

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, April 5, 2022

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See March Minutes

NEW BUSINESS

- Designating Petition Filing
- New Election Inspector Training
- Voting Booths Replacement
- New Absentee Canvass Procedures
- Clear Ballot Virtual Conference
- School Elections in May
- Pending Legislation Update

PERSONNEL

- Filling positions of Republican Deputy Commissioner, two Election Clerks PT, and Election Worker PT – see resolutions

RESOLUTIONS

- APPOINTMENT OF ELECTION WORKER PT
- APPOINTMENT OF REPUBLICAN DEPUTY COMMISSIONER OF ELECTIONS BOARD
- APPOINTMENT OF ELECTION CLERKS PT

PROCLAMATIONS – none

EXECUTIVE SESSION

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, March 8, 2022

10:30 a.m.

MINUTES

ATTENDANCE:

Legislators Brown, Ciotoli, Hollenbeck, Standinger, and Sauerbrey
Commissioner Wahls, Acting Commissioner Layman
Guests: Cathy Haskell

APPROVAL OF FEBRUARY MINUTES:

Motion by E. Hollenbeck, second by B. Standinger, all in favor, carried.

FINANCIAL

February YTD Budget Report reviewed.

OLD BUSINESS

Completion of National Change of Address (NCOA) process was summarized.

Box truck repairs for stolen catalytic converters underway; insurance/payment was taken care of by the Law Office.

NEW BUSINESS

Deputy Commissioner Cooper and Acting Commissioner Layman attended Election Commissioners' Association Winter Conference March 1-4.

The official 2022 Political Calendar was released, with disclaimer that it's subject to change with legislation.

New district boundaries were applied to our voter database, with the exception of county legislative districts – our software vendor did not have a program to quickly update county legislative districts, but we will be able to do batch updates by election district instead. Maps of the new boundaries were reviewed.

First day to carry/sign Designating Petitions was March 1st, with filing dates of April 4-7.

PERSONNEL

Commissioner Wahls returned from leave on February 22, a week earlier than initially planned.

Commissioner Toombs has retired as of February 26. Resolution recognizing her years of service was presented. Resolution to appoint Vera Lin Layman as Republican Commissioner was presented.

Vacancies posted for Republican Deputy Commissioner, and Democratic and Republican Election Clerks.

