



County of Schenectady

NEW YORK

ANTHONY JASENSKI
CHAIR OF THE LEGISLATURE

GEOFFREY T. HALL
CLERK OF THE LEGISLATURE

SCHENECTADY COUNTY LEGISLATURE

County Office Building
620 State Street – 6th Floor
Schenectady, New York 12305
Tel: (518) 388-4280 Fax: (518) 388-4591
Website: www.schenectadycounty.com

JULY 31, 2023 **COMMITTEE MEETING SCHEDULE**

DATE: 31 July 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall; Clerk of the Legislature
SUBJECT: Committee Meetings
Monday, July 31, 2023
620 State Street
Legislative Chambers
Sixth Floor – 7:00 PM

7:00 P.M.	Committee on Codes, Judiciary & Consumer Affairs Legislator Frisoni, Chair	page 1
Followed by:	Committee on Education & Libraries Legislator Pratt, Chair	page 53
Followed by:	Committee on Health, Housing & Human Services Legislator Ostrelich, Chair	page 108
Followed by:	Committee on Public Safety & Firefighting Legislator Constantine, Chair	page 161
Followed by:	Committee on Workforce Development Legislator McGill, Chair	page 195
Followed by:	Committee on Ways & Means Legislator Fields, Chair	page 201



Schenectady County Legislature

Committee on Codes, Judiciary and Consumer Affairs

Hon. Pete Frisoni, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Codes, Judiciary and Consumer Affairs
Honorable Pete Frisoni, Chair
Monday, July 31, 2023 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
CJCA	8 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE FUNDING OF INDIGENT LEGAL DEFENSE SERVICES	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Codes, Judiciary and Consumer Affairs
Dual Reference: Ways and Means
Initiative: CICA 8

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE FUNDING OF INDIGENT LEGAL DEFENSE SERVICES

Purpose and General Idea:

Provides Authorization to Accept the Amended Multi-Year Grant Funds from the Office of Indigent Legal Services for the Statewide Expansion of Hurrell-Harring Settlement.

Summary of Specific Provisions:

Authorizes the acceptance of the amended multi-year grant funds from the office of Indigent Legal Services for the Statewide Expansion of Hurrell-Harring Settlement.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate continued funding from the NYS Office of Indigent Legal Services through the Hurrell-Harring expansion in the Offices of the Public Defender, Conflict Defender and Assigned Counsel. This funding covers years 4 and 5 of the agreement and incorporates the one-year extension provided to the County through March 31, 2024.

Establish/Increase Appropriation Codes By:

A511170.111	Assistant Public Defender (3)	\$208,572
A511170.111	Deputy Chief Assistant Public Defender	\$83,836
A511170.111	Senior Assistant Public Defender	\$82,581
A521170.204	Office & Service Equipment	\$18,135
A541170.429071	Other Professional Services	\$12,650
A541170.445004	Recruitment Advertising and Materials	\$25,000
A541170.450	Client Apparel	\$20,000
A511173.111	Assistant Conflict Defender (Part-time)	\$61,701
A511173.111	Senior Assistant Conflict Defender (2)	\$165,162
A541173.429071	Other Professional Services	\$7,000
A541173.445002	Seminars/Conferences	\$6,000
A541173.445004	Recruitment Advertising and Materials	\$15,000
A541173.450	Client Apparel	\$13,000
A521174.204	Office & Service Equipment	\$563
A541174.415780	Mentoring Pilot	\$13,000

A541174.429	Professional Services	\$20,000
A541174.430	Office Supplies	\$1,200
A541174.445002	Seminars/Conferences	\$5,000

Decrease Appropriation Code By:

A511173.111	Assistant Conflict Defender	\$70,562
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Increase Revenue Codes By:

A31170.308919	Hurrell-Harring – Public Defender	\$917,656
A31173.308920	Hurrell-Harring – Conflict Defender	\$315,665
A31174.308921	Hurrell-Harring – Assigned Counsel	\$125,356

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

The funding for Years 4 and 5 will support indigent legal defense services by funding new positions and augmenting operational and program costs within the Public Defender's Office, the Conflict Defender's Office, and the Office of Assigned Counsel. As part of the Hurrell-Harring settlement agreement, Schenectady County is eligible to receive \$10,263,993 from the New York State Office of Indigent Legal Services over a five-year period. Schenectady County was recently approved for the Year 4 funding in the amount of \$2,737,064.79 and the Year 5 funding in the amount of \$3,421,330.99. A one-year extension has been granted by NYS Office of Indigent Legal Services to bring the contract through March 31, 2024.

Sponsor: Legislator Frisoni

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355

FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *RF*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Stephen Signore, Public Defender
Tracey Chance, Conflict Defender
Martin Finn, Assigned Counsel Administrator
Joseph McQueen, Director of Human Resources
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

RE: Authorization to Accept the Amended Multi-Year Grant Funds from the Office of Indigent Legal Services for the Statewide Expansion of Hurrell-Harring Settlement

As part of the Hurrell-Harring settlement agreement, Schenectady County is eligible to receive \$10,263,993 from the New York State Office of Indigent Legal Services over a five-year period. Schenectady County was recently approved for the Year 4 funding in the amount of \$2,737,064.79 and the Year 5 funding in the amount of \$3,421,330.99. A one-year extension has been granted by NYS Office of Indigent Legal Services to bring the contract through March 31, 2024.

The funding will support indigent legal defense services by funding new positions and augmenting operational and program costs within the Public Defender's Office, the Conflict Defender's Office, and the Office of Assigned Counsel.

The following positions are being requested:

Public Defender's Office

Three (3) Assistant Public Defenders (JC-8)
Deputy Chief Assistant Public Defender (JC-10)
Senior Assistant Public Defender (JC-9)

Conflict Defender's Office

Two (2) Senior Assistant Conflict Defender (JC-9)
Assistant Conflict Defender (Part-time) (JC-8)

In addition, the Conflict Defender's Office is requesting that the position of Assistant Conflict Defender (Full-time) be eliminated.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance and Joseph McQueen, Director Human Resources detail the necessary actions.

In summary we are requesting authorization to accept the amended five-year grant, create the positions, and make the corresponding budget amendments.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *JK*

DATE: July 24, 2023

SUBJECT: Budget Amendment – Expansion of Hurrell-Harring Years 4 and 5 –
NYS Office of Indigent Legal Services

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate continued funding from the NYS Office of Indigent Legal Services through the Hurrell-Harring expansion in the Offices of the Public Defender, Conflict Defender and Assigned Counsel. This funding covers years 4 and 5 of the agreement and incorporates the one-year extension provided to the County through March 31, 2024.

Establish/Increase Appropriation Codes By:

A511170.111	Assistant Public Defender (3)	<u>\$208,572</u>
A511170.111	Deputy Chief Assistant Public Defender	<u>\$83,836</u>
A511170.111	Senior Assistant Public Defender	<u>\$82,581</u>
A521170.204	Office & Service Equipment	<u>\$18,135</u>
A541170.429071	Other Professional Services	<u>\$12,650</u>
A541170.445004	Recruitment Advertising and Materials	<u>\$25,000</u>
A541170.450	Client Apparel	<u>\$20,000</u>
A511173.111	Assistant Conflict Defender (Part-time)	<u>\$61,701</u>
A511173.111	Senior Assistant Conflict Defender (2)	<u>\$165,162</u>
A541173.429071	Other Professional Services	<u>\$7,000</u>
A541173.445002	Seminars/Conferences	<u>\$6,000</u>
A541173.445004	Recruitment Advertising and Materials	<u>\$15,000</u>
A541173.450	Client Apparel	<u>\$13,000</u>
A521174.204	Office & Service Equipment	<u>\$563</u>
A541174.415780	Mentoring Pilot	<u>\$13,000</u>
A541174.429	Professional Services	<u>\$20,000</u>
A541174.430	Office Supplies	<u>\$1,200</u>
A541174.445002	Seminars/Conferences	<u>\$5,000</u>

Decrease Appropriation Code By:

A51173.111	Assistant Conflict Defender	<u>\$70,562</u>
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Increase Revenue Codes By:

A31170.308919	Hurrell-Harring – Public Defender	<u>\$917,656</u>
A31173.308920	Hurrell-Harring – Conflict Defender	<u>\$315,665</u>
A31174.308921	Hurrell-Harring – Assigned Counsel	<u>\$125,356</u>

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

ATTACHMENT B-1

BUDGET

**Office of Indigent Legal Services
STATEWIDE EXPANSION OF HURRELL-HARRING
April 1, 2018 - March 31, 2023**

COUNTY OF SCHENECTADY

Total Contract Amount: \$10,263,992.97

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:					
Deputy Chief Public Defender	\$77,796.00	\$79,353.00	\$80,187.00	\$81,991.00	\$83,836.00
Legal Clerk (FT)	\$39,833.00	\$37,961.00	\$38,160.00	\$39,019.00	\$39,897.00
Legal Clerk (PT to FT)	\$9,991.00	\$9,991.00	\$10,241.00	\$10,471.00	\$10,707.00
Deputy Chief Public Defender	\$0.00	\$79,353.00	\$80,187.00	\$81,991.00	\$83,836.00
Deputy Chief Public Defender II	\$0.00	\$88,667.00	\$89,112.00	\$91,117.00	\$93,167.00
Attorney Retention/Salary Enhancement	\$0.00	\$2,394.00	\$2,412.00	\$20,575.00	\$215,530.40
Paralegal - Salary and Fringe	\$0.00	\$8,505.41	\$0.00	\$0.00	\$0.00
Assistant Public Defender	\$0.00	\$0.00	\$66,498.00	\$67,994.25	\$69,524.00
Clerical Aide (PT)	\$0.00	\$0.00	\$35,000.00	\$35,788.00	\$36,593.00
Paralegal (FT)	\$0.00	\$0.00	\$45,768.00	\$46,000.00	\$47,000.00
(3) Assistant Public Defenders	\$0.00	\$0.00	\$0.00	\$203,982.75	\$208,572.00
Deputy Chief Public Defender	\$0.00	\$0.00	\$0.00	\$0.00	\$83,836.00
Senior Assistant Public Defender	\$0.00	\$0.00	\$0.00	\$0.00	\$82,581.00
Fringe @ 52.84% for PD personnel on this contract	\$67,434.41	\$232,119.94	\$246,187.43	\$339,111.79	\$427,004.00
Subtotal Personnel	\$195,054.41	\$538,344.35	\$693,752.43	\$1,018,040.79	\$1,482,083.40
OTPS:					
Advertising and Recruitment	\$0.00	\$0.00	\$0.00	\$20,000.00	\$25,000.00
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$20,000.00	\$25,000.00
Caseload Relief - Subtotal	\$195,054.41	\$538,344.35	\$693,752.43	\$1,038,040.79	\$1,507,083.40
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$2,000.00	\$4,000.00	\$42,000.00	\$50,000.00	\$50,000.00
Subtotal Contracted/Consultant	\$2,000.00	\$4,000.00	\$42,000.00	\$50,000.00	\$50,000.00
OTPS:					
Continuing Legal Education/Trainings	\$1,000.00	\$5,000.00	\$9,000.00	\$9,000.00	\$12,000.00
Office Furniture/Equipment/Technology Upgrades	\$2,000.00	\$3,101.00	\$10,000.00	\$20,000.00	\$50,000.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$1,000.00	\$6,000.00	\$8,250.00	\$30,000.00	\$50,000.00
Clothing Loans for Client court appearances/ Maintenance & Cleaning of Client Clothing/ Court Transportation for Clients	\$0.00	\$0.00	\$12,000.00	\$18,000.00	\$20,000.00

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
Subtotal OTPS	\$4,000.00	\$14,101.00	\$39,250.00	\$77,000.00	\$132,000.00
Quality Improvement - Subtotal	\$6,000.00	\$18,101.00	\$81,250.00	\$127,000.00	\$182,000.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
Senior Assistant Public Defender - Salary	\$75,920.00	\$78,236.00	\$78,631.00	\$80,400.00	\$82,209.00
Senior Assistant Public Defender - Fringe	\$40,116.13	\$0.00	\$0.00	\$0.00	\$0.00
CAFA Stipends	\$0.00	\$26,000.00	\$104,000.00	\$104,000.00	\$104,000.00
Counsel at First Appearance - Subtotal	\$116,036.13	\$104,236.00	\$182,631.00	\$184,400.00	\$186,209.00
PUBLIC DEFENDER'S OFFICE - TOTAL	\$317,090.54	\$660,681.35	\$957,633.43	\$1,349,440.79	\$1,875,292.40

CONFLICT DEFENDER'S OFFICE

CASELOAD RELIEF					
Personnel:					
Legal Clerk	\$39,833.00	\$37,961.00	\$38,160.00	\$39,019.00	\$39,897.00
Deputy Chief Conflict Defender (FT-Criminal)	\$77,796.00	\$79,352.00	\$80,187.00	\$81,991.00	\$83,836.00
Deputy Chief Conflict Defender II (FT-Criminal)	\$0.00	\$88,667.00	\$89,111.00	\$91,116.00	\$93,166.00
Sr. Legal Assistant	\$0.00	\$50,441.00	\$50,700.00	\$51,841.00	\$53,007.00
Assistant Conflict Defender/Upgrade to Senior Assistant Conflict Defender in Y5	\$0.00	\$66,167.00	\$66,498.00	\$67,994.00	\$62,581.00
Attorney Retention/Salary Enhancement	\$0.00	\$1,596.00	\$1,605.00	\$7,389.00	\$10,624.00
Paralegal - Salary and Fringe	\$0.00	\$8,505.42	\$8,548.00	\$8,740.00	\$8,937.00
Assistant Conflict Defender (PT)	\$0.00	\$0.00	\$63,050.00	\$64,469.00	\$65,919.00
Investigator	\$0.00	\$0.00	\$50,700.00	\$51,841.00	\$53,007.00
Assistant Conflict Defender/Upgrade to Senior Assistant Conflict Defender in Y5	\$0.00	\$0.00	\$0.00	\$69,009.00	\$82,581.00
Assistant Conflict Defender (PT)	\$0.00	\$0.00	\$0.00	\$60,343.00	\$61,701.00
Fringe @ 54.64% for CD personnel on this contract	\$64,272.49	\$169,203.47	\$216,564.28	\$247,621.00	\$263,782.99
Subtotal Personnel	\$181,901.49	\$501,892.89	\$665,123.28	\$841,373.00	\$899,038.59
OTPS:					
Trial Exhibits/Litigation	\$0.00	\$0.00	\$0.00	\$3,000.00	\$7,000.00
Advertising and Recruitment	\$0.00	\$0.00	\$0.00	\$10,000.00	\$15,000.00
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$13,000.00	\$22,000.00
Caseload Relief - Subtotal	\$181,901.49	\$501,892.89	\$665,123.28	\$854,373.00	\$921,038.59
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$2,000.00	\$2,000.00	\$42,000.00	\$30,000.00	\$47,000.00
Subtotal Contracted/Consultant	\$2,000.00	\$2,000.00	\$42,000.00	\$30,000.00	\$47,000.00
OTPS:					
Continuing Legal Education/Trainings	\$2,000.00	\$2,000.00	\$8,000.00	\$10,000.00	\$14,000.00
Office Furniture/Equipment/Technology Upgrades	\$3,000.00	\$3,101.00	\$10,000.00	\$10,000.00	\$18,000.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$2,000.00	\$2,000.00	\$6,250.00	\$10,000.00	\$20,000.00
Client Trial Apparel Clothing Loans for Client court appearances/Maintenance & Cleaning of Client Clothing/Court Transportation for Clients	\$0.00	\$500.00	\$12,000.00	\$15,000.00	\$25,000.00
Subtotal OTPS	\$7,000.00	\$7,601.00	\$36,250.00	\$45,000.00	\$77,000.00

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
Quality Improvement - Subtotal	\$9,000.00	\$9,601.00	\$78,250.00	\$75,000.00	\$124,000.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
CAFA Stipends	\$0.00	\$13,000.00	\$52,000.00	\$66,000.00	\$66,000.00
Counsel at First Appearance - Subtotal	\$0.00	\$13,000.00	\$52,000.00	\$66,000.00	\$66,000.00
CONFLICT DEFENDER'S OFFICE - TOTAL	\$190,901.49	\$524,493.89	\$795,373.28	\$995,373.00	\$1,111,038.59

ASSIGNED COUNSEL PROGRAM

CASELOAD RELIEF					
Personnel:					
Assigned Counsel Administrator (PT)	\$25,234.00	\$25,834.00	\$30,000.00	\$30,675.00	\$31,365.00
Legal Clerk (PT)	\$13,629.00	\$13,629.00	\$22,500.00	\$23,006.00	\$23,630.00
Fringe @ 44.38%	\$17,247.40	\$7,384.00	\$24,984.75	\$23,663.00	\$24,242.00
Subtotal Personnel	\$56,110.40	\$46,847.00	\$77,484.75	\$77,344.00	\$79,237.00
Contracted/Consultant:					
Second Chair Program	\$0.00	\$4,500.00	\$20,776.31	\$20,000.00	\$20,000.00
Supervising Attorney	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
Increased Attorney Voucher Cost*	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Subtotal Contracted/Consultant	\$0.00	\$4,500.00	\$45,776.31	\$95,000.00	\$95,000.00
OTPS:					
Legal Reference Materials/Books/Subscriptions	\$0.00	\$1,500.00	\$2,133.47	\$2,000.00	\$2,200.00
Subtotal OTPS	\$0.00	\$1,500.00	\$2,133.47	\$2,000.00	\$2,200.00
Caseload Relief - Subtotal	\$56,110.40	\$52,847.00	\$125,394.53	\$174,344.00	\$176,437.00

QUALITY IMPROVEMENT

Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$8,660.00	\$8,660.00	\$30,000.00	\$30,000.00	\$30,000.00
ACP Mentoring Pilot	\$1,000.00	\$5,000.00	\$7,000.00	\$17,000.00	\$20,000.00
Subtotal Contracted/Consultant	\$9,660.00	\$13,660.00	\$37,000.00	\$47,000.00	\$50,000.00
OTPS:					
Continuing Legal Education/Trainings	\$2,712.78	\$11,672.16	\$23,000.00	\$23,000.00	\$25,000.00
Office Furniture/Equipment/Technology Upgrades	\$8,500.00	\$0.00	\$10,000.00	\$9,284.00	\$10,563.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$4,000.00	\$4,000.00	\$6,250.00	\$8,000.00	\$10,000.00
Subtotal OTPS	\$15,212.78	\$15,672.16	\$39,250.00	\$40,284.00	\$45,563.00
Quality Improvement - Subtotal	\$24,872.78	\$29,332.16	\$76,250.00	\$87,284.00	\$95,563.00

COUNSEL AT FIRST APPEARANCE

Contracted/Consultant:					
Attorney Off-Hour Arraignments	\$0.00	\$0.00	\$0.00	\$25,000.00	\$55,000.00
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$25,000.00	\$55,000.00
ASSIGNED COUNSEL PROGRAM - TOTAL	\$80,983.18	\$82,179.16	\$201,644.53	\$286,628.00	\$327,000.00

COUNTY (FINANCE DEPARTMENT)

CASELOAD RELIEF					
Personnel:					
Data Officer (FT) - Salary	\$66,000.00	\$66,000.00	\$66,500.00	\$67,995.00	\$69,526.00

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
Data Officer (FT) - Fringe	\$29,291.00	\$35,178.00	\$31,647.35	\$37,628.00	\$38,474.00
Caseload Relief - Subtotal	\$95,291.00	\$101,178.00	\$98,147.35	\$105,623.00	\$108,000.00
QUALITY IMPROVEMENT					
Personnel/Contracted/Consultant/OTPS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel/Contracted/Consultant/OTPS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY (FINANCE DEPARTMENT) - TOTAL	\$95,291.00	\$101,178.00	\$98,147.35	\$105,623.00	\$108,000.00
Total	\$684,266.20	\$1,368,532.40	\$2,052,798.59	\$2,737,064.79	\$3,421,330.99
FIVE-YEAR TOTAL	\$10,263,992.97				

*To claim increased voucher costs, County shall provide to ILS previous and current year voucher expenditures in criminal cases as requested and shall implement and maintain the Assigned Counsel Program initiatives funded by this contract.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: July 28, 2023

Re: Creation and Elimination of Positions in the Public Defender's and Conflict Defender's Offices

The Schenectady County Public Defender's and Conflict Defender's Offices have requested the creation of the following positions:

Public Defender:

Assistant Public Defender (3) (JC-8)

Senior Assistant Public Defender (JC-9)

Deputy Chief Assistant Public Defender (JC-10)

Conflict Defender:

Assistant Conflict Defender (PT) (JC-8)

Senior Assistant Conflict Defender (2) (JC-9)

The Schenectady County Conflict Defender's Office have requested the elimination of the position Assistant Conflict Defender (FT).

I recommend the creation of the positions listed above at the salary grade listed.

No additional action is necessary by the Civil Service Commission.

Thank you.

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

STATE AGENCY (Name & Address): NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210	BUSINESS UNIT/DEPT. ID: OLS01 1350200 CONTRACT NUMBER: CSTWIDEHH40 CONTRACT TYPE: <input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement
CONTRACTOR SFS PAYEE NAME: Schenectady, County of	TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment
CONTRACTOR DOS INCORPORATED NAME:	PROJECT NAME: Statewide Expansion of Hurrell-Harring
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID Number: 1000002365 Federal Tax ID Number: 14-6002431 DUNS Number (if applicable):	AGENCY IDENTIFIER: CFDA NUMBER (Federally funded grants only):
CONTRACTOR PRIMARY MAILING ADDRESS: County of Schenectady Office of the County Manager 620 State Street Schenectady, NY 12305 CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address CONTRACTOR MAILING ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 420100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit Charities Registration Number: Exemption Status/Code: <input type="checkbox"/> Sectarian Entity

Contract Number: CSTWIDEHH40
Page 1 of 3
Master Grant Contract, Face Page

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

CURRENT CONTRACT TERM: From: April 1, 2018 To: March 31, 2023 CURRENT CONTRACT PERIOD: AMENDED TERM: From: To: AMENDED PERIOD: From: To:	CONTRACT FUNDING AMOUNT <i>(Multi-year – enter total projected amount of the contract; Fixed Term/Simplified Renewal – enter current period amount):</i> CURRENT: \$10,263,992.97 AMENDED: FUNDING SOURCE(S): <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other
---	--

FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:
(Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

☐ Attachment A:

☐ A-1 Program-Specific Terms and Conditions
☐ A-2 Federally Funded Grants and Requirement Mandated by Federal Laws

☒ Attachment B:

☒ B-1 Expenditure Based Budget ☐ B-2 Performance Based Budget
☐ B-3 Capital Budget ☐ B-4-Net Deficit Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)
☐ B-4(A) Net Deficit Budget (Amendment)

☒ Attachment C: Work Plan

☐ Attachment D: Payment and Reporting Schedule

☐ Other:

Contract Number: CSTWIDEHH40
 Page 2 of 3
 Master Grant Contract, Face Page

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

STATE AGENCY:

NYS Office of Indigent Legal Services

By: _____

By: Patricia J. Warth

Printed Name

Patricia J. Warth

Printed Name

Title: _____

Title: Director - Office of Indigent Legal Services

Date: _____

Date: 06/07/2023

STATE OF NEW YORK

County of _____

On the _____ day of _____, before me personally appeared _____, to me known, who being by me duly sworn, did depose and say that he/she resides at _____, that he/she is the _____ of the _____, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) _____

ATTORNEY GENERAL'S SIGNATURE

STATE COMPTROLLER'S SIGNATURE

N/A

N/A

Printed Name

Printed Name

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
PROGRAM SPECIFIC TERMS AND CONDITIONS
STATEWIDE EXPANSION OF HURRELL-HARRING

I. Notices

All written notices made pursuant to this Agreement shall be delivered to the addresses set forth below.

Notification to the Office of Indigent Legal Services (ILS):

Office of Indigent Legal Services
A. E. Smith Office Building, 11th Floor
80 South Swan Street
Albany, NY 12210

Notification to County and New York City ("County"):

Rory Fluman
Schenectady County Manager
County Office Building
620 State Street, 6th Floor
Schenectady, NY 12305
(518) 388-4355
Rory.Fluman@schenectadycounty.com

II. Supplanting Funds.

The amounts paid to County by ILS pursuant to this Agreement shall be used to supplement and not supplant any state or local funds, as defined in paragraph (c) of subdivision 2 of section 98-b of the State Finance Law, which such County would otherwise have had to expend for the provision of counsel and expert, investigative and other services pursuant to article eighteen-B of the County Law. In the event funds are used to supplant local funds, such funds actually provided by ILS shall be returned to ILS by County.

III. Collect and Report Data.

County will be required to collect and report data to ILS on an annual basis, or as otherwise specified by ILS, in written form, as determined by ILS, which data will be used to analyze and measure implementation, compliance and outcomes under the three statewide plans (counsel at arraignment, quality improvement and caseload relief).

IV. Extensions.

The terms of this Agreement may be extended only by mutual written consent of the parties and approval of the Office of the State Comptroller for a period of not more than 24 months.

ATTACHMENT B-1

BUDGET

**Office of Indigent Legal Services
STATEWIDE EXPANSION OF HURRELL-HARRING
April 1, 2018 - March 31, 2023**

COUNTY OF SCHENECTADY

Total Contract Amount: \$10,263,992.97

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:					
Deputy Chief Public Defender	\$77,796.00	\$79,353.00	\$80,187.00	\$81,991.00	\$83,836.00
Legal Clerk (FT)	\$39,833.00	\$37,961.00	\$38,160.00	\$39,019.00	\$39,897.00
Legal Clerk (PT to FT)	\$9,991.00	\$9,991.00	\$10,241.00	\$10,471.00	\$10,707.00
Deputy Chief Public Defender	\$0.00	\$79,353.00	\$80,187.00	\$81,991.00	\$83,836.00
Deputy Chief Public Defender II	\$0.00	\$88,667.00	\$89,112.00	\$91,117.00	\$93,167.00
Attorney Retention/Salary Enhancement	\$0.00	\$2,394.00	\$2,412.00	\$20,575.00	\$215,530.40
Paralegal - Salary and Fringe	\$0.00	\$8,505.41	\$0.00	\$0.00	\$0.00
Assistant Public Defender	\$0.00	\$0.00	\$66,498.00	\$67,994.25	\$69,524.00
Clerical Aide (PT)	\$0.00	\$0.00	\$35,000.00	\$35,788.00	\$36,593.00
Paralegal (FT)	\$0.00	\$0.00	\$45,768.00	\$46,000.00	\$47,000.00
(3) Assistant Public Defenders	\$0.00	\$0.00	\$0.00	\$203,982.75	\$208,572.00
Deputy Chief Public Defender	\$0.00	\$0.00	\$0.00	\$0.00	\$83,836.00
Senior Assistant Public Defender	\$0.00	\$0.00	\$0.00	\$0.00	\$82,581.00
Fringe @ 52.84% for PD personnel on this contract	\$67,434.41	\$232,119.94	\$246,187.43	\$339,111.79	\$427,004.00
Subtotal Personnel	\$195,054.41	\$538,344.35	\$693,752.43	\$1,018,040.79	\$1,482,083.40
OTPS:					
Advertising and Recruitment	\$0.00	\$0.00	\$0.00	\$20,000.00	\$25,000.00
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$20,000.00	\$25,000.00
Caseload Relief - Subtotal	\$195,054.41	\$538,344.35	\$693,752.43	\$1,038,040.79	\$1,507,083.40
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$2,000.00	\$4,000.00	\$42,000.00	\$50,000.00	\$50,000.00
Subtotal Contracted/Consultant	\$2,000.00	\$4,000.00	\$42,000.00	\$50,000.00	\$50,000.00
OTPS:					
Continuing Legal Education/Trainings	\$1,000.00	\$5,000.00	\$9,000.00	\$9,000.00	\$12,000.00
Office Furniture/Equipment/Technology Upgrades	\$2,000.00	\$3,101.00	\$10,000.00	\$20,000.00	\$50,000.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$1,000.00	\$6,000.00	\$8,250.00	\$30,000.00	\$50,000.00
Clothing Loans for Client court appearances/ Maintenance & Cleaning of Client Clothing/ Court Transportation for Clients	\$0.00	\$0.00	\$12,000.00	\$18,000.00	\$20,000.00

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
Subtotal OTPS	\$4,000.00	\$14,101.00	\$39,250.00	\$77,000.00	\$132,000.00
Quality Improvement - Subtotal	\$6,000.00	\$18,101.00	\$81,250.00	\$127,000.00	\$182,000.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
Senior Assistant Public Defender - Salary	\$75,920.00	\$78,236.00	\$78,631.00	\$80,400.00	\$82,209.00
Senior Assistant Public Defender - Fringe	\$40,116.13	\$0.00	\$0.00	\$0.00	\$0.00
CAFA Stipends	\$0.00	\$26,000.00	\$104,000.00	\$104,000.00	\$104,000.00
Counsel at First Appearance - Subtotal	\$116,036.13	\$104,236.00	\$182,631.00	\$184,400.00	\$186,209.00
PUBLIC DEFENDER'S OFFICE - TOTAL	\$317,090.54	\$660,681.35	\$957,633.43	\$1,349,440.79	\$1,875,292.40

CONFLICT DEFENDER'S OFFICE

CASELOAD RELIEF					
Personnel:					
Legal Clerk	\$39,833.00	\$37,961.00	\$38,160.00	\$39,019.00	\$39,897.00
Deputy Chief Conflict Defender (FT-Criminal)	\$77,796.00	\$79,352.00	\$80,187.00	\$81,991.00	\$83,836.00
Deputy Chief Conflict Defender II (FT-Criminal)	\$0.00	\$88,667.00	\$89,111.00	\$91,116.00	\$93,166.00
Sr. Legal Assistant	\$0.00	\$50,441.00	\$50,700.00	\$51,841.00	\$53,007.00
Assistant Conflict Defender/Upgrade to Senior Assistant Conflict Defender in Y5	\$0.00	\$66,167.00	\$66,498.00	\$67,994.00	\$82,581.00
Attorney Retention/Salary Enhancement	\$0.00	\$1,596.00	\$1,605.00	\$7,389.00	\$10,624.00
Paralegal - Salary and Fringe	\$0.00	\$8,505.42	\$8,548.00	\$8,740.00	\$8,937.00
Assistant Conflict Defender (PT)	\$0.00	\$0.00	\$63,050.00	\$64,469.00	\$65,919.00
Investigator	\$0.00	\$0.00	\$50,700.00	\$51,841.00	\$53,007.00
Assistant Conflict Defender/Upgrade to Senior Assistant Conflict Defender in Y5	\$0.00	\$0.00	\$0.00	\$69,009.00	\$82,581.00
Assistant Conflict Defender (PT)	\$0.00	\$0.00	\$0.00	\$60,343.00	\$61,701.00
Fringe @ 54.64% for CD personnel on this contract	\$64,272.49	\$169,203.47	\$216,564.28	\$247,621.00	\$263,782.59
Subtotal Personnel	\$181,901.49	\$501,892.89	\$665,123.28	\$841,373.00	\$899,038.59
OTPS:					
Trial Exhibits/Litigation	\$0.00	\$0.00	\$0.00	\$3,000.00	\$7,000.00
Advertising and Recruitment	\$0.00	\$0.00	\$0.00	\$10,000.00	\$15,000.00
Subtotal OTPS	\$0.00	\$0.00	\$0.00	\$13,000.00	\$22,000.00
Caseload Relief - Subtotal	\$181,901.49	\$501,892.89	\$665,123.28	\$854,373.00	\$921,038.59
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$2,000.00	\$2,000.00	\$42,000.00	\$30,000.00	\$47,000.00
Subtotal Contracted/Consultant	\$2,000.00	\$2,000.00	\$42,000.00	\$30,000.00	\$47,000.00
OTPS:					
Continuing Legal Education/Trainings	\$2,000.00	\$2,000.00	\$8,000.00	\$10,000.00	\$14,000.00
Office Furniture/Equipment/Technology Upgrades	\$3,000.00	\$3,101.00	\$10,000.00	\$10,000.00	\$18,000.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$2,000.00	\$2,000.00	\$6,250.00	\$10,000.00	\$20,000.00
Client Trial Apparel Clothing Loans for Client court appearances/Maintenance & Cleaning of Client Clothing/Court Transportation for Clients	\$0.00	\$500.00	\$12,000.00	\$15,000.00	\$25,000.00
Subtotal OTPS	\$7,000.00	\$7,601.00	\$36,250.00	\$45,000.00	\$77,000.00

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
Quality Improvement - Subtotal	\$9,000.00	\$9,601.00	\$78,250.00	\$75,000.00	\$124,000.00
COUNSEL AT FIRST APPEARANCE					
Personnel:					
CAFA Stipends	\$0.00	\$13,000.00	\$52,000.00	\$66,000.00	\$66,000.00
Counsel at First Appearance - Subtotal	\$0.00	\$13,000.00	\$52,000.00	\$66,000.00	\$66,000.00
CONFLICT DEFENDER'S OFFICE - TOTAL	\$190,901.49	\$524,493.89	\$795,373.28	\$995,373.00	\$1,111,038.59

ASSIGNED COUNSEL PROGRAM

CASELOAD RELIEF					
Personnel:					
Assigned Counsel Administrator (PT)	\$25,234.00	\$25,834.00	\$30,000.00	\$30,675.00	\$31,365.00
Legal Clerk (PT)	\$13,629.00	\$13,629.00	\$22,500.00	\$23,006.00	\$23,630.00
Fringe @ 44.38%	\$17,247.40	\$7,384.00	\$24,984.75	\$23,663.00	\$24,242.00
Subtotal Personnel	\$56,110.40	\$46,847.00	\$77,484.75	\$77,344.00	\$79,237.00
Contracted/Consultant:					
Second Chair Program	\$0.00	\$4,500.00	\$20,776.31	\$20,000.00	\$20,000.00
Supervising Attorney	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
Increased Attorney Voucher Cost*	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Subtotal Contracted/Consultant	\$0.00	\$4,500.00	\$45,776.31	\$95,000.00	\$95,000.00
OTPS:					
Legal Reference Materials/Books/Subscriptions	\$0.00	\$1,500.00	\$2,133.47	\$2,000.00	\$2,200.00
Subtotal OTPS	\$0.00	\$1,500.00	\$2,133.47	\$2,000.00	\$2,200.00
Caseload Relief - Subtotal	\$56,110.40	\$52,847.00	\$125,394.53	\$174,344.00	\$176,437.00
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Investigators/Experts/Interpreters/ Social Workers/Transcription Services	\$8,660.00	\$8,660.00	\$30,000.00	\$30,000.00	\$30,000.00
ACP Mentoring Pilot	\$1,000.00	\$5,000.00	\$7,000.00	\$17,000.00	\$20,000.00
Subtotal Contracted/Consultant	\$9,660.00	\$13,660.00	\$37,000.00	\$47,000.00	\$50,000.00
OTPS:					
Continuing Legal Education/Trainings	\$2,712.78	\$11,672.16	\$23,000.00	\$23,000.00	\$25,000.00
Office Furniture/Equipment/Technology Upgrades	\$8,500.00	\$0.00	\$10,000.00	\$9,284.00	\$10,563.00
Utilities/Phone and Internet Services/Office Supplies/Travel/Mileage/Mobile Devices & Service Plans/PDCMS	\$4,000.00	\$4,000.00	\$6,250.00	\$8,000.00	\$10,000.00
Subtotal OTPS	\$15,212.78	\$15,672.16	\$39,250.00	\$40,284.00	\$45,563.00
Quality Improvement - Subtotal	\$24,872.78	\$29,332.16	\$76,250.00	\$87,284.00	\$95,563.00
COUNSEL AT FIRST APPEARANCE					
Contracted/Consultant:					
Attorney Off-Hour Arraignments	\$0.00	\$0.00	\$0.00	\$25,000.00	\$55,000.00
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$25,000.00	\$55,000.00
ASSIGNED COUNSEL PROGRAM - TOTAL	\$80,983.18	\$82,179.16	\$201,644.53	\$286,628.00	\$327,000.00

COUNTY (FINANCE DEPARTMENT)

CASELOAD RELIEF					
Personnel:					
Data Officer (FT) - Salary	\$66,000.00	\$66,000.00	\$66,500.00	\$67,995.00	\$69,526.00

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
Data Officer (FT) - Fringe	\$29,291.00	\$35,178.00	\$31,647.35	\$37,628.00	\$38,474.00
Caseload Relief - Subtotal	\$95,291.00	\$101,178.00	\$98,147.35	\$105,623.00	\$108,000.00
QUALITY IMPROVEMENT					
Personnel/Contracted/Consultant/OTPS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quality Improvement - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNSEL AT FIRST APPEARANCE					
Personnel/Contracted/Consultant/OTPS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Counsel at First Appearance - Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY (FINANCE DEPARTMENT) - TOTAL	\$95,291.00	\$101,178.00	\$98,147.35	\$105,623.00	\$108,000.00
Total	\$684,266.20	\$1,368,532.40	\$2,052,798.59	\$2,737,064.79	\$3,421,330.99
FIVE-YEAR TOTAL	\$10,263,992.97				

*To claim increased voucher costs, County shall provide to ILS previous and current year voucher expenditures in criminal cases as requested and shall implement and maintain the Assigned Counsel Program initiatives funded by this contract.

