

AGENDA

1. Request to dispose of the 19" DVD/TV to the attached list
2. Summary of savings on moving the voting machines for the Primary
3. Metal Boxes are gone
4. Raise's for our Deputies.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Board of Elections

DATE: 09/20/2017

- (a) Purpose of Request: **To dispose of 19" Coby DVD/TV's**
- (b) Details: **Per discussion at a previous Support Services meeting it was discussed to donate the above items because they are no longer needed. The BOE was requested to contact and put together a list of Non-Profit Organizations that may have a use for the items. Please see the attached list of Organizations that have responded and request a unit.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Updated 9/22/17

LIST FOR DONATION REQUEST OF COBY 19" TV/DVD'S

<u>NAME OF ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT</u>	<u>PHONE</u>	<u>AMT REQ</u>	<u>DATE P/U</u>
Luzerne Sr. Citizens	539 Lake Ave	Gene Merlino	696-2711	1	
WC IT Dept.	SR 9	Mike Colvin	761-6407	4	5/25/17
Am Legion, Wrsbg	River St	Gene Pierie		1	
Open Door Soup Kitchen	Glens Falls	Kim Cook	792-5900	1	
Veterans Home	Glens Falls	Denise DiResta	761-6342	1	
Chester Library	Chester	Alma Alvarez	494-5384	1	
Qby Senior	Town Building	Kathryn Cramer		1	
Johnsburg Library	219 Main Street	Susan Schmidt	251-4343	1	
Hadley/Luzerne Library	19 Main St	Pat Lewandowski	696-3423	1	
Glens Falls Youth Ctr.	Montcalm Street	Matt Condon	793-5932	1	
Wait House	1012 Wait St	Margaret Devries	798-4384	1	
GF Seniors		Kim Bren	793-2189	1	
Chester Town Hall	6307 SR 9	Supervisor Legget	494-2711	1	
<u>Chester</u>	<u>6307 SR 9</u>	<u>Supervisor Legget</u>	<u>494-2711</u>	<u>1</u>	
		TOTAL		17	
		LEAVES		4	

Waiting call back

Bolton Library

Wrsbg Library

LG Library

Horicon Library

Stony Creek Library

ELRAC, LLC, 676 UPPER GLEN ST., QUEENSBURY, NY 128042017 (518) 745-5020

RENTAL AGREEMENT REF#
410749 90DKWL

RENTER
COMEAU, TERRY

SUMMARY OF CHARGES

DATE & TIME OUT
09/11/2017 08:26 AM
DATE & TIME IN
09/13/2017 03:28 PM

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	09/11 - 09/13	3	DAY	\$53.07	\$159.21
REFUELING CHARGE	09/11 - 09/13				\$0.00
Subtotal:					\$159.21
Total Charges:					\$159.21
Bill-To / Deposits					
DEPOSITS					(\$159.21)

BILLING CYCLE
24-HOUR

CAR CLASS CHARGED
UKAR

Total Estimated Amount Due \$0.00

VEH #1 2017 FORD T2MC SWBS
VIN# 1FTYR1CM7HKA22607
LIC# XETL34
MILES DRIVEN 285
CAR CLASS: UKAR

PAYMENT INFORMATION
AMOUNT PAID \$159.21
TYPE Mastercard

CREDIT CARD NUMBER
xxxxxxxxxxxx5003

PEIT' Delivery & Pick up
of Election Machines -
\$159.21

Mullen Movers → \$6804.00

(per election no matter
how many trucks / how
big or small election)
PER CONTRACT

\$6644.79
SAVINGS

Salary Revue for Deputy's/Confidential Secretary's

TITLE	2017	DIFFERENCE
Asst. to County Administrator	\$66,363	\$21,563
Deputy Clerk of the Board	\$47,500	\$ 2,700
Secretary to the DA	\$52,089	\$ 7,289
Crime Victim Specialist	\$45,599	\$ 800
Deputy Purchasing Agent	\$52,920	\$ 8,120
Deputy Director of Real Property	\$46,500	\$ 1,700
1 st Deputy Clerk, County Clerk	\$50,658	\$ 5,858
MV Supervisor	\$49,157	\$ 4,357
Secretary Fire Prev & B&C	\$46,423	\$ 1,623
Average w/Asst. to Cty Admin	\$50,801	Avg
Average w/o	\$50,105	Avg
BOE Deputy	\$44,880	-\$ 5,921
BOE Deputy	\$44,880	-\$ 5,225

