



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, September 5, 2023
10:30 a.m.
AGENDA

APPROVAL OF JUNE AND AUGUST MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See June, August minutes and July report
- Election Inspector Training completed - 177 trained
- Summer Training Conference in Niagara Falls August 15-18th attended

NEW BUSINESS

- Joint planning meeting on how to pay and train election inspectors
- Election Inspector assignment letters for Early Voting and Election Day
- Logic and accuracy testing of voting machines September 13th
- Military/UOCAVA absentees ready by September 22nd
- Rolling canvass of absentee ballots received begins September 28th
- Succession planning and training beginning for Deputy Johnson
- BOE Facebook page to launch this month
- NYSBOE press release on individuals impersonating county election officials

RESOLUTIONS / PROCLAMATIONS - none

ADJOURNMENT



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, June 6, 2023

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, W. Jake Brown, Ronald Ciotoli, and William Standinger.

Commissioners Lin Layman and James Wahls.

Guests: Legislative Chair Martha Sauerbrey, Legislative Clerk Cathy Haskell.

APPROVAL OF MINUTES

Motion by Legislator Ciotoli, second by Legislator Brown. All in favor. Carried.

FINANCIAL

YTD Budget Report was presented. Funding for the NYS TIER Grant and Absentee Pre-Paid Postage Grant has been extended and reappropriated (see resolutions).

OLD BUSINESS

See May Minutes. School Elections were successfully completed, and invoices will be sent this week to the school districts who utilized our services.

NEW BUSINESS

Assignment letters for inspectors working Primary Election have been sent.

The Online Voter Registration (OVR) application through NYSBOE is active as of May 31st.

Logic and accuracy testing of voting equipment is in progress. Testing of Early Voting and Election Day equipment was completed last week, and testing of central count equipment is scheduled for tomorrow.

Primary Election Day is Tuesday June 27th from 6am to 9pm. The only contested primary is in the Town of Spencer for the Republican Party, so all Tioga County poll sites outside the town of Spencer will be closed. Early Voting for the Spencer primary will be Saturday June 17th through Sunday June 25th at the Board of Elections.

The Board of Elections will be joining the Udemy Business online training application to expand the skills and qualifications of election staff.

PERSONNEL

Commissioner Wahls has selected a candidate to appoint as Democratic Deputy Commissioner (see resolution).

RESOLUTIONS / PROCLAMATIONS

The following resolutions were presented. Committee members were all in favor of advancing the resolutions.

F04 – Appointment of Democratic Deputy Commissioner of Elections

F44 – Budget Amendment for Appropriation and Receipt of Additional Funds from Absentee Ballot Pre-Paid Postage Grant Program

F45 – Budget Amendment for Appropriation and Receipt of Additional Funds from Technology Innovation and Election Resource Grant Program

Executive session to discuss personnel commenced at 11:25 am following motion by Legislator Standinger. Executive session adjourned at 11:51 am. Meeting adjourned.



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, August 8, 2023

10:30 a.m.

MINUTES

ATTENDEES

Legislators R. Ciotoli and W. Standinger; Commissioners Lin Layman and James Wahls;
Guests: Katie Chandler (Deputy Treasurer), Peter DeWind (County Attorney), Cathy Haskell (Legislative Clerk), Stephanie Jerzak (Chief Accountant), Jeremy Loveland (CIO), Laura Schurter (Accountant), Martha Sauerbrey (Legislative Chair)
Absent: Legislators D. Mullen and J. Brown

APPROVAL OF JUNE MINUTES

No quorum, unable to approve.

FINANCIAL

Year-to-Date Budget Report was presented. No discussion.

The 2024 Elections Budget Request with Notes attached was presented and discussed.

Obj 412910 Elections Fees was increased by \$1,000.00 estimated on revenue due to historical actuals.

Obj 510030 Overtime Pay Only was made separate with an estimated OT required for early voting for 3 elections, based on historical actuals.

Increases were added to the following line items due to holding 3 high turnout elections in 2024. Obj 540010 Advertising \$ 500.00, Obj 540490 Election Expense \$19,500.00, and Obj 540550 Rent-Lease \$600.00.