ATTACHMENT C
WORK PLAN
OFFICE OF INDIGENT LEGAL SERVICES
STATEWIDE EXPANSION OF HURRELL-HARRING
APRIL 1, 2018 – MARCH 31, 2023
COUNTY OF SCHENECTADY

Goals, Objectives and, Performance Measures

On a semi-annual basis, each grantee/contractor shall provide the Office of Indigent Legal Services with a written progress report summarizing the work performed during each such semi-annual period. The reports shall detail the grantee/contractor's progress toward attaining the specific goals, objectives and key performance measures as outlined below along with any additional information that may be required by the Office. These program progress reports must be submitted October 31st for the period starting April 1st and ending September 30th and April 30th for the period starting October 1st and ending March 31st.

Program progress reports will continue until such time as the funds subject to this contract are no longer available, have been accounted for, and/or throughout the contract period. The first progress report may be waived if the final approval of the grantee/contractor's contract by the Office of the State Comptroller is within two months of the date such progress report would be due. (See Attachment D ["Payment and Reporting Schedule"] for written progress report reporting requirements in their entirety.)

Goal

Implement the provisions of Chapter 59 of the Laws of 2017, Part VVV, sections 11-13, providing that the Office of Indigent Legal Services shall implement a plan to extend statewide the benefits of the Hurrell-Harring settlement reforms.

First Objective

Ensure all eligible criminal defendants are represented by counsel at arraignment, provided that timely arraignment with counsel is not delayed pending a determination of a defendant's eligibility.

Key Performance Measures

1. The number of attorneys hired with this funding who provide representation at arraignment;
2. The number of arraignments handled by each attorney compensated with this funding; and
3. A brief description of all activities funded by this grant under this objective and how those activities have improved the provision of counsel at first appearance.

Second Objective

Full compliance with the caseload standards issued by the Office of Indigent Legal Services.

Key Performance Measures

1. The number of attorneys hired with this funding and the dates of such hires;
2. The number of new cases opened by attorneys compensated with this funding;
3. The number of non-attorneys hired with this funding and the dates of such hires;
4. The name, and date of appointment, of the Data Officer or a description of progress toward appointment of a Data Officer; and
5. A brief description of all activities funded by this grant under this objective and how those activities have reduced caseloads.

Third Objective

Implement initiatives to improve the quality of indigent defense such that attorneys receive effective supervision and training, have access to and appropriately utilize investigators, interpreters and expert witnesses on behalf of clients, communicate effectively with their clients, have the necessary qualifications and experience, and, in the case of assigned counsel attorneys, are assigned to cases in accordance with article 18-b of the county law and in a manner that accounts for the attorney's level of experience and caseload/workload.

Key Performance Measures

1. The number of training events supported by this funding;
2. The number of attorneys whose attendance at training events was supported by this funding;
3. The number of cases in which expert services supported by this funding was used, and the dollar amount, both total and hourly rate, spent on such services;
4. The number of cases where investigative services supported by this funding was used, and the dollar amount, both total and hourly rate, spent on such services; and
5. A brief description of all activities funded by this grant under this objective and how those activities have improved the quality of representation provided to clients.

YEAR 1 BUDGET

Public Defender's Office

Personnel:

- **Add a full-time Deputy Chief Public Defender position.** This new position will support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Add a full-time Senior Assistant Public Defender position.** This new position will support caseload reduction and enhance capacity for CAFA.
- **Add a full-time Legal Clerk position.** This new position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Upgrade a Legal Clerk position from part-time to full-time.** This upgrade will allow the Legal Clerk to provide additional support to the attorney staff, therefore allowing the attorneys to spend more time meeting with clients, in court, and preparing cases. The new full-time salary of the Legal Clerk will be \$43,757.

Contracted/Consultant:

- **Provide funding for specialized services.** Services include investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of \$5.25 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include Continuing Legal Education (CLE)/training and the associated travel/mileage expenses; office furniture and technology equipment for new staff; office supplies; utilities; telephone and internet service; and travel/mileage; mileage reimbursed at the standard IRS mileage rates.

Conflict Defender's Office

Personnel:

- **Add a full-time Legal Clerk position.** This new position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Add a full-time Deputy Chief Conflict Defender position.** This new position will support caseload reduction and enhance capacity for CAFA representation, as well as provide additional supervision and mentoring services.

Contracted/Consultant:

- **Provide funding for specialized services.** Services include investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of \$5.25 per page.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include office furniture and equipment for new staff, Continuing Legal Education (CLE)/trainings and associated travel expenses, utilities, telephone and internet service, office supplies, and travel/mileage; mileage reimbursed at the standard IRS mileage rates.

Assigned Counsel Program

Personnel:

- **Add a part-time Assigned Counsel Administrator position.** This position will provide oversight to the Assigned Counsel program (ACP) and the panel attorneys for 8-10 hours per week. The total part-time salary for this position is \$30,000; this contract will fund \$25,234 and the remaining \$4,766 will be funded by ILS Distribution 8.
- **Add a part-time Legal Clerk position.** This position will provide clerical support to the Assigned Counsel Administrator for 20 hours each week; this contract will fund 12.1 hours per week and the remaining 7.9 hours per week will be funded by ILS Distribution 8. The total part-time salary for this position is \$22,450.

Contracted/Consultant:

- **Provide funding for specialized services.** Services include investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-

\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of \$5.25 per page.

- **Create an ACP Mentoring pilot program.** Experienced attorneys will mentor less experienced panel attorneys at a rate of \$75 per hour.

OTPS:

- **Provide funding for incidental and operational expenses.** Expenses include office furniture and equipment, utilities, telephone and internet service, office supplies, travel/mileage, and Continuing Legal Education (CLE)/trainings and associated travel expenses; mileage reimbursed at the standard IRS mileage rates.

Schenectady County (Finance Department)

- **Add a full-time Data Officer position.** This new position will be housed in the County's Budget and Management Unit of the Finance Department to ensure accurate reporting of all required data from the offices of the Public Defender, Assigned Counsel, and Conflict Defender.

YEAR 2 BUDGET

Public Defender's Office

Personnel:

- **Continue a full-time Deputy Chief Public Defender position.** In Year 2 this position will continue support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 2 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a Legal Clerk position from part-time to full-time.** This upgrade will continue in Year 2 and will allow the Legal Clerk to provide additional support to the attorney staff, therefore allowing the attorneys to spend more time meeting with clients, in court, and preparing cases. The full-time salary of the Legal Clerk remains at \$43,757.

- **Add a full-time Deputy Chief Public Defender position.** This new position will support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Add a full-time Deputy Chief Public Defender II position.** This new position will support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Add funding for a part-time Paralegal position.** Funding will support the costs associated with paralegal work, paid on an as-needed hourly basis, including fringe benefits. The paralegal will be paid an hourly rate of \$25.15 to \$29.69.
- **Add funding for Attorney Retention/Salary Enhancement.** Funding will support salary enhancements of \$798 for each of three mid-level attorneys in the Public Defender's Office to bring them closer to pay parity with comparable positions in the DA's Office.
- **Continue a full-time Senior Assistant Public Defender position.** This position will continue with Year 2 funds and will support caseload reduction and enhance capacity for CAFA.
- **Add funding for Counsel at First Appearance Stipends.** This funding will support CAFA stipends for attorneys in the Public Defender's Office. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Public Defender's Office will have two attorneys on call each week. Funding is pro-rated for a three-month period, from January 1, 2020 to March 31, 2020.

Contracted/Consultant:

- **Continue to provide funding for Specialized Services.** Funding will continue in Year 2 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of up to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 2 for expenses including:
 - Continuing Legal Education (CLE)/training and the associated travel/mileage expenses; mileage reimbursed at the standard IRS mileage rates;
 - Office furniture and technology equipment for new staff;
 - Utilities, telephone and internet service, office supplies, and travel/mileage.

Conflict Defender's Office

Personnel:

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 2 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a full-time Deputy Chief Conflict Defender position.** This position will continue with Year 2 funding and will support caseload reduction and enhance capacity for CAFA representation, as well as provide additional supervision and mentoring services.
- **Add a full-time Deputy Chief Public Defender II position.** This new position will support caseload reduction and enhances capacity for CAFA representation, as well as provides additional supervision and mentoring services.
- **Add a full-time Senior Legal Assistant position.** This new position will provide administrative support to attorneys.
- **Add a full-time Assistant Conflict Defender position.** This new position will support caseload reduction and will enhance capacity for CAFA representation.
- **Add funding for Attorney Retention/Salary Enhancement.** Funding will support salary enhancements of \$798 for two mid-level attorneys in the Conflict Defender's Office to bring them closer to pay parity with comparable positions in the DA's Office.
- **Add funding for a part-time Paralegal position.** Funding will support the costs associated with paralegal work, paid on an as-needed hourly basis, including fringe benefits. The paralegal will be paid an hourly rate of \$25.15 to \$29.69.
- **Add funding for Counsel at First Appearance Stipends.** This funding will support CAFA stipends for attorneys in the Conflict Defender's Office. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Conflict Defender's Office will have one attorney on call each week. Funding is pro-rated for a three-month period, from January 1, 2020 to March 31, 2020.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 2 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of up to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 2 for expenses including:
 - Continuing Legal Education (CLE)/trainings and associated travel expenses; mileage reimbursed at the standard IRS mileage rates;
 - Office furniture, equipment and technology upgrades for new staff;
 - Utilities, telephone and internet service, office supplies, and travel/mileage; mileage reimbursed at the standard IRS mileage rates.
- **Add funding for Client Trial Apparel.** Funding will enable attorneys to purchase necessary clothes for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings.

Assigned Counsel Program

Personnel:

- **Continue a part-time Assigned Counsel Administrator position.** In Year 2 this position will continue to provide oversight to the Assigned Counsel Program (ACP) and the panel attorneys for 8-10 hours per week. The total part-time salary for this position in Year 2 is \$30,600; this contract will fund \$25,834 and the remaining \$4,766 will be funded by ILS Distribution 8.
- **Continue a part-time Legal Clerk position.** This position will continue in Year 2 and will provide clerical support to the Assigned Counsel Administrator for 20 hours each week. This contract will fund 12.1 hours per week and the remaining 7.9 hours per week will be funded by ILS Distribution 8. The total part-time salary for this position is \$22,450.

Contracted/Consultant:

- **Add funding for a Second Chair Program.** Funding will allow the ACP to assign less-experienced attorneys to work closely with more-experienced attorneys on cases to obtain skills, knowledge, and experience. It also allows the ACP to assign two attorneys to more complex and challenging cases to ensure quality representation. Second Chair attorneys are paid the statutory rate (\$60 for misdemeanors; \$75 for felonies).
- **Continue to provide funding for Specialized Services.** Funding will continue in Year 2 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$50-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour; and transcription services at a rate of up to \$5.25 per page.

- **Continue to provide funding for an ACP Mentoring Pilot Program.** Experienced attorneys will mentor less experienced panel attorneys at a rate of \$75 to \$125 per hour.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 2 for expenses including:
 - Continuing Legal Education (CLE)/trainings for the ACP Administrator, staff, and panel attorneys, registration fees and associated travel expenses; mileage reimbursed at the standard IRS mileage rates. Funding will also support expenses associated with hosting training programs including speaker fees, venue rental, and training materials;
 - Office furniture, equipment, and technology upgrades for ACP staff;
 - Utilities, telephone and internet service, office supplies, and travel/mileage; mileage to be reimbursed at the standard IRS mileage rates.
- **Provide funding for Legal Reference Materials/Books/Subscriptions.** Funds will be used for legal reference material (books and other print material) as well as to provide one license for an online legal research service for use by the ACP Panel. Each panel attorney will be required to sign in each time that they use the program and specify the case they are working on.

Schenectady County (Finance Department)

- **Continue a full-time Data Officer position.** This position will continue with Year 2 funds and will be housed in the County's Budget and Management Unit of the Finance Department to ensure accurate reporting of all required data from the offices of the Public Defender, Assigned Counsel, and Conflict Defender.

YEAR 3 BUDGET

Public Defender's Office

Personnel:

- **Continue a two (2) full-time Deputy Chief Public Defender position.** In Year 3 these positions will continue to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 3 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a Legal Clerk position from part-time to full-time.** This upgrade will continue in Year 3 and will allow the Legal Clerk to provide additional support to the attorney staff, therefore allowing the attorneys to spend more time meeting with clients, in court, and preparing cases. The full-time salary Clerk remains at \$43,757.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 3 to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 3 will continue to support salary enhancements for each of three mid-level attorneys in the Public Defender's Office to bring them closer to pay parity with comparable positions in the District Attorney's Office.
- **Discontinue funding for a part-time Paralegal position.** This position is discontinued in Year 3; a new full-time position will be created.
- **Add a full-time Assistant Public Defender position.** This new position will support caseload reduction and enhance capacity for CAFA representation.
- **Add a part-time Clerical Aide position.** This new position will be responsible for opening cases, inputting case data, as well as providing general administrative support.
- **Add a full-time Paralegal position.** This new position will provide paralegal support on criminal defense cases.
- **Continue a full-time Senior Assistant Public Defender position.** This position will continue with Year 3 funds and will support caseload reduction and enhance capacity for CAFA. The fringe benefits associated with this position are included in the budget line found under Caseload Relief.
- **Continue funding for Counsel at First Appearance Stipends.** Funding in Year 3 will continue to support CAFA stipends for attorneys. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Public Defender's Office will have two attorneys on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 2 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour. Specialized services may also be paid a flat rate of up to \$3,000 per case. Funding is also available for transcription services at a rate of up to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 3 for expenses including:
 - Continuing Legal Education (CLE)/training and the associated travel/mileage expenses; mileage to be reimbursed at the standard IRS mileage rates;
 - Office furniture and technology equipment/upgrades for new staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- **Provide funding for Client-Related Expenses.** Funding will support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Conflict Defender's Office

Personnel:

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 3 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a full-time Deputy Chief Conflict Defender position.** This position will continue with Year 3 funding and will support caseload reduction and enhance capacity for CAFA representation, as well as provide additional supervision and mentoring services.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 3 and will support caseload reduction and enhance capacity for CAFA representation, as well as provides additional supervision and mentoring services.

- **Continue a full-time Senior Legal Assistant position.** This position will continue in Year 3 and will provide administrative support to attorneys.
- **Continue a full-time Assistant Conflict Defender position.** This position will continue in Year 3 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 3 will continue to support salary enhancements for two mid-level attorneys to bring them closer to pay parity with comparable positions in the District Attorney's Office.
- **Continue a part-time Paralegal position.** Year 3 funding will support the costs associated with paralegal work, paid on an as-needed hourly basis, including fringe benefits. The paralegal will be paid an hourly rate of \$25.15 to \$29.69.
- **Add a part-time Assistant Conflict Defender position.** This new position will support caseload reduction and enhance capacity for CAFA representation.
- **Add a full-time Investigator position.** This new position will assist attorneys by investigating criminal cases.
- **Continue funding for Counsel at First Appearance Stipends.** Year 3 funding will continue to support CAFA stipends for attorneys in the Conflict Defender's Office. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Conflict Defender's Office will have one attorney on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 3 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour. Specialized services may also be paid a flat rate of up to \$3,000 per case. Funding is also available for transcription services at a rate of up to \$5.25 per page.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 2 for expenses including:
 - Continuing Legal Education (CLE)/trainings and associated travel expenses; mileage to be reimbursed at the standard IRS mileage rates;
 - Office furniture, equipment, and technology upgrades for new staff;

- Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- **Continue to provide funding for Client Trial Apparel, renamed Client-Related Expenses.** Funding will support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Assigned Counsel Program

Personnel:

- **Continue a part-time Assigned Counsel Administrator position.** In Year 3 this position will continue to provide oversight to the Assigned Counsel Program (ACP) and the panel attorneys for 8-10 hours per week.
- **Continue a part-time Legal Clerk position.** This position will continue in Year 3 and will provide clerical support to the Assigned Counsel Administrator for 20 hours each week.

Contracted/Consultant:

- **Continue funding for a Second Chair Program.** Funding in Year 3 will allow the ACP to assign less-experienced attorneys to work closely with more-experienced attorneys on cases to obtain skills, knowledge, and experience. It also allows the ACP to assign two attorneys to more complex and challenging cases to ensure quality representation. Second Chair attorneys are paid the statutory rate (currently \$60 for misdemeanors; \$75 for felonies).
- **Provide funding for a Supervising Attorney.** This funding will support a part-time Supervising Attorney for the ACP, to oversee the mentoring program, coordinate and plan CLEs, and work on an as-needed basis providing substantive legal advice to the panel attorneys. This contracted position will be paid up to \$150 per hour.
- **Continue funding for Specialized Services.** Funding will continue in Year 2 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; experts at a rate of \$100-\$500 per hour. Specialized services may also be paid a flat rate of up to \$3,000 per case. Funding is also available for transcription services at a rate of up to \$5.25 per page.

- **Continue funding for an ACP Mentoring Pilot Program.** Experienced attorneys will mentor less experienced panel attorneys at a rate of \$75 to \$125 per hour.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 3 for expenses including:
 - Legal reference materials/books/subscriptions (books and other print material) as well as to provide one license for an online legal research service for use by the ACP Panel. Each panel attorney will be required to sign in each time that they use the program and specify the case they are working on;
 - Continuing Legal Education (CLE)/trainings for the ACP Administrator, staff, and panel attorneys, registration fees and associated travel expenses; mileage to be reimbursed at the standard IRS mileage rates. Funding will also support expenses associated with hosting training programs including speaker fees, venue rental, and training materials;
 - Office furniture, equipment, and technology upgrades for ACP staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.

Schenectady County (Finance Department)

- **Continue a full-time Data Officer position.** This position will continue with Year 3 funds and will be housed in the County's Budget and Management Unit of the Finance Department to ensure accurate reporting of all required data from the offices of the Public Defender, Assigned Counsel, and Conflict Defender.

YEAR 4 BUDGET

Public Defender's Office

Personnel:

- **Continue two (2) full-time Deputy Chief Public Defender positions.** In Year 4 these positions will continue to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 4 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a Legal Clerk position from part-time to full-time.** This upgrade will continue in Year 4 and will allow the Legal Clerk to provide additional support to the attorney staff, therefore allowing the attorneys to spend more time meeting with clients, in court, and preparing cases. The County will continue to contribute \$40,482 toward salary, and this contract will support the increase and correlating fringe benefit expenses.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 4 to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 4 will continue to support salary enhancements for Public Defender's Office staff to bring them closer to pay parity with comparable positions in other County departments.
- **Continue a full-time Assistant Public Defender position.** This position will continue in Year 4 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue a part-time Clerical Aide position.** This position will continue in Year 4 and will be responsible for opening cases, inputting case data, as well as providing general administrative support.
- **Continue a full-time Paralegal position.** This position will continue in Year 4 and will provide paralegal support on criminal defense cases.
- **Add three (3) full-time Assistant Public Defender positions.** These new positions will support caseload reduction and enhance capacity for CAFA representation.
- **Continue a full-time Senior Assistant Public Defender position.** This position will continue with Year 4 funds and will support caseload reduction and enhance capacity for CAFA. The fringe benefits associated with this position are included in the budget line found under Caseload Relief.
- **Continue funding for Counsel at First Appearance Stipends.** Funding in Year 4 will continue to support CAFA stipends for attorneys. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Public Defender's Office will have two attorneys on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 4 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Public Defender may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.

OTPS:

- **Provide funding for Advertising and Recruitment.** Funding will support expenses for recruitment including, but not limited to, posting on job websites, print advertisements, and attendance at job fairs.
- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 4 for expenses including:
 - Continuing Legal Education (CLE)/training attendance as well as legislative and policy meeting, and to host CLE and training sessions; mileage will be reimbursed at the standard IRS mileage rates;
 - Office furniture and technology equipment/upgrades for new staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- **Provide funding for Case Management System Upgrades.** Funding will support upgrades and data conversion expenses for the Public Defender's PDCMS.
- **Continue to provide funding for Client-Related Expenses.** Funding in Year 4 will continue to support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Conflict Defender's Office

Personnel:

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 4 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.

- **Continue a full-time Deputy Chief Conflict Defender position.** This position will continue with Year 4 funding and will support caseload reduction and enhance capacity for CAFA representation, as well as provide additional supervision and mentoring services.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 4 and will support caseload reduction and enhance capacity for CAFA representation, as well as provides additional supervision and mentoring services.
- **Continue a full-time Senior Legal Assistant position.** This position will continue in Year 4 and will provide administrative support to attorneys.
- **Continue a full-time Assistant Conflict Defender position.** This position will continue in Year 4 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 4 will continue to support salary enhancements for Conflict Defender's Office staff to bring them closer to pay parity with comparable positions in other County departments.
- **Continue a part-time Paralegal position.** Year 4 funding will support the costs associated with paralegal work, paid on an as-needed hourly basis, including fringe benefits. The paralegal will be paid an hourly rate of \$25.15 to \$29.69.
- **Continue a part-time Assistant Conflict Defender position.** This position will continue in Year 4 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue a full-time Investigator position.** This position will continue in Year 4 and will assist attorneys by investigating criminal cases.
- **Add a full-time Assistant Conflict Defender position.** This new position will support caseload reduction and enhance capacity for CAFA representation.
- **Add a part-time Assistant Conflict Defender position.** This new position will support caseload reduction and enhance capacity for CAFA representation.
- **Continue funding for Counsel at First Appearance Stipends.** Year 4 funding will continue to support CAFA stipends for attorneys in the Conflict Defender's Office. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Conflict Defender's Office will have one attorney on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 4 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Conflict Defender may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.

OTPS:

- **Provide funding for Trial Exhibits and Litigation Expenses.** Funding will support materials needed when attorneys are preparing or engaged in litigation, such as creation of demonstratives, blow ups, printed materials, and the like.
- **Provide funding for Advertising and Recruitment.** Funding will support expenses for recruitment including, but not limited to, posting on job websites, print advertisements, and attendance at job fairs.
- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 4 for expenses including:
 - Continuing Legal Education (CLE)/training attendance as well as legislative and policy meeting, and to host CLE and training sessions; mileage will be reimbursed at the standard IRS mileage rates;
 - Office furniture, equipment, and technology upgrades for new staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- **Provide funding for Case Management System Upgrades.** Funding will support upgrades and data conversion expenses for the Conflict Defender's PDCMS.
- **Continue to provide funding for Client Trial Apparel, renamed Client-Related Expenses.** Funding in Year 4 will continue to support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Assigned Counsel Program

Personnel:

- **Continue a part-time Assigned Counsel Administrator position.** In Year 4 this position will continue to provide oversight to the Assigned Counsel Program (ACP) and the panel attorneys for 8-10 hours per week.
- **Continue a part-time Legal Clerk position.** This position will continue in Year 4 and will provide clerical support to the Assigned Counsel Administrator for 20 hours each week.

Contracted/Consultant:

- **Continue funding for a Second Chair Program.** Funding in Year 4 will allow the ACP to assign less-experienced attorneys to work closely with more-experienced attorneys on cases to obtain skills, knowledge, and experience. It also allows the ACP to assign two attorneys to more complex and challenging cases to ensure quality representation. Second Chair attorneys are paid the current statutory rate.
- **Continue funding for a Supervising Attorney.** This funding will continue to support a part-time Supervising Attorney for the ACP, to oversee the mentoring program, coordinate, and plan CLEs, and work on an as-needed basis providing substantive legal advice to the panel attorneys. This contracted position will be paid up to \$150 per hour.
- **Provide funding for Increased Cost for Assigned Counsel Attorney Vouchers.** Schenectady County shall implement and maintain the Assigned Counsel Program caseload relief and quality improvement initiatives funded by this contract and shall establish a reference point of county funding for attorney vouchers in criminal cases. To establish the reference point, the county shall provide to ILS the total amount of attorney voucher expenditures in criminal cases from 2015 (or some other agreed upon year) to present and work with ILS to establish an appropriate reference point. The reference point will be the primary measure to ensure that state funding for ACP attorney voucher costs supplements and does not supplant county funding for attorney vouchers. Additionally, on an annual basis thereafter, the county shall report to ILS the total amount of county spending that year on panel attorney criminal case vouchers, not including ILS funding. The county will coordinate with ILS to monitor: 1) the maintenance of established ACP infrastructure; and 2) ongoing county spending to ensure that local spending remains consistent (using the pre-implementation county funding data as the primary reference point). Funding will support the anticipated increase in attorney vouchers as attorneys are spend more time on their criminal cases to meet caseload relief and compliance standards.
- **Continue funding for Specialized Services.** Funding will continue in Year 4 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and

experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Assigned Counsel Administrator may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.

- **Continue funding for an ACP Mentoring Pilot Program.** Experienced attorneys will mentor less experienced panel attorneys at a rate of \$75 to \$125 per hour in Year 4.
- **Provide funding for Attorney Off-Hour Arraignments.** Funding will support Assigned Counsel Program attorneys to be available off-hours after 5pm on weekdays and any time on weekends and holidays. The ACP attorneys are not “on-call” but are rather available for arraignments should the Public Defender’s Office and Conflict Defender’s Office be unable to perform the arraignment due to a conflict. The arraignments are paid at a rate of \$150 per court appearance, no matter the time spent nor number of arraignments per court appearance. However, if the arraignments are dispersed over separate times on the same day, they are considered separate court appearances and will be paid per appearance.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 4 for expenses including:
 - Legal reference materials, books, and subscriptions (books and other print material) as well as to provide one license for an online legal research service for use by the ACP Panel. Each panel attorney will be required to sign in each time that they use the program and specify the case they are working on;
 - Continuing Legal Education (CLE)/trainings for the ACP Administrator, staff, and panel attorneys, registration fees and associated travel expenses; mileage to be reimbursed at the standard IRS mileage rates. Funding will also support expenses associated with hosting training programs including speaker fees, venue rental, and training materials. Year 4 funding will also support compensation up to \$300 per day for panel attorney attendance at CLEs;
 - Office furniture, equipment, and technology upgrades for ACP staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- **Provide funding for Case Management System Upgrades.** Funding will support upgrades and data conversion expenses for the Assigned Counsel Program’s PDCMS.

Schenectady County (Finance Department)

- **Continue a full-time Data Officer position.** This position will continue with Year 4 funds and will be housed in the County’s Budget and Management Unit of the Finance

Department to ensure accurate reporting of all required data from the offices of the Public Defender, Assigned Counsel, and Conflict Defender.

YEAR 5 BUDGET

Public Defender's Office

Personnel:

- **Continue a two (2) full-time Deputy Chief Public Defender position.** In Year 5 these positions will continue to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 5 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a Legal Clerk position from part-time to full-time.** This upgrade will continue in Year 5 and will allow the Legal Clerk to provide additional support to the attorney staff, therefore allowing the attorneys to spend more time meeting with clients, in court, and preparing cases. The County will continue to contribute \$40,482 toward salary, and this contract will support the increase and correlating fringe benefit expenses.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 5 to support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 5 will continue to support salary enhancements for Public Defender's Office staff to bring them closer to pay parity with comparable positions in other County departments. Year 5 funding will also support a ten percent salary increase for attorneys funded under this contract.
- **Continue a full-time Assistant Public Defender position.** This position will continue in Year 5 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue a part-time Clerical Aide position.** This position will continue in Year 5 and will be responsible for opening cases, inputting case data, as well as providing general administrative support.

- **Continue a full-time Paralegal position.** This position will continue in Year 5 and will provide paralegal support on criminal defense cases.
- **Continue three (3) full-time Assistant Public Defender positions.** These positions will continue in Year 5 and will support caseload reduction and enhance capacity for CAFA representation.
- **Add a full-time Deputy Chief Public Defender position.** This new position will support caseload reduction and enhance capacity for Counsel at First Appearance (CAFA) representation, as well as provide additional supervision and mentoring services.
- **Add a full-time Senior Assistant Public Defender position.** This new position will support caseload reduction and enhance capacity for CAFA.
- **Continue a full-time Senior Assistant Public Defender position.** This position will continue with Year 5 funds and will support caseload reduction and enhance capacity for CAFA. The fringe benefits associated with this position are included in the budget line found under Caseload Relief.
- **Continue funding for Counsel at First Appearance Stipends.** Funding in Year 5 will continue to support CAFA stipends for attorneys. Each attorney will receive a \$1,000 stipend to be “on call” for one week, and the Public Defender’s Office will have two attorneys on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 5 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Public Defender may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.

OTPS:

- **Continue to provide funding for Advertising and Recruitment.** Funding in Year 4 will continue to support expenses for recruitment including, but not limited to, posting on job websites, print advertisements, and attendance at job fairs.
- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 5 for expenses including:
 - Continuing Legal Education (CLE)/training attendance as well as legislative and policy meeting, and to host CLE and training sessions; mileage will be reimbursed at the standard IRS mileage rates;

- Office furniture and technology equipment/upgrades for new staff;
 - Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans;
 - Case Management System upgrades and data conversion expenses.
- **Continue to provide funding for Client-Related Expenses.** Funding in Year 5 will continue to support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Conflict Defender's Office

Personnel:

- **Continue a full-time Legal Clerk position.** Funding for this position will continue in Year 5 and the position will provide clerical support to the attorney staff, allowing the attorneys to spend more time meeting with clients, in court, and preparing cases.
- **Continue a full-time Deputy Chief Conflict Defender position.** This position will continue with Year 5 funding and will support caseload reduction and enhance capacity for CAFA representation, as well as provide additional supervision and mentoring services.
- **Continue a full-time Deputy Chief Public Defender II position.** This position will continue in Year 5 and will support caseload reduction and enhance capacity for CAFA representation, as well as provides additional supervision and mentoring services.
- **Continue a full-time Senior Legal Assistant position.** This position will continue in Year 5 and will provide administrative support to attorneys.
- **Continue two (2) full-time Assistant Conflict Defender positions and Upgrade to Senior Assistant Conflict Defender.** These positions will continue in Year 5 as Senior Assistant Conflict Defenders and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue funding for Attorney Retention/Salary Enhancement.** Funding in Year 5 will continue to support salary enhancements for Conflict Defender's Office staff to bring them closer to pay parity with comparable positions in other County departments. Year 5 funding will also support a ten percent salary increase for attorneys funded under this contract.

- **Continue a part-time Paralegal position.** Year 5 funding will support the costs associated with paralegal work, paid on an as-needed hourly basis, including fringe benefits. The paralegal will be paid an hourly rate of \$25.15 to \$29.69.
- **Continue two (2) part-time Assistant Conflict Defender positions.** These positions will continue in Year 5 and will support caseload reduction and enhance capacity for CAFA representation.
- **Continue a full-time Investigator position.** This position will continue in Year 5 and will assist attorneys by investigating criminal cases.
- **Continue funding for Counsel at First Appearance Stipends.** Year 5 funding will continue to support CAFA stipends for attorneys in the Conflict Defender's Office. Each attorney will receive a \$1,000 stipend to be "on call" for one week, and the Conflict Defender's Office will have one attorney on call each week. The fringe benefits associated with these stipends are included in the budget line found under Caseload Relief.

