

Criminal Justice, Public Safety & Emergency Services Committee
Office of Emergency Services
February 20, 2024

COMMITTEE MEMBERS: GERACI, Conover, Maday, Strainer, Gilligan, Driscoll, 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: Resolution request for a transfer of funds from A.1990 469 Contingent Account-Other Payments/Contributions to A.4022 260 Emergency Medical Services-Other Equipment in the amount of \$14,521.80. *Attachment #1*
Rationale: Transfer requested to purchase six (6) automated external defibrillators (AEDs) to replace aging and failing equipment. The total request includes six (6) AEDs along with the case and spare pads for each device.
- V. Discussion Items
- VI. Referrals/Pending Items
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form #10 and supporting documentation

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: February 20, 2024

<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.4022 260	Emergency Medical Services-Other Equipment	\$14,521.80

Please state reason for transfer request:

Transfer requested to purchase six (6) automated external defibrillators (AEDs) to replace aging and failing units.

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

850 Saint Paul St, Suite 44
 Rochester, NY 14605
 Phone: 585-267-7775
 Fax: 585-267-5218



Bill To:
 Warren County Office of Emergency Services
 1340 State Route 9
 Lake George, NY 12845

Ship To:
 Warren County Office of Emergency Services
 1340 State Route 9
 Lake George, NY 12845

Quote # 198679
 VALID FOR 30 DAYS

Prepared By	Sales Rep	Date	Total
JCa	H	01/29/2024	\$14,521.80

SKU	Product	Quantity	Price
A-ZOLL-8511-001101-01	ZOLL AED 3 Semi-Automatic	6	\$2,460.00
ZOLL AED 3 Semi-Automatic. Enhanced Real CPR Help, Integrated Pediatric Rescue, WiFi-connected, and touch screen. Battery included, Part #B-8000-000696. Uni Padz III Electrode set included, Part #8900-000280-01. 8-year warranty (6-year Standard Warranty plus 2-years with Registration). CARRY CASE NOT INCLUDED. Part #8000-001250. For WiFi tracking please add: M-8000-1116-01 PlusTrac Essential1 - One (1) year OR M-8000-1117-01 PlusTrac Essential5 - Five (5) year Essentials OR M-8000-1110-01 PlusTrac Professional1 – One (1) year OR M-8000-1111-01 PlusTrac Professional5 – Five (5) year Professional			
C-8000-001253	ZOLL AED 3 Small Rigid Plastic Carry Case	6	\$343.00
SMALL RIGID PLASTIC CARRY CASE FOR ZOLL AED3			
E-8900-000280-01	ZOLL AED 3 CPR Uni-padz III Universal	6	\$179.80
CPR Uni-padz™III Universal (Adult/Pediatric) electrodes (5 Shelf Life) - Note: CPR Uni-padz™III are not approved for use on ZOLL AED 3 BLS device. ZOLL CPR Uni-Padz III has up to a five-year life span.			
Discount	Quantity Discount	6	\$-570.00
Quantity Discount			

NY's Contract

Quotes

Quotes

Payment Method	Amount	Details	Date
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Subtotal:	\$14,476.80
Tax:	\$0.00
Processing and Handling:	\$45.00
Processing and Handling Tax:	\$0.00
Order Total:	\$14,521.80
Paid:	\$0.00
Balance:	\$14,521.80

Notes:

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY

SERVICES COMMITTEE MEETING

PROBATION AGENDA

February 20, 2024

Committee Members: Supervisors Geraci, Conover, Maday, Strainer, 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 create a Temporary Part-Time Probation Assistant position within the Probation Department to work up to 20 hours per week for a six-month period.

Rationale: This position will be utilized until we are able to fill the vacant Probation Assistant position on a full-time basis.

2. **Request:** To contract with an Electronic Monitoring Company for electronic monitoring services for youth in an amount not to exceed \$70,000 for a term commencing 4/1/24 and terminating 3/31/25. There is currently a Notice to Bidders, WC 14-24, pending that is due 2/15/24 for Electronic Monitoring Service to the Probation Department.

Rationale: The need for non-secure, secure and specialized secure detention has increased in our county and there is a significant shortage of detention beds in the state. Electronic monitoring may be a viable alternative to detention in some situations.

