

MINUTES
AUGUST 2021 COMMITTEE MEETING
TIOGA COUNTY CLERK
Meeting Date: August 3, 2021

Present: Committee Chair Legislator C. Balliet, Legislator D. Mullen, Legislator W. Standinger, Legislator L. Sullivan

Staff Present: Andrea Klett, County Clerk, Suellen Griffin, Deputy County Clerk, Joyce Costantini, Department of Motor Vehicles Supervisor

MINUTES

Motion by Legislator Sullivan to accept July's minutes as presented, seconded by Legislator Mullen, and unanimously carried.

FINANCIAL

The monthly financial reports were accepted as presented.

The 2022 preliminary budget for the Clerk's Office and for the DMV was presented. The Committee verified the proposed 2022 revenue for the DMV. The Deputy Clerk explained that the revenue through June 2021 had already surpassed the 50% mark so she feels confident that the revenue in the future will continue to increase. The Committee accepted the preliminary budget as presented.

NEW BUSINESS

The Clerk presented resolution number H12 as prepared by the Personnel Office for the purpose of appointing a candidate to the position of Director of Assets and Records Management as of August 30, 2021. After a brief discussion about the prior experience of this candidate, the Committee approved the resolution as presented.

The Clerk apologized for not having the July DMV production report for the Committee. The Committee instructed the Clerk to email the July report and then to forward the production report quarterly unless there is something anomalous that needs an explanation.

The Clerk then presented the Committee with a proposal to increase the current salaries of the DMV staff and to add another full-time Motor Vehicle License Clerk to the 2022 budget. The Clerk asked for the Committee's approval to work with the Personnel Department to accomplish the goal of increasing the salary Grades of the DMV staff and to increase the full-time head count in the DMV by one for the 2022 budget. The Clerk feels that the minimum qualifications and job descriptions for the MV License Clerks will need to be adjusted for future hiring. The Clerk has based the proposed changes on the amount of work that has been coming in from the three Gault dealerships over the last year and a half and because five local Matthews dealerships have approached the DMV office with an offer to bring at least 100 deals per week, if not 100 to 175 per week. This additional work from Matthews will generate at least as much revenue as Gault, most likely more. Based upon the new revenue, the increased salaries and one additional clerk will have little effect on the projected income for 2022. The Committee agreed with the proposal and gave the Clerk their approval to meet with Personnel for the next steps.

Respectfully submitted,

Andrea Klett
Tioga County Clerk