Contracted/Consultant:

- **Continue funding for Specialized Services.** Funding will continue in Year 5 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Conflict Defender may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.

OTPS:

- **Continue to provide funding for Trial Exhibits and Litigation Expenses.** Funding will continue in Year 5 to support materials needed when attorneys are preparing or engaged in litigation, such as creation of demonstratives, blow ups, printed materials, and the like.
- **Continue to provide funding for Advertising and Recruitment.** Year 5 funding will continue to support expenses for recruitment including, but not limited to, posting on job websites, print advertisements, and attendance at job fairs.
- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 5 for expenses including:
 - Continuing Legal Education (CLE)/training attendance as well as legislative and policy meeting, and to host CLE and training sessions; mileage will be reimbursed at the standard IRS mileage rates;
 - Office furniture, equipment, and technology upgrades for new staff;

- Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans;
 - Case Management System upgrades and data conversion expenses.
- **Continue to provide funding for Client Trial Apparel, renamed Client-Related Expenses.** Funding in Year 5 will continue to support a clothing loan closet for court appearances and maintenance and cleaning of worn clothing, for clients to wear to hearings and trials when a client is incarcerated or unable to afford appropriate clothing for vital court proceedings, as well as transportation expenses for clients to get to and from court appearances. These expenses may only be used when the attorney determines that a client otherwise lacks the resources needed to pay for clothing or travel.

Assigned Counsel Program

Personnel:

- **Continue a part-time Assigned Counsel Administrator position.** In Year 5 this position will continue to provide oversight to the Assigned Counsel Program (ACP) and the panel attorneys for 8-10 hours per week.
- **Continue a part-time Legal Clerk position.** This position will continue in Year 5 and will provide clerical support to the Assigned Counsel Administrator for 20 hours each week.

Contracted/Consultant:

- **Continue funding for a Second Chair Program.** Funding in Year 5 will continue to allow the ACP to assign less-experienced attorneys to work closely with more-experienced attorneys on cases to obtain skills, knowledge, and experience. It also allows the ACP to assign two attorneys to more complex and challenging cases to ensure quality representation. Second Chair attorneys are paid the current statutory rate.
- **Continue funding for a Supervising Attorney.** This funding will continue to support a part-time Supervising Attorney for the ACP, to oversee the mentoring program, coordinate, and plan CLEs, and work on an as-needed basis providing substantive legal advice to the panel attorneys. This contracted position will be paid up to \$150 per hour.
- **Provide funding for Increased Cost for Assigned Counsel Attorney Vouchers.** Schenectady County shall implement and maintain the Assigned Counsel Program caseload relief and quality improvement initiatives funded by this contract and shall establish a reference point of county funding for attorney vouchers in criminal cases. To establish the reference point, the county shall provide to ILS the total amount of attorney voucher expenditures in criminal cases from 2015 (or some other agreed upon year) to present and work with ILS to establish an appropriate reference point. The reference

point will be the primary measure to ensure that state funding for ACP attorney voucher costs supplements and does not supplant county funding for attorney vouchers. Additionally, on an annual basis thereafter, the county shall report to ILS the total amount of county spending that year on panel attorney criminal case vouchers, not including ILS funding. The county will coordinate with ILS to monitor: 1) the maintenance of established ACP infrastructure; and 2) ongoing county spending to ensure that local spending remains consistent (using the pre-implementation county funding data as the primary reference point). Funding in Year 5 will continue to support the anticipated increase in attorney vouchers as attorneys are spend more time on their criminal cases to meet caseload relief and compliance standards.

- **Continue funding for Specialized Services.** Funding will continue in Year 5 for Specialized Services including investigators at a rate of \$50-\$150 per hour; social workers at a rate of \$25-\$150 per hour; interpreters at a rate of \$75-\$200 per hour; and experts at a rate of \$100-\$500 per hour or on a flat-fee basis up to \$3,000 per case. The Assigned Counsel Administrator may approve higher rates when necessary. Funding is also available for transcription services at a rate of up to \$5.25 per page. Funding will also support travel and mileage reimbursement at the standard IRS mileage rates.
- **Continue funding for an ACP Mentoring Pilot Program.** Experienced attorneys will mentor less experienced panel attorneys at a rate of \$75 to \$125 per hour in Year 5.
- **Continue funding for Attorney Off-Hour Arraignments.** Funding in Year 5 will continue to support Assigned Counsel Program attorneys to be available off-hours after 5pm on weekdays and any time on weekends and holidays. The ACP attorneys are not “on-call” but are rather available for arraignments should the Public Defender’s Office and Conflict Defender’s Office be unable to perform the arraignment due to a conflict. The arraignments are paid at a rate of \$150 per court appearance, no matter the time spent nor number of arraignments per court appearance. However, if the arraignments are dispersed over separate times on the same day, they are considered separate court appearances and will be paid per appearance.

OTPS:

- **Continue to provide funding for Incidental and Operational Expenses.** Support will continue in Year 5 for expenses including:
 - Legal reference materials, books, and subscriptions (books and other print material) as well as to provide one license for an online legal research service for use by the ACP Panel. Each panel attorney will be required to sign in each time that they use the program and specify the case they are working on;
 - Continuing Legal Education (CLE)/trainings for the ACP Administrator, staff, and panel attorneys, registration fees and associated travel expenses; mileage to be reimbursed at the standard IRS mileage rates. Funding will also support expenses associated with hosting training programs including speaker fees, venue rental, and training materials. Year 4 funding will also support compensation up to \$300 per day for panel attorney attendance at CLEs;

- Office furniture, equipment, and technology upgrades for ACP staff;
- Utilities, telephone and internet service, office supplies, travel/mileage; mileage to be reimbursed at the standard IRS mileage rates, and mobile devices and service plans.
- Case Management System upgrades and data conversion expenses.

Schenectady County (Finance Department)

- **Continue a full-time Data Officer position.** This position will continue with Year 5 funds and will be housed in the County's Budget and Management Unit of the Finance Department to ensure accurate reporting of all required data from the offices of the Public Defender, Assigned Counsel, and Conflict Defender.

State
of
New York**CLAIM FOR PAYMENT****VENDOR INFORMATION**

Vendor Name Schenectady, County of		Vendor Identification Number 1000002365	
Address 620 State St.		City Schenectady	State NY
		Zip Code 12305	

INVOICE NUMBER (for County/Grantee use)	For OGS Finance/BSC Accounts Payable use:		
	Invoice No.:		
	Purchase Order No(s)	\$ Amount to apply to PO	LINE(S)

Purchase Order No. and Date	Description of Materials/Service	Quantity	Unit	Price	Amount
	CONTRACT NO. _____				\$0.00
	See attached Invoices/expenses claimed and backup documentation.				

Vendor Certification I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.				TOTAL	\$0.00
Vendor Signature in Ink _____ Title _____				DISCOUNT	
Date _____ Name of Company _____				%	
				NET	\$0.00

NYS Agency Information

Vendor Identification Number 1000002365		Vendor Location ID N/A		Vendor Address Sequence N/A	
Voucher ID	Business Unit Name NYS Office of Indigent Legal Services	Bus. Unit OLS-01	Interest Eligible (Y/N) NO	Contract ID	
Payment Date (MM) (DD) (YY)		Liability Date (MM) (DD) (YY)		Merch/Inv. Rec'd Date (MM) (DD) (YY)	
Withholding Class	Withholding Amount	Handling Code	Payee Amount	Agency Internal Use	
Invoice Number			Invoice Date		

PeopleSoft Format Charge Lines (If Applicable)

Business Unit	Department	Program	Fund	Account
OLS01	1350200		n/a	n/a
Budget Reference	Project ID	Activity	Class	Operating Unit
n/a	n/a	n/a	n/a	n/a
Product	Chartfield 1 – Accumulator	Chartfield 2 – Agency Use	Chartfield 3	Amount
n/a	n/a	n/a	n/a	n/a

Legacy Format Charge Lines (If Applicable)

Expenditures							Liquidation				
Dept.	Cost Center	Var	Yr	Object	Dept	Statewide	Amount	Orig. Agency	PO/Contact	Line	F/P
Liability Date				From Date	TC	Subledger			Optional		

**New York State
Office of Indigent Legal Services
EXPENDITURE REPORT INSTRUCTIONS
For
Statewide Expansion of Hurrell-Harring**

The expenditure reporting procedure has been developed by the Office of Indigent Legal Services (ILS) to ensure the proper utilization of State funds and accountability to the State of New York.

The purposes of the expenditure reporting system are:

- To assure that grant funds are being expended in accordance with the approved budget;
- To identify delays and problems in the implementation of the funded project;
- To provide a documented basis for the timely flow of grant funds to your project at the appropriate rate; and
- To provide ILS and the grantee with an effective, systematic fiscal management tool for administering the project.

TIMING AND COMPLETION OF EXPENDITURE REPORTS

Grantees are required to submit quarterly expenditure reports in accordance with their budget and project scope of work. An expenditure report consists of the following documentation:

- Claim for Payment Form
- A copy of the grant Expense Statement showing the expenditures for the quarter;
- Appropriate supporting documentation, such as copies of invoices, cancelled checks, salary reports for payment of wages, or other records that constitute proof of payment. Copies of these documents may be submitted to our office; the originals should be retained by the city/county for a period of six years after the termination of the contract.

You are responsible for submitting your quarterly expenditure reports, **prepared in accordance with these instructions**, to ILS on a timely basis (within 30 days of the close of each quarter). ***Failure to submit your expenditure report within the thirty-day period, or submitting an incomplete or inaccurate expenditure report, will create a delay in the issuance of your next payment.***

Quarterly expenditure reports are due on the following dates*:

First Quarter	For April 1 – June 30 activities: Reports are due July 31st.
Second Quarter	For July 1 – September 30 activities: Reports are due October 31st
Third Quarter	For October 1 – December 31 activities: Reports are due January 31st
Fourth Quarter	For January 1 – March 31 activities: Reports are due April 30th

When preparing the expenditure report, please keep a line-by-line running balance of budgeted items (using the Expense Statement) to assure that funds are being expended in a manner consistent with the program intent and the approved budget.

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name & Address):</p> <p>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</p>	<p>BUSINESS UNIT/DEPT. ID: OLS01 1350200</p> <p>CONTRACT NUMBER: CSTWIDEHH40</p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>Schenectady, County of</p>	<p>TRANSACTION TYPE:</p> <p><input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p>	<p>PROJECT NAME:</p> <p>Statewide Expansion of Hurrell-Harring</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002365 Federal Tax ID Number: 14-6002431 DUNS Number (if applicable):</p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>County of Schenectady Office of the County Manager 620 State Street Schenectady, NY 12305</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACTOR MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Municipality, Code: 420100000000 <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

CURRENT CONTRACT TERM: From: April 1, 2018 To: March 31, 2023 CURRENT CONTRACT PERIOD: AMENDED TERM: From: April 1, 2018 To: March 31, 2024 AMENDED PERIOD: From: April 1, 2023 To: March 31, 2024	CONTRACT FUNDING AMOUNT <i>(Multi-year – enter total projected amount of the contract; Fixed Term/Simplified Renewal – enter current period amount):</i> CURRENT: \$10,263,992.97 AMENDED: FUNDING SOURCE(S): <input checked="checked" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other
---	---

FOR MULTI-YEAR AGREEMENTS ONLY – CONTRACT PERIOD AND FUNDING AMOUNT:
 (Out years represent projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

ATTACHMENTS PART OF THIS AGREEMENT:

☐ Attachment A:

☐ A-1 Program-Specific Terms and Conditions
☐ A-2 Federally Funded Grants and Requirement Mandated by Federal Laws

☐ Attachment B:

☐ B-1 Expenditure Based Budget
☐ B-3 Capital Budget
☐ B-1(A) Expenditure Based Budget (Amendment)
☐ B-2(A) Performance Based Budget (Amendment)
☐ B-3(A) Capital Budget (Amendment)
☐ B-4(A) Net Deficit Budget (Amendment)

☐ B-2 Performance Based Budget
☐ B-4-Net Deficit Budget

☐ Attachment C: Work Plan

☐ Attachment D: Payment and Reporting Schedule

☐ Other:

Contract Number: CSTWIDEHH40
 No-cost Time Extension

Page 2 of 3

IN WITNESS THEREOF, the parties hereto have executed or approved this Master Contract on the dates below their signatures.

CONTRACTOR:

Schenectady County

By:

Rory Fluman
Rory Fluman
Printed Name

Title: County Manager

Date: 4/24/2023

STATE AGENCY:

NYS Office of Indigent Legal Services

By: Patricia J. Warth

Patricia J. Warth

Printed Name

Title: Director-Office of Indigent Legal Services

Date: 5/4/2023

STATE OF NEW YORK

County of Schenectady

On the 24th day of April, 2023 before me personally appeared Rory Fluman to me known, who being by me duly sworn, did depose and say that he/she resides at 620 State St. Schenectady, that he/she is the manager of the Schenectady County, the contractor described herein which executed the foregoing instrument; and that he/she signed his/her name thereto as authorized by the contractor named on the face page of this Master Contract.

(Notary) Claudia L. Ostrander

CLAUDIA L. OSTRANDER
Notary Public, State of New York
No. 01058428845
Qualified in Schenectady County
Commission Expires January 31, 2026

ATTORNEY GENERAL'S SIGNATURE

(N/A)

Printed Name

Title: _____

Date: _____

STATE COMPTROLLER'S SIGNATURE

APPROVED

DEPT. OF AUDIT & CONTROL

Printed Name

May 23 2023
Carol A Hayes

Title: _____

Date: _____

FOR THE STATE COMPTROLLER

Contract Number: CSTWIDEHH40
No-cost Time Extension

Office of Indigent Legal Services

APR 26 2023

RECEIVED

Page 3 of 3



Schenectady County Legislature

Committee on Education and Libraries

Hon. Sara Mae Pratt, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Education and Libraries
Honorable Sara Mae Pratt, Chair
Monday, July 31, 2023 at 7:00 p.m.
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
EL	4 A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2023 TO AUGUST 31, 2024	Legislator Pratt	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Education and Libraries
Dual Reference: Ways and Means
Initiative: EL 4

Title of Proposed Resolution:

A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2023 TO AUGUST 31, 2024

Purpose and General Idea:

Provides Authorization for the adoption of the 2023-2024 Schenectady County Community College Operating Budget

Summary of Specific Provisions:

Authorizes the adoption of the 2023-2024 Schenectady County Community College Budget. The 2023/24 budget proposal totals \$27,034,857. The County sponsor contribution for 2023/24 is recommended to be \$2,508,134 reflecting a 2% increase over the 2022/23 sponsor contribution. This is the ninth year of a sponsor contribution increase.

Effects Upon Present Law:

None.

Justification:

To adopt the 2023-2024 Schenectady County Community College Budget.

Sponsor: Legislator Pratt

Co-Sponsor:

COUNTY OF SCHENECTADY

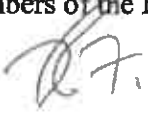


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Dr. Steady Moono, President, Schenectady County Community College
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

Re: Adoption of the 2023-2024 Schenectady County Community College Operating Budget

Attached is the proposed 2023-2024 Schenectady County Community College Budget submitted by the College Board of Trustees and Dr. Steady Moono, President of Schenectady County Community College. The attached memorandum from Dr. Moono outlines the highlights of the 2023/24 budget. The 2023/24 budget proposal totals \$27,034,857.

Also attached is a memorandum from Jaclyn Falotico, Commissioner of Finance, providing an overview of the budget and trends in enrollment and corresponding expenditures and revenues.

The County sponsor contribution for 2023/24 is recommended to be \$2,508,134 reflecting a 2% increase over the 2022/23 sponsor contribution. This is the ninth year of a sponsor contribution increase.

I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, New York 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

To: Rory Fluman, County Manager

From: Jaclyn Falotico, Commissioner of Finance *JF*

Date: July 26, 2023

Re: Adoption of the 2022/23 Schenectady County Community College Operating Budget

Attached is a summary of the SUNY Schenectady County Community College (SCCC) 2023/24 Operating Budget.

The 2023/24 Budget as presented includes appropriations totaling \$27,034,857. This is a decrease of \$1,478,721 from the 2022/22 budget.

Enrollment

For community colleges, enrollment drives both revenue and expenditures. The 2023/24 budgeted enrollment is estimated to be 1,968 full-time equivalent (FTE) students, which is an anticipated increase of 14% above 2022/23's actual enrollment of 1,730.

Expenditures:

The Schenectady County Community College expenditure history is as follows:

<u>School Year</u>	<u>Expenditures</u>
2012/2013 Actual	\$25,668,651
2013/2014 Actual	\$28,701,944
2014/2015 Actual	\$29,136,870
2015/2016 Actual	\$28,363,692
2016/2017 Actual	\$28,374,202
2017/2018 Actual	\$28,855,603
2018/2019 Actual	\$27,150,400
2019/2020 Actual	\$26,085,755
2020/2021 Actual	\$23,842,293
2021/2022 Actual	\$27,481,109
2022/2023 Budget	\$25,556,136
2022/2023 Projected*	\$25,030,478
2023/2024 Budget	\$27,034,857

*The 2022/23 projection was provided by SCCC and is \$525,658 less than the budgeted amount.

Revenues:

Tuition

The 2023/24 College Budget is the seventh year of the Excelsior Scholarships Program which is a New York State aid program approved the Free-Tuition Plan. The Excelsior Scholarship began in the Fall of 2017 and is a “last dollar” award meaning that students must first apply for other financial aid first.

The award does not apply to fees, books, room and board. Other eligibility criteria include the following:

- Students must complete at least 12 credits a semester and 30 credits an academic year;
- If a student was previously enrolled, they must have completed 30 credits in the previous academic year; and
- The family’s adjusted gross income must not exceed \$125,000.

College staff, after reviewing the program criteria and existing student enrollment, have included in the budget the assumption that 8% of full-time students will be eligible for this “last dollar” scholarship.

Tuition for part-time students will increase \$5 per credit to \$201 per credit hour. This reflects a 2.9% increase. For full-time students, the tuition amount will be \$2,412 per semester/\$4,824 per academic year. This will still leave SUNY Schenectady with one of the lowest tuition rates of the 30 SUNY community Colleges.

The 2023/24 transportation fees will remain flat for part-time students at \$10 per credit hour and increase \$8 to \$90 per full time student per semester. This fee funds the cost of the student CDTA bus pass benefit, parking at Center City, and a portion of the security costs. The technology fee increased by \$1 per credit hour to \$30 per credit hour or \$360 per full time student per semester.

New York State Aid

The 2023/24 Budget reflects the equivalent base-aid amount received in 2022/23 with adjustments of \$349,440 for rental aid and \$78,333 for enrollment assistance. Base aid for 2023/24 is due to the one-year “floor” established by the State Legislature to assist community colleges with the current enrollment situation. For 2023/24, overall State aid increased \$6,730.

County Sponsorship

The 2023/24 SCCC budget requests Schenectady County Sponsorship of \$2,508,134, which is an increase of 2% or \$49,179. The County Sponsorship continues to increase at a steady pace each year of around 2% and has been consistently increasing at this rate for the past nine years.

Chargeback Revenues

The 2023/24 budget includes \$3,649,536 in revenue from students attending SCCC that reside outside of Schenectady County. This is an increase of \$114,736 from the 2022/23 budget. The out-of-county chargeback rate will increase from the current \$4,000 to \$4,140 per FTE.

Fund Balance

The use of fund balance will be \$1,612,982. The college’s Federal HEERF funding for lost revenue expired in 2023.

Capital Investments

Schenectady County Community College in partnership with Schenectady County continue to work together to provide cost effective quality education for students in our region. As the local sponsor we invest in both the operations and the capital improvements of the College. The partnership is signified by several joint initiatives to improve and expand the educational facilities on our campus.

As part of the Schenectady County 2024 Capital Improvement Program budget the requests under consideration include the following:

2024-25	CST Building Restrooms and Common Areas	\$800,000
2024-25	College-wide Phone System Replacement	\$400,000
2024-25	Safety & Facilities Communication Systems	\$300,000
2024-25	HVAC Metasys System Upgrade	\$60,000
2024-25	Chemistry Laboratory Equipment	\$150,000
2024-25	Abatement of Lower State Street Properties	\$1,000,000
2024-25	Aviation Program Simulators	\$500,000
2024-25	Aviation Program Hanger/Classroom Construction	\$500,000
2024-25	Facilities Equipment	\$60,000
2024-25	Elston Hall Repairs	\$1,000,000

The total cost of the listed requests totals \$4,770,000 and the funding from Schenectady County would include 50% or a total of \$2,385,000.

Recommendation

The Department of Finance recommends that the Schenectady County Legislature adopt SCCC's 2023/24 budget. The Budget as proposed will allow SCCC to continue to deliver quality education in a cost-effective manner without burdening students and taxpayers.

2023-24 Proposed Budget

**SUNY
Schenectady County
Community College**

May 15, 2023

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2023-24 BUDGET OVERVIEW

The proposed operating budget is \$27,034,857 for the 2023-24 academic year. This is a decrease of \$1,478,721 from the 2022-23 budget.

REVENUES

- Part-time tuition will increase \$5 per credit to \$201 per credit hour. The tuition increase is 2.9%. For full-time students the tuition amount is \$2,412 per semester and \$4,824 per academic year. This would still leave SUNY Schenectady with one of the lowest tuition rates of 30 SUNY community colleges.
- The technology fee increased by \$1. For 2023-24, the technology fee will be \$30 per credit or \$360 full time per semester
- The transportation fee will remain \$10 per credit hour for part-time students and increase \$8 to \$90 for full time students per semester. This fee funds the cost of the student CDTA bus pass benefit, parking at Center City, parking lot patrol and escort services.
- The use of fund balance will be \$1,612,682. Federal HEERF funding for lost revenue expired in 2023.
- For State aid, the Budget reflects the equivalent base-aid amount received in 2022-23 with adjustments of \$349,440 for rental aid and \$78,333 for enrollment assistance. Base aid for 2023-24 is due to the "floor" established by the State Legislature to assist community colleges with the current enrollment situation. For 2023-24, State aid increased \$6,730.
- The operating chargeback rate will increase from the current \$4,000 to \$4,140 per out-of-county FTE. Chargeback revenue will increase by \$114,736 from the 2022-23 budget.
- The County contribution is requested to increase by 2% or \$49,179; or \$2,508,134 total.

EXPENDITURES (selected highlights by department)

Business, Criminal Justice & Law:

- Changed Supply Chain Management Instructor To Paralegal Instructor

Liberal Arts:

- Professional development funds for new Director of Aviation

Student Affairs:

- \$69,530 for a Director of Wellness and Student Services
- \$20,000 for a part-time Food Pantry Coordinator
- \$25,000 Resource Navigator

Human Resources:

- \$9,800 for new employee background checks

OPERATING BUDGET COMPARISONS

EXPENDITURES	APPROPRIATIONS		
	APPROVED 2022-23	PROPOSED 2023-24	Difference
Personnel Services			
Teaching Faculty, Full-Time	\$ 2,734,403	\$ 2,728,073	\$ (6,330)
Teaching Faculty, Adjunct	\$ 1,156,214	\$ 929,145	\$ (227,069)
Workforce Development Instructors	\$ 131,651	\$ 131,651	\$ -
Teaching Faculty, Overload	\$ 399,575	\$ 208,030	\$ (191,545)
Professional Staff, Full-Time	\$ 4,841,507	\$ 4,872,189	\$ 30,682
Professional Staff, Part-Time	\$ 549,079	\$ 506,465	\$ (42,614)
Professional Staff, Overtime	-	-	\$ -
Support Staff, Full-Time	\$ 2,716,843	\$ 2,718,373	\$ 1,530
Support Staff, Part-Time	\$ 99,308	\$ 108,039	\$ 8,731
Support Staff, Overtime	\$ 21,040	\$ 34,027	\$ 12,987
Leave Payouts	\$ 75,000	\$ 75,000	\$ -
Student Workers	\$ 42,161	\$ 31,000	\$ (11,161)
Student Tutors	\$ 15,000	\$ 15,000	\$ -
Total Personnel Services	\$ 12,781,781	\$ 12,356,993	\$ (424,788)
Employee Benefits			
NYS Employees' Retirement	\$ 1,062,329	\$ 784,678	\$ (277,651)
NYS Teachers' Retirement	\$ 374,318	\$ 358,537	\$ (15,781)
TIAA-CREF	\$ 513,601	\$ 535,901	\$ 22,299
Social Security	\$ 1,162,516	\$ 1,052,069	\$ (110,447)
Workers' Compensation	\$ 300,642	\$ 79,499	\$ (221,143)
Unemployment Insurance	\$ 164,629	\$ 129,499	\$ (35,129)
Medical Insurance	\$ 4,226,454	\$ 4,294,739	\$ 68,285
Employee Tuition Benefits	\$ 50,000	\$ 50,000	\$ -
Compensated Absences	\$ 195,000	\$ 75,000	\$ (120,000)
Total Employee Benefits	\$ 8,049,488	\$ 7,359,922	\$ (689,566)
Capital Equipment			
Total Capital Equipment	\$ 70,855	\$ 90,555	\$ 19,700
Contractual			
Supplies Instructional	\$ 334,238	\$ 262,800	\$ (71,438)
Supplies Office & Others	\$ 323,712	\$ 250,000	\$ (73,712)
Software	\$ 527,141	\$ 574,395	\$ 47,254
Printing	\$ 40,500	\$ 20,320	\$ (20,180)
Subscriptions and Periodicals	\$ 19,750	\$ 15,000	\$ (4,750)
Books	\$ 19,270	\$ 3,550	\$ (15,720)
Travel Faculty	\$ 13,750	\$ 10,000	\$ (3,750)
Travel Other	\$ 100,386	\$ 108,550	\$ 8,164
Professional Services	\$ 1,637,998	\$ 1,380,460	\$ (257,538)

Dues & Memberships	\$ 62,510	\$ 61,680	\$ (830)
Rentals	\$ 1,032,282	\$ 1,011,390	\$ (20,892)
Repairs and Maintenance	\$ 362,000	\$ 250,000	\$ (112,000)
Advertising	\$ 322,500	\$ 317,950	\$ (4,550)
Installment Payment Fees	\$ 75,000	\$ 75,000	\$ -
Audit Services	\$ 67,500	\$ 68,500	\$ 1,000
Legal Services	\$ 150,000	\$ 150,000	\$ -
Electric & Gas	\$ 840,698	\$ 1,025,199	\$ 184,501
Water & Sewer	\$ 35,000	\$ 35,500	\$ 500
Telephone	\$ 115,800	\$ 103,675	\$ (12,125)
Telecommunications	\$ 65,000	\$ 84,500	\$ 19,500
Bulk Mail	\$ 60,000	\$ -	\$ (60,000)
Metered Mail	\$ 30,000	\$ 57,000	\$ 27,000
Security	\$ 690,133	\$ 748,864	\$ 58,731
Insurance	\$ 297,000	\$ 358,000	\$ 61,000
Interest Expense	\$ -	\$ -	\$ -
All Other Expenses	\$ 231,287	\$ 103,855	\$ (127,432)
Commencement	\$ 35,000	\$ 35,000	\$ -
Staff Development	\$ 43,000	\$ 38,900	\$ (4,100)
Recruitment Project	\$ 55,000	\$ 42,300	\$ (12,700)
Middle States Expense	\$ 15,000	\$ 20,000	\$ 5,000
Achieving the Dream	\$ 10,000	\$ 15,000	\$ 5,000
Total Contractual	\$ 7,611,454	\$ 7,227,388	\$ (384,066)
Total Appropriations	\$ 28,513,578	\$ 27,034,857	\$ (1,478,721)

REVENUES

	APPROVED 2022-23	ESTIMATED 2023-24	Difference
Student Tuition			
Student Tuition, Full-Time	\$ 4,632,960	\$ 4,754,974	\$ 122,014
Student Tuition, Part-Time	\$ 2,805,940	\$ 2,880,640	\$ 74,700
College in the High School	\$ 715,800	\$ 729,610	\$ 13,810
Total Student Tuition	\$ 8,154,700	\$ 8,365,224	\$ 210,524
Other Revenues			
Service Fees	\$ 1,924,043	\$ 1,917,063	\$ (6,980)
Interest & Earnings	\$ 300	\$ 300	\$ -
Rental - Real Property	\$ -	\$ -	\$ -
Unclassified Revenues	\$ 1,685,245	\$ 503,214	\$ (1,182,031)
Total Other Revenues	\$ 3,609,588	\$ 2,420,577	\$ (1,189,011)
State Aid			
State Aid for Operating Expenses	\$ 8,123,124	\$ 8,129,854	\$ 6,730
Total State Aid	\$ 8,123,124	\$ 8,129,854	\$ 6,730

Revenue In Lieu of Local Sponsor Share			
Charges to Non-Residents	\$ 283,122	\$ 348,850	\$ 65,728
Charges to Other Counties	\$ 3,534,800	\$ 3,649,536	\$ 114,736
Total Revenue In Lieu of Local Sponsor Share	<u>\$ 3,817,922</u>	<u>\$ 3,998,386</u>	<u>\$ 180,464</u>
Sponsoring County Contribution			
Sponsoring County Contribution for Operating Expenses	\$ 2,458,955	\$ 2,508,134	\$ 49,179
Total Sponsoring County Contribution	<u>\$ 2,458,955</u>	<u>\$ 2,508,134</u>	<u>\$ 49,179</u>
Total Revenues	<u>\$ 26,164,289</u>	<u>\$ 25,422,175</u>	<u>\$ (742,114)</u>
Appropriated Fund Balance	<u>\$ 2,349,289</u>	<u>\$ 1,612,682</u>	<u>\$ (736,607)</u>
Total Revenues and Appropriated Fund Balance	<u>\$ 28,513,578</u>	<u>\$ 27,034,857</u>	<u>\$ (1,478,721)</u>

SUNY Schenectady County Community College
2023-24 Budget Request
001- Academic Affairs

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
001-120	Teaching Faculty - Adjunct	70,643	15,000	12,000
001-130	Teaching Faculty - Overloads	23,100	17,000	12,000
001-140	Professional Staff - Full Time	253,693	227,924	319,341
001-150	Professional Staff - Part Time	-445	10,000	8,000
001-160	Support Staff - Full Time	406	0	0
001-410	Supplies/Instructional	152	3,500	2,963
001-420	Supplies/Office & Other	23	1,000	849
001-430	Printing	0	400	400
001-440	Subscriptions & Periodicals	400	0	0
001-460	Travel/Faculty	926	10,000	7,018
001-470	Travel/Other	2,123	5,000	3,949
001-480	Professional/Other	3,532	6,000	5,000
001-590	All Other Expenses	7,124	27,000	17,000
NET		361,677	322,824	388,521

SUNY Schenectady County Community College
2023-24 Budget Request
002- Business, Criminal Justice, and Law

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
002-110	Teaching Faculty - Full Time	600,881	613,921	330,866
002-120	Teaching Faculty - Adjunct	232,695	200,000	116,463
002-130	Teaching Faculty - Overloads	132,814	100,000	26,784
002-140	Professional Staff - Full Time	36,446	77,000	77,710
002-160	Support Staff - Full Time	54,395	50,632	51,963
002-190	Student Workers	4,150	0	0
002-196	Retirement Sick Leave Payout	8,059	0	0
002-410	Supplies/Instructional	3,316	3,000	3,276
002-420	Supplies/Office & Other	280	1,653	1,404
002-425	Software	9,387	0	0
002-430	Printing	45	50	50
002-440	Subscriptions & Periodicals	1,500	1,500	1,500
002-470	Travel/Other	759	0	0
002-480	Professional/Other	11,050	4,000	4,000
002-490	Dues & Memberships	770	800	800
002-563	Postage - Other	1,567	0	0
NET		1,098,113	1,052,556	614,816

NEW INITIATIVES				
002-110	Changed Supply Chain Management Instructor to Paralegal Instructor			
TOTAL				0

SUNY Schenectady County Community College
2023-24 Budget Request
003 - Career Services

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
003-140	Professional Staff - Full Time	55,902	55,551	56,784
003-150	Professional Staff - Part Time	2,331	17,000	0
003-190	Student Workers	6,003	8,500	4,500
003-410	Supplies/Instructional	966	5,000	2,963
003-420	Supplies/Office & Other	59	500	425
003-425	Software	1,996	3,500	3,500
003-470	Travel/Other	-7	0	0
003-490	Dues & Memberships	25	0	0
003-590	All Other Expenses	230	750	0
NET		67,505	90,801	68,172

SUNY Schenectady County Community College
2023-24 Budget Request
004 - MST&H

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
004-110	Teaching Faculty - Full Time	410,479	437,242	796,546
004-120	Teaching Faculty - Adjunct	307,932	250,000	223,968
004-130	Teaching Faculty - Overloads	99,324	70,000	62,498
004-140	Professional Staff - Full Time	136,078	190,418	188,937
004-150	Professional Staff - Part Time	43,611	70,000	44,000
004-160	Support Staff - Full Time	44,163	46,549	47,598
004-190	Student Workers	0	0	9,000
004-196	Retirement sick leave payout	32,504	0	0
004-225	Equipment Office/Classroom	9,763	0	10,000
004-310	Computer Equipment FA	5,176	0	5,200
004-410	Supplies/Instructional	36,418	61,500	34,574
004-420	Supplies/Office & Other	1,094	800	1,019
004-430	Printing	41	0	120
004-477	Travel local	34	500	1,000
004-480	Professional/Other	150	0	150
004-490	Dues & Memberships	565	600	600
004-510	Rental	415	1,000	650
004-520	Repairs & Maintenance	4,420	10,000	4,284
004-590	All Other Expenses	818	0	825
NET		1,132,983	1,138,609	1,430,970

