STEUBEN COUNTY ADMINISTRATION COMMITTEE
Tuesday, April 13, 2021
9:00 a.m.
Legislative Chambers, 3rd Floor, Annex Building, Bath, New York,
with the public and media able to attend via Zoom teleconference.

The Teleconference can be accessed at:
https://steubencountynygov.zoom.us/j/99532896250?pwd=SVYwZVdoLzFtaHBZb3M4NVlYWmhsdz09
Or by dialing +1 646 558 8656 US (New York)
Meeting ID: 995 3289 6250
Password: 55970061

**AGENDA**

I. CALL TO ORDER

II. APPROVAL OF MINUTES – March 9, 2021

III. GRIEVANCES

IV. DEPARTMENT REQUESTS
A. Commissioner of Finance (Tammy Hurd-Harvey/Mitch Alger)
   1. Request for Proposal – GASB 75 Actuarial Services

B. Personnel (Nate Alderman/Jennifer DeMonstoy)
   1. Request to Issue RFP for CSEA Main Unit Salary Grid Study
   2. Reclassification – District Attorney’s Office
      • One (1) Assistant District Attorney Position, Grade H ($57,491 - $89,898) to One (1) Senior Assistant District Attorney Position, Grade I ($65,232 - $98,883)
   3. Reclassification – Public Health & Nursing Services
      • One (1) Public Health Coordinator Position, Grade XVI ($44,437 - $62,733) to One (1) Deputy Public Health Director Position, Grade J ($69,555 - $108,784)
   4. Reclassification – Risk Management
      • One (1) Vacant Senior Typist Position, Grade VI ($28,442 - $40,151) to One (1) Senior Account Clerk-Typist Position, Grade X ($33,749 - $47,644)
   5. Salary Adjustments – Law Department
      • Jennifer Galvan, Sr. Assistant County Attorney, Grade I from Step 5 to Step 7 ($75,000 to $79,000)
      • Craig Patrick, Deputy County Attorney, Grade J, from Step 5 to Step 7 ($82,631 to $86,500)

C. Real Property Tax Service Agency (Wendy Jordan)
   1. Request to Amend Share of Cost to Participate in Appraisal Costs Services for Tax Certiorari Property in Town of Caton – Corning Natural Gas
   2. Request to Issue RFP for Tax Bill Printing Services

D. Law Department (Jennifer Prossick)
   1. Contract Renewal – Legal Services

E. Board of Elections (Vicky Olin/Kelly Penziul)
   1. Board of Elections Audit Proposal

F. County Manager (Jack Wheeler)
   1. Reclassifying Deputy Director of Emergency Management Office
      • Salary Adjustment
   2. Stipends – Public Safety Transition

V. OTHER BUSINESS

VI. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th 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.