

# WARREN COUNTY BOARD OF ELECTIONS

1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845  
FAX: (518) 761-6480

MARY BETH CASEY  
REPUBLICAN COMMISSIONER  
TEL: (518) 761-6458



BETH McLAUGHLIN  
DEMOCRATIC COMMISSIONER  
TEL: (518) 761-6459

11-21-2016

## SUPPORT SERVICES COMMITTEE AGENDA BOARD OF ELECTIONS

1. Permission to attend Election Commissioners Winter Conference Jan 9 -12, 2017  
Hilton Albany 40 Lodge St., Albany

## MEETING REQUEST FORM

In order to assist in the preparation of monthly agendas, Department Heads are requested to complete this form no later than the 10<sup>th</sup> of each month and return it to the Office of the Clerk of the Board of Supervisors.

<u>COMMITTEE</u>	<u>MEETING DESIRED</u>		<u>APPROXIMATE TIME NEEDED</u>	<u>REMARKS</u>
	<u>YES</u>	<u>NO</u>		
<u>Support Services</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>15 mins</u>	<u>      </u>

I have contacted my committee chair about the meeting:     Yes     No

The following days are inconvenient for me and/or the committee chair:

I would like to be placed on the agenda of the following meetings: Monday Nov 21

Board of Elections  
Department

  
Department Head Signature

Date: 11-15-2016

*Please note: The changes made to this form include (1) you are being asked to coordinate with your committee chairman; and (2) you are being asked to return this form monthly, either requesting a meeting or indicating one is not necessary.*

**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 Board of Elections  
(Supervisory Committee) (Employee Name)

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

at Hilton Albany 40 Lodge St Albany, NY 12207  
(Address)

on Jan 9 - 12, 2017. 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.

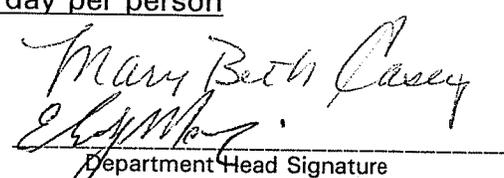
**For Overnight Travel**

Room rate \$ Double with meals \$491.29 per person for 3 night stay = 163.76  
per day per person GSA\* Rate \$ 175.00 per day per person

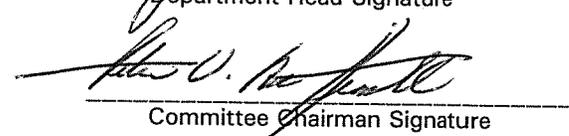
Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 11-15-16

  
\_\_\_\_\_  
Department Head Signature

Date: 11/21/16

  
\_\_\_\_\_  
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.

## McLaughlin, Beth

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**From:** NYSECA <nyseca@newyorkstateelectioncommissionersassociation.ccsend.com> on behalf of NYSECA <ecasetres@nyseca.com>  
**Sent:** Friday, November 11, 2016 4:21 PM  
**To:** McLaughlin, Beth  
**Subject:** 2017 NYSECA Winter Conference Package

Having trouble viewing this email? [Click here](#)

