

**MINUTES**  
**FEBRUARY 2018 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: February 6, 2018**

**Present:** Legislator R. Huttleston, Legislator D. Mullen, Legislator W. Standing, Legislator L. Sullivan, and Legislative Chair M. Sauerbrey

**Staff Present:** Andrea Klett, County Clerk; Suellen Griffin, Deputy County Clerk

**MINUTES**

Motion by Mullen to accept January's minutes as presented, seconded by Standing and unanimously carried.

**FINANCIAL**

The monthly financial reports were presented for discussion. The Deputy County Clerk also prepared and presented spreadsheets to show the revenue history for the last three years for the Clerk's Office and for the DMV. After a short discussion, the financial reports were accepted as presented.

**OLD BUSINESS**

The Clerk updated the Committee on the status of the hiring of a new PT employee for the DMV. The Personnel Office posted the job for ten days and received only one application. The applicant was called for an interview but declined because she already has a full-time job. The Committee suggested reaching out to local high schools, BOCES, the Social Services HEAP agency, the Board of Elections' poll inspectors, and students from SUNY Broome. The Clerk will follow up at the next committee meeting.

The Clerk reported that Jeff Carucci from the Office of Court Administration is currently working on Senate and Assembly bills to increase the types of cases that can be eFiled and to streamline the procedure for Counties that are not yet eFiling.

**NEW BUSINESS**

None.

**Respectfully submitted,**

**Andrea Klett**  
**Tioga County Clerk**