

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES
COMMITTEE MEETING
PUBLIC DEFENDER AGENDA
DATE 10/21/2025

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: To Enter into a New Contract with LegalServer
Rationale: To have Site Administration Services with LegalServer for Product Support during the first year of LegalServer Case Management System being in place at Warren County
 2. Request: To Amend the County Budget
Rationale: To Add Grant Funding to a County Grant Funded Budget Line to Cover Hospitalization and Dental Insurance Fringe Benefits for Remainder of 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. 03 – Request for New Contract
2. LegalServer Site Administration Services Contract
3. Resolution Request Form No. 07 – Request to Amend County Budget
4. Office of Indigent Legal Services Distribution Budget

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 10/21/2025

- (a) Is this a Result of a Bid or Request for Proposal? **n/a**
- (b) Purpose of Contract: **Site Administration Services to have LegalServer staff perform regular administrative tasks on the customer's demo and optionally live site for first year of new Case Management System while County staff is learning the new product and familiarizing themselves with the report building and set-up**
- (c) Name of Contractor: **P.S. Technologies, Inc., doing business as LegalServer**
- (d) Address of Contractor: **805 Lake St. PMB 356, Oak Park IL 60301**
- (e) Contractor's Contact Person and Telephone Number: **IV Ashton (773) 782-1021**
- (f) Has or will the Contract be provided, if so, please attach: **attached**
- (g) Commencement Date of Contract: **January 1, 2026**
- (h) Termination Date of Contract: **12 months after commencement of service**
- (i) Payment Provisions:
 - i) lump sum amount **\$27,600**
 - 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. **monthly**)
- (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: **2026 Budget - A.1171.4213.426 (DCJS Funding)****

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

*as listed in budget and LOGOS

Site Administration Services

Optional services to have LegalServer staff perform regular administrative tasks on the customer's demo and optionally live site.

Site Administration Service	Tier 1 \$700/mo	Tier 2 \$1,250/mo	Tier 3 \$2,300/mo
Configuration Assistance Request configuration in a dedicated Config Request Queue Example "On our Demographics tab, please add Citizenship Status"			
1:1 Live admin consultation meeting(s)	0	1	2
Demo site refresh from live (annual, included)		☑	☑
Annual security review Analysis of stale accounts, MFA, SSO			☑
Community Empowerment check-up Community empowerment team reviews your live site usage and makes targeted suggestions		☑	☑
Dedicated admin concierge We will assign a single point of contact for your admin services.			☑

Minimum term: 6 months

Bug reports and support questions are handled through normal channels at support@legalserver.org

An agency staff member will need to approve password resets for security reasons.

Hours spent by LegalServer are capped at 3, 5, and 7 billable hours for Tier 1, 2, and 3 and do not roll over.

Complex requests may take more than one month to resolve, but you may change the priority of configuration requests at any time.

CASE MANAGEMENT SERVICES ORDER FORM

This Order No. 25-2 (“**Order**”) is dated as of the date of the last signature below (“**Order Effective Date**”) and entered into between P.S. Technologies, Inc. (“**PSTI**”) and the Client identified below and integrated into the Subscription Services Agreement between the parties (“**Agreement**”) and constitutes an “**Order**” as defined in the Agreement. This Order identifies the Services ordered by Client to be performed and provided by PSTI pursuant to the Agreement.

Contact and Billing Details			
WCPD (Warren County Public Defender's Office)		P.S. Technologies, Inc., doing business as LegalServer	
Client Address	1340 State Route 9 Lake George, NY 12845	PSTI Address	805 Lake St PMB 356 Oak Park IL 60301
Bill-to-Name	Erin Brothers	PSTI Contact	IV Ashton
Bill-to-Email	brotherse@warrencountyny.gov	PSTI Email	billing@legalserver.org
Bill-to-Phone	518-761-6202	PSTI Phone	(773) 782-1021
Order of Services			
Order Effective Date	Date of the last signature below	Services Start Date	First of the month following the last refinement meeting (anticipated start: January 1, 2026)
Ticket Number(s)	LS-135469	Services End Date	12 months after commencement of service
Amount:	\$27,600.00	Due Date:	Upon receipt of invoice
Notes:			

