files/Parental%20Representation%20Standards%20Final%20110615.pdf>

<sup>12</sup> 22 NYCRR § 127.5.

Interim Report, the Commission on Parental Representation acknowledged that there are no existing caseload standards for attorneys representing parents in Family Court matters, and recommended an initial client cap of 50 to 60 clients in child welfare/family defense matters.<sup>14</sup> This temporary cap was recommended as a stopgap measure to mitigate the difficulty of providing effective representation with existing caseloads; the Commission further called for a study of caseloads to inform what final caseload standards should be adopted. Per this recommendation, ILS, in cooperation with the Office of Court Administration, undertook an exhaustive and informed study and at its June 11, 2021 meeting, the ILS Board approved the *Caseload Standards for Parents' Attorneys in New York State Family Court Mandated Representation Cases* ("ILS caseload standards").<sup>15</sup> The ILS Board approval of these standards was made contingent on the availability of state funding to enforce them.

State funding has been made available to effectuate caseload standards in criminal cases. But while New York has "made significant strides in improving the representation of indigent criminal defendants in recent years"<sup>16</sup> as a result of the *Hurrell-Harring v. The State of New York* settlement and subsequent state funding to expand those improvements statewide, mandated representation of parents in Article 10 matters continues to be under-funded and under-resourced.<sup>17</sup> Notably, the federal government has stepped in to assist states and local municipalities in their efforts to improve the quality of family defense: in 2019 the federal Children's Bureau issued revised and new policies that allow state Title IV-E agencies (the Office of Children and Family Services (OCFS) in New York) to obtain federal subsidy for certain expenses related to representation of parents in all stages of child protective matters, from CPS investigations through terminations of parental rights and appeal proceedings.<sup>18</sup> For these reasons, this RFP is targeted specifically for caseload reduction and quality improvement initiatives for the representation of assigned counsel eligible parents in child welfare/family defense matters.

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<sup>13</sup> Executive Law § 832 (4); ILS, A Determination of Caseload Standards, ILS, A Determination of Caseload Standards pursuant to § IV of the *Hurrell-Harring v State of New York Settlement* (Dec. 2016), available at <https://www.ils.ny.gov/files/Caseload%20Standards%20Report%20Final%20120816.pdf>.

<sup>14</sup> *Commission on Parental Legal Representation: Interim Report to Chief Judge DiFiore*, at 34.

<sup>15</sup> This document is available at: [Caseload Standards Parents Attorneys NYS Family Court.pdf](#).

<sup>16</sup> *Commission on Parental Legal Representation: Interim Report to Chief Judge DiFiore*, at 9. [http://ww2.nycourts.gov/sites/default/files/document/files/2019-02/PLR\\_Commission-Report.pdf](http://ww2.nycourts.gov/sites/default/files/document/files/2019-02/PLR_Commission-Report.pdf)

<sup>17</sup> *Memorandum in Support of State Funding for Mandated Parental Representation*, New York State Bar Association, Committee on Families and the Law (January 2018), <https://nysba.org/app/uploads/2020/02/CORRECTED-FINAL-4-17-2018.pdf>

<sup>18</sup> *Utilizing Title IV-E Funding to Support High-Quality Legal Representation and Promote Child and Family Well-Being*, ACYF-CB-IM-21-06, U.S. Dep't of Health and Human Services, Administration for Children and Families, Children's Bureau, (January 14, 2021), <https://www.acf.hhs.gov/cb/policy-guidance/im-21-06>; see also Mark Hardin, *Claiming Title IV-E Funds to Pay for Parents' and Children's Attorneys: A Brief Technical Overview*, Child Law Practice Today, American Bar Association (February 2019), [https://www.americanbar.org/groups/public\\_interest/child\\_law/resources/child\\_law\\_practiceonline/january---december-2019/claiming-title-iv-e-funds-to-pay-for-parents-and-childrens-attor/](https://www.americanbar.org/groups/public_interest/child_law/resources/child_law_practiceonline/january---december-2019/claiming-title-iv-e-funds-to-pay-for-parents-and-childrens-attor/)

## Section II: Project Description – What is This RFP Seeking to Achieve?

ILS has established this RFP to assist counties in implementing initiatives that improve the quality of legal representation provided to parents in child protective matters as defined in Family Court Act Article 10. Please note:

- **Proposals must be developed in consultation with representatives of each County Law Article 18-B Family Court mandated representation provider in the applicant's county, including the person with responsibility for overseeing the county's Assigned Counsel Plan.**
- **No county may submit more than one proposal.**
- **Proposals that rely on statutory changes for their implementation will not be funded.**
- **Funding of proposals is limited to the representation of clients pursuant to County Law Article 18-B in Family Court Act Article 10 matters, and all other Family Court petition types that occur during the representation of the client at all stages of the Article 10 matter, including during a CPS investigation before court action is initiated.<sup>19</sup>**

While no one specific basis is required to secure an award, nor do the bases noted here constitute an exclusive list, proposals are sought for the provision of mandated representation in such matters that would enhance existing services, create new and innovative approaches which address the quality of representation, or both, including:

- *Reduced caseloads*: Proposals that seek to reduce attorney caseloads to enhance the quality of representation in Family Court Act Article 10 proceedings are strongly encouraged. Such proposals should identify protocols that will be implemented, explain how the protocols will reduce caseloads, and, if relevant, describe how a caseload-reducing protocol will be implemented in relation to other quality enhancement measures.
- *Increased access to and use of specialized services*: As set forth in the ILS *Standards for Parental Representation in State Intervention Matters*, a multi-disciplinary approach is foundational to quality representation in Family Court Act Article 10 cases. Proposals that involve new or increased access to and utilization of specialized resources including social workers, parent advocates, expert witnesses, or administrative supports are also encouraged.

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<sup>19</sup> ILS understands that clients facing Family Court Article 10 matters often face other Family Court petition types during the pendency of the Article 10 matter. To promote comprehensive and holistic representation of clients, the funding from this RFP can be used for representation on these other petition types that arise during the representation of a client on an Article 10 matter.

- *Pre-petition representation.* Proposals that seek to connect parents with timely legal representation during the Child Protective Services (CPS) investigation, prior to the filing of any court petition, are strongly encouraged. As noted in the *Commission on Parental Legal Representation: Interim Report to Chief Judge DiFiore*, such pre-petition representation in child welfare proceedings can “contribute to more expeditious provision of appropriate, individualized services to families; assist in placing children with relatives, rather than in foster care with strangers; prevent unnecessary removals of children; and avoid unnecessary court proceedings.”<sup>20</sup>

When developing proposals, counties are strongly encouraged to:

- Propose plans that address obstacles to quality representation faced by **all** of the county’s providers of mandated representation in Family Court matters (primary provider and conflict provider[s]).
- Incorporate enhanced access to high-caliber trainings, including legal content and skills-based training.
- Include initiatives that promote compliance with ILS’ *Standards for Parental Representation in State Intervention Matters*.<sup>21</sup>

### Section III: Funding and Contract Period

Grants awarded under this RFP will be issued for a period of three years. The total available funds for awards are \$12,000,000 (\$4,000,000 per year for each of three years). The total available funds will not necessarily be divided equally, nor will selected applicants be guaranteed the entire amount requested.

**The maximum amount to be awarded to any one county is \$750,000.00 (\$250,000 per year for three years).** Counties may submit proposals either at or less than the maximum amount. If additional funds become available, ILS reserves the right to approve additional projects under the authority of this funding announcement or restore funding.

### Section IV: Who is Eligible to Apply for This Request for Proposals

Only New York State counties, other than counties wholly encompassed within New York City, are eligible to apply. Proposals must be submitted by an authorized county official or designated

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<sup>20</sup> *Commission on Parental Legal Representation: Interim Report to Chief Judge DiFiore*, at 22.

<sup>21</sup> *Standards for Parental Representation in State Intervention Matters*, New York State Office of Indigent Legal Services (2015), <https://www.ils.ny.gov/files/Parental%20Representation%20Standards%20Final%20110615.pdf>.

employee of the governing body of the applicant county. There is no funding match or any other cost to the county to participate in this project.