SUNY Schenectady County Community College
2023-24 Budget Request
005 - HCAT

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
005-110	Teaching Faculty - Full Time	420,550	460,056	475,451
005-120	Teaching Faculty - Adjunct	177,224	90,000	80,629
005-130	Teaching Faculty - Overloads	78,976	90,000	40,713
005-140	Professional Staff - Full Time	174,780	185,295	186,948
005-150	Professional Staff - Part Time	84,658	121,496	85,000
005-160	Support Staff - Full Time	52,974	52,012	54,934
005-180	Support Staff - Overtime	537	740	0
005-225	Equipment Office/Classroom	1,838	1,250	1,250
005-240	Equipment Additional/Other	187	0	0
005-410	Supplies/Instructional	87,295	145,000	89,989
005-420	Supplies/Office & Other	970	2,000	1,699
005-425	Software	9,227	5,200	5,200
005-430	Printing	5,433	5,500	0
005-440	Subscriptions & Periodicals	80	0	0
005-460	Travel/Faculty	25	500	351
005-470	Travel/Other	85	0	0
005-480	Professional/Other	663	18,700	0
005-490	Dues & Memberships	0	2,310	0
005-510	Rental	163,470	179,456	179,456
005-520	Repairs & Maintenance	12,339	12,000	10,283
005-544	Electric & Gas	0	3,500	12,410
005-545	Water/Sewer - City	0	0	0
005-590	All Other Expenses	0	7,307	0
NET		1,271,310	1,382,322	1,224,313

SUNY Schenectady County Community College
2023-24 Budget Request
006 - Liberal Arts

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
006-110	Teaching Faculty - Full Time	778,449	906,792	830,189
006-120	Teaching Faculty - Adjunct	635,010	461,214	322,286
006-130	Teaching Faculty - Overloads	54,010	98,700	40,713
006-140	Professional Staff - Full Time	64,263	82,865	82,096
006-160	Support Staff - Full Time	47,391	47,910	49,053
006-196	Retirement sick leave payout	5,189	0	0
006-225	Equipment Office/Classroom	179	0	0
006-410	Supplies/Instructional	1,151	3,000	13,468
006-420	Supplies/Office & Other	510	0	425
006-425	Software	0	12,000	0
006-430	Printing	37	250	100
006-450	Books	0	0	250
006-460	Travel/Faculty	0	300	211
006-470	Travel/Other	17	0	0
006-475	Travel - Admin	0	0	4,050
006-480	Professional/Other	573	0	800
006-490	Dues & Memberships	179	1,000	950
006-590	All Other Expenses	89	0	0
NET		1,587,047	1,614,031	1,344,590

NEW INITIATIVES				
006-475	Aviation Director Travel		100.00	3,750
006-480	Aviation Director Professional Other		100.00	500
006-490	Aviation Director Dues and Membership		100.00	750
TOTAL				5,000

SUNY Schenectady County Community College
2023-24 Budget Request
008 - EOP

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
008-140	Professional Staff - Full Time	42,607	65,995	69,011
008-150	Professional Staff - Part Time	7,422	0	0
008-410	Supplies/Instructional	1,291	0	0
008-420	Supplies/Office & Other	416	1,019	0
008-470	Travel/Other	0	711	0
008-480	Professional/Other	0	21,000	0
NET		51,736	88,725	69,011

SUNY Schenectady County Community College
2023-24 Budget Request
009 - School of Music

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
009-110	Teaching Faculty - Full Time	307,713	286,392	295,021
009-120	Teaching Faculty - Adjunct	193,930	140,000	173,799
009-130	Teaching Faculty - Overloads	28,350	23,875	25,322
009-140	Professional Staff - Full Time	69,050	77,710	79,458
009-150	Professional Staff - Part Time	480	0	0
009-160	Support Staff - Full Time	37,892	39,591	40,482
009-190	Student Workers	0	0	3,000
009-193	Student Tutors	1,681	0	0
009-225	Equipment Office/Classroom	9,202	4,105	4,105
009-410	Supplies/Instructional	4,845	8,000	7,903
009-420	Supplies/Office & Other	667	1,800	1,529
009-425	Software	3,975	500	0
009-430	Printing	46	0	1,000
009-440	Subscriptions & Periodicals	120	20	0
009-460	Travel/Faculty	625	2,500	2,105
009-470	Travel/Other	285	1,300	1,580
009-480	Professional/Other	4,245	20,450	3,000
009-490	Dues & Memberships	50	2,000	1,500
009-510	Rental	200	0	0
009-520	Repairs & Maintenance	8,669	11,000	0
009-530	Advertising	4,950	0	750
009-590	All Other Expenses	0	250	250
NET		676,975	619,493	640,804

SUNY Schenectady County Community College
2023-24 Budget Request
010 - Registrar's Office

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
010-140	Professional Staff - Full Time	145,936	131,994	124,853
010-160	Support Staff - Full Time	134,982	134,893	139,576
010-180	Support Staff - Overtime	697	1,100	950
010-196	Retirement sick leave payout	1,856	0	0
010-420	Supplies/Office & Other	267	0	0
010-430	Printing	0	250	0
010-470	Travel/Other	200	0	158
010-480	Professional/Other	159	2,000	1,800
010-490	Dues & Memberships	0	1,300	1,200
NET		284,097	271,537	268,537

SUNY Schenectady County Community College
2023-24 Budget Request
011 - Academic Services

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
011-140	Professional Staff - Full Time	54,750	60,836	62,867
011-150	Professional Staff - Part Time	129,772	125,000	128,000
011-193	Student Tutors	15,428	15,000	15,000
011-410	Supplies/Instructional	7,406	15,000	6,915
011-420	Supplies/Office & Other	83	0	0
NET		207,439	215,836	212,782

SUNY Schenectady County Community College
2023-24 Budget Request
012 - Testing Center

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
012-140	Professional Staff - Full Time	29,831	48,750	49,847
012-225	Equipment Office/Classroom	429	0	0
012-410	Supplies/Instructional	0	5,400	3,951
012-420	Supplies/Office & Other	271	300	255
NET		30,531	54,450	54,053

SUNY Schenectady County Community College
2023-24 Budget Request
014 - Student Success Center

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
014-140	Professional Staff - Full Time	115,984	115,497	91,969
014-410	Supplies/Instructional	0	50,187	49,391
014-420	Supplies/Office & Other	744	600	0
014-430	Printing	84	0	0
014-470	Travel/Other	0	3,000	0
NET		116,811	169,284	141,360

SUNY Schenectady County Community College
2023-24 Budget Request
016 - 13 State Street

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
016-420	Supplies/Office & Other	0	2,000	1,699
016-510	Rental	0	58,422	58,422
016-544	Electric & Gas	0	35,000	24,821
016-545	Water/Sewer - City	0	2,500	2,500
016-558	Telephone	0	20,000	20,000
NET		0	117,922	107,442

SUNY Schenectady County Community College
2023-24 Budget Request
031- College in the High School

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
031-110	Teaching Faculty - Full Time	550	0	0
031-130	Teaching Faculty - Overloads	4,200	0	0
031-140	Professional Staff - Full Time	66,255	67,234	0
031-150	Professional Staff - Part Time	349	4,070	3,500
031-410	Supplies/Instructional	0	156	148
031-420	Supplies/Office & Other	1,368	2,000	1,529
031-425	Software	150	7,600	5,000
031-460	Travel/Faculty	0	450	316
031-470	Travel/Other	0	2,000	1,580
031-480	Professional/Other	3,984	0	0
NET		76,857	83,510	12,073

SUNY Schenectady County Community College
2023-24 Budget Request
201- Strategic Initiatives & Planning

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
201-140	Professional Staff - Full Time	136,477	118,012	121,167
201-160	Support Staff - Full Time	51,585	50,129	54,972
201-225	Equipment Office/Classroom	270	0	0
201-410	Supplies/Instructional	-2,481	0	0
201-420	Supplies/Office & Other	269	1,000	425
201-425	Software	120	0	0
201-430	Printing	91	0	0
201-470	Travel/Other	7,265	4,000	3,160
201-480	Professional/Other	5,762	0	0
201-590	All Other Expenses	531	79,000	4,000
NET		199,888	252,141	183,723

SUNY Schenectady County Community College
2023-24 Budget Request
301 - Workforce Development and Community Education

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
301-122	WFD&CE Instructors	117,538	131,651	131,651
301-140	Professional Staff - Full Time	212,173	250,298	153,625
301-150	Professional Staff - Part Time	28,950	29,448	30,111
301-153	Assistants	0	5,121	5,703
301-160	Support Staff - Full Time	57,093	56,896	60,041
301-410	Supplies/Instructional	17,333	31,745	45,777
301-420	Supplies/Office & Other	250	3,000	849
301-430	Printing	244	2,500	2,500
301-440	Subscriptions & Periodicals	0	180	100
301-470	Travel/Other	902	250	1,185
301-480	Professional/Other	28,312	66,414	40,082
301-490	Dues & Memberships	529	1,500	3,630
301-510	Rental	0	0	1,674
301-530	Advertising	1,084	5,000	5,000
301-558	Telephone	281	0	375
301-590	All Other Expenses	570	800	800
301-730	Professional Development	1,328	0	900
NET		466,587	584,803	484,003

SUNY Schenectady County Community College
2023-24 Budget Request
352 - Information Technology

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
352-140	Professional Staff - Full Time	294,144	417,818	432,499
352-150	Professional Staff - Part Time	17,056	16,320	17,062
352-158	UFP - Overtime	0	1,000	1,500
352-160	Support Staff - Full Time	278,920	356,419	370,179
352-180	Support Staff - Overtime	701	2,300	2,500
352-190	Student Workers	218	10,000	7,500
352-225	Equipment Office/Classroom	-308,412	0	0
352-310	Computer Equipment FA	322,774	0	0
352-410	Supplies/Instructional	7,053	0	0
352-420	Supplies/Office & Other	15,192	34,200	29,053
352-425	Software	541,012	468,007	501,470
352-470	Travel/Other	0	10,000	7,899
352-477	Travel local	0	450	450
352-480	Professional/Other	90,407	134,382	143,102
352-490	Dues & Memberships	0	1,000	1,000
352-520	Repairs & Maintenance	1,805	75,000	25,707
352-558	Telephone	15,104	21,000	38,800
352-559	Telecommunications	11,081	20,000	20,000
NET		1,287,056	1,567,896	1,598,722

SUNY Schenectady County Community College
2023-24 Budget Request
401 - Library

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
401-140	Professional Staff - Full Time	206,543	209,385	215,041
401-150	Professional Staff - Part Time	52,201	60,000	50,000
401-160	Support Staff - Full Time	90,499	86,902	90,246
401-170	Support Staff - Part Time	23,669	32,000	28,000
401-225	Equipment Office/Classroom	120	1,000	500
401-410	Supplies/Instructional	-4,280	2,000	494
401-420	Supplies/Office & Other	878	1,000	425
401-425	Software	0	0	962
401-430	Printing	45	100	100
401-440	Subscriptions & Periodicals	9,205	7,455	8,000
401-450	Books	14,204	19,000	3,300
401-470	Travel/Other	548	2,000	395
401-477	Travel local	0	100	50
401-480	Professional/Other	43,670	38,000	47,700
401-510	Rental	74,713	80,000	75,200
401-520	Repairs & Maintenance	0	1,000	214
401-590	All Other Expenses	1,253	1,500	500
NET		513,269	541,442	521,127

SUNY Schenectady County Community College
2023-24 Budget Request
501-Student Affairs

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
501-140	Professional Staff - Full Time	459,771	344,871	422,886
501-150	Professional Staff - Part Time	5,979	0	45,000
501-160	Support Staff - Full Time	170,451	160,932	168,202
501-180	Support Staff - Overtime	0	450	0
501-190	Student Workers	1,054	6,000	4,500
501-194	Student Aid/Notetaker/Interpreter	0	10,000	1,000
501-196	Retirement Sick Leave Payout	17,772	0	0
501-225	Equipment Office/Classroom	199	0	0
501-410	Supplies/Instructional	100	0	0
501-420	Supplies/Office & Other	2,051	5,000	2,124
501-425	Software	15,430	0	0
501-430	Printing	146	1,000	500
501-470	Travel/Other	386	1,500	1,185
501-480	Professional/Other	6,308	75,000	41,650
501-490	Dues & Memberships	4,364	4,000	4,000
501-510	Rental	0	2,500	3,000
501-590	All Other Expenses	2,652	3,000	1,500
501-740	Recruitment Project	35,987	0	0
NET		722,650	614,253	695,546

New Initiatives				
501-140	Director of W & SS		100	69,530
501-150	Food Pantry Coordinator		50	20,000
501-150	Resource Navigator		50	25,000
TOTAL				114,530

SUNY Schenectady County Community College
2023-24 Budget Request
502 - Admissions

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
502-140	Professional Staff - Full Time	120,051	143,873	126,152
502-160	Support Staff - Full Time	79,098	84,208	88,670
502-180	Support Staff - Overtime	0	500	500
502-225	Equipment Office/Classroom	0	2,000	0
502-420	Supplies/Office & Other	2,882	4,000	4,247
502-430	Printing	94	0	0
502-470	Travel/Other	0	10,000	9,479
502-477	Travel local	612	3,000	3,000
502-480	Professional/Other	39,152	69,000	40,000
502-490	Dues & Memberships	150	500	500
502-510	Rental	0	7,000	7,000
502-740	Recruitment Project	1,242	55,000	42,300
NET		243,281	379,081	321,848

SUNY Schenectady County Community College
2023-24 Budget Request
505 - Advising

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
505-140	Professional Staff - Full Time	174,765	187,146	196,229
505-150	Professional Staff - Part Time	37,754	37,000	37,000
505-160	Support Staff - Full Time	0	40,771	0
505-170	Support Staff - Part Time	250	0	0
505-190	Student Workers	3,461	7,661	1,500
505-196	Retirement Sick Leave Payout	6,079	0	0
505-410	Supplies/Instructional	0	750	741
505-420	Supplies/Office & Other	388	1,750	1,274
505-425	Software	120	4,900	0
505-430	Printing	312	0	0
505-480	Professional/Other	150	3,000	1,500
505-590	All Other Expenses	0	4,000	1,000
NET		223,279	286,978	239,244

SUNY Schenectady County Community College
2023-24 Budget Request
601 - Facilities

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
601-140	Professional Staff - Full Time			
601-160	Support Staff - Full Time	83,233	147,582	150,892
601-170	Support Staff - Part Time	942,291	1,012,074	1,026,386
601-180	Support Staff - Overtime	11,485	41,718	42,566
601-220	Equipment Replacement/Other	13,709	0	13,000
601-225	Equipment Office/Classroom	0	15,000	11,447
601-313	Maintenance and Grounds FA	4,498	0	0
601-314	Office FA	0	32,000	35,500
601-420	Supplies/Office & Other	8,220	0	0
601-425	Software	209,167	190,000	152,909
601-430	Printing	153	4,500	4,500
601-440	Subscriptions & Periodicals	0	2,400	2,250
601-470	Travel/Other	0	150	150
601-480	Professional/Other	178	2,800	1,580
601-510	Rental	593,816	525,561	512,090
601-520	Repairs & Maintenance	8,145	16,210	16,210
601-544	Electric & Gas	173,112	250,000	203,513
601-545	Water/Sewer - City	640,254	714,000	873,413
601-554	Utilities - Admin	22,178	30,000	30,000
601-570	Security	0	25,198	25,198
601-730	Professional Development	-727	0	0
NET		2,590	0	4,000
		2,712,301	3,009,193	3,105,604

SUNY Schenectady County Community College
2023-24 Budget Request
602-Security

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
602-140	Professional Staff - Full Time	41,504	76,688	73,185
602-220	Equipment Replacement/Other	0	4,500	3,553
602-225	Equipment Office/Classroom	320	0	0
602-240	Equipment Additional/Other	6,665	10,000	9,000
602-420	Supplies/Office & Other	4,619	7,200	6,116
602-425	Software	23,799	18,000	18,000
602-430	Printing	45	50	50
602-470	Travel/Other	0	1,000	790
602-480	Professional/Other	100,887	96,000	96,000
602-510	Rental	5,965	5,800	2,900
602-520	Repairs & Maintenance	5,260	2,000	5,141
602-570	Security	814,660	690,133	748,864
602-590	All Other Expenses	107	0	300
NET		1,003,831	911,371	963,899

SUNY Schenectady County Community College
2023-24 Budget Request
603 - Center City

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
603-420	Supplies/Office & Other	467	2,000	2,124
603-480	Professional/Other	45,285	50,000	52,700
603-510	Rental	679,102	626,749	626,749
603-520	Repairs & Maintenance	223	0	0
603-544	Electric & Gas	56,817	63,000	89,355
603-545	Water/Sewer - City	835	2,500	3,000
603-558	Telephone	29,528	29,000	14,500
603-559	Telecommunications	614	0	14,500
NET		812,872	773,249	802,928

SUNY Schenectady County Community College
2023-24 Budget Request
701 - President's Office

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
701-110	Teaching Faculty - Full Time	0	30,000	0
701-140	Professional Staff - Full Time	392,091	329,496	365,013
701-150	Professional Staff - Part Time	13,500	40,000	40,000
701-410	Supplies/Instructional	211	0	0
701-420	Supplies/Office & Other	590	1,880	849
701-430	Printing	247	0	250
701-440	Subscriptions & Periodicals	310	945	0
701-450	Books	234	270	0
701-470	Travel/Other	47,138	35,000	45,814
701-480	Professional/Other	24,508	38,480	32,000
701-510	Rental	95	145	130
701-580	Insurance	87	0	0
701-590	All Other Expenses	31,268	25,000	30,000
701-786	Achieving the Dream	9,999	10,000	15,000
NET		520,279	511,216	529,056

SUNY Schenectady County Community College
2023-24 Budget Request
702 - Board of Trustees

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
702-410	Supplies/Instructional	237	0	247
702-420	Supplies/Office & Other	136	529	425
702-440	Subscriptions & Periodicals	45	0	50
702-470	Travel/Other	4,953	4,536	3,791
702-480	Professional/Other	15	0	0
702-590	All Other Expenses	3,344	2,520	2,520
NET		8,731	7,585	7,033

SUNY Schenectady County Community College
2023-24 Budget Request
703- Development

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
703-140	Professional Staff - Full Time	65,000	65,000	65,000
703-160	Support Staff - Full Time	53,722	53,688	54,896
703-430	Printing	43	0	0
NET		118,765	118,688	119,896

SUNY Schenectady County Community College
2023-24 Budget Request
704 - Human Resources

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
704-140	Professional Staff - Full Time	237,796	296,192	300,241
704-150	Professional Staff - Part Time	45,457	0	0
704-420	Supplies/Office & Other	1,500	1,440	1,223
704-425	Software	11,800	24,670	24,870
704-430	Printing	265	0	0
704-440	Subscriptions & Periodicals	0	4,000	4,000
704-470	Travel/Other	2,516	6,000	4,739
704-480	Professional/Other	28,895	53,000	53,000
704-490	Dues & Memberships	0	2,000	2,000
704-530	Advertising	11,492	35,000	35,000
704-590	All Other Expenses	150	160	160
704-730	Professional Development	149	2,000	2,000
NET		340,020	424,462	427,234

NEW INITIATIVES				
704-480	Recruitment onboarding service			9,800
TOTAL				9,800

SUNY Schenectady County Community College
2023-24 Budget Request
705 - Institutional Research

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
705-140	Professional Staff - Full Time	104,767	129,093	92,435
705-420	Supplies/Office & Other	0	150	127
705-425	Software	441	1,550	1,650
705-470	Travel/Other	0	1,600	1,264
705-480	Professional/Other	590	0	0
NET		105,797	132,393	95,476

SUNY Schenectady County Community College
2023-24 Budget Request
706 -Administration

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
706-140	Professional Staff - Full Time	270,410	269,673	276,804
706-150	Professional Staff - Part Time	0	0	0
706-160	Support Staff - Full Time	24,097	0	0
706-410	Supplies/Instructional	465	0	0
706-420	Supplies/Office & Other	1,043	1,000	1,699
706-430	Printing	43	300	300
706-470	Travel/Other	224	1,000	5,529
706-477	Travel local	29	0	0
706-480	Professional/Other	8,200	59,000	67,000
706-530	Advertising	4,362	2,500	5,000
706-730	Professional Development	1,300	0	0
NET		310,172	333,473	356,332

NEW INITIATIVES				
706-480	Banner Analysis Project			58,000
TOTAL				58,000

SUNY Schenectady County Community College
2023-24 Budget Request
707- Financial Services

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
707-140	Professional Staff - Full Time	135,855	139,604	142,801
707-150	Professional Staff - Part Time	0	18,378	18,792
707-160	Support Staff - Full Time	215,223	283,496	262,119
707-170	Support Staff - Part Time	20,277	25,590	37,473
707-180	Support Staff - Overtime	24,090	14,000	15,327
707-225	Equipment Office/Classroom	3,475	0	0
707-420	Supplies/Office & Other	2,784	0	2,548
707-480	Professional/Other	6,419	6,500	6,500
707-520	Repairs & Maintenance	1,398	0	0
707-533	Credit Card Fees	66,928	75,000	75,000
NET		476,448	562,568	560,560

SUNY Schenectady County Community College
2023-24 Budget Request
708 - Marketing

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
708-140	Professional Staff - Full Time	186,797	251,798	268,214
708-160	Support Staff - Full Time	56,297	52,610	55,484
708-180	Support Staff - Overtime	0	250	250
708-225	Equipment Office/Classroom	1,395	1,000	0
708-420	Supplies/Office & Other	853	2,160	1,869
708-425	Software	0	1,000	0
708-430	Printing	2,580	25,000	10,000
708-440	Subscriptions & Periodicals	1,713	500	1,000
708-480	Professional/Other	96,875	190,097	110,143
708-530	Advertising	297,267	280,000	272,200
NET		643,776	804,415	719,160

SUNY Schenectady County Community College
2023-24 Budget Request
709 - Diversity Office

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
709-140	Professional Staff - Full Time	75,750	71,575	73,185
709-420	Supplies/Office & Other	351	0	85
709-440	Subscriptions & Periodicals	0	1,500	0
709-470	Travel/Other	1,093	4,000	1,975
709-480	Professional/Other	0	20,000	5,000
709-490	Dues & Memberships	0	500	500
709-730	Professional Development	0	1,000	2,000
NET		77,194	98,575	82,745

SUNY Schenectady County Community College
2023-24 Budget Request
710 - College Services

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
710-160	Support Staff - Full Time	103,036	97,151	97,869
710-420	Supplies/Office & Other	977	1,250	1,062
710-520	Repairs & Maintenance	0	1,000	857
NET		104,013	99,401	99,788

SUNY Schenectady County Community College
2023-24 Budget Request
750 - Special Facilities Programming

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
750-140	Professional Staff - Full Time	0	7,000	7,000
750-425	Software	2,432	1,100	2,500
750-480	Professional/Other	15,973	5,925	6,000
NET		18,405	14,025	15,500

SUNY Schenectady County Community College
2023-24 Budget Request
801- Institutional Support

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
801-110	Teaching Faculty - Full Time	1,402	0	0
801-196	Retirement sick leave payout	0	75,000	75,000
801-225	Equipment Office/Classroom	2,171	0	10,000
801-310	Computer Equipment FA	15,927	0	0
801-313	Maintenance and Grounds FA	132,210	0	0
801-420	Supplies/Office & Other	30,541	52,300	29,732
801-425	Software	0	0	6,743
801-430	Printing	0	2,700	2,700
801-440	Subscriptions & Periodicals	125	3,500	200
801-470	Travel/Other	218	450	3,949
801-480	Professional/Other	68,694	130,000	111,243
801-490	Dues & Memberships	40,575	45,000	45,000
801-510	Rental	36,885	55,000	40,000
801-520	Repairs & Maintenance	175	0	0
801-534	Audit/CPA Services	42,550	67,500	68,500
801-535	Legal Services	113,771	150,000	150,000
801-558	Telephone	27,573	30,000	30,000
801-559	Telecommunications	48,860	45,000	50,000
801-561	Bulk Mail	30,000	60,000	0
801-562	Metered Mail	0	30,000	55,000
801-563	Postage - Other	1,596	0	2,000
801-580	Insurance	293,544	297,000	358,000
801-590	All Other Expenses	28,142	80,000	45,000
801-595	Commencement	11,650	35,000	35,000
801-730	Professional Development	60	40,000	30,000
801-785	Middle States Expense	16,586	15,000	20,000
NET		943,255	1,213,450	1,168,067

SUNY Schenectady County Community College
2023-24 Budget Request
901 - Employee Benefits

ORGANIZATION-ACCOUNT	TITLE	FISCAL 22 ACTUAL EXPENSES	FISCAL 23 APPROVED BUDGET	FISCAL 24 PROPOSED BUDGET
901-801	NYS Employees' Retirement	686,361	861,175	784,678
901-802	NYS Teachers' Retirement	171,763	252,364	358,537
901-803	TIAA-CREF	499,846	599,211	535,901
901-821	Social Security	839,556	1,043,760	1,052,069
901-831	Workers' Compensation	39,800	262,282	79,499
901-832	Unemployment Insurance	-21,007	88,438	129,499
901-841	Medical Insurance	4,224,131	4,613,382	4,294,739
901-851	Employee Tuition Benefits	6,820	50,000	50,000
901-861	Compensated Absences	10,000	195,000	75,000
NET		6,457,271	7,965,612	7,359,922

Exhibit 1 2023-24 Chargeback Calculation

A	Total Budget	\$	27,034,857	
	New Total Budget	\$	27,034,857	
B	Costs Not Allowable			\$0
C	Service Fees	\$1,917,063		
D	Rental Income from Real Property	\$0		
E	Interest Income	\$300		
F	Unclassified Revenues	\$503,214		
G	Total and Offsets			\$2,420,577
H	Total Tuition			\$8,365,224
I	State Aid			\$8,129,854
J	Total Reductions			\$18,915,655
K	Balance to fund	\$	8,119,202	
L	Total FTEs Budgeted			1,963.70
M	Gross per FTE			\$4,135
P	Lowest \$10 < \$0			\$4,130
Q	# of Non-resident FTEs			883.7
R	Total Estimated Chargeback Revenues			\$3,649,536

Exhibit 2: Fee Schedule

SUNY SCHENECTADY **COUNTY COMMUNITY COLLEGE**

STATE UNIVERSITY OF NEW YORK **SCHENECTADY COUNTY COMMUNITY COLLEGE TUITION AND FEE SCHEDULE**

2023-24

TUITION	New York State residents who present a Certificate(s) of Residence from their home county or Schenectady County residents who submit a signed affidavit of residency:	
	Full-Time (per semester):	\$ 2,412.00
	Full-Time (per academic year):	\$ 4,824.00
	Part-Time (per semester credit hour or equivalent):	*\$ 201.00
	Full-Time Excelsior (per semester)	\$ 2,412.00

*Part-time tuition for students enrolled through the *College in the High School Program* is \$67.00 per credit hour.

TUITION	Non-New York State residents and residents who do not present a Certificate(s) of Residence:	
	Full-Time (per semester)	\$ 3,618.00
	Full-Time (per academic year):	\$ 7,236.00
	Part-Time (per semester credit hour or equivalent):	\$ 302.00

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
100.00	Full-Time	Semester	Student Activity Fee (Required)
9.00	Part-Time	Credit Hour	Student Activity Fee (Required)
360.00	Full-Time	Semester	Technology Fee (Required)
90.00	Part-Time	Credit Hour	Technology Fee (Required)
90.00	Full-Time	Semester	Transportation Fee (Required)
10.00	Part-Time	Credit Hour	Transportation Fee (Required)
10.00	FT/PT	Credit Hour	Capital Facilities Fee up to a maximum of \$900/year (Required for Non-NYS Residents)

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
**2,567.28	FT/PT	Annual	International Student/Scholar Health Insurance – Inbound
**1,076.45	FT/PT	Fall Semester	International Student/Scholar Health Insurance – Inbound
**1,062.45	FT/PT	Spring Semester	International Student/Scholar Health Insurance – Inbound
**647.07	FT/PT	Summer	International Student/Scholar Health Insurance – Inbound
**213.94	FT/PT	Monthly	International Student/Scholar Health Insurance – Inbound
**113.11	FT/PT	Short Term	International Student/Scholar Health Insurance – Inbound, Up to 16 days
**999.04	FT/PT	Annual	International Student/Scholar Health Insurance – Outbound, Study Abroad
**418.60	FT/PT	Fall Semester	International Student/Scholar Health Insurance – Outbound, Study Abroad
**413.60	FT/PT	Spring Semester	International Student/Scholar Health Insurance – Outbound, Study Abroad
**251.76	FT/PT	Summer	International Student/Scholar Health Insurance – Outbound, Study Abroad
**83.26	FT/PT	Monthly	International Student/Scholar Health Insurance – Outbound, Study Abroad
**44.26	FT/PT	Short Term rate	International Student/Scholar Health Insurance – Outbound, Study Abroad, Up to 16 days
**90.00	FT/PT	Annual	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only
**45.00	FT/PT	6 Months	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only
**7.50	FT/PT	Monthly	International Student/Scholar Health Insurance – Medical Evaluation/Repatriation Policy Only

**** Fees shown for International Student/Scholar Health Insurance are based on the 2022-23 school year, and are subject to change.**

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
40.00	FT/PT	Course	Course Fee – Level A ¹
60.00	FT/PT	Course	Course Fee – Level B ²
85.00	FT/PT	Course	Course Fee – Level C ³
105.00	FT/PT	Course	Course Fee – Level D ⁴
135.00	FT/PT	Course	Course Fee – Level E ⁵
255.00	FT/PT	Course	Course Fee – Level F ⁶
145.00	FT/PT	Course	BPA 101, BPA 201
45.00	FT/PT	Course	HOT 276
45.00	FT/PT	Course	HOT 277, HOT 218
140.00	FT/PT	Course	HOT 112, HOT 225, HOT 226, HOT 255, HOT 256, HOT 257, HOT 258, HOT 269
200.00	FT/PT	Course	ART 115
500.00	FT/PT	Course	Music Lesson Fee (MUS 135, 136, 163, 164, 263, 264)
14,955.00	FT/PT	Course	Flight Laboratory Fee (AER101)***
13,182.00	FT/PT	Course	Flight Laboratory Fee (AER141) ***
12,896.00	FT/PT	Course	Flight Laboratory Fee (AER228) ***
11,968.00	FT/PT	Course	Flight Laboratory Fee (AER229) ***
3,700.00	FT/PT	Course	Air Traffic Control Fee (ATC101)
2,500.00	FT/PT	Course	Air Traffic Control Fee (ATC141)
3,500.00	FT/PT	Course	Air Traffic Control Fee (ATC140)
2,000.00	FT/PT	Course	Air Traffic Control Fee (ATC205)
2,500.00	FT/PT	Course	Air Traffic Control Fee (ATC255)
5,400.00	FT/PT	Course	Air Traffic Control Fee (ATC280)
25.00	Full-Time	Semester	Late Registration Fee
10.00	Part-Time	Course	Late Registration Fee (Maximum \$25.00)
20.00	FT/PT	Each	Return Check Fee
8.00	FT/PT	Each	Online Ordered Transcript Fee
10.00	FT/PT	Each	In-Person Ordered Transcript Fee
12.00	FT/PT	Each	In-Person Same Day Transcript Fee

STUDENT SERVICE FEE	CHARGE	PER	SERVICE RENDERED
8.00	FT/PT	Each	Mailed (Standard USPS) Transcript Fee
13.25	FT/PT	Each	Mailed (USPS International) Transcript Fee
38.00	FT/PT	Each	Overnight (Domestic) Delivery Transcript Fee
63.00	FT/PT	Each	Overnight (International) Delivery Transcript Fee
20.00	FT/PT	Each	Diploma Re-Print Fee
5.00	FT/PT	Each	Enrollment Verification Letter
10.00	FT/PT	Each	Apostille or Authentication Fee
55.00	FT/PT	Exam	Credit by Examination (Challenge)
30.00	FT/PT	Credit	Credit for Previous Experience
50.00	FT/PT	Each	Graduation Cap & Gown
15.00	FT/PT	Each	Graduation Cap & Gown Late Fee
10.00	FT/PT		Parking Fine (First Offense)
20.00	FT/PT		Parking Fine (Additional Offense)
50.00	FT/PT		Parking Fine (Unauthorized parking in Disabled parking area)

Fees are non-refundable with the exception of Flight Laboratory fees where refund options may apply.

*** Additional Third-Party Fees May Apply for Aviation Courses for Textbooks, Charts, Examinations & Exams.

Ranging from \$ 217 to \$ 1,607, depending on the course.

Aviation students may elect to purchase additional flight hours, if they so choose.

CIS 261, ELT 110, ELT 121, ELT 231, ELT 261, GEO 143, PHY 153, PHY 154, PHY 221, PHY 222, PHY 223; and All Language Lab Courses: FRE 111, FRE 121, FRE 122, FRE 222, FRE 224, ITA 121, ITA 122, ITA 222, ITA 224, SPA 115, SPA 116, SPA 121, SPA 122, SPA 222, SPA 224

BIO 111, BIO 112, BIO 141, BIO 142, BIO 203, BIO 234, BIO 241, BIO 273, BMT 104, CHM 112, CHM 113, CHM 121, CHM 122, CHM 200, CIS 110, CIS 111, CIS 137, CIS 235, CIS 256, CIS 257, SCI 115, ELT 256, NMT 252, NMT 225, NMT 280

BMT 102, CBB 102, CHM 140, CHM 228, CHM 229, DST 104

BIO 170, BIO 171, BIO 172, BIO 174, BIO 261, BIO 263, BIO 264

HOT 111, HOT 119, HOT 125, HOT 220, HOT 238, HOT 251, HOT 253, HOT 259, HOT 260, HOT 268, ART 127, ART 128, MFS 101

MFS 102, MFS 103



Schenectady County Legislature

Committee on Health, Housing and Human Services

Hon. Michelle Ostrelich, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Health, Housing and Human Services
Honorable Michelle Ostrelich, Chair
Monday, July 31, 2023 at 7:00 p.m.
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
HHHS 17	A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE OF MENTAL HEALTH	Legislator Ostrelich	
HHHS 18	A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES	Legislator Ostrelich	
HHHS 19	A RESOLUTION ACCEPTING MONIES FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION REGARDING FUNDING FOR INITIATIVES IN RESPONSE TO COVID-	Legislator Ostrelich	
HHHS 20	A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DEPARTMENT OF HEALTH FOR THE TOBACCO ENFORCEMENT PROGRAM	Legislator Ostrelich	

Item		Title	Sponsor	Co-Sponsor
HHHS	21	A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS FOR NARCOTIC ABUSE PREVENTION AND ASSISTANCE PROGRAMS	Legislator Ostrelich	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 17

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS
OFFICE OF MENTAL HEALTH

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Office of Mental Health

Summary of Specific Provisions:

Authorizes the acceptance of Funding in the amount of \$611,662 from the NYS Office of Mental Health (NYSOMH)

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased state aid from the NYS Office of Mental Health in the Office of Community Services.

