

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
November 5, 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 Standinger to accept the October 2024 Committee minutes as presented. Motion seconded by Legislator Brown and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk reported that the revenue from criminal background search requests brought in \$21,240.00 for the month of October. The criminal records search requests have resulted in a considerable increase in revenue in 2024 when compared to the same timeframe in 2023.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the DMV is fully staffed once again and that the newest cashier was fingerprinted and now has the approval to process Real ID compliant ID cards and Drivers' Licenses. At this point, the deadline for needing a Real ID or Enhanced license for boarding a commercial flight to travel within the United States is still set for May 7, 2025. The Clerk then reported that the Clerk's Office staff have an efficient procedure for handling criminal background check requests. The Clerk's Office and the Office of the Court Clerk have worked out a process to handle requests for searches and certificates of disposition that has cleared up the backlog and gets results back to the search companies in a timely manner.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES  
COUNTY CLERK  
November 5, 2024**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

The Clerk presented a resolution for the semi-annual mortgage tax distribution. She also stated that the figures have been approved by the NYS Tax and Finance Department. The committee accepted the resolution as presented.

The Clerk next presented a resolution authorizing the reclassification of the CSEA position of Motor Vehicles Bureau Supervisor to a management/confidential position of Assistant Deputy County Clerk (DMV). The Committee and the Clerk held a brief discussion regarding how this change will improve the team dynamics in the DMV and that the candidate will need to take a civil service exam. After the discussion, the Committee accepted the resolution as presented.

EXECUTIVE SESSION

None

ADJOURNMENT – 10:41 am

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