

TIOGA COUNTY, NEW YORK

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

FEBRUARY 6, 2024

10:30 am

- APPROVAL OF MINUTES January 2, 2024
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
- NEW BUSINESS
Status of County Clerk's Office and DMV
- PERSONNEL
- RESOLUTIONS
- PROCLAMATIONS
- EXECUTIVE SESSION
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
January 2, 2024**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Peter DeWind, County Attorney; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the December 2023 Committee minutes as presented. Motion seconded by Legislator Ciotoli and unanimously carried.

FINANCIAL

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 three of the Recording Clerks in the County Clerk's Office passed the NYS Notary exam last month. This improves customer service for those seeking notary services.

The Clerk next asked the Committee if they would support the Clerk closing the DMV office on February 12, 2024 so that the entire DMV staff can attend immigration training in Binghamton. The state is providing this training so that DMV personnel will have the necessary tools to recognize various types of immigration documents. The Clerk feels that this is a very timely training considering the number of immigrants arriving in New York from all over the world.

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The training will cover such documents as foreign passports, Employee Authorization Cards, Permanent Resident Cards, I-797, I55-1 temporary residents, DACA, and more. If approved, the Clerk will do press releases in multiple media sources over the next several weeks to inform the public as much as possible. The Clerk also verified with the Legislative Clerk that the media contact list is still current. In a meeting with the DMV Supervisor, the Clerk was told that since this date is Lincoln's birthday, much of the public assumes that the DMV office is closed. So historically, this date has always been very slow. The Committee stated that they support the closing for this training. They also recommended that the Clerk draft the press release and then submit it to the County Attorney before sending it out to the media. The Clerk concurred.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT - 11:45 am

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