

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

Tuesday, July 11, 2023

9:00 a.m.

Legislative Chambers, 3<sup>rd</sup> Floor, Annex Building, Bath, New York

**This meeting may also be accessed via Zoom teleconference at:**

<https://steubencountynygov.zoom.us/j/87935579163?pwd=Z2RvUWMrSHMrb3dhdVdpUmJ6VVhyZz09>

Or by dialing +1 646 558 8656 US (New York)

Meeting ID: 879 3557 9163

Password: 93222069

**\*\*AGENDA\*\***

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – June 13, 2023 and June 26, 2023**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Information Technology (Rob Wolverton/Cody Ryan)

1. **Zoom License Renewal**

B. Risk Manager (Scott Sprague)

1. **2024 Workers' Compensation Budget**

2. **2024 Workers' Compensation Apportionment Schedule**

C. Commissioner of Finance (Tammy Hurd-Harvey/Mitch Alger)

1. **Contract Extensions**

a. *Gallagher Benefits Consultants*

b. *MissionSquare Retirement*

2. **Five-Year Proposal for Audit Services from Bonadio & Co.**

3. **Increase Finance Office Petty Cash**

D. Personnel (Nate Alderman/Jennifer DeMonstoy)

1. **Community Services**

a. *Reclassify Vacant Assistant Director of Community Services, Management Grade I (\$65,129 - \$101,849) to Deputy Director of Community Services, Management Grade J (\$71,642 - \$112,048)*

2. **Social Services**

a. *Transfer Four Positions from Office of Community Services to Department of Social Services*

- *Social Services Clinical Coordinator*
- *BILT Coordinator*
- *Alcohol & Substance Abuse Coordinator*
- *Senior Social Worker*

3. **Personnel**

a. *Management Salary Plan Changes*

- *Add Typist to Grade B (\$33,421 - \$52,275)*
- *Add Account Clerk-Typist to Grade C (\$36,764 - \$57,502)*
- *Delete Senior Typist and Account Clerk-Typist from Grade B and add to Grade C (\$33,764 - \$57,502)*
- *Delete Assistant Director of Community Services from Grade I and add Deputy Director of Community Services to Grade J (\$71,642 - \$112,048)*

b. *Civil Service Exam Fees*

4. **Public Defender's Office**

a. *Waiving Rule 16B and Creating Two (2) Case Manager Positions, CSEA Grade L (\$47,890 - \$70,839)*

5. **Law Department**

a. *Reclassify One (1) Full-Time Senior Assistant County Attorney to Part-Time (\$39,398)*

E. County Manager (Jack Wheeler/Chris Brewer)

1. **Contract Authorization – Employee Engagement Survey**

2. **Local Law Creating Deputy Director of Real Property Tax Service Agency**

3. **Executive Session Pursuant to Public Officers' Law, Article 7§ 105.1.F. – Personnel Matters**

**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 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.