

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES COMMITTEE MEETING
ASSIGNED COUNSEL AGENDA
February 23, 2026

COMMITTEE MEMBERS: Supervisors MADAY, Conover, Strainer, Gilligan, Driscoll, Butler and O'Neill - *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 County Budget
Rationale: To add Division of Criminal Justice Services Aid to Defense for Discovery Grant to the County Budget;
 2. Request: To Amend County Budget
Rationale: To add Division of Criminal Justice Services Aid to Defense – Supplemental Grant to the County Budget;
 3. Request: To Execute New Contract with Legal Aid Society of Northeastern NY (LASNNY)
Rationale: To contract with LASSNY to provide conflict Family Court representation utilizing Indigent Legal Services Grant Funding provided under Distribution #14;
 4. Request: To Execute New Contract with Rural Law Center
Rationale: To contract with the Rural Law Center to provide appellate representation utilizing Indigent Legal Services Grant Funding provided under Distribution #14.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: Resolution Request Form No. 7 – Request to Amend County Budget (DCJS ATD for Discovery Grant)
Grant Award Notice (DCJS ATD for Discovery Grant)
Allocation of Grant Funding between Public Defender’s Office and Assigned Counsel Office
Resolution Request Form No. 7 – Request to Amend County Budget (DCJS ATD Supplemental Grant)
Grant Award Notice (DCJS ATD Supplemental Grant)
Allocation of Grant Funding between Public Defender’s Office and Assigned Counsel Office
Resolution Request Form No. 3 – Request for New Contract (LASNNY)
Distribution # 14 Attachment B-1(A) Expenditure Budget
Resolution Request Form No. 3 – Request for New Contract (Rural Law Center)
Distribution # 14 Attachment B-1(A) Expenditure Budget

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 Assigned Counsel Office

DATE: 2/13/2026

- (a) Purpose of Amendment:
**To add funding from:
New York State Division of Criminal Justice Services Aid to Defense for
Discovery**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1170.4213 440 - Legal/Transcript Fees - \$49,545.34

- (c) Revenue Code (with title), and Amount:
A.1170.4213 3047 - DCJS - Aid to Defense Discovery Reform - \$49,545.34



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor
ROSSANA ROSADO
Commissioner
CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Warren County	Date: July 2, 2025
Program Name: Aid to Defense for Discovery	Award Amount: \$186,471
Signatory Name and Title: Kevin Geraghty Chairman, Board of Supervisors	Term Dates: 4/1/25 – 3/31/26
Email: Kevin.Geraghty@TownOfWarrensburg.net	SFS Vendor ID No.: 1000002438
Program Description:	
<p>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) 2025-26.</p> <p>Consistent with the appropriation, DCJS requires that recipients be able to account for every dollar expended and will be required to report on expenditures on a recurring basis. Please ensure there is no duplication of funding with any future amounts provided for this same purpose, and the tracking for such funds can account for that separation in sufficient detail.</p> <p>This funding must be used 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.</p> <p>The 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 2025-26 (April 1, 2025). Ideally, all eligible expenses should occur within the period. However, funds may continue to be utilized until the award is fully exhausted. Please be aware that all expenses must be for allowable discovery related expenses only and cannot be comingled with other funding. DCJS requires that the funded agency(s) be able to fully account for every dollar expended.</p> <p>Please see the attached document explaining the new options and reporting requirements on this funding program.</p>	
Grant Questions	

<p>Rob Frost Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone:518 485-2979 Email: Robert.Frost@dcjs.ny.gov</p>	<p>Scott Lindgren Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone:518 457-7780 Email: scott.lindgren@dcjs.ny.gov</p>
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We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

Attachment: Instruction Sheet

**DIVISION OF CRIMINAL JUSTICE SERVICES
AID TO DEFENSE FOR DISCOVERY**

GRANT TOTAL:

\$186,471

PUBLIC DEFENDER'S OFFICE: 73.43% - \$136,925.66

ASSIGNED COUNSEL OFFICE: 26.57% - \$49,545.34

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 Assigned Counsel Office

DATE: 2/13/2026

- (a) Purpose of Amendment:
**To add funding from:
New York State Division of Criminal Justice Services Aid to Defense
Supplemental**