RESOLUTIONS

- RECOGNIZING BERNADETTE TOOMBS' 23 YEARS OF SERVICE
- APPOINTMENT OF REPUBLICAN ELECTION COMMISSIONER

PROCLAMATIONS - none

ADJOURNMENT

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022_03

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANSFRS/ADJUSTMS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|----------------------------------|-----------------|-------------------|----------------|-------------------|--------------|-------------------|--------------|
| A General Fund | | | | | | | |
| A1450 Elections | | | | | | | |
| A1450 412910 Election Fees | -3,000 | 0 | -3,000 | -150.00 | .00 | -2,850.00 | 5.0%* |
| A1450 422800 CTCL Grants -Non St | 0 | 0 | 0 | -.01 | .00 | .01 | 100.0% |
| A1450 510010 Full Time | 183,968 | 0 | 183,968 | 50,387.75 | .00 | 133,580.25 | 27.4% |
| A1450 510020 Part Time/Temporar | 127,206 | 0 | 127,206 | 5,086.83 | .00 | 122,119.17 | 4.0% |
| A1450 520090 Computer | 2,000 | 0 | 2,000 | .00 | .00 | 2,000.00 | .0% |
| A1450 520130 Equipment (Not Car | 5,000 | 0 | 5,000 | .00 | .00 | 5,000.00 | .0% |
| A1450 530551 Maintenance in Lie | 27,223 | 0 | 27,223 | .00 | .00 | 27,223.00 | .0% |
| A1450 540010 Advertising | 2,000 | 0 | 2,000 | .00 | .00 | 2,000.00 | .0% |
| A1450 540143 Election Inspector | 100,000 | 0 | 100,000 | 700.00 | .00 | 99,300.00 | .7% |
| A1450 540143 EV Election Inspect | 0 | 0 | 0 | 106.25 | .00 | -106.25 | 100.0%* |
| A1450 540320 Leased/Service Equ | 5,500 | 0 | 5,500 | 234.60 | .00 | 5,265.40 | 4.3% |
| A1450 540390 Mileage Expense | 600 | 0 | 600 | 93.55 | .00 | 506.45 | 15.6% |
| A1450 540420 Office Supplies | 3,000 | 0 | 3,000 | 254.22 | .00 | 2,745.78 | 8.5% |
| A1450 540480 Postage | 18,000 | 0 | 18,000 | 3,881.00 | .00 | 14,119.00 | 21.6% |
| A1450 540485 Printing/Paper | 1,500 | 0 | 1,500 | .00 | .00 | 1,500.00 | .0% |
| A1450 540490 Election Expense | 40,500 | 0 | 40,500 | 2,295.38 | .00 | 38,204.62 | 5.7% |
| A1450 540550 Rent | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| A1450 540560 Repairs | 0 | 0 | 0 | -1,274.84 | .00 | 1,274.84 | 100.0% |
| A1450 540620 Software Expense | 63,700 | 0 | 63,700 | 48,370.00 | .00 | 15,330.00 | 75.9% |
| A1450 540733 Training/All Other | 9,000 | 0 | 9,000 | 1,479.60 | .00 | 7,520.40 | 16.4% |
| A1450 581088 State Retirement F | 20,662 | 0 | 20,662 | 7,055.71 | .00 | 13,606.49 | 34.1% |
| A1450 583088 Social Security Fr | 17,882 | 0 | 17,882 | 4,466.43 | .00 | 13,415.73 | 25.0% |
| A1450 584088 Workers Compensati | 7,347 | 0 | 7,347 | 1,860.86 | .00 | 5,485.84 | 25.3% |
| A1450 585588 Disability Insuran | 271 | 0 | 271 | 65.25 | .00 | 206.19 | 24.0% |
| A1450 586088 Health Insurance F | 75,034 | 0 | 75,034 | 18,620.06 | .00 | 56,413.82 | 24.8% |
| A1450 588988 Exp Fringe | 88 | 0 | 88 | 21.28 | .00 | 66.52 | 24.2% |
| TOTAL Elections | 710,481 | 0 | 710,481 | 143,553.92 | .00 | 566,927.26 | 20.2% |
| TOTAL General Fund | 710,481 | 0 | 710,481 | 143,553.92 | .00 | 566,927.26 | 20.2% |
| TOTAL REVENUES | -3,000 | 0 | -3,000 | -150.01 | .00 | -2,849.99 | |
| TOTAL EXPENSES | 713,481 | 0 | 713,481 | 143,703.93 | .00 | 569,777.25 | |

TIOGA COUNTY BOARD OF ELECTIONS

www.tiogacountyny.gov



Commissioners

Vera Lin Layman
James C. E. Wahls

Deputy Commissioners

Sandra R. Cooper

Procedure to Prevent Public Release of Any Election Results Prior To Close of Polls on Election Day

Per Reg. 6211.2(b)

In order to prevent public release of any election results prior to the close of polls, results tapes will not be printed from the Early Voting or absentee ballot scanning machines at any time.

Early Voting Election Inspectors will be instructed never to print results tapes or status reports during Early Voting, and Board of Elections (BOE) staff will oversee closing the poll site at the end of each Early Voting day.

The Central Board of Canvassers shall be responsible for scanning absentees the day before Early Voting and after close of polls of the last day of Early Voting but before Election Day. BOE staff will be responsible for opening and closing the absentee ballot scanners and shall not print any results tapes.

Early Voting and pre-election absentee results will be accessed solely using the CF cards with the RTR program on a computer disconnected from internet access, and the results will not be accessed until 8:00 pm on Election Night at the earliest. No election results will be released verbally nor electronically until after polls close at 9:00 pm on Election night.

Vera Lin Layman
Commissioner

James C. E. Wahls
Commissioner

TIOGA CO BOE 1 APR '22 am10:53

Date: 4-1-2022

TIOGA COUNTY BOARD OF ELECTIONS

www.tiogacountyny.gov



Commissioners

Vera Lin Layman
James C. E. Wahls

Deputy Commissioners

Sandra R. Cooper

Procedure to Ensure Persons Who Vote During Early Voting or by Absentee Shall Not Vote Subsequently in the Same Election

Voting During the Early Voting Period:

Per Reg. 6211.6

Tioga County Board of Elections will use electronic poll books to check in voters for Early Voting and Election Day.

To prevent voters from voting twice in the same election, voter history will be recorded in the ePollbooks as voters check in, and if a voter tries to check in at another time, the ePollbook will indicate the voter has already voted. Voter history will be uploaded to our county voter registration database after polls close on each Early Voting day.