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Board Of Elections
 BUDGET ACCOUNT CODE: A.1450

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$267,971.06	\$282,252.00	\$282,252.00	\$282,250.00
200's EQUIPMENT	\$100.00	\$1,000.00	\$7,445.00	\$1,000.00
400's CONTRACTUAL	\$238,121.48	\$226,982.00	\$220,537.00	\$222,260.00
800's EMPLOYEE BENEFITS	\$115,505.20	\$126,030.00	\$126,030.00	\$102,780.00
TOTALS	\$621,697.74	\$636,264.00	\$636,264.00	\$608,290.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$59,995.06	\$52,800.00	\$52,800.00	\$63,000.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Commissions
 DATE: 8/24/17

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
Personal Services						
110	Salaries - Regular	220,542.31	223,946.00	223,946.00	161,942.58	223,944.00
120	Salaries - Overtime	315.00	.00	.00	.00	.00
130	Salaries - Part Time	47,113.75	58,306.00	58,306.00	17,550.00	58,306.00
<i>Personal Services Totals</i>		\$267,971.06	\$282,252.00	\$282,252.00	\$179,492.58	\$282,250.00
Equipment						
220	Office Equipment	.00	500.00	7,445.00	.00	500.00
260	Other Equipment	100.00	500.00	.00	.00	500.00
<i>Equipment Totals</i>		\$100.00	\$1,000.00	\$7,445.00	\$0.00	\$1,000.00
Contractual Expense						
410	Supplies	52,664.99	50,000.00	43,102.00	2,460.19	50,000.00
418	Ins-General Liability	2,328.61	2,330.00	2,583.00	2,583.00	2,730.00
421	Equipment Rental	.00	.00	3,000.00	.00	9,000.00
422	Repair/Maint-Equipment	.00	.00	200.00	.00	200.00
423	Telephone	326.66	700.00	700.00	97.76	700.00
424	Postage	20,648.64	22,000.00	22,000.00	16,842.44	22,000.00
427	Memberships & Dues	140.00	300.00	300.00	140.00	300.00
428	Data Processing & Internet Fees	310.00	310.00	310.00	310.00	330.00
436	Advertising Fees	1,458.92	5,000.00	5,000.00	.00	5,000.00
439	Misc Fees & Expenses	87,576.53	75,000.00	75,000.00	1,825.00	75,000.00
444	Travel/Education/Conference	3,321.13	5,000.00	5,000.00	4,514.75	7,000.00
470	Contract	69,346.00	66,342.00	63,342.00	39,442.00	50,000.00
<i>Contractual Expense Totals</i>		\$238,121.48	\$226,982.00	\$220,537.00	\$68,215.14	\$222,260.00
Comments						
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	421	Departmental Request	Rental of moving trucks to deliver and pick up voting machines. Pilot project 2017.			
	422	Departmental Request	\$200.00 annual maintenance fee for a Formax FD322 Folder machine purchased 2017			
	470	Departmental Request	NTS \$39,442.00 5 year contract ending Dec 31, 2018. Payment due January 15, 2018. Dominion Voting Systems EMS yearly maintenance \$10,000			
Employee Benefits						
810	Retirement	31,636.20	38,254.00	38,254.00	15,903.32	23,901.00
830	Social Security	16,004.29	17,500.00	17,500.00	10,761.82	17,500.00
831	Medicare Contribution	3,742.94	4,094.00	4,094.00	2,516.91	4,094.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
REVENUE						
Department 1450 - Board Of Elections						
<i>Intergovernmental Charges</i>						
2215	Election Service Charges	52,800.00	52,800.00	52,800.00	50,540.00	63,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$52,800.00</u>	<u>\$52,800.00</u>	<u>\$52,800.00</u>	<u>\$50,540.00</u>	<u>\$63,000.00</u>
<i>State Aid</i>						
3049	Voting Machine Aid	7,195.06	.00	.00	.00	.00
	<i>State Aid Totals</i>	<u>\$7,195.06</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1450 - Board Of Elections Totals	<u>\$59,995.06</u>	<u>\$52,800.00</u>	<u>\$52,800.00</u>	<u>\$50,540.00</u>	<u>\$63,000.00</u>
	REVENUE TOTALS	<u>\$59,995.06</u>	<u>\$52,800.00</u>	<u>\$52,800.00</u>	<u>\$50,540.00</u>	<u>\$63,000.00</u>

