

**Legislative, Rules & Governmental Operations Committee Meeting
Board of Elections Agenda
September 20, 2022**

Committee Members: Supervisor Strough, Driscoll, Conover, Frasier, Thomas, McDevitt and Seeber

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 - A) 2023 BUDGET REVIEW
 - B) 2 – NEW ELECTION MANAGEMENT TECHS
 - C) POSTAGE GRANT ACCEPTANCE \$22,620.96
 - D) SAGE-SMITH – ELECTION NIGHT REPORTING
- IV: Discussion Items:
- V.: Referrals/Pending Items:
- VI.: Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)
- V.: Motion to Adjourn

Attachments:

- A) 2023 Budget
Total review package
Deputy Evaluation & Salary request
Salary Schedule
- B) Reso form # 11 – Request to Create New Position
2023 Budget – Personnel Request/Sign-off sheet from HR and Personnel
Description of positions
Proposed NY Senate Bill #S6684A – BOE Staffing
- C) Reso form # 5 – Request to accept Grant App and Grant Agreement for \$22,620.96
Reso form #7 – Request to Amend County Budget for \$22,620.96
- D) Reso form # 3 – Request for a New Contract Sage-Smith
Sole Provider Letter
Sage-Smith Quote - \$26,900 1st year - \$15,200 next 4 years – 5 year contract
Sage-Smith Bullet Notes
Recommendation letter from Erie County

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

WARREN COUNTY BUDGET SUMMARY SHEET

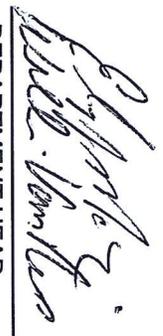
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$290,172.08	\$316,413.00	\$327,431.00	\$316,413.00
200's EQUIPMENT	\$12,187.62	\$350.00	\$72,536.00	\$350.00
400's CONTRACTUAL	\$266,757.01	\$240,689.00	\$386,929.87	\$269,010.00
800's EMPLOYEE BENEFITS	\$86,554.72	\$92,872.00	\$94,871.77	\$94,931.00
TOTALS	\$655,671.43	\$650,324.00	\$881,768.64	\$680,704.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$135,631.13	\$63,000.00	\$134,908.87	\$73,500.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Commissioner
 DATE: 9/6/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General	REVENUE					
Department 1450 - Board Of Elections	Intergovernmental Charges					
2215	Election Service Charges	64,210.00	63,000.00	63,000.00	63,000.00	73,500.00
	Comments					
Level/	Comment					
Departmental Request	Reso to be approved to increase fees to towns/city for election services. If committee approves will increase by \$10,500.00, from \$63,000.00 to \$73,500.00					
	<i>Intergovernmental Charges Totals</i>	\$64,210.00	\$63,000.00	\$63,000.00	\$63,000.00	\$73,500.00
	<i>State Aid</i>					
3053	Elections Cybersecurity Remediation & Mitigation	46,047.94	.00	1,103.13	40,097.17	.00
3054	Early Voting Expansion Grant Program	18,788.11	.00	.00	.00	.00
3055	Technology Innovation and Election Resource (TIER) Grant Program	6,585.08	.00	70,805.74	64,220.66	.00
	<i>State Aid Totals</i>	\$71,421.13	\$0.00	\$71,908.87	\$104,317.83	\$0.00
Department 1450 - Board Of Elections Totals		\$135,631.13	\$63,000.00	\$134,908.87	\$167,317.83	\$73,500.00
	REVENUE TOTALS	\$135,631.13	\$63,000.00	\$134,908.87	\$167,317.83	\$73,500.00