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.11
2. Resolution Request No.3

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 2/20/24

- (a) Title of Requested Position: **Temporary Part-Time Probation Assistant.**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,187 (Full-time) , Grade 7**
- (c) Effective Date for New Position*: **ASAP**
**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):
None- We plan to utilize this temporary part-time position until such time that we are able to fill the full-time Probation Assistant position.
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.3140 110 Probation Salaries-Regular \$43,187
- (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:

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting Probation Officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending, and notifying courts of case status. An incumbent may also serve as a Probation Department's point of contact for transfer of records and files with other Probation Departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases, retrieving archived files, delivering documents to law enforcement agencies and the courts, assisting with the collection of financial obligations, and processing intra-and inter-state transfers. The work is performed under the supervision of a Probation Supervisor 1 or higher-level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interviews individuals in custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
- Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
- Supports a Probation Department's involvement with specialty courts at the direction of a Probation Director or his/her designee which may include gathering information, conducting drug/alcohol screenings, and contacting victims, law enforcement agencies, human service agencies, treatment providers and other involved parties as necessary;
- Gathers information about individuals receiving probation services from a variety of sources, including but not limited to, public and private human services agencies, law enforcement agencies, courts and employers to verify social and legal histories of probationers, secures information regarding conduct and progress of probationers and helps resolve problems of probationers including problems related to housing, health care, employment, or other essential matters;
- Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
- Registers and updates cases by entering data into a database or other electronic file, conducts record checks through local, State, and Federal databases where authorized and produces electronic reports as needed;
- Assists with the preparation of written memorandums, correspondence, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
- Records attendance at day reporting;
- Performs a variety of office and/or clerical tasks including answering the phone, photocopying, and creating, filing and maintaining records;
- May perform drug and alcohol screenings and collect DNA samples;
- May prepare files for intra-or inter-state transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
- May provide employment preparedness assessments and employment related training and assistance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of pre-trial court procedures;
- Good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention;
- Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices;
- Good knowledge of the geography of the jurisdiction employed in;
- Working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and polices relating to confidentiality of case record information;
Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
Working knowledge of juvenile and adult risk and needs assessment instruments;
Working knowledge of factors related to crime and delinquency;
Working knowledge of the rules of evidence, arrest laws and custody procedures;
Working knowledge of community resources;
Working knowledge of employment, training and treatment options available to probationers;
Working knowledge of office terminology, procedures, equipment and business English;
Ability to interview detainees and assess their suitability for pre-trial release;
Ability to review and explain conditions of probation to a probationer;
Ability to gather and organize information related to the work performed;
Ability to administer drug, alcohol testing and collect DNA samples as needed;
Ability to establish and maintain effective working relationships with others;
Ability to understand and follow oral and written instructions;
Ability to communicate effectively both orally and in writing;
Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgments under stressful conditions.

MINIMUM QUALIFICATIONS:

- A) Associate's degree or higher in criminal justice, human services, chemical dependency counseling, business administration, or a closely related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

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. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 2/20/24

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, WC 14-24**
- (b) Purpose of Contract: **To provide electronic monitoring services for youth to the Warren County Probation Department.**
- (c) Name of Contractor: **KMG Monitoring Services**
- (d) Address of Contractor: **9 Cranberry Lane, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Michael Gray**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided.**
- (g) Commencement Date of Contract: **4/1/24**
- (h) Termination Date of Contract: **3/31/25, contact may be extended for 2 additional one-year terms upon the same terms and conditions.**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$70,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$1,445 per month includes 40 days of coverage per month, each additional day over any accumulated unused days from prior billing periods will be billed at a rate of \$36 per day per youth.**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.3140 470 Probation-Contract \$70,000****

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

*as listed in budget and LOGOS

SPECIFICATION: WC 14-24

ITEM: ELECTRONIC MONITORING SERVICES

DATE: FEBRUARY 15, 2024

TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

PROPOSAL OF: KMG Monitoring Service
COMPANY NAME

TO: Julie A. Butler, Purchasing Agent
Warren County Human Services Building
1340 State Route 9
Lake George, NY 12845

Lump Sum Monthly Fee:	\$
Number of Days Guaranteed:	<u>1445.00</u> <u>40</u>
Daily Rate in Excess of above guaranteed number of days:	\$ <u>36.00 per day</u>
Hourly Rate for Court Appearances:	\$ <u>50.00 /hr.</u>

DATE: 2/14/2024 FEDERAL ID #: 095-58-3830

SIGNATURE OF BIDDER: Michael J. Gray TITLE: Proprietor

NAME OF BIDDER (PRINTED): MICHAEL J. GRAY

EMAIL ADDRESS OF BIDDER: KMG Monitoring@gmail.com

NAME OF FIRM: KMG Monitoring Service

NUMBER YEARS IN BUSINESS OF FIRM: 22 years

BUSINESS ADDRESS: 9 CRANBERRY LANE, QUEENSBURY, NY 12804

PHONE #: (518) 744-7282 FAX #: ()

ALL BIDDERS: Please list three (3) current references, preferably school or government.

