

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: MAY 2, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
STRAINER
WOOD

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS TAYLOR
MASON

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LOEB
VANSELOW

JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 11:00 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer, and carried unanimously to approve the minutes from the previous 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 the agenda to the Committee member; *a copy of the agenda is on file with the minutes.*

Mrs. Vogel presented a request to fill the position of Senior Motor Vehicle Examiner, Grade 8, base annual salary of \$30,230, due to retirement, as well as to backfill any vacancies resulting created by promotion. She explained the retiree had taken a six-month medical leave and subsequently elected to retire. Mrs. Vogel advised that Senior positions were typically filled by promotion; therefore, she said, a Grade 6 staff member would be eligible, and she noted there was a Civil Service Eligible List for the Grade 6 Motor Vehicle Clerk. She further explained that the nine hour business day necessitated the need for Supervisory staff. She said a staff member would be promoted on a provisional basis to the Senior position, until an examination date and subsequent eligible list was established.

In terms of staffing, Mrs. Vogel advised the position was necessary and noted that Monday, April 30th had been exceedingly busy for the Department, with two unanticipated illnesses, one scheduled vacation day, and one long-term medical leave. Additionally, she reported that the DMV computer systems were down for most of that morning due to a major accident in Albany which caused damage to the National Grid substation which served the DMV in Albany. Mrs. Vogel stated her Department completed a full day's processing in four and one half hours on April 30th and she commended her staff for their performance.

Motion was made by Mrs. Wood, seconded by Mr. Strainer and carried unanimously to approve the request to fill the position of Senior Motor Vehicle Examiner, as well as to backfill any vacancies created by promotion and to refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Mrs. Vogel informed that a request to reallocate the grade level for a vacant Senior Legal Recording Clerk addressed in the March Committee Meeting was currently under review by the Personnel Committee pending approval of the CSEA.

Mrs. Vogel presented a request for herself to attend the New York State Association of County

Clerk's Summer Conference to be held in Pearl River, Rockland County, NY, from June 4 - 6, 2012, at a combined room rate and meal cost of \$140 per day. She noted the conference would also offer her the opportunity to visit the Office of the Rockland County Clerk.

Motion was made by Mrs. Wood, seconded by Mr. Strainer and carried unanimously to approve the request for travel as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mrs. Vogel advised the semi-annual Mortgage Tax figures had been approved and the letter advising same would be forwarded to the Clerk of the Board and presented at the May 18, 2012 Board Meeting. Joan Sady, Clerk of the Board, informed that disbursements to the municipalities were made in June.

Mr. Mason noted the excellent customer service skills he observed first hand in the Motor Vehicle Office and commended Mrs. Vogel and her staff for same.

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. McDevitt and seconded by Mr. Strainer, Mr. McDevitt adjourned the meeting at 11:15 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist