

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, May 8, 2018*

*9:00 a.m.*

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

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

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [April 10, 2018](#) and [April 23, 2018](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

- A. Commissioner of Finance (*Pat Donnelly/Tammy Hurd-Harvey*)
  - 1. **Increase Petty Cash from \$150 to \$450**
  
- B. County Clerk (*Judy Hunter/Jennifer MacPhail*)
  - 1. [Semi-Annual Mortgage Tax Distribution](#)
  
- C. Purchasing (*Andy Morse*)
  - 1. **Quarterly Copy Paper Award**
  
- D. Personnel (*Nate Alderman/Jennifer DeMonstoy*)
  - 1. **RFP – Employee Workplace Violence Prevention Training**
  
- E. County Manager (*Jack Wheeler*)
  - 1. **Contract Renewal – Enterprise**
  - 2. **Administrative Code Revisions**
    - a. [Cancer Screening Leave](#)
    - b. [Purchasing Policy Revisions for Best Value](#)

**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.*