



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
REGIONAL IMMIGRATION ASSISTANCE CENTER
REGION 3- CAPITAL REGION & NORTHERN N.Y.
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EVELYN A. KINNAH, ESQ.
DIRECTOR

MEMORANDUM

TO: Hon. Wanda F. Willingham
Chair, Audit and Finance Committee

FROM: Evelyn Kinnah, Director

DATE: October 15, 2025

RE: Office of Immigration Assistance

1. Identify department representative appearing before the Audit & Finance Committee for your agency budget presentation.

Evelyn A. Kinnah, Director

2. Identify by line item all vacant positions in your department.

N/A

3. Identify by line item any new position(s), how the position(s) will be funded and the reimbursement rate(s), if applicable.

The Department has no new positions.

4. Identify by line item any proposed salary increase(s) beyond union contract commitments. Include justification for those raise(s).

There is a 3% Cost of Living Adjustment applied to all non-union positions throughout the County.

5. Identify by line item any position proposed to be eliminated or salary decreased.

There are no positions proposed to be eliminated or salary decreased.

6. Identify by line item all positions that are funded by grant money, the percentage of funding provided by the grant and indicate whether there is a commitment that the grant has been renewed for 2026.

All positions in the Department are 100% grant funded through the New York State Office of Indigent Legal Services. Current grant funding for the Department is for the period January 1, 2024 to December 31, 2026.

- A1173 12008 001 145007 – 100% State
- A1173 12018 001 145005 – 100% State
- A1173 12037 001 145006 – 100% State
- A1173 16401 001 145003 – 100% State
- A1173 19935 -- 100% State

7. Identify by line item all job titles proposed to be changed or moved to another line item (e.g., reclassifications).

There are no job titles proposed to be changed or moved to another line item.

8. Provide an itemized breakdown of specific expenditures regarding fees for services lines and miscellaneous contractual expense lines and indicate 2025 budgeted expenditures compared to 2026 proposed expenditures (included a column for each expenditure year).

Fees for Service A 1173 44046: Total Budget \$24,000

The Department works closely with community outreach organizations and will enlist their services as needed. The cost of this service is expended on the “Fees for Services” line. Additionally, any interpreter services needed and provided for a client is expended on this line. This expenditure is reimbursable through the grant process.

2025 budgeted expenditures	2026 proposed expenditures
Language Line Services	Same as 2025 and described above
Water	
Recruitment	
Case management systems	

9. Identify any new initiatives and/or eliminated programs, and reimbursements associated with those programs.

There are no new initiatives and/or eliminated programs. The grant funding reflects a continuation of the Department’s existing work.

10. Identify all County vehicles used by your department. Include the title of any employee(s) assigned each vehicle and the reason for the assignment of a County vehicle to that employee.

There are no vehicles assigned to the Department.

11. Provide a specific breakdown of the Use of the proposed funding for all Conferences/Training/Tuition line items in your department budget.

A 1173 44039: Total Budget \$30,000.

The Center provides continuing legal education trainings for court-mandated attorneys practicing within Region 3. The line covers the logistics for venues, speakers, announcements, outreach and associated fees.

As part of a robust staff development plan, Center staff receive intensive and ongoing immigration training, support, consultation, seminars, practice advisories and comprehensive immigration materials.

12. Provide a specific breakdown of overtime line items in your department budget including the actual overtime expenditures for the previous two years.

There is no overtime budget for the Department.

13. Identify by line item any positions that were established/changed during the 2025 fiscal year.

No positions were established/changed during the 2025 fiscal year.

14. Please describe the biggest risk your department faces and the actions you have taken (or will take in 2026) to better understand that risk and mitigate it.

a. The Department will continue to monitor the risk of COVID-19 exposure and respond appropriately by (a) limiting travel to the 14 counties in Region 3 (which is the geographic area covered under the grant), and/or (b) conducting all trainings, outreach and other functions remotely if necessary. We will continue to assess our strategy and be informed by the level of COVID-19 transmissions as reported.

b. We continue to partner with our local immigration partners to identify specific areas of need and support for the migrant population, and to pool resources in order to provide needed services.

15. Please list performance indicators and metrics used by your department and current statistics for those metrics.

- Cultivate relationships with indigent legal service providers, bar associations and nonprofit organizations to develop and coordinate regional attorney and judicial trainings and resource materials which address the intersection of Criminal Law, Family Law and Immigration law.**
- Provide expert legal advice and defense strategies to court-mandated attorneys in assisting their noncitizen clients in making informed choices regarding any adverse immigration consequences which may arise from a family law and/or criminal court proceeding.**
- Collaborate with New York State Indigent Legal Services and the other five (5) Regional Immigration Assistance Centers in New York to analyze regional trends, collect data, and identify attorney best practices that should be considered for possible replication throughout the State.**
- Provide attorneys and noncitizens with critical resources to stay abreast of the constant evolution of immigration policy nationwide.**
- Assist with requests to vacate prior criminal convictions.**

- **Identify victims of human trafficking in addition to victims of crime and help navigate a pathway to lawful status.**
- **Assist attorneys whose clients may be targeted by impending ICE raids.**
- **Maintain an immigration hotline and translation service line.**
- **Provide direct assistance referrals for other immigration services.**

16. Note specifically all potential new unfunded mandates, regulations, risks to grant revenues, risks to reimbursement revenues, from any source.

As previously stated in response to question 6, all positions in the Department are 100% grant funded through the New York State Office of Indigent Legal Services. There are no potential new unfunded mandates, regulations, risks to grant revenues, or risks to reimbursement revenues at this time.