	<h1>ELECTION COMMISSIONERS ASSOCIATION OF THE STATE OF NEW YORK 2016-2017</h1>
<p><b>Vicky Olin</b> <i>President</i> 3 E Pulteney Square Bath, NY 14810</p>	<p>November 11, 2016</p> <p>Dear Commissioners, Deputy Commissioners, Staff Members and Vendors,</p> <p>The 102nd Annual Election Commissioner's Association Winter Conference will be held from Monday, January 9th thru Thursday, January 12th at the Hilton Albany, 40 Lodge Street, Albany, NY 12207, Fax: (518) 462-8192. Find the packet attached below:</p>
<p><b>David DiPasquale</b> <i>First Vice-President</i></p>	<p>2017 ECA Winter Conference Package</p> <p>All attendee reservations must be made with the hotel no later than December 10, 2016. Packages are based on a per person basis with a Tax Exempt Certificate. A three-night package is \$659.80 for single occupancy and \$491.29 for double. A two-night package is \$452.27 for single or \$339.92 for double.</p>
<p><b>Louis C Babcock</b> <i>Second Vice President</i></p>	<p>The completed Hotel Housing Reservation Form must be faxed to 518-462-8192 or emailed directly to the hotel at <a href="mailto:Reservations@HiltonAlbany.com">Reservations@HiltonAlbany.com</a>. 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.</p>
<p><b>Robert F Brechko</b> <i>Third Vice President</i></p>	<p>Everyone attending the conference must also complete the enclosed ECA Conference Registration Form and have it back to me by December 12, 2016. This helps ensure all reservations are accounted for and helps us prepare for the conference.</p>
<p><b>Nancy Leven</b> <i>Secretary-Treasurer</i> County Government Ctr 6 Court St., Rm 104 Geneseo, NY 14454 Phone: 585-243-7093 Fax: 585-243-7015</p>	<p>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 along with individual meal tickets for those who did not purchase a package but ordered meal tickets on their Conference Registration Form.</p> <p>In accordance with our by-laws, Commissioners, Deputies and Staff dues must be paid on or before March 1, 2017. Membership to the Association is not limited to only Commissioners and Deputies; staff members are welcome to join. Vendor's dues need to be paid in January. Forms are included in the packet.</p>

**Thomas F  
Ferrarese**  
Chairman  
Executive  
Committee

**Roger  
Schiera**  
Chairman  
Legislative  
Committee

The Program is included but is not final. If you have suggestions for topics (maybe from our most recent election), please contact Program Chairman Brian Abram at 716-753-4226.

Finally, included is the 2016 Legislative Package. The Legislative Committee is currently working on the 2017 proposals, if you have suggestions please contact Chairman Roger Schiera at 518-885-2249.

2017 NYSECA WINTER CONFERENCE PACKET

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

- Hotel housing registration form (to be emailed or faxed to the hotel by December 10, 2016)
- Conference registration form (emailed, mailed or faxed to Nancy Leven by December 12, 2016)
- Directions to the Hilton Albany and map
- Current Program (tentative)
- Commissioner/Deputy/Staff Membership Form
- Tax Exemption Certificate - (ST-129) & Tax ID Form W9
- Offices to be filled at the 2017 Summer Conference
- Vendors Membership Form
- Vendor's application for space at conference
- 2016 Legislative Package

Email me at [2017ECAWC@NYSECA.COM](mailto:2017ECAWC@NYSECA.COM) with questions or concerns. My fax number is (585) 243-7015 and my office phone number is (585) 243-7093.

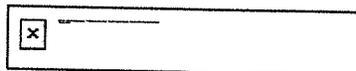
Sincerely,  
Nancy Leven  
NYSECA Secretary/Treasurer

New York State Election Commissioners Association,  
6 Court St., Rm 104, Geneseo, NY 14454

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

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Sent by [ecasectres@nyseca.com](mailto:ecasectres@nyseca.com) in collaboration with



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You searched for: **New York**

Primary Destination (1, 2)	County (3, 4)	Max Lodging By Month (excluding taxes)												MSEF (\$)	
		2016						2017							
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$51
Albany	Albany	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$59
Binghamton / Owego	Broome / Tioga	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$59
Buffalo	Erie	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$64
Floral Park / Garden City / Great Neck	Nassau	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$69
Glens Falls	Warren	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$159	\$159	\$100	\$64
Ithaca / Waterloo / Romulus	Tompkins / Seneca	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$59
Kingston	Ulster	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$69
Lake Placid	Essex	\$122	\$122	\$139	\$139	\$139	\$112	\$112	\$112	\$112	\$112	\$179	\$179	\$122	\$74
New York City	Bronx / Kings / New York / Queens / Richmond	\$301	\$301	\$301	\$168	\$168	\$267	\$267	\$267	\$267	\$267	\$239	\$239	\$301	\$74

175

Caution: Printer  
To capture image per  
Source: Bkfastangul  
Destination: Clp102

