

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: MARCH 30, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS McDEVITT
WOOD
BEATY
BROCK

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
FRASIER
KENNY
MERLINO
SEEBER
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
SAMANTHA HOGAN, ASSISTANT SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANSELOW

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 9:30 a.m.

Motion was made by Ms. Wood, seconded by Mr. Brock, and carried unanimously to approve the minutes from the previous County Clerk - Motor Vehicle Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel presented a request to amend the Table of Organization to create and fill a part-time Motor Vehicle/Registration Clerk position, *Annual Salary \$14,300 (\$13.75/hourly)*. She explained that currently, the Department of Motor Vehicles (DMV) was set up to staff six service lines; however, she said, one of the positions had been vacated due to a medical leave of absence. Mrs. Vogel pointed out that the requested part-time position would be utilized to cover for this vacancy and to allow for more flexibility. She said the part-time position would be scheduled only during peak hours and seasons and she noted that the position would not qualify for benefits. Mrs. Vogel apprised she had a list of eligible candidates to canvas for the part-time position and she confirmed the creation of this new position would not have any negative impact on the existing budget.

Mr. Brock asked if there were limitations as to the amount of hours per week a part-time employee could work. Mrs. Vogel replied that by setting the annual hours at 1,040 they would have the flexibility to set the hours as needed, but they could not exceed this limited number of hours without having to change the part-time status.

Motion was made by Ms. Wood, seconded by Mr. Beaty and carried unanimously to approve the request to amend the Table of Organization as outlined above and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Beaty stated he felt Mrs. Vogel had done a great job with creating the terms of this position as it made perfect sense to structure the staff during peak seasons and hours. Mr. Beaty commented he had recently visited the DMV Office and the experience had been very pleasant.

Next, Mrs. Vogel presented a request to amend the Table of Organization to create a temporary Sr. Account Clerk position, *Grade 7, Annual Salary \$30,204*, due to extended medical leave. She advised

they had been covering the position by shifting staff around, but noted that as they approached the busier months she would need to have someone in the position on a regular basis. Mrs. Vogel apprised the employee in the permanent Sr. Account Clerk position had used all of their available leave time; however, she added the position was protected by the Family and Medical Leave Act (FMLA).

Motion was made by Mr. Beaty, seconded by Ms. Wood and carried unanimously to approve the request to create a Temporary Full-Time position of Sr. Account Clerk as outlined above and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes. Note: Subsequent to the meeting, Mrs. Vogel was advised that the individual in the Sr. Account Clerk position had submitted notification of her retirement form county service. Therefore, this request was withdrawn and instead, Mrs. Vogel requested permission to fill the now vacant position of Sr. Account Clerk, Grade 7, Annual Salary \$30,204. The request was forwarded to the Personnel Committee for reporting purposes.*

Moving on, Mrs. Vogel presented a request to transfer \$9,500 from Budget Code A.1410 110 (County Clerk, Salaries-Regular) to Budget Code A.1410 130 (County Clerk, Salaries-Part time), to fund the creation of the part-time Motor Vehicle/Registration Clerk.

Motion was made by Ms. Wood, seconded by Mr. Brock and carried unanimously to approve the request for a transfer of funds, as outlined above, and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mrs. Vogel advised transactions processed in the Warren County DMV generated over \$400,000 in revenue to Warren County; she explained 12.7% of each transaction remained with Warren County and was deposited in the General Fund for governmental services and operations. She commented that with an increase in on-line transactions, and minimal revenue to the County from internet DMV transactions, many counties were considering additional ways to encourage the public to visit their local DMV Offices, including inserting a flyer/notice in annual tax mailings. Mrs. Vogel advised that a flyer of this nature was currently included with the tax bills and outlined mandated expenses as they relate to the tax levy. Mrs. Vogel suggested that verbiage could be included on this flyer which would explain how Motor Vehicle revenue is, whether it be by mail, online or in person at the DMV office.

Ms. Wood suggested that Ms. Vogel discuss this matter with Martin Auffredou, County Attorney, to determine if there were any restrictions as to what items could be included in such mailings.

Mr. Beaty stated the greatest challenge for the DMV was its own web page and he advised he would be in support of mailing this information. Mr. Brock opined the DMV should be treated as a retail business and he suggested that they approach this matter from a customer's perspective. He added they did not want to overcrowd their message, but rather keep it simple and straightforward for the biggest impact.

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Brock and seconded by Ms. Wood, Mr. McDevitt adjourned the meeting at 9:53 p.m.

Respectfully submitted,
Samantha Hogan, Assistant Secretary to the Clerk of the Board