- | COMPANY NAME | CONTACT PERSON | PHONE # |
|-------------------------------------|-----------------------|-----------------------|
| 1. <u>Saratoga County Probation</u> | <u>Susan Costanzo</u> | <u>(518) 884-4913</u> |
| 2. <u>Saratoga County Probation</u> | <u>Kelly Bayen</u> | <u>(518) 596-4431</u> |
| 3. <u>Warren Co. Probation</u> | <u>Amy Secora</u> | <u>(518) 761-6243</u> |

COMMENTS: _____

The attached Corporate Resolution (if applicable), Bidder Certification and Iran Divestment Act Certification must be completed and signed and made a part of this bid proposal. Please indicate on sealed envelope "WC 14-24 - ELECTRONIC MONITORING SERVICES".

SPECIFICATION: WC 14-24

ITEM: ELECTRONIC MONITORING SERVICES

DATE: FEBRUARY 15, 2024 TIME: 3:00 P.M.

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

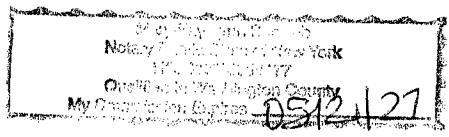
I, Michael J. Gray, being duly sworn, deposes and says that he/she is the Proprietor of the KMG Monitoring Service

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Michael J. Gray
SIGNED

SWORN to before me this 14 day of February 2024

Notary Public: Mary Kay App Schwab



SPECIFICATION: WC 14-24

DATE: FEBRUARY 15, 2024

TIME: 3:00 P.M.

ITEM: ELECTRONIC MONITORING SERVICES

PLACE: HUMAN SERVICES BUILDING, 3RD FL.

PROPOSAL

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966 and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and


(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

(c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;

(d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.


Individual Bidder

Co-Partnership

By _____
Partner

Corporation

By _____
President

CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE
SHERIFF AGENDA
FEBRUARY 20, 2024

COMMITTEE MEMBERS: Supervisors Geraci, Conover, Maday, Strainer, Gilligan, Driscoll, Etu, and Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Create a new part-time Reentry Specialist position.
Rationale: The position will be utilized to provide case management, reentry planning, and referral services for persons incarcerated in the Warren County Correctional Facility in an effort to enhance successful reentry into the community upon release.
- IV. Discussion Items:
- V. Referrals/Pending Items:
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments: 1. Resolution Request Form No. 11 - Request to Create New Position (Reentry Specialist P/T)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Sheriff

DATE: February 20, 2024

- (a) **Title of Requested Position:** Reentry Specialist P/T
- (b) **Annual Base Salary (and Grade of Applicable):** TBD
- (c) **Effective Date for New Position:***
***Please do not backdate unless the purpose is to correct an error.**

Upon Approval of the Board of Supervisors

- (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:**

A.3150 130 General Sheriff's Correction Division - Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary BEFORE bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RE-ENTRY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position provides direct and indirect services to incarcerated individuals of the Warren County Correctional Facility with the goal of assisting with successful transition back into the community following incarceration, as well as reducing recidivism. Duties include assessment, outreach, enrollment and coordination of various services and programs in support of clients making the transition from life in prison to responsible citizenship. The incumbent is expected to meet and consult with corrections administration/staff, as well as professionals or agencies in or outside the facility to obtain assistance and guidance for clients. The work is performed under the general supervision of the Corrections Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs screenings and assessments of incarcerated individuals to determine services and program needs;
Develops and implements re-entry assistance plan in accordance with the Sheriff's Office re-entry program policies and procedures;
Provides participants with one-on-one instruction and support in re-entry program areas, including employment readiness, job placement, education, substance abuse treatment referrals, mental health service referrals, housing etc.;
Works closely with community partners to provide a comprehensive network of support towards successful reintegration;
Assists clients to identify and address the barriers of community reintegration;
Monitors client's mental health, offering motivation towards positive behaviors;
Monitors client's progress and makes recommendations for changes to re-entry program plans;
Maintains accurate and complete client records of all program activities;
May schedule appointments for clients with other community agencies, support groups and/or community members;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Performs other related duties, as assigned, for the efficient and effective operation of the Sheriff's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of local community services and providers available through the Sheriff's Office re-entry program;
Working knowledge of criminal justice initiatives as relates to persons re-entering society following incarceration;
Ability to accurately and appropriately assess and monitor client needs and plan services,
Ability to establish and maintain effective working relationships with clients, service providers and Corrections staff;
Ability to communicate effectively, 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;
Ability to establish and maintain effective working relationships;
Ability to organize work efficiently and effectively;
Tact, courtesy, integrity, initiative, resourcefulness; confidentiality.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in criminal justice or social work, human services or closely related field; or
- B) Associate's degree in criminal justice, social work, human services or closely related field and two (2) years of experience in the field of criminal justice; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years in the field of criminal justice.

