

CRIMINAL JUSTICE

PUBLIC DEFENDER

AGENDA

July 20, 2020

Committee Members: Supervisors **SEEBER**, Leggett, Beaty, Diamond, Driscoll, McDevitt, and Shepler

I. Committee meeting called to order by Chairman

II. Motion to approve the minutes of the prior meeting

III. Action Agenda/New Business Items:

1. Resolution Request to Request Contract for Grant funded Expert Services
2. Resolution Request to Request Contract for Grant funded Investigative Services
3. Resolution Request to Request Contract for Grant funded Interpreter Services
4. Resolution Request to Request Contract for Grant funded Social Worker Services
5. Notice of Intent to Fill for Coordinating Assistant Public Defender (copy on file expires 7/30/2020)
6. Notice of Intent to Fill for Assistant Public Defender (8th APD position open due to reassignment)

IV. Referrals/Pending Items:

None

V. Discussion Items:

Leasing Office Space

VI. Privilege of the floor to discuss any additional item to come before the Committee

VII. Motion to adjourn

Attachments:

(4 ea.) Resolution Request Form No. 20 – Miscellaneous Requesting Grant funded services
Grant documentation/ Resolution No. 33 of 2020 for Mentor Services

Notice of Intent to Fill Coordinating Assistant Public Defender/ Copy on file expiring 7/30/2020

Notice of Intent to Fill Assistant Public Defender (8th)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Warren County Public Defender

DATE: 7/16/2020

- (a) Purpose of Request:
To request to contract with outside Expert services to provide these services on cases

- (b) Details:
Grant funding has been provided to the Warren County Public Defender's Office for Expert services to provide these services on cases at a rate of \$250/ hour.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 437 (Public Defender Consulting) total budget amount \$12,550

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Warren County Public Defender

DATE: 7/16/2020

- (a) Purpose of Request:
To request to contract with outside investigative services to provide private investigation on cases

- (b) Details:
Grant funding has been provided to the Warren County Public Defender's Office for investigative services to provide private investigation on cases at a rate of \$55/hour.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 437 (Public Defender Consulting) total budget amount \$12,550

Sample: A.8021 470 Planning & Community Development – Contract

*** as listed in budget and LOGOS**

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Warren County Public Defender

DATE: 7/16/2020

- (a) Purpose of Request:
To request to contract with outside Interpreter services to provide language interpretation to clients for their cases as needed

- (b) Details:
Grant funding has been provided to the Warren County Public Defender's Office for Interpreter services to provide language interpretation to clients for their cases as needed at a rate of \$75-\$150/ hour.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 437 (Public Defender Consulting) total budget amount \$12,550

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Warren County Public Defender

DATE: 7/16/2020

- (a) Purpose of Request:
To request to contract with an outside Social Worker services to provide this assistance to clients on their cases as needed

- (b) Details:
Grant funding has been provided to the Warren County Public Defender's Office for Social Worker services to provide this assistance to clients on their cases as needed at a rate of \$75/ hour.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1171 437 (Public Defender Consulting) total budget amount \$12,550

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Contracted/Consultant:

- **Provide funding for specialized services.** Services will include experts at an hourly rate of \$250; investigators at an hourly rate of \$55; interpreters at an hourly rate of \$75-\$150; and social workers at an hourly rate of \$75 to assist with case preparation and improve quality of representation.
- **Create a Mentor Program.** The Public Defender's Office will partner with a criminal defense attorney at an hourly rate of \$150 to provide mentoring services to attorneys.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include:
 - Office furniture for new space to create functional environments for client meetings and trial preparation, as well as for the replacement of broken furniture in existing space
 - Computer equipment to allow attorneys to work remotely while making court appearances
 - Cell phones and internet to allow attorneys to work remotely and access the Case Management System while providing indigent legal representation, as well as to be accessible for on-call duty after hours and on weekends
 - Continuing Legal Education (CLE) for training and trial skills to improve the quality of representation for criminal cases
 - Public Defense Case Management System (PDCMS) licenses for two more users at \$500 per user, plus text and cell phone app features for existing staff for \$160 total
 - Professional association membership fees for 10 attorneys for NYSDA, NYSBA, WBA, NACDL, NYS Secure Pass, with fees ranging from \$25-\$145 per member
 - Books to provide attorneys with access to information regarding cross-examination, expert witnesses, confessions, mental health defense, search and seizure, and criminal procedure in New York
 - Client transportation to assist indigent clients with transportation to court and for case preparation meetings with their attorneys

Assigned Counsel Plan

Personnel:

- **Add a part-time Clerk position.** This position will assist with case assignments, data collection and grants for 20 hours per week.
- **Add a part-time Grants Manager position.** This new position will be a shared County employee. Responsibilities will include assisting in the administration of Assigned Counsel Program criminal defense grants and data collection for 20 hours per month.

