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**ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS**

Tuesday, January 7, 2025

10:30 a.m.

**MINUTES**

**ATTENDEES**

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

Commissioners Kelly Johnson and James Wahls.

Guests: Legislative Chair Martha Sauerbrey, Legislator Ray Bunce, County Administrator Jackson Bailey, Legislative Clerk Cathy Haskell, and County Attorney Peter DeWind.

**APPROVAL OF DECEMBER MINUTES**

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

**FINANCIAL**

The BOE Year to Date Budget Report was presented. No issues or concerns were noted. Commissioner Wahls noted that claims were submitted to close out the Absentee Pre-Paid Postage Grant, and the Cybersecurity Remediation Grant. Additionally, final state approval is still needed for the three grants from 2024 before claims can be submitted for those – the 2024 General Election Grant, Electronic Poll Book Grant, and Ballot by Mail Grant.

**OLD BUSINESS**

See DECEMBER Minutes.

2024 Annual Report to NYSBOE on track to be completed ahead of schedule and before attending conference the following week.

2024 NYSECA Winter Conference will be attended by both Commissioner Wahls and Johnson, and Deputy Commissioner Hoover. The commissioners feel it is important to have the deputies also experience the state side of elections, and hope to take Deputy Commissioner Duke in summer.

## NEW BUSINESS

Cleanup of the 2024 General Election is in the final stages, sending records for retention to Records Management.

The 2025 Certificates of Office to be Placed on the Ballot as well as Certificates of Vacancy are being submitted to the Board of Elections ahead of petitioning dates. They are all due by February 1.

There has been no further update to Even Year Election Law nor Train the Trainer program from NYS. Commissioner Wahls explained that the Even Year Election Law was ruled to be in violation of the state constitution and the Board is continuing as if it is not in place at this time. Updates on both subjects are expected at state conference.

Strategic Plan Status Update was given. Commissioner Wahls gave a detailed update regarding requirements for ADA compliance with online documentation. Commissioner Johnson detailed successful outreach opportunities including social media, and community agencies such as nursing homes, Sheriff's office, and schools.

## PERSONNEL

Post-election surveys were mailed to new inspectors as well as chairpersons. Some have been received back, and the Board is appreciative of the feedback that inspectors had sufficient training as well as supplies to handle the job.

Driver Ken Smith has resigned, and Driver Charles Truman is contemplating retirement. Commissioners explained that it is a hardship to hire drivers who want to work only six days within the year, and the Board may need to continue relying on the Buildings and Grounds department to help deliver voting machines.

## RESOLUTIONS / PROCLAMATIONS

The following resolutions were presented, and were passed by the Committee:

- AUTHORIZATION TO PURCHASE REPLACEMENT LAPTOPS FOR ELECTRONIC POLL BOOKS AND BUDGET AMENDMENT
- RENEW BALLOT PRINTING AGREEMENT WITH PHOENIX GRAPHICS FOR FIVE YEARS

Meeting adjourned.