

**STEBEN COUNTY ADMINISTRATION COMMITTEE**

*Tuesday, January 9, 2024*

*9:00 a.m.*

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

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Brian C. Schu, Chair William A. Thew	Carol A. Ferratella, Vice Chair	Hilda T. Lando
<b>STAFF:</b>	Jack K. Wheeler Brenda Scotchmer Lindsay Rice Kathy Muller Eric Rose Andy Morse	Christopher Brewer Nate Alderman Tammy Hurd-Harvey Lise Reynolds Tim Marshall	Jennifer Prossick Jennifer DeMonstoy Rob Wolverton Mitch Alger Craig Patrick
<b>LEGISLATORS:</b>	Kelly H. Fitzpatrick Wendy Lozo Robert V. Nichols Scott J. Van Etten	James Kuhl Robert V. Nichols Frederick G. Potter	Jeffrey P. Horton Nicholas D. Pelham Joseph Tobia
<b>ABSENT:</b>	Gary D. Swackhamer		
<b>OTHERS:</b>	Mary Perham		

**I. CALL TO ORDER**

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Thew to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 12, 2023, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENT REQUESTS**

A. Personnel

1. **Department of Social Services** – Mr. Alderman requested authorization to appoint a Deputy Commissioner of Social Services above the mid-point of Management Grade I, Step 10 for an annual salary of \$89,609.

**MOTION: APPOINTING A DEPUTY COMMISSIONER OF SOCIAL SERVICES ABOVE THE MID-POINT OF MANAGEMENT GRADE I, STEP 10 FOR AN ANNUAL SALARY OF \$89,609 MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Finance Department** – Mr. Alderman requested authorization to appoint a Deputy Commissioner of Finance above the mid-point of Management Grade I, Step 12 for an annual salary of \$94,506.

**MOTION: APPOINTING A DEPUTY COMMISSIONER OF FINANCE ABOVE THE MID-POINT OF MANAGEMENT GRADE I, STEP 12 FOR AN ANNUAL SALARY OF \$94,506 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. Commissioner of Finance

1. **Contract Extension** – Mrs. Hurd-Harvey requested authorization to extend the contract with MissionSquare for administration of the Deferred Compensation Plan, for one year under the same terms and conditions.

**MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO EXTEND THE CONTRACT WITH MISSIONSQUARE FOR ADMINISTRATION OF THE DEFERRED COMPENSATION PLAN, FOR ONE YEAR UNDER THE SAME TERMS AND CONDITIONS MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Information Technology

1. **Software Purchase** – Mr. Wolverton explained that he recently found out that the vendor for their new backup solution has a fiscal year that ends January 31, 2024, and that would have increased our cost 5 percent in February. He requested authorization to purchase the Rubrik Backup solution and professional services through the SHI which is the Sourcewell Contract. The total cost is \$113,785.37 and is budgeted. He noted several other counties are using this software.

Mr. Schu asked are you switching providers? Mr. Wolverton replied we had been doing this in-house. This will be more formal and an easier way of doing backups and recovering files. This software will back up everything into the cloud.

**MOTION: AUTHORIZING THE DIRECTOR OF INFORMATION TECHNOLOGY TO PURCHASE THE RUBRIK BACKUP SOLUTION AND PROFESIONAL SERVICES THROUGH SHI (SOURCEWELL CONTRACT) FOR A TOTAL ANNUAL COST OF \$113,785.37 MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. County Manager

1. **Appointments**

a. *Historian* – Mr. Wheeler recommended the appointment of Griffin Bates of Bath, NY as the part-time historian.

Mr. Thew asked who were the other candidates? Mr. Wheeler stated if you would like to talk more in detail about the candidates, that would be appropriate for Executive Session. We had two other candidates that we interviewed; one from Canisteo and one from Corning. They all had similar experience; however, Mr. Bates' experience, along with his ideas for expanding the Historian's Office digital presence along with ideas regarding History Week, put him above the others.

**MOTION: CONFIRMING THE APPOINTMENT OF GRIFFIN BATES AS PART-TIME HISTORIAN MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**  
*Resolution Required.*

2. **Contracts** – Mr. Wheeler stated he is still trying to obtain the 2024 pricing information from SHI International Corp. and will bring this contract back next month for approval.

3. **RFP for CSEA Main Unit Salary Study and Management Salary and Benefits Review** – Mr. Wheeler stated in 2019 we did a salary study for Management and changed the grading, and we would like to refresh that as many things have changed. Additionally, 2021 was the last contract update with the CSEA Main Unit and we are having difficulty with recruitment and would like to have a salary study done. He requested authorization to issue an RFP for both studies and noted that he has funds budgeted for this purpose.

**MOTION: AUTHORIZING THE COUNTY MANAGER, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE AN RFP FOR THE CSEA MAIN UNIT SALARY STUDY AND FOR THE MANAGEMENT SALARY AND BENEFITS REVIEW MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MR. THEW. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, February 13, 2024 at 9:00 a.m.**

**Agenda items due to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, February 7, 2024**