

CRIMINAL JUSTICE COMMITTEE MEETING

PROBATION AGENDA

July 20, 2020

Committee Members: Supervisors Seeber, Leggett, Beaty, Diamond, Driscoll, McDevitt, Shepler

- I. Committee Meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:

Resolution Request: To extend contract with AutoMon for case management software maintenance and support fee in the amount of \$8,835.56 for the term commencing August 18, 2020 and ending August 17, 2021. We further desire to include annual renewals including price increases not to exceed \$10,000 without the need for future Board Resolutions.

Rationale: Case management software is an annual expense and necessary for the operations of the department. Annual renewals will provide a more efficient process regarding contract negotiations with AutoMon.

Resolution Request: To extend contract with Warren County Employment and Training Administration for Raise the Age (RTA) Employment Training Program in the amount of \$114,464 from 9/1/20-3/31/21.

Rationale: Program provides a needed service based on employment, training and education for the RTA population.

- IV. Discussion Items :
Presentation by Big Brothers and Big Sisters of the Southern Adirondacks.
- V. Referrals/Pending Items: There are no pending items.
- VI. Privilege of the floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments: Resolution Requests
BBBS and Prob Doc

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: July 20, 2020

- (a) Purpose of Contract Change: **To extend contract with AutoMon.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R421 of 2019**
- (c) Name of Contractor: **AutoMon, LLC**
- (d) Address of Contractor: **6621 N. Scottsdale Road, Scottsdale, AZ 85250**
- x 125 (e) Contractor's Contact Person and Telephone Number: **Scott Asher, 480-368-8555**
- (f) Commencement Date of Extension: **8/18/20**
- (g) Termination Date of Extension: **8/17/21**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$10,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. ****Desire to include annual renewals without the need for future Board Resolutions.**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.3140.422 Probation-Repair/Maintenance-\$8,835.56**

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

Warren County Board of Supervisors

RESOLUTION NO. 421 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, SOKOL, HOGAN, BRAYMER, DRISCOLL, MERLINO AND VACANT

AUTHORIZING AGREEMENT WITH AUTOMON TO PROVIDE CASE MANAGEMENT SOFTWARE MAINTENANCE FOR THE PROBATION OFFICE AND RATIFYING ACTIONS TAKEN TO IMPLEMENT SAME

WHEREAS, the Director of Probation has requested an agreement with AutoMon to provide case management software maintenance for the Probation Department in an amount not to exceed Eight Thousand Eight Hundred Forty Dollars (\$8,840), and

WHEREAS, the Director of Probation has requested that the agreement be made effective retroactive to August 18, 2019, now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes an agreement with AutoMon, 6621 N. Scottsdale Road, Scottsdale, AZ 85250, to provide case management software maintenance at a cost not to exceed Eight Thousand Eight Hundred Forty Dollars (\$8,840) for a term commencing retroactive to August 18, 2019 and terminating August 17, 2020, and does hereby ratify actions taken to implement the contract prior to approval by the Board of Supervisors, and be it further

RESOLVED, that funds for this contract shall be expended from Budget Code A. 3140 422, Probation, Repair/Maint-Equipment.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: July 20, 2020

- (a) Purpose of Contract Change: **To extend MOU with Warren County Employment and Training.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **R467 of 2019**
- (c) Name of Contractor: **Warren County Employment and Training**
- (d) Address of Contractor: **333 Glen Street, Suite 300, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Liza Ochsendorf, 518-824-8865**
- (f) Commencement Date of Extension: **9/1/20**
- (g) Termination Date of Extension: **3/31/21**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$114,464**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.3140.470 Probation- Contract-\$114,464**

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

Warren County
Employment & Training Administration

Chris A. Hunsinger
Director

333 Glen Street, Suite 300
Glens Falls, NY 12801
(518) 743-0925

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Raise the Age Proposal

March 6, 2019

Warren County Employment and Training (E&T) Proposes to partner with Warren County Probation to service youth enrolled in the new "Raise the Age" program. Details of the assistance and services are summarized below.

E&T currently manages two youth programs, a summer youth employment program and a year-round youth program. The summer program is designed to provide meaningful summer work experience to underprivileged youth. The year-round program is more comprehensive and is funded by federal Workforce Innovation and Opportunity Act funds.

Youth enrolled in the Raise the Age are eligible for the year-round program by definition of being "an individual who is subject to the juvenile or adult justice system". Raise the Age youth referred to E&T will be required to complete an enrollment application.

It is assumed that a majority of the youth referred will be out of school youth. As such, they are eligible for our TASC program held in partnership with BOCES. The class meets Tuesday and Thursday afternoons in downtown Glens Falls. Youth can enter the class at any time and are available to sit for the Test Assessing Secondary Completion exam when they or the instructor feel they are ready. Transportation to the exam is provided and part of this proposal.

