

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, August 8, 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://steubencountyny.gov.zoom.us/j/81405120882?pwd=c2Z0TTV4emFEVkJNtTzB2a1p1Szhldz09>

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

Meeting ID: 814 0512 0882

Password: 45356660

**\*\*AMENDED AGENDA\*\***

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – [July 11, 2023](#) and [July 24, 2023](#)**

**III. GRIEVANCES**

**IV. DEPARTMENT REQUESTS**

A. Purchasing (*Andy Morse/Jean Peterson*)

1. **Award Quarterly Copy Paper Bid**

B. Real Property Tax Service Agency (*Wendy Jordan*)

1. **RPSV4 Annual License Fee**

C. Personnel (*Nate Alderman/Jennifer DeMonstoy*)

1. **Personnel**

a. *Appoint a Senior Typist above Mid-Point of Management Grade C, Step 8 (\$47,824)*

b. [Administrative Code Revision](#)

- **Update to Section 11 – Policy Against Sex Discrimination & Sexual Harassment**

c. **Memorandum of Agreement – CSEA**

1. *Adjustment Salary Grade for Two Titles Under the Bargaining Agreement*

2. *Provisional Increments Salary Step Language*

2. **Department of Social Services**

a. *Reclassify Four (4) Zero-Based Social Welfare Examiners, CSEA Grade F (\$35,736 - \$52,861) to Caseworker, CSEA Grade J (\$43,437 - \$64,253)*

3. **District Attorney's Office**

a. *Request to Create One (1) Assistant District Attorney, Part-Time, Management Grade J (\$25,000)*

4. **Real Property Tax Service Agency**

a. *Reclassify Assistant Tax Map Technician, CSEA Grade G (\$37,523 - \$55,504) to Tax Map Technician, CSEA Grade I (\$41,369 - \$61,194)*

D. County Manager (*Jack Wheeler/Chris Brewer*)

**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.*