A transfer of \$500.00 was made from Obj 540320 Leased/Services Equipment to Obj 540560 Repairs for vehicle maintenance.

Obj 540143 Election Inspector was left to discuss separately. There was an increase of \$38,318.00 due to the third election, higher voter turnout, additional staffing, and the expected increase in minimum wage. Additionally, Obj 540143 EV Election Inspectors Increased \$17,400.00 for the same reasons.

Additional discussion was held concerning the IRS requirement that the inspectors are to be county employees. Ongoing plans to determine and create the best path continue with all departments involved.

NEW BUSINESS

The request for use of social media, a Facebook page was approved providing we follow all county and ITCS guidelines. The Deputies have agreed to manage the page, with oversight by the Commissioners.

Commissioner Wahls and Deputy Commissioner Johnson are attending the Summer Training Conference in in Niagara Falls August 15-18th.

We have 120 Election Inspectors trained and 62 left to train in the last 2 weeks of August.

Plans and dates finalized for use of county cars from our current building as of GE 2023.

Discussion was held on the Bills on Governor's desk. There is hope that the

“Early Vote by Mail” and the Local Elections to move to even years with State and Federal offices Bills will be challenged if signed into Law. The Mandatory training curriculum for poll workers, train-the-trainer program, involves statewide mandates.

There were no PERSONNEL, RESOLUTIONS or PROCLAMATIONS.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-3,000	0	-3,000	-5,380.57	.00	2,380.57	179.4%
A1450 439060 State Aid-Election	0	-22,351	-22,351	.00	.00	-22,350.92	.0%*
A1450 510010 Full Time	190,158	0	190,158	120,747.54	.00	69,410.46	63.5%
A1450 510020 Part Time/Temporar	129,138	-5,000	124,138	45,078.16	.00	79,059.84	36.3%
A1450 510030 Overtime Pay Only	0	5,000	5,000	2,186.73	.00	2,813.27	43.7%
A1450 520090 Computer	2,000	0	2,000	16.27	406.60	1,577.13	21.1%
A1450 520130 Equipment (Not Car	5,000	0	5,000	2,005.29	266.44	2,728.27	45.4%
A1450 530551 Maintenance in Lie	27,223	0	27,223	14,826.00	.00	12,397.00	54.5%
A1450 540010 Advertising	2,000	0	2,000	157.43	.00	1,842.57	7.9%
A1450 540143 Election Inspector	85,000	0	85,000	2,804.00	.00	82,196.00	3.3%
A1450 540143 EV Election Inspect	15,000	0	15,000	4,140.00	.00	10,860.00	27.6%
A1450 540320 Leased/Service Equ	5,500	0	5,500	1,167.35	.00	4,332.65	21.2%
A1450 540390 Mileage Expense	900	0	900	178.44	.00	721.56	19.8%
A1450 540420 Office Supplies	3,000	0	3,000	466.18	.00	2,533.82	15.5%
A1450 540480 Postage	18,000	0	18,000	8,441.66	.00	9,558.34	46.9%
A1450 540485 Printing/Paper	1,500	0	1,500	216.38	.00	1,283.62	14.4%
A1450 540490 Election Expense	40,500	22,148	62,648	8,818.22	10.00	53,820.16	14.1%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	0	203	203	202.54	.00	.00	100.0%
A1450 540620 Software Expense	63,700	0	63,700	51,865.00	.00	11,835.00	81.4%
A1450 540733 Training/All Other	8,700	0	8,700	3,955.85	.00	4,744.15	45.5%
A1450 581088 State Retirement F	20,662	0	20,662	24,553.90	.00	-3,891.70	118.8%*
A1450 583088 Social Security Fr	17,882	0	17,882	12,651.46	.00	5,230.70	70.7%
A1450 584088 Workers Compensati	7,347	0	7,347	7,198.59	.00	148.11	98.0%
A1450 585088 Unemployment Insur	0	3,066	3,066	3,066.00	.00	.00	100.0%
A1450 585588 Disability Insuran	271	0	271	180.09	.00	91.35	66.3%
A1450 586088 Health Insurance F	75,034	0	75,034	60,717.70	.00	14,316.18	80.9%
A1450 588988 Eap Fringe	88	0	88	89.67	.00	-1.87	102.1%*
TOTAL Elections	718,603	3,066	721,669	370,349.88	683.04	350,636.26	51.4%
TOTAL General Fund	718,603	3,066	721,669	370,349.88	683.04	350,636.26	51.4%
TOTAL REVENUES	-3,000	-22,351	-25,351	-5,380.57	.00	-19,970.35	
TOTAL EXPENSES	721,603	25,417	747,020	375,730.45	683.04	370,606.61	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	718,603	3,066	721,669	370,349.88	683.04	350,636.26	51.4%

