



Kenneth W. Jenkins
County Executive

May 7, 2025

Westchester County Board of Legislators
800 Michaelian Office Building
White Plains, New York 10601

Dear Members of the Board of Legislators:

In accordance with Section 186.61 of the Laws of Westchester County and at the request of the Assigned Counsel Board of Directors, transmitted herewith for your approval is a resolution to confirm the appointment of Stephanie Perez as the Assigned Counsel Administrator of the Independent Office of Assigned Counsel, effective April 4, 2025, to fill the unexpired four (4) year term of the previous Assigned Counsel Administrator, such term to expire on August 7, 2026.

The Board of Directors has made a thorough review of Stephanie Perez's credentials and experience, and have determined that her appointment as Assigned Counsel Administrator of the Independent Office of Assigned Counsel for the unexpired term of the previous Assigned Counsel Administrator is in the best interests of the Independent Office of Assigned Counsel, generally. I wholeheartedly approve the appointment of Stephanie Perez as Assigned Counsel Administrator of the Independent Office of Assigned Counsel.

Therefore, I most respectfully recommend and urge your Honorable Board to adopt the attached resolution confirming the appointment, effective April 4, 2025, for a term to expire on August 7, 2026, of Stephanie Perez as Assigned Counsel Administrator of the Independent Office of Assigned Counsel.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "KWJ", with a long horizontal flourish extending to the right.

Kenneth W. Jenkins
County Executive

KWJ/SDK/nn

Office of the County Executive
Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Telephone: (914) 995-2900



Kenneth W. Jenkins
County Executive

May 6, 2025

Stephanie Perez
883 Terrace Place
Cortlandt Manor, New York 10567

Dear Ms. Perez:

On behalf of the Assigned Counsel Board of Directors and with the approval of County Executive Kenneth W. Jenkins, it is my pleasure to appoint you as the Assigned Counsel Administrator of the Independent Office of Assigned Counsel, effective April 4, 2025, to fill the unexpired four (4) year term of the previous Assigned Counsel Administrator, such term to expire on August 7, 2026. Please be advised that while this appointment authorizes you to immediately assume the duties and responsibilities of said office, your appointment as Assigned Counsel Administrator of the Independent Office of Assigned Counsel is subject to confirmation by the Westchester County Board of Legislators. Once confirmed by the Westchester County Board of Legislators, you will continue to serve in that position for the unexpired four (4) year term of the previous Assigned Counsel Administrator.

As you know, the Assigned Counsel Administrator of the Independent Office of Assigned Counsel is responsible for administering the policies, regulations and standards for the Independent Office of Assigned Counsel to ensure that all indigent persons are provided with quality legal representation in matters in both the Criminal and Family Courts in Westchester County.

Pending your confirmation by the Board of Legislators and in accordance with New York State law, you must take and file an oath of office in the Office of the Westchester County Clerk. Please be advised that your failure to take and file such an oath within thirty days of the date of this appointment letter, or within thirty days after the commencement of your term of office, will result in the office of Assigned Counsel Administrator of the Independent Office of Assigned Counsel being deemed vacant. If you have any questions with regard to these legal requirements, please contact the County Attorney.

I look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Marie Weathers".

Wendy Marie Weathers
Chair, Assigned Counsel Board of Directors

WW/SDK/nn

STEPHANIE PEREZ

833 Terrace Place, Cortlandt Manor, NY 10567 · (917) 301-6364 · stephanieborbas@yahoo.com

BAR ADMISSION New York (1996); United States Supreme Court (2022)

EXPERIENCE

Independent Office of Assigned Counsel, White Plains, NY

Deputy Administrator

Engage in strategic planning for and oversight of 250+ attorneys admitted to Westchester's Assigned Counsel Panel, the largest provider of mandated represented representation in the County, which exclusively represents defendants in misdemeanor cases, provides conflict representation for felonies and the overwhelming majority of Family Court cases. Partner with County government, 9th JD stakeholders and community partners, including the District Attorney's Office, to address a wide range of issues, including the intersection of criminal and family law, discovery reform, Speedy Trial, Domestic Violence, CAP Court implementation, and Re-entry for criminal defendants. Assess the needs of the OAC and panel attorneys in order to draft and implement budgets for competitive and non-competitive state grant funds as well as Westchester County. Create a handbook which established a set of rules, expectations and rights governing the panel and the OAC. Review applications for certification to the panel of attorneys and interviewed prospective panel members. Launch a digital billing platform to modernize the process by which panel members prepare vouchers for their work. Initiate a schedule to ensure a fair rotation of attorneys representing clients at weekend/holiday city court arraignments and at parole hearings. Panelist at Pace Law School - Bridging Gaps in Re-Entry and Related Legal Services for Community Members Impacted by the Criminal Justice System. Skilled in presentation composition, communications technology including PowerPoint, and engaging, articulate audience presentations, including to the County Board of Legislators, Pace Law School, Assigned Counsel Panel of attorneys and the OAC Board of Directors.

