

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES
COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
June 23, 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: To Amend the County Budget
Rationale: To add newly approved contract for "Fourth Family Defense (Child Welfare)/C4THFD52" to the Warren County Public Defender 2025 Budget.
 2. Request: To Increase Salary of *Non-Union* Position
Rationale: To Increase the Salary of the (VACANT) Assistant Public Defender (3) position slated to litigate all Family Court Article 10 matters assigned to the Public Defender's Office, together with additional family court matters within ILS caseload limits.
 3. Request: To Transfer Funds
Rationale: To Transfer Funds to correct the Expense Budget Exception Report dated 3/31/2025.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 07 – Request to Amend County Budget – C4THFD52
2. Fourth Family Defense Grant (C4THFD52) Grant Contract, Work Plan, and Budget
3. Resolution Request Form No. 13 – Request to Increase Salary (non-union) – APD(3) (VACANT)
4. Warren County Public Defender Assistant Public Defender Job Description
5. Resolution Request Form No. 10 – Request for Transfer of Funds
6. Expense Budget Exception Report dated 3/31/2025

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: 6/23/2025

- (a) Purpose of Amendment: **To add new grant/ILS contract, "Fourth Family Defense (Child Welfare) Quality Improvement & Caseload Reduction/C4THFD52", to the 2025 budget.**
- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1171.4214 110 - Salaries Regular = \$113,113.00
A.1171.4214 210 - Office Furniture = \$12,000.00
A.1171.4214 220 - Office Equipment = \$6,000.00
A.1171.4214 410 - Supplies = \$12,873.00
A.1171.4214 423 - Telephone = \$1,200.00
A.1171.4214 426 - Subscriptions = \$2,700.00
A.1171.4214 437 - Consulting Fees = \$47,500.00
A.1171.4214 444 - Training = \$8,000.00
A.1171.4214 810 - Retirement = \$13,614.00
A.1171.4214 830 - Social Security = \$4,546.00
A.1171.4214 831 - Medicare = \$1,202.00
A.1171.4214 860 - Hospitalization = \$10,362.00
A.1171.4214 865 - Dental = \$390.00
- (c) Revenue Code (with title), and Amount:
A.1171.4214 3045 ILS Distribution = \$233,500

STATE OF NEW YORK CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address): NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</p>	<p>BUSINESS UNIT/DEPT. ID: OLS01 - 1350200</p> <p>CONTRACT NUMBER: C4THFD52</p> <p>CONTRACT TYPE (select one): <input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR NAME: Warren, County of</p>	<p>TRANSACTION TYPE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal (list periods): <input type="checkbox"/> Amendment (list periods):</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000002438 Federal Tax ID Number: 14-6002576</p>	<p>PROJECT NAME: FOURTH FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT AND CASELOAD REDUCTION ASSISTANCE LISTINGS (formerly CFDA) NUMBER (ALN) (Federally Funded Grants Only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS: Warren County Board of Supervisors Municipal Center 1340 State Route 9 Lake George, NY 12845-9803</p> <p>CONTRACTOR PAYMENT ADDRESS: <input type="checkbox"/> Check if same as primary mailing address Warren County Municipal Center 1340 State Route 9 Lake George, NY 12845</p> <p>CONTRACT MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR PRIMARY E-MAIL ADDRESS: taflanj@warrencountyny.gov</p>	<p>CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number: Exemption Status/Code: 520100000000</p> <p><input type="checkbox"/> Sectarian Entity</p>

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Warren County

By: Kevin B. Geraghty

Kevin B. Geraghty
Printed Name

Title: Chairman of the Board

Date: 3/21/25

STATE AGENCY:

NYS Office of Indigent Legal Services

By: Patricia J. Warth

Patricia J. Warth
Printed Name

Title: Director - Office of Indigent Legal Services

Date: 3/27/25

STATE OF NEW YORK

County of Warren

Approved as to Form

Christina W. Bipp
Warren County Attorney

On the 2 day of March, 2025, before me personally appeared Kevin B. Geraghty, to me known, who being by me duly sworn, did depose and say that he/she resides at Warrensburg, NY, that he/she is the Chairman of the Board of Supervisors, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) Mary T. Slemmer

MARY T. SLEMMER
Notary Public, State of New York
Cattaraugus Co. #01SL6976181
Commission Expires June 24, 2026

ATTORNEY GENERAL'S SIGNATURE

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

APPROVED
DEPT. OF AUDIT & CONTROL

Printed Name

Title: Paul A. Bachman

Date: _____

FOR THE STATE COMPTROLLER

RECEIVED

MAR 21 2025

ATTACHMENT C

WORK PLAN

OFFICE OF INDIGENT LEGAL SERVICES

**FOURTH FAMILY DEFENSE (CHILD WELFARE) QUALITY
IMPROVEMENT & CASELOAD REDUCTION**

January 1, 2025 – December 31, 2027

COUNTY OF WARREN

Goal: To implement an early-intervention, multi-disciplinary model of representation provided to Warren County public defense clients in Family Court child welfare proceedings, thereby improving the quality of representation.

