

TIOGA COUNTY BOARD OF ELECTIONS

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Commissioners

Vera Lin Layman
James C. E. Wahls

Deputy Commissioners

Kelly A. Johnson
Sandra R. Cooper



BOARD OF ELECTIONS 2023 ANNUAL MEETING

Wednesday, January 11, 2023

9:30 a.m.

MINUTES

ATTENDEES:

Commissioners Vera Lin Layman and James C. E. Wahls
Guests: Deputy Commissioners Sandra Cooper and Kelly Johnson; Voting Machine Technicians Aicha Hatch and Bruce Layman; Election Clerks Rob Abell and Kelsey Chandler

ELECT PRESIDENT AND SECRETARY

Commissioner Layman nominated for President by Commissioner Wahls. Both commissioners in favor. Commissioner Layman elected President. Commissioner Wahls elected secretary by default.

OLD BUSINESS

Hired a lot of new staff in 2022, including Kelly, Kelsey, and Rob; Commissioner Layman thanked office staff for their hard work to pull off three successful elections, one of which was unplanned for and exceptionally complicated

NEW BUSINESS

Calendar 2023 –

Primary Election is June 27th, with Early Voting June 17 – 25. We are anticipating a countywide primary for Sheriff. General Election is November 7th, with Early Voting Oct. 28 – Nov. 5.

Plans for staff vacation / time off were discussed.

Plan to implement NVRA Purge in late January/early February.

National Change of Address (NCOA) list maintenance also expected in February.

Mail Check drop date window is April 18 – May 12.

Tentative election inspector training for new inspectors during week of April 17th. Regular trainings start during last two weeks of July. Will wait for dates of summer conference to be established before scheduling class dates. Ms. Hatch suggested that with so many new office staff, we should conduct voting machine training

sessions for staff to become familiar with the machines. Commissioners agreed, and tentative staff trainings scheduled for early April.

Candor School District will be utilizing our election services for their March 21st capital project vote. Regular school elections will be held May 16th, for which we usually provide services for Waverly, Candor, and Owego-Apalachin school districts. We will consider reaching out to other schools in the county to see if they wish to use our services/machines.

Review of Office Procedures –

New Election Laws were discussed. Affidavit voters in the wrong polling site are now eligible to have their votes counted for the races in which they are eligible to vote. Voter registration deadlines have been shortened to 10 days before each election. We must find a way to change procedures to accommodate this new deadline.

Bipartisan checks of daily work flow in voter registration system should be completed before starting the next day's incoming work, thus preventing backlog of unfinished voter transactions.

Commissioners created an Excel spreadsheet calendar for all staff to use to help organize staff responsibilities and make sure all tasks are completed timely.

We need to make sure we are tracking voter calls, registration forms, etc. in order to report accurate data on the annual survey to the state.

Voting Machine Technicians should notify commissioners monthly of their planned work schedule and keep to the schedule as much as possible. Any changes in work schedule must be approved by both commissioners.

Outgoing mail should not remain overnight in the outbox located outside our office, in order to ensure privacy of sensitive information. Any outgoing mail that is ready after the last mail pick-up of the day (~3:30 pm) should be placed in a designated box on the front counter. Staff who come in the next morning will be responsible for placing this mail in the outbox.

Staff should have access to and can utilize DMV Motor Voter Database for assistance with identifying voters and verifying voter information.

We need to determine who will be the designated staff for fulfilling list requests for schools and fire elections. Commissioners will meet with front office staff separately to discuss this.

When the Xerox must be used for large printing projects, notify all office staff in advance so that it does not interrupt for class and elections

By law we need to be printing a hard copy list of all registered voters at least annually. Official enrollment statistics are collected by the state on February 21st of each year – this should be when we print our official list.

Commissioners do not mind if staff communicate directly with vendors, but commissioners must be copied on all such communications so commissioners can be aware of each situation or problem.

With the expansion of our office, commissioners have decided to begin conducting annual employee evaluations, to ensure employees can be made aware of their accomplishments and strengths, and areas that could be improved. This will also allow commissioners and employees to track employee progress over the course of their employment.

Possible major projects for 2023 –

Redistricting for Assembly districts – depending on outcome, we may have to update our assembly district boundaries in Tioga County; currently we are entirely within the 124th Assembly District.

We need to research and clean up Fire District boundaries and codes; we've recently determined that the fire districts may not exactly match up with the codes that are used in the voter registration system, particularly in Waverly and Apalachin

Commissioners will be exploring a new poll site option for Lockwood, at the Another Door Opens community center that recently opened. Probably not likely to move there this year, but possibly for 2024.

We should research street file information for Anderson Hill Rd, zip codes may be incorrect.

Other discussion from the floor –

A representative from Dominion will be on-site tomorrow to conduct machine maintenance and repairs.

We are supposed to be getting additional office/storage space, but it is currently occupied by another department and unknown when it will be cleared.

Ms. Chandler has organized our black supply boxes by poll site rather than by district for efficiency.

It was suggested that we find an alternative for cell phone communications on election day rather than using our own personal cell phones. Commissioner Wahls will reach out to IT for options.

Online and automatic voter registration is coming, as soon as the state can create something that works for these functions.

Meeting adjourned.