New York City Law Department, Bronx, NY

Deputy Borough Chief, Family Court Division

Supervised a team of attorneys and support professionals implementing an enhanced community-based approach to the prosecution of acts of juvenile delinquency. Developed relationships and partnerships with the New York City Police Department and community-based programs to work towards innovative approaches to combat juvenile delinquency and enhance community safety. Trained police officers on Family Court and juvenile delinquency practice, including Raise the Age. Trained and supervised attorneys in the investigation and prosecution of acts of juvenile delinquency. Conducted weekly case reviews and monthly team meetings. Organized community outreach calendar and coverage. Supervised support staff in the implementation of Diversion and data analysis. Compiled and analyzed data relative to crime trends. Reviewed depositions, petitions, motions, discovery and correspondence for submission. Provided legal and strategic advice. Developed protocols for disclosure of Giglio material within the Borough and supervised a team of attorneys and support staff implementing those protocols. Mentored High School students in mock trial competition. Presented Continuing Legal Education lectures on Closing Arguments, Courtroom Presentation and Speedy Timeframes.

Westchester County Law Department, White Plains, NY

Senior Assistant County Attorney, Family Court Bureau

Managed felony and misdemeanor juvenile delinquency cases in Westchester County Family Court, including those involving Robberies, Burglaries, Assaults, Sexual Offenses, Larcenies and Criminal Mischief. Prepared witnesses for hearings and trials. Engaged in all phases of discovery, motion practice, hearings and trials. Obtained and reviewed evidentiary documentation. Provided legal counsel to the Westchester County Department of Social Services and the Westchester County Department of Probation on numerous matters, including PINS petitions, placement of children in Foster Care, and Violations of Probation. Conducted Juvenile Delinquency training for Westchester County Police Officers and Probation Officers. Represented the Office of the County Attorney at committee meetings regarding Gun and Gang Violence, Hot Spot Policing, Forensic Interviewing of Victims of Sexual Abuse, and Abuse of Family Members by Juveniles. Presented Continuing Legal Education lectures on Bullying, Cyber Bullying and LGBT Youth in the Juvenile Justice System. Developed protocols for Westchester Girls Justice Initiative.

Law Office of Mary A. Bjork, Yonkers, NY

Staff Counsel

Litigated personal injury trials in Bronx Supreme Court. Appeared before Supreme Court Justices on Framed Issue Hearings, Orders to Show Cause, and all phases of Pre-Trial Conferences. Conducted Examinations Before Trial in various personal injury matters, including automobile accidents, slip and fall cases, pedestrian knock-downs and dog-bite cases. Drafted and filed summons and complaints. Engaged in all phases of discovery and motion practice.

Bronx County District Attorney's Office, Bronx, NY

Assistant District Attorney

Conducted jury trials and bench trials in New York State Supreme Court, involving felony and misdemeanor criminal cases. Presented felony cases to Grand Jury and obtained indictments. Prepared witnesses for hearings and trials. Drafted search warrants and rendered legal counsel to New York City Police Officers regarding issues of probable cause. Engaged in all phases of discovery and motion practice. Obtained and reviewed evidentiary documentation. Mentored High School students in mock trial competitions through the Explorer's Program. Counseled elementary school students in school-based trial program. Interviewed prospective employees and made recommendations on hiring.

Senator William Larkin, Albany, NY,

Legislative Aide

Introduced and tracked legislative resolutions. Prepared mass mailings to constituents and responded to individual constituent requests. Assisted State Legislator with introducing prime and co-sponsored legislation and maintained records. Created a district-wide Summer Reading Program for 4000 children and supervised program staff.

EDUCATION

Pace University School of Law, White Plains, NY, J.D., 1995; PACE ENVIRONMENTAL LAW REVIEW
State University of New York at Stony Brook, Stony Brook, NY, B.A. in Political Science, 1992

PUBLICATION

New York City's Drinking Water—Champagne or Beer?, 12 PACE ENVTL. L. REV. 2 (1995)

BAR MEMBERSHIPS

Westchester County Bar Association
Westchester Women's Bar Association
Hudson Valley Hispanic Bar Association
Westchester Black Bar Association
New York State Defenders Association

LANGUAGE SKILLS

Conversational in Spanish

TO THE COUNTY BOARD OF LEGISLATORS
OF THE COUNTY OF WESTCHESTER, NEW YORK

WHEREAS, the Assigned Counsel Board of Directors, with the approval of the County Executive, having appointed Stephanie Perez as the Assigned Counsel Administrator of the Independent Office of Assigned Counsel, effective April 4, 2025 to fill the unexpired four (4) year term of the previous Assigned Counsel Administrator, such term to expire on August 7, 2026, in accordance with the terms and provisions of the Laws of Westchester County, as amended, and subject to the confirmation of this Board; it is

RESOLVED, that said appointment be and is hereby confirmed.

Dated: _____, 2025
White Plains, New York