

# STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, May 14, 2019

9:00 a.m.

Legislative Chambers

Steuben County Office Building

Bath, New York

## **\*\*AGENDA\*\***

### **I. CALL TO ORDER**

### **II. APPROVAL OF MINUTES – [April 9, 2019](#)**

### **III. GRIEVANCES**

### **IV. DEPARTMENT REQUESTS**

#### **A. Risk Manager (Scott Sprague)**

1. **Authorization to Renew Drug and Alcohol Testing Program Agreements**

#### **B. Law Department (Jennifer Prossick)**

1. **Barclay Damon Retainer**
2. **Ratification of the Amicus Brief Regarding the 2020 Census**

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

1. **Tax Certiorari – Town of Erwin**
2. **County Assessing - Recommendation from Ad Hoc Municipal Coordination Committee**

#### **D. County Clerk (Judy Hunter)**

1. **[Semi-Annual Mortgage Tax Distribution](#)**

#### **E. Purchasing (Andy Morse)**

1. **Award Custodial Paper Products Bid**
2. **Award Quarterly Copy Paper Bid**
3. **Authorize New Copy Paper Bid**

#### **F. Information Technology (Rob Wolverson/Cody Ryan)**

1. **RFP for Internet Service Provider**
2. **Authorization to Apply for FY2018 Cyber Security Grant Program**

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

1. **Early Voting Sites and State Reimbursement**

#### **H. Department of Social Services (Kathy Muller)**

1. **Salary Adjustment – Social Services Attorney**

#### **I. Personnel (Nate Alderman/Jennifer DeMonstoy)**

1. **Contract Renewal – Catalog & Commerce Solutions, Inc. (Personnel/Civil Service Software System)**
2. **District Attorney's Office**
  - *Amending the Management Salary Plan Relative to One (1) Assistant District Attorney Position, Grade E (\$79,101) to One (1) Senior Assistant District Attorney, Grade G (\$84,101)*
3. **Sheriff's Office**
  - *Amending the Management Salary Plan Relative to the Nurse Practitioner in the Sheriff's Office from Grade F to Grade G*

#### **J. 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.