

Criminal Justice  
Warren County Assigned Counsel  
AGENDA  
February 24, 2020

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

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business
  1. **Request: RENEW CONTRACT WITH RURAL LAW FOR APPELLATE COVERAGE ON ALL APPEAL MATTERS.**  
**Rationale: This is a continuation of a cost effective method to provide mandated services for all appeals for the county.**
  2. **Request: ADVISE THE COMMITTEE OF NEW HIRE TO FILL VACANT POSTION.**  
**Rationale: Clerk position filled on 2/3/20.**
- IV. Referral/Pending Items: None
- V. Information for Discussion/Review:
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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**Attachments**

- #1 Resolution Request Form #4**
- #2 Resolution Request Form #12**
- ~~**#3 Current contract with Rural Law Center**~~

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Assigned Counsel

**DATE:** February 24, 2020

- (a) Purpose of Contract Change: **To extend the current contract with Rural Law Center of New York, Inc. for two years to provide continued appellate assigned counsel services. The contract would be \$57,500.00 which is the same amount as approved in 2018.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Past resolutions - 199 of 2015 & 61 of 2018**
- (c) Name of Contractor: **Rural Law Center of New York, Inc.**
- (d) Address of Contractor: **22 U.S. Oval, Suite 203, Plattsburgh, NY 12903**
- (e) Contractor's Contact Person and Telephone Number: **Kelly Eagan, 518-561-5460, e-mail:keagan@rurallawcenter.org or George Hoffman (same phone number).**
- (f) Commencement Date of Extension: **May 1, 2020**
- (g) Termination Date of Extension: **April 30, 2022**
- (h) Payment Provisions:
  - i) lump sum amount
  - 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. **Payments will be made quarterly. Generally, \$2,500.00/appeal: with transcripts extra as well as cases which exceed # of pages.**
- (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. 1170 470, Legal Defense-Indigents, Contract.**

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

# 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: Assigned Counsel Payroll Dept. No: 4  
Title of Position: Clerk- PT Base Salary of Position: 27,438 Grade: 2  
Filling at Step # (If Known): 0  
Budget code and title: A.1170.130 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 7222/ DeLain Date of Vacancy: 11/12/2019  
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.** RON 1/28/20  
**Human Resources Director has approved this form when initialed.** 1/28/20

### 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 1/29/20

### 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 1/30/20

### 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 1/30/20