In addition to educational services, E&T will coordinate paid work experience for each youth enrolled. Work experiences provide the youth participant with opportunities for career exploration and skill development. It is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience is most useful in an environment where there is mentoring, adult leadership and where vocational skills are reinforced. The purpose of a work experience is to provide a structured environment, in a workplace for youth to explore careers, gain practical experience in employment, and grow their network. Work experiences may take place in the public, non-profit or private sectors.

E&T will comply with state and federal work rules with respect to hours, activities, pay and child labor rules. All participants will be paid the prevailing minimum wage which is currently \$11.10 per hour.

Classroom and one-on-one training will be provided to each participant. Classroom training will be based on the "Career University" or similar curriculum that is mutually agreed

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

upon. Classroom training will be held twice a week on a regular basis. Participants will earn stipend pay of \$3/hour to attend classes. One-on-one training and counseling will be used to reinforce lesson plans from the base curriculum, trouble-shoot issues, and enforce accountability among the participants.

It is anticipated that we will enroll groups of youth with each group session lasting about three months. The size of the group will vary depending upon caseload and other situations. This proposal includes provision to run four groups during the course of the year. Assuming each group averages 8 participants, the total goal is 32 youth per year.

It is further anticipated that the program will begin April 1, 2019 and continue through March 30, 2020.

Program funds will be available for necessary supplies and support services. Supplies may include but not be limited to work boots, personal protective gear (i.e., gloves or goggles), and work related clothing. Funds may also be used for transportation (bus tokens, or gas cards) as well as necessary identification (New York State Non-driver Identification Card).

A summary budget is provided below:

Budget for Raise the Age Initiative					
<u>Youth Salaries</u>	<u>hrs/week</u>	<u>hr/rate</u>	<u>Weekly</u>	<u>Per 12 Week</u>	<u>Annually</u>
8 part time	20	\$ 11.95	\$ 1,912.00	\$ 22,944.00	\$ 91,776.00
<u>Supervision</u>					
Youth Counselor	8	\$ 31.00	\$ 248.00	\$ 2,976.00	\$ 11,904.00
Admin	1	\$ 37.00	\$ 37.00	\$ 444.00	\$ 1,776.00
Classroom Stipend	4	\$ 3.00	\$ 96.00	\$ 1,152.00	\$ 4,608.00
Materials				\$ 800.00	\$ 3,200.00
Bus tokens/gas cards					\$ 1,200.00
Total					\$ 114,464.00

Hourly Rate: for youth includes minimum wage at \$11.10 plus FICA at 7.65%
for supervision includes health, retirement and FICA

Warren County Board of Supervisors

RESOLUTION NO. 467 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS LEGGETT, GERAGHTY, SIMPSON, WILD, MAGOWAN, SOKOL, HOGAN, BRAYMER, DRISCOLL, MERLINO AND VACANT

AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY PROBATION DEPARTMENT AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR RAISE THE AGE EMPLOYMENT AND TRAINING PROGRAM

WHEREAS, Raise the Age funding has been made available for an employment and training program for eligible youth in Warren County through Warren County's Raise the Age Plan, and

WHEREAS, the Director of Probation has requested an agreement with the Warren County Employment & Training Administration to provide a Raise the Age Employment and Training Program for eligible youth in Warren County, and

WHEREAS, the Criminal Justice and Public Safety Committee has approved the request, now, therefore, be it

RESOLVED, that Warren County enter into a memorandum of understanding between the Warren County Probation Department and the Warren County Employment & Training Administration for Raise the Age Employment and Training Program for eligible youth in Warren County, and be it further

RESOLVED, that the Chairman of the Board of Supervisors, the Director of the Warren County Probation Department and the Commissioner of the Warren County Employment & Training Administration be, and hereby are, authorized to execute a memorandum of understanding for Raise the Age Employment and Training Program for eligible youth in Warren County, in an amount not to exceed One Hundred Fourteen Thousand Four Hundred Sixty-Four Dollars (\$114,464), for a term commencing October 1, 2019 and terminating March 31, 2020, in a form approved by the County Attorney, and be it further

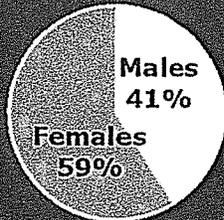
RESOLVED, that the funds shall be expended from Budget Code A.3140 470 Probation, Contract.

THE CHILDREN WE IMPACTED

Big Brothers Big Sisters of the Southern Adirondack's mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.



