

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
March 7, 2023

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 February's minutes as presented, seconded by Legislator Brown, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee about the Clerk's Office and the DMV. The Clerk's Office is still working around the COTT situation and has been conferring with the IT Department about the best way to move forward. The IT Department will not reinstate COTT's credentials until COTT has satisfied all of the safety requirements for access to our servers. So far, COTT has not responded to the IT Department's request for information. The Clerk shared copies of the quarterly newsletter written by the Director of Assets and records Management. The Clerk wanted the Committee to be aware of the good work being done by the Director.

The Clerk then updated the Committee about the DMV. The DMV is a little slow but that is typical at this time of year. Online transactions are slow as well. The training of the new Motor Vehicle License Clerk is going very well and the individual will be fingerprinted on March 13th so that she can begin processing Real ID and Enhanced drivers' licenses and ID cards.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution that establishes and funds a computer equipment line in the Records budget. The Records Director needs an additional monitor for processing assets in the MUNIS system. The cost of the monitor is \$155.98 and will be funded by moving money from the Car Maintenance, Postage, and Printing/Paper lines in the Records budget. The Resolution was accepted as presented.

EXECUTIVE SESSION

None

ADJOURNMENT - 10:50 am

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