Task #1

Provide funding to increase the salary of an Assistant Public Defender, Family Court, to foster retention of a qualified, experienced attorney to represent clients in child welfare matters, Family Court Article (FCA) 10 matters.

Program Location:

- Public Defender Office, Warren County

Task #2

Provide funding for a full-time Family Court Caseworker for the Public Defender Office to assist in providing client-centered, holistic representation in child welfare matters, including during the child welfare investigation. The Caseworker will help connect clients to needed services, such as behavioral health services, and facilitate access to basic needs such as transportation, housing, and childcare

Program Location:

- Public Defender Office, Warren County

Task #3

Provide funding for a stipend for the Public Defender Office's Senior Family Court Attorney to reflect increased responsibilities associated with supervising the Family Court Assistant Public Defender and Caseworker, as well as stipends for Public Defender Office support staff to reflect their increased responsibilities in administration of the program funded by this grant, including

data collection and reporting, identifying at-risk clients, case management, and assistance in identifying relevant training opportunities.

Program Location:

- Public Defender Office, Warren County

Task #4

Provide funding for specialized and evaluative services in child welfare matters, such as investigators, interpreters, social workers, mitigation specialists, forensic experts, mental health experts, and other professionals. These services will be paid a rate of up to \$800 per hour, depending on the type of service and the experience and expertise of the non-attorney professional. These services may also be paid on a flat fee basis of up to \$3,000 per case. Costs include associated travel and mileage expenses, at the IRS rates. The Warren County Public Defender Office and Assigned Counsel Program may approve a higher rate to ensure access to qualified services.

Program Location:

- Public Defender Office, Warren County
- Assigned Counsel Program, Warren County

Task #5

Provide funding for a Mentor/Resource Attorney program in which more experienced attorneys with expertise in representing clients in child welfare matters provide mentoring and case consultation to the Public Defender Office attorneys representing clients in child welfare matters. Mentor/Resource Attorneys will be paid up to \$200/hour.

Program Location:

- Public Defender Office, Warren County

Task #6

Provide funding for office supplies, equipment, and furniture for the Assistant Family Court Attorney and Case Manager positions funded on this contract. This includes office supplies; postage; computers; tablets; smartphones (cell phones), wi-fi hotspots, and any associated data plans; desk phones and associated landline charges; copies, printers, and any associated service agreements; and office furniture. Funding may also be used for “Know Your Rights” educational materials and for payroll processing fees.

Program Location:

- Public Defender Office, Warren County

Task #7

Provide funding for legal reference materials; books; subscriptions; and online legal research services such as Westlaw or LexisNexis for Public Defender Office staff for use on child welfare cases.

Program Location:

- Public Defender Office, Warren County

Task #8

Provide funding for registration and travel expenses associated with the Public Defender Office staff attending Continuing Legal Education (CLE) trainings, other professional trainings, work-related convenings, seminars, and meetings related to the representation of people in child welfare matters. Please note that out-of-state travel must be pre-approved by ILS. Mileage will be reimbursed at the standard IRS mileage rates. This funding may also be used for expenses related to the Public Defender's Office hosting CLE trainings, other professional trainings, work-related convenings, seminars, and meetings.

Program Location:

- Public Defender Office, Warren County

Task #9

Provide funding for client services, including transportation expenses for clients to get to and from court appearances, meetings with the defense team, and court ordered service meetings upon a determination by the Public Defender Office and the Assigned Counsel Program that the client otherwise lacks the resources to pay for transportation.

Program Location:

- Public Defender Office, Warren County
- Assigned Counsel Program, Warren County

Performance Measures:

In consultation with ILS, identify key Performance Measures for the following:

- 1) Progress toward implementation of the specific goal(s) of the program funded under this contract.
- 2) Expected improvement in the quality of representation provided by attorneys in child welfare matters.

