

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY
SERVICES COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
June 25, 2024

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Etu - *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. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: To Decrease Salary of Vacant APD (8) Position
Rationale: To set a salary budget for newly admitted attorneys to apply
 2. Request: To Create New Position – Assistant Public Defender (13)
Rationale: To create new position funded in new Hurrell-Harring contract (to be approved by Board on 6/21/2024)
 3. Request: To Amend County Budget
Rationale: To add Hurrell-Harring contract funds and revenue to budget for above named new Position (APD (13)
- V. Discussion Items:

Introduce New 1st Assistant Public Defender – Erin K. Komon, Esq.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 13 – Request to Increase/Decrease Salary Non-Union Position – APD (8)
2. Resolution Request Form No. 11 – Request to Create New Position – APD (10)
3. Resolution Request Form No. 7 – Request to Amend County Budget (Hurrell-Harring New Contract Funds)

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Employee Name, Title and Employee No.:
VACANT - Assistant Public Defender (8)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$81,921
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$96,936
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/22/2024
- (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) 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:
(decrease)
- (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
Revenue already recognized
- (h) Justification of Request:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Title of Requested Position: **Assistant Public Defender (13)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$89,318**
- (c) Effective Date for New Position*: **7/22/2024**
**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:
A.1171 4202 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:
Hurrell-Harring mandated Caseload Requirements
- (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:
Hurrell-Harring Contract Funding



New York State Office of
Indigent Legal Services

Kathy Hochul
Governor

Patricia J. Warth
Director

Burton Phillips
Counsel

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E-Mail: info@ils.ny.gov www.ils.ny.gov

March 28, 2024

Christine Norton
Warren County Treasurer
Warren County Municipal Center
1340 U.S. 9
Lake George, NY 12845

Dear Ms. Norton:

I write to confirm that Warren County will receive a new, three-year contract ("2nd HH Statewide contract") from the Office of Indigent Legal Services (ILS) for the period of April 1, 2024 to March 31, 2027. Funded via State appropriations, this contract will continue programs previously implemented pursuant to Executive Law § 832(4) and the Statewide Expansion of the *Hurrell-Harring v. State of New York Settlement* (contract #CSTWIDEHH49).

Warren County's award for this contract will total \$5,151,771.21 (average \$1,717,257.07 per year). The Public Defender Office's total allocation will be \$3,782,837.73 (average \$1,260,945.91 per year), and the Assigned Counsel's total allocation will be \$1,368,933.48 (average \$456,311.16 per year).

The 2nd HH Statewide contract will be effective as of April 1, 2024 once the executed contract has received requisite approval by the New York State Attorney General and Office of State Comptroller. Regardless of the date that the contract is approved, because the contract will start April 1, 2024, any County expenditures that are accrued in accordance with the terms of the contract on or after April 1, 2024 will be reimbursable by ILS.

Please do not hesitate to contact me at (518) 486-5747, or burton.phillips@ils.ny.gov with any questions.

Sincerely,

Burton Phillips
Counsel

Cc: Greg Canale
Chief Public Defender
Warren County Public Defender

Julie Garcia
Administrator
Warren County Assigned Counsel

John Taflan
County Administrator
Warren County Administrator's Office

Tammie DeLorenzo
Assistant to the County Administrator
Warren County Administrator's Office

Robert V. Lynch II
Deputy Treasurer
Warren County Treasurer

Nora Christenson
Criminal Defense Representation Chief
NYS Office of Indigent Legal Services

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 Public Defender's Office

DATE: 6/25/2024

- (a) Purpose of Amendment: **To add Hurrell-Harring contract funding for New Position - Assisstant Public Defender (13) to budget.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
 - A.1171.4202 110 - \$89,318.00**
 - A.1171.4202 810 - \$10,004.00**
 - A.1171.4202 830 - \$5,538.00**
 - A.1171.4202 831 - \$1,296.00**
 - A.1171.4202 860 - \$20,840.00**
 - A.1171.4202 865 - \$288.00**

- (c) Revenue Code (with title), and Amount: **\$127,284.00**