

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

Tuesday, January 8, 2019

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

**\*\*AMENDED AGENDA\*\***

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [December 11, 2018](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Risk Manager (Scott Sprague)

1. **PERMA Contract**

B. Purchasing (Andy Morse)

1. **Award Bid for Ricoh Copier Maintenance**
2. **Purchase of Toshiba Copiers from Capital Project Account**

C. Personnel (Nate Alderman/Jennifer DeMonstoy)

1. **Reclassification & Transfer – District Attorney’s Office**

- a. *Reclassify One (1) Zero Based Assistant Director of Patient Services Management Grade F, from the Public Health Department to an Assistant District Attorney Position, Management Grade E, to the District Attorney’s Office.*
- b. *Reclassify One (1) Zero Based Senior Account Clerk – Typist, Grade X, from the Youth Programs Department to One (1) Paralegal Assistant Position, Grade XI, to the District Attorney’s Office.*

2. **Reclassification and Transfer – Conflict Defender**

- a. *Reclassifying One (1) Zero Based Senior Clerk, Grade VI Position from Public Works to Grade IV Typist, Conflict Defender’s Office.*

3. **Transfer – Law Department**

- a. *Transferring One (1) Senior Typist, Grade VI from Special Children’s Services to the Law Department.*

4. **Request to Waive 16B**

- a. *Public Defender - Two (2) Assistant Public Defenders, Management Grade E, One (1) Paralegal, Grade XI*
- b. *Probation – One (1) Probation Officer, Grade XIII and One (1) Probation Officer Trainee, Grade XII*
- c. *Sheriff – Deputy Sheriff Positions*
- d. *Law Department – One (1) Senior Assistant County Attorney, Management Grade G, and One (1) Assistant County Attorney, Management Grade E.*

D. Finance (Pat Donnelly/Tammy Hurd-Harvey)

1. **Contract Approval – Worxtime, LLC to Prepare Annual ACA Required 1095 Forms**

E. County Manager (Jack Wheeler)

1. **Contract Renewal – OpenGov**
2. **Contract Renewal – ArchiveSocial**
3. **Promotional Initiative**

**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.