STEUBEN COUNTY ADMINISTRATION COMMITTEE
Wednesday, February 13, 2019
9:00 a.m.
Legislative Chambers
Steuben County Office Building
Bath, New York

**AGENDA**

I. CALL TO ORDER

II. APPROVAL OF MINUTES – January 9, 2019

III. GRIEVANCES

IV. DEPARTMENT REQUESTS
A. **Purchasing (Andy Morse)**
   1. Quarterly Copy Paper Award

B. **Real Property Tax Service Agency (Wendy Jordan)**
   1. Approve Renewal of Contract with SDG for ImageMate Online Software

C. **Personnel (Nate Alderman/Jennifer DeMonstoy)**
   1. Reclassification - Public Defender’s Office
      - Reclassify One (1) 1st Assistant Public Defender Position, Grade E ($52,677 - $68,104) to a Senior Assistant Public Defender Position, Grade G ($63,659 – $81,175)

D. **Board of Elections (Vicki Olin/Kelly Penziul)**
   1. Review of Early Voting Changes

E. **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 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.