Increase Revenue Code By:

A34322.349001	Mental Health Services (Adults)	\$502,321
A34322.349006	Mental Health Services (Children and Youth)	\$96,567
A34310.349007	Mental Health Services (Admin)	\$12,774

Increase Appropriation Code By:

A544322.400601	Case Management Services (Adults)	\$444,926
A544322.400604	Residential Services (Adults)	\$5,734
A544322.400605	Vocational Services (Adults)	\$26,658
A544322.400606	Community Support Programs (Adults)	\$22,503
A544322.400607	Case Mgmt Services (Children & Youth)	\$12,546
A544322.400608	Outreach/Intervention (Children & Youth)	\$69,248

A544322.400610	Vocational Services (Children & Youth)	\$12,584
A544322.400611	Community Support Programs (Children & Youth)	\$2,189
A544322.400613	Veteran Peer to Peer Outreach (Adults)	\$2,500

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Keith Brown, Public Health Director, indicates, due to a 4% cost of living adjustment, most state funding has been increased. This funding will go towards administrative costs as well as funding services for children, youth, and adults also there will be no additional cost to the County.

Sponsor: Legislator Ostrelich

Co-Sponsor:




COUNTY OF SCHENECTADY

RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Public Health Director
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

RE: Authorization to Accept Funding from the NYS Office of Mental Health

Attached is a memorandum from Keith Brown, Public Health Director, requesting authorization to accept funding from the NYS Office of Mental Health in the amount of \$611,662. As Mr. Brown indicates, there is no cost to the County for this funding and it will go towards administrative costs as well as funding services for children, youth, and adults. Most funding was increased due to a 4% cost of living adjustment.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action August Legislative Meeting
Requesting Legislative Approval to accept funding from the NYS OMH
CC: Shane Bargo, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance
DATE: 7/17/23

Dear Rory,

I am writing to request a modification to the 2023 County Budget. The Office of Community Services has been notified by the NYS Office of Mental Health (OMH) of an increase of \$611,662 to state aid based on the most recent letter dated 06/15/2023

This funding increase through OMH affects the following programs:

A544322.400601 - Case Management Services (Adults) - \$444,926 - Due to 4% COLA increase, \$508 per bed COLA and \$691 per bed stipend, and \$60,000 SH SPA start-up funds.

A544322.400604 - Residential Services (Adults) - \$5,734 - Due to 4% COLA increase

A544322.400605 - Vocational Services (Adults) - \$26,658 - Due to 4% COLA increase, funding reallocated based upon monthly census data in CAIRS, and PROS being broken into two groups - Residual and Vocational funding

A544322.400606 - Community Support Programs (Adults) - \$22,503 - Due to 4% COLA increase

A544322.400607 - Case Mgmt Services (Children & Youth) - \$12,546 - Due to 4% COLA increase

A544322.400608 - Outreach/Intervention (Children & Youth) - \$69,248 - Due to 4% COLA increase, and one-time funding to support satellite clinic enhancement

A544322.400610 - Vocational Services (Children & Youth) - \$12,584 - Due to 4% COLA increase, and one-time funding to support satellite clinic enhancement

A544322.400611 - Community Support Programs (Children & Youth) - \$2,189 - Due to 4% COLA increase

A544322.400613 - Veteran Peer to Peer Outreach (Adults) - \$2,500 - Due to correction of funding amount

I am requesting Legislative approval to increase revenue as follows:

A34322.349001 - Mental Health Services (Adults) - \$502,321

A34322.349006 - Mental Health Services (Children and Youth) - \$96,567

A34310.349007 - Mental Health Services (Admin) - \$12,774

Making these changes will align the 2023 budget with the most recent state aid letter. There is no cost to the county associated with these changes.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *RF*

DATE: July 24, 2023

SUBJECT: Budget Amendment – OMF State Aid Increase – Office of Community Services

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased state aid from the NYS Office of Mental Health in the Office of Community Services.

Increase Revenue Code By:

A34322.349001	Mental Health Services (Adults)	<u>\$502,321</u>
A34322.349006	Mental Health Services (Children and Youth)	<u>\$96,567</u>
A34310.349007	Mental Health Services (Admin)	<u>\$12,774</u>

Increase Appropriation Code By:

A544322.400601	Case Management Services (Adults)	<u>\$444,926</u>
A544322.400604	Residential Services (Adults)	<u>\$5,734</u>
A544322.400605	Vocational Services (Adults)	<u>\$26,658</u>
A544322.400606	Community Support Programs (Adults)	<u>\$22,503</u>
A544322.400607	Case Mgmt Services (Children & Youth)	<u>\$12,546</u>
A544322.400608	Outreach/Intervention (Children & Youth)	<u>\$69,248</u>
A544322.400610	Vocational Services (Children & Youth)	<u>\$12,584</u>
A544322.400611	Community Support Programs (Children & Youth)	<u>\$2,189</u>
A544322.400613	Veteran Peer to Peer Outreach (Adults)	<u>\$2,500</u>

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Office of Mental Health

KATHY HOCHUL

Governor

ANN MARIE T. SULLIVAN, M.D.

Commissioner

MOIRA TASHJIAN, MPA

Executive Deputy Commissioner

June 15, 2023

Darin Samaha
Director
Schenectady County
Schenectady, NY 12305-3111

Dear Director Samaha:

The NYS Office of Mental Health (OMH) is issuing your January 1, 2023 to December 31, 2023 State Aid Letter (SAL) to reflect your latest allocation. Your total allocation amount currently is \$4,922,416. The allocations authorized in this letter include the full annual funding for initiatives previously authorized as well as:

SFY 24 Enacted Budget COLA of 4% The 2.5% placeholder for COLA has been negated in FSC 965 and 4% COLA entries have been added to each eligible program by fund source code.

Federal Funds CMHS FSC 041H, 041Z, 044C, and 044S: FFY 2021 CMHS Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARPA) awards are allocated for awards issued to date.

Federal Funds CMHS FSC 041 and 044: The FFY 2022 awards are allocated with the January 1, 2023 payment dates.

Federal Funds COLA FSC 503A: A 4% COLA was added in FSC 503A for all CMHS Base Block allocations in FSC 041 and 044. FSCs 041H, 041Z, 044C, and 044S are considered one-time funding and did not receive a 4% COLA in 503A.

Please ensure the County Allocation Tracker (CAT) is updated to agree with the State Aid Letter allocations and reflects all county contracts funded with State Aid. Guidelines for completion of the CCR/CFR can be accessed through the OMH website. If any of your providers need assistance in completing these forms, they should contact the OMH Help Desk at 1-800-HELPNYS.

The Aid to Localities Spending Plan Guidelines, which explain the reporting and use requirements of your authorized funding, can also be accessed through the OMH website. Please share this website with all of your subcontract providers so that they may become familiar with the guidelines that apply to them and refer to the guidelines as necessary. As a reminder, failure to submit the CAT, and/or CCR/CFR schedules in a timely manner may result in the delay of subsequent State Aid payments and/or Medicaid payments.

Inherent in OMH's budget and claiming policy is the expectation that your department will monitor expenditures against budgeted costs throughout the year. Please notify your OMH Field Office of any significant fiscal or programmatic problems as soon as they become known.

If you have questions regarding any local mental health fiscal issues, including questions regarding the information or instructions that are included in this letter, please call Constance Bowens at OMH Hudson River Field Office at (845) 454-8229.

Sincerely,

Rachel Gaul, Assistant Director
Community Budget & Financial Management

Attachment A
Funding Source Allocation Table
County Code: 47 County Name: Schenectady
Year: 2023 Amendment: 10 - 6/15/2023 3:46:50 PM

Print Date : 06/16/2023 10:52 AM
Printed By : L7685AA
Page : 1 of 6

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Local Assistance	001A	GS	\$44,764	\$1,344	\$46,108	\$44,764	\$1,792	\$46,556	
Remarks An increase of \$1,344 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,782.									
Community Support Services	014	GS	\$145,572	\$4,368	\$149,940	\$145,572	\$5,824	\$151,396	
Remarks An increase of \$4,368 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$5,824.									
Adult Case Management & ACT Peer & Rehab. Sup.	034J	GS	\$86,248	\$0	\$86,248	\$86,248	\$0	\$86,248	
	037A	GS	\$92,036	\$2,760	\$94,796	\$92,036	\$3,680	\$95,716	
Remarks An increase of \$2,760 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$3,680.									
PROS State Aid	037P	GS	\$111,480	\$3,348	\$114,828	\$111,480	\$3,348	\$114,828	
Remarks Effective 04/01/2023, PROS Residual State Aid and PROS Vocational Initiative funding is being increased based upon the 4% COLA effective 04/01/2023. CY 2023 funding increases are : Erie Hospital PROS SA \$1,308 Voc \$2,040. Effective 1/1/2023, PROS Residual State Aid and PROS Vocational Initiative funding recalculated based upon monthly census data reported in CAIRS. CY 23 funding amounts are: Erie Hospital PROS SA \$43,576 Voc \$67,904. Quarterly increase of \$374 (retro to 1/1/23) as a result of a recalculation of the UDC Funding.									
Dwyer Veteran P2P	038F	GS	\$105,000	\$0	\$105,000	\$0	\$0	\$0	



**Office of
Mental Health**

Aid to Localities Financial System

**Attachment A
Funding Source Allocation Table
County Code: 47 County Name: Schenectady
Year: 2023 Amendment: 10 - 6/15/2023 3:46:50 PM**

Print Date : 06/16/2023 10:52 AM
Printed By : L7693AA
Page : 2 of 6

<u>Funding Source</u>	<u>Code</u>	<u>Type</u>	<u>Prior Letter Allocation</u>	<u>Allocation Changes Since Prior Letter</u>	<u>Revised Current Fiscal Year Allocation</u>	<u>Annualized Value from Prior Letter</u>	<u>Annualized Value Changes from Prior Letter</u>	<u>Fiscal Year Revised Annualized Value</u>	<u>Body</u>
Remarks Funding in the amount of \$106,000 in the SFY 23-24 Enacted Budget for the period of 4/1/2023-3/31/2024, will be used for the Veteran Peer to Peer Support Service Program for veteran suffering from post-traumatic stress syndrome, other related combat stress disorders, or having counseling needs, using individual and small group peer to peer counseling methods. T provider should use the program code 0680 on all OMH financial reporting documents.									
Forensics	039J	GS	\$31,512	\$945	\$32,457	\$31,512	\$1,260	\$32,772	
Remarks An increase of \$945 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,260.									
Clinical Infrastructure-Adult	039P	GS	\$55,348	\$1,660	\$57,008	\$55,348	\$2,212	\$57,560	
Remarks An increase of \$1,660 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$2,212.									
Clinical Infrastructure-C&F	046A	GS	\$128,476	\$3,855	\$132,331	\$128,476	\$5,140	\$133,616	
Remarks An increase of \$3,855 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$5,140.									
Emergency Services C&F	046G	GS	\$5,116	\$153	\$5,269	\$5,116	\$204	\$5,320	
Remarks An increase of \$153 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$204. Allocation funds Crisis Services.									
Community Support Programs-C&F	046L	GS	\$404,648	\$9,802	\$414,450	\$326,744	\$13,068	\$339,812	



Office of Mental Health

Ad to Localities Financial System

Attachment A Funding Source Allocation Table County Code: 47 County Name: Schenectady Year: 2023 Amendment: 10 - 6/15/2023 3:46:50 PM

Print Date : 06/16/2023 10:52 AM
Printed By : L769SAA
Page : 3 of 6

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Remarks An increase of \$8,802 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$13,088. One time allocation of \$8,656 FAV per clinic (retro to 4/1/22), issued on 1/3/23, supports Satellite Clinic Enhancements. Total County FAV of \$77,904. Negative allocations represent inverse figures of original allocations from 12/13/22, in order to correct critical error. Accurate positive allocations to immediately follow. Quarterly allocation of \$19,820 (retro to 4/1/22), issued on 1/1/23, supports Satellite Clinic Enhancements. FAV of \$78,480. Program specific details to follow.									
Supported Housing	078	GS	\$1,990,221	\$128,593	\$2,118,814	\$1,997,973	\$171,457	\$2,169,430	143
Remarks Effective 4/1/23, a \$508 per bed COLA and a \$891 per bed stipend increase are being allocated for 143 SH beds. The first year value of this increase is \$128,593. The full annual value is \$171,457. Effective 4/1/2023, an FMR stipend increase of \$1,056 per bed is being added to 143 SH beds. The first year value of this increase is \$113,256. The full annual value of this increase is \$151,008. Effective 1/1/23, a \$800 per bed stipend increase is being added for 50 Supportive Housing beds enrolled to participate in the SH SPA roll out. The first year value of this increase is \$60,000 and includes \$30,000 for start-up. The ongoing (full annual) value of this increase is \$30,000.									
Prior Year Liability	122P	GS	\$0	\$0	\$0	\$0	\$0	\$0	
Remarks Funding of \$2,093 (FAV \$8,370) represents the 4/1/2022 - 8/30/2022 quarterly value of the 5.4% COLA & model changes effective 4/1/2022 for the ACT program.									
Expanded Community Support Adult	142A	GS	\$213,332	\$6,400	\$219,732	\$213,332	\$6,532	\$221,864	

Attachment A

Funding Source Allocation Table

County Code: 47 County Name: Schenectady

Year: 2023 Amendment: 10 - 6/15/2023 3:46:50 PM

Print Date : 06/16/2023 10:52 AM
 Printed By : L7654AA
 Page : 4 of 6

Funding Source	Code	Type	Prior Letter Allocation	Allocation Change Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Change from Prior Letter	Fiscal Year Revised Annualized Value	Backs
Remarks									
An Increase of \$8,400 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$8,532.									
Allocation supports a long term stay Outreach Team, effective 1/1/2018; plus 4/1/16 COLA 0.2% (\$400); and 4/1/21 COLA 1% (\$2,004). This team will support individuals during the transition process upon long term stay discharge. The program codes to be included on OMH's financial reports are Outreach (0880) and Flexible Recipient Service Dollars (1230). The funds are part of the System Transformation Plan initiative which is intended to reduce the need for and length of costly psychiatric hospitalizations. The LGU is required to provide the OMH with monthly reports concerning the number of individuals and new individuals served by age group and county, month and year. Allocations may be adjusted based upon actual program performance.									
Trans. Mgmt. Kendra's	170B	GS	\$45,268	\$1,358	\$46,626	\$45,268	\$1,812	\$47,080	
Remarks									
An Increase of \$1,358 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,812.									
MGP Admin Kendra's	170C	GS	\$5,372	\$161	\$5,533	\$5,372	\$216	\$5,588	
Remarks									
An Increase of \$161 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$216.									
Com. Reinvestment	200	GS	\$723,596	\$21,708	\$745,304	\$723,596	\$28,944	\$752,540	
Remarks									
An Increase of \$21,708 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$28,944.									
Supported Housing - Workforce RIV	200C	GS	\$40,502	\$2,698	\$43,200	\$41,294	\$3,597	\$44,891	3



Office of
Mental Health

Aid to Localities Financial System

Attachment A

Funding Source Allocation Table

County Code: 47 County Name: Schenectady
Year: 2023 Amendment: 10 - 6/15/2023 3:46:50 PM

Print Date : 06/16/2023 10:52 AM
Printed By : L7695AA
Page : 5 of 6

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Changes from Prior Letter	Fiscal Year Revised Annualized Value	Beds
Remarks Effective 4/1/23, a \$508 per bed COLA and a \$691 per bed stipend increase are being allocated for 3 SH beds. The first year value of this increase is \$2,696. The full annual value is \$3,597. Effective 4/1/2023, an FMR stipend increase of \$1,056 per bed is being added to 3 SH beds. The first year value of this increase is \$2,376. The full annual value of this increase is \$3,1									
Homeless/MICA	300	GS	\$35,284	\$1,059	\$36,343	\$35,284	\$1,412	\$36,696	
Remarks An increase of \$1,059 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,412.									
Commissioner's Perf.	400	GS	\$35,840	\$1,075	\$36,915	\$35,840	\$1,432	\$37,272	
Remarks An increase of \$1,075 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$1,432.									
Health Home	570	GS	\$175,831	\$5,275	\$181,106	\$175,831	\$7,032	\$182,863	
Remarks An increase of \$5,275 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$7,032.									
Kids Health Home Care Management	570K	GS	\$91,168	\$2,735	\$93,903	\$91,168	\$3,648	\$94,816	
Remarks An increase of \$2,735 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$3,648.									
MRT Supported Housing Beds	580	GS	\$134,983	\$8,993	\$143,976	\$137,623	\$11,990	\$149,613	10



Attachment A

Funding Source Allocation Table

County Code: 47 County Name: Schenectady

Year: 2023 Amendment: 10 - 6/15/2023 3:45:50 PM

Print Date : 06/16/2023 10:53 AM
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Page : 6 of 6

Funding Source	Code	Type	Prior Letter Allocation	Allocation Changes Since Prior Letter	Revised Current Fiscal Year Allocation	Annualized Value from Prior Letter	Annualized Value Change from Prior Letter	Fiscal Year Revised Annualized Value	Beds
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Remarks

Effective 4/1/23, a \$508 per bed COLA and a \$691 per bed stipend increase are being allocated for 10 SH beds. The first year value of this increase is \$8,993. The full annual value is \$11,990.
Effective 4/1/2023, an FMR stipend increase of \$1,056 per bed is being added to 10 SH beds. The first year value of this increase is \$7,920. The full annual value of this increase is \$10,580.

Funding Reduction/COLA	965	GS	\$105,175	\$(105,175)	\$0	\$0	\$0	\$0	
Remarks									
Effective 4/1/23, an estimated allocation of \$105,175 for the proposed 2.5% COLA. Any changes to allocations related to the SFY24 Enacted Budget will be reconciled in April of 2023 when the final COLA amounts are allocated by fund source code.									

Personnel Services Enhancements	965S	GS	\$12,164	\$365	\$12,529	\$12,164	\$468	\$12,652	
Remarks									
An increase of \$365 represents the 4/1/23 - 12/31/23 value of a 4% COLA, effective 4/1/23. The full annual value is \$468. The SFY 23 Enacted Budget included funding for increases to minimum wage, effective 1/1/2023.									

Grand Total:			\$4,818,936	\$103,480	\$4,922,416	\$4,542,039	\$377,088	\$4,919,127	
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Funding source/Agency	Code	Report Amount	State Aid Amount	Account	PC
Local Assistance	001A	46,108.00			
	OCS		24,724.00	A3490.07	0890 00
	Mohawk		10,421.00	A544322.400606	2680 01
	Ellis		10,963.00	A544322.400606	2680 00
Community Support Services	014	149,940.00			
	OCS		70,935.00	A3490.07	0870 00
	Mohawk		20,562.00	A544322.400606	2680 01
	YMCA		43,871.00	A544322.400606	1760 00
	Bethesda		14,572.00	A544322.400606	1770 23
Adult Case Management & ACT	034J	86,248.00			
	Mohawk		2,385.00	A544322.400606	2700 00
	Mohawk		23,400.00	A544322.400606	2680 01
	Mohawk		60,463.00	A544322.400606	0300 00
Peer & Rehab. Sup.	037A	94,796.00			
	Ellis		94,796.00	A544322.400606	2680 02
PROS State Aid	037P	114,828.00			
	Ellis		69,944.00	A544322.400606	8350 00
	Ellis		44,884.00	A544322.400606	7340 00
Legislative Add:Veteran P2P	038F	105,000.00			
	OCS		105,000.00	A544322.400613	0690 00
Forensics	039J	32,457.00			
	Ellis		32,457.00	A544322.400601	1760 01
Clinical Infrastructure-Adult	039P	57,008.00			
	OCS		57,008.00	A3490.01	1400 00
Clinical Infrastructure-C&F	046A	132,331.00			
	OCS		132,331.00	A3490.06	1400 80
Emergency Services C&F	046G	5,269.00			
	Parsons		5,269.00	A544322.400611	2680 00
Community Support Programs-C&F	046L	414,450.00			
	Parsons		91,055.00	A544322.400607	1650 01
	Parsons		8,656.00		2100 01
	NFPCA		22,897.00	A544322.400606	1760 00

MEPCS	05,506.00	A544322.400601	15,100.00
MEPCS	95,971.00	A544322.400601	15,100.00
MEPCS	150,077.00	A544322.400601	16,500.00
MEPCS	2,000,000.00	A544322.400601	1,100.00
Supported Housing	078	2,118,814.00	
YMCA	353,936.00	A544322.400601	5060.00
Mt. Holyoke	199,000.00	A544322.400601	4000.00
Malware	112,759.00	A544322.400601	4050.00
RSS	50,979.00	A544322.400601	6060.39
RSS	884,963.00	A544322.400601	6060.49
RSS	115,119.00	A544322.400601	6060.51
Expanded Community Support Adult 142A	219,732.00		
YMCA	204,732.00	A544322.400601	0690.00
YMCA	15,000.00	A544322.400601	1230.00
Trans. Mgmt. Kendra's	170B	46,626.00	
Mt. Holyoke	30,626.00	A544322.400601	1020.00
MGP Admin Kendra's	170C	5,533.00	
Mt. Holyoke	5,533.00	A544322.400601	0800.00
Com. Reinvestment	200	745,304.00	
Doody	300,000.00	A544322.400601	5300.00
OGS	22,296.00	A3490.07	0860.00
McDonnell	139,539.00	A544322.400601	1150.00
McDonnell	139,728.00	A544322.400601	0090.31
Ellis	75,546.00	A544322.400601	3760.00
Ellis	119,455.00	A544322.400601	3760.01
Ellis	4,851.00	A544322.400601	2100.00
Ellis	214,537.00	A544322.400601	2680.00
Ellis	116,564.00	A544322.400601	2680.01
YMCA	1,581.00	A544322.400601	1760.00
YMCA	3,294.00	A544322.400601	0690.00
YMCA	12,820.00	A544322.400601	6060.00
RSS	10,245.00	A544322.400601	1760.04
RSS	4,449.00	A544322.400601	2340.15
Parsons	3,699.00	A544322.400611	2680.00

Supported Housing - Workforce RIV	200C	43,200.00			
RSS			43,200.00	A544322.400601	6060 49
Homeless/MICA	300	36,343.00			
Mohawk			29,064.00	A544322.400601	6060 00
YMCA			7,279.00	A544322.400601	6060 00
Commissioner's Perf.	400	36,915.00			
Mohawk			27,632.00	A544322.400601	6060 00
Parsons			9,223.00	A544322.400611	2680 00
Health Home	570	181,106.00			
RSS			45,975.00	A544322.400601	2740 00
RSS			4,597.00	A544322.400601	2850 00
RSS			94,326.00	A544322.400601	2620 00
Mohawk			27,916.00	A544322.400601	2780 00
Mohawk			8,292.00	A544322.400601	2850 00
Kids Health Home Care Management	570K	93,903.00			
Parsons			59,434.00	A544322.400607	2620 80
Parsons			31,336.00	A544322.400611	2740 80
Parsons			3,133.00	A544322.400611	2850 80
MRT Supported Housing Beds	580	143,976.00			
Mohawk			71,988.00	A544322.400601	6060 50
RSS			71,988.00	A544322.400601	6060 50
Personnel Services Enhancements	965S	12,529.00			
YMCA			659.00	A544322.400606	1760 00
YMCA			2,896.00	A544322.400601	0690 00
Ellis			1,467.00	A544322.400606	1760 00
NEPCS			30.00	A544322.400607	1630 00
Mohawk			7,107.00	A544322.400601	5560 00
		4,922,416.00	4,922,416.00		
15-Jun		4,922,416.00	4,922,416.00		

Date: 6/16/2023 Notes:	
Agency	Total State Aid
Bethesda	14,572.00
Total	14,572.00
Difference	-
ED YMCA	652,068.00
Total	652,068.00
Difference	-
Ellis	690,670.00
Total	690,670.00
Difference	-
Montgomery	1,204,803.00
Total	1,204,803.00
Difference	9,504.00
	County Match
MTACS	314,759.00
Total	314,759.00
Difference	-
OCS	412,294.00
Total	412,294.00
Difference	12,203.00
	County Match
Parsons	211,805.00
Total	211,805.00
Difference	-
RSS	1,325,780.00
Total	1,325,780.00

Difference	-
Total	95,665.00
Difference	-

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
41800	BETHESDA HOUSE

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	14,572	Agency Voluntary	0
County Match	0	Other Funding	0
Subtotal:	14,572		
Total Budget:	14,572		
County Contract:	14,572		

FS Totals

Program Totals

FS	Allocation	Program Name	Code	Index	Total	State	County	Vol	OtherRev
014	14,572	DROP IN CENTER	1770	23	14,572	14,572	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
1770	23	CSS - APPROVAL LETTER	014	14,572	14,572	0	0	0

If you have any questions, please contact Ayesha Amzad at (518) 348-7975, ayesha.amzad@schenectadycounty.com

Notes:

Schenectady County Mental Health

OFFICE OF MENTAL HEALTH

18640

CAPITAL DISTRICT YMCA

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS

652,068

Agency Voluntary

0

County Match

0

Other Funding

0

Subtotal:

652,068

Total Budget:

652,068

County Contract:

652,068

FS Totals

Program Totals

FS	Allocation	Program Name	Code Index	Total	State	County	Vol	OtherRev
014	43,871	OUTREACH	0690 00	210,922	210,922	0	0	0
078	359,936	FLEXIBLE RECIPIENT SERVICE DOLLARS	1230 00	15,000	15,000	0	0	0
142A	219,732	ADVOCACY SERVICES	1760 00	46,111	46,111	0	0	0
200	17,695	SUPPORT HOUSING COMMUNITY SERVIC	6060 00	380,035	380,035	0	0	0
300	7,279							
965S	3,555							

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
0690	00	Expanded Community Support	142A	204,732	204,732	0	0	0
0690	00	COMMUNITY REINVESTMENT SERVICE FUND	200	3,294	3,294	0	0	0
0690	00	PERSONNEL SERVICE ENHANCEMENTS	965S	2,896	2,896	0	0	0
1230	00	Expanded Community Support	142A	15,000	15,000	0	0	0
1760	00	CSS - APPROVAL LETTER	014	43,871	43,871	0	0	0
1760	00	COMMUNITY REINVESTMENT SERVICE FUND	200	1,581	1,581	0	0	0
1760	00	PERSONNEL SERVICE ENHANCEMENTS	965S	659	659	0	0	0
6060	00	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	359,936	359,936	0	0	0
6060	00	COMMUNITY REINVESTMENT SERVICE FUND	200	12,820	12,820	0	0	0
6060	00	HOMELESS MENTALLY ILL FUND	300	7,279	7,279	0	0	0

Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
85090	ELLIS HOSPITAL

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	690,670	Agency Voluntary	10,963
County Match	0	Other Funding	0
Subtotal:	690,670		
Total Budget:	701,633		
County Contract	690,670		

FS Totals

FS	Allocation
001A	21,926
037P	114,828
039J	32,457
200	530,955
570	0
965S	1,467

Program Totals

Program Name	Code Index	Total	State	County	Vol	OtherRev
ADVOCACY SERVICES	1760 00	77,013	77,013	0	0	0
ADVOCACY SERVICES	1760 01	151,912	151,912	0	0	0
CLINIC TREATMENT	2100 00	4,853	4,853	0	0	0
NON-MEDICAID HEALTH HOMES	2620 00	0	0	0	0	0
CRISIS INTERVENTION	2680 00	236,463	225,500	0	10,963	0
CRISIS INTERVENTION	2680 01	116,564	116,564	0	0	0
HEALTH HOME SERVICE DOLLARS	2740 00	63,915	63,915	0	0	0
HEALTH HOME CARE COORDINATION SE	2850 00	-63,915	-63,915	0	0	0
COMPREHENSIVE PROS WITHOUT CLINIC	7340 00	44,884	44,884	0	0	0
PROS EMPLOYMENT INITIATIVE	8350 00	69,944	69,944	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
1760	00	COMMUNITY REINVESTMENT SERVICE FUND	200	75,546	75,546	0	0	0
1760	00	PERSONNEL SERVICE ENHANCEMENTS	965S	1,467	1,467	0	0	0
1760	01	FORENSICS	039J	32,457	32,457	0	0	0
1760	01	COMMUNITY REINVESTMENT SERVICE FUND	200	119,455	119,455	0	0	0
2100	00	COMMUNITY REINVESTMENT SERVICE FUND	200	4,853	4,853	0	0	0
2620	00	HEALTH HOME	570	0	0	0	0	0
2680	00	LOCAL ASSISTANCE ADULT	001A	21,926	10,963	0	10,963	0
2680	00	COMMUNITY REINVESTMENT SERVICE FUND	200	214,537	214,537	0	0	0
2680	01	COMMUNITY REINVESTMENT SERVICE FUND	200	116,564	116,564	0	0	0
2740	00	HEALTH HOME	570	63,915	63,915	0	0	0
2850	00	HEALTH HOME	570	-63,915	-63,915	0	0	0
7340	00	PERSONALIZED RECOVERY ORIENTED SRV	037P	44,884	44,884	0	0	0

8350	00	PERSONALIZED RECOVERY ORIENTED SRV	037P	69,944	69,944	0	0	0
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Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
14810	MOHAWK OPPORTUNITIES

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	1,204,803	Agency Voluntary	917
County Match	9,504	Other Funding	0
Subtotal:	1,214,307		
Total Budget:	1,215,224		
County Contract:	1,214,307		

FS Totals

Program Totals

FS	Allocation	Program Name	Code Index	Total	State	County	Vol	OtherRev
001A	20,842	ASSERTIVE COMM TREATMENT	0800 00	60,277	60,277	0	0	0
014	20,562	MONITOR-EVAL CMHC	0860 00	5,533	5,533	0	0	0
034J	86,248	TRANSITION MANAGEMENT SERVICES	1970 00	46,626	46,626	0	0	0
078	707,877	NON-MEDICAID CARE COORDINATION	2720 00	2,385	2,385	0	0	0
170B	46,626	HEALTH HOME SERVICE DOLLARS	2740 00	32,916	32,916	0	0	0
170C	5,533	HEALTH HOME CARE COORDINATION SE	2850 00	3,292	3,292	0	0	0
200	155,097	WORK PROGRAM	3340 00	43,968	43,968	0	0	0
300	29,064	SUPPORT HOUSING COMMUNITY SERVIC	6060 00	651,855	651,855	0	0	0
400	27,692	SUPPORT HOUSING COMMUNITY SERVIC	6060 02	112,778	112,778	0	0	0
570	36,208	SUPPORT HOUSING COMMUNITY SERVIC	6060 04	71,988	71,988	0	0	0
580	71,988	TREATMENT/ CONGREGATE	6070 51	160,020	149,599	9,504	917	0
965S	7,487	ACT TEAM SVC DOLLARS	8810 00	23,586	23,586	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
0800	00	ADULT CASE MANAGEMENT	034J	60,277	60,277	0	0	0
0860	00	KENDRA MED GRANT ADMIN	170C	5,533	5,533	0	0	0
1970	00	KENDRA AOT TRANS MGT	170B	46,626	46,626	0	0	0
2720	00	ADULT CASE MANAGEMENT	034J	2,385	2,385	0	0	0
2740	00	HEALTH HOME	570	32,916	32,916	0	0	0
2850	00	HEALTH HOME	570	3,292	3,292	0	0	0
3340	00	CSS - APPROVAL LETTER	014	20,562	20,562	0	0	0
3340	00	COMMUNITY REINVESTMENT SERVICE FUND	200	15,919	15,919	0	0	0
3340	00	PERSONNEL SERVICE ENHANCEMENTS	965S	7,487	7,487	0	0	0
6060	00	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	595,099	595,099	0	0	0

6050	30	HOMELESS MENTALLY ILL FUND	300	29,064	29,064	0	0	0
6060	30	COMMISS PERFORMANCE	400	27,692	27,692	0	0	0
6050	02	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	112,778	112,778	0	0	0
6060	04	MRT SUPPORTED HOUSING BEDS	580	71,988	71,988	0	0	0
6070	51	LOCAL ASSISTANCE ADULT	001A	20,842	10,421	9,504	917	0
6070	51	COMMUNITY REINVESTMENT SERVICE FUND	200	139,178	139,178	0	0	0
8810	00	ADULT CASE MANAGEMENT	034J	23,586	23,586	0	0	0

Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
13050	NORTHEAST PARENT AND CHILD SOC

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	314,759	Agency Voluntary	0
County Match	0	Other Funding	0
Subtotal:	314,759		
Total Budget:	314,759		
County Contract:	314,759		

FS Totals

Program Totals

FS	Allocation	Program Name	Code Index	Total	State	County	Vol	OtherRev
046L	314,739	VOC SERVICES C & Y	1320 00	22,997	22,997	0	0	0
965S	20	SCHOOL PGM CO-LOCATED W/CLINIC TR	1510 02	35,546	35,546	0	0	0
		SCHOOL PGM CO-LOCATED W/CLINIC TR	1510 03	35,971	35,971	0	0	0
		FAM SUP C & Y	1650 00	150,997	150,997	0	0	0
		CLINIC TREATMENT	2100 00	69,248	69,248	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
1320	00	C&F CSP	046L	22,997	22,997	0	0	0
1510	02	C&F CSP	046L	35,546	35,546	0	0	0
1510	03	C&F CSP	046L	35,971	35,971	0	0	0
1650	00	C&F CSP	046L	150,977	150,977	0	0	0
1650	00	PERSONNEL SERVICE ENHANCEMENTS	965S	20	20	0	0	0
2100	00	C&F CSP	046L	69,248	69,248	0	0	0

Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
40400	PARSONS C & F CENTER

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	211,805	Agency Voluntary	0
County Match	0	Other Funding	0
Subtotal:	211,805		
Total Budget:	211,805		
County Contract:	211,805		

FS Totals

Program Totals

FS	Allocation	Program Name	Code	Index	Total	State	County	Vol	OtherRev
046G	5,269	FAM SUP C & Y	1650	01	91,055	91,055	0	0	0
046L	99,711	CLINIC TREATMENT	2100	01	8,656	8,656	0	0	0
200	3,699	NON-MEDICAID HEALTH HOMES	2620	80	59,434	59,434	0	0	0
400	9,223	CRISIS INTERVENTION	2680	00	18,191	18,191	0	0	0
570K	93,903	HEALTH HOME SERVICE DOLLARS	2740	80	31,336	31,336	0	0	0
		HEALTH HOME CARE COORDINATION SE	2850	80	3,133	3,133	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
1650	01	C&F CSP	046L	91,055	91,055	0	0	0
2100	01	C&F CSP	046L	8,656	8,656	0	0	0
2620	80	KIDS Health Home Care Mgmt	570K	59,434	59,434	0	0	0
2680	00	C&F EMERGENCY SERVICES	046G	5,269	5,269	0	0	0
2680	00	COMMUNITY REINVESTMENT SERVICE FUND	200	3,699	3,699	0	0	0
2680	00	COMMISS PERFORMANCE	400	9,223	9,223	0	0	0
2740	80	KIDS Health Home Care Mgmt	570K	31,336	31,336	0	0	0
2850	80	KIDS Health Home Care Mgmt	570K	3,133	3,133	0	0	0

Notes:

Schenectady County Mental Health

OFFICE OF MENTAL HEALTH

14370

REHABILITATION SUPPORT SVCS

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS

1,325,780

Agency Voluntary

0

County Match

0

Other Funding

0

Subtotal:

1,325,780

Total Budget:

1,325,780

County Contract:

1,325,780

FS Totals

Program Totals

FS	Allocation	Program Name	Code	Index	Total	State	County	Vol	OtherRev
078	1,051,001	ADVOCACY SERVICES	1760	04	10,245	10,245	0	0	0
200	14,693	AFFIRM BUS/IND	2340	15	4,448	4,448	0	0	0
200C	43,200	NON-MEDICAID HEALTH HOMES	2620	00	94,326	94,326	0	0	0
570	144,898	HEALTH HOME SERVICE DOLLARS	2740	00	45,975	45,975	0	0	0
580	71,988	HEALTH HOME CARE COORDINATION SE	2850	00	4,597	4,597	0	0	0
		SUPPORT HOUSING COMMUNITY SERVIC	6060	39	50,979	50,979	0	0	0
		SUPPORT HOUSING COMMUNITY SERVIC	6060	49	928,103	928,103	0	0	0
		SUPPORT HOUSING COMMUNITY SERVIC	6060	50	71,988	71,988	0	0	0
		SUPPORT HOUSING COMMUNITY SERVIC	6060	51	115,119	115,119	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
1760	04	COMMUNITY REINVESTMENT SERVICE FUND	200	10,245	10,245	0	0	0
2340	15	COMMUNITY REINVESTMENT SERVICE FUND	200	4,448	4,448	0	0	0
2620	00	HEALTH HOME	570	94,326	94,326	0	0	0
2740	00	HEALTH HOME	570	45,975	45,975	0	0	0
2850	00	HEALTH HOME	570	4,597	4,597	0	0	0
6060	39	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	50,979	50,979	0	0	0
6060	49	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	884,903	884,903	0	0	0
6060	49	SUPPORTED HOUSING WORKFORCE RIV	200C	43,200	43,200	0	0	0
6060	50	MRT SUPPORTED HOUSING BEDS	580	71,988	71,988	0	0	0
6060	51	INDEPENDENT APTMENT/SUPPORTED HOUSIN	078	115,119	115,119	0	0	0

Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
70440	SCHENECTADY COUNTY COMM SVCS

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS	412,294	Agency Voluntary	0
County Match	12,203	Other Funding	0
Subtotal:	424,497		
Total Budget:	424,497		
County Contract:	424,497		

FS Totals

FS	Allocation
001A	36,927
014	70,935
038F	105,000
039P	57,008
046A	132,331
200	22,296

Program Totals

Program Name	Code	Index	Total	State	County	Vol	OtherRev
OUTREACH	0690	00	105,000	105,000	0	0	0
MONITOR-EVAL. CMHC	0860	00	22,296	22,296	0	0	0
MONITOR-EVAL. CSS	0870	00	70,935	70,935	0	0	0
LGU ADMINISTRATION	0890	00	36,927	24,724	12,203	0	0
SINGLE POINT OF ACCESS	1400	00	57,008	57,008	0	0	0
SINGLE POINT OF ACCESS	1400	80	132,331	132,331	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
0690	00	Legislative Add: Veteran P2P Pilot Prog	038F	105,000	105,000	0	0	0
0860	00	COMMUNITY REINVESTMENT SERVICE FUND	200	22,296	22,296	0	0	0
0870	00	CSS - APPROVAL LETTER	014	70,935	70,935	0	0	0
0890	00	LOCAL ASSISTANCE ADULT	001A	36,927	24,724	12,203	0	0
1400	00	CLIN INFRASTRUCT ADULT	039P	57,008	57,008	0	0	0
1400	80	CLIN INFRASTRUCT C&F	046A	132,331	132,331	0	0	0

Notes:

Schenectady County Mental Health

	OFFICE OF MENTAL HEALTH
40230	UNITY HOUSE

State Aid Letter Date: 6/15/2023

2023 FUNDING AUTHORIZATION SUMMARY

NYS

95,665

Agency Voluntary

0

County Match

0

Other Funding

0

Subtotal:

95,665

Total Budget:

95,665

County Contract:

95,665

FS Totals

FS	Allocation
037A	94,796
200	869

Program Totals

Program Name	Code	Index	Total	State	County	Vol	OtherRev
SUPPORTED EDUCATION	5340	02	95,665	95,665	0	0	0

Funding Source Allocation by Program

Program Code	Index	Funding Source Name	FS	Total	State	County	Vol	OtherRev
5340	02	PEER SUPT PSYCH REHAB	037A	94,796	94,796	0	0	0
5340	02	COMMUNITY REINVESTMENT SERVICE FUND	200	869	869	0	0	0

If you have any questions, please contact Ayesha Amzad at (518) 348-7975, ayesha.amzad@schenectadycounty.com

Notes:

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 18

Title of Proposed Resolution:

A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES

Purpose and General Idea:

Provides Authorization to Create Eliminate and Create Positions at the Department of Social Services

Summary of Specific Provisions:

Authorizes elimination of 4.5 positions of Information Processing Specialist (CSEA Grade 5) and create 5 positions of Eligibility Clerk (CSEA Grade 6).

Effects Upon Present Law:

The County of Schenectady's Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate staffing changes within the Department of Social Services.

Establish and Increase Appropriation Code By:

A516010.111	Personnel Services – Eligibility Clerk (5)	\$92,500
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Decrease Appropriation Code By:

A516010.111	Personnel Services – IPS 1 (4)	\$74,669
A516010.112	Hourly Rated Wages – IPS 1 (0.5)	\$10,140

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Brandy Hillard-Bouldin, Director of Social Services, indicates, the Information Processing Specialist positions have been hard to fill and often do not meet the ends of the department. These new positions would work in the Temporary Assistance and SNAP Divisions and would help to create a direct pipeline to the Social Welfare Examiner series.

Sponsor: Legislator Ostrelch

Co-Sponsor:

COUNTY OF SCHENECTADY



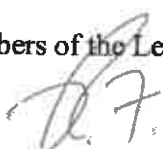
RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355

FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Brandy Hillard-Bouldin, Director of Social Services
Jaclyn Falotico, Commissioner of Finance
Joe McQueen, Director of Human Resources

Date: June 28, 2023

RE: Authorization to Create Eliminate and Create Positions at the Department of Social Services

Attached is a memorandum from Brandy Hillard-Bouldin, Director of Social Services, requesting authorization to eliminate 4.5 positions of Information Processing Specialist (CSEA Grade 5) and create 5 positions of Eligibility Clerk (CSEA Grade 6). As Ms. Hillard-Bouldin indicates, the Information Processing Specialist positions have been hard to fill and often do not meet the needs of the department. These new positions would work in the Temporary Assistance and SNAP Divisions and would help to create a direct pipeline to the Social Welfare Examiner series. Any 2023 budgetary impacts can be absorbed by funding left by other unfilled positions.

The attached memoranda from Jaclyn Falotico, Commissioner of Finance, and Joe McQueen, Director of Human Resources, detail the actions necessary to create the position.

I recommend your approval.

SCHENECTADY COUNTY

DEPARTMENT OF SOCIAL SERVICES



797 Broadway, Suite 301
Schenectady, NY 12305
518-388-4400
518-388-4644 (FAX)

Brandy Hillard-Bouldin
Commissioner

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Brandy Hillard-Bouldin
DATE: July 17, 2023
RE: Personnel Request

I would respectfully request the creation of 5 Grade 6 Eligibility Clerk in the Department of Social Services be added to the Legislative Committee Meeting Agenda. At present, the Department has budgeted 4.5 Grade 5 Information Processing Specialist position which exists in the 2023 budget. These positions have been historically hard to fill and does not encompass the work that is required. These IPS positions are assigned to our Temporary Assistance and SNAP divisions. Creating these positions would allow the department to create a direct pipeline to the Social Welfare Examiner series in hopes to help recruitment and retention. I currently have two individuals in the IPS title that would be upgraded to the Eligibility clerk title. I would propose we eliminate the Grade 5 IPS positions currently budgeted in favor of creating a Grade 6 Eligibility clerk. The 2023 budgetary impact of the increase can be absorbed by vacancy dollars in other unfilled positions.

In discussing the organizational structure of the Department with supervisory staff, we have decided that the needs of the Division could best be served through the creation of the eligibility clerk position. At the present time, the Temporary Assistance and SNAP Division has a greater need for a position which can perform higher level functions consistent with the needs of the Department. For this reason, I would ask we eliminate the Grade 5 IPS positions and create the Grade 6 Eligibility clerk positions.

Thank you for your consideration.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JF*
DATE: July 24, 2023
SUBJECT: Budget Amendment – Department of Social Services – Creation and Elimination of Various Positions

The County of Schenectady's Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate staffing changes within the Department of Social Services.

Establish and Increase Appropriation Code By:

A516010.111	Personnel Services – Eligibility Clerk (5)	<u>\$92,500</u>
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Decrease Appropriation Code By:

A516010.111	Personnel Services -- IPS 1 (4)	<u>\$74,669</u>
A516010.112	Hourly Rated Wages – IPS 1 (0.5)	<u>\$10,140</u>

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: July 24, 2023

Re: Elimination and Creation of Positions in the Department of Social Services

The Schenectady County Department of Social Services has requested the elimination of 4.5 Information Processing Specialist I positions and the creation of 5 Eligibility Clerk positions.

I recommend the creation of the position Eligibility Clerk at a CSEA Grade 6.

All necessary action need to be taken by the Civil Service Commission will occur at the August 15, 2023 meeting.

Thank you.

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Health, Housing and Human Services
Dual Reference: Ways and Means
Initiative: HHHS 19

Title of Proposed Resolution:

A RESOLUTION ACCEPTING MONIES FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION REGARDING FUNDING FOR INITIATIVES IN RESPONSE TO COVID-19

Purpose and General Idea:

Provides Authorization to Accept Additional Funding from the Centers of Disease Control and Prevention's COVID-19 Community Health Worker Grant

Summary of Specific Provisions:

Authorizes the acceptance of an additional \$149,944 in funding from the Centers of Disease Control and Prevention's (CDC) COVID-19 Community Health Worker Grant. Which would be used over a three-year period starting August 31, 2021, and ending August 30, 2024.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding from the Centers for Disease Control and Prevention for the Community Health Worker program in the Office of Public Health Services.

Increase Revenue Code By:

A44012.440149	CREATES CHWs	\$49,981
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Increase Appropriation Code By:

A544012.415197	CREATES CHWs	\$49,981
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Keith Brown, Director of Public Health, indicates, Community Health Workers help those who are at higher risk of poor health outcomes utilize community resources and clinical services. The CDC originally awarded the County \$599,777 annually which was to be spent over a three-year period starting August 31, 2021, and ending August 30, 2024. The CDC, however, has recently offered the Public Health Department an additional \$149,944 for Year 3 of this grant.

Sponsor: Legislator Ostrellich
Co-Sponsor:

COUNTY OF SCHENECTADY

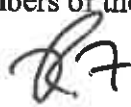


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Keith Brown, Director of Public Health
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

RE: Authorization to Accept Additional Funding from the Centers of Disease Control and Prevention's COVID-19 Community Health Worker Grant

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to accept an additional funding from the Centers of Disease Control and Prevention's (CDC) COVID-19 Community Health Worker Grant. In 2021, the CDC originally awarded the County \$599,777 annually which was to be spent over a three-year period starting August 31, 2021 and ending August 30, 2024. The CDC, however, has recently offered the Public Health Department with an additional \$149,944 for Year 3 of this grant.

As Mr. Brown indicates, Community Health Workers help those who are at higher risk of poor health outcomes utilize community resources and clinical services.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action for July 2023 Meeting
Requesting Legislative Approval to accept increased funding for Centers for Disease Control and Prevention COVID-19 Community Health Worker Grant
CC: Shane Bargo, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance
DATE: 7/17/23

Dear Rory,

As you're aware, Schenectady County Public Health Services (SCPHS) has been awarded a grant from the Centers for Disease Control and Prevention (CDC) in the amount of \$599,777 per year for three years to integrate Community Health Workers into organizations and care teams to continue to respond to COVID-19. This grant started August 31, 2021 and ends August 30, 2024. SCPHS has been offered an additional 25% grant funds (\$149,944) in year 3 (August 31, 2023-August 30, 2024) for a new award total of \$749,721 in year 3.

As we move from COVID-19 response to recovery and preparedness for future public health emergencies, this additional funding will allow us to continue and expand the work of the CHWs. They currently increase utilization of community resources and clinical services for those at highest risk of poor health outcomes from COVID-19 and other related public health threats. It will also allow for creative recruitment and retention strategies in the current competitive job market.

I am requesting Legislative approval to accept these grant funds to enhance our COVID-19 recovery activities. Thank you for your assistance with this request.

Sincerely,

Keith Brown, MPH
Public Health Director

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *jt*
DATE: July 24, 2023
SUBJECT: Budget Amendment – Community Health Worker Grant – Public Health Services

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding from the Centers for Disease Control and Prevention for the Community Health Worker program in the Office of Public Health Services.

Increase Revenue Code By:

A44012.440149	CREATES CHWs	<u>\$49,981</u>
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Increase Appropriation Code By:

A544012.415197	CREATES CHWs	<u>\$49,981</u>
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Health, Housing and Human Services
Dual Reference:
Initiative: HHHS 20

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DEPARTMENT OF HEALTH FOR THE TOBACCO ENFORCEMENT PROGRAM

Purpose and General Idea:

Provides Authorization to Amend a Multi-Year Agreement with the NYS Department of Health for its Tobacco Enforcement Grant Program

Summary of Specific Provisions:

Authorizes amendment to a multi-year grant agreement with the New York State Department of Health (NYSDOH) for its Tobacco Enforcement Grant Program.

Effects Upon Present Law:

None.

Justification:

Keith Brown, Director of Public Health, indicates, that this program funds expenses and services associated with the enforcement of the Adolescent Tobacco Use Prevention Act. Additionally, the original contract had a term beginning April 1, 2018, and ending March 31, 2023. This amendment would extend this agreement for an additional 12 months. Thus, the County will also receive an additional \$56,876 per year in funding for the 12-month extension period.

Sponsor: Legislator Ostrelich

Co-Sponsor:

COUNTY OF SCHENECTADY

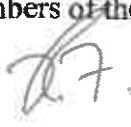


RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Director of Public Health

Date: July 28, 2023

Re: Authorization to Amend a Multi-Year Agreement with the NYS Department of Health for its Tobacco Enforcement Grant Program

Attached is a memorandum from Keith Brown, Director of Public Health, requesting authorization to amend a multi-year grant agreement with the New York State Department of Health (NYSDOH) for its Tobacco Enforcement Grant Program. The original contract had a term beginning April 1, 2018 and ending March 31, 2023. This amendment would extend this agreement for an additional 12 months. The County will also receive an additional \$56,876 per year in funding for the 12-month extension period. This program funds expenses and services associate with enforcement of the Adolescent Tobacco Use Prevention Act.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action - August Legislative Meeting
Requesting Legislative Approval to accept New York State Department of Health Tobacco Enforcement Grant
CC: Shane Bargo, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance
DATE: 7/17/23

Dear Rory,

Schenectady County Public Health Services (SCPHS) has been awarded funds from the New York State Department of Health (NYSDOH) for services and expenses related to the Tobacco Enforcement Grant Program, dedicated to enforcing the Adolescent Tobacco Use Prevention Act (ATUPA). SCPHS has been administering this program for over 15 years.

NYSDOH has issued a 12-month extension of the existing contract at level funding. Therefore, the amended contract will be effective 4/1/2018-3/31/2024. The Tobacco Enforcement contract documents will be managed and approved through the New York State Grants Gateway.

Schenectady County will receive funding in the amount of \$56,876.00 per year for the 12-month extension.

I am requesting Legislative approval to accept this grant award to be used to continue to support services related to tobacco enforcement in Schenectady County.

Sincerely,

Keith Brown, MPH
Public Health Director

From: CEH-City-County Directors of Environmental Health <EHDRCTRS-L@LISTSERV.HEALTH.STATE.NY.US> on behalf of doh.sm.BCEHFP.Calendar <000001557559cda1-dmarc-request@LISTSERV.HEALTH.STATE.NY.US>
Sent: Monday, April 3, 2023 12:56:41 PM
To: EHDRCTRS-L@LISTSERV.HEALTH.STATE.NY.US <EHDRCTRS-L@LISTSERV.HEALTH.STATE.NY.US>
Subject: Update: Tobacco Enforcement Contracts

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

As you aware, the grant contracts for the Tobacco Enforcement Program expired on 3/31/2023. It is the Department's intent to issue a 12-month extension of these existing contracts at level funding. This action is contingent upon approvals from the NYS Division of Budget (DOB) and NYS Office of the State Comptroller (OSC), both of which are currently pending.

We encourage you to begin working on your budget for the 4/1/2023-3/31/2024 period. Additional information and guidance will follow in the coming weeks. Thank you for your patience.

Kind regards,

Sheri Ford
Director, Bureau of Community Environmental Health
and Food Protection
Center for Environmental Health, NYS DOH

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Health, Housing and Human Services
Dual Reference:
Initiative: HHHS 21

Title of Proposed Resolution:

A RESOLUTION TO ACCEPT MONIES FROM THE NYS OFFICE OF ADDICTION SERVICES AND SUPPORTS FOR NARCOTIC ABUSE PREVENTION AND ASSISTANCE PROGRAMS

Purpose and General Idea:

Provides authorization for the Acceptance of Funding from the NYS Office of Addiction Services and Support

Summary of Specific Provisions:

Authorizes the acceptance of funding from the NYS Office of Addiction Services and Support in the amount of \$77,744 for the 2023 Narcotics Abuse Prevention and Assistance Program.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased state aid from the NYS Office of Addiction Services and Support in the Office of Community Services.

Increase Revenue Code By:

A34230.348601	State Aid OASAS	\$71,859
A34310.348603	Narcotic Addiction Control Admin	\$5,885

Increase Appropriation Code By:

A544230.400602	Treatment Services	\$71,589
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Keith Brown, Director of Public Health, indicates, that the acceptance of this grant will aid his staff that support programs associated with addiction services within the community as well as accommodate cost-of-living adjustments.

Sponsor: Legislator Ostrellich
Co-Sponsor:



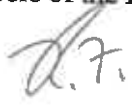
COUNTY OF SCHENECTADY

RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Keith Brown, Public Health Director
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

RE: Authorization to Accept Funding from the NYS Office of Addiction Services and Support

Attached is a memorandum from Keith Brown, Public Health Director, requesting authorization to accept funding from the NYS Office of Addiction Services and Support in the amount of \$77,744 for the 2023 Narcotics Abuse Prevention and Assistance Program. This will accommodate cost-of-living adjustments.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



**SCHENECTADY COUNTY
PUBLIC HEALTH SERVICES
INTEROFFICE MEMO**

TO: Rory Fluman, County Manager
FROM: Keith Brown, Public Health Director
RE: Legislative Action July Legislative Meeting
Requesting Legislative Approval to accept funding from the NYS OASAS

CC: Shane Bargo, Deputy County Manager
Jaclyn Falotico, Commissioner of Finance
DATE: 7/17/23

Dear Rory,

I am writing to request a modification to the 2023 Narcotics Abuse Prevention and Assistance program budget. The Office of Community Services has been notified by the NYS Office of Addiction Services and Support (OASAS) of an increase of \$77,744 to state aid based on the most recent letter dated 5/23/2023 to support the cost of living adjustments

This funding increase through OASAS affects the following programs:

A544230.400602 -- Treatment Services (Medically Supervised Outpatient Clinic) - \$71,859
Due to 4% COLA increase

I am requesting Legislative approval to increase revenue as following:

A34230.348601 - State Aid OASAS - \$71,859
A34310.348603 - Narcotic Addiction Control Admin - \$5,885

Sincerely,

Keith Brown, MPH
Public Health Director

**New York State Office of Addiction Services and Supports
State Aid Funding Authorization**

SBRRPALB100
05/23/2023 16:03


County: Schenectady (47)

Fiscal Year : 2023

As of: 05/23/2023

Region: Hudson

Agency Number/Name	Init Code	Program Code/Index	PRU Direct	Approved Budgeted Amounts							Local Share	Non- Funded	Restr. Code
				Gross	Revenue	Net	Funded Net	Funding Code/Source	One- time	Approved State Aid			
35060		3078 00	52390	220,509	108,935	111,574	111,574	013S		111,574	0	0	
		3620 00	52777	1,478,045	1,092,874	383,371	383,371	013S		383,371	0	0	
Alcoholism and Substance Abuse Council of Schenectady County, Inc. d/b/a New Choices Recovery Center	3	3600 00	53548	874,998	362,449	312,549	312,549	013S		312,549	0	0	
	3	3600 01	53547	788,776	379,800	388,976	388,976	013S		388,976	0	0	
	3	3600 02	53549	814,828	311,757	302,871	302,871	013S		302,871	0	0	
	3	3600 03	53548	644,850	400,896	243,954	243,954	013S		243,954	0	0	
	JB	4084 00	53390	200,000	0	200,000	200,000	013S		200,000	0	0	
		5520 00	90886	523,795	0	523,795	523,795	013S		523,795	0	0	
Agency 35060 Total:				5,123,601	2,856,511	2,467,090	2,467,090	All		2,467,090	0	0	
70440		0690 00	70500	69,896	12,036	57,860	57,860	013S		54,434	3,426	0	
Schenectady County Office of Community Services		5990 00	52494	132,282	45,159	87,133	87,133	013S		87,133	0	0	
Agency 70440 Total:				202,188	57,195	144,993	144,993	All		141,567	3,426	0	
County Schenectady (47) Summary - All Agencies:				5,325,789	2,713,706	2,612,083	2,612,083	All		2,608,657	3,426	0	
Less Direct Contracts/DASNY:				0	0	0	0	All		0	0	0	
Approved LGU Funding:				5,325,789	2,713,706	2,612,083	2,612,083	All		2,608,657	3,426	0	


 Signature

5/25/2023
 Date

NYS Office of Addiction Services and Supports

2023-24 Cost of Living Adjustment effective April 1, 2023

County	Agency Code	Provider Name	2023 State Aid Increase (75%)	2024 State Aid Increase (25%)	Full Annual 4% Increase
Schenectady	35080	Alcoholism and Substance Abuse Council of Schenectady County, Inc. d/b/a New Choices Recovery Center	71,859	23,953	95,812
	70440	Schenectady County Office of Community Services	4,125	1,374	5,499
	Schenectady Total		75,984	25,327	101,311

Agency	Program	2023 Budget (MUNIS)	2023 SAL 05/23/23	Change In State Aid Increase/(Decrease)	Account	Account Name	Contract
35060 - New Choices							
	3078 00 - Shelter Plus Care Case Mgmt	111,574.00	111,574.00	-	A544230.400600	Case Management	23.004
	3520 00 - Medically Supervised Outpatient	311,512.00	383,371.00	71,859.00	A544230.400602	Treatment Services	23.004
	3600 00 - Residential Services	312,549.00	312,549.00	-	A544230.400450	Purcell House	23.004
	3600 01 - Residential Services	388,976.00	388,976.00	-	A544230.400451	Perrin House	23.004
	3600 02 - Residential Services	302,871.00	302,871.00	-	A544230.400452	Smith House	23.004
	3600 03 - Residential Services	288,150.00	243,954.00	(44,196.00)	A544230.400440	Bridge Center	23.004
	4084 00 - Support Services	200,000.00	200,000.00	-	A544230.400602	Jail Services	23.004
	5520 00 - Primary Prevention Services	523,795.00	523,795.00	-	A544230.400603	Prevention Services	23.005
		2,439,427.00	2,467,090.00	27,663.00			
		75,000.00					
		2,514,427.00		71,859.00	A544230.340501	State Aid - OASA	
		2,514,427.00	2,467,090.00				
70440 - Office of Community Services							
	0890 00 - LGU Administration	50,309.00	54,434.00	4,125.00	A544110.440001	Sanction Addition Control Admin	
	5990 00 - Dual Diagnosis Coordinator	85,373.00	87,133.00	1,760.00	A544110.340002	Sanction Addition Control Admin	
		135,682.00	141,567.00	5,885.00			
		2,575,109.00	2,608,657.00	33,548.00			
Total Approved State Aid							
				Increase 2023 Budget By	77,744.00		

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *JK*
DATE: July 24, 2023
SUBJECT: Budget Amendment – OASAS State Aid Increase – Office of Community Services

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased state aid from the NYS Office of Addiction Services and Support in the Office of Community Services.

Increase Revenue Code By:

A34230.348601	State Aid OASAS	<u>\$71,859</u>
A34310.348603	Narcotic Addiction Control Admin	<u>\$5,885</u>

Increase Appropriation Code By:

A544230.400602	Treatment Services	<u>\$71,589</u>
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.



Schenectady County Legislature

Committee on Public Safety and Firefighting

Hon. Thomas Constantine, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Public Safety and Firefighting
Honorable Thomas Constantine, Chair
Monday, July 31, 2023 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
PSF	9 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE GUN INVOLVED VIOLENCE ELIMINATION INITIATIVE	Legislator Constantine	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Public Safety and Firefighting
Dual Reference: Ways and Means
Initiative: PSF 9

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE GUN INVOLVED VIOLENCE ELIMINATION INITIATIVE

Purpose and General Idea:

Provides Authorization to Accept Funding from the NYS Division of Criminal Justice Service for the Gun Involved Violence Elimination Initiative.

Summary of Specific Provisions:

Authorizes the acceptance of funding in the amount of \$250,000 from the NYS Division of Criminal Justice Service for the Gun Involved Violence Elimination (GIVE) Initiative. The agreement term starts on July 1, 2023, and ends on June 30, 2024.

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding in the Department of Probation.

Increase Revenue Code By:

A33140.332016	Project GIVE - Probation	\$170,000
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Increase Appropriation Code By:

A543140.415616	Project GIVE - Probation	\$170,000
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Tim Ferrara, Director of Probation, indicates, this initiative is a critical component of the State's violence prevention and reduction strategy, which is done in partnership with the Schenectady County District Attorney's office, Sheriff's office, and the City of Schenectady Police Department. Focusing on identifying high-crime areas, while coordinating existing resources within the community. This funding will also support the cost associated with assessment, supervision, responses, programming, reporting, and engaging with key stakeholders and community leaders.

Sponsor: Legislator Constantine

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *R.F.*

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Tim Ferrara, Director of Probation
Jaclyn Falotico, Commissioner of Finance

Date: July 28, 2023

Re: Authorization to Accept Funding from the NYS Division of Criminal Justice
Services for the Gun Involved Violence Elimination Initiative

Attached is a memorandum from Tim Ferrara, Director of Probation, requesting authorization to accept funding from the NYS Division of Criminal Justice Services for the Gun Involved Violence Elimination (GIVE) Initiative. The funding is in the amount of \$250,000 and has a term of July 1, 2023, to June 30, 2024. A portion of that funding was already allocated in the 2023 Operating Budget, with \$170,000 representing an addition to the Department of Probation's 2023 GIVE Budget.

Done in partnership with the Schenectady County District Attorney's Office, the County Sheriff's Department, and the City of Schenectady Police Department, this initiative focuses on identifying those most responsible for shootings, identifying high crime areas, coordinating existing resources within the community, and engaging with key stakeholders and community leaders. As Mr. Ferrara indicates, this funding will support costs associated with assessments, supervision, responses, programming, and reporting as detailed in this initiative's provisions.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.

MEMORANDUM

TO: Rory Fluman, County Manager
FROM: Tim Ferrara, Director Probation
RE: Legislative Action – July Legislative Meeting
Requesting Legislative approval to accept New York State funding in the amount of \$250,000, to support the Gun Violence Elimination (GIVE) Initiative in Schenectady County
cc: Jaclyn L. Falotico, Commissioner of Finance
DATE: June 15, 2022

The Schenectady County Probation Department was awarded \$250,000 from the New York State Division of Criminal Justice Services (DCJS) to support our Gun Violence Elimination (GIVE) Initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. In this initiative, our department partners with the Schenectady County District Attorney's Office, Schenectady County Sheriff's Department, and Schenectady Police Department. This funding supports costs associated with the provisions of this initiative, including but not limited to assessments, supervision, responses, programming and reporting as provided in the enacted (SFY 2023-24) New York State budget for the period July 1, 2023 through June 30, 2024.

This 2023-24 award is consistent with the appropriation amount enacted for this purpose in the State budget and was determined based on an analysis of Shooting Related Violence from January 2020-December 2022. This includes the number of shooting incidents, individuals killed by gun violence, reported homicides, and reported violent crimes involving a firearm in each GIVE jurisdiction. This funding will be used to our Field Intelligence Officer, Enhanced Supervision and Electronic Monitoring, Employment and Vocational support and an Anti-Violence Coordinator. This full award amount was automatically disbursed to our County in one payment made on June 9, 2023.

We respectfully request Legislature approval to accept this funding to support our costs and efforts in supporting the Gun Violence Elimination (GIVE) Initiative.



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

YVONNE TURNER
Director of Funding

Grant Award Notice

Grantee/Contractor: Schenectady County Probation Department	Date: June 9, 2023
Program Name: GIVE (2023-24)	Award Amount: \$250,000.00¹
Signatory Name and Title: Director Timothy Ferrara	Term Dates: 7/1/23 – 6/30/24
Email: timothy.ferrara@schenectadycounty.com	Contract Number: C484999
Program Description: 2023-24 DCJS Gun Involved Violence Elimination (GIVE) Initiative	
New York State Division of Criminal Justice Services (DCJS) Commissioner Rossana Rosado is pleased to provide funding to your county and agency to support the Gun Involved Violence Elimination (GIVE) initiative. The GIVE initiative is a critical component of the State's violence prevention and reduction strategy. Thank you for your partnership to help keep New Yorkers safe. If you have any programmatic questions, please contact Raymond Neves in the DCJS Office of Public Safety (OPS) at (518) 402-8455 or Raymond.Neves@dcjs.ny.gov.	
Grant Questions	
PRIMARY CONTACT Katie Nardolillo Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 457-6030 Email: Katie.Nardolillo@dcjs.ny.gov	SECONDARY CONTACT Dave Martin Public Safety Grants Representative NYS Division of Criminal Justice Services Office of Program Development and Funding Phone: (518) 485-9607 Email: David.Martin@dcjs.ny.gov

Thank you for all the work you do to protect the public and keep our communities safe. We look forward to continuing to work with you in our shared public safety mission.

Attachment: Instruction Sheet, GMS Application Manual

^[1] The award amount listed above is contingent upon the completion and submission (as applicable) of all contractual obligations as well as approval by the NYS Division of Budget and execution of the grant contract by the NYS Office of the State Comptroller.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *jf*

DATE: July 25, 2023

SUBJECT: Budget Amendment – Gun Violence Elimination Initiative (GIVE) –
Department of Probation

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding in the Department of Probation.

Increase Revenue Code By:

A33140.332016	Project GIVE - Probation	<u>\$170,000</u>
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Increase Appropriation Code By:

A543140.415616	Project GIVE - Probation	<u>\$170,000</u>
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I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Schenectady County – GIVE X



Schenectady GIVE Task Force 2023-24

Police Department

District Attorney's Office

County Probation

Sheriff's Office

Narrative Responses for 2023-24 GIVE Comprehensive Plan Proposal

See attached SARA Addendum for reference for the following responses.

Question # 1: Assessment and Conclusions

Place-Based GIVE Initiative Assessment:

Data-Driven Approach to Crime and Traffic Safety, ("DDACTS") is an Operational Model that uses analysis of location-based crash, crime, calls for service, and enforcement data to establish effective and efficient methods for deploying resources geared toward gun violence elimination. Schenectady adopted DDACTS in 2012 and continues to use as a part of our centralized GIVE efforts. In GIVE IX, we used DDACTS to identify zones selected for enhanced attention. (Reference Appendix L). The DDACTS areas include the central part of Hamilton Hill and Mont Pleasant.

