

WARREN COUNTY BOARD OF ELECTIONS

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LAKE GEORGE, NY 12845
FAX: (518) 761-6480

MARY BETH CASEY
REPUBLICAN COMMISSIONER
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BETH McLAUGHLIN
DEMOCRATIC COMMISSIONER
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06-01-2016

SUPPORT SERVICES COMMITTEE AGENDA BOARD OF ELECTIONS

1. Request Permission for Commissioners and Deputy Commissioners to attend Election Commissioners Association Conference August 1-4, 2016 at Alexandria Bay, NY.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes BOE Commissioners + Deputy Commissioners
(Supervisory Committee) (Employee Name)

to attend Election Commissioners' Association of New York Conference
(Name of meeting or organization)

at Edgewood Conference Center Alexandria Bay, NY 13607
(Address)

on August 1 -4 2016. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$Double with meals \$425 GSA* Rate \$ 471.00 per person with meals

Meal costs - GSA* per diem rate \$ _____

*www.gsa.gov

Date: 5-9-16

Mary Beth Casey
Department Head Signature

Date: 6/1/16

[Signature]
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to County Administrator if credit card will be used.

Your search for Alexandria Bay , New York 13607

Using rates for Jefferson including Watertown:

Daily Per Diem Rates:

August Lodging: \$94

August M&IE: \$54

Estimated Per Diem Total:

\$471

← Attached Request meets
gsa guide line

Breakdown:

| Date | Max. Lodging | M&IE | Total |
|----------------------|--------------|----------|----------|
| First Day (08/01/16) | \$94 | \$40.50* | \$134.50 |
| August Rate | \$94 | \$54 | \$148 |
| Last Day (08/04/16) | - | \$40.50* | \$40.50 |

*The first and last calendar dates of M&IE are calculated at 75%

Additional Terms and Conditions:

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

When a military installation or Government - related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and / or counties, even though part(s) of such activities may be located outside the defined per diem locality.

Casey, MaryBeth

From: NYSECA <nyseca@newyorkstateelectioncommissionersassociation.ccsend.com> on behalf of NYSECA <tferrarese@monroecounty.gov>
Sent: Monday, May 09, 2016 7:36 AM
To: Casey, MaryBeth
Subject: NYS ECA 2016 Annual Summer Conference

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**ELECTION COMMISSIONERS ASSOCIATION
OF THE STATE OF NEW YORK
2015-2016**

May 9, 2016

**Jennie H
Bacon**
*President
48 Court St.
Canton,
NY 13617*

Vicky Olin
*First Vice-
President*

**David
DiPasquale**
*Second Vice
President*

**Nancy
Leven**
*Third Vice
President*

**Thomas F
Ferrarese**
*Secretary-
Treasurer
39 Main
Street W
Rochester,
NY 14614
Phone: 585-
753-1560
Fax: 585-
753-1531*

**Louis C
Babcock**
Chairman

Dear Commissioners, Deputy Commissioners, Staff Members and Vendors,

The 101st Annual Election Commissioner's Association Summer Conference will be held from Monday, August 1st thru Thursday, August 4th at the Edgewood Resort and Conference Center in Alexandria Bay, NY., Phone: (315) 482-9923 and Fax (315) 482-5210. The Election Commissioners' Association will be conducting their Summer Conference with the active participation of the NYSBOE again this year. Find the packet attached below:

2016 ECA Summer Conference Package

All attendee reservations must be made with the hotel no later than June 27, 2016. Packages are based on a per person basis. A three-night package is \$650 with a Tax Exempt Certificate for single occupancy and \$425 for double. A two-night package is \$450 for single or \$295 for double. The completed Hotel Housing Reservation Form must be emailed directly to the hotel at jridley@theedgewoodresort.com or faxed to (315) 482-5210. They will accept payment of credit card, or municipal voucher/purchase order. A completed tax exempt form (ST-129 - enclosed) is required when making your reservation to get the tax exempt rate.

Everyone attending the conference **must also complete the enclosed ECA Conference Registration Form** and have it back to me by June 27, 2016. This helps ensure all reservations are accounted for and helps us prepare for the conference. Don't

*Executive
Committee*

**Dustin M
Czarny**
Chairman
Legislative
Committee

forget to bring your identification pouch you received at a previous conference. If you do not have one, you must make arrangements to have it prepared before the conference.

A conference registration fee of \$30.00 will be charged for all participants attending any event or meeting (this includes guests). This can be paid at the ECA Registration Table. Individual meal tickets may be picked up at the Registration Table for those who did not purchase a package but ordered meal tickets on their Conference Registration Form.

Also included are the forms for the annual association dues. In accordance with our by-laws, Commissioners, Deputies and Staff dues should have been paid on or before March 1, 2016. Membership to the Election Commissioners' Association is not limited to only Commissioners and Deputies. All staff members are welcome to join. Vendors dues should have been paid in January and a form for them is also included.

For vendors please find in the packet a Table request form for those looking for space at the conference. We will have a very nice space for vendors this year.

