



**Sullivan County**  
**Management & Budget, Capital**  
**Planning and Budgeting Committee**

100 North Street  
Monticello, NY 12701

**Meeting Agenda - Final**

Chairman George Conklin  
Vice Chairman Michael Brooks  
Committee Member Alan J. Sorensen  
Committee Member Joseph Perrello  
Committee Member Ira Steingart

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**Thursday, August 11, 2022**

**9:00 AM**

**Government Center**

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**Call To Order**

**Roll Call**

**Comments:**

**Reports:**

1. **Budget Director**
2. **County Treasurer**
3. **County Audit & Control**
4. **ITS**

**Discussion:**

**Public Comment**

**Resolutions:**

1. TO AUTHORIZE PAYMENTS IN ACCORDANCE WITH THE IMPLEMENTATION OF THE HURRELL-HARRING SETTLEMENT AGREEMENT REFORMS. [ID-4788](#)
2. TO ENTER INTO AN AGREEMENT WITH THE NYS DEFENDERS ASSOCIATION [ID-4810](#)
3. TO AUTHORIZE A NEW 3-YEAR AGREEMENT WITH THOMSON REUTERS FOR THEIR WESTLAW COMPUTER-BASED LEGAL RESEARCH ENGINE [ID-4811](#)
4. TO AUTHORIZE SUBSCRIPTION TO, AND IMPLEMENTATION OF, GRANTS MANAGEMENT SOFTWARE [ID-4812](#)

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5. TO AUTHORIZE A NEW 3-YEAR SUBSCRIPTION SERVICE AGREEMENT WITH EPLUS FOR CISCO VoIP LICENSING SERVICES [ID-4813](#)
  6. TO AUTHORIZE A NEW 1-YEAR AGREEMENT WITH AUTOMON, LLC FOR THEIR CASELOAD EXPLORER SOLUTION [ID-4814](#)
  7. To Authorize MOA between Sullivan County Veterans' Services Agency and Sullivan County Transportation [ID-4815](#)
  8. To Modify The 2022 Budget [ID-4818](#)

**Attachments:** [July 31 2022 Resolution Needed.pdf](#)

Adjourn

# Sullivan County

## Legislative Memorandum

**File #:** ID-4788

**Agenda Date:** 8/11/2022

**Agenda #:** 1.

**Narrative of Resolution:**

The County and NYSOILS are parties to a five-year agreement to implement and fund improvements to mandated criminal defense representation in accordance with the Statewide Expansion of the Hurrell-Harring Settlement Agreement Reforms, there is a need to authorize payment to non-attorney professionals who assist 18B Attorneys in criminal matters including travel/mileage reimbursement.

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$26,730

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:**

See Section 140-3.5 of the procurement policy. These costs are fully reimbursable by State grant funding.

**WHEREAS**, the County and the State of New York Office of Indigent Legal Services (hereinafter “NYSOILS” or “State”) are parties to a five-year agreement to implement and fund improvements to mandated criminal defense representation in accordance with the Statewide Expansion of the Hurrell-Harring Settlement Agreement Reforms, Contract Number CSTWIDEHH45 (hereinafter “Agreement”) for the contract term from April 1, 2018 through March 31, 2023; and

**WHEREAS**, the fully executed Agreement includes a B-1 attachment that sets forth the full contract amount totaling \$4,840,039.35 over the course of the five years of the Agreement as follows: Year 1, \$322,669.29; Year 2, \$645,338.58; Year 3, \$968,007.87; Year 4, \$1,290,677.16; and Year 5, \$1,613,346.45; and

**WHEREAS**, the B-1 attachment to the original agreement included a line item budget dictating how the money could be spent in Year 1 with the understanding that the line item budgets for future years would be developed by NYSOILS in a collaborative process with the County and its providers, and

**WHEREAS**, the B-1 attachment has been updated each year with additional funding including a line item budget for Years 2, 3, and 4; and

**WHEREAS**, the County entered into a modification agreement with the State in June 2022 that contained a B-1 attachment that included a line item budget for Year 4 with additional funding in the amount of \$26,730.00 to allow for the payment of non-attorney professional services, including social workers, interpreters, mitigation specialists, investigators, etc. to assist 18B attorneys in criminal matters; and

**WHEREAS**, the non-attorney professionals are to be compensated by an hourly rate ranging from \$50.00 - \$750.00 depending on the expert’s experience, specialty and level of expertise or on a flat fee basis of up to \$3,000.00 as approved by the Administrator of Assigned Counsel in accordance with the terms and conditions of the Year 4 workplan reflected in the Agreement with NYSOILS; and

**WHEREAS**, this funding also includes travel/mileage reimbursement at the standard IRS mileage rates and transcriptions services at a rate of up to \$5.25 per page.

