

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**October 8, 2024**

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

Guests: Jackson Bailey, County Administrator; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Brown to accept the September 2024 Committee minutes as presented. Motion seconded by Legislator Ciotoli and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk pointed out that the Deputy County Clerk has been tracking the revenue from criminal background search requests and, as of September 30<sup>th</sup>, the Clerk's office has brought in \$103,050.

OLD BUSINESS

None

NEW BUSINESS

The Clerk continued on the topic of criminal background search requests. She further explained that the backlog of criminal search requests in Tioga County has been completely cleared now that the staff of the Clerk's office has access to the UCMS (Universal Case Management System) which is a database administered by the Unified Court System. All staff have login credentials and can perform searches. The Clerk explained that once the searches are completed, and if all are clear, the staff sends the results back to the background check company. Legislator Ciotoli asked if the data being accessed is only sent through secure Tioga County communications. The Clerk responded that it is. The Clerk also explained that if there is a hit on a record, the information is sent to the Court office and their staff prepare a certificate of disposition if so requested. The certificate is then sent back to the Clerk's office so that the proper account can be charged and the certificate is then forwarded to the background check company.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
October 8, 2024**

The Clerk next provided the committee with an update on the strategic plan milestones for the Clerk's office. For now, several of the milestones are on hold until the conversion from COTT to Tyler is completed. Once that is done, the Clerk and the Records Management Director will be able to work with vendors and begin the process of applying for the annual LGRMIF grant for preservation and digitization of very old records books in the Clerk's office. The grant process is complicated and the data, vendor's quotes, and overall plan must be very precise so that's why the conversion to Tyler must be done first.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

ADJOURNMENT – 11:23 am

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