

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**July 5, 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 Brown to accept June's minutes as presented, seconded by Legislator Ciotoli, 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 stated that all four of the Recording Clerks will be taking the Recording Clerk civil service exam on July 15<sup>th</sup>. Two of the Clerks have taken their notary test and they feel confident that they passed. The DMV is doing well with all staff being fully trained and fingerprinted. At this time the Clerk requested an Executive Session. After the Committee came out of Executive Session, the following discussion continued. The Committee asked for an update on the issues with COTT Systems. The Clerk stated that she has been sharing emails and other information with the IT Department so that the best decision can be made for the security of the County. The Committee Chair stated that the IT Committee has been discussing the security issues that IT has seen with COTT and the consensus is that the County should probably not renew the COTT contract at the end of 2023. The Committee Chair also asked the Clerk how much money the "work around" has cost the Clerk's Office. The Clerk did not have an actual dollar amount but stated that considerable time and copy paper has been

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expended to ensure that all court documents filed through NYSCEF have been entered into the correct cases on the COTT system. The Committee requested that the Clerk contact other vendors and get some preliminary numbers for the next Committee meeting. The Committee Chair and Legislator Brown, Chair of the IT Committee, requested to be cc'd on future communications in regard to COTT.

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

Legislator Ciotoli made the motion to enter into Executive Session at 11:31 AM. Motion seconded by Legislator Brown and unanimously carried. The Executive Session was needed to discuss a medical issue of a member of the staff. At 11:34 AM Legislator Ciotoli made the motion to exit Executive Session. Motion seconded by Legislator Brown and unanimously carried.

ADJOURNMENT - 11:45 am

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