**NOW, THEREFORE BE IT RESOLVED**, that the County is hereby authorized to pay non-attorney professionals who assist 18B Attorneys in criminal matters an hourly rate ranging from \$50.00 - \$750 depending on the expert's experience or on a flat fee basis of up \$3,000; and

**BE IT FURTHER RESOLVED**, that the County is hereby authorized to pay the above referenced non-attorney professionals who assist 18B Attorneys in criminal matters travel/mileage reimbursement at the standard IRS mileage rates and transcription services at a rate of up to \$5.25; and

**BE IT FURTHER RESOLVED**, that all expenses will be authorized to be paid for non-attorney professionals that have been be preapproved by the Administer of Assigned Counsel in accordance with the Year 4 workplan reflected in the Agreement; and

**BE IT FURTHER RESOLVED**, that all vouchers submitted pursuant to this funding must be authorized by the Administrator of Assigned Counsel; and

**BE IT FURTHER RESOVED**, that amount expended on non-attorney professionals under this Agreement shall not exceed \$26,730.00 in the aggregate through March 31, 2023.

# Sullivan County

## Legislative Memorandum

**File #:** ID-4810

**Agenda Date:** 8/11/2022

**Agenda #:** 2.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO ENTER INTO AN AGREEMENT WITH THE NYS DEFENDERS ASSOCIATION**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$17,000 to cover, ultimately \$0

**Are funds already budgeted?** No

**Specify Compliance with Procurement Procedures:** Proposal received from New York State Defenders Association, Inc.

- **Amount to be authorized by Resolution:** \$17,000 to cover, ultimately \$0
- **Are funds already budgeted:** No - budget mod will be necessary to cover, however, fully reimbursed under the Hurrell-Harring Settlement Reform Expansion Grant awarded to the County of Sullivan's Assigned Counsel's Office.
- **Specify Compliance with Procurement Procedures:** Proposal received from New York State Defenders Association, Inc.

**RESOLUTION INTRODUCED BY THE INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO ENTER INTO AN AGREEMENT WITH THE NYS DEFENDERS ASSOCIATION**

**WHEREAS**, the County and the State of New York Office of Indigent Legal Services (hereinafter "NYSOILS" or "State") are parties to a five-year agreement to implement and fund improvements to mandated criminal defense representation in accordance with the Statewide Expansion of the Hurrell-Harring Settlement Agreement Reforms, Contract Number CSTWIDEHH45 (hereinafter "Agreement") for the contract term from April 1, 2018 through March 31, 2023; and

**WHEREAS**, in accordance with the mandates contained in the Hurrell-Harring Settlement Reforms, the State requires the County to prepare and submit detailed reports of 18B Attorney activities and performance measures of programs funded by the State in accordance with these reforms; and

**WHEREAS**, funding has been made available under the Hurrell-Harring Settlement Reform Expansion Grant for the County to purchase a case management system to ensure that the County can collect, maintain and report accurate data to comply with statutory and contractual reporting requirements.

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature hereby authorizes the County Manager to enter into an agreement with the New York State Defenders Association, Inc., a New York not-for-profit corporation with offices located at 194 Washington Avenue, Suite 500, Albany, New York 12210-2314 for the professional services implementation of their custom case management solution in an amount not to exceed \$17,000.00; and

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4811

**Agenda Date:** 8/11/2022

**Agenda #:** 3.

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**Narrative of Resolution:**

**TO AUTHORIZE A NEW 3-YEAR AGREEMENT WITH THOMSON REUTERS FOR THEIR WESTLAW COMPUTER-BASED LEGAL RESEARCH ENGINE**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$25,465.08 (3-year total as outlined below)

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

- **Amount to be authorized by Resolution:** \$25,465.08 (3-year total as outlined below)
- **Are funds already budgeted:** Yes
- **Specify Compliance with Procurement Procedures:** Quote received.

**TO AUTHORIZE A NEW 3-YEAR AGREEMENT WITH THOMSON REUTERS FOR THEIR WESTLAW COMPUTER-BASED LEGAL RESEARCH ENGINE**

**WHEREAS**, Resolution 309-19, adopted by the Sullivan County Legislature on August 19, 2019, authorized a continued 3-year agreement with Thomson Reuters for their Westlaw computer based legal search engine; and

**WHEREAS**, the County Attorney's Office has utilized this legal search engine on a daily basis and have found it to be extremely helpful in accessing the most up-to-date legal authority available, and

**WHEREAS**, the County Attorney's Office wishes to continue utilizing Westlaw for its legal research needs.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a three-year contract with Thomson Reuters in an amount not to exceed \$25,465.08, subject to annual budget appropriation, as follows:

2022-2023 - \$8,320.80

2023-2024 - \$8,487.24

2024-2025 - \$8,657.04

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.