For every **\$1**
DONATED
\$3 is invested in
local youth



37 Months
Average
Match Length

5-18
Ages

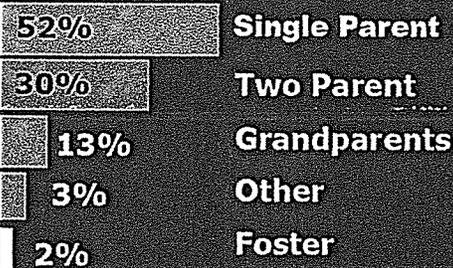


2019 IGNITING POTENTIAL

Our Program is **100% FREE** for all families | **\$666,102** NYS Value of Volunteer Time | **22,071** Volunteer Hours



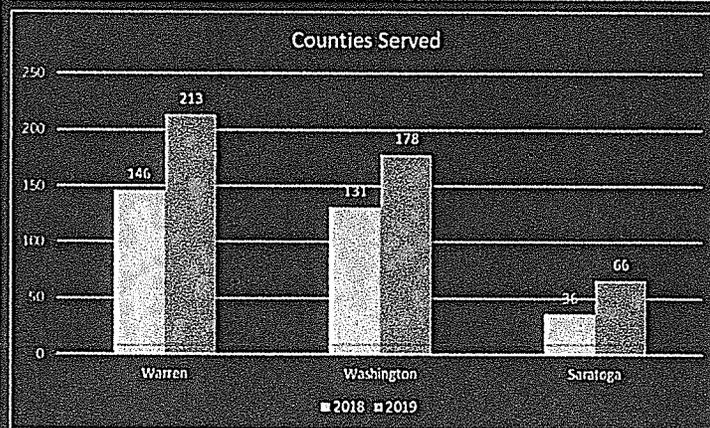
Have
Confidence
they will
achieve their
goals.



Said their Bigs
made them feel
better about
themselves.



Big Brothers Big Sisters.
OF THE SOUTHERN ADIRONDACKS



62
Waiting



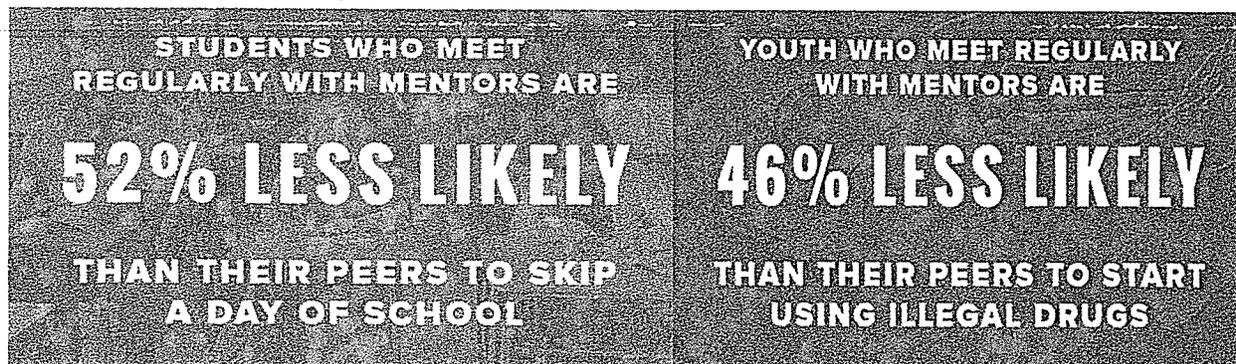
Big Brothers Big Sisters. OF THE SOUTHERN ADIRONDACKS

Evidenced Based Program

- Warren County Raise the Age Funded (Program only gets paid for Services to youth who are Juvenile Delinquents or Adolescent offenders not PINS, Preventive, or Foster Care youth).
- Collaboration with BBBS and NYS mentoring program
- Big Brothers Big Sisters are participating members of the Warren County Probation Departments PINS Diversion Task Force.
- There is Need for Mentors in the Rural Areas of Warren County

Program Details: Following Judge Kershko's request for the Probation Department to utilize the NYS mentoring program for PINS/JD youth, Probation contracted with BBBS of the Southern Adirondacks regarding initiating a Probation facilitated mentoring Program. After diligent research and consultation with other Probation Departments Warren County Probation determined that BBBS has insurance, a thorough screening of mentors, and liability insurance. The NYS mentoring program only has the ability to fingerprint and does a one time brief mentor training. By collaborating together, BBBS is able to offset the cost of fingerprinting by using the NYS mentoring program. BBBS only gets funding from Probation when JD or AO case is referred and/or matched. We have had PINS youth matched but this is not covered by RTA funding.

In 2019, Probation introduced the program to the Department of Social Services and have offered it to Preventive and Foster care youth.



Bill Moon

Executive Director
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Visit our new website: www.mentoringinfo.org

Visit us on Facebook: www.facebook.com/bbbsadk

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