## **Section V: Instructions for Completing This Request for Proposals**

The RFP is available online at <https://www.ils.ny.gov/node/224/pending-rfps> Requests for the RFP may be made by e-mail to [Jessica.Bogran@ils.ny.gov](mailto:Jessica.Bogran@ils.ny.gov) or by telephone at (518) 935-7868.

No responses will be provided to inquiries made by telephone other than to request a copy of this RFP.

### RFP Questions and Updates

Questions or requests for clarification regarding the RFP should be submitted via email only, citing the RFP page and section, by 5:00 p.m. Eastern Time (ET) on **Monday, August 15, 2022** to [QA@ils.ny.gov](mailto:QA@ils.ny.gov). Questions received after the deadline will not be answered.

When corresponding by email, clearly indicate the subject as: **“Second Upstate Family Defense (Child Welfare) Quality Improvement and Caseload Reduction RFP.”**

Questions and answers will be posted online by **Wednesday, August 24, 2022** at: <https://www.ils.ny.gov/node/224/pending-rfps>. The name of the party submitting the question will not be posted.

### Application Submission

Applications may be submitted via mail, email, or hand delivery. All submissions must contain the complete application. Only complete applications will be reviewed and evaluated.

**All applications must be received by Wednesday, September 14, 2022 at 5:00 p.m. ET. Late applications will not be considered.**

If submitting an application by mail or hand delivery, this RFP requires the submission of one (1) original, and four (4) copies (for a total of five).

Applications must be delivered to:

**By mail:** Jennifer Colvin, Grants Manager  
Office of Indigent Legal Services  
Alfred E. Smith Bldg., 11th Floor  
80 South Swan Street  
Albany, NY 12210

**Hand delivery:** Please call the Office of Indigent Legal Services in advance to arrange for building security clearance (518-486-2028 or 518-486-9713).

Office of Indigent Legal Services  
 Alfred E. Smith Building  
 11<sup>th</sup> Floor, Suite 1147  
 80 South Swan Street  
 Albany, NY 12210

**By email:** Electronically submitted proposal applications must be emailed to [RFP@ils.ny.gov](mailto:RFP@ils.ny.gov). All required documents or attachments must be included in the electronic submission.

When corresponding by email, clearly indicate the subject as: **“Second Upstate Family Defense (Child Welfare) Quality Improvement and Caseload Reduction RFP.”**

After you submit your application at [RFP@ils.ny.gov](mailto:RFP@ils.ny.gov) you will receive an email confirming receipt of the application. If you do not receive an email confirming receipt, contact Jennifer Colvin at (518) 486-9713.

#### Application Format

The following components must be included in the application for the submission to be complete:

1. Cover Page (not more than two (2) pages in length)
2. Proposal Narrative (not more than ten (10) pages in length)
3. Budget and Cost
  - a. Budget (see Attachment A of this RFP)
  - b. Budget Justification (not more than four (4) pages in length)

### **Section VI: Proposal Application**

#### **I. COVER PAGE (not scored)**

Provide a cover page with your proposal which includes the information listed below. **To ensure uniformity, please limit the length of the cover page to no more than two (2) pages (double-spaced, with margins of 1 inch on all sides, using no less than a 12-point font).**

The cover page should include the following information:

1. Identification of the county requesting funds;

2. The authorized county official or designated employee of the applicant county's governing body to whom notification of a grant award shall be sent. Please include contact information: name, title, phone number, address, and email address.
3. Fiscal intermediary name and address (identify the department and/or individual responsible for fiscal reporting for this project);
4. Amount of funding requested; and
5. A concise description of the proposed project, no more than three sentences long.

## II. PROPOSAL NARRATIVE (90 points)

Please address the questions listed below in the order and format in which they are presented. Each response should be numbered and identify the specific item being addressed. Applicants will be evaluated on the information they provide. Please do not submit information that is not specifically requested. **The Proposal Narrative should not be more than ten (10) pages in length (double-spaced, with margins of 1 inch on all sides, using no less than a 12-point font).**

### A. Plan of Action

1. Describe the obstacles to providing quality representation in Family Court Act Article 10 matters that your county's providers of mandated representation confront and that your plan is intended to address. The obstacles identified should be ones that can be addressed by this funding, which may include, but not be limited to, the impact of excessive caseloads, lack of early intervention/pre-petition services, insufficient access to specialized services that allow for a multi-disciplinary approach to representation, insufficient access to training, etc. (10 Points)
2. Describe the plan you will implement to address the obstacles to providing quality representation you identified in Question #1 (e.g., excessive caseloads, lack of early intervention/pre-petition services, insufficient access to specialized services that allow for a multi-disciplinary approach to representation, insufficient access to training, etc.). In your response, please do not describe plans for training; if training is part of your plan, please address it in Question #4 below. (20 Points)
3. Describe the specific role all of the providers of mandated Family Court representation in your county have in your plan. (10 Points)
4. Identify any training or mentoring that will be provided to meet your plan objectives, and which positions, including supervisory staff, will receive the training/mentoring. (10 Points)
5. Describe the current Family Court staffing structure for all of the providers of Family Court representation in your county, and any anticipated changes required to implement your plan, including whether existing staff will perform tasks, or if new staff will need to be hired. (5 Points)

6. Describe how you will assure your plan is feasible and how you will monitor the plan such that obstacles to implementation can be identified and necessary adjustments made. (5 Points)
7. Specify how your plan is expected to achieve greater compliance with ILS standards, particularly *ILS Standards for Parental Representation in State Intervention Matters*. Specific standards should be referenced. (5 Points)

#### **B. Data Collection, Performance Measurement, and Evaluation**

8. Describe the metrics that will be used to demonstrate that your plan has been successfully implemented. For example, if your plan is to reduce caseloads, specify how you will measure caseloads in a way that is appropriate to gauge implementation of your plan.<sup>22</sup> If your plan will increase access to non-attorney professional support services, specify how you will show that these resources, or attorney access to them, was increased. (5 Points)
9. Describe the specific improvements in the quality of representation that you anticipate resulting from your plan, and how these will be measured. For example, if your plan is to reduce caseloads, specify the attorney behavior you expect to see as a result of reduced caseloads. If your plan is to increase access to non-attorney professional services, specify how you will measure utilization of these services and the impact on the quality of representation. Where possible, also provide 'baseline' figures for the measures you will use which reflect the situation in your program as it stands at present if such measures are available. (10 Points)
10. Describe how you will collect the data necessary for Questions #8 and #9. Indicate whether you will use your current case management system or whether staffing, programmatic, or technological changes need to be made to track required data and how these would be accomplished, including implementation of office protocols for collecting information or changes to your case management system or other systems for maintaining and reporting data. (5 Points)

#### **C. Applicant Capability and Personnel**

11. Identify who will be the lead person(s) responsible for plan implementation, and their qualifications. If the plan includes more than one provider of mandated representation, please specify the lead person(s) for each provider. (2 points)
12. Describe how and to what extent you consulted with the leader of each provider of Family Court representation under Article 18-B of the County Law. If applicable, describe the willingness of other agencies to cooperate in the implementation of your plan. (3 Points)

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<sup>22</sup> ILS recognizes that for many counties, the funding made available in this RFP will not be sufficient for compliance with the *ILS Caseload Standards for Parents' Attorneys in New York State Family Court Mandated Representation Cases*. Nonetheless, applicants seeking to reduce attorney caseloads should refer to these standards both for a sense of the optimum attorney caseloads in Family Court matters and for information about measuring caseloads.

### III. BUDGET & COST (30 points)

Grant applications will be evaluated and rated on consistency with the proposed action plan, efficient use of funds and overall cost-effectiveness, and clarity.

- **The Budget should be constructed using the attached Budget Form;**
- **the Budget Justification should not be more than four (4) pages in length (double-spaced, with margins of 1” on all sides, using no less than a 12-point font).**

The completed Attachment A: Budget Form is not part of the two-page limit.

