

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES
COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
January 21, 2025

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett - *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: Grant Award Notice
Rationale: To recognize two (2) Grant Award Notices from the New York State Division of Criminal Justice Services to be used on eligible expenses incurred by 03/31/2025 each totaling \$190,300 for a total of \$380,600.
 2. Request: Request to Amend County Budget
Rationale: To add funding from New York State Division of Criminal Justice Services Grant Award Notice for the Program "Aid to Defense for Discovery Reform" for \$139,737.29 (73.43% of total award amount of \$190,300).
 3. Request: Request to Amend County Budget
Rationale: To add funding from New York State Division of Criminal Justice Services Grant Award Notice for the Program "Aid to Defense – Supplemental" for \$139,737.29 (73.43% of total award amount of \$190,300).
 4. Request: Request for New Contract
Rationale: To enter into a New Contract with LegalServer to update/replace current Case Management Platform to increase efficiency in the Public Defender's Office.
- V. Discussion Items:
 - a. Fourth Family Defense (Child Welfare) Quality Improvement and Caseload Reduction Grant
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 06 – Amend or Extend Existing Grant – NYS DCJS Grant Award Notice
2. Resolution Request Form No. 07 – Amend County Budget – NYS DCJS Aid to Defense for Discovery Reform
3. Resolution Request Form No. 07 – Amend County Budget – NYS DCJS Aid to Defense – Supplemental
4. Resolution Request Form No. 03 – New Contract – LegalServer

RESOLUTION REQUEST FORM NO. 6

Request to Amend or Extend Existing Grant

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 01/21/2025

- (a) Purpose of Grant Amendment:
To help offset the cost of public defense services and expenses in Warren County.

- (b) Resolution No. which Authorized Original Application and Grant:
n/a
- (c) Name of Grantor:
New York State Division of Criminal Justice Services
- (d) Address of Grantor: **80 South Swan Street
Albany, NY 12210**

- (e) Grantor's Contact Person and Telephone Number:
Katelyn Mallick @ (518) 457-3776 or Rob Frost @ (518) 485-2979
- (f) Has or Will the Grant Amendment or Grant Extension be provided, if so, Please Attach? **Grant Award Attached**
- (g) Effective Date of Amendment or Extension: **04/01/2023**
- (h) Termination Date of Amendment or Extension: **03/31/2025**
- (i) Total Dollar Amount Involved (not to exceed): **See attached**
- (j) Is a Budget amendment required? **Yes** If yes, please complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project?
If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (l) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**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



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Warren County	Date: June 14, 2024
Program Name: Aid to Defense for Discovery Reform	Award Amount \$190,300 ¹
Signatory Name and Title: Chairman, Board of Supervisors Kevin Geraghty	Term Dates: 4/1/23 to 3/31/25
Email: Kevin.Geraghty@TownOfWarrensburg.net	

This award can be used for any eligible expenses incurred before 3/31/25.

The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's aid to defense for discovery reform program from State Fiscal Year (SFY) 2023-2024 to support public defense services and expenses related to discovery reform implementation, including but not limited to digital evidence transmission technology, administrative support, computers, hardware and operating software, data connectivity, development of training materials, staff training, additional personnel or increased compensation to reflect additional responsibilities related to discovery, overtime costs, and litigation readiness.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to your county in one payment to streamline processing and facilitate timely distribution of funds. The county shall subsequently and promptly make this funding available to public defense service provider(s) that provide representation in criminal cases within 90 days of receipt. Funds shall be proportionally distributed by the county among public defense service provider(s) based upon the share of criminal cases assigned to them, or another reasonable and justifiable methodology that is based upon the needs and capabilities of the provider(s).

Consistent with the appropriation, this funding must be used to help offset the cost of public defense services related to discovery reform that your county incurred on or after the start of SFY 2023-24 (April 1, 2023). The above reference to the SFY 2023-2024 date of April 1, 2023 is included for State budgeting purposes only and is not intended to interfere with local budgetary planning, which typically operates on a different fiscal calendar.

^[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Warren County	Date: June 14, 2024
Program Name: Aid to Defense - Supplemental	Award Amount: \$190,300 ¹
Signatory Name and Title: Chairman, Board of Supervisors Kevin Geraghty	Term Dates: 4/1/23 to 3/31/25
Email: Kevin.Geraghty@TownOfWarrensburg.net	

This award can be used for any eligible expenses incurred before 3/31/25.