Hamilton Hill (DDACTS 1): This area includes Albany and State St. from Georgetta Dix to Furman St., Germania Ave, Schenectady St. and Hulett St. The Mont Pleasant neighborhood (DDACTS 2) includes the area in and around Crane Street and 6th Ave including Francis Ave, Sargent Place, Howard, Webster and Pleasant Streets. Both identified DDACTS zones contributed to a disproportionate rate of firearm related crime including overall violent crime, property crime and vehicle crashes when compared to the rest of the city.

Step one under GIVE IX hot spot targeted enforcement efforts was the ability to accurately identify areas prone to gun violence. Step two was assuring that we were implementing and deploying our resources as intended based on hot spot identification. High visibility of law enforcement on our streets as well as an emphasis on increased contacts through the use of traffic stops and field interview contacts are a performance measure reviewed to ensure intended execution of efforts by the police. Heat map data (Appendix K) illustrates that during the 2022-23 GIVE term (July 1st, 2022 to March 31st, 2023) enforcement efforts are being deployed in areas predicted to have the greatest impact in reducing violence from targeted enforcement efforts. We found that DDACTS Area 1 (Hamilton Hill) had the greatest concentration of traffic enforcement and field interview contacts, with a lower level of engagement in DDACTS area 2 (Mont Pleasant).

Another hot spot assessment completed under the GIVE IX term was an evaluation of data before (2009-2011) and after (2012+) implementation. The results found DDACTS impacted crimes have declined over the years and have shown a statistically significant reduction compared to a three-year pre-DDACTS time period, both citywide and within DDACTS

zones (Reference Appendix L). A valid justification of crime reduction outside of the targeted zones is best described as diffusion of benefits where focused efforts have a residual impact on the entire jurisdiction. Continued DDACTS analysis will be conducted to monitor outputs and outcomes in addition to any changes in the DDACTS zones within Schenectady's strategic plan. This is a positive desired outcome.

Mapping capabilities and analysis continue to support specific areas within Hamilton Hill as a DDACTS location needing further targeted enforcement due to the clustering of crime and vehicle crash activity. The concentration of enforcement efforts is greatest within the Hamilton Hill DDACTS zone and less in the Mont Pleasant DDACTS area during GIVE IX. This was predicated on a greater frequency of gun violence and associated undesirable activity. The analysis also indicates the need for more routine field interview contacts, community engagement, and an overall increase in the level of contacts with individuals made by law enforcement. Adjustments will be considered and implemented where indicated.

Hot Spot Micro Level Enforcement: Efforts to focus on historically high-level crime locations that have shown repeatedly to be areas of gun violence has led to multi-agency coordinated enforcement activity under GIVE IX. The methodology is based on analyzing total calls for service over selected periods of time, as well as a centralized focus on priority 1 calls and locations with high levels of proactive engagement. Support from Command staff has resulted in the "High Call Activity Report" a product utilized to identify micro locations, assign location to specific detectives within our Special Investigations Unit, and work with partners and stakeholders to identify the underlying causes and potential solutions. The efforts on micro hot spot identification and engagement have been successful and regular meetings occur where monitoring, updates, and collaborative efforts are highlighted to gauge progress. Schenectady GIVE partners will continue to further develop this process during GIVE X and details is provided in our GIVE X strategy. (Reference Appendix C)

Crime Prevention Through Environmental Design (CPTED) The Schenectady Police Department is in the final stages of developing a CPTED playbook that is designed to actively involve numerous City departments, the community, and affiliated partners and stakeholders in a coordinated approach to implement CPTED initiatives. An area, or specific location, is identified through analysis of reported activity or a triggering event such as a shooting or series of confirmed shots fired in a particular area. The focus area is outlined and described within the CPTED Playbook, followed by CPTED concerns identified via a field assessment with

supporting images. A list of action items and recommendations are noted in addition to methods to track changes in reported activity that are most likely impacted by a CPTED strategy. This CPTED Playbook was developed recently under GIVE IX and not enough time has elapsed to conduct an assessment. (Reference Attachment: CPTED Playbook)

Prosecution Assessment:

- The DA's Office maintains its case files utilizing a Prosecutor's Case Management System and can track and manage the caseload within PCMS. Reports are run based on selected criteria and parameters related to case information. We aim for consistency in sentencing while also considering case variables such as unique fact patterns, witness availability, and criminal histories particularly with gun violence. More than 40 felony gun cases were handled in 2022, with pleas and/or sentences ranging from state incarceration with post-release supervision, local jail with probation, and consolidation with non-gun charges where necessary. Regular case reviews are conducted within the gun unit.
- Coordination with the local federal prosecutor's office is maintained and cases are referred for federal prosecution to optimize the outcome. The US Attorney's Office adopted approximately six (6) cases to prosecute federally. The DA's Office prosecuted a Schenectady resident in the Army stationed in Kentucky who was trafficking guns from the south to Schenectady. This relationship remains strong and useful and serves the safety of the community.
- Information developed by the DA's Office during case preparation and trial is consistently shared with law enforcement. This has proven effective in all manner of investigations and cases and will continue.
- The assessment of the County camera system network currently consisting of over 440 camera views, coupled with the City's separate Smart City cameras, camera nodes and License Plate Readers systems demonstrates they are invaluable tools and are critical sources of evidence in the large percentage of gun-related incidents within the City of Schenectady. We will continue to utilize crime data to build-out the system.
- The use of alternative treatment courts including Mental Health Court, Drug Court and DWI Court has been productive, and graduations occurred, but an assessment of the number of participants during the last year shows a significant reduction (approximately 50% decrease) in defendants opting into treatment programs. Changes in bail laws have contributed to this decrease. Gun cases will continually be analyzed for

consideration for appropriate treatment court dispositions. Violent crimes are not often appropriate.

- **Conversations with Parolees through CCJ** – as it was restarted after Covid, the conversations were well received by the parolees and sparked good discussions and will be continued into GIVE X. Information is provided and questions answered regarding successful parole participation, the impact of a gun conviction, and connections to any needed services or support.
- The state bail and discovery reform has been a large hinderance to successful implementation of our strategies.

People-based GIVE Initiative Assessment:

Chronic Offenders: Schenectady's prior efforts to develop a chronic offender ranking system was found to be complex, overly time consuming and provided little insight and actionability from a gun violence reduction strategy. Schenectady has shifted our people-based approach using shared field intelligence from patrol, detectives and GIVE partners as well as a significant degree and weight given toward suspects and known associates of those involved in gun violence derived from ongoing case investigations. A list of chronic offenders is discussed during scheduled GIVE meetings with input from all GIVE partners. Work ups are completed by an SPD crime data analyst, who is co-located at the CRCAC twice a week, using the technology and software provided by the CRCAC to check any recent activity, social media, LE contact and associates. Furthering best practices regarding the identification and ranking of chronic offenders is an endeavor Schenectady seeks to achieve by working jointly with the Capital Region Crime Analysis Center.

Custom Notifications: Custom notifications to identified gun involved individuals is critical to our GIVE efforts and typically includes the two GIVE detectives, our Schenectady STRONG services point of contact, Probation, and a working partnership with parole. Custom Notifications are regularly scheduled and are completed approximately every month. The message surrounding gun violence is provided to individuals as well as to families. More frequently, we have employed the method of messaging via mini notifications. This method specifically involves the GIVE detectives, who engage identified individuals when they encounter them in the community. The contact may often be unplanned, such as while they are out in the community investigating an incident, but given the opportunity to engage a person, they take

that opportunity to share the STRONG messaging and request that the violence stop. If an individual indicates an interest in any services or for further discussions, the GIVE detectives make that introduction and follow up. The street level officers have also made such efforts. Documentation of the activities and the follow up is critical and needs to improve.

Probation Assessment: Assessment occurs of all probationers linked to daily field interviews reports and new arrests that involve violence. Targeted Home Contacts occur including adults and juveniles under supervision with assistance from our law enforcement partners, Schenectady Police Department and County Sheriffs. Probation developed gun caseloads utilizing two Probation Officers providing Greatest Risk supervision and working collaboratively with Probation's Field Intelligence Officer. Currently Probation has 33-gun cases under this level of supervision. Probation partners with law enforcement to conduct GIVE details. Last year 3 details in June and July were completed utilizing 12 Probation Officers. 70 Home contacts were completed with one arrest of a probation absconder. This year in late May, a joint detail is expected to be carried out with law enforcement partners at SPD, Office of the Sheriff and Probation through a Traffic Stop and Ticket Detail which will be held in a designated Hot Spot area. Future Give Details with law enforcement partners are expected to take place at minimum once quarterly. Targeted Home Contacts completed three times a month with gun convicted probationers and law enforcement partners, specifically Schenectady Police Department and Schenectady County Office of the Sheriff. During these Home Contacts searches of their person and residence are being conducted with regularity. When available use of Gun K-9 has been utilized, targeted searches of juveniles involved with guns being done as needed.

Since May of 2022, 252 Home contacts were completed. Since July of 2022, use and monitoring of GPS (Global Positioning Satellites) on all gun involved probationers including use at Pre- Trial and Supervision stages. Coordination with Capital Region Crime Analysis Center in assisting with monitoring these individuals. Currently we have 4 adult gun cases, 4 juvenile cases involving assaults and guns, and 7 Pre- trial cases that are serious in nature and/or gun involved that are being monitored on our passive GPS system.

With the assistance of law enforcement partners, we have been targeting High Risk probationers with active warrants that are involved with violence in the community (robberies, shootings, and domestic incidents). Conducting weekly Critical Incident Review team meetings to review and identify gun and gang involved individuals at Pre-trial, Pre-sentence, Sentencing and Transfer-In cases to provide higher levels of supervision by classifying these individuals as

Greatest Risk and providing that increased level of supervision to include minimum of 6 months GPS (Global Positioning Satellite) monitoring. Initial Home Contacts and searches of their person and residence are being completed within 2 days of sentencing to probation. Custom Notifications are being conducted at this time during initial home contact on these new gun cases.

A strong message is being given against further gun violence and information for needed services is offered. Probation has been conducting home contacts and Custom Notifications with Schenectady Police and the Office of the Sheriff on Greatest Risk/ High Risk cases adults and juveniles that are gun, gang involved and have been identified through Critical Incident Team and other Give partners. Providing Intel to law enforcement and collaboration with GIVE partners including the District Attorney's Office, GIVE Detectives at SPD, SPD Crime Analysts, Schenectady Co Sheriffs, ATF, County Task Force, Parole and Federal Probation, in targeting individuals that are involved with gun violence in the community.

Outreach Program: Youth L.I.F.E. Support Network, Inc. has operated its 1Life2Live Gun & Gang Prevention & Intervention Program, which operates primarily in the City of Schenectady, but addresses gun involved conflicts and violence throughout the entire county, since 2014. From its inception, the program has had the full support of the Schenectady County Sheriff's Office, Schenectady County District Attorney's Office, Schenectady County Probation Department, and the Police Chief of the City of Schenectady, a relationship that collectively contributed to the reduction in shots fired, shootings with injuries, homicides, and retaliatory shootings within the city and county. The program currently employs three (3) Outreach Workers (The "Street Team") who also carry the task of Violence Interrupters (due to limited funding), and each one is required to carry a caseload of 8 to 10 individuals/Participants who are at the highest risk of either shooting or getting shot. The objective of the case management is to contain the acts of gun violence by connecting the participants to services, employment, trainings, education, and any other services/resources the participant identifies. The staff are also responsible for containing, deescalating, and mediating conflicts that could or ultimately do lead to gun violence based on individuals involved in the conflict(s). Through 2022-2023, the staff has mediated 26 conflicts (others that were not expected to lead to gun violence) and case managed 18 participants.

It is well known and understood that many of the conflicts that involve or evolve to gun violence in the community have their ties to incarcerated individuals in both the county and state facilities – and federal to a lesser degree. That being the case, the desired outcome for G.I.V.E.

IX (2022-2023) was to find a way to continue to have access to and continue engagement with gun-involved individuals who end up at the Schenectady County Jail, regardless of the instant offense. This would allow the "Street Team" to maintain containment of the potential for gun violence in the community, support the containment for violence within the county jail, and continue to work with the participants to get them on the track to education, training, and employment - STABILITY! Continuing the rapport/relationship while the participant is in confinement can help in the process of changing the mindset and attitude that violence is normal, which is the ultimate goal and desire of all vested collaborating partners and stakeholders.

This outcome has been achieved through this year (2022-2023) with the buy-in and support from the County Sheriff Dominic Dagostino. As part of its Community Outreach, utilizing a portion of the G.I.V.E budget allocated (\$40,200), the Schenectady County Sheriff's Office has a Professional Service Agreement (PSA) with Youth L.I.F.E. Support Network, Inc. in support of their Gun & Gang violence Prevention & Intervention Program. Through the PSA, the program employs one (1) Violence Interrupter/Outreach Worker as part of the program's "Street Team" who not only works to interrupt the gun violence in the community, but this person also has access to the county jail population and is thereby able to assist in containment and de-escalation of conflicts by engaging individuals housed at the jail whom may otherwise play a role in fueling conflicts and/or directing retaliatory shootings. Having this Violence Interrupter/Outreach Worker as a resource has proven to be especially valuable as the City Police Department wrapped up gun involved cases and the Office of the District Attorney began prosecuting them. As investigations led to arrests and trials, the 1Life2Live Violence Interrupter/Outreach Worker was able to help level heads prevail and minimize conflicts both in the facility as well as in the community. The only challenge to this additional strategy was getting the Outreach Worker/Violence Interrupter cleared to have access to the individuals housed at the jail due to his parole/probation status. However, this challenge was removed by the decision to have the staff member's parole/probation terminated. As a result, the program has evolved to another level and anticipates an even more successful coming year.

Question # 2: Contributing local issues

As a result of conducting the scanning component on shootings, the review of all confirmed shots fired incidents during 2022 to date (April 2023) revealed various motives to be the cause of gun violence. Motives included a series of juvenile involvement in firearm related crimes resulting in further retaliation of gun violence, drug ties and affiliation to include home

invasions and multiple gun arrests involving domestically charged incidents. A further review of NIBIN results support a cross jurisdictional correlation of gun violence in the Tri-City area including Albany, Troy, and Schenectady. Evidence indicates crime guns are being used in multiple criminal incidents in multiple capital district cities. This finding further supports the local GIVE jurisdictions effectively implementing evidence-based gun violence reduction strategies that affect greater jurisdictional boundary than city limits. The CRCAC has been critical in this collaboration and data sharing to further identify gun related violence patterns, trends, gun tracing and trafficking.

Access to weapons is the main local issue that contributes to the shooting and violence in Schenectady. Despite law enforcement successfully and consistently taking weapons off the street, the flow of firearms accessible to the trigger pullers is not slowing. We are and will continue to employ the special services of ATF, the DEA and FBI Safe Streets Task Forces, NY/NJ HIDTA, along with our local law enforcement officers at all levels, to combat the trafficking and illegal use of guns.

Additionally, bodegas and small stores located in hot spot areas are contributing to crime and gun violence as shown through research. Continued instances of crimes occurring at locations previously flagged as problem areas remains a concern. A further expansion of CPTED is being developed as one additional approach to address these issues. Juveniles are being drawn to these stores and surrounding areas to hang out, and conduct illegal activities such as drugs, robberies, assaults, and gun activity. National issues regarding employment, stable housing and food insecurity have impacted a greater number of people since 2020. Concerns of social unrest, distrust of police and a lack of outlets for positive activities and opportunities for youth are also contributing factors resulting in youth violence.

The role that individuals incarcerated for gun crimes play in the continuation of community gun violence deserves focus and critical attention. Decades of gun violence in specific neighborhoods may suggest an attitude and mindset has evolved with subsets of the community population, within those neighborhoods, that accept violence as normal. When gun involved individuals are ultimately placed in the county jails and youth detention and placement facilities, the engagement to address this mindset and attitude is limited. Possibly, the only place this message is being delivered is during the time of an arrest by an officer and/or during the process while the criminal justice staff are holding and housing those individuals. Neither of these platforms provide a receptive setting for delivering an anti-gun violence mindset and attitude by the best messengers. The use of "Credible Messengers" is a valid effort and must be supported for this creative approach.

Question # 3: Crime analysis reports utilized.

A) DDACTS Report – (Refer to Appendix A)

The DDACTS report is issued annually and was last updated in April of 2023 by Schenectady's Analysis Unit. Analyzing data collected by law enforcement officers enables the use of crime patterns, trends, and visual mapping illustrations; in turn these resources identify specific areas (zones) within a jurisdiction that historically contain a disproportionate rate of criminal activity and crashes compared to the rest of the jurisdiction.

Once DDACTS zones are established, law enforcement relies on the importance of high saturation of visible patrol and increased contacts via traffic stops and field interviews to deter and reduce targeted social harms. The DDACTS includes city engineering, code enforcement, parole, probation department and community stakeholders. Schenectady tries to include as many of the following 7 guiding principles into their DDACTS strategy: Identifying Partners & Stakeholders; Data Collection (Clean, Accurate, Detailed); Data Analysis (Comprehensive); Strategic Operations (List of Enforcement Tactics within DDACTS Zones); Information Sharing & Outreach; Monitor, Evaluate and Adjustments; and Outcomes.

B) CPTED Playbook – (Refer to Appendix B)

The Schenectady Police Department recently developed a CPTED playbook designed to actively involve city departments, the community, and affiliated partners and stakeholders in a coordinated approach to implement CPTED initiatives. An area, or specific location, is identified through analysis of reported activity or a triggering event such as a shooting or series of confirmed shots fired in a particular area. The focus area is outlined and described within the CPTED Playbook, and CPTED concerns are identified via a field assessment with supporting images. A list of action items and recommendations are noted in addition to methods to track changes in reported activity that are most likely impacted by a CPTED strategy. This CPTED Playbook was developed recently under GIVE IX and not enough time has elapsed to conduct an assessment.

C) High Call Activity Report – (Refer to Appendix C)

Additional placed-based analysis has been effective in identifying problem locations at the micro level that includes residential, commercial and shared public areas within our city. Regularly monitoring calls for service in a systematic method has aided our efforts in identifying problem locations, assigning those locations to our Special Investigation Unit and having monthly scheduled meetings to discuss, trouble-shoot and assess micro level activity. There has been a reduction in calls for service, providing aid where needed and improving partnerships with commercial and business properties. The "High Call Activity Report" is generated and

disseminated on a weekly basis to internal partners. The report identifies locations with historically higher levels of calls for service as well as locations that have shown spikes in recent activity. Attention to these specific identified areas allows action to de-escalate activity prior to violence occurring.

D) CRCAC Tri City Firearm Activity Report – (Refer to Appendix D)

The CRCAC generates and disseminates on a weekly basis a YTD Part I Crime and Firearm Activity Report which was used during the scanning and analysis section of this application. The findings are also highlighted during monthly GIVE meetings as the statistics provide a baseline of the capital region area to include Albany, Schenectady and Troy regarding reported criminal activity. The statistics provided within the report are one measure of evaluating our outcomes when it comes to gun violence within the city.

E) DCJS Annual Firearm Statistics and GIVE Site Rankings – (Refer to Appendix E)

Statistics provided by DCJS provided insight on shooting incidents involving injury over a ten year period (2013 - 2022). The findings illustrate Schenectady has had multiple shooting incidents where a person was struck by gun fire, ranging from a low of twelve (12) reported in 2017 and a high of twenty-six (26) reported more recently in 2020. Based on the provided shooting incident statistics, the analysis of annual shootings reveals a 33% increase in shootings over the last three years, 2020 – 2022, compared to a seven-year average (2013 - 2019).

F) DCJS GIVE Site Firearm Ranking: – (Refer to Appendix F)

Gun violence statistics provided by DCJS rank Schenectady at mid to lower levels of various firearm related activity in comparison to the listed seventeen (17) tier I GIVE sites.

Although these standings are intriguing, a ranking system that includes rank by rate considering

Shooting Related Violence: Schenectady Ranking Amongst GIVE Tier I Sites			
Shooting Incidents Involving Injury	Individuals Killed by Gun Violence	Total Homicides (Any Weapon Type)	Violent Crimes Involving a Firearm
11 of 13	11 of 12	10 of 13	9 of 14

the frequency of activity in relation to population would provide additional contextual comparison.

G) CompStat Report – (Refer to Appendix G)

A weekly CompStat report illustrating reported Part I crime statistics and Firearm Activity over various comparison time frames enables a comparison of criminal activity and gun violence over the current month compared to the prior month, current month compared to same month last year, current year compared to a five-year average and a comparison of activity during the

current week compared to the prior week. The CompStat report and generated statistics is one step in our scanning process to measure trends in firearm activity over time.

H) Recent Confirmed Shots Fired & Shooting Maps – (Refer to Appendix H)

A spatial analysis was conducted for years 2020 – April 2023 confirmed shots fired and 2020 – 2022 shootings. The findings indicate that our pre-existing GIVE zone, Hamilton Hill, remains a focus of engagement, however, two additional locations are identified as having a cluster of gun violence outside of our current GIVE zones under GIVE IX. Heat map data of confirmed shots fired, and shootings indicate that the Eastern Ave Business Corridor and Central State Street neighborhoods have a disproportionate concentration of firearm activity compared to the city overall. The scanning process provided the means to further analysis these hot spots independently based on firearm violence trends over the 2020 – 2023 period resulting in a greater emphasis on the Eastern Ave Business Corridor. The results of the scanning process indicate a shift in our GIVE zones should take affect under GIVE X based on the supported evidence to include the central area of Hamilton Hill with a second GIVE zone identified as the Eastern Ave Business Corridor. The Eastern Ave Business Corridor connects Schenectady's downtown area to upper Union Street a residential and business corridor.

I) Temporal Analysis of Confirmed Shots Fired – (Refer to Appendix I)

Identifying the location of where firearm activity takes place is one necessary component along with frequency during/occurring days of week and time of day. Incorporating the findings from temporal analysis provides greater context and precision in our GIVE efforts. Schenectady analyzed confirmed shots fired during 2020 – 2023 YTD and developed charts to reflect the findings from the analysis. The data identified that Saturday, Sunday and early Monday morning hours have the greatest frequency of reported confirmed shots fired between the hours of 1900 and 0200. Police resources are deployed using this data.

Question # 4: Process used to analyze gun violence in our jurisdiction

The process used to analyze gun violence within our jurisdiction included various data sources and best practices of evidence-based approaches provided by DCJS, Capital Regional Crime Analysis Center and Schenectady's Crime Analysis Unit. Both quantitative and qualitative analysis was conducted and illustrated in the analysis component of this application including spatial analysis, temporal analysis and descriptive analysis with a narrative review of shots fired incidents to discover motives. The results provided insight as to adjustments needed in GIVE zones to promote law enforcement and community outreach engagement to areas that have the greatest amount of firearm activity.

Schenectady has used a people-based approach to drill down who is involved in gun violence in our community, utilizing shared field intelligence from police and sheriff patrol and detectives, probation officers, and prosecutors. Through gathered street intelligence, incident report review, crime data both internally (CIU) and from the CRCAC, and ongoing investigations, information is corralled together and analyzed to allow efforts to be focused on individuals most likely to be involved in gun violence, be a victim or a perpetrator of the violence. A curated list of people determined to be worth special GIVE efforts is shared during scheduled GIVE meetings and these individuals are discussed for next steps. A Schenectady Police Department Analyst is currently embedded at the CRCAC twice a week, utilizing the technology and software provided by the CRCAC to check any recent activity of those who have been identified, cross-referencing with regional data and real-time action. Schenectady will continue to process using best practices to identify gun violence offenders and participants; and consider methods utilized by other GIVE jurisdictions to judge effectiveness. Schenectady has reached out to the CRCAC to adopt and replicate a chronic offender ranking product currently generated for Albany Police Department. Although that system is complex, we are optimistic that the CRCAC in joint effort with Schenectady's Crime Analysis Unit would be able to mirror the process.

The Schenectady County Sheriff's Office Jail Intelligence Unit (JIU) is comprised of corrections division staff. A corrections captain oversees the unit. The captain and the JIU staff will continue to collaborate and share information with the GIVE partner agencies related to the intelligence of gang activity and gun violence. The JIU will focus on the collection of, assessment, and dissemination of this intelligence information (hot spot/people policing) to the GIVE partner agencies in quarterly and annual JIU reports. This report is corrections-based intelligence and includes a government/street name listing, the interpretation and assessment of gang related communications, social media activity and other various information. Nearly every major active street gang receives direction from inmates. The JIU will continue to collaborate with the CRCAC to enhance our collective intelligence gathering capabilities. JIU members can field active inquiries and assist GIVE partner agency investigators as needed. The intelligence is used to help analyze, predict, alert of, and react to gun-violence in Schenectady.

Micro-locations methodology includes a robust comprehensive analysis of calls for service which is illustrated in Appendix C. Locations are identified by frequency of calls as well as the severity of the types of calls where a detective is then assigned to a location to identify the underlying issues and develop a holistic approach as a solution. Follow-up is a part of the initiative and occurs during monthly scheduled High Call Activity meetings. Another component

used to identify micro-locations is derived from field experience from patrol, detectives and GIVE partners which is shared with GIVE personnel and highlighted during meetings generally held at the police headquarters. A third component to identify micro locations includes a comprehensive CPTED field assessment. The areas that are impacted by gun violence, and micro locations within the focus area(s), are identified and CPTED principles applied.

Question # 5: Plan to monitor top-offenders and hot-spot locations

Under GIVE X, our top offenders will be identified, monitored, and updated continuously and discussed collectively in monthly meetings by GIVE task force members, consisting of: GIVE Investigators, the Analysis Unit of the Schenectady Police Department, the members of the Schenectady County District Attorney's Office, the Senior Probation Officer assigned to GIVE, the DOCCS liaison to the Schenectady Police Department and partner agencies such as the New York State Police, the FBI, the Schenectady County Sheriff's Department, ATF, Schenectady County Task Force, Capital Region Crime Analysis Center and Outreach Program. Thorough workups will be conducted on each identified top offender and further investigations will be headed by our GIVE Task Force Investigators who will team up with the U.S Marshals, County Probation, Parole, Schenectady Patrol Unit and Schenectady County Street Crime Task Force as needed. Schenectady embedded an analyst within the CRCAC twice a week where workups and recent contacts of chronic offenders with law enforcement are monitored, documented, and shared with GIVE partners.

Under GIVE X, our County Probation Office will conduct an ongoing review with Schenectady Police Department on individuals identified as W.O.W. (Worth Our Watch) due to an individual's identified high risk of involvement in gun activities. Regular contact with GIVE partners to monitor an individual's activities through use of social media, review of incident reports, field interviews and re-arrests reports will occur. Monitoring of gun involved probationers will be conducted using the same means, including maintaining communication with Probation Officers for concerns of identified probationers and keeping a rapport with community members in order to gain critical safety intelligence.

The Schenectady County Sheriff's Office, as an integral part of Schenectady's High-Risk Offender Probation detail will coordinate patrol deputies and a K-9 Unit to collaborate on a weekly basis with Schenectady County probation officers during targeted home visits of high-risk probationers. The Sheriff's Office also assists Probation when adult and juvenile offenders manipulate the electronic monitoring devices (GPS). Probation officers are not armed and rely on deputies to ensure their safety. Due to staffing levels in 2022, the Sheriff's Office assigned

only one deputy to the detail. For the GIVE X 2023 year, it will be mandatory that two deputies are assigned to the high-risk probation detail.

Schenectady will monitor hot spot locations by developing a new supplemental DDACTS report. The report will be produced monthly and measure outcomes including confirmed shots fired, shootings, robberies, and drug activity in addition to capturing enforcement activity such as traffic stops, field interview contacts and targeted home visits. The report will include known CPTED and Outreach initiatives that were implemented within these hotspots and make note during the monthly report as a means of tracking overall GIVE hot spot initiatives, as well as suggesting the next steps to be taken.

Question # 6: Evidence-based strategies chosen to reduce gun violence.

Schenectady has chosen are Hot Spot Policing, CPTED, and Street Outreach strategies.

Question # 6A : How strategy choices align with scanning and analysis results

Hot Spot Policing: Schenectady's scanning and analysis section provided significant insight as to where and when we need to deploy a holistic approach to gun violence within our jurisdiction as well as specific underlying problems to address. Hot spot locations and patrol operations were re-evaluated and adjusted based on DDACTS data for the greatest impact on gun violence. Hot spot policing is effective in our community.

CPTED: CPTED provides a means to partner with organizations that have a common goal of reducing blight, undesirable or illegal activity within the City and increasing the quality of life within our community. The GIVE initiative of partnerships between community residence and business location owners for an assessment of a location and the implementation of a CPTED plan, has been met with great success. The community welcomes the interest in and evaluation of a location, has been open to and willing to make strategic changes for safety, and is a strong alignment of our joint efforts. This strategy has resulted in a reduction of incidents of crime, an improvement in the quality of life and studies have shown the results can reduce the fear of crime within a community.

Street Outreach: Schenectady has found that youth and a small subset of individuals are primarily involved in gun violence and gun possession. Focusing on these high-risk individuals via our Outreach worker initiative 1Life2Live, youth programs, probation details, and social services is a critical component to Schenectady's collaborative GIVE strategy and a greater focus on youth will be carried out under GIVE X.

Question # 6B: Implementation plan

(**See the Budget Narrative for complete job descriptions and roles of personnel**)

Schenectady is fortunate to be entering the tenth year of GIVE funding. Each year, as we implement strategies, we assess the efficacy of each strategy, our ability to sustain the strategies, and any needs to adapt our strategies to the changes in our community and our workplaces. We are continuing to pursue the Hot Spot/Hot People, CPTED, and Street Outreach strategies, with defined adaptations and emphasis as explained below. The addition of an Anti-Violence Coordinator will fit perfectly into the implementation of the GIVE X plan.

Schenectady has already established its Executive Board, hired an Anti-Violence Coordinator, and set the Non-Fatal Shooting Task Force in place and in motion with effective early successes. The Board is made up of all the executive heads of the four GIVE partners. The Anti-Violence Coordinator has a career related to law enforcement services as a civilian in police, witness and victim services. She has previously aided our jurisdiction when we used the Focused Deterrence strategy during earlier GIVE cycles and the LEADership program of the USOA, resulting in a smooth on-boarding and provides for a limited learning curve to be fully effective in Schenectady's community efforts.

Each of the GIVE partners plays a vital role in plan implementation. The Schenectady Police are involved in gun violence elimination efforts at all levels, from the Chief and Assistant Chiefs to the investigators, patrol, crime analysts and support staff. Several members of the police department are assigned to task forces that complement the local efforts. ATF, DEA and FBI Street Crimes Task forces all have SPD investigators participating at the federal level to fight illegal gun trafficking and/or possession in support of illegal activities. Those assignments will continue during GIVE X and are critical supplements to the plan implementation. The ATF TFO is in integral part of the gun task force and trained in the use of NIBIN Kiosk at the CRCAC which will expedite the process in which we trace the history of illegal firearms taken in by the Police Department. The ATF TFO will work closely with the GIVE detectives and is an active participant in our weekly and monthly GIVE meetings addressing our top offenders. The Schenectady crime analysts' data collection and analysis, in conjunction with the CRCAC, will provide data to help guide efforts and allow adjustments to be made to our initiatives as needed.

Upon receiving funding in March 2023 for a Non-Fatal Shooting initiative, the SPD quickly established the Gun Task Force to pursue Bullet-to-Body shootings with the same intensity and urgency applied in homicide cases. Two investigators from the SPD and DA's

Office dedicated to non-fatal shooting cases are currently working, in addition to the two GIVE detectives tasked with handling all the general gun cases.

The DA's Office plans to continue to implement its role of active involvement in gun involved investigations. We are committed as well to continue vertical prosecution by the Major Crimes Unit. These ADAs are well versed in the subject matter, will prosecute gun crimes, and will collaborate with federal colleagues in the USAO to obtain best outcomes in cases. The DA Investigator assigned to NFS will be the liaison to the DA's Office to help leverage all possible options.

Probation is and has consistently been an active partner in all GIVE cycles. The Probation plan under GIVE X is clearly and completely set forth in detail in response the Question 10 below. The DA's Office, Sheriff and Police support Probation's efforts, look to Probation for its expertise in identifying individuals and issues, and in delivering the messaging against gun violence during supervision periods. In addition, Probation will be a string ally in the portions the GIVE X plan that focus on youth involved with guns and gun violence.

The Sheriff's Office plans to address gun violence as part of GIVE X in a variety of ways. First, a Corrections Officer in the jail Intelligence Unit will be an important component to collect, assess and disseminate intelligence of gang activity, gun violence, and community contact to continue such activities from within the jail. Corrections officers will support the NFS initiative with personnel as the Gun Task Force responds quickly and fully to an incident. The JIU will continue to collaborate with the CRCAC to enhance collective intelligence gathering. The Sheriff's Office also has the County Street Crimes Unit that can contribute personnel when needed for GIVE investigations, as well as investigating and supporting apprehension of gun violence involved offenders located outside of the City's limits.

A focus on youth is an important part of the GIVE X plan in several ways. First, the programs developed to engage youth in activities and trainings will continue. This will include the Sheriff's Explorer Program, a career orientation and experience program for youth 14-20 years interested in a law enforcement career or related field in the criminal justice system. The SPD, Sheriff and Probation Departments plan to continue their community events, sports programs, neighborhood pop-up events, school involved programs and volunteering efforts to engage youth and their families with law enforcement in social settings. The second part of our focus on youth is to address the noticeable increased involvement by youth and young adults in the possession and use of guns in violent acts including shootings and armed robberies. All GIVE partners will play an important role in these efforts and combine all of our strengths.