- (b) Appropriation Code, Object Code, Full Title and Amount:
**A.1170.4212 440- Aid to Defense for Supplemental - Legal Transcript/Fees -
\$49,037.33**

- (c) Revenue Code (with title), and Amount:
A.1170.4212 3047 - Aid to Defense Supplemental - \$49,037.33



**Division of Criminal
Justice Services**

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

Grant Award Notice

Grantee/Contractor: Warren County	Date: July 2, 2025
Program Name: Aid to Defense - Supplemental	Award Amount: \$184,559
Signatory Name and Title: Kevin Geraghty Chairman, Board of Supervisors	Term Dates: 4/1/25 – 3/31/26
Email: Kevin.Geraghty@TownOfWarrensburg.net	SFS Vendor ID No.: 1000002438
Program Description:	
<p>The Division of Criminal Justice Services (DCJS) is pleased to provide this award letter to your county for the State's Aid to Defense Supplemental Program from State Fiscal Year (SFY) 2025-26.</p> <p>Consistent with the appropriation, DCJS requires that recipients be able to account for every dollar expended and will be required to report on expenditures on a recurring basis. Please ensure there is no duplication of funding with any future amounts provided for this same purpose, and the tracking for such funds can account for that separation in sufficient detail.</p> <p>The funding must be used to help offset the cost of public defense services that your county incurred on or after the start of SFY 2025-26 (April 1, 2025). Ideally, all eligible expenses should occur within the period. However, funds may continue to be utilized until the award is fully exhausted. Please be aware that all expenses must be for allowable items and cannot be comingled with other funding. DCJS requires that the funded agency(s) be able to fully account for every dollar expended.</p> <p>Please see the attached document explaining the new options and reporting requirements on this funding program.</p>	
Grant Questions	
<p>Rob Frost Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 485-2979 Email: Robert.Frost@dcjs.ny.gov</p>	<p>Scott Lindgren Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: 518 457-7780 Email: scott.lindgren@dcjs.ny.gov</p>

We look forward to working with you in our continued efforts to safeguard the health and safety of all New York residents and visitors.

Attachment: Instruction Sheet

DIVISION OF CRIMINAL JUSTICE SERVICES

AID TO DEFENSE - SUPPLEMENTAL

GRANT TOTAL:

\$184,559

PUBLIC DEFENDER'S OFFICE: 73.43% - \$135,521.67

ASSIGNED COUNSEL OFFICE: 26.57% - \$49,037.33

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: ASSIGNED COUNSEL OFFICE

DATE: 2/13/26

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To contract with the Legal Aid Society of Northeastern New York for conflict Family Court representation utilizing Indigent Legal Services grant funding
- (c) Name of Contractor:
Legal Aid Society of Northeastern New York (LASNNY)
- (d) Address of Contractor: **95 Central Avenue
Albany, New York 12206**
- (e) Contractor's Contact Person and Telephone Number:
Nic Rangel, (518) 689-6304
- (f) Has or will the Contract be provided, if so, please attach:
No
- (g) Commencement Date of Contract:
1/1/2024
- (h) Termination Date of Contract:
Continuing until termination of grant funding
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$103,514**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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.1170.4211 470 - Contracts

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

**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:			
<p>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.</p> <p>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.</p>			

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: ASSIGNED COUNSEL OFFICE

DATE: 2/13/26

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To contract with the Rural Law Center for indigent appellate representation services utilizing Indigent Legal Services grant funding.
- (c) Name of Contractor:
Rural Law Center
- (d) Address of Contractor: **22 US Oval, Suite 101, Plattsburgh, NY 12903**
- (e) Contractor's Contact Person and Telephone Number:
Heidi Dennis, Executive Director (518) 561-5460
- (f) Has or will the Contract be provided, if so, please attach:
No
- (g) Commencement Date of Contract:
1/1/2024
- (h) Termination Date of Contract:
Until the termination of grant funding
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$78,993**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Quarterly
- (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.1170.4211 470 Contracts

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

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