Order Term. The term of this Order shall begin on the Order Effective Date and continue until the Services End Date set forth above (“**Order Term.**”)

Integration. All capitalized terms used and not expressly defined in this Order will have the meanings given to them in the Agreement. Any different or additional terms and conditions set forth in any purchase order, confirmation, statement of work, order form, or similar form, even if signed by the parties after the Order Effective Date of this Agreement, are rejected and shall have no force or effect on this Agreement unless it is an amendment or addendum to the Agreement signed by authorized representatives of both parties.

Order:

Name	Amount	Notes
Tier 3 Site Administration Service- 1 year	\$27,600.00	\$2,300 per month added to quarterly bill. Provided payment has been made, to commence on the first of the month following the last refinement meeting (anticipated start: January 1, 2026).
Total	\$27,600.00	\$2,300 per month added to quarterly bill. LegalServer Jira Epic: LS-135469

Monthly fees begin upon activation of any related module. The remainder of the current quarter will be included in the initial invoice.

Payment Schedule:

Name	Amount	Due Date
Initial Installment	\$27,600.00	Due upon receipt of Invoice
Total Fee	\$27,600.00	THIS IS NOT AN INVOICE

Services outlined in the above Order are scheduled to begin on the Services Start Date and shall end no later than the Services End Date unless the Parties otherwise agree in writing through an Amendment to this Order. Client has the option to purchase additional Services outlined above by submitting a subsequent Order for additional Services.

All training hours promised in this Order must be completed within 90 days of the provision of a live site and/or the release or enablement of promised feature(s) on a live site. Any training hours that remain after this date will be forfeit.

This order is valid for 90 days from when this order was created. If it has not been signed by December 30, 2025 then the Services End Date and the Pricing will need to be confirmed by PSTI in a new version of the Order.

The parties by their authorized representatives have entered into this Order as of the Order Effective Date.

WCPD (WARREN COUNTY PUBLIC DEFENDER'S OFFICE)

Signature: _____

Printed: Erin Brothers

Title: _____

Date: _____

Contact Information:

Erin Brothers

1340 State Route 9
Lake George, NY 12845
518-761-6202
brotherse@warrencountyny.gov

P.S. TECHNOLOGIES, INC.Signature: IV AshtonPrinted: IV AshtonTitle: PresidentDate: October 1, 2025

Contact Information

IV Ashton
President & Legal Counsel
805 Lake St PMB 356
Oak Park IL 60301
(773) 782-1021 (direct)
(773) 459-5582 (mobile)
(312) 264-2365 (fax)
ivashton@legalserver.org
[cc: legal@legalserver.org](mailto:legal@legalserver.org)

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: 10/21/2025

(a) Purpose of Amendment: **To move grant funding into County Budget**

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

A.1171.4206.860 Public Defender/Distribution Hospitalization \$3,500

A.1171.4206.865 Public Defender/Distribution Dental Insurance \$60

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

A.1171.4206.3045 Public Defender/Distribution ILS \$3,560

**Attachment B-1(A) Expenditure Based Budget (Amendment)
NYS Office of Indigent Legal Services
REQUEST FOR BUDGET MODIFICATION/REVISION**