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Employee Benefits</i>						
860	Hospitalization	43,782.50	45,383.00	45,383.00	26,265.68	30,962.00
865	Dental Insurance	696.00	696.00	696.00	404.00	576.00
<i>Employee Benefits Totals</i>		<u>\$95,861.93</u>	<u>\$105,927.00</u>	<u>\$105,927.00</u>	<u>\$55,851.73</u>	<u>\$77,033.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	9,458.87	9,321.00	9,321.00	9,320.31	9,422.00
861	Retirees Hospitalization	10,184.40	10,782.00	10,782.00	8,314.00	16,325.00
862	Health Insurance Cost Reimbursement	.00	.00	.00	259.39	.00
<i>Other Benefits Totals</i>		<u>\$19,643.27</u>	<u>\$20,103.00</u>	<u>\$20,103.00</u>	<u>\$17,893.70</u>	<u>\$25,747.00</u>
Department 1450 - Board Of Elections Totals		<u>\$621,697.74</u>	<u>\$636,264.00</u>	<u>\$636,264.00</u>	<u>\$321,453.15</u>	<u>\$608,290.00</u>
EXPENSE TOTALS		<u>\$621,697.74</u>	<u>\$636,264.00</u>	<u>\$636,264.00</u>	<u>\$321,453.15</u>	<u>\$608,290.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$59,995.06	\$52,800.00	\$52,800.00	\$50,540.00	\$63,000.00
EXPENSE TOTALS		\$621,697.74	\$636,264.00	\$636,264.00	\$321,453.15	\$608,290.00
Fund A - General Totals		<u>(\$561,702.68)</u>	<u>(\$583,464.00)</u>	<u>(\$583,464.00)</u>	<u>(\$270,913.15)</u>	<u>(\$545,290.00)</u>
Net Grand Totals						
REVENUE GRAND TOTALS		\$59,995.06	\$52,800.00	\$52,800.00	\$50,540.00	\$63,000.00
EXPENSE GRAND TOTALS		\$621,697.74	\$636,264.00	\$636,264.00	\$321,453.15	\$608,290.00
Net Grand Totals		<u>(\$561,702.68)</u>	<u>(\$583,464.00)</u>	<u>(\$583,464.00)</u>	<u>(\$270,913.15)</u>	<u>(\$545,290.00)</u>

2018 Salary Schedule (Position Budgeting)
Board of Elections

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8182	Comeau, Terry	Voting System Support Specialist	\$5,000.00	Elected	Per Diem	1/23/2017
	N/A / \$19.50	N/A / \$19.50				
12703	Hayes, Damian	Deputy Commissioner Elections #1	\$44,880.00	Full Time	Appointed F/T	4/6/2017
	N/A / \$24.66	N/A / \$24.66				
12213	Hayes, Elizabeth	Voting System Support Specialist	\$5,000.00	Per Diem	Per Diem	10/22/2012
	N/A / \$19.50	N/A / \$19.50				
9761	McLaughlin, Elizabeth	Commissioner Elections #1	\$67,092.00	Full Time	Appointed F/T	9/13/2010
	N/A / \$36.86	N/A / \$36.86				
12010	Ross, Kimberly	Deputy Commissioner Elections #2	\$44,880.00	Full Time	Appointed F/T	1/1/2015
	N/A / \$24.66	N/A / \$24.66				
6301	VanNess, William	Commissioner Elections #2	\$67,092.00	Full Time	Appointed F/T	2/28/2017
	N/A / \$36.86	N/A / \$36.86				
		Board of Elections Extra Help 1	\$7,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Board Of Elections Extra Help 2	\$22,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Supervisor Voting Machine #1	\$653.00			
	N/A / \$0.63	N/A / \$0.63				
		Supervisor Voting Machine #2	\$653.00			
	N/A / \$0.63	N/A / \$0.63				
		Voting System Technicians	\$18,000.00			
	N/A / \$0.00	N/A / \$0.00				
		11	\$282,250.00			

DUTIES OF THE DEPUTY COMMISSIONERS OF THE BOARD OF ELECTIONS

At the beginning of each day, once there is a Democrat and a Republic present, the file room doors can be opened. The following procedures are completed each day.

