

**MINUTES**  
**JANUARY 2018 COMMITTEE MEETING**  
**TIOGA COUNTY CLERK**  
**Meeting Date: January 9, 2018**

**Present:** Legislator R. Huttleston, Legislator D. Mullen, Legislator W. Standinger

**Absent:** Legislator L. Sullivan

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

**MINUTES**

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

**FINANCIAL**

The monthly 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. So far there have been no applicants that accepted the position. The two qualified candidates declined because they stated that they need full time work and benefits. The Personnel Office then posted the job for 10 days and received only one application. That candidate will be contacted for an interview.

The Clerk reported that she has attempted to contact the Office of Court Administration liaison, Jeff Carucci, but has received no return call or email. The Clerk will continue to work toward eFiling and update the Committee at the next meeting.

The Clerk reported that she has spoken to Mary Hogan from IT and Rita Hollenbeck of the Treasurer's Office about eRecording of the tax deeds as directed by Legislator Sullivan. The Treasurer's Office is currently converting to a new tax software program from Allen Tunnel. Legislator Mullen suggested that the Clerk hold off on trying to implement eRecording for the Treasurer's Office until the new tax software is up and running so as to avoid undue complications.

**NEW BUSINESS**

None.

**Respectfully submitted,**

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