In consultation with ILS, develop a plan for collecting and reporting data on these key Performance Measures.

ATTACHMENT B-1

**Office of Indigent Legal Services
FOURTH FAMILY DEFENSE (CHILD WELFARE) QUALITY
IMPROVEMENT & CASELOAD REDUCTION**

January 1, 2025 - December 31, 2027

COUNTY OF WARREN

Total Contract Amount: \$750,000.00

Budget Expenditure Item	Year 1 1/1/2025 - 12/31/2025	Year 2 1/1/2026 - 12/31/2026	Year 3 1/1/2027 - 12/31/2027
Public Defender Office			
Personnel:			
Assistant Public Defender - Salary Increase	\$32,193.00	\$33,803.00	\$35,493.00
Assistant Public Defender - Fringe Increase	\$7,292.00	\$7,656.00	\$8,039.00
Family Court Caseworker - Salary	\$60,920.00	\$63,605.00	\$66,853.00
Family Court Caseworker - Fringe	\$21,322.00	\$22,262.00	\$23,399.00
Supervising Family Court Attorney - Stipend (with associated fringe)	\$10,750.00	\$12,918.00	\$15,071.00
Support Staff - Stipend (with associated fringe)	\$10,750.00	\$12,918.00	\$15,071.00
Subtotal Personnel	\$143,227.00	\$153,162.00	\$163,926.00
Contracted/Consultant:			
Specialized Services	\$32,500.00	\$32,500.00	\$32,500.00
Mentor & Resource Attorneys	\$15,000.00	\$15,000.00	\$15,000.00
Subtotal Contracted/Consultant	\$47,500.00	\$47,500.00	\$47,500.00
OTPS:			
Supplies, Office Furniture, Technology/Payroll Processing Fees	\$25,273.00	\$10,838.00	\$4,574.00
Legal Reference Materials/Periodicals	\$3,500.00	\$3,500.00	\$3,500.00
CLEs/Trainings/Convenings	\$8,000.00	\$8,000.00	\$8,000.00
Client Services	\$6,000.00	\$6,000.00	\$6,000.00
Subtotal OTPS	\$42,773.00	\$28,338.00	\$22,074.00
PUBLIC DEFENDERS OFFICE TOTAL	\$233,500.00	\$229,000.00	\$233,500.00
Assigned Counsel Program			
Contracted/Consultant:			
Specialized Services	\$15,000.00	\$15,000.00	\$15,000.00
Subtotal Contracted/Consultant	\$15,000.00	\$15,000.00	\$15,000.00

OTPS:			
Client Services	\$3,000.00	\$3,000.00	\$3,000.00
Subtotal OTPS	\$3,000.00	\$3,000.00	\$3,000.00
ASSIGNED COUNSEL PROGRAM TOTAL	\$18,000.00	\$18,000.00	\$18,000.00
TOTAL	\$251,500.00	\$247,000.00	\$251,500.00
THREE-YEAR TOTAL	\$750,000.00		

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/23/2025

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (3) - VACANT
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$117,024
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$84,865
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
07/21/2025
- (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.1171.4214 110 & associated fringe (
- (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 recruit, hire, and retain an experienced Family Court Attorney who has expertise in DSS child neglect and removal cases.

WARREN COUNTY PUBLIC DEFENDER'S OFFICE
NOTICE OF VACANCY

ASSISTANT PUBLIC DEFENDER – FAMILY DEFENSE PRACTICE

The Warren County Public Defender's Office has an opening for an Assistant Public Defender ("APD") to engage primarily in family defense work. This APD will represent indigent parents, guardians, and caretakers who are named respondents in family court proceedings in Warren County. This APD will handle cases brought pursuant to various articles of the Family Court Act, including but not limited to custody petitions and modifications, establishment of paternity, child support matters, family offenses, determination of visitation schedules, custodial relocations, and terminations of parental rights. This attorney will conduct initial intake meetings with eligible clients, engage in factual investigation and legal research, employ motion practice, and litigate hearings and trials in Family Court. This position is supervised by the Public Defender and the Senior Family Court APD, who will provide guidance and mentorship in navigating family court practice. The attorney will also enjoy extensive flexibility to exercise independent judgment in crafting legal strategies for zealous client advocacy.

BENEFITS: 11 paid holidays, sick time, personal days, 10 days' vacation, health insurance, pension, retirement plan, potential for Public Service Loan Forgiveness (PSLF), Continuing Legal Education (CLE) courses, and bi-annual renewals of NY law license.