- A review of the NYSVoter system is completed to review/purge duplicate voters, assess notices of convicted felons and cross check them with NYS DOCS to see if a purge is required pursuant to the statute and process as needed, and review/purge deceased voters as notified by the DOH.
- A review of the obituaries is completed so that all deceased voters in the county are purged. Process absentees as needed.
- Registration forms for new voters, changes and updates are processed by the Deputies. All registrations must be scanned, uploaded and filed and new signatures scanned for poll books on a daily basis. Last year (2016), our office processed over 4,500 status changes and registered over 4232 new voters.
- Phones must be answered and walk in patrons are assisted.
- Any bills received must be processed through the New World System and documented in the purchasing book. The budget must be reviewed and maintained by the Deputies. Batches are due in to the auditor's office biweekly and must be processed and approved by both Deputies.
- An up to date street list of all of the Districts in the county must be maintained at all times by the Deputies. Year end 2016 and early 2017 completed redistricting for Queensbury, processing 18,000 voters. And updated 857 streets.
- Absentee applications and records must be kept up to date. Federal and Military applications must be checked for expiration and attempts must be made to contact those voters who need updated applications. Approximately 3,500 Absentee applications have been processed in 2016..

TEAM statuses must be checked at least once per week for any errors, missing signatures, or voters needing audits. In addition, acknowledgement cards, transfer cards, confirmation cards, letters to voters needing ID or changing parties and notices to previous jurisdictions must be run, printed and mailed.

Quarterly testing of machines must be scheduled and overseen by the Deputies who are trained in maintenance and repair of the voting machines to assist if any problems are found by the techs. Documentation of all issues, repairs and testing results must be sent to the SBOE.

The following computer systems are used by the Deputy Commissioners on a regular basis:

- Microsoft Office (Word, Excel, Outlook, Etc)
- NYSVoter
- TEAM
- NOVATIME
- New World Systems
- IMS Manager
- TERACS
- EMS (Election Management System)
- Sign It Full Document system
- ESuite (Petition Manager)
- Pollbook Utilities
- CORE FTP program

Monthly statistics and reports must be kept and processed for state and local agencies. Deputies participate in a monthly conference call with the SBOE. All 90 voting machines must be plugged in for 24 hours to charge batteries and ensure they are in working order. Cash Flow reports are completed monthly by the Deputies and sent to the Treasurer's office. Lists of deceased residents sent to the BOE by town Clerks are cross checked against our records and our records are updated accordingly.

Every month or so a packet of foreclosure proceedings is sent from the county attorney's office and they must be investigated and returned to that office. In addition, records are regularly requested by schools, towns and fire departments for other elections and STARR program purposes. FOIL requests are continually received by the BOE and must be responded to by the Deputies in a timely manner.

During the month of January, statistics must be documented and sent to various state and federal agencies. Records are reviewed for expungement and these are processed. Procedures for election inspectors are reviewed and updated based on new laws and regulations. Any changes must be updated to all instruction manuals including those in the 70 inspector bags and on the 90 machines as well as the training manuals that are provided to all 400+ inspectors. The NVRA report is run and all voters who have an inactive status and have not voted in the last two Federal Elections must be purged from the TEAM registration and absentee systems.

In February, the process of training the 400+ inspectors begins. Lists of inspectors are updated to include any new inspectors or inspectors that have stepped down or are deceased.

Classes are scheduled and letters are sent out to all past and prospective inspectors to notify them of the classes and then the process of scheduling inspectors for classes begins as they receive their letters and call in to schedule a class. We typically hold 30 or more classes. In addition, individualized training is available for inspectors who cannot make a class as needed. Training materials are updated and training machines are prepared for the classes. The conference room must be reserved and guards notified of the classes and the scheduled attendees.

During March and April, planning begins for upcoming Primaries. If it is a local year (odd years) petition packets are readied for local candidates. Deputies assist the Commissioners in answering questions for the candidates and walking them through the process if they are unfamiliar with it. In addition to daily tasks, Deputies also assist in training of the inspectors as inspector classes typically begin in March and are held eight to ten times per month up until the election.

Once the political calendar is released, usually sometime in April or May, this is made available to the public. The Deputies work with IT staff to keep the website updated at all times. The Deputies must also keep the bulletin board at the BOE up to date. Depending on the dates of Primaries, candidates will begin filing petitions which must be reviewed and electronically filed once they are approved by the Commissioners. 2017 we processed 306 petitions. All petitions filed are currently scanned and filed electronically for easier access for Commissioners, candidates and voters. As with all duties of the Commissioners, the Deputies must perform this task in the absence of the Commissioner. In addition, the process of assigning trained inspectors for the Primary begins. Two inspectors from each party must be assigned to each district. Deputies must also be available to proof read ballots as the techs program them into the EMS system. If a tech is not available, the Deputies must be able to program the ballots onto the flash cards. Once the flash cards are programmed, ballots must be ordered, and test decks must be printed and tested in all of the machines being used. Again, the Deputies must be available to fix any issues with the ballots and/or machines.

