

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
February 6, 2024

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator J. Brown; Legislator R. Ciotoli; Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the January 2024 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

FINANCIAL

After a brief discussion about the year-end report of revenue, the monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk reported that she has been working with the Tyler project manager to complete multiple extensive questionnaires about the current electronic records management system. This will facilitate the conversion from COTT to Tyler. The Clerk also reported that the Records Director has been doing a very thorough job of purging records that have met their retention date as established by the LGS-01.

The DMV office now has all of their cashiers fingerprinted and trained to be able to process applications for Real ID and Enhanced identity documents in anticipation of New York's Real ID deadline of May 7, 2025. The Clerk also reported that the notices for the DMV office being

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closed for training on February 12th have been printed in local newspapers and that the Clerk will be sending the same to local radio stations as well.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:20 am

**Respectfully submitted,
Andrea Klett
Tioga County Clerk**