STEUBEN 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 Wolverton/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 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.