STEUBEN COUNTY ADMINISTRATION COMMITTEE
Tuesday, December 13, 2016
9:00 a.m.
Legislative Committee Room
Steuben County Office Building
Bath, New York

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – November 9, 2016

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Risk Manager (*Scott Sprague*)
1. **Workers Compensation Study**

B. Personnel (*Nate Alderman*)
1. **EAP Contract Amendment**
2. **Reclassifications – Department of Social Services**
   a. *Two Vacant Account Clerk-Typist, Grade VI Positions to Two Senior Account Clerk, Grade VIII Positions*
   b. *Personal Computer Coordinator, Grade VI to Computer Systems Analyst, Grade XV*

C. Real Property Tax Service Agency (*Wendy Jordan*)
1. **Review Completed Report of Percent Change with 2016 County Budget Included**
2. **Budget Transfer – Digitization Capital Project**

D. Information Technology (*Ken Peaslee*)
1. **Award Fiber Optic Maintenance Bid**

E. Purchasing (*Andy Morse*)
1. **Ricoh Copier Maintenance Contract Renewal - $48,300**
2. **Authorization to Purchase Copier for Community Services from Copier Capital Project - $4,950.17**

F. County Manager (*Jack Wheeler*)
1. **Reappointment of Elections Commissioners**
2. **Contract Renewal – Securitas (not to exceed $196,418.40)**

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th Monday of each month at 10:00 a.m., unless otherwise noted on the Legislative Calendar. If you have an issue you wish to discuss with a Standing Committee, you must receive the permission of the Chairman of the Standing Committee prior to that meeting and be placed on the agenda.

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at (607) 664-2247 at least 48 hours prior to the scheduled meeting to advise what accommodations will be necessary.