13. Using the attached Budget Form, provide a detailed **three-year budget** containing reasonable and necessary costs. The budget for the proposed project must be consistent with the terms of the RFP and mathematically correct. (8 Points)
14. The Budget Justification should briefly **explain each budget line**, justifying the budget request, and relating the requested line budget amount to the plan of action and expected results. The justification should correspond with the information and requested amount provided in the Budget. (20 Points)
15. The Budget Justification should also describe how the county will monitor expenditures during the life of the grant to ensure that the project stays within the budget. (2 Points)

**Complete the attached Budget Form (Attachment A) and return with the proposal.**

### Section VII: Review and Selection Process

ILS will conduct a two-level review process for all submitted proposals:

The first level entails a Pass/Fail review, conducted by ILS staff, to ensure that the application is responsive to the conditions set forth in the RFP. ILS will reject any applications that do not clearly and specifically address the purposes of this funding opportunity and/or fail to meet any of the following criteria:

1. The RFP was submitted within the designated time frames;
2. The RFP was submitted consistent with the format requested by ILS, including page limits;
3. The applicant is an eligible entity as specified within the RFP;
4. The proposal purpose is for that intended by the RFP;
5. The proposal included a budget submission.

The second level consists of a scored comprehensive proposal review that involves a thorough evaluation of the submitted proposal specifically related to the project work plan, performance measurement and evaluation, organizational capability, overall strength of plan, and the budget and corresponding budget justification. The proposal review and rating will be conducted using

the criteria stated in this Funding Announcement. ILS will typically use staff, and others with expertise in the RFP topic area, to comprise the proposal review team. Each reviewer will assign a score up to a maximum of 120 points to each application; individual scores will be averaged to determine the applicant's score. Applicants' scores will be ranked in order. ILS reserves the right to conduct follow-up discussions with applicants to clarify information in the submitted proposal. In the event of a tie (identical scores), ILS will look at the highest scores of these sections of the proposals to determine an award: first, the "Plan of Action" portion of the proposal, and if these scores are the same, next the "Budget and Cost" portion of the proposal. In addition, in the event there are any remaining funds after making awards in accordance with the Review and Selection Process, ILS reserves the right to allocate the grant funds in a manner that best suits program needs as determined by ILS. Such a plan will be subject to review and approval by the Office of the State Comptroller.

## Awarding of Grants

### Contract Development Process

It is anticipated that applications will be reviewed and that successful applicants will be notified of funding decisions in November 2022. All commitments are subject to the availability of state funds. The proposal review team will recommend to ILS the highest ranked proposals that fully meet the terms of the RFP. The funds will be awarded in rank order from the highest to the lowest proposal scores. The final total applicant score will be the cumulative total of the second level review.

The contract process and final contracts are subject to the approval of the State Attorney General and the Office of State Comptroller (OSC). Upon such approvals, the grant process will begin, and all terms of the contract become public information.

As part of the grant award process, the grantee and ILS will establish a mutually agreed upon final budget and work plan, which become the contract deliverables.

As part of the contract with ILS, grantees will be required to submit annual progress reports to ILS. These reports should include a narrative of obstacles encountered during implementation, and efforts to overcome these obstacles. Additionally, applicants should anticipate that data collected by the program in accordance with the requirements of section II of the proposal will be required to be reported in aggregate form to ILS as a means of understanding the impact of the program, its successes, and the challenges that remain. ILS staff will be available to assist grant recipients with how to best collect data in ways that are convenient to the program's capabilities, clearly assess the goals of the project, and assure the collection of information that is of the highest possible quality. ILS may suggest the use of a specific data collection protocol, or work with programs to employ existing, in-house case tracking software to produce data.

ILS reserves the right to:

- Negotiate with applicants, prior to award, regarding work plans, budget line levels, and other issues raised within the RFP review to achieve maximum impact from the grant award, and serve the best interests of New York State and ensure that budgets are consistent with proposed action plans; and
- If unable to negotiate the contract with the selected applicants within 60 days, ILS may begin contract negotiations with the next highest scoring qualified applicant(s).

### **Debriefings**

Unsuccessful applicants may, within ten (10) business days of notification of non-selection, request a debriefing with ILS to discuss the evaluation of their proposal. Such request may be submitted in writing to [QA@ils.ny.gov](mailto:QA@ils.ny.gov).

### **Payment**

Each county will be reimbursed for expenses incurred pursuant to grant related activities including salary, benefits, travel, and related expenses. No payments will be made until the contract is fully executed and approved by the State Attorney General and the State Comptroller.

## **Funding Requirements**

Funding for this RFP has been appropriated to improve the quality of mandated parental representation and is intended to supplement (add to, not replace) county resources for supplying such representation.

***Supplanting is prohibited:*** Any funds awarded to a county pursuant to this RFP shall be used to supplement and not supplant any local funds, as defined in paragraph (c) of subdivision 2 of section 98-b of the State Finance Law, or state funds, including any funds distributed by the Office of Indigent Legal Services, which such County would otherwise have had to expend for the provision of counsel and expert, investigative and other services pursuant to Article 18-B of the County Law.

The issuance of this request for proposals does not obligate the Office of Indigent Legal Services to award grants.

Attachment A: Budget Form

County	
Budget Contact Person's Name	
Phone	
E-mail address	

Line Item	Year 1	Year 2	Year 3
Personal Service:			
Position (specify)			
Salary:			
Fringe Benefits:			
<b>Personal Service Subtotal</b>			
Contractual Services			
<b>Contractual Subtotal</b>			
Equipment (specify)			
<b>Equipment Subtotal</b>			
Other Than Personal Service (OTPS) (specify)			
<b>OTPS Subtotal</b>			
Miscellaneous			
<b>Miscellaneous Subtotal</b>			
<b>TOTAL</b>			
<b>TOTAL THREE-YEAR BUDGET</b>			

## *RESOLUTION REQUEST FORM NO. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME:** Warren County Public Defender's Office

**DATE:** 9/1/2022

- (a) Purpose of Contract Change:  
**To allow an extension of the existing lease agreement with 333 Glen Street for Suite 100 for an additional one year term starting November 1st, 2022 and ending October 31st, 2023.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**204 of 2021; 361 of 2021**
- (c) Name of Contractor:  
**333 Glen Street Associates LLC**
- (d) Address of Contractor: **333 Glen Street Associates LLC**  
**Suite 102**  
**333 Glen Street**  
**Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**R. Kevin Lynn; 518-761-2417**
- (f) Commencement Date of Extension: **11/01/2022**
- (g) Termination Date of Extension: **10/31/2023**
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**  
**ILS - Hurrell-Harring Year 5**

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. 3***

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

**DEPARTMENT NAME: Health Services**

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **No-**
- (b) **Previous Resolution 207 of 2009**
  
- (b) Purpose of Contract: **To authorize contract with CareCentrix, Inc, a commercial insurance carrier that has acquired companies formerly known as, but not limited to American Progressive and Wellcare, for Health Services to bill for services rendered to the company's members, allowing the ability to receive payments from current vendor and those previously affiliated entities which may still send payments under the former names.**
  
- (c) Name of Contractor: **CareCentrix, Inc**
  
- (c) Address of Contractor: **Satellite Office 7740 North 16<sup>th</sup> St; Phoenix, AZ 85020**
- (d) **Principle Executive Office: 20 Church St, Suite 1200; Hartford, CT 06103**
  
- (e) Contractor's Contact Person and Telephone Number:  
**Lisa Bella 888-375-6436 x 166418; lisa.bella@carecentrix.com**
  
- (f) Has or will the Contract be provided, if so, please attach: **See Attached**
  
- (g) Commencement Date of Contract: **10/1/2022**
  
- (h) Termination Date of Contract: **Automatic annual renewal unless 90 day written termination notice is rendered by either party.**
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Bill for patient services as rendered**)
  
- (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.4010.1610 Health Services Revenue**

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. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