RESIDENCY REQUIREMENTS: At time of appointment, candidate must EITHER be a resident of Warren County, OR of a county contiguous to Warren.

TYPICAL WORK ACTIVITIES:

- Represent and advise respondents at every stage of family court proceedings;
- Develop and maintain full family court client caseload;
- Prepare for and litigate hearings and trials in Family Court, including emergency hearings seeking family reunification where appropriate;
- Draft, file, and argue written motions seeking increased visitation, family reunification, and achievement of other client goals;
- Collaborate with other APDs and PD support staff to provide wholistic services and comprehensive legal assistance to clients who may be entwined in both criminal and family court proceedings simultaneously, and who may require specialized services;
- Meet regularly with supervisor to review case files and discuss strategies;
- Attend regular trainings and legal education courses to build litigation skills and develop substantive knowledge;
- Maintain consistent and open lines of communication with clients to ensure they are working towards goals which will help achieve their desired case outcomes; and
- Confer with Family Court judges, court attorneys, opposing counsel, and attorneys for the child to negotiate mutually agreeable settlement arrangements where appropriate.

QUALIFICATIONS:

- License to practice law in the State of New York at time of appointment;
- Strong desire to advocate on behalf of clients facing family separation;
- Exceptional interpersonal skills and willingness to work with clients in heightened emotional states;
- Excellent oral and written communication skills;
- Able to work collaboratively with interdisciplinary staff members within the Public Defender's Office and other County agencies where required;
- Capable of working independently, with the benefit of senior advisement and mentorship;
- Proficient at working in high stress environment, able to multitask, and maintain flexibility; and
- Possess strong organizational skills and the ability to manage a high-needs caseload, including the ability to prioritize tasks where requests and deadlines are often on short notice.

Interested candidates may submit a cover letter, resume, and list of references to:

Gregory V. Canale, Esq.
Warren County Public Defender
c/o Erin K. Komon, Esq.
Warren County Public Defender's Office
1340 State Route 9
Lake George, New York 12845
komone@warrencountyny.gov

Warren County is an Equal Opportunity / DEI Employer

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Warren County Public Defender's Office

SIGNED:

DATE: 6/23/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1171.4201.110	Public Defender Upstate Quality - Salaries Regular	A.1171.4201.120	Public Defender Upstate Quality - Salaries Overtime	.02
A.1171.4202.110	Public Defender Hurrell Haring - Salaries Regular	A.1171.4202.120	Public Defender Hurrell Haring - Salaries Overtime	.28

Please state reason for transfers requested:

To correct Expense Budget Exception Report

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.

Expense Budget Exception Report

Through Date: 3/31/2025

Account Number	Amended Budget	Y-T-D Balance	Amount Over/Under Budget	% Used
General				
Department: 1010 Legislative Board				
860 - Hospitalization	\$32,922.00	\$9,408.25	\$23,513.75	28.58%
865 - Dental Insurance	\$576.00	\$163.74	\$412.26	28.43%
Department: 1171 Public Defender				
Sub Department: 4201 Upstate Quality Improvement				
120 - Salaries - Overtime	\$0.00	\$0.02	(\$0.02)	+++
Sub Department: 4202 Hurrell-Harring				
120 - Salaries - Overtime	\$0.00	\$0.28	(\$0.28)	+++
Department: 1185 Medical Examiner & Coroners				
435 - Medical Fees	\$199,320.00	\$60,344.08	\$138,975.92	30.27%
Department: 1435 Human Resources				
860 - Hospitalization	\$25,223.00	\$12,307.56	\$12,915.44	48.79%
Department: 1490 Public Works Admin - DPW				
862 - Health Insurance Cost Reimbursement	\$0.00	\$146.12	(\$146.12)	+++
Department: 1620 Buildings				
415 - Electricity	\$156,000.00	\$50,112.61	\$105,887.39	32.12%
120 - Salaries - Overtime	\$14,000.00	\$11,495.77	\$2,504.23	82.11%
Department: 1624 Health & Human Services Building				
130 - Salaries - Part Time	\$19,249.00	\$8,439.99	\$10,809.01	43.85%
120 - Salaries - Overtime	\$10,000.00	\$3,776.39	\$6,223.61	37.76%
Department: 1628 Waste Management Containment				
120 - Salaries - Overtime	\$0.00	\$768.17	(\$768.17)	+++