# Sullivan County

## Legislative Memorandum

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**File #:** ID-4812

**Agenda Date:** 8/11/2022

**Agenda #:** 4.

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**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO  
AUTHORIZE SUBSCRIPTION TO, AND IMPLEMENTATION OF, GRANTS MANAGEMENT  
SOFTWARE**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** See below.

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Solutions demo'ed with proposals received and team-reviewed from 4 solution vendors.

- **Amount to be authorized by Resolution:** \$120,000 total; \$88,500 (\$29,500/year for 3-years) for the software-as-a-service subscription ("SaaS") AND \$31,500 for hourly SaaS product implementation/customization fees.
- **Are funds already budgeted:** Yes
- **Specify Compliance with Procurement Procedures:** Solutions demo'ed with proposals received and team-reviewed from 4 solution vendors.

**RESOLUTION INTRODUCED BY THE MANAGEMENT AND BUDGET COMMITTEE TO  
AUTHORIZE SUBSCRIPTION TO, AND IMPLEMENTATION OF, GRANTS MANAGEMENT  
SOFTWARE**

**WHEREAS**, the County of Sullivan ("County") wishes to continue to aggressively pursue various discretionary, external funding sources that support the policies and priorities of the Sullivan County Legislature; and

**WHEREAS**, the Sullivan County Department of Grants Administration ("SCDGA") is charged with facilitating access to funding for units of the Sullivan County government, centralizing grants management, and managing a centralized grant database to provide timely and accurate information to various departments and officials; and

**WHEREAS**, SCDGA staff have worked with staff from Sullivan County's Division of Information Technology Services, the Budget Office, and the Division of Planning to identify an appropriate solution to streamline and standardize the grants management process; and

**WHEREAS**, County staff have identified AmpliFund hosted software-as-a-service (SaaS) grants management solution as the most appropriate and cost-effective solution to provide a centralized location to manage grants across all County departments, improve intra- and inter departmental communication, maintain accountability for award management, and streamline performance measurement of secured grant awards; and

**WHEREAS**, acquisition of the AmpliFund grants management software will improve the County's capacity to pursue and administer an increasing number of funding opportunities in light of limited administrative resources; and

**WHEREAS**, funding is available within the FY2022 Operating Budget for the Division of Planning to cover the cost of software subscription and implementation.

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature hereby authorizes the County Manager to enter into a 3-year agreement with AmpliFund for annual subscription fees of \$29,500 totaling \$88,500 subject to annual budget appropriation and hourly solution implementation fees in an amount not to exceed \$31,500; and

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-4813

**Agenda Date:** 8/11/2022

**Agenda #:** 5.

**Narrative of Resolution:**

**TO AUTHORIZE A NEW 3-YEAR SUBSCRIPTION SERVICE AGREEMENT WITH EPLUS FOR CISCO VoIP LICENSING SERVICES**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$149,870.01 (3-year total as outlined below)

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Quote received.

- **Amount to be authorized by Resolution:** \$149,870.01 (3-year total as outlined below)
- **Are funds already budgeted:** Yes
- **Specify Compliance with Procurement Procedures:** Quote received.

**TO AUTHORIZE A NEW 3-YEAR SUBSCRIPTION SERVICE AGREEMENT WITH EPLUS FOR CISCO VoIP LICENSING SERVICES**

**WHEREAS**, Resolution 379-08, adopted by the Sullivan County Legislature on October 23, 2008, authorized the wholesale forklift transition to a VoIP telephone system in all business offices throughout the county; and

**WHEREAS**, for over 13½ years, the County has successfully utilized this solution for its telephony needs, cost-avoiding over \$5 million dollars in telephony expenses over the system's lifespan; and

**WHEREAS**, it is in the best interests of the County of Sullivan to continue utilizing VoIP for its telephony needs as it is essential and critical to the County's proper, efficient and economic business operations.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a three-year '*Licensed services*' "Subscription Service Agreement" for continued licensing of the solution in an amount not to exceed \$149,870.00, subject to annual budget appropriation, as follows:

2022-2023 - \$49,956.67

2023-2024 - \$49,956.67

2024-2025 - \$49,956.67

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-4814

**Agenda Date:** 8/11/2022

**Agenda #:** 6.

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**Narrative of Resolution:**

**TO AUTHORIZE A NEW 1-YEAR AGREEMENT WITH AUTOMON, LLC FOR THEIR CASELOAD EXPLORER SOLUTION**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$12,459.34

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** Agreement received from vendor.

- **Amount to be authorized by Resolution:** \$12,459.34
- **Are funds already budgeted:** Yes
- **Specify Compliance with Procurement Procedures:** Agreement received from vendor.