DEPARTMENT NAME: Treasurer

DATE: September 1, 2022

- (a) Purpose of Contract Change:  
To amend the not to exceed total to \$ 5,500.00
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
Resolution 624 of 2021
- (c) Name of Contractor:  
Fitzgerald, Morris, Baker, Firth
- (d) Address of Contractor: 68 Warren Street  
Glens Falls, NY 12801
- (e) Contractor's Contact Person and Telephone Number:  
518 745 1400
- (f) Commencement Date of Extension: September 16, 2022
- (g) Termination Date of Extension: December 31, 2022
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount \$ 300.00  
iii) total amount not to exceed \$ 5,500.00  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.  
**Completion of Project**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:  
**Clerk of the Boards Budget**

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 Board of Supervisors

## RESOLUTION NO. \_\_\_ OF 2022

**Resolution introduced by Supervisors Leggett, Thomas, Bruno, Merlino, Runyon, Diamond and Driscoll**

**AUTHORIZING CONTINUATION OF AN AGREEMENT WITH FITZGERALD MORRIS BAKER FIRTH, P.C. FOR BOND COUNSEL SERVICES IN RELATION TO CERTAIN SERIAL BONDS**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the continuation of an agreement (the previous agreement being authorized by Resolution No. 624 of 2021) with Fitzgerald Morris Baker Firth, P.C. to provide bond counsel services with regard to the serial bonds authorized for capital improvements at Countryside Adult Home, reconstruction of a retaining wall on Lake George in the Town of Bolton, and paving projects throughout the County of Warren, at a rate of Three Hundred Dollars (\$300) per hour, not to exceed a total amount of Five Thousand Five Hundred Dollars (\$5,500), for a term commencing June 2, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for said agreement shall be paid from Budget Code A.1010 470, Legislative Board, Contract.

## *RESOLUTION REQUEST FORM NO. 3*

### *Request for New Contract*

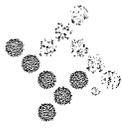
DEPARTMENT NAME: **Treasurer**

DATE: **August 11, 2022**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Modify existing custom bank reconciliation import.**
- (c) Name of Contractor: **Tyler Technologies, Inc.**
- (d) Address of Contractor: **PO Box 203556, Dallas, Texas 75320**
- (e) Contractor's Contact Person and Telephone Number: **Jim Sullivan, (248) 269-1000, ext 1264.**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Effective Immediately**
- (h) Termination Date of Contract: **Upon completion of custom programming**
- (i) Payment Provisions:
  - i) lump sum amount **\$1,000**
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - 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: \$500 - A.1325 470, County Treasurer, Contract, \$500 to be reimbursed from Glens Falls National Bank.**

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



**new world**  
a tyler erp solution

# RFS Authorization Form

Please return this completed Request For Service form with authorized signature to Tyler Technologies. You may fax or email the form to your Tyler Technologies Contact or Relationship Manager. Unless otherwise specified, this project will be scheduled on the first available date following receipt of a signed copy of this form.

Case Number 9407224

RFS Date 07/22/2022  
Department Interfaces

## CLIENT INFORMATION

Name Warren County, NY  
Address 1340 State Route 9  
Lake George, NY 12845-3484  
Phone (518) 761-6460

## COSTS

Project Cost	\$1,000.00
Invoiced Upon Delivery	\$1,000.00
Total Amount to be Invoiced	\$1,000.00

## CONTACT INFORMATION

Name	Title/Role	Phone	Email
Robert Hosford	Help Desk	(518) 761-6252	hosfordr@warrencountyny.gov

## SERVICE DESCRIPTION

Modify existing custom Bank Reconciliation Import

1. Copy existing Bank Rec Import program, name new program to BankRecImport\_WC\_CSV
2. Re-write programming to use an import file type of CSV
3. Column locations remain the same: Account Number, Serial Number, Amount, Date
4. Formatting of data in existing columns will remain the same.

Requirement: Client must supply new CSV data import file to Tyler Tech before work will begin.

General Requirements/Assumptions:

1. Review of required features with Client.
2. Programming and programming test.
3. Interface installation services as required.

New World ERP Responsibilities:

1. New World ERP shall provide interface installation services. These services do not include hardware and/or third party product costs which shall be the Client's responsibility, if required.
2. Whenever possible, these services will be done remotely, resulting in saving in travel expenses and time. If on-site installation and training is required, the Client will be responsible for the actual travel expenses and time.

Client Responsibilities:

1. Client agrees to cooperate in not making modifications and enhancements too extensive.
2. All Client requested changes after RFS sign-off must be documented by Client and authorized in writing including potential costs, if any. Additional changes will most likely delay the schedule and may increase the cost.

*Tyler Technologies provides warranty and maintenance on this project for 30 days after initial delivery. The cost for this project includes programming, quality testing, electronic delivery, and set up assistance. This project is considered custom software. Required upgrades to the custom software as a result of Tyler Technologies release changes, third party vendor changes, or changes in client requirements are subject to additional fees. Pricing is valid for 30 days from the date of the RFS.*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

*RESOLUTION REQUEST FORM NO. 10*

*Request for Transfer of Funds*

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

DEPARTMENT NAME: Treasurer

SIGNED:



DATE: August 11, 2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.1325 470	County Treasurer, Contract	\$500.00

Please state reason for transfer request: To fund the modification of an existing custom bank reconciliation import.

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

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME:** County Facilities - Airport

**DATE:** 8/23/22

- (a) Purpose of Request: To authorize closure of Capital Project H391 - Airport Two New Snow Plows and return any remaining funds to the funding source.
  
- (b) Details: Project Funds Funding Source H391- Airport Two New Snow Plows \$132.17  
A 892.00 Reserve, Airport Repairs & Projects.
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

## *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: Office of Emergency Services

DATE: August 22, 2022

(a) Purpose of Amendment: Increase both sides of the budget to accommodate grant award.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.3645.4115 260 – FY21 State Homeland Security Program-Other Equipment	\$15,000.00
A.3645.4115 410 – FY21 State Homeland Security Program-Supplies	\$ 4,000.00

(c) Revenue Code (with title), and Amount:

A.3645.4115 4380 – FY21 State Homeland Security Program- State Homeland Security Program	\$19,000.00
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<p><b>STATE AGENCY</b>                  New York State Division of Homeland Security and Emergency Services                  1220 Washington Avenue                  Building 7A Suite 710                  Albany, NY 12242</p>	<p><b>NYS COMPTROLLER'S NUMBER:</b> C167810                  (Contract Number)   <b>ORIGINATING AGENCY CODE:</b> 01077</p>
<p><b>GRANTEE/CONTRACTOR:(Name &amp; Address)</b>                  Warren County                  1340 State Route 9                  Lake George NY 12845</p>	<p><b>TYPE OF PROGRAMS:</b> WM2021 SHSP  <b>CFDA NUMBER:</b> 97.067  <b>DHSES NUMBERS:</b> WM21167810</p>
<p><b>FEDERAL TAX IDENTIFICATION NO:</b> 14-6002576  <b>MUNICIPALITY NO:</b> (if applicable) 520100000 000  <b>SFS VENDER NO:</b> 1000002438  <b>DUN &amp; BRADSTREET NO:</b> 098334733</p>	<p><b>INITIAL CONTRACT PERIOD:</b>                  FROM 09/01/2021 TO 08/31/2024  <b>FUNDING AMOUNT FOR INITIAL PERIOD:</b> \$68,285.00</p>
<p><b>STATUS:</b>                  Contractor is not a sectarian entry.                  Contractor is not a not-for-profit organization.</p>	<p><b>MULTI-YEAR TERM:</b> (if applicable)</p>
<p><b>CHARITIES REGISTRATION NUMBER:</b>                  n/a                  (Enter number or Exempt)                  If Exempt is entered above, reason for exemption.</p> <p>Contractor has _____ has not _____ timely filed with the Attorney General's Charities Bureau all required periodic or annual written reports.</p>	<p><b>APPENDIX ATTACHED AND PART OF THIS AGREEMENT</b>                  APPENDIX A Standard Clauses required by the Attorney General for all State contracts  <input checked="" type="checkbox"/> APPENDIX A1 Agency-specific Clauses  <input checked="" type="checkbox"/> APPENDIX B Budget  <input checked="" type="checkbox"/> APPENDIX C Payment and Reporting Schedule  <input checked="" type="checkbox"/> APPENDIX D Program Workplan and Special Conditions                  APPENDIX X Modification Agreement Form (to accompany modified appendices for changes in terms or considerations on an existing period or for renewal periods)                  DHSES-55 Budget Amendment/Grant Extension Request                  Other - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion</p>
<p><b>IN WITNESS THEREOF, the parties hereto have electronically executed or approved this AGREEMENT on the dates of their signatures.</b></p>	
<p>NYS Division of Homeland Security and Emergency Services                  BY: Eric Abramson , Director of Grants Program Administration Date: 10/20/2021                  State Agency Certification: In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract.                  GRANTEE:                  BY: Rachel Seeber CHAIRWOMAN OF THE BOARD Date: 10/19/2021</p>	
<p><b>ATTORNEY GENERAL'S SIGNATURE</b>                  _____                  Title: _____                  Date: _____</p>	<p><b>COMPTROLLER'S SIGNATURE</b>                  _____                  Title: _____                  Date: _____</p>

