

Cayuga County Clerk

Monthly Report – March 2021

DEPARTMENT OF MOTOR VEHICLES,

Report by Shereen Androsko, DMV Supervisor

In order to keep staff safe and keep our office open, we have several staff working from home and most of the staff in the office. Since we have seen thousands of customers throughout the pandemic, we are extremely thankful to our Health Department that our staff was given the option to be vaccinated and the majority of staff received both doses of the vaccine in mid-February.

DMV Supervisor Partnering with Sheriff Brian Schenck and Sheriff Staff Michele Applebee

The Cayuga County Drug Free Community Coalition (DFCC) is looking to implement an environmental strategy using public safety awareness items (part of the **Drug Free Communities Support Program Grant for Sober Truth on Preventing (STOP) Underage Drinking Act**) and working collaboratively with staff from the Cayuga County DMV (Shereen Androsko- Supervisor), local law enforcement and STOP DWI on The strategy of “Happy Safe 21st Birthday.” The Public Safety Awareness (PSA’s) would include the DFCC purchasing birthday cards to write a happy birthday messages, tips to participate in safe drinking if they choose to drink on their birthday, and a small mocktail recipe. In addition, the birthday card may include a smaller version of laws, reminding the individual that it is illegal to purchase alcohol for other individuals under 21. Another idea is to distribute a key chain to keep with them with “What’s Your Plan?” which is hopefully reminding them to have a plan if they plan on drinking and to not drink and drive. Another area reviewing for Public Safety Awareness is the 16th birthday options and the information distributed would relate to texting and driving and the dangers related to this. The Subcommittee would work collaboratively to provide the local DMV with these items to have when an individual comes to renew license or obtain a new NYS Driving Permit.

In addition to this collaboration, we are continuing discussions with the State DMV to possibly obtain a unit to use specifically at the jail to issue inmates a New York State Photo ID. We have a meeting scheduled on March 16 to further our discussions and options.

We are once again processing work from the NYS DMV. They cannot keep up and have relied on County Clerks throughout New York State to help them get through this tough time. This also helps us boost our revenue.

We continue to be open for appointments on 4 counters and have one counter specifically for doing mail, drop offs and urgent transactions and as a back-up for appointments if staff is out of the office unexpectedly. Starting the week of February 16, we increased our appointments which decreased the waiting time for customers to get an appointment.

We hope to have approval for two vacancies to be filled in March. We have been without one full time DMV cashier since July, 2020; and one of our part time staff retired on February 8 of this year.

The appointment system continues to be a great success. We have had at least 600 customers give us feedback about their appointment experience. 99% of them were absolutely great.

To make an appointment: <https://cayugacountydmv.setmore.com>

Customers can also drop off or mail-in transactions that do not require an in-office visit.

REVENUE & DATA

Total In-Office Appointments for the month of February: 1,018 and we are scheduling an average of 60 appointments per day.

Total Retention to the Clerk's Office from DMV Transactions in February: \$47,145; (YTD) \$78,496

Total Online Sharing Revenue for February: \$0

Total transactions processed in our DMV in February: 4,259 includes dropped-off, mailed-in and dealer work.

Total NYS Sales Tax Collected (and paid to the NYS Dept. of Taxation and Finance): \$88,886

Total online transactions conducted by Cayuga County residents in February: 2,428; (YTD) 5,584

COUNTY CLERK'S RECORDING OFFICE

Report by Sue Dwyer, County Clerk and Dawn Wolff, Deputy Clerk

For the past year, Deputy Clerk Dawn Wolff has taken the lead on our Recording Office changing from Consensual E-Filing, to Mandatory E-Filing. She has been working with NYSCEF (the NY State Courts Electronic Filing System), to make sure our staff was well prepared for the commencement date of Feb. 16, 2021 for Mandatory E-Filing of Supreme Court documents. We also shared E-Filing Training opportunities and deadline dates with the County Bar Association and the attorneys in the 7th Judicial District and beyond. Thank you to Dawn for a job well done, and to the entire staff for working so hard to make this a reality, especially during this challenging time! So far, Mandatory E-Filing is going smoothly, and we are excited about a huge reduction in paper documents which means less scanning, less filing, copying, etc.

STAFF STATUS

The position of Index and Recording Clerk has been filled, and that person will start work on March 22. While it takes many months to train new employees, we are very fortunate that she previously worked for an abstract company within our office and she has a basic understanding and familiarity of the types of documents we process in our office.

REVENUE

Total revenue remitted to County Treasurer for all Departments: \$103,731

Revenue month of February: \$38,989 YTD \$83,728 (2021 BUDGET \$640,000)

TRANSACTIONS

- 577 Land documents: Deeds, Easements, Mortgages, Mortgage Discharges & Assignments (includes electronically submitted recordings).
- 81 DBA/Partnership/Corporation – new, amendments, discontinuances
- 192 Judgments/Liens Filed and docketed, or Satisfied from Supreme Court , New York State, Lower Courts, Federal Agencies, etc.
- 8 Notary filings: new and renewals (does not include the many documents notarized by staff as free service mandated by NYS).
- 96 Supreme Court Index Numbers Issued: Supreme Court cases started this month
- 4 Criminal Court cases filed (no fee transactions)
- 15 Survey maps filed
- 15 Uniform Commercial Code Transactions: new, continuation, termination, search
- 0 Military Discharge filed (Clerk does not charge any fee to veterans for copies)
- 0 Online Records Revenue: (generated quarterly)
- 0 Fees collected for passports & photo processing – we plan to offer these services at some time in the future

County Clerk's Activities:

Feb. 1st, 4th and 16th - Interviewed candidates for Index & Recording Clerk position

Feb. 3 – New York State Association of County Clerks (NYSACC) Finger Lakes Regional Zoom Meeting. Discussed how each of our offices were meeting the pandemic's challenges.

Feb. 9th and 10th – Participated in a WebEx to view several digital records systems by 2 different vendors

Feb. 10 – Staff meeting

Feb. 11 – Government Operations Meeting – No resolutions on the agenda for my departments

Feb. 14 – Most of the staff received their second dose of the vaccine during this week.

Feb. 16 – **Quarterly Records Advisory Committee met and discussed the following:**

-The County Clerk discussed making changes to the 2020 County Records Management Policies and Procedures Manual to update sections of it to make sure digital records will be accepted as the copy of record. The next step will be to send all changes to the Records Advisory Committee and get their feedback, have the manual changes approved by Government Operations, and ultimately adopted by the County Legislature.

-County Historian Ruth Bradley gave an update of FORGE Cayuga County. This project is a partnership with our Historian's Office, Seymour Library and the Cayuga Museum and will result in a learning tool for the public to use. The first part of this multi-layered information project is focused on records from Columbian Rope Company which was located in Auburn and was a major employer in the area.

-Records Retention Manager Michael McNeill informed the Records Advisory Committee of the steps we've been taking to view multiple vendor WebEx presentations to learn more about what digital records

management solutions has to offer, and what solutions presently exist in this niche marketplace. After our team views each WebEx, we have discussions regarding each solution and then rate them, taking various elements into consideration. This would include those highlighted within recent Gartner Magic Quadrant annual reports associated with this niche (Content Services Platforms). For over forty years, Gartner (Gartner, INC.; HQ Stamford, CT) has been a global research and advisory firm providing information, advice, and tools for leaders in IT and other corporate functions.

- Our team is reviewing vendors, which is the preliminary stage of this project. Once we complete that step, we will be expanding our partners within county government, (and continue to move forward, getting references, costs, and collecting more information on the cost savings as well.

-Michael mentioned that he has been in constant contact with the regional NYS Archives representative and at this point, they do not have a date for when their annual grants program will be offering grant applications. In the meantime, we will continue to gather information that will be helpful to us when the applications are offered.

-Michael McNeill also said that thanks to Records Retention staff Bonnie Thomas who is overseeing the updates of the LGS-01, (the State's new Retention Schedule), half of the county departments are compliant, and they are still waiting for the remainder to complete the necessary changes. Our Records Retention staff is happy to provide information and support to any department who is seeking assistance during this transition.

Feb. 10, 17 23, and 24th – Our team participated in WebEx sessions to view digital records systems by 4 different vendors

Feb. thru the end of month – Processed 50 boxes of Civil Supreme Court Records to be shredded at the Records Center that prior to this would have been stored instead of destroying them. Thank you to Deputy Clerk Dawn Wolff for all of her hard work with the NYS Office of Court Administration to make this a reality!

Feb. 24 – Participated in a Department Head Meeting that was primarily focused on COVID issues. It was very helpful to have questions answered and get updates.

