



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS
Tuesday, August 8, 2023
10:30 a.m.
AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- 2024 Budget Request with Notes attached
 - Election Inspector Pay

OLD BUSINESS

- See June minutes and July report

NEW BUSINESS

- Request for use of social media, attached
- Summer Training Conference in Niagara Falls August 15-18th Commissioner Wahls and Deputy Commissioner Johnson to attend
- Election Inspector update 85 trained- 96 to train in August
- Use of county cars
- Bills on Governor's desk to sign include:
 - "Early Vote by Mail"
 - Local Elections to move to even years with State and Federal offices
 - Mandatory training curriculum for poll workers, train-the-trainer program

PERSONNEL - none

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.



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 | -5,380.07 | .00 | 2,380.07 | 179.3% |
| 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 | 98,806.20 | .00 | 91,351.80 | 52.0% |
| A1450 510020 Part Time/Temporar | 129,138 | -5,000 | 124,138 | 36,899.39 | .00 | 87,238.61 | 29.7% |
| 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 | .00 | 2,994.71 | 40.1% |
| 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 | 1,022.48 | .00 | 4,477.52 | 18.6% |
| 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 | 8,311.86 | .00 | 54,336.52 | 13.3% |
| 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 | 20,334.79 | .00 | 327.41 | 98.4% |
| A1450 583088 Social Security Fr | 17,882 | 0 | 17,882 | 10,494.66 | .00 | 7,387.50 | 58.7% |
| A1450 584088 Workers Compensati | 7,347 | 0 | 7,347 | 6,023.31 | .00 | 1,323.39 | 82.0% |
| A1450 585088 Unemployment Insur | 0 | 3,066 | 3,066 | 3,066.00 | .00 | .00 | 100.0% |
| A1450 585588 Disability Insuran | 271 | 0 | 271 | 148.77 | .00 | 122.67 | 54.8% |
| A1450 586088 Health Insurance F | 75,034 | 0 | 75,034 | 50,311.93 | .00 | 24,721.95 | 67.1% |
| A1450 588988 Eap Fringe | 88 | 0 | 88 | 75.03 | .00 | 12.77 | 85.5% |
| TOTAL Elections | 718,603 | 3,066 | 721,669 | 321,576.12 | 406.60 | 399,686.46 | 44.6% |
| TOTAL General Fund | 718,603 | 3,066 | 721,669 | 321,576.12 | 406.60 | 399,686.46 | 44.6% |
| TOTAL REVENUES | -3,000 | -22,351 | -25,351 | -5,380.07 | .00 | -19,970.85 | |
| TOTAL EXPENSES | 721,603 | 25,417 | 747,020 | 326,956.19 | 406.60 | 419,657.31 | |



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 | 321,576.12 | 406.60 | 399,686.46 | 44.6% |

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

Budget Notes

| Org | Obj | 2023 Budget | 2024 Budget | Difference | Notes |
|-------------------|---|--------------|--------------|--------------|---|
| A1450 - Elections | 412910 - Election Fees | (\$3,000.00) | (\$4,000.00) | (\$1,000.00) | Increased estimated revenue due to historical actuals |
| | 422800 - Health Services-Other Gov | \$0.00 | \$0.00 | \$0.00 | |
| | 439060 - State Aid-Elections | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | \$0.00 | \$0.00 | |
| | 440890 - Federal Aid-Other | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | \$0.00 | \$0.00 | |
| | 510010 - Fulltime | \$190,158.00 | \$190,158.00 | \$0.00 | |
| | 510020 - Part Time/Temporary | \$129,138.00 | \$170,329.00 | \$41,191.00 | |
| | 510030 - Overtime Pay Only | \$0.00 | \$11,000.00 | \$11,000.00 | Estimated OT required for early voting for 3 elections, based on historical actuals |
| | 510040 - Workers Compensation | \$0.00 | \$0.00 | \$0.00 | |
| | 510050 - All Other-On Call,Cloth,Stipe, | \$0.00 | \$0.00 | \$0.00 | |
| | 520090 - Computer | \$2,000.00 | \$2,000.00 | \$0.00 | |
| | 520130 - Equipment (Not Car) | \$5,000.00 | \$5,000.00 | \$0.00 | |
| | | \$0.00 | \$0.00 | \$0.00 | |
| | 520220 - Printer | \$0.00 | \$0.00 | \$0.00 | |
| | 520490 - Capital Election Expense | \$0.00 | \$0.00 | \$0.00 | |
| | 530551 - MLR | \$27,223.00 | \$27,223.00 | \$0.00 | |
| | 540010 - Advertising | \$2,000.00 | \$2,500.00 | \$500.00 | increase due to 3rd election |
| | | \$0.00 | \$0.00 | \$0.00 | |
| | 540140 - Contracting Services | \$0.00 | \$0.00 | \$0.00 | |
| | 540143 - Election Inspectors | \$85,000.00 | \$123,318.00 | \$38,318.00 | Increase due to 3rd election and increased min. wage |