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.

WC: 2024

JC: Competitive

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES

DATE: FEBRUARY 20, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: GERACI
CONOVER
MADAY
STRAINER
GILLIGAN
DRISCOLL
ETU

OTHERS PRESENT:

AMY SECOR, JUVENILE PROBATION SUPERVISOR
ANN MARIE MASON, DIRECTOR, OFFICE OF EMERGENCY SERVICES
REPRESENTING THE SHERIFF'S OFFICE:
JAMES LAFARR, SHERIFF
TERRY COMEAU, UNDERSHERIFF
JULIE GARCIA, ASSIGNED COUNSEL ADMINISTRATOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISOR PATCHETT
CHRISTINE NORTON, COUNTY TREASURER
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the February 20, 2024 meeting of the Criminal Justice, Public Safety & Emergency Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=3BFVnU7Cj00>

Mr. Geraci called the meeting of the Criminal Justice, Public Safety & Emergency Services Committee to order at 9:00 a.m.

Copies of the Probation; Office of Emergency Services; and Sheriff agendas were distributed; copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Conover and seconded by Mr. Strainer to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board. Note: a vote was not taken to approve the motion until later in the meeting.

The meeting commenced with review of the Probation agenda with the following requests:

1. To amend the Table of Organization and Salary Schedule to create the new position of Temporary Part-Time Probation Assistant, *Grade 7, Annual Salary \$43,187* (full-time salary pro-rated).

Motion was made by Mr. Conover, seconded by Mr. Strainer and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve the request as outlined above and refer same to the Personnel, Administration and Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize a new contract with KMG Monitoring Services in an amount not to exceed \$70,000 (\$1,445/month, 40 days of coverage per month, each additional day over any accumulated unused days from prior billing periods to be billed at a rate of \$36/day per youth) to provide electronic monitoring services for youth to the Warren County Probation Department, for a term commencing April 1, 2024 and terminating March 31, 2025, with the possibility of two additional one-year terms upon same terms and conditions.

Mr. Maday entered the meeting at 9:03 a.m.

Motion was made by Mr. Conover and seconded by Mr. Driscoll to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Returning to the motion to approve the minutes of the previous Committee meeting, Mr. Geraci called the question and the motion was carried unanimously.

There being no further Probation business to discuss, review of the Office of Emergency Services agenda commenced with the following request:

1. For a transfer of funds in the amount of \$14,521.80, from Budget Code A.1990 469, *Contingent Account-Other Payments/Contributions*, to Budget Code A.4022 260, *Emergency Medical Service-Other Equipment*, to cover the cost of purchasing six automated external defibrillators (AEDs) to replace aging and failing units.

Motion was made by Mr. Conover, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Office of Emergency Services business to discuss, review of the Sheriff agenda commenced with the following request:

1. To amend the Table of Organization and Salary Schedule to create the new position of Reentry Specialist P/T, Grade and Annual Salary to be determined, effective March 18, 2024.

Motion was made by Mr. Driscoll and seconded by Mr. Etu to approve the request as presented; following discussion, Mr. Geraci called the question and the motion was carried unanimously to approve the request and refer the same to the Personnel, Administration and Higher Education Committee. *A copy of the resolution request form is on file with the minutes.*

Julie Garcia, *Assigned Counsel Administrator*, introduced herself to the new Committee members and provided an update on her new office location.

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

Mr. Geraci apprised he would be attending the NYSAC (*New York State Association of Counties*) Public Safety Committee meeting in Colonie, New York on Monday February 26, 2024 and would report back of any significant impacts to the County.

As there was no further business to come before the Criminal Justice, Public Safety & Emergency Services Committee, on motion made by Mr. Etu, seconded by Mr. Strainer and carried unanimously, Mr. Geraci adjourned the meeting adjourned at 9:14 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board