Feb. 25 – Held a Staff Meeting for the Recording Office

Feb. 11, 18, 26 - Weekly meetings regarding the DREAMS Project (DREAMS is an acronym for Digital Records Electronic Access Management System.) For the first phase of DREAMS, we will be applying for a NYS Archives Shared Initiatives Grant, partnering with a town, most likely the Town of Owasco since they have shown an interest and they need to make changes to their record storage process. We will continue to inform and update the legislators as we move forward on this project.

APPOINTMENTS

Our office accepts online appointments for the following services:

-Notary Services & Renewals - Business Certificates (DBA's) - Title Searching/Research -Oaths of Office; Pro Se Civil Court Filings; (eg) Name Changes, Divorces, etc.); Military Discharges; Document copies

To make an appointment: <https://cayugacountyclerk.setmore.com>

In addition to appointments: Attorneys/Customers drop off and pick up transactions in a drop off bin at the front door of the COB during business hours. We continue to process Land and Court Documents by electronic means (E-Recording and E-Filing)

RECORDS RETENTION CENTER

Records Management Department Report, by Michael McNeil

February 28, 2021 Records Management Department Report:

1. Projects:
 - 1.1. Environmental Health scanning project continues
 - 1.2. Other ad hoc scanning project work continues, e.g. Treasurer ledger books, BOE records, Marriage records, etc.
 - 1.3. LGS-01 Conversion Project:
 - 1.3.1. New York State mandated classification conversion from legacy CO-2 to new LGS-01 system
 - 1.3.2. To date, sixteen (16) out of 32 departments (50%) are compliant regarding conversion
 - 1.3.3. Traditional year-end, individual departmental records storage and disposition will be *suspended* until respective compliance is sufficiently addressed.
 - 1.4. The DREAMS Project (Digital Records Electronic Access Management System), a project intended to move Cayuga County towards a 21st Century Records Management and Operations Solution:
 - 1.4.1. Have viewed demo sampling of potential vendors, educating core project team on nature of ECM systems
 - 1.4.2. Moving forward on next steps in project plan:
 - 1.4.2.1. Will be engaging Procurement, IT, etc., regarding next research steps.
 - 1.4.2.2. NYS grant funding on hold presently, awaiting their guidance on when to proceed with submissions
 - 1.4.2.3. Begin review of Cayuga County Records Management Policies and Procedure manual, identify necessary updates which reflect migration to digital platform
 - 1.5. Multi-function printer/copier upgrade on hold:
 - 1.5.1. Awaiting IT implementation of new, repurposed unit
 - 1.5.2. Subsequent upgrade to department operations to leverage new technology
2. Operations:
 - 2.1. 3,294 total documents scanned
 - 2.2. 126 records requests
 - 2.3. County shredding services:
 - 2.3.1. DSS - 8 bins
 - 2.3.2. Ad hoc shredding—bins & boxes--continues for other county departments
 - 2.3.3. Annual disposition of retired content

Appointments: Public Access by appointment only until further notice.

To make appointment: call 315-253-1037, Monday thru Friday from 9-4.

HISTORIAN'S OFFICE

Historian's Report by Ruth Bradley, County Historian

County Historian's Office: Monthly Report February 2- 28, 2021

Our office is closed to the public

21 Queries through phone, email and letter requests

Some highlights:

- As people emerge from winter and COVID hibernation, we've received an increase in genealogical queries. Staffer Jessica Armstrong has been working through these at times complicated, extensive queries.
- We've also received some very interesting donations (people cleaning out while quarantining) including:

An extensive collections of postcards, photographs and brochures from the early 1900s, mostly about the Village of Cayuga and regional Native Americans.

A second donations of scrapbooks from Auburnian Joseph Iacovino.

A very rare 1857 City of Auburn Directory (the oldest we have is 1858), and an 1868 Cayuga County Directory, both donated to us by the Seneca Falls Historic Society.

These donations (and others) have not been processed into our collection because we lack table/work space in our cramped temporary quarters to properly evaluate and accession these materials.

- Staffer Nancy Assmann has been working with Dr. Linda Townsend to compile a biographical list of Cayuga County Purple Heart recipients from the Vietnam War era.
- Our collaborative project on materials relating to the Columbian Rope Company, with the Seymour Library and the Cayuga Museum, progressed with the Cayuga Museum's completion of a Finding Aid of their holdings, which along with our own Finding Aid, takes us one step closer to providing researchers with a comprehensive snapshot of collaboratively held materials relating to the Columbian Rope Company.

Respectfully Submitted,

Sue Dwyer, Cayuga County Clerk