ATTACHMENT B-1

BUDGET

Office of Indigent Legal Services
Statewide Expansion of Hurrell-Harring
April 1, 2018 - March 31, 2023

COUNTY OF WARREN

Total Contract Amount: \$3,970,289.43

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 3 4/1/20 - 3/31/21	Year 4 4/1/21 - 3/31/22	Year 5 4/1/22 - 3/31/23
PUBLIC DEFENDER'S OFFICE					
CASELOAD RELIEF					
Personnel:					
Coordinating Supervisor	\$18,720.00	\$73,903.00			
Coordinating Supervisor - Fringe	\$6,865.00	\$26,945.00			
Investigator	\$5,200.00	\$5,200.00			
Investigator - Fringe	\$400.00	\$400.00			
Social Worker/Case Manager	\$10,400.00	\$10,400.00			
Social Worker/Case Manager - Fringe	\$3,821.00	\$3,821.00			
Data Entry/Secretary	\$4,680.00	\$25,840.00			
Data Entry/Secretary - Fringe	\$320.00	\$10,896.00			
Data Officer	\$9,617.50	\$12,500.00			
Data Officer - Fringe	\$1,222.50	\$2,100.00			
Merit Based Salary Enhancement	\$27,000.00	\$27,000.00			
Merit Based Fringe Enhancement	\$4,522.50	\$4,480.00			
Retention Stipend	\$22,037.50	\$45,722.00			
Retention Stipend - Fringe	\$3,675.00	\$7,658.44			
Assistant Public Defender - Salary	\$0.00	\$71,931.00			
Assistant Public Defender - Fringe	\$0.00	\$26,434.64			
Subtotal Personnel	\$118,481.00	\$355,231.08	\$0.00	\$0.00	\$0.00
OTPS:					
Office Furniture	\$24,000.00	\$0.00			
Subtotal OTPS	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Caseload Relief - Subtotal	\$142,481.00	\$355,231.08	\$0.00	\$0.00	\$0.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Experts/Interpreters/Transcriptions/ Medical and other Specialists	\$5,000.00	\$6,000.00			
Mentor Program	\$4,150.00	\$5,000.00			
Subtotal Contracted/Consultant	\$9,150.00	\$11,000.00	\$0.00	\$0.00	\$0.00
OTPS:					
Continuing Legal Education (CLE)/Trainings	\$6,000.00	\$8,000.00			
Updated Office Equipment	\$8,500.00	\$0.00			
Computer Equipment	\$12,000.00	\$4,000.00			

Warren County Board of Supervisors

RESOLUTION NO. 33 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, LEGGETT, BEATY, DIAMOND, DRISCOLL, MCDEVITT AND SHEPLER

AUTHORIZING AGREEMENTS WITH OUTSIDE COUNSEL TO PROVIDE MENTORING SERVICES TO STAFF ATTORNEYS ON CASES FOR THE PUBLIC DEFENDER'S OFFICE

WHEREAS, grant funding has been provided to the Warren County Public Defender's Office for outside counsel to provide mentoring services to staff attorneys, and

WHEREAS, the Public Defender has requested to contract with outside counsel to provide mentoring services, now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes agreements with outside counsel, to provide mentoring services on cases for the Public Defender's Office at a rate of One Hundred Fifty Dollars (\$150) per hour, for a term commencing upon execution by both parties and continuing so long as grant funding is provided for same, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chairman of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Coordinating Assistant Public Defender Base Salary of Position: \$94,475 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A.1117 110 (Public Defender Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 100 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Coordinating Assistant Public Defender Base Salary of Position: TBD (572,074-592,623) Grade: 4
Filling at Step # (If Known): \$94,475 budgeted
Budget code and title: A.1171 110 (Public Defender Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 1-15-20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/21/20

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 1/22/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 1/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender Payroll Dept. No: 6.01 A.1171

Title of Position: 8th Assistant Public Defender Base Salary of Position: \$69,891 Grade: 4

Filling at Step # (If Known): _____

Budget code and title: A.1117 110 (Public Defender Salary - Regular) Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No./Last Name: _____ Date of Vacancy: _____

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal _____ % State 100 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____