

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, May 9, 2017*

*9:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*AGENDA\*\***

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [April 11, 2017](#) and [April 24, 2017](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

- A. Risk Manager (*Scott Sprague*)
  - 1. [Motor Pool Guidelines](#)
  - 2. **Contract Approval - Corvel**
  
- B. Commissioner of Finance (*Pat Donnelly/Tammy Hurd-Harvey*)
  - 1. **Tax Auction 2017**
  - 2. **Recommendation to Enter into a Contract for Health Insurance Consultant Services**
  - 3. **Review and Approve Adjusted Petty Cash Balances**
  
- C. Elections (*Vicky Olin/Kelly Penziul*)
  - 1. **Purchase of Scan-Flow System**
  - 2. **NTS Suite System**
  - 3. **Grant Approval**
  
- D. Personnel (*Nate Alderman/Jennifer Demonstoy*)
  - 1. **Request for RFP – Employee Workplace Violence Prevention Training**
  
- E. Purchasing (*Andy Morse*)
  - 1. **Setting Date for 2017 Annual Surplus Auction**
  
- F. County Clerk (*Judy Hunter/ Jennifer MacPhail*)
  - 1. [Semi-Annual Mortgage Tax Distribution](#)
  
- G. County Manager (*Jack Wheeler*)

**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 4<sup>th</sup> 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.*