8/8/22, 1:11 PM

G/L Organization Inquiry: A.3645.4115 - General, Homeland Security, FY21 State HomeInd Sec Program Fiscal Year: 2022

Summarization Level None

Reclassification Journal Type

Account Type Expense

Include Unposted Transactions

A.3645.4115 - General, Homeland Security, FY21 State HomeInd Sec Program Fiscal Year: 2022

		Amended Budget		Encumbrances	Expenses	Remaining Balance	% Used		
		\$49,285.00		\$0.00	\$42,135.56	\$7,149.44	85%		
Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze	
220	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		
250	Technical Equipment	\$9,600.00	\$9,600.00	\$0.00	\$9,199.17	\$400.83	96%		
260	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		
410	Supplies	\$4,500.00	\$4,500.00	\$0.00	\$4,378.38	\$121.62	97%		
470	Contract	\$35,185.00	\$35,185.00	\$0.00	\$28,558.01	\$6,626.99	81%		

49,285  
 + 19,000  
 -----  
\$68,285

1 - 5 of 5 records

Page 1 Show 50 records

Attachment #1

**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:** Office of Emergency Services

**DATE:** August 22, 2022

(a) **Purpose of Amendment:** Increase both sides of the budget to accommodate grant award.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3645.4120 470 – FY22 Domestic Terrorism Prevention Grant Program-Contract \$172,413.00

(c) **Revenue Code (with title), and Amount:**

A.3645.4120 3380 – FY22 Domestic Terrorism Prevention Grant Program-  
State Homeland Security Program \$172,413.00



Homeland Security  
and Emergency Services

# **FY2022 DHSES Domestic Terrorism Prevention (DTP) Grant Program**

# FY2022 Domestic Terrorism Prevention Grant Program

## Background

- Part of Governor's Hochul's Executive Order 18
- In response to the May 14, 2022 racially motivated mass shooting that occurred in Buffalo, NY
- **\$10 Million** in state grant funding devoted to building New York State's capability to prevent targeted violence and domestic terrorism through the utilization of Threat Assessment Management (TAM) teams and the development of comprehensive Domestic Terrorism Plans

# Funding Levels and Eligibility

- **Eligibility:** All New York State Counties and NYC are eligible to apply for funding through this grant program
- **Funding Level:** Each county and NYC will receive a noncompetitive award of **\$172,413**
  - Award letters
  - Grant Guidance, Application Kit, and E-Grants Tutorial
  - Combining awards with other counties is permissible
- **Performance Period:** 2 years – Contract Period starts 9/1/2022

**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:** Sheriff

**DATE:** August 22, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Governor's Traffic Safety Committee Police Traffic Services Program grant.

(b)	<b>Appropriation Code, Object Code, Full Title and Amount:</b>	
	A.3110 120	Sheriff's Law Enforcement \$31,040
		Salaries - Overtime

(c)	<b>Revenue Code (with title), and amount:</b>	
	A.3110 3384	Sheriff's Law Enforcement \$31,040
		Other Sheriff's State Aid

JIM ALLEN  
Director



Department of  
Motor Vehicles

(518) 474-5111  
(518) 474-5777  
Fax: (518) 473-6946

**GOVERNOR'S TRAFFIC SAFETY COMMITTEE**  
**6 EMPIRE STATE PLAZA • ALBANY, NY 12228**

August 3, 2022

Charles Geisler  
Patrol Sergeant  
Warren County Sheriff's Office  
1400 State Route 9  
Lake George, NY 12845-3435

Re: PTS-2023-Warren Co SO-00189-(057)  
Police Traffic Services  
T006961  
CFDA #: 20.600  
EFFECTIVE DATE: October 1, 2022

Dear Patrol Sergeant Charles Geisler:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the Warren County Sheriff's Office has been awarded a total of \$31,040 to participate in the statewide Police Traffic Services Program. Our goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. A breakdown of your grant award amount is as follows:

Category	Award Amount
Seat Belt Mobilization Enforcement	\$4,800
Regular PTS Enforcement	\$18,240
Other Than Personal Services	\$8,000
<b>Grand Total</b>	<b>\$31,040</b>

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Attached to this email are the contract and a signatory page with instructions. Please follow the instructions to facilitate the prompt processing of your contract. The contract will only be effective after the Signature page has been signed by the County, City, Town, or Village, and notarized, then returned to, and signed by, the New York State Governor's Traffic Safety Committee.

Thank you for participating in this very important statewide enforcement program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

James Allen  
Director

CRD:bp  
Enclosure  
cc: Monica Girard  
James LaFarr

SafeNY.ny.gov

**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:** Sheriff

**DATE:** August 22, 2022

(a) **Purpose of Amendment:** Amend County Budget to reflect revenues from a New York State Division of Homeland Security and Emergency Services Statewide Interoperable Communications grant.

(b)	<b>Appropriation Code, Object Code, Full Title and Amount:</b>	
	A.3020.4047 250 Sheriff's Communications Center	\$985,547
	2021 Interoperable Comm Grant	
	Technical Equipment	

(c)	<b>Revenue Code (with title), and amount:</b>	
	A.3020.4047 3380 Sheriff's Communications Center	\$985,547
	2021 Interoperable Comm Grant	
	State Homeland Security Grant Program	



## Homeland Security and Emergency Services

KATHY HOCHUL  
Governor

JACKIE BRAY  
Commissioner

August 3, 2022

The Honorable Kevin Geraghty  
Chair, Warren County Board of Supervisors  
Municipal Center  
1340 State Route 9  
Lake George, NY 12845

Dear Mr. Geraghty,

I am pleased to announce that Warren County has been awarded \$985,547 under the New York State 2021 and 2022 Statewide Interoperable Communications Grant Program (2021 and 2022 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2021 and 2022 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2021 and 2022 SICG-Formula grant will be 36 months, beginning January 1, 2022 – December 31, 2024, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 30 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of "*your public safety first*" responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Deputy Director, Brett Chellis, at 518-322-4911.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Jackie Bray".

Jackie Bray  
Commissioner

cc: Derrick Helms, Communications Supervisor  
Warren County Sheriff's Office

**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: Employment and Training Administration****DATE: August 23, 2022**

(a) Purpose of Amendment: Amend Employment & Training budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2022 which runs through June 30, 2023.