The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's supplemental aid to defense from State Fiscal Year (SFY) 2023-2024 to support public defense services and expenses incurred by government and not-for-profit entities.

Please note that you will not receive a DCJS grant contract for this funding; rather, money will be automatically disbursed to your county in one payment to streamline processing and facilitate timely distribution of funds. The county shall subsequently and promptly make this funding available to public defense service provider(s) that provide representation in criminal cases within 90 days of receipt. Funds shall be proportionally distributed by the county among public defense service provider(s) based upon the share of criminal cases assigned to them, or another reasonable and justifiable methodology that is based upon the needs and capabilities of the provider(s).

Consistent with the appropriation, this funding must be used to help offset the cost of public defense services and expenses that your county incurred on or after the start of SFY 2023-24 (April 1, 2023). The above reference to the SFY 2023-2024 date of April 1, 2023 is included for State budgeting purposes only and is not intended to interfere with local budgetary planning, which typically operates on a different fiscal calendar.

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New York State Division of Criminal Justice Services

Grant Award Notice

Program Name:

Aid to Defense for Discovery Reform

Award Amount:

\$190,300

Public Defender (73.43%) = \$139,737.29

Assigned Counsel Program (26.57%) = \$50,562.71

Grant Award Notice

Program Name:

Aid to Defense - Supplemental

Award Amount:

\$190,300

Public Defender (73.43%) = \$139,737.29

Assigned Counsel Program (26.57%) = \$50,562.71

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: 01/21/2025

(a) Purpose of Amendment:

To add funding from:

Division of Criminal Justice Services

**Grant Award Notice - Aid to Defense for Discovery Reform
to Public Defender Budget**

(Total award = \$190,300/ Public Defender (73.43%) = \$139,737.29)

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

A.1171.4213 220 - PD DCJS Discovery Reform - Ofc Equip.= \$49,107.76

A.1171.4213 260 - PD DCJS Discovery Reform - Other Equip. = \$27,215.53

A.1171.4213 426 - PD DCJS Discovery Reform - Subscriptions = \$ 7,200.00

A.1171.4213 444 - PD DCJS Discovery Reform - Education = \$ 7,314.00

A.1171.4213 470 - PD DCJS Discovery Reform - Contract = \$48,900.00

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

A.1171.4213 3047 - PD DCJS Discovery Reform = \$139,737.29

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: 01/21/2025

(a) Purpose of Amendment:

To add funding from:

Division of Criminal Justice Services

**Grant Award Notice - Aid to Defense - Supplemental
to Public Defender Budget**

(Total award = \$190,300/ Public Defender (73.43%) = \$139,737.29)

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

A.1171.4212 110 - PD DCJS - Supplemental - Salaries - FT = \$108,000.00

A.1171.4212 130 - PD DCJS - Supplemental - Salaries - PT = \$ 4,000.00

A.1171.4212 830 - PD DCJS - Supplemental - Social Security = \$ 6,944.00

A.1171.4212 831 - PD DCJS - Supplemental - Medicare = \$ 1,624.00

A.1171.4212 437 - PD DCJS - Supplemental - Consulting Fees = \$ 19,169.29

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

A.1171.4212 3045 - PD DCJS - Supplemental = \$139,737.29

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 01/21/2025

- (a) Is this a Result of a Bid or Request for Proposal?
- (b) Purpose of Contract:
To upgrade/replace current Case Management Platform to increase efficiency in opening/closing documents, eDiscovery review, E-File management, and ILS reporting
- (c) Name of Contractor:
LegalServer
- (d) Address of Contractor: **PO Box 221154
Chicago, IL 60622**
- (e) Contractor's Contact Person and Telephone Number:
Aaron Krause @ (773) 782-1021
- (f) Has or will the Contract be provided, if so, please attach:
attached
- (g) Commencement Date of Contract:
03/03/2025
- (h) Termination Date of Contract:
12/31/2026
- (i) Payment Provisions: i) lump sum amount **\$48,900**
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.)
Upon execution of Agreement
- (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.1171.4213 470

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