| Org | Obj | 2023 Budget | 2024 Budget | Difference | Notes |
|--------------------|-----------------------------------|-------------|-------------|-------------|--|
| A1450 - Elections | 540143 - Election Inspectors | \$15,000.00 | \$32,400.00 | \$17,400.00 | increase due to 3rd election and increased min. wage, plus high voter turnout will require additional staffing |
| | | \$0.00 | | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540320 - Leased/Service Equipment | \$5,500.00 | \$5,000.00 | (\$500.00) | \$500 re-allocated to Repairs |
| | 540390 - Mileage Expense | \$900.00 | \$900.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540420 - Office Supplies | \$3,000.00 | \$3,000.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540480 - Postage | \$18,000.00 | \$18,000.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540485 - Printing/Paper | \$1,500.00 | \$1,500.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540490 - Election Expense | \$40,500.00 | \$60,000.00 | \$19,500.00 | Increase due to 3rd election and expected high turnout elections require more supplies/ballots |
| | | \$0.00 | | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | | \$0.00 | | \$0.00 | |
| | 540520 - Recording/Microfilm | \$0.00 | | \$0.00 | |
| | 540540 - Reimbursements | \$0.00 | | \$0.00 | |
| | 540550 - Rent/Lease | \$3,000.00 | \$3,600.00 | \$600.00 | increase due to 3rd election |
| | 540560 - Repairs | \$0.00 | \$500.00 | \$500.00 | For vehicle maintenance, re-allocated from Leased/Service Equipment |
| | 540620 - Software Expense | \$63,700.00 | \$63,700.00 | \$0.00 | |
| 540660 - Telephone | \$0.00 | | \$0.00 | | |

| Org | Obj | 2023 Budget | 2024 Budget | Difference | Notes |
|-------------------|--|---------------------|---------------------|---------------------|-------|
| A1450 - Elections | 540733 - Training/All Other | \$8,700.00 | \$8,700.00 | \$0.00 | |
| | 581088 - State Retirement Fringe | \$20,662.20 | \$26,676.00 | \$6,013.80 | |
| | 583088 - Social Security Fringe | \$17,882.16 | \$19,102.00 | \$1,219.84 | |
| | 584088 - Workers Compensation Fringe | \$7,346.70 | \$14,984.70 | \$7,638.00 | |
| | 585088 - Unemployment Insurance Fringe | \$0.00 | | \$0.00 | |
| | 585588 - Disability Insurance Fringe | \$271.44 | \$272.00 | \$0.56 | |
| | 586088 - Health Insurance Fringe | \$75,033.88 | \$90,183.00 | \$15,149.12 | |
| | 588988 - EAP Fringe | \$87.80 | \$96.00 | \$8.20 | |
| | Org Total: | \$718,603.18 | \$876,141.70 | \$157,538.52 | |
| | Grand total for all Orgs: | \$718,603.18 | \$876,141.70 | \$157,538.52 | |

Cost comparison of proposed Election Inspector pay increase for 2023 and 2024

| 2022 ELECTION INSPECTOR PAY | | | | | |
|-----------------------------|---------------|-----------|-------------------|-----------|---------------------|
| Expense | Est. Quantity | Cost Each | Cost Per Election | Elections | TOTAL |
| Election Day Stipend | 146 | \$ 200.00 | \$ 29,200.00 | 2 | \$ 58,400.00 |
| Early Voting Stipend | 72 | \$ 106.25 | \$ 7,650.00 | 2 | \$ 15,300.00 |
| 1-2 District Chair Stipend | 19 | \$ 30.00 | \$ 570.00 | 2 | \$ 1,140.00 |
| 3 District Chair Stipend | 10 | \$ 40.00 | \$ 400.00 | 2 | \$ 800.00 |
| Machine Inspector Stipend | 40 | \$ 10.00 | \$ 400.00 | 2 | \$ 800.00 |
| Speed Bag Return | 28 | \$ 10.00 | \$ 280.00 | 2 | \$ 560.00 |
| Training | 200 | \$ 25.00 | N/A | N/A | \$ 5,000.00 |
| GRAND TOTAL* | | | | | \$ 82,000.00 |