(b) Appropriation Code, Object Code, Full Title and Amount:  
Appropriation codes:

Workforce Innovation & Opportunity Act (WIOA) Total \$725,841.58

WIOA Adult	40 6293 0300	\$230,115.56
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WIOA Dislocated Worker	40 6293 0305	\$184,599.01
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WIOA Youth	40 6293 0310	\$237,820.38
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WIOA Administrative	40 6293 0313	\$73,306.63
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*Object codes are on attachment.*

(c) Revenue Code (with title), and Amount:

4791 (Workforce Innovation & Opportunity Act)	Total	\$725,841.58
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WIOA Adult	40.6293.0300 4791	\$230,115.56
------------	-------------------	--------------

WIOA Dislocated Worker	40.6293.0305 4791	\$184,599.01
------------------------	-------------------	--------------

WIOA Youth	40.6293.0310 4791	\$237,820.38
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WIOA Administrative	40.6293.0313 4791	\$73,306.63
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REQUEST TO AMEND COUNTY BUDGET - ATTACHMENT

REVENUES		\$	725,841.58
40.6293.0300 4791	Program Year 2022 WIOA Title - Program - Adult	\$	230,115.56
40.6293.0305 4791	Program Year 2022 WIOA Title - Program - Dislocated Worker	\$	184,599.01
40.6293.0310 4791	Program Year 2022 WIOA Title - Program - Youth	\$	237,820.38
40.6293.0313 4791	Program Year 2022 WIOA Title - Program - Admin	\$	73,306.63
	2022 WIOA Title- Program- Adult	\$	230,115.56
40.6293.0300 110	Salary - Regular	\$	103,763.92
40.6293.0300 411	Rent-Building/Property	\$	17,764.25
40.6293.0300 423	Telephone	\$	1,665.78
40.6293.0300 428	Data Processing & Internet Fees	\$	1,332.51
40.6293.0300 433	Training - Client	\$	26,500.00
40.6293.0300.220	Office equipment	\$	4,500.00
40.6293.0300.260	Other equipment	\$	166.58
40.6293.0300.410	Supplies	\$	1,651.67
40.6293.0300.421	Equipment rental	\$	79.96
40.6293.0300.424	Postage	\$	133.26
40.6293.0300.426	Subscriptions	\$	2,399.79
40.6293.0300.427	Memberships & dues	\$	422.80
40.6293.0300.434	Allowances	\$	5,286.87
40.6293.0300.439	Misc fees & expenses	\$	999.47
40.6293.0300.444	Travel/Education/conference	\$	932.84
40.6293.0300.810	Retirement	\$	8,753.46
40.6293.0300.830	Social Security	\$	6,433.36
40.6293.0300.831	Medicare contribution	\$	1,504.88
40.6293.0300.850	Unemployment Insurance	\$	1,566.39
40.6293.0300.855	Disability	\$	13.24
40.6293.0300.860	Hospitalization	\$	28,445.93
40.6293.0300.865	Dental	\$	511.13
40.6293.0300.840	Worker's Compensation	\$	3,086.15
40.6293.0300.861	Retiree Hospitalization	\$	12,201.63
	2022 WIOA Title- Program- Dislocated Worker	\$	184,599.01
40.6293.0305.110	Salary-Regular	\$	74,838.30
40.6293.0305.220	Office equipment	\$	5,500.00
40.6293.0305.260	Other equipment	\$	2,500.75
40.6293.0305.410	Supplies	\$	3,866.23
40.6293.0305.411	Rent-Building/Property	\$	11,721.20
40.6293.0305.421	Equipment rental	\$	2,163.66
40.6293.0305.423	Telephone	\$	1,317.87
40.6293.0305.424	Postage	\$	489.43
40.6293.0305.426	Subscriptions	\$	2,268.29
40.6293.0305.427	Memberships & dues	\$	3,295.68
40.6293.0305.428	Data processing & internet fees	\$	1,994.30
40.6293.0305.434	Allowances	\$	2,713.13
40.6293.0305.439	Misc fees & expenses	\$	2,690.72
40.6293.0305.433	Training - Client	\$	23,500.00
40.6293.0305.444	Travel/Education/Conference	\$	2,655.00
40.6293.0305.810	Retirement	\$	10,778.16
40.6293.0305.830	Social Security	\$	6,639.97
40.6293.0305.831	Medicare contribution	\$	1,145.06
40.6293.0305.840	Worker's Compensation	\$	1,583.76
40.6293.0305.850	Unemployment Insurance	\$	1,609.98
40.6293.0305.855	Disability	\$	1,069.95
40.6293.0305.860	Hospitalization	\$	11,316.00
40.6293.0305.861	Retiree Hospitalization	\$	9,389.27
40.6293.0305.865	Dental	\$	562.30
	2022 WIOA Title- Program-Youth	\$	237,820.38
40.6293.0310 110	Salaries - Regular	\$	78,023.85
40.6293.0310 130	Salaries - Part Time	\$	51,000.00
40.6293.0310.220	Office equipment	\$	5,551.37
40.6293.0310.260	Other equipment	\$	1,167.28
40.6293.0310.410	Supplies	\$	3,729.90
40.6293.0310.411	Rent - Building/Property	\$	17,839.23
40.6293.0310.421	Equipment rental	\$	180.30
40.6293.0310.423	Telephone	\$	1,672.81
40.6293.0310.424	Postage	\$	333.83
40.6293.0310.426	Subscriptions	\$	2,401.48
40.6293.0310.427	Memberships & dues	\$	2,250.92
40.6293.0310.428	Data processing & internet fees	\$	1,838.25
40.6293.0310.439	Misc fees & expenses	\$	1,003.69
40.6293.0310.444	Travel/Education/conference	\$	1,235.78
40.6293.0310.470	Contract	\$	15,936.00
40.6293.0310.810	Retirement	\$	6,196.32
40.6293.0310.830	Social Security	\$	7,999.48
40.6293.0310.831	Medicare	\$	1,870.65
40.6293.0310.840	Worker's Compensation	\$	2,479.47
40.6293.0310.850	Unemployment Insurance	\$	1,190.01
40.6293.0310.855	Disability	\$	110.64
40.6293.0310.860	Hospitalization	\$	24,960.06
40.6293.0310.861	Retirees hospitalization	\$	8,437.21
40.6293.0310.865	Dental	\$	410.65
	2022 WIOA Title Program- Admin	\$	73,306.63
40.6293.0313 110	Salaries - Regular	\$	33,997.71
40.6293.0313.220	Office equipment	\$	2,500.00
40.6293.0313.260	Other equipment	\$	1,133.65
40.6293.0313.410	Supplies	\$	834.82
40.6293.0313.411	Rent-Building/Property	\$	5,796.32
40.6293.0313.421	Equipment rental	\$	86.08
40.6293.0313.423	Telephone	\$	543.54
40.6293.0313.424	Postage	\$	43.48
40.6293.0313.426	Subscriptions	\$	1,130.44
40.6293.0313.427	Memberships & dues	\$	1,081.53
40.6293.0313.428	Data processing & internet fees	\$	434.82
40.6293.0313.439	Misc Fee & Expenses	\$	325.12
40.6293.0313.444	Travel/Education/Conference	\$	1,304.39
40.6293.0313.810	Retirement	\$	10,432.34
40.6293.0313.830	Social Security	\$	3,514.86
40.6293.0313.831	Medicare contribution	\$	492.97
40.6293.0313.840	Worker's Compensation	\$	1,032.72
40.6293.0313.850	Unemployment Insurance	\$	640.67
40.6293.0313.855	Disability	\$	4.43
40.6293.0313.861	Hospitalization	\$	4,290.53
40.6293.0313.860	Retiree Hospitalization	\$	3,514.18
40.6293.0313.865	Dental	\$	171.04
		\$	725,841.58

**RESOLUTION REQUEST FORM NO. 8**

**Request to Establish Capital Project or Capital Reserve Project\***

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** August 2022

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office):  
**H418 Septic System Replacement Fund Round 3?**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Project:  
**\$595,000**
- (e) Source of Funding (including name & title of codes, etc.):  
**H418.9990 3990 Septic System Replacement Fund Round 3? \$595,000**
- (f) Purpose of Establishment:  
**The County was notified that it had received a Round 3 award under the State Septic System Replacement Fund Program. This Capital Fund is established to allow for County Administration of the grant award.**

\*Title should reflect department if possible:

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.