** END OF REPORT - Generated by wahls, James **



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Wednesday, July 5th, 2023
10:30 a.m.
REPORT

In lieu of our presence at the meeting, the Board of Elections submits the following report to the committee:

JUNE MINUTES

Draft minutes from the June committee meeting are attached.

FINANCIAL

Year-to-date budget reports are attached for operating and capital budgets. A payment was made out of the capital budget for penetration testing, reimbursable under the NYS elections cybersecurity remediation grant.

OLD BUSINESS

See June Minutes.

NEW BUSINESS

The 2023 primary election was completed with no issues. Turnout was very low, as expected for such a small primary. Early Voting: 2 voters; Election Day: 58 voters; Absentees: 6 voters. Unofficial results indicate that the margin of victory is within 20 or fewer votes, so a mandatory manual recount will be required following completion of the canvass.

The post-election audit of voting equipment was completed on Friday, June 30th, with no discrepancies discovered.

The canvass of affidavit ballots will take place on the morning of July 5th, and the recanvass of all voting machines will begin following the canvass of affidavits (resulting in our absence from this meeting).

Summer election inspector trainings begin July 17th. We have a total of 10 classes, up to 20 people per class, scheduled through the end of August.

PERSONNEL

Amber Duke began work as our new Democratic Deputy Commissioner on June 19th, and we are grateful to have her on board.

RESOLUTIONS / PROCLAMATIONS

None

End of report.

News Release

State Board of Elections Warns New York Voters Against Impersonation of County Board of Elections Officials

ALBANY, N.Y. (08/30/2023) – The State Board of Elections has recently become aware that individuals, across multiple counties throughout the state, have been going door-to-door impersonating County Board of Elections staff. These individuals are confronting voters regarding their registration status, and erroneously accusing voters of committing a crime because of how they appear in the state voter database.

“We are extremely alarmed by these actions. These individuals are impersonating government officials in an effort to intimidate voters based on inaccurate and misleading information,” said Raymond J. Riley III, Co-Executive Director of the State Board of Elections. “We strongly encourage those engaging in these activities to cease immediately.”

County Board of Elections staff members work tirelessly year-round to ensure elections are safe and secure. They engage in extensive record-keeping processes in an ever-changing environment and are an integral part of protecting our democracy from bad actors, including those who are engaging in this current impersonation behavior.

“We want to assure all New Yorkers that any employee of the State or County Board of Elections would conduct themselves in a professional manner and willingly present identification when engaging with voters,” said Kristen Zebrowski Stavisky, Co-Executive Director of the State Board of Elections. “When in doubt, please know you can always contact your State or County Board of Elections directly with any questions.”

If a voter is approached by someone claiming to be from the State or County Board of Elections, they are encouraged to immediately request identification. If the individual refuses or appears under suspicious circumstances, the State Board recommends collecting as much information as possible, not providing the individual with any personal information, and contacting local law enforcement to report the incident.

Criminal impersonation in the second degree is a class A misdemeanor in New York State. The State Board of Elections remains in close communication with the County Boards and law enforcement to monitor this situation.

If you have any questions, please contact the State Board of Elections at 518-474-1953 or by email at INFO@elections.ny.gov.

