



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, July 2, 2024

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached.

OLD BUSINESS

- June Minutes Attached
- May School Elections – Bills created & transmitted
- County Services Expo

NEW BUSINESS

- Deputy Commissioners to attend election security workshop & tabletop exercise on 7/25.
- BOE has presented DPW / Buildings & Grounds with draft BOE floor plan to review; intent is to maximize efficient use of existing space and improve security of our workspace.

PERSONNEL

- Election Inspector Update: 63 appointed, 105 signed up for training – need 32 more to reach 2024 goal of 200, with 55 class openings remaining.
- Commissioner Johnson planning to return July 15.
- Applicant selected for vacant Democratic Election Clerk position, see resolution.

RESOLUTIONS

- Appoint Election Clerk PT

Board of Elections



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, June 4, 2024

10:30 a.m.

MINUTES

ATTENDEES

Legislators Jake Brown, Ron Ciotoli, and Bill Standing. Commissioner James Wahls, Deputy Commissioner James Hoover.

Absent: Legislator Dennis Mullen.

Guests: Chair Martha Sauerbrey, Legislative Clerk Cathy Haskell.

APPROVAL OF MAY MINUTES

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

FINANCIAL

YTD Budget Report was presented. Commissioner Wahls noted that reimbursement for TIER grant expenditures was received. Commissioner Wahls asked about the process for saving funds for the next time voting machines need to be replaced, and legislators recommended asking Budget Officer Jackson Bailey.

Commissioner Wahls also said the contract with NTS is up at the end of this year and that NTS wanted to know if we planned for the 5-year plan or 3-year plan, noting that the 5-year plan was more cost-effective. Additionally, the Commissioner wanted to know if an RFP was required. Legislators recommended confirming with Jackson Bailey about the 5-year plan, and ask the County Attorney about the RFP.

OLD BUSINESS

See May Minutes.

There will be no June Primary for Tioga County. Regarding the pending litigation concerning a U.S. Senate petition, as of May 30, the State Appellate Court upheld the State Board of Elections' ruling that the petition had insufficient signatures.

NEW BUSINESS

Voter database maintenance based on undeliverable Mailcheck cards was completed ahead of next federal blackout period that started this week. The "blackout period" occurs ahead of each federal election, during which boards of

elections are prohibited from inactivating voter registrations based on returned undeliverable mail where there is no forwarding address.

BOE successfully supported school elections Waverly, Candor, and Owego-Apalachin school districts, held on 5/21.

BOE will have a booth at Tioga County Service Expo on 6/21. The plan is to demonstrate voting equipment, and have provide voter registration forms, absentee/early mail ballot applications, election inspector recruitment brochures, etc.

BOE Commissioners are coordinating with the President of the Tioga Terrace Civic Association, Meredith Bocek, to deliver a presentation on how the Board of Elections operates on evening of September 18.

The Independent Petition filing period was 5/21 – 5/28. No independent petitions were submitted to Tioga BOE. A Libertarian candidate filed a petition with the State BOE for Member of Assembly of the 124th Assembly District.

NTS voter registration software was updated on 5/29, which brought many helpful changes to the system.

PERSONNEL

Democratic Election Clerk, Rob Abell's last day will be 6/12, and job will be posted.

A second all-day workshop was held on May 8 where 13 more new election inspectors were trained, with inspector training half the day and employee training/paperwork the other half. Doreen Holbrook assisted with the county training. Lunch was provided. A total of 27 new inspectors were trained from the two classes.

Summer training schedules were mailed to 188 current and prospective inspectors. The Board plans to also distribute a press release later this week or next week.

Deputy Commissioners will attend next I4A training on June 20th.

All BOE staff completed Narcan training on 5/16, provided by Public Health's Kylie Holochak. This is partly in response to recent incidences of mail containing fentanyl powder being delivered to Boards of Elections in other parts of the country.

Commissioner Johnson will be on medical leave for several weeks.

RESOLUTIONS/PROCLAMATIONS - None

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

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	-4,000	0	-4,000	-4,999.45	.00	999.45	125.0%
A1450 439060 State Aid-Election	0	-9,281	-9,281	-6,116.09	.00	-3,165.35	65.9%*
A1450 510010 Full Time	208,714	0	208,714	87,627.98	.00	121,086.02	42.0%
A1450 510020 Part Time/Temporar	125,408	155,718	281,126	81,306.06	.00	199,819.94	28.9%
A1450 510030 Overtime Pay Only	11,000	0	11,000	4,081.93	.00	6,918.07	37.1%
A1450 520090 Computer	2,000	0	2,000	298.66	.00	1,701.34	14.9%
A1450 520130 Equipment (Not Car	5,000	0	5,000	621.27	.00	4,378.73	12.4%
A1450 530551 Maintenance in Lie	27,223	0	27,223	7,413.00	.00	19,810.00	27.2%
A1450 540010 Advertising	2,500	0	2,500	890.11	.00	1,609.89	35.6%
A1450 540143 Election Inspector	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143 EV Election Inspect	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540320 Leased/Service Equ	5,000	0	5,000	1,120.77	.00	3,879.23	22.4%
A1450 540390 Mileage Expense	900	0	900	321.57	.00	578.43	35.7%
A1450 540420 Office Supplies	3,000	0	3,000	1,131.73	.00	1,868.27	37.7%
A1450 540480 Postage	18,000	0	18,000	9,068.39	.00	8,931.61	50.4%
A1450 540485 Printing/Paper	1,500	0	1,500	.00	.00	1,500.00	.0%
A1450 540490 Election Expense	60,000	7,281	67,281	30,099.02	1,124.05	36,058.37	46.4%
A1450 540550 Rent	3,600	0	3,600	1,200.00	.00	2,400.00	33.3%
A1450 540560 Repairs	500	0	500	255.00	.00	245.00	51.0%
A1450 540620 Software Expense	63,700	0	63,700	47,340.00	.00	16,360.00	74.3%
A1450 540733 Training/All Other	8,700	2,000	10,700	8,303.74	.00	2,396.26	77.6%
A1450 581088 State Retirement F	10,421	19,572	29,993	24,511.82	.00	5,480.83	81.7%
A1450 583088 Social Security Fr	0	17,064	17,064	9,788.12	.00	7,276.26	57.4%
A1450 584088 Workers Compensati	9,014	-2,154	6,859	17,124.21	.00	-10,264.74	249.6%*
A1450 585588 Disability Insuran	0	227	227	125.51	.00	101.73	55.2%
A1450 586088 Health Insurance F	27,183	53,800	80,983	31,554.95	.00	49,428.24	39.0%
A1450 588988 Eap Fringe	19	71	90	227.27	.00	-137.34	252.7%*
TOTAL Elections	745,100	88,580	833,680	353,295.57	1,124.05	479,260.24	42.5%
TOTAL General Fund	745,100	88,580	833,680	353,295.57	1,124.05	479,260.24	42.5%
TOTAL REVENUES	-4,000	-9,281	-13,281	-11,115.54	.00	-2,165.90	
TOTAL EXPENSES	749,100	97,862	846,961	364,411.11	1,124.05	481,426.14	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	88,580	833,680	353,295.57	1,124.05	479,260.24	42.5%

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

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION CLERK (PT)
BOARD OF ELECTIONS

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 the Democratic Election Clerk (PT) has been vacant since June 14, 2024; and

WHEREAS: Authorization to backfill the vacancy was approved on June 11, 2024; and

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

RESOLVED: That Julia Ferencik be appointed as Democratic Election Clerk (PT) effective July 17, 2024 at the 2024 rate of \$18.57/hr.