After polls close on the last day of Early Voting, condensed paper poll books for Election Day poll sites will be printed with the updated voter history, so both the electronic and paper records will be up to date for Election Day and indicate if a voter has already voted.

Voting During the Absentee Voting Period:

Once a voter requests an Absentee Ballot, the voter's record shall be marked as Absentee Voter when ballot is issued.

The ePollbook data will be updated daily and downloaded to the ePollbooks, and Emergency Poll Books will be updated daily during the Early Voting period, to reflect any changes in absentee status. If an absentee voter requests to vote at a polling place, the ePollbook software will allow for an absentee voter to check in only as an Affidavit voter (after instructing the Election Inspectors to give the Notice to Voter), to prevent the absentee voter from voting on a machine. Affidavit ballots are coded differently from Early Voting / Election Day ballots, so that if a voter attempts to scan the affidavit ballot, the machine will not accept it. Therefore, Election Inspectors shall not allow an absentee voter to sign in and vote in person on any Early Voting Day or on Election Day.

Every day, inbound Absentee Ballots will be received and reviewed. Voter history will be given to the voter for the current election, unless the ballot is put into the cure process.

Every Monday and Thursday, once the first Absentee Ballot is received, the central board of canvassers shall process the reviewed Absentee ballots in accordance with Election Law 9-209.

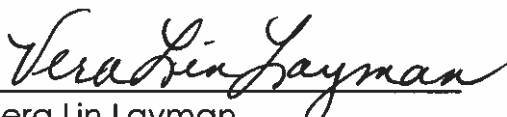
This will continue until the day before Early Voting begins when all processed ballots will be scanned into the Absentee voting machine(s).

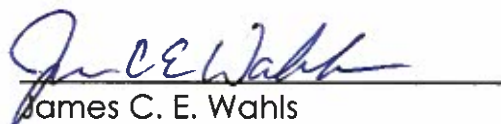
Every day of Early Voting, data for new Absentee ballots issued will be updated in the ePollbook files. Immediately prior to processing absentee ballots on the designated days during the Early Voting period, and the Monday following the last day of Early Voting, the list of Early Voters will be compared to the Absentee ballots received to check for and set aside any duplicate voters' ballots for the post-election review.

Any absentee ballots received on the Sunday or Monday preceding Election Day shall not be processed until the day after Election Day.

The day after Election Day, in person voter history will be uploaded to our voter database and cross-checked with absentee ballots received. Following this, all Absentees received on the Sunday or Monday preceding Election Day, and from polls or at the BOE on Election Day, will be processed in accordance with EL 9-209. Timely absentees received after Election Day shall then be processed daily in accordance with EL 9-209.

During the post-election canvass of affidavits pursuant to EL 9-209(7), the affidavit ballots shall be cross-checked with the list of absentee voters. Any affidavit submitted by a voter who has already voted by absentee shall be set aside, unopened, for the post-election review.


Vera Lin Layman
Commissioner


James C. E. Wahls
Commissioner

TIoga CO BOE 1 APR '22 am10:53

Date: 4-1-2022

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --21 APPOINTMENT OF PART-TIME ELECTION WORKER
(DEMOCRATIC)

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: The position of Election Worker (Part-Time, Democratic) has been vacant since November 29, 2021, due to resignation; and

WHEREAS: Authorization to backfill the vacancy was approved on December 7, 2021; and

WHEREAS: The Democratic Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Joan Davis shall be appointed as an Election Worker (PT) effective May 11, 2022, at the rate of \$13.85/hr.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --22 APPOINTMENT OF REPUBLICAN
DEPUTY COMMISSIONER OF ELECTIONS BOARD

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The position of Deputy Commissioner of Elections Board (Republican) has been vacant since February 28, 2022, due to promotion; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Kelly Johnson shall be appointed as Deputy Commissioner of Elections effective April 25, 2022, at an annual management/confidential salary of \$41,235.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. --21 APPOINTMENT OF ELECTION CLERKS PT

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: Two positions for Election Clerk PT, one Republican and one Democrat, were approved by the County Legislature to be added to the Board of Elections authorized part-time employee head count, effective January 1, 2022; and

WHEREAS: The Election Clerk positions have been vacant since January 1, 2022; and

WHEREAS: The Election Commissioners have selected candidates to fill said vacancies; therefore be it

RESOLVED: That Kristine Fitzgerald and Margaret Head shall be appointed as Election Clerks PT, effective April 25, 2022, at the rate of \$17.00/hr.