

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES**  
**COUNTY CLERK**  
**December 3, 2024**

ATTENDANCE

Legislators: Committee Chair Legislator D. Mullen; Legislator R. Ciotoli; Legislator W. Standing

Staff: Andrea Klett, County Clerk

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

APPROVAL OF MINUTES

Motion by Legislator Ciotoli to accept the November 2024 Committee minutes as presented. Motion seconded by Legislator Standing and carried.

FINANCIAL

The monthly financial reports were accepted as presented. The Clerk called attention to the revenue for the DMV. The retention rate change for online transactions has resulted in a marked increase in revenue for 2024 versus 2023. While the revenue from face-to-face transactions has declined some, the increase in online revenue more than makes up for it. The Clerk also reported that the revenue from criminal background checks was \$15,235.00 for the month of November. The criminal search requests are generally completed the same day that they are received with the occasional request taking no more than 2 days.

OLD BUSINESS

None

NEW BUSINESS

The Clerk reported that the newest staff member in the DMV has completed the required training and is now qualified to perform all CDL transactions. So at this time, all staff are able to process all transactions. Committee Chair Mullen asked if there has been any change to the Real ID deadline. The Clerk stated that as of right now, the state has not made any changes and the deadline is still May 7, 2025. After a brief discussion regarding the documents needed for people to get a Real ID non-driver ID card, the Clerk stated that she would follow up with the NYS DMV Liaison and report back to the committee. The Clerk also reported that 4 of her staff, 2 from the Clerk's Office and 2 from the DMV, have completed this year's Institute for Advancement and reported that it has been a very positive experience.

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PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 10:54 am

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