Following the deadlines set by the political calendar, Deputies must be sure that all registrations and applications that have been received timely have been entered into the appropriate systems so that records are accurate at the time poll books are printed.

At this time, the inspector bags must be readied for the Primary. Everything must be labeled once it is determined how many tables, booths and machines will be sent out. Supplies must be replenished and ordered if not available. Signs must be made for each district to reflect how the poll books and ballots are divided. Instructions must be updated and seals and paperwork must be put in the bags in the appropriate manner.

In July of each year, Yellow Mail Check cards are sent out to each voter in the county. As these are returned to the BOE the Deputies must keep track of each reason for return and process the card accordingly. So far in 2017 we have processed 1,500 Mail Check cards.

The Summer Election Commissioners conference is held in June/July of each year. Both Commissioners and Deputy Commissioners attend this three day conference.

August is spent preparing for the September Primary. The day before each Election Day, the Deputies arrived at work at 7am to assist in loading the voting machines and voting booths onto the moving trucks and making sure that they are sent to the correct polling locations.

Again, for each Primary and General Election, flash cards must be programed for each machine, all machines tested, inspectors assigned, inspector bags readied, ballots and poll books ordered and proofed by the Deputies, and records updated.

On Election days, the Deputies are available by phone throughout the entire day to address any questions regarding affidavit voting, machine issues, polling place issues or any other problem that can and does arise for the Election Inspectors and voters. General Election 2016 our office answered over 1700 phone calls. The Deputies again must be able to fix any problems with the machines and along with the Commissioners, be able to address any problems with scanning or counting ballots in a manner that conforms with election law. The Deputies also represent the BOE at hearings for Voters seeking a court order to vote on the machine from the judge. General Election 2017 our office processed 65 Court Orders. Deputies assisted Judge Martin Auffredou in acquiring information needed to verify Court Orders.

After the close of polls, Deputies collect the White District Envelopes with the flash cards and work with techs to upload the information into the EMS and RTR systems and the TERACS system so that they are sent as soon as possible to the SBOE and made available on the website.

The day after the election, the Deputies are responsible for processing payments to the Election Inspectors through the TEAM and New World Systems. This must also be tracked through our budget system and all vouchers must be scanned. The Deputies oversee the return of the machines and booths and check for return of bags and supplies.

Once inspectors are paid, the Deputies must go through all of the Inspector Bags as they are returned to pull any absentee and affidavit ballots. The absentees are scanned and filed. The affidavit envelopes are investigated by the two Deputies together and is determined by the Deputies whether or not the Affidavit voter qualifies, per election law, to have their vote counted. Letters of explanation are sent to any voters whose ballots were not counted by the Deputies.

All other documentation from the Election Inspectors from Election Day must be sorted and reviewed by the Deputies. Records are updated accordingly.

Once the Commissioners have certified the election, the Deputies must roll over the systems to ready them for the next Election event. Then all registrations that were not received timely must be processed. Party changes from the past year are rolled over and acknowledgement cards are sent to those voters. Reports from the certification are run, sent the SBOE and archived. Paper copies are made for the permanent file.

During the month of December, multiple surveys for various state and federal agencies must be completed by the Deputies. End of year reports are compiled, budget balances reviewed all documentation from the year's elections are organized, filed in boxes and brought to the basement storage area as per Election Law procedures for records retention. All old documents are pulled and shredded.

The hours that the Deputy Commissioners (and the Commissioners) are required to work are as follows:

Normal business hours: 8am to 4pm Monday through Friday

Last day to file petitions and the last day to register to vote prior to each Election event: 8am to 5pm

Extended hours prior to the General Election for Absentee Voting: During the two weeks prior to the election there are four 11 hour days (Monday, Wednesday one week followed by Tuesday and Thursday of the next week) 8am to 7pm. During those two weeks Deputies and Commissioners are also required to work two Saturdays 9am until noon.

The day before Election Day: 7am to 4pm

Election Day: Primary-8am to approximately midnight

General-4:30am to approximately midnight

Presidential Election years: Additional hours are required for voter registration days. During this time the Deputies also work with Town Clerks to schedule days for inspectors (two from each party) to be available in each town for the purpose of accepting voter registrations forms to be returned to and processed at the BOE.

The position of Deputy Commissioner of the BOE is a salaried position, therefore no overtime pay or comp time is given for extended hours worked.