

MINUTES
OCTOBER 2017 COMMITTEE MEETING
TIOGA COUNTY CLERK
Meeting Date: October 3, 2017

Present: Legislator R. Huttleston, Legislator D. Mullen, Legislator W. Standing
Legislative Chair M. Sauerbrey

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

MINUTES

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

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None.

NEW BUSINESS

The County Clerk requested that the Committee approve her request to reclassify the current vacant part-time recording clerk to a part-time motor vehicle examiner. The DMV Supervisor and the Clerk feel that another part-timer would help provide better customer service during busy times and for office coverage in the event that any of the staff is absent. The Committee agreed that another part-time motor vehicle examiner would be a good idea as long as it was made clear to any candidates that the job would be incumbent upon the work available and that it could end up being a temporary position. The Committee agreed and directed the Clerk to consult with Personnel regarding the upcoming civil service exam and to prepare a resolution for the Legislature.

The next agenda item was presentation of a resolution recognizing Sharon Ulrich for 17 years of service. Sharon plans to retire as of October 28, 2017 with her last day in office set for October 27th. The resolution will be added to the agenda for the next regular meeting of the Legislature on October 10, 2017.

Respectfully submitted,

Andrea Klett
Tioga County Clerk