*2022 Actual was \$108,422.50 due to extra primary/special election

| 2023 ELECTION INSPECTOR PAY | | | | | |
|-----------------------------|---------------|-----------|-------------------|-----------|---------------------|
| Expense | Est. Quantity | Cost Each | Cost Per Election | Elections | TOTAL |
| Election Day Stipend* | 146 | \$ 230.00 | \$ 33,580.00 | 2 | \$ 67,160.00 |
| Early Voting Stipend* | 72 | \$ 115.00 | \$ 8,280.00 | 2 | \$ 16,560.00 |
| 1-2 District Chair Stipend | 19 | \$ 30.00 | \$ 570.00 | 2 | \$ 1,140.00 |
| 3 District Chair Stipend | 10 | \$ 40.00 | \$ 400.00 | 2 | \$ 800.00 |
| Machine Inspector Stipend | 40 | \$ 20.00 | \$ 800.00 | 2 | \$ 1,600.00 |
| Speed Bag Return | 28 | \$ 12.00 | \$ 336.00 | 2 | \$ 672.00 |
| Training* | 200 | \$ 40.00 | N/A | N/A | \$ 8,000.00 |
| GRAND TOTAL | | | | | \$ 95,932.00 |

*Stipend increase based on \$14.20 minimum wage

Still within 2023 budget

| PROPOSED 2024 ELECTION INSPECTOR PAY | | | | | |
|--------------------------------------|---------------|-----------|-------------------|-----------|----------------------|
| Expense | Est. Quantity | Cost Each | Cost Per Election | Elections | TOTAL |
| Election Day Stipend | 150 | \$ 240.00 | \$ 36,000.00 | 3 | \$ 108,000.00 |
| Early Voting Stipend | 90 | \$ 120.00 | \$ 10,800.00 | 3 | \$ 32,400.00 |
| 1-2 District Chair Stipend | 19 | \$ 30.00 | \$ 570.00 | 3 | \$ 1,710.00 |
| 3 District Chair Stipend | 10 | \$ 40.00 | \$ 400.00 | 3 | \$ 1,200.00 |
| Machine Inspector Stipend | 40 | \$ 20.00 | \$ 800.00 | 3 | \$ 2,400.00 |
| Speed Bag Return | 28 | \$ 12.00 | \$ 336.00 | 3 | \$ 1,008.00 |
| Training | 200 | \$ 45.00 | N/A | N/A | \$ 9,000.00 |
| GRAND TOTAL | | | | | \$ 155,718.00 |

*Stipend increase based on \$15.00 minimum wage

Need budget increase for 2024



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.



REQUEST FOR USE OF SOCIAL MEDIA

Dear Administrative Services Committee:

We formally request your approval to establish an official Facebook page for the Tioga County Board of Elections. We believe this request is justified and reasonable for the following reasons:

- 1) The mission of our department is to ensure free and fair elections pursuant to NYS Election Law, and make sure every citizen can exercise their right to vote. To accomplish this, it is imperative that we reach as many people as possible with information about how, when, and where to vote. Society has become increasingly reliant on social media as a source of information, and using social media to share election information will allow us to reach voters that we may not have been able to reach otherwise.
- 2) Board of Elections staff have the technical capabilities to properly administer and maintain a Facebook page on behalf of the department.
- 3) The potential benefits of reaching more voters with information, reducing voter confusion, and increasing voter turnout outweigh the potential risks of operating a Facebook page.

Upon your approval, the Board of Elections will implement an internal social media use policy, which shall not conflict with the Tioga County social media policy, prior to launching our Facebook page. The internal social media policy shall predominantly establish departmental procedures for operating a social media site on behalf of the Board of Elections.

Respectfully,

Vera Lin Layman
Commissioner

James C. E. Wahls
Commissioner