

ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
August 6, 2024

ATTENDANCE

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

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept the July 2024 Committee minutes as presented.
Motion seconded by Legislator Mullen and carried.

FINANCIAL

The monthly financial reports were accepted as presented. After a brief discussion, the next year's budget reports for Clerk, DMV, Records Management, and Historian 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 the Clerk's office is still working on protecting the older original records books as part of the Strategic Plan. The DMV is seeing more revenue since the state changed the retention rates. The change from 12.7% in-office to the 10.7% overall retention rate is bringing in more revenue from online transactions which more than makes up for any loss on in-office transactions.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

EXECUTIVE SESSION

Legislator Mullen made the motion to enter into Executive Session at 11:28 am to discuss a disciplinary action and a new position. Motion seconded by Legislator Brown and carried. In attendance: Legislator Mullen, Committee Chair; Legislator Brown; Legislator Standing; Legislative Chair Martha Sauerbrey; County Administrator Jackson Bailey; Legislative Clerk Cathy Haskell; Andrea Klett, County Clerk.

At 12:08 pm Legislator Mullen made the motion to exit Executive Session. Motion seconded by Legislator Standing and carried.

ADJOURNMENT – 12:08 pm

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