Anti-Violence Coordinator

The newly created position of Anti-Violence Coordinator will be the direct contact to the Executive Board and a liaison to all other members of the GIVE team. They will be responsible for implementation of the GIVE plan and strategy by working with GIVE partners, managing GIVE meetings and presentations, and ensuring all partners of timely notice and provision of all materials. They will ensure all data reports are provided and discussed in relation to the planned strategy so that they are aligned with all GIVE partners and the work/services they provide. The AVC will coordinate and effectively combine the variety of agencies' efforts into an overall cohesive GIVE response, making certain that all efforts align with the stated GIVE strategy, along with identifying gaps/barriers to the implementation of the strategy and potential resolutions. The AVC will work with GIVE communities, community service and neighborhood agencies partners to fully understand what is offered, what is needed, and how it all works with the GIVE strategy. They will share information about the GIVE strategy and its implementation with community members, especially through neighborhood association meetings on a regular basis. This will be done by creating documents and brochures for agencies and the community to increase the understanding of what GIVE is, what it strives to accomplish, and by what means. The AVC will team up with GIVE partners to attend meetings and have conversations with community members to understand what community efforts are working and make recommendations on adjustments for what is not working. Presentations and events will be important, with a key outcome of interacting within the community being to provide communities a voice about what will work and what else needs to be done. The AVC will work to develop mutual respect and trust among communities and GIVE partners. They will create opportunities for the community to own the changes in their neighborhoods, along with celebrating successes with GIVE partners. As a team, the AVC will work with GIVE partners to seek ways to engage young people, especially those at risk of becoming involved in gun violence. Engage youth serving agencies and organizations to provide services, events and opportunities for youth which promote positive interaction, opportunities for work or service, and develop positive youth leadership.

Capital Region Crime Analysis Center "CRCAC" – Our plan for GIVE X is to enhance our use and involvement of the CRCAC. The CRCAC has assisted with disseminating GIVE related bulletins, reports, and related material, and originates critical information that impacts Schenectady and the region. The gun correlation reporting, and real-time incident workups being pushed out to Schenectady are invaluable. In addition, the plan continues to have a

Schenectady crime analyst part-time on site at the CRCAC to solidify shared resources and further expand on our joint efforts; expanding additional analyst personnel within the CRCAC is currently being pursued.

Outreach Worker “1Life2Live” – The Sheriff’s Office plans to continue to contract with Youth L.I.F.E. Support Network, Inc. for an Outreach Worker from the 1Life2Live Gun & Gang Violence Prevention & Intervention Program to the G.I.V.E. Initiative as an Outreach Worker. The Outreach Worker will also work with individuals housed at the Schenectady County jail known to the program to be high-risk individuals likely to be involved with gun and gang violence or who can influence others to turn away from such involvement. This Outreach Worker will be a part of the overall “Street Team” and respond to incidents of gun violence to assist in containing, deescalating, and mediating the conflict, as well as be involved in Community Canvassing, Community Events, and other Community Outreach activities sponsored by the organization and the Organization’s G.I.V.E. and community partners.

Neighborhood Association Meetings – The Schenectady neighborhoods have established associations that provide an opportunity to routinely connect with the community to share information and obtain input. The SPD Special Investigations Unit has assigned a detective to each zone within the City who are appointed as Neighborhood Community Officers and regularly attend monthly neighborhood association meetings to determine the needs and challenges in an effort to stop or prevent potential violent crime prior to gaining a foothold and/or to gather intelligence to address the pressing needs of the community. Trust Building conversations may be a good strategy fit here. In combating problems, SPD has increased vehicle and bicycle patrols, and implemented joint operations with City Code Enforcement Officers as another avenue to ensure compliance of laws and ordinances to ensure the safety of and connection to our residents and visitors. The Sheriff’s Office and DA attend these meetings as well. We will continue to utilize such events to move the GIVE X initiatives forward.

Question # 6C: External resources needed for assistance with plan implementation.

Schenectady’s GIVE Task Force has setup a successful partnership internally as well as with external partners. GIVE initiatives and the principles behind GIVE have become institutionalized within our aligned agencies. The direct partnership with DCJS and the continued state funding to support GIVE efforts are necessary and provides the means to continue to support the personnel and efforts that GIVE requires. A continuation of training

specifically tailored toward and in support of implementation of evidenced-based approaches will be helpful under GIVE X. Practical information regarding successful programs that fit the similar geographic and population size of Schenectady and how such initiatives were implemented throughout the year would assist as we assess our progress throughout the year, in order to maintain or adjust our initiatives as needed. Assistance with a metric to identify chronic offenders and associates is needed.

Question # 6D: How community-based organizations and other federal, state, and local agencies will be engaged

The SPD, Sheriff's Department and Probation are all actively involved in community and neighborhood association meetings. Presentations are given, attendance is routine at meetings, and response to inquiries occurs regularly. All are involved actively in youth programs and events that engage law enforcement with the community. Under GIVE X, Schenectady will continue to enlist community resources to reduce the crimes of violence; the Executive Board has already held discussions with the Anti-Violence Coordinator to be fully engaged in coordinating this effort with youth and the community, and to educate and involve the community in gun violence reduction efforts.

The DA's Office partners effectively with the U.S. Attorney's Office to prosecute gun crimes for the best outcomes. Referral of state level cases for prosecution at the federal system, as well as the acceptance of federal investigations of gun cases by the County District Attorney, based upon the best-case outcome is a very successful collaboration. All GIVE partners currently collaborate and work with local law enforcement at all levels, and partner with federal agencies such as the ATF, DEA, FBI, U.S. Marshals, U.S. Postal, Immigration and Homeland Security, and other agencies, where needed in investigations or cases, as well as proactive engagement to prevent further gun violence from occurring.

Question # 6E: Executive Board

We have established the Executive Board made up of the District Attorney, the Chief of Police, the County Sheriff and the Director of Probation. They will meet quarterly, together with the Anti-Violence Coordinator, to discuss the GIVE initiatives, establish next steps, examine the current assessments, and progress and maintain communication and collaboration. The Executive Board met at length in April 2023 regarding the GIVE X strategies to be implemented, met with the Anti-Violence Coordinator candidate and discussed her role and ideas, partners roles, the Board's vision and heard an overview of the current GIVE activities from each partner.

Question # 7: Agency's expertise in implementing the evidence-based strategies chosen

Schenectady's expertise in implementing our evidence-based strategies including hot spot policing, CPTED and outreach is as follows:

Hot Spot Policing: The Schenectady Task Force has successfully implemented hot spot policing since the beginning of GIVE and prior IMPACT applications. Schenectady's current Analyst Director is a subject matter expert by IADLEST in training police departments across the country on data-driven approaches to crime & traffic safety, DDACTS, and applies those qualifications to Schenectady's DDACTS implementation efforts. Schenectady GIVE Task Force representatives have attended hot spot policing trainings sponsored by DCJS during GIVE symposiums, as well as courses on Procedural Justice and are trainers in that area.

CPTED: The Schenectady Police hosted a CPTED training lead by NIJ during IMPACT, and since that time, have adopted the model and maintained CPTED initiatives as a part of our continued strategy to reduce focus crimes.

Outreach: The outreach workers continue to engage with community members to encourage a path away from gun involvement and to intervene to reduce situations of violent interactions, avert retaliatory gun violence, and offer strategies to use away from gun violence.

The DA's Office has been an active participant in all nine previous GIVE cycles and the implementation of those previous initiatives; utilizing that experience to move the hot spot policing and CPTED initiatives forward and continue to provide actionable information to the street outreach personnel. Attendance at all DCJS trainings is required by the office such that we remain up to date on the latest strategy development. Active membership and participation in the statewide District Attorney's Association provides a mechanism for subject matter expert contact. We utilize the expertise of NYPTI for training and technical assistance on our case management system.

Probation has been involved with law enforcement partners in conducting Hot Spot Policing, where targeted home contacts are being done in designated Hot Spot areas and Focus Deterrence, currently using Custom Notifications to address gun violence. In this effort the current Probation Officer has attended yearly Give Symposiums including last years which incorporated best practices, use of evidence-based programs and methods for sharing of strategies and ideas with other law enforcement partners and other Give counties. Probation has attended training related to Give and the new Probation Give Model, initiated in June 2022 through several DCJS webinars presented by Ray Neves, Chuck Tyree, Colleen Thorn, and Gary Govel. Other training was completed such as Alternative Supervision Model in October

2022 and Principles of Procedural Justice a few years ago. Further training offered for GIVE efforts is expected to be on-going. Probation has been working collaboratively with Violence Interrupter Program/Street Outreach when retaliation is expected to happen in gun involved shootings. Referrals of probationers to this program have been made in efforts to reduce/eliminate further conflict. Probation has been conducting Custom Notifications with law enforcement partners, SPD and the Office of the Sheriff targeting gun involved probationers. During the Customs Notifications a strong message is given at time of Initial Home Contact that further gun activity will not be tolerated and that consequences will be severe for these activities. Services needed for the individual and family are offered at that time with a referral being made to Center for Community Justice if services are requested. Last year 35 Custom Notifications were completed. Since January of 2023, 8 Custom Notifications with gun convicted probationers have been completed.

Question # 8: Ongoing assessment of GIVE comprehensive plan.

Schenectady's ongoing assessment of GIVE initiatives will be carried out in several ways, including data collection, analysis and product development outlining findings on the initiatives by Schenectady's Analysis Unit and the CRCAC. Hot spot policing will be assessed on a monthly basis with a newly developed supplemental DDACTS report that will measure firearm related activity as our outcomes, proactive engagement as an indicator of outputs and a narrative section detailing efforts concentrated within GIVE zones.

Assessment of identified offenders will use a two-pronged approach: 1) All identified chronic offenders will be monitored in relation to contacts with law enforcement by Schenectady's crime analyst(s) while stationed at the CRCAC. 2) Identified offenders will be assessed during monthly GIVE meeting that combine field intelligence from all GIVE partners. Micro-location efforts and CPTED field assessments will be recorded, documented and shared at partner meetings to ensure all GIVE partners are a part of the assessment process. Schenectady's analysis unit will monitor activity and conduct workups on identified locations that reach a threshold of priority 1 calls for service or general high call volume as incidents have shown that these often can result in escalation that result in violence, potentially gun violence.

Prosecution efforts will include an assessment of fair and consistent outcomes, appropriate sentences for offenders, services for victims and further community engagement to help solve and prosecute crimes as well as develop intelligence to deter and prevent future violent incidents.

Outreach initiatives are assessed by Schenectady's GIVE Outreach Worker Coordinator. Successful reduction of escalating conflicts and potential gun violence is the goal. Case management and connection of potential actors to services will be maintained.

Ongoing assessment of Greatest Risk/ High Risk probationers' compliance with probation, monitoring their involvement with illegal activities, re-arrests and cooperation with GPS conditions. Consistently conducting Targeting Home Contact Details with law enforcement partners with these offenders and those that reside in designated Hot Spot areas such as Hamilton Hill, Mont Pleasant, Central State St and more recently Eastern Ave area. Ongoing monitoring of gun convicted probationers' activities outside the immediate area and their social media activities with assistance from our GIVE partners, CRCAC (Capital Crime Analysis Center) and SPD Crime Analysts. Probation filing Violations of Probation immediately with the Courts when there is a new arrest, or lack of compliance with probation conditions with these gun-conviction cases.

Importantly, we anticipate that the Anti-Violence Coordinator will be a valuable asset in ongoing assessment of our GIVE X plan, by driving it toward sound assessment methods, evaluating success, identifying where adjustments are needed, and maintaining accountability overall.

Question # 9: Procedural Justice and 21st Century policing models.

The Schenectady Police Department policy manual has been reviewed by community members in our collaborative reform efforts and is available to the public through the police department's website. Additionally, the civilian police review board can provide feedback and suggest policy changes that could arise from issues brought to light by civilian complaints.

The Schenectady Police Department is an accredited agency, to obtain that standard our policies must align with NYS best practices and comply with the latest statutes and directives. Our Use of Force investigations are based on best practice national and state models. The Schenectady Police UOF policy also includes a duty to intercede and report when an officer observes another using force which is not objectively reasonable.

The Schenectady Police Department has clearly defined policy and procedures regarding body worn and vehicle mounted camera systems. These policies dictate to whom cameras are issued, when cameras are to be activated, who is responsible for managing the camera program, where and for how long camera data is to be stored etc. All camera system policies are publicly available and easily accessible.

The Schenectady Police Department utilizes an annual performance appraisal system, where all supervisors discuss the job description, expectations, and goals for their subordinates for the year. The supervisors then rate the performance of the individuals in their command based on the pre-determined and agreed upon criteria. The principles of procedural justice are utilized in the performance rating criteria. To accurately track this progress throughout the year, performance observation forms and supervisor quality control reports are completed to transparently document an employee's performance. These standards are outlined in our policy manual. The Schenectady Police department has also worked in partnership with the civilian police review board to make filing a complaint or commendation as easy and accessible as possible with several different available methods of and locations to be able to file such documentation.

Schenectady Police Department personnel must abide by the bias-based policing policy which dictates that officers shall be prepared to articulate sufficient reason for all contacts, independent of protected characteristics of an individual. Where written documentation of a police contact is required, officers are directed to include the facts which gave rise to the documented contact.

Schenectady Police Department training personnel have been certified in instructor level de-escalation training, which has since been provided to all members of the department. De-escalation techniques and procedural justice principles are also incorporated into the Schenectady Police Department's reality-based training scenarios at every opportunity. De-escalation is also outlined and defined in the Schenectady Police Department use of force policy; this policy is reviewed before all in-service training involving the use of force. The Schenectady Police Department has written policy that mandates its members use procedural justice principles when interacting with the public. Additionally, the Schenectady Police department has trained several first line supervisors in instructor level procedural justice training to better review the actions of officers through the lens of procedural justice during performance appraisals and evaluations. Schenectady Police officers are given implicit bias and procedural justice training from DCJS certified master instructors. The Schenectady Police Department has also established a community outreach unit with the sole purpose of providing services, training, education, and positive non-enforcement interactions directly to the community. The Schenectady Police Department's Office of Professional Standards works in conjunction with the civilian police review board to review complaints, offer training suggestions, and policy amendments based on reviewed police interactions with community members. The Schenectady Police Department has policies that deal specifically with arrest, transport, and

searches of all individuals, taking special care when circumstances arise with LGBTQI individuals or individuals with various religious beliefs. The Schenectady Police Department offers written informational materials available in our lobby as well as multiple locations throughout the community including libraries and our website.

The DA's Office employs procedural justice in all aspects of prosecution and continually assesses it across GIVE related cases. We aim for consistency in sentencing and fairness in analysis and evaluation of cases based on the facts and evidence. We are professional and appropriate when interacting with witnesses, victims, defendants, attorneys, and judges. We are ethical in our obligations to the courts and the defendants and maintain continuous training regarding proper procedure and ethics.

Question # 10: GIVE Probation Model in the Comprehensive GIVE Plan.

The Schenectady County Department of Probation will include all elements of the Probation GIVE Program Model in its investigation, and subsequent supervision, of those individuals convicted of gun crimes. Starting from the pre-sentence/pre-plea investigation stage, Probation GIVE cases will be identified and discussed at the Department's Critical Incident Team (C.I.T.) on a weekly basis. Created in 2021, the C.I.T. team consists of the Probation Director, Deputy Director and select Probation Supervisors/Senior Probation Officers. Gun involved cases are discussed at these meetings and supervision strategies are discussed, to include, but not limited to the assignment of *Courage To Change Programming*, a Cognitive Behavioral Intervention, which the probationer engages in and is delivered locally by Schenectady County Department of Probation Officers. Our 2023-2024 plan includes the following listed additions:

- Pre-Sentence/Pre-Plea Investigation process: the Probation Director has coordinated with the courts and Schenectady County District Attorney to help ensure that Pre-Sentence Investigations (PSI) are ordered on all individuals convicted of (or considering plea to) a gun or gun related crime. The PSI process will include all the elements listed in the *Appendix: Probation Give Model*, many of these elements have been a standard part of the Department's practice for several years. The Schenectady County Department of Probation has included a search condition with every investigation submitted to the court, regardless of the type of conviction. In 2022, the Department amended the search condition to include the assistance of a canine if deemed appropriate or necessary by the Probation Department. Our conditions also include GPS, Cognitive Behavioral Intervention, and Employment Readiness/vocation programming. In 2023, we will add workups from the Crime Analysis Center to inform

our pre-sentence investigations and strengthen our verification of collaterals, contact information and social media platforms. In an effort to increase the time in which Violations of Probation are acted upon, the Probation Director and select staff have met with Judges and District Attorney's Office and discussed the importance of a prompt response to Violations of Probations related to this greatest risk population.

- Probation GIVE Case: Once a probationer who has been identified as a GIVE case is placed on supervision by the court, the Schenectady County Department of Probation will include a condition that instructs the probationer to report to the Department immediately following sentencing. All GIVE identified supervision cases will engage in Cognitive Behavioral Interventions including, but not limited to, *Courage to Change* Journaling. GIVE identified cases will engage in this CBI program individually with their assigned probation officer, or as a part of a group run periodically at the Department. Probation Officers assigned to GIVE identified cases will assist the probationer with scheduling all required programs. Probationers engaging in services that are not delivered by probation staff, follow-up and collateral contacts will occur with community agencies to ensure that prompt, continued, engagement is occurring. The Department has also submitted in its 2024 budget proposal funding that would cover the cost of bus passes, and a dedicated Uber account to help ensure that probationers are able to get to behavioral health services and stay consistent with treatment and work toward identified goals.

Probation Officer Training: Nearly all the Schenectady County Department of Probation's Adult Unit staff are trained to deliver the *Courage to Change Program*. In addition to having Probation Officers trained in *Courage to Change*, the Department also have officers who are trained to run CBI groups such as an *Alternatives To Violence* program, *Decision Points* – including *Decision Points DUI and Workforce Development Specialists*.

- Home Visits: The Department currently has a procedure that includes home visits being conducted on gun identified cases within two days of the probationer being sentenced and will continue with this procedure with the GIVE model.
- GIVE Case Review: The Department will ensure that the supervision case is classified as a Greatest Risk for a minimum of one year. After a period of one year, a reduction in the risk level will only occur if the probationer is in full compliance with the orders of conditions of probation; this reduction in risk level will only occur after the conditions are met and the Probation Director, or his/her designee, reviews and agrees to the reduction

in level. All behavioral health needs of probationers will be assessed through a review of the probationer's history as well as assessment tools, such as COMPAS, DVSI-R, and the STATIC 99.

- Probation GPS System: The Department currently has a Global Positioning System (GPS) program in place for sex offenders and pre-trial cases and has expanded the program to include a passive monitoring system consisting of 20 units allocated for GIVE identified cases.
- GIVE Case Employment Opportunity: All GIVE identified cases that are placed on supervision and are unemployed will be referred to an employment program to include *Schenectady County Connects* and *SEAT Center* (Social Enterprise and Training Center). *Schenectady County Connects* is the workforce entity that encompasses Schenectady County Job Training Agency (SJTA) and the New York State Department of Labor One-Stop Career Center/American Job Center which provide universal access to the community to promote self-sustainability and economic growth through a skilled, quality workforce. The Department plans to contract with partnering employment agencies and has secured 25 spots within these programs which will be dedicated toward serving those from this greatest risk population in regard to attaining employment and building employment related skillsets.
- SEAT Center: Provides group or individualized programming that offers robust case management, training, and job placement opportunities.

The Schenectady County Department of Probation Field Intelligence Officer (FIO) will continue to utilize custom notifications and will collaborate with the Crime Analysis Center as appropriate. The FIO will attend all associated GIVE meetings including monthly meetings which include all GIVE partner agencies. The Department will also utilize graduated sanctions, to include a graduated response grid, to assist with probationers who are not compliant. The Department has also submitted in its 2024 budget proposal funding that would cover the use of gift cards and other incentives as motivational tools for those probationers who successfully complete program goals. Our 2023-2024 budget will support 47% of the personnel costs of a Probation Officer 1/Greatest Risk Officer who supervises a gun convicted caseload. This officer in partnership with another Probation Officer 1 and the Field Intelligence Officer deliver the GIVE Probation Model. We will also be contributing \$40,000 of our GIVE allocation toward our County's Anti-Violence Coordinator who will be housed at our department.

The Probation department will prioritize youth engagement and community-based initiatives through the delivery of evidence-based programming and participation in activities and programs promoting positive skill building, healthy relationships, communication and safety. This will be done in partnership with other GIVE agencies, community partners and members of our community. Our department delivers the GIVE Probation Model to all offenders referred to our department with a gun conviction, including juveniles. This is also our practice for gun offenses pending adjudication or conviction.

Question # 11: Community Voice

Under GIVE X the community has been and will be provided a voice in the development of our comprehensive plan. During the legislative grant acceptance process at the city and county level, the public is afforded the opportunity to make comment. The reduction of gun violence is an ongoing effort that responds to community input and requests. The community is provided crime data information at neighborhood association meetings, both in response to incidents, or in the normal course of GIVE partners attending community meetings throughout the year. Feedback is sought by zone officers, command staff and administrations. Information on initiatives is available shared during community events, neighborhood meetings, and police reform collaborative updates. Throughout the GIVE X cycle, press releases communicating activity and TIPS line collaboration will also be promoted. Trust Building conversations will be included as Schenectady's GIVE strategy pertaining to community outreach. Last, GIVE partners will intentionally engage in a campaign to promote Enhanced Community Safety, leveraging community partners to become a partner in the solution of reducing gun crime. Our new Anti-Violence Coordinator will be critical to this effort to liaison between all partner agencies and the community.

Question # 12: Budget Narrative – Attached separate document

Question # 13: Budget Spreadsheet – Attached separate document



Schenectady County Legislature

Committee on Workforce Development

Hon. Omar McGill, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Workforce Development
Honorable Omar McGill, Chair
Monday, July 31, 2023 at 7:00 p.m.
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsor
WD	1 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE ELLIS PROMISE PROGRAM FOR RECRUITMENT AND RETENTION SERVICES	Legislator McGill	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Workforce Development
Dual Reference: Ways and Means
Initiative: WD 1

Title of Proposed Resolution:

A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE ELLIS PROMISE PROGRAM FOR RECRUITMENT AND RETENTION SERVICES

Purpose and General Idea:

Provides Authorization to Accept Funding from the Ellis Promise Program and to Create a Position at the Schenectady County Job Training Agency

Summary of Specific Provisions:

Authorizes the acceptance of Funding from the Ellis Promise Program and to Create a Position at the Schenectady County Job Training Agency

Effects Upon Present Law:

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding in the Schenectady County Job Training Agency.

Increase Revenue Code By:

A36290.375072	Workforce Development BOCES	\$100,000
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Increase Appropriation Code By:

A516290.111	Personnel Services – E&T Counselor	\$20,000
A586290.800001	Fringe Benefits – Staff	\$10,000
A546290.445005	Tuition and Fees – Participants	\$50,000
A546290.432	Miscellaneous Expense	\$20,000

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Justification:

Jennifer Bargy, Director of Workforce Development, indicates, that as the Schenectady County Job Training Agency (SJTA) has extensive experience engaging with the Schenectady City Schools and Summer Youth Employment Program, it would use this funding to identify potential employees for Ellis Promise and support them with services. The Ellis Promise is a program provided by Ellis Medical to expand employment opportunities through support like career coaching and tuition assistance.

Sponsor: Legislator McGill
Co-Sponsor:

COUNTY OF SCHENECTADY




RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager 

CC: Geoffrey T. Hall, Clerk of the Legislature
Alissa Foster, Deputy Clerk of the Legislature
Jennifer Bargy, Director of Workforce Development
Jaclyn Falotico, Commissioner of Finance

Date: June 28, 2023

Re: Authorization to Accept Funding from the Ellis Promise Program and to Create a Position at the Schenectady County Job Training Agency

Attached is a memorandum from Jennifer Bargy, Director of Workforce Development, requesting authorization to accept funding from the Ellis Promise Program in the amount of \$100,000 for recruitment and retention services. Ellis Promise is a program provided by Ellis Medical to expand employment opportunities through supports like career coaching and tuition assistance. As the Schenectady County Job Training Agency (SJTA) has extensive experience engaging with the Schenectady City Schools and Summer Youth Employment Program, it would use this funding to identify potential employees for Ellis Promise and support them with services.

Additionally, Ms. Bargy is seeking authorization to create the position of Employment & Training Counselor (CSEA Grade 14), which would help SJTA with providing these services.

The attached memorandum from Jaclyn Falotico, Commissioner of Finance, details the necessary budget amendment.

I recommend your approval.



SCHENECTADY COUNTY JOB TRAINING AGENCY

797 Broadway
Schenectady, New York 12305
Telephone (518) 344-2772

INTEROFFICE MEMORANDUM

TO: RORY FLUMAN, COUNTY MANAGER

FROM: JENNIFER BARGY, DIRECTOR OF WORKFORCE DEVELOPMENT

SUBJECT: BUDGET AMMENDMENT REQUEST

DATE: JULY 13, 2023

CC:

Ellis Medicine, through a grant from Key Bank, has been working to provide career opportunities and pathways to graduates of Schenectady City School District and SUNY Schenectady that have faced barriers to employment. The Ellis Promise gives new opportunities for employment at Ellis, backed by unique supports like career coaching, tuition assistance, and wrap around supports to onboard and retain employment. The Promise is connecting with our unemployed or underemployed community to start careers in nursing, patient care, or explore job opportunities in food service and nutrition, social services, finance, and many others.

Ellis has requested that Schenectady County Job Training Agency enter into a contract with them to support the recruitment and retention of their Promise Employees. The work that SJTA is engaged with in the Schenectady City Schools and the Summer Youth Employment Program make us well equipped to identify potential employees and support them with the services necessary to promote the Ellis Promise.

I would respectfully request authorization to accept \$100,000 in grant funds and that the 2023 Schenectady County Budget be amended to reflect the increase in revenues of \$100,000. I propose to create a position of E&T Counselor to act as a Promise Coordinator. Specifically, amending the revenue codes:

SJTA: A36290.375072-\$100,000

and amend the following expense codes:

SJTA-Salary: A516290.111-\$20,000

SJTA-Fringe: A586290.800001-\$10,000

SJTA-Tuition Assistance: A546290.445005- \$50,000

SJTA-Miscellaneous Expense: A546290.432- \$20,000

Thank you for your consideration.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager
FROM: Jaclyn Falotico, Commissioner of Finance *ff*
DATE: July 24, 2023
SUBJECT: Budget Amendment – Ellis Promise – Schenectady County Job Training Agency

The Department of Finance provides the following amendment to the 2023 Operating Budget to accommodate increased grant funding in the Schenectady County Job Training Agency.

Increase Revenue Code By:

A36290.375072	Workforce Development BOCES	<u>\$100,000</u>
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Increase Appropriation Code By:

A516290.111	Personnel Services – E&T Counselor	<u>\$20,000</u>
A586290.800001	Fringe Benefits – Staff	<u>\$10,000</u>
A546290.445005	Tuition and Fees – Participants	<u>\$50,000</u>
A546290.432	Miscellaneous Expense	<u>\$20,000</u>

I recommend that this budget amendment be presented to the Schenectady County Legislature for consideration.

Memo

To: Rory Fluman, County Manager

From: Joe McQueen, Director of Human Resources

Date: July 28, 2023

Re: Creation of a Position in the Schenectady Job Training Agency

The Schenectady County Job Training Agency has requested the creation of the position Employment and Training Counselor.

I recommend the creation of the position Employment and Training Counselor at a CSEA Grade 14.

There is no additional action necessary by the Civil Service Commission.

Thank you.



Schenectady County Legislature

Committee on Ways and Means

Hon. Philip Fields, Chair

6th Floor County Office Building 620 State Street, Schenectady, New York 12305

Phone: (518) 388-4280 Fax: (518) 388-4591

DATE: July 28, 2023
TO: Honorable Schenectady County Legislators
FROM: Geoffrey T. Hall, Clerk of the Legislature
SUBJECT: COMMITTEE AGENDA
Committee on Ways and Means
Honorable Philip Fields, Chair
Monday, July 31, 2023 at 7:00 p.m
Schenectady County Office Building,
Legislative Chambers, Sixth Floor

Item	Title	Sponsor	Co-Sponsors
WM	8 A RESOLUTION AUTHORIZING ACCEPTANCE OF OTHER BIDS RECEIVED AT THE PUBLIC AUCTION FOR SALE OF REAL PROPERTY OWNED BY THE COUNTY OF SCHENECTADY	Legislator Fields	
WD	1 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE ELLIS PROMISE PROGRAM FOR RECRUITMENT AND RETENTION SERVICES	Legislator McGill	
PSF	9 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS DIVISION OF CRIMINAL JUSTICE SERVICES FOR THE GUN INVOLVED VIOLENCE ELIMINATION INITIATIVE	Legislator Constantine	

Item	Title	Sponsor	Co-Sponsors
HHHS	17 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NYS OFFICE OF MENTAL HEALTH	Legislator Ostrelich	
HHHS	18 A RESOLUTION TO CREATE AND ELIMINATE CERTAIN POSITIONS IN THE DEPARTMENT OF SOCIAL SERVICES	Legislator Ostrelich	
HHHS	19 A RESOLUTION ACCEPTING MONIES FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION REGARDING FUNDING FOR INITIATIVES IN RESPONSE TO COVID-19	Legislator Ostrelich	
EL	4 A RESOLUTION ADOPTING THE OPERATIONAL BUDGET FOR SUNY SCHENECTADY TO SERVE THE OPERATIONAL NEEDS FOR THE PERIOD SEPTEMBER 1, 2023 TO AUGUST 31, 2024	Legislator Pratt	
CJCA	8 A RESOLUTION REGARDING THE ACCEPTANCE OF MONIES FROM THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE FUNDING OF INDIGENT LEGAL DEFENSE SERVICES	Legislator Frisoni	

LEGISLATIVE INITIATIVE FORM

Date: 7/28/2023
Reference: Ways and Means
Dual Reference: Ways and Means
Initiative: WM 8

Title of Proposed Resolution:

A RESOLUTION AUTHORIZING ACCEPTANCE OF OTHER BIDS RECEIVED AT THE PUBLIC AUCTION FOR SALE OF REAL PROPERTY OWNED BY THE COUNTY OF SCHENECTADY

Purpose and General Idea:

Provides Authorization to Sell County-Owned Property Pursuant to the Terms and Conditions of the May 24, 2023 Public Auction to Backup Bidders

Summary of Specific Provisions:

Authorizes the acceptance of the backup bids set forth and finalize the sale of the 2 properties to the backup bidders resulting in the properties' return to the tax rolls. The Finance Department held its second online version of the County's Annual Public Auction of County-owned properties acquired through the foreclosure procedure (April 26, 2023, through May 24, 2023)

Effects Upon Present Law:

None.

Justification:

Paul Romano, Director of Real Property Tax Service Agency, indicates, that at the June Legislative Meeting, the Schenectady County Legislature authorized the bid results for this auction. Since that time, two of the original winning bidders defaulted and did not complete the transactions. Backup bidders for both those properties, however, expressed interest in purchasing the properties now that the original bidders are unable to continue. The proceeds from the Auction are used to offset prior delinquencies owed on these properties. The attached listing details the properties auctioned, the backup bidder's name, and the bid price for each of the properties that received bids.

Sponsor: Legislator Fields

Co-Sponsor:

COUNTY OF SCHENECTADY



RORY FLUMAN
COUNTY MANAGER

OFFICE OF THE COUNTY MANAGER
620 STATE STREET
SCHENECTADY, NEW YORK 12305

TELEPHONE: (518) 388-4355
FAX: (518) 388-4590

To: Honorable Chairperson and Members of the Legislature

From: Rory Fluman, County Manager *RF*

CC: Geoffrey T. Hall, Clerk of the Legislature
Jaclyn Falotico, Commissioner of Finance
Paul Romano, Director of Real Property Tax Service Agency

Date: June 28, 2023

Re: Authorization to Sell County-Owned Property Pursuant to the Terms and Conditions of the May 24, 2023 Public Auction to Backup Bidders

From April 26, 2023 through May 24, 2023, the Finance Department held its second online version of the County's Annual Public Auction of County owned properties acquired through the foreclosure procedure. At the June Legislative Meeting, the Schenectady County Legislature authorized the bid results for this auction

Since that time, two of the original winning bidders defaulted and did not complete the transactions. Backup bidders for both those properties, however, expressed interest in purchasing the properties now that the original bidders are unable to continue.

The proceeds from the Auction are used to offset prior delinquencies owed on these properties.

The attached listing details the properties auctioned, backup bidder's name and bid price for each of the properties that received bids.

As set forth in the Public Auction's Terms and Conditions of Sales, I am requesting authorization from the County Legislature to accept the backup bids set forth and finalize the sale of the 2 properties to the backup bidders resulting in the properties return to the tax rolls.

This was a very successful auction. I recommend your approval.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Rory Fluman, County Manager

FROM: Jaclyn Falotico, Commissioner of Finance *JK*

CC: Paul Romano, Director of Real Property Tax Services
Robert Zych, Director of Treasury Systems

DATE: July 19, 2023

SUBJECT: 2023 Spring Tax Foreclosure Auction -- Backup Bids

As previously authorized by the Schenectady County Legislature in June, the Department of Finance had proceeded with accepting bids on County property auctioned in the spring and finalizing the sale of the properties.

Two of the original winning bidders defaulted so the Department of Finance is seeking legislative authorization to accept the backup bids on those two properties. The attached memorandum from Paul Romano, Director of Real Property Tax Service Agency, details the backup bidder information and the backup bid price for each of the properties.

County of Schenectady
620 State Street, 3rd Floor,
Schenectady, N. Y. 12305
(518) 388-4260
(518) 388-4248 Fax

County Finance

Memo

TO: Jaclyn L. Falotico, Commissioner of Finance
FROM: Paul G. Romano, Director
Real Property Tax Service Agency *ML*
DATE: July 19, 2023
SUBJECT: Sale of Auction Lot #'s 19 & 20 to Backup Bidders

Schenectady County held a property tax foreclosure auction which ended on May 24th, 2023. The winning bidders for Lot #'s 19 & 20 have defaulted and did not complete the transaction. In both cases, a backup bidder has expressed interest in purchasing these properties from the County.

Below is the information:

<u>Lot #</u>	<u>SBL #</u>	<u>Location</u>	<u>Backup Bidder Name</u>	<u>Backup Bid Price</u>
19	26.-1-10	Reynolds Rd.	Karen Newkirk	\$2,000.00
20	57.03-2-6	397 Birchwood Dr.	Haman Brijraj	\$86,000.00

We are requesting authorization from the Legislature to sell these properties to the backup bidders and subsequently issue quitclaim deeds to transfer title to the new owners.

Thank you for your consideration.