

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE MEETING

PROBATION AGENDA

January 23, 2024

Committee Members: Supervisors Geraci, Strainer, Maday, Conover, Gilligan, Driscoll, and Etu

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. **Request:** To increase amount of electronic monitoring contract (9/1/23-3/31/24) from \$10,125 to \$35,125 with KMG Monitoring Services and specify terms of payment.
Rationale: Additional funds are needed due to the high volume and serious nature of crimes being committed by youth between the ages of 14-17 who are being considered for detention.
2. **Request:** To contract with Catalis for required server upgrade in an amount not to exceed \$5,000 as our current server no longer supports security updates for our case management system, Caseload Explorer.
Rationale: Server upgrade is needed to continue to utilize Caseload Explorer.
3. **Request:** Request to amend County Budget to accept Pretrial Funding (SFY 2023-24) in the amount of \$171,437 and allocate \$75,000 of this funding to contract code.
Rationale: Funding will be used to support Pretrial Services.

V. Discussion Items:

VI. Referrals/Pending Items: None

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments: 1. Resolution Request No.3
2. Resolution Request No.4
3. Resolution Request No.7

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: 1/23/24

- (a) Purpose of Contract Change: **To increase amount of electronic monitoring contract and specify terms of payment with KMG Monitoring.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R 419 of 2023**
- (c) Name of Contractor: **KMG Monitoring**
- (d) Address of Contractor: **9 Cranberry Lane Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Mike Gray, 518-744-7282**
- (f) Commencement Date of Extension: **ASAP**
- (g) Termination Date of Extension: **3/31/24**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$35,125**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$1,445 per month includes 40 days of coverage per month for a total of 280, each additional day over 280 will be billed at a rate of \$36 per day per youth.**
- (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: A. 3140 470 Probation-Contract \$35,125**

**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. 419 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS GERACI, MAGOWAN, SMITH, CONOVER, MCDEVITT, DRISCOLL, AND LEGGETT

AUTHORIZING AGREEMENT WITH MICHAEL GRAY D/B/A KMG MONITORING SERVICES TO PROVIDE ELECTRONIC MONITORING FOR YOUTH AGES 14-17 FOR THE PROBATION DEPARTMENT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with Michael Gray d/b/a KMG Monitoring Services, 9 Cranberry Lane, Queensbury, New York 12804, to provide electronic monitoring services for youth ages 14-17, for an amount not to exceed Ten Thousand One Hundred Twenty-Five Dollars (\$10,125), for a term commencing September 1, 2023 and terminating March 31, 2024, in a form approved by the County Attorney, and be it further

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 1/23/24

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
Required server upgrade as our current server no longer supports security updates for our case management system, Caseload Explorer.
- (c) Name of Contractor:
Catalis
- (d) Address of Contractor: **3025 Windward Plaza, Suite, 200 Alpharetta, GA 30005**
- (e) Contractor's Contact Person and Telephone Number:
Denton Bosco, 480-588-4272
- (f) Has or will the Contract be provided, if so, please attach:
Please see attached
- (g) Commencement Date of Contract:
ASAP
- (h) Termination Date of Contract:
12/31/24
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$5,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Upon Completion of the project.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:
A.3140 470 Probation-Contract \$5,000

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

*as listed in budget and LOGOS



ORDER FORM AMENDMENT

Professional Services

CUSTOMER INFORMATION

Customer: Warren County, NY Probation Address: 1340 State Route 9
 Contact Name: Adam Stephenson Lake George, NY 12845
 Email Address: stephensona@warrencountyny.gov
 Phone: -

Catalis Representative: Denton Bosco, dbosco@catalisgov.com, 480.588.4272

PRICING

1. One-Time Professional Services Fees

Professional Services	
Configuration Services (Estimated) - 13hrs @ \$227.45/hr	\$ 2,956.85
Professional Services	
Project Management (Estimated) - 2hrs @ \$227.45/hr	\$ 454.90
Total One-Time Services Fees	\$ 3,411.75

1.1. One-time Professional Services Fees shall be billed upon notice of completion of work.

TERMS & CONDITIONS

- See Attachment A for incorporated Scope of Work.
- Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) days of the Order Form date.
- Customer and Catalis agree to keep all aspects of this agreement confidential to the extent permitted by law.
- Invoices are due thirty (30) days after the date of the invoice.
- All Terms & Conditions set forth in the Subscription Order Form remain in effect.



ATTACHMENT A: SCOPE OF WORK

Change Management Process

The fees listed above are estimated based on the information available to Catalis at the time of the making of this Work Order. Following adoption of this SOW, changes to this project shall be memorized with a written change order, without regard to whether the change affects costs, and shall be approved in writing by Catalis and the Customer. If the change order impacts cost to one or more parties, an estimate of the cost impact shall be included in the written change order.

Services to be Provided

Catalis will provide standard server migration configuration and project management services.
 (TS: 48354)

Revision History

Date	Description of Change	Name
11/28/2023	Created	D Bosco



ACCEPTANCE

By signing below, I represent that I am validly authorized to enter into this Order Form Amendment and accept their terms and conditions.

Effective Date: _____

Warren County, NY Probation

Catalis Courts and Land Records LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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: Probation

DATE: 1/23/24

- (a) Purpose of Amendment: **To accept Pretrial Funding (SFY 2023-24) in the amount of \$171,437.00**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.3140 470 Probation-Contract-\$75,000**

- (c) Revenue Code (with title), and Amount: **A.3140 3313 Probation- Probation PreTrial Prog.- \$75,000; A.3143 3313 Probation-Pretrial- Probation Pretrial Prog.- \$96,437**



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner, Program
Development and Funding

Grant Award Notice

December 20, 2023

Hon. Rachel E. Seeber
Chairman, Board of Supervisors

The New York State Division of Criminal Justice Services (DCJS) is pleased to advise you that your county will receive funding to offset the costs associated with the provision of certified pretrial services, including but not limited to screening, assessment, supervision, and reporting as provided in the enacted (SFY 2023-24) New York State budget. The funding provided to the county herein must be used to support certified pretrial services. Pursuant to Criminal Procedure Law § 510.45, the Office of Court Administration certifies one or more pretrial services agencies in each county and maintains a listing of such agencies on their public website at: <https://ww2.nycourts.gov/court-research/ListOfAgencies.shtml>.

Project Name:	Warren County Pretrial Services	Award Amount:	\$ 171,437.00
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Additional Information:

Your 2023-24 award is consistent with the appropriation amount enacted for this purpose in the State budget and was determined based on an analysis of the five-year average of lower court arraignments in your county. Rather than issuing your grant award through a DCJS grant contract for this funding, the full award amount will be automatically disbursed to the county in one payment.

DCJS requests that your county's certified pretrial services agency or agencies submit a Pretrial Services spending overview within 60 days of receiving the award. Attached to this letter is a form that DCJS requests agencies use in submitting the spending overview.

Should you have any programmatic questions, please contact Nicole Aldi, Program Manager, DCJS Office of Probation and Correctional Alternatives at (518) 485-8457 or nicole.aldi@dcjs.ny.gov. If you have any fiscal questions, please contact the DCJS Finance Office at (518) 457-6105 or dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov.

Attachment: Pretrial Services Funding Overview

CC: Robert M. Maccarone, Deputy Commissioner and Director of Probation
Robert Lusi, Probation Director