



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, October 8, 2024

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ron Ciotoli, and Bill Standinger.

Commissioner James Wahls.

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

Absent: Commissioner Kelly Johnson.

APPROVAL OF MINUTES

Motion by Legislator Brown. Seconded by Legislator Ciotoli. All in favor. Carried.

STRATEGIC PLAN UPDATE

Commissioner Wahls provided an update on the status of the Board of Elections Strategic Plan for 2024. Most items are In Progress, while a few are Completed or On Hold.

FINANCIAL

YTD Budget Report was presented.

Requests to re-establish prior-year grant funds and approve three state grants. See resolutions.

OLD BUSINESS

See September Minutes.

Military/UOCAVA/Overseas ballots were sent on or before federal deadline 9/20; Initial absentees and EVBM sent starting 9/24* (**erroneously reported in meeting as 9/27*). As of 10/4, 1,529 ballots issued, 456 received. As of this morning 10/8, 1,609 issued and 562 received.

Request to renew of NTS Software License Agreement – see resolution.

We are implementing secure connectivity for ePollbooks for the 2024 General Election, to improve efficiency of voter turnout reporting, post-election voter history collection, and communication with poll sites during Election Day. Equipment secured from FirstNet, with testing to begin this week.

NEW BUSINESS

A security assessment of BOE / HHS Building was conducted by a representative from the Cybersecurity and Infrastructure Security Agency (CISA), attended by Sheriff Howard, County Administrator Bailey, and Commissioners Johnson and Wahls. The report is expected soon.

Local Voter Registration Days, pursuant to Election Law, were scheduled for Saturday, October 5, and Thursday, October 10th at the BOE. Each Election District in the county is above the threshold for number of registered voters, under which a voter registration site would have been required within that district.

Logic and accuracy testing of Early Voting and Election Day voting equipment was completed. The L&A test of the absentee ballot scanner is on October 9th.

Legal notices for 2024 general election are being prepared and will be distributed for publishing in local newspapers.

Elderwood Nursing Home passes the legal threshold for number of absentee voters requiring us to issue the absentee ballots on-site and in person, and assist voters with their ballots when necessary. We will work with the Elderwood staff to coordinate this.

Early Voting starts October 26th. We will shortly be issuing a press release with dates and times.

PERSONNEL

Election Inspector Update: 2024 training is completed, and we have certified exactly 200 inspectors, which was our goal for this year. Work assignment letters were sent October 4th.

Commissioner Wahls was nominated by Tioga County Democratic Committee to serve another term at the Democratic Committee reorganizational meeting – see resolution.

RESOLUTIONS / PROCLAMATIONS

- RENEW SOFTWARE LICENSE AGREEMENT WITH NTS DATA SERVICES FOR FIVE YEARS
- RE-ESTABLISH PRIOR YEAR GRANT FUNDS
- APPOINTMENT OF DEMOCRATIC ELECTION COMMISSIONER
- AUTHORIZE 2024 BALLOT BY MAIL GRANT AND AMEND BUDGET
- AUTHORIZE 2024 ELECTRONIC POLL BOOK GRANT AND AMEND BUDGET
- AUTHORIZE 2024 GENERAL ELECTION GRANT AND AMEND BUDGET

Meeting adjourned.