Department of  
Environmental  
Conservation

Environmental  
Facilities Corporation

JUL 25 2022

RECEIVED  
JUL 28 2022  
Office of Warren  
County Administrator

Honorable Ryan Moore  
County Administrator, Warren County  
1340 State Route 9  
Lake George, NY 12845

Re: Septic System Replacement Fund

Dear County Administrator Moore:

On behalf of Governor Kathy Hochul, the Department of Environmental Conservation (DEC) and the Environmental Facilities Corporation (EFC) are pleased to offer your County \$595,000 to participate in Round 3 of the State Septic System Replacement Fund Program. The Clean Water Infrastructure Act of 2017 established the State Septic System Replacement Fund Program as a grant program to counties to allow them to reimburse property owners for a portion of the cost of replacing cesspools and septic systems that impair or threaten waterbodies. The program's goal is to reduce the environmental and public health impacts associated with adverse impact from cesspools and inadequate septic systems in close proximity to priority waterbodies. For more information on the program please visit <https://efc.ny.gov/septic-replacement>.

Please sign the letter below indicating your acceptance of this offer and return an executed original to Brian Hahn no later than **August 5, 2022**. Failure to return an executed original by August 5, 2022, will result in the immediate revocation of this offer. Should you accept this offer, you will need a local program contact who can field questions from the public about the program, as well as be a program point of contact for DEC and EFC. Include your local program contact's name, phone number and email address in the email transmitting your signed letter to [Brian.Hahn@efc.ny.gov](mailto:Brian.Hahn@efc.ny.gov). This information will be included on the EFC webpage listed above.

We look forward to working with the County to provide funding to support these essential projects. Please contact us at [septicreplace@dec.ny.gov](mailto:septicreplace@dec.ny.gov) if you have any questions.

Sincerely,



Basil Seggos  
Commissioner

Sincerely,



Maureen A. Coleman  
President & CEO

So Agreed:

---

Ryan Moore  
County Administrator

625 Broadway Albany, NY 12207

[dec.ny.gov](http://dec.ny.gov) | [efc.ny.gov](http://efc.ny.gov)

**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:** Planning and Community Development

**DATE:** August 2022

- (a) Purpose of Amendment:  
Amend revenue codes to reflect ARPA administrative funding for 2022 per resolution 260 of 2022
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.8021.4999 110 Salaries, regular, \$52,000 American Rescue Plan Act (ARPA)  
A.8021.4999 810 Retirement \$5,500  
A.8021.4999 830 Social Security \$3,400  
A.8021.4999 831 Medicare Contribution \$800  
A.8021.4999 860 Hospitalization \$4,300  
A.8021.4999 865 Dental Insurance \$40
- (c) Revenue Code (with title), and Amount:  
A.8021.4999 4090 – Coronavirus Local Fiscal Recovery Fund (CLFRF) \$66,040

## 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:** Warren County Health Services

**DATE:** August 22, 2022

(a) **Purpose of Amendment:** To amend the 2022 budget to reduce both the Revenue and Expenses related to Department code (A.4018.0036) for Public Health -COVID-Vaccine Response Contract from the Immunization Action Plan Grant by (\$48,624.77).

(b) **Appropriation Code (with title), Object Code (with title) and Amount:**

A.4018.0036.110 Public Health-Covid Vaccine Response Grant -Full Time Salaries	(\$20,000.00)
A.4018.0036.130 Public Health-Covid Vaccine Response Grant Part Time salaries	(\$10,000.00)
A.4018.0036.436 Public Health-Covid Vaccine Response Grant Advertising Exp	(\$13,329.77)
A.4018.0036.810 Public Health-Covid Vaccine Response Grant-Retirement Exp	(\$ 3,000.00)
A.4018.0036.830 Public Health-Covid Vaccine Response Grant-Social Security Exp	(\$ 1,860.00)
A.4018.0036.831 Public Health-Covid Vaccine Response Grant-Medicare Expense	(\$ 435.00)

**Revenue Code (with title), and Amount:**

A.4018.0036.4411Public Health-COVID Vaccine Response Grant- Revenue (\$48,624.77)

**\*Note:** The total amount of the Warren County Health Services COVID Vaccine Response Contract (1/1/21-06/30/24) award is \$183,683.11 Listed above are estimated adjustment amounts to reduce both the 2022 expenses and related revenues. In 2021, we spent \$82,307.88 YTD therefore leaving a balance of \$101,375.23 for 2022 and forward. Clinics have decreased therefore we need to reduce both full time and part time salaries to reflect these changes. These reflect both Salaries and Fringe benefits for those working with this IAP Grant who promote COVID 19 vaccinations and other vaccine uptake. We had estimated for 2022 that we would have an additional \$150,000 left to spend but the actual will be \$101,375.23, therefore a reduction of \$48,624.77. We currently have approved by DOH to purchase 3 Electronic Signs to be utilized by the County to notify the public of clinics or other COVID notifications, therefore reducing our advertising expense too. To note, if funds are not all utilized this year, they will be carried over into future years.

**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: WARREN COUNTY BOARD OF ELECTIONS

DATE: 08/15/2022

(a) Purpose of Amendment:

To fund year "two" of a three year contract with Thundercut Technology Varonis 3/31/22 - 3/31/25 which was reimbursed with the Cybersecurity Grant proceeds (Reso. #223-2020) in 2021. The contract was paid in advance and is recorded in A480.00 Prepaid Expenditures

(b) Appropriation Code, Object Code, Full Title and Amount:

A1450.260 - SUBSCRIPTIONS - \$38,994.04

(c) Revenue Code (with title), and Amount:

A1450.3053 - Elections Cybersecurity - \$38,994.04

**BUDGET NEUTRAL**

# Warren County Board of Supervisors

## RESOLUTION NO. 223 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MAGOWAN, LEGGETT, WILD, BRUNO, DRISCOLL, HOGAN AND SHEPLER

### AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR ELECTIONS CYBERSECURITY REMEDIATION AND MITIGATION

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to execute and submit a grant application to the New York State Board of Elections, 40 North Pearl Street, Suite 5, Albany, New York 12207, for elections cybersecurity remediation and mitigation, for a total amount not to exceed Seventy-Nine Thousand Two Hundred Ninety-Seven Dollars and Three Cents (\$79,297.03), with no matching County funds required, for a term commencing retroactive to December 21, 2019 and terminating December 31, 2021 and be it further

RESOLVED, that upon notification of the grant award, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Occupancy Tax Coordination Committee**

**DATE: 08/22/2022**

- (a) Purpose of Request: **To appropriate \$26,140 from the Occupancy Tax Reserve for Cliff and Redfield Interactive's Initiative in Heritage Tourism**
- (b) Details:
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **Appropriation Code - A.8020 470 - Planning - Contract \$26,140**
- (e) **Revenue Code - 881.00 Reserve, Occupancy Tax - \$26,140**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

**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: Department of Public Works-Parks, Recreation and Railroad**

**DATE: 8/23/2022**

- (a) Purpose of Amendment:  
**To amend the county budget to increase DPW/ Parks, Recreation and Railroad Appropriations with revenue funds obtained by a donation from a visitor.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A 7111.410 Supplies, Up Yonda Farm-\$156.00**
  
- (c) Revenue Code (with title), and Amount:  
**A 7111.2706 Up Yonda Farm-\$156.00 Donation**

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE  
AGENDA  
SEPTEMBER 1, 2022

*Committee Members: Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- 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. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
  - 1) **SUNY Adirondack representatives to provide an update on the College.**
    - A) Request for resolution of support for SUNY Adirondack purchase of property. *Note: Any resolution approved on this matter will go to the September 1<sup>st</sup> Board Meeting for approval.*
  - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
    - A) Review of report on tracking of vacancies filled.
    - B) Review of separation report.
    - C) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2022 - 2023 plan year.
  - 3) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
    - A) Request for authority to notify AC Power LLC of intent to require PILOT payments for the solar energy system planned for River Street (Queensbury Tax Map No. 303.20-2-50) as required by section 487(9) of the Real Property Tax Law.
    - B) Request to authorize correction deed to remove restrictive covenants requiring reversion of real property to County of Warren after 24 months from date of sale.
    - C) Discussion regarding appointments to the Warren County Ethics Board.
  - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**  
*Employment & Training Administration -*  
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Student-to-Careers Development Specialist, *Annual Salary \$50,104*, effective September 19, 2022.
  - 5) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
*Countryside Adult Home (Amy McByrne, Director) -*  
A) Request to amend the Table of Organization and Salary Schedule to create and the new position of Temporary Help, effective retroactive to September 1, 2022.  
B) Request to amend the Warren County policy pertaining to retirees to allow employees that retire from Countryside Adult Home to return in per-diem or part-time positions at the step they retired at.
  - 6) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**  
*Parks, Recreation & Railroad (Dean Moore, Director) -*  
Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Director of Parks, Recreation & Railroad from \$80,591 to \$77,305 effective retroactive to August 1, 2022.
  - 7) **Request/Item to be Discussed by the County Administrator (Supervisor Craig Leggett, Acting County Administrator):**  
On Behalf of the Probation Department - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Administrative Secretary in the Probation Department from \$48,366 to \$54,086 effective retroactive to August 1, 2022.
- IV. **Pending Items:**