**WARREN COUNTY - DISTRIBUTION #14 (#C140052)
Contract Term: January 1, 2024 - December 31, 2026**

**Current Contract Amount: \$320,436.00
Total AMENDED Contract Amount: \$480,654.00**

Budget Expenditure Item	Year 1 1/1/24 - 12/31/24	Year 2 1/1/25 - 12/31/25	Year 3 1/1/26 - 12/31/26
PUBLIC DEFENDER'S OFFICE			
Personnel:			
Legal Clerk - Salary	\$38,530.00	\$42,807.00	\$44,027.00
Legal Clerk - Fringe	\$7,953.00	\$8,351.00	\$8,767.00
Secretary/Program Manager - Salary	\$0.00	\$32,621.00	\$32,621.00
Secretary/Program Manager - Fringe	\$0.00	\$5,785.00	\$5,785.00
Retention Salary Increases	\$0.00	\$0.00	\$20,850.00
Retention Fringe Increases	\$0.00	\$0.00	\$3,525.00
Subtotal Personnel	\$46,483.00	\$89,564.00	\$115,575.00
Contract / Consultant:			
Specialized Services	\$1,500.00	\$1,500.00	\$1,680.00
Subtotal Contracted/Consultant	\$1,500.00	\$1,500.00	\$1,680.00
SUBTOTAL PUBLIC DEFENDER OFFICE	\$47,983.00	\$91,064.00	\$117,255.00
ASSIGNED COUNSEL PLAN			
Personnel:			
(PT) Grant Administrator - Partial Salary	\$8,320.00	\$8,487.00	\$8,657.00
(PT) Grant Administrator - Partial Fringe	\$637.00	\$650.00	\$663.00
(PT) Assigned Counsel Clerk - Salary	\$0.00	\$0.00	\$5,000.00
(PT) Assigned Counsel Clerk - Fringe	\$0.00	\$0.00	\$382.50
Subtotal Personnel	\$8,957.00	\$9,137.00	\$14,702.50
Contracted/Consultant:			
Rural Law Center of New York, Inc. (Appeals)	\$26,331.00	\$26,331.00	\$26,331.00
Staff Attorney, Legal Aid Society of Northeastern NY (Family Court) - Partial Salary and Fringe	\$18,787.00	\$27,872.00	\$28,067.00
Paralegal, Legal Aid Society of Northeastern NY - Partial Salary	\$0.00	\$5,210.00	\$5,395.00
Paralegal, Legal Aid Society of Northeastern NY - Partial Fringe	\$0.00	\$1,564.00	\$1,619.00
(2) Paralegals, Legal Aid Society of Northeastern NY - Partial Salary and Fringe	\$0.00	\$0.00	\$15,000.00
Specialized Services	\$0.00	\$0.00	\$7,248.50
Subtotal Contracted/Consultant	\$45,118.00	\$60,977.00	\$83,660.50

Budget Expenditure Item	Year 1 1/1/24 - 12/31/24	Year 2 1/1/25 - 12/31/25	Year 3 1/1/26 - 12/31/26
OTPS:			
Office Supplies, Equipment, and Furniture	\$400.00	\$0.00	\$1,400.00
Subtotal OTPS	\$400.00	\$0.00	\$1,400.00
SUBTOTAL ASSIGNED COUNSEL PROGRAM	\$54,475.00	\$70,114.00	\$99,763.00
TOTAL	\$102,458.00	\$161,178.00	\$217,018.00
THREE-YEAR TOTAL	\$480,654.00		

Explanation:

In 2023, the New York State Office of Indigent Legal Services ("ILS") received procurement record approval to issue ILS Distribution #14 (contract term of 1/1/24 – 12/31/26), which, along with ILS Distribution #12 (contract term of 1/1/22 – 12/31/24) and ILS Distribution #13 (contract term of 1/1/23 – 12/31/25), provide 57 counties and New York City with annual funding equivalent to the level of Indigent Legal Services Fund ("ILSF") funding they received in 2010. At the June 7, 2024 meeting of the ILS Board, the Board approved an allocation plan for ILS' FY 2024-25 Aid to Localities funding in accordance with Executive Law § 832(3)(f). Pursuant to this allocation plan, rather than issue a new Distribution #15 starting January 1, 2025 (and a new Distribution #16 starting January 1, 2026), FY 2024-25 Aid to Localities funding will be used to add funds to each county's Distribution #14 contract. The procurement record for the additional funding was approved on September 23, 2024. **The above budget reflects the Warren County's amended Distribution #14 budget.**

Adding funding to each county's Distribution #14 contract instead of issuing a new Distribution contract each of the next two years will allow ILS to consolidate counties' Distribution funding into one contract per county instead of the three contracts that each county manages in any given year. Doing so will significantly facilitate contract management and timely claiming, and allow ILS to better track the funding we disburse via Distribution contracts.