

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, February 13, 2018*

*9:00 a.m.*

**\*\*PLEASE NOTE CHANGE\*\*Legislative Chambers\*\*PLEASE NOTE CHANGE\*\***

*Steuben County Office Building*

*Bath, New York*

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

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [January 9, 2018](#) and [January 22, 2018](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Risk Manager (*Scott Sprague*)

1. **Request to Renew Insurance Coverage for 2018**

B. Information Technology (*Ken Peaslee*)

1. **Purchase SAN (Storage Area Network Servers/Software for Upgrade of County Network Storage Infrastructure for COB and PSC**
2. **Renewal of Sendio Maintenance Contract**
3. **Purchase Network Switches and Fiber Converters for New Construction Projects**

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

1. **Approval of 1537 Agreement with Town of Lindley**

D. Law Department (*Alan Reed/Jennifer Prossick*)

1. **Legal Research Services**

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

1. **Reclassification – Law Department**
  - a. *Reclassify One (1) Zero Based Social Work Assistant Position #3540-03, Grade XII, (\$35,582 - \$50,235) from the Office of Community Services to a Paralegal Assistant, Grade XI (\$33,909 - \$47,870) in the Law Department*
2. **Memorandum of Agreement – Department of Public Health**
  - a. *The Registered Professional Nurse Title, Grade XII (\$35,582 - \$50,235) to Grade XV (\$40,201 - \$56,753)*
  - b. *The Public Health Nurse Title, Grade XIII (\$37,260 - \$52,601) to Grade XVI (\$42,712 - \$60,297)*
  - c. *The Public Health Coordinator Title, Grade XVI (\$42,712 - \$60,297) to Grade XVII (\$46,904 - \$66,216)*

F. Purchasing (*Andy Morse*)

1. **Authorization to Bid**
  - a. *Polyethylene Bags*
  - b. *Custodial Paper Products*
  - c. *Stationery Supplies*
2. **Quarterly Copy Paper Bid**

G. Elections (*Vicki Olin/Kelly Penziul*)

1. **Central Count System**
2. **Extending Contracts with Schools for Use of Voting Machines**
3. **Approval to Add Vehicle to Major Equipment List**
4. **Update on New Voting Machines**

H. 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.*