**TO AUTHORIZE A NEW 1-YEAR AGREEMENT WITH AUTOMON, LLC FOR THEIR CASELOAD EXPLORER SOLUTION**

**WHEREAS**, Resolution 578-07, adopted by the Sullivan County Legislature on December 20, 2007, authorized an agreement with AutoMon, LLC, 6621 North Scottsdale Road, Scottsdale AZ, 85250 for their “Caseload Explorer” probationer case management software solution; and

**WHEREAS**, the Sullivan County Probation Department utilizes Caseload Explorer on a daily basis for probationer case, pretrial, and specialty court management; and

**WHEREAS**, prior to 2022, the County was able to procure the annual software maintenance via the County’s requisition and purchase order process; and

**WHEREAS**, AutoMon, LLC now requires a new signed software maintenance agreement to be in place.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to enter into a one-year software maintenance agreement with AutoMon LLC for Caseload Explorer in an amount not to exceed \$12,459.34; and

**BE IT FURTHER RESOLVED**, that said agreement to be in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

**File #:** ID-4815

**Agenda Date:** 8/11/2022

**Agenda #:** 7.

**Narrative of Resolution:**

To Authorize MOA between Sullivan County Veterans' Services Agency and Sullivan County Transportation

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$135,575

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:** A transfer from A6510-40-4021 to A5680-R1789-R324

**RESOLUTION INTRODUCED BY THE MANAGEMENT & BUDGET, CAPITOL PLANNING AND BUDGETING COMMITTEE TO AUTHORIZE AN AGREEMENT BETWEEN THE SULLIVAN COUNTY VETERANS SERVICE AGENCY AND SULLIVAN COUNTY TRANSPORTATION**

**WHEREAS**, the County of Sullivan ("County"), by the Sullivan County Veterans Service Agency ("Veterans"), provides medical transportation services to eligible Sullivan County veterans; and

**WHEREAS**, the Veterans needs to acquire the services of a transportation service provider in order to transport eligible veterans to the Veterans Administration medical centers in Castle Point and Albany; and

**WHEREAS**, Sullivan County Transportation ("Transportation"), a department under the Sullivan County Division of Community Resources ("Community Resources"), has the expertise and resources required to provide the necessary transportation services; and

**WHEREAS**, in order for Transportation to provide the transportation services requested by Veterans, it will be necessary for the County, Transportation, and Veterans to enter into a three party Memorandum of Agreement ("Agreement"). The Agreement will be for three (3) years (2022, 2023 & 2024) with an annual payment for each calendar year not to exceed \$135,575.00.

**NOW THEREFORE BE IT RESOLVED**, that the Sullivan County Manager, the Commissioner of Community Resources and the Director of Veterans Service Agency are hereby authorized to execute the Agreement for calendar years 2022, 2023 and 2024 at an annual cost not to exceed \$135,575.00 as described above. The form of said contract(s) to be approved by the County Attorney's Office.



Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-4818

**Agenda Date:** 8/11/2022

**Agenda #:** 8.

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**Narrative of Resolution:**

To Modify The 2022 Budget

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** Please See Attached Budget Mods

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2022 be authorized.



**July 31, 2022 Resolution**  
**Sullivan County Budget Modifications 2022**

<b>G/L Account</b>	<b>Revenue Increase</b>	<b>Revenue Decrease</b>	<b>Appropriation Increase</b>	<b>Appropriation Decrease</b>
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS (*)			500	
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS (*)			10,456	
A-1325-14-40-4013 - CONTRACT CONTRACT OTHER			3,000	
A-1430-42-4201 - OFFICE ADVERTISING			5,000	
A-1430-46-4611 - MISC SERV/EXP EMPL SAFETY/PHYSICAL EXAMS			5,000	
A-1430-R1260-R130 - PERSONNEL FEE CHARGBCK - ADVERTSNG	5,000			
A-1450-45-4504 - SPEC DEPT SUPPLY ELECTION			5,000	
A-1620-21-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE			5,000	
A-1620-21-R1289-R134 - GEN GOV DEPT INCOME CHARGBCK - INTERDEPARTMNTL	5,000			
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-1989-99-47-4736 - DEPT CONTINGENT				3,000
A-3010-42-4203 - OFFICE OFFICE SUPPLIES			772	
A-3010-45-4506 - SPEC DEPT SUPPLY PUBLIC SAFETY			678	
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER	678			
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER	772			
A-4220-45-4543 - SPEC DEPT SUPPLY FOOD			500	
A-4320-40-45-4507 - SPEC DEPT SUPPLY MEDICAL/CLINICAL				500
A-7110-39-40-4001 - CONTRACT AGENCIES			3,864	
A-7110-39-R3089-R167 - ST AID GEN GOV DEPARTMENTAL AID	3,864			
<b>A Fund Total</b>	<b>15,314</b>	<b>-</b>	<b>39,770</b>	<b>13,500</b>

(\*) To be funded from the DA State Forfeiture Assigned Fund Balance