Finally we have included an update from Dustin Czarny of the Legislative Committee. You can contact him by email at dustinczarny@ongov.net

See attached forms by clicking on the above conference packet. Please check your packet to be sure you have all the following:

- A hotel housing registration form (to be emailed or faxed to the hotel by June 27, 2016)
- A conference registration form (emailed, mailed or faxed to Tom Ferrarese by June 27, 2016)
- Directions to the Edgewood Resort and map
- Current Conference Program (subject to change)
- Commissioner/Deputy/Staff Membership Form (for those that still need it)
- Tax Exemption Certificate - (ST-129) (must be included with your housing for form to the hotel to get tax exemptions for counties)
& Tax ID Form W9 (for counties that need this from the ECA)
- List of offices to be filled at the 2016 Summer Conference
- Vendors Membership Form
- Vendor's application for space at conference
- Legislative Update

My fax number is (585) 753-1531 and my office phone number is (585) 753-1560. Please let me know if you have any questions or concerns.

Sincerely,
Tom Ferrarese
NYSECA Secretary/Treasurer

New York State Election Commissioners Association,
39 Main St. W, Rochester, NY 14614

[SafeUnsubscribe™ caseym@warrencountyny.gov](mailto:caseym@warrencountyny.gov)

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Sent by tferrarese@monroecounty.gov in collaboration with

Constant Contact 

Try it free today

New York State Election Commissioners Association
August 1 - 4, 2016
Edgewood Resort & Conference Center, Alexandria Bay
Host - Jefferson County
Babette M. Hall (D) - Commissioner
Jude Seymour (R) - Commissioner

| Day | Time | Topic | Room |
|-----------------|-------------|--|---------------------------------|
| Monday | 3:00-6:00 | Registration Open | Minnowroom |
| August 1 | 3:00-6:00 | Vendor Exhibits | Northwing |
| | 3:00-4:00 | Breakout sessions a. County Budgeting b. Old & New Commissioners meet and greet c. personnel issues at the BOE | |
| | 4:00-6:00 | Executive Committee Meeting | St. Lawrence |
| | 4:00-6:00 | Legislative Committee Meeting | Southwing |
| | 6:00-7:00 | Welcome Reception | Bakers |
| | 7:00 | Dinner | Bakers |
| | | | |
| Tuesday | 7:30-9:00 | Breakfast | Oscars |
| August 2 | 8:00-2:00 | Registration Open | Minnowroom |
| | 8:30-5:00 | Vendor Exhibits | Northwing |
| | 9:00-9:30 | Call Conference to Order | St. Lawrence |
| | | Pledge & Invocation | St. Lawrence |
| | | Welcome | St. Lawrence |
| | | Roll Call | St. Lawrence |
| | 9:30-10:30 | Caucus Meetings | Dem-Gazebo Rep- St. Lawrence |
| | 10:30-10:45 | Break/Vendor Exhibits | Northwing |
| | 10:45-11:15 | Executive & Legislative Committee Reports | St. Lawrence |
| | 11:15-11:45 | Guest Speaker (Denver Election Commission, How to use Good Data) | St. Lawrence |
| | 11:45-12:30 | Absentee Ballot Applications | St. Lawrence |
| | 12:30-1:30 | Lunch | Oscars/Gazebo |
| | 1:30-2:15 | Absentee Voting in Nursing Homes & other facilities | St. Lawrence |
| | 2:15-3:00 | Questions and Answers | St. Lawrence |
| | 3:00-3:15 | Break/Vendor Exhibits | Northwing |

| Day | Time | Topic | Room |
|---|-------------|---|-----------------------|
| Tuesday August 2 (con't) | 3:15-4:15 | Breakout sessions a. Counties that print own ballots b. Counties that have central count systems c. Counties that opted out of voting system warranties | |
| | 4:15-5:00 | User Group: NTS | St. Lawrence |
| | 4:15-5:00 | User Group: ES&S | Southwing |
| | 6:00-7:00 | Reception | Gazebo |
| | 7:00 | Dinner | Gazebo |
| | | | |
| Wednesday August 3 | 7:30-9:00 | Breakfast | Oscars |
| | 8:00-2:00 | Registration Open | Minnowroom |
| | 8:30-5:00 | Vendor Exhibits | Northwing |
| | 9:00-9:15 | Caucus Reports | St. Lawrence |
| | 9:15-10:30 | Preparedness for 2016 Presidential General Election | St. Lawrence |
| | 10:30-10:45 | Break/Vendor Exhibits | Northwing |
| | 10:45-11:15 | Campaign Finance Updates & Election Law Updates from 2016 Legislative | St. Lawrence |
| | 11:15-12:00 | Maintaining Voter Registration Databases | St. Lawrence |
| | 12:00-12:30 | Questions and Answers | St. Lawrence |
| | 12:30-1:30 | Lunch | Oscars/Gazebo |
| | 1:30-2:00 | Federal "Write-in" Absentee Ballots (FWAB) | St. Lawrence |
| | 2:00-2:30 | BOE Websites | St. Lawrence |
| | 2:30-3:30 | User Group: ES&S | Southwing |
| | 2:30-3:30 | User Group: Dominion | St. Lawrence |
| | 3:30-3:45 | Break/Vendor Exhibits | Northwing |
| | 3:45-5:00 | Regional Meetings | TBD by Regional Chair |
| | 6:00-7:00 | Reception | Gazebo |
| | 7:00 | Dinner | Gazebo |
| | | | |
| Thursday August 4 | 7:30-9:00 | Breakfast | Oscars |
| | 9:00-10:00 | Best Practices | Oscars |