**SUNY ADIRONDACK:** No items this month.

**PERSONNEL:**

  - 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)
  - 2) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
  - 3) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)

**CIVIL SERVICE:** No items this month.

**HUMAN RESOURCES:** No items this month.

**CLERK OF THE BOARD:** No items this month.

**COUNTY ATTORNEY:** No items this month.

*PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA*  
*SEPTEMBER 1, 2022*

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V. Positions authorized for filling by Standing Committees since last meeting:

- County Clerk*
- MV License Registration Clerk #8, *Grade 8, Base Annual Salary \$43,638*, extending authorization.
  - MV License Registration Clerk #10, *Grade 8, Base Annual Salary \$43,638*, extending authorization.
- DPW*
- HEO #1, *Grade 10, Base Annual Salary \$46,504*, due to promotion.
- Office for the Aging*
- Meal Site Cook #10, *Grade 2, Base Annual Salary \$22,159 (25hr/week)*, due to resignation.
- Social Services*
- Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$43,638*, due to promotion.
  - Social Welfare Examiner #17, *Grade 8, Base Annual Salary \$43,638*, due to retirement.
  - Social Services Investigator #2, *Grade 11, Base Annual Salary \$47,145*, due to resignation.
  - Senior Caseworker #4, *Grade 18, Base Annual Salary \$56,104*, due to resignation.
  - Senior Caseworker #2, *Grade 18, Base Annual Salary \$56,104*, due to resignation.
  - Caseworker #16, *Grade 16, Base Annual Salary \$52,743*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

**RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*

DEPARTMENT NAME: Employment &amp; Training Administration

DATE: 8/23/22

- (a) Title of Requested Position: Student-to-Careers Development Specialist
- (b) Annual Base Salary (and Grade if Applicable): \$50,104
- (c) Effective Date for New Position\*: 9/16/22  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
N/A
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
40.6293.4999 110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10. – Transfer of Funds  
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary BEFORE bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
If yes, please explain:
- (i) Is there expected revenue from this position?  YES  NO.  
If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Employment & Training Payroll Dept. No: 40
Title of Position: Student-to-Careers Development Specialist Base Salary of Position: \$50,104 Grade: 14
Filling at Step # (If Known):
Budget code and title: 40.6293.4999 110 ARPA Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [x]
Employee No./Last Name: Date of Vacancy: N/A
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No
Source of reimbursement: [x] Federal 100% [ ] State % [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [x] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [ ] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 8/16/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- [x] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8-16-22

BUDGET OFFICER COMPLETES THIS SECTION

- [x] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 8/16/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee
[ ] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date

STUDENT-TO-CAREERS DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating and providing career development services relating to the promotion of job readiness skills and other related workforce development program initiatives. Duties include collaborating with schools, parents, business/industry, postsecondary institutions and community organizations to facilitate connections and support for students' transition to postsecondary education and employment. The incumbent will focus on career development, preparatory services, transition services and local partnership development as well as education on local careers in the trades. The work is performed under the general supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Builds and maintains professional relationships with Warren County school districts and BOCES with their guidance counselors, business teachers, and career related teachers to build on their existing curriculums that promote job readiness skills;

Collaborates with schools, businesses, and labor unions to develop programs, events, and opportunities for local students to have experiential learning opportunities about local and in-demand careers;

Supports school curriculum development for career awareness, exploration, and preparation for grades 8-12 primarily with the potential of expanding to elementary schools for some age appropriate programs;

Promotes the Warren County Career Center to area schools so that staff and faculty can be knowledgeable of available services and refer students who need additional support while also serving as an extension of the Career Center while you are in the schools;

Prepares and submits report information to the Saratoga-Warren-Washington Workforce Development Board about programs, services, and events for local students;

Tracks and maintains files relating to information distributed by the SWW WDB members about local industry needs and employment trends;

Develops communication practices to reach students via social media, email, and other technological outlets that will engage and invite students to participate in various career exploration activities and opportunities;

Works closely with the E&T Director to problem solve around industry workforce needs or trends and build strategies that support schools and industries in meeting the training and recruitment needs for the younger workforce;

Supports Department of Labor initiatives that can benefit local students and industries;

Performs related duties as assigned in support of Department programs and office administration needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of federal and state rules and regulations regarding transition planning, special education, career/ technical education, employment, child labor/wage/hour requirements; workplace accommodations, vocational rehabilitation and high school graduation requirements;

Working knowledge of curriculum and instruction, including NYS Common Core Standards and Career Development and Occupational Studies (CDOS) Learning Standards;

Ability to communicate effectively, both orally and in writing, in a variety of environments (education, business and industry, parental communication);

Working knowledge of federal, state, and local employment and training rules, regulations, and policies as they apply to training in the educational aspects of the programs;

Ability to establish and maintain positive working relationships with clients and partner agencies;

Ability to demonstrate problem solving skills for individual needs as well as the collective needs of a group or program;

Ability to multi-task and remain flexible;

Ability to prepare narratives and reports and communicate professionally both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Initiative, sound judgement, tact, courtesy.

MINIMUM QUALIFICATIONS:

- A) Bachelor's Degree\* and two (2) years of *full-time paid* experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field; or
- B) Associate's Degree\* and four (4) years of experience of *full-time paid* experience in 1) employment planning, placement or counseling; 2) educational curriculum development; 3) youth counseling or closely related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

*RESOLUTION REQUEST FORM NO. 11*

*Request to Create New Position*

DEPARTMENT NAME: Countryside Adult Home

DATE: 8/22/2022

- (a) Title of Requested Position: Temporary Help
- (b) Annual Base Salary (and Grade if Applicable):
- (c) Effective Date for New Position:\* 9/1/2022  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
A.6030.130 \$10,000
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary BEFORE bringing the request to committees.)  
Yes
- (g) Is this a mandated position? If so, please explain:  
It is mandated to always have adequate to meet the needs of the residents and facility.
- (h) Is there expected revenue from this position? If so, please explain:  
Salaries are reimbursed at 50% from the Department of Health.

*RESOLUTION REQUEST FORM NO. 13*

*Request to Increase or Decrease Salary of Non-Union Position*

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 8/23/22

- (a) Employee Name, Title and Employee No.: Director of Park, Recreation and Railroad, 8493
- (b) Current Annual Base Salary (and Grade if Applicable): \$ 77,305
- (c) Former Annual Base Salary (and Grade if Applicable): \$80,591
- (d) Effective Date for Salary Change:\* 7/15/22  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request: Correction

**RESOLUTION REQUEST FORM NO. 13****Request to Increase or Decrease Salary of Non-Union Position**

DEPARTMENT NAME: Probation

DATE: 9/1/2022

- (a) Employee Name, Title and Employee No.:  
Shelley Clarke, Administrative Secretary, E#13202
- (b) Current Annual Base Salary (and Grade if Applicable):  
\$48,366
- (c) Former Annual Base Salary (and Grade if Applicable):  
\$54,086
- (d) Effective Date for Salary Change\*:  
*\*Please do not backdate request unless the purpose is to correct an error*  
08/01/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?  
List Budget Code (with title), Object Code (with title), and Amount:  
A.3140.110
- (f) Is a Budget Transfer needed?  YES  NO  
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position?  YES  NO  
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:  
To amend Salary of Out of Unit employee to recognize interim increase afforded Non-Bargaining employees per R417 of 2022 effective 8/1/2022.