**New York State Election Commissioners Association**  
**January 9 -12, 2017**  
**Hilton Albany , State & Lodge Street, Albany, NY 12207**  
**Host County - Albany County**  
**Matthew J. Clyne(D) - Commissioner**  
**Rachel L. Bledi (R) - Commissioner**

updated 9/15/16

Day	Time	Topic	Room	Presenter(s)
<b>Monday</b>				
<b>January 9th</b>	3:00-6:00	Registration Open	Gallery	
	3:00-6:00	Vendor Exhibits	Gallery	
	4:00-6:00	Executive Committee Meeting	Empire AB	Tom Ferrarese (D), Monroe, Chair
	4:00-6:00	Legislative Committee Meeting	State AB	Roger Schiera (R), Saratoga, Chair
	6:00-7:00	Welcome Reception	Gallery	
	7:00	Dinner	Governor CD	
<b>Tuesday</b>	7:30-9:00	Breakfast	Charter Restaurant	
<b>January 10th</b>	8:00-2:00	Registration Open	Gallery	
	8:00-9:00	Legislative Breakfast	Governor C	Roger Schiera (R), Saratoga, Chair
	8:30-5:00	Vendor Exhibits	Gallery	
	9:00-9:30	Call Conference to Order	Governor AB	Veronica Olin (R) Steuben, ECA President
		Pledge & Invocation	Governor AB	Chautauqua
		Welcome	Governor AB	To be announced
		Roll Call	Governor AB	Nancy Leven (R) Livingston, ECA Secretary
	9:30-10:30	<b>Caucus Meetings</b>	<b>Dem-Hudson Ballroom</b>	<b>Ruth Same (D) Chair, Tony Scannapieco Jr.(R) Chair</b>
	10:30-10:45	Break/Vendor Exhibits	Gallery	
		<b>Executive &amp; Legislative Committee Reports</b>	Governor AB	Tom Ferrarese, Chair & Roger Schiera, Chair
	11:45-12:30	<b>Presidential Year - Things to learn from</b>	Governor AB	Moderators
	12:30-1:30	Lunch	Governor CD	
	1:30-2:15	<b>NYS Postal System</b>	Governor AB	Speaker from Postal System to be announced
	2:15-3:00	<b>User Group: NTS</b>	Governor AB	NTS
	2:15-3:00	<b>User Group: ES&amp;S</b>	Empire AB	ES&S
	3:00-3:15	Break/Vendor Exhibits	Gallery	
	3:15-4:15	<b>Election Inspectors</b>	Governor AB	Moderators
	4:15-5:00	<b>Affidavits</b>	Governor AB	Brian & Norm
	6:00-7:00	Reception	Governor CD	
	7:00	Dinner	Governor CD	

Day	Time	Topic	Room	Presenter(s)
<b>Wednesday</b>	7:30-9:00	Breakfast	Charter Restaurant	
<b>January 11</b>	8:00-2:00	Registration Open	Gallery	
	8:30-5:00	Vendor Exhibits	Gallery	
	9:00-9:15	<b>Caucus Reports</b>	Governor AB	Ruth Same(D) Chair, Tony Scannapieco Jr.(R) Chair
	9:15-10:30	<b>Election Districts Years ending in Seven</b>	Governor AB	NYSBOE
	10:30-10:45	Break/Vendor Exhibits	Gallery	
	10:45-11:00	<b>Election Night Reporting</b>	Governor AB	NYSBOE
	11:00-12:00	<b>Maintaining Voter Registration Records</b>	Governor AB	NYSBOE
	12:00-1:00	Lunch	Governor CD	
	1:00-1:30	Campaign Finance Q & A	Governor AB	NYSBOE
	1:30-2:00	Voter List Maintenance	Governor AB	NYSBOE
	2:00-2:30	<b>Posting Deadline / Agencies not working with us</b>	Governor AB	Moderator TBA
	2:30-3:00	<b>Websites / Facebook</b>	Governor AB	Moderator TBA
	3:00-3:15	Break/Vendor Exhibits	Gallery	
	3:15-5:00	<b>Forms / Letters / Handouts / Tools</b>	Governor AB	Moderator TBA
	6:00-7:00	Reception	Governor CD	
	7:00	Dinner	Governor CD	
<b>Thursday</b>	7:30-9:00	Breakfast	Charter Restaurant	
<b>January 12</b>	9:00-12:00	NTS Team Training		NTS
		Dominion EMS Training		Dominion
		Campaign Finance update		NYS BOE