

MINUTES
JUNE 2021 COMMITTEE MEETING
TIOGA COUNTY CLERK
Meeting Date: June 8, 2021

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

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 May's minutes as presented, seconded by Legislator Mullen, and unanimously carried.

FINANCIAL

The monthly financial reports were accepted as presented.

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office. The employee that moved from the DMV to the Clerk's Office is working out well. Currently the person is learning how to handle land records such as mortgages, deeds, and leases. Eventually the training will include court document filings.

The Clerk presented the DMV production report for May 2021. The production report showed that customers continue to upgrade to the Enhanced License more so that the Real ID. A discussion followed about the walk-in and appointment procedures for the DMV. The Committee asked for clarification on why the DMV allows walk-ins until 3:00 but not after. Joyce explained that the 3:00 cut-off time allows the cashiers to catch up with dealer work and transactions that come in via drop-off. The Committee complimented Joyce on how well the hallway attendant procedures help people that have appointments as well as walk-ins. At this time the County Clerk introduced a request for increasing the salary grades for the Motor Vehicles employees by two levels. The Clerk's proposal would have the title of Motor Vehicle License Clerk moving from a salary grade IV to a grade VI; the Principal Motor Vehicle License Clerk moving from a salary grade VI to a grade VIII; and the Supervisor would go from a grade VII to a grade IX. The justification for the salary increases comes from the observation that there have been only three applicants for the current opening in the DMV and because an excellent local candidate was interested but would rather drive an hour one-way to go to a higher paying position in another DMV. The cost to the department for all salary increases and the applicable fringe would be a total of approximately \$28,000. The Committee would like the Clerk to explore this option further by speaking with the Director of Personnel and seeing what that office would require to change the pay grades. The Committee also requested that the Clerk gather DMV salary information from comparable counties such as Steuben, Cortland, and Schuyler.

Respectfully submitted,

Andrea Klett
Tioga County Clerk