

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, December 10, 2019*

*9:00 a.m.*

*Legislative Chambers*

*Steuben County Office Building*

*Bath, New York*

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

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [November 12, 2019](#) and [November 25, 2019](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Information Technology (*Rob Wolverton*)

1. **Approval to Issue RFP for Replacement UPS for Server Room**
2. **Approval to Issue RFP for CISCO Phone System Support and Maintenance**
3. **Approval to Issue RFP for HIPAA HiTech Audit**
4. **Approval to Issue RFP for NY SHIELD Act Audit**
5. **Approval to Purchase New Firewalls for COB, PSB and Branch Offices**

B. Real Property Tax Service Agency (*Wendy Jordan*)

1. **Tax Certiorari – Town of Campbell**

C. Commissioner of Finance (*Pat Donnelly/Tammy Hurd-Harvey*)

1. **Sun Life & Health Insurance Company Stop Loss Policy Renewal**

D. Risk Manager (*Scott Sprague*)

1. **Contract Renewals**
  - *PERMA – Workers' Compensation Plan*
  - *PERMA – Tail Claims*

E. Purchasing (*Andy Morse*)

1. **Ricoh Maintenance Contract Renewal**

F. Personnel (*Nate Alderman/Jennifer DeMonstoy*)

1. **Contract Renewal – Roemer Wallens Gold & Mineaux, LLP – Legal Counsel**
2. **Administrative Code Amendment – Outside Employment Policy**

G. County Manager (*Jack Wheeler*)

1. **Contract Renewals**
  - *Public Relations (\$22,000)*
  - *Securitas Security Services USA, Inc.*
  - *Archive Social*
2. **ProAction Lease**
3. **Census Grant Discussion**
4. **Appointment of Commissioner of Finance**

**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.*