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General	EXPENSE					
	Department 1450 - Board Of Elections					
	Personal Services					
110	Salaries - Regular	256,568.22	264,069.00	273,749.00	159,058.23	264,069.00
130	Salaries - Part Time	33,603.86	52,344.00	53,682.00	30,157.41	52,344.00
	<i>Personal Services Totals</i>	<i>\$290,172.08</i>	<i>\$316,413.00</i>	<i>\$327,431.00</i>	<i>\$189,215.64</i>	<i>\$316,413.00</i>
	Equipment					
220	Office Equipment	11,659.65	.00	53,850.00	51,277.39	.00
260	Other Equipment	527.97	350.00	18,686.00	16,975.50	350.00
	<i>Equipment Totals</i>	<i>\$12,187.62</i>	<i>\$350.00</i>	<i>\$72,536.00</i>	<i>\$68,252.89</i>	<i>\$350.00</i>
	Contractual Expense					
410	Supplies	47,542.32	60,000.00	68,360.00	36,918.14	50,000.00
	Comments					
	Level/					
	Departmental Request					
	Fort Orange Reso #377 of 2022 printing of absentees, mail check and other required mailings-Acknowledgement, Confirmation and Transfer cards. PO \$30,000.00 WB Mason \$3,500.00 general office supplies. Auditor wants most of our expendables to come out of this code. Leaves 16,500 for unexpected expenses.					
418	Ins-General Liability	1,220.63	1,404.00	2,293.72	2,293.72	2,650.00
421	Equipment Rental	46,327.71	4,000.00	49,918.00	45,731.60	4,500.00
	Comments					
	Level/					
	Departmental Request					
	Truck rental for delivery of voting equipment to poll sites \$4,500.00					
422	Repair/Maint-Equipment	9,209.25	200.00	200.00	.00	5,200.00
	Comments					
	Level/					
	Departmental Request					
	Reso # 2022 of 405 5,000 annually for any repairs that may arise to Dominion ICE voting machines that are not covered under warranty PC 67336 \$200.00 Metroland Yearly warranty					
423	Telephone	638.99	685.00	685.00	214.72	685.00
424	Postage	16,593.14	22,000.00	22,000.00	13,128.93	22,000.00
	Comments					
	Level/					
	Departmental Request					
	all absentee mail needs to be postage paid - applications and returned voted ballots					
426	Subscriptions	14,984.96	.00	.00	38,994.04	.00
427	Memberships & Dues	140.00	150.00	150.00	140.00	150.00
428	Data Processing & Internet Fees	264.00	350.00	350.00	268.00	350.00

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General	EXPENSE					
Department 1450 - Board Of Elections	Contractual Expense					
436	Advertising Fees	1,019.25	1,700.00	2,400.00	910.68	2,000.00
439	Misc Fees & Expenses	49,201.22	75,000.00	165,373.15	33,023.10	75,000.00
	Comments					
	Level/					
442	Automotive - Gas & Oil	95.43	.00	.00	.00	.00
444	Travel/Education/Conference	2,200.00	5,000.00	5,000.00	2,546.49	6,500.00
	Comments					
	Level/					
470	Departmental Request	77,320.11	70,200.00	70,200.00	70,200.00	99,975.00
	Comments					
	Level/					
	Departmental Request		two conferences per year			
	Comments					
	Level/					
	Departmental Request		Tenex reso 351 of 2019 \$11,250.00 end 12/31/2024			
	Comments		Dominion PC66393 \$9,500.00			
	Level/		Next Vote reso 294 of 2022 5 yr Jan2023-Dec2027 year 1 \$43,290.85			
	Departmental Request		Clear Ballot reso 404of 2022 5yr Jan2023-Dec2027 lump sum \$45,159.00 prepaid. \$9032.00 annually.			
	Comments		Sage Smith contract to be discussed on 9-20-2022 26,900.00			
	Level/					
	Contractual Expense Totals	\$266,757.01	\$240,689.00	\$386,929.87	\$244,369.42	\$269,010.00
810	Employee Benefits					
	Retirement	25,102.40	23,412.00	24,568.89	14,173.07	22,922.00
830	Social Security	17,385.35	19,618.00	20,301.12	11,386.95	19,618.00
831	Medicare Contribution	4,065.92	4,590.00	4,749.76	2,663.12	4,590.00
860	Hospitalization	25,958.82	26,544.00	26,544.00	16,517.25	30,397.00
865	Dental Insurance	408.20	408.00	408.00	241.02	408.00
	Employee Benefits Totals	\$72,920.69	\$74,572.00	\$76,571.77	\$44,981.41	\$77,935.00
	Other Benefits					
840	Workmen's Compensation	4,914.21	5,697.00	5,697.00	5,697.00	3,652.00
861	Retirees Hospitalization	7,553.37	9,603.00	9,603.00	5,586.77	10,344.00
862	Health Insurance Cost Reimbursement	1,166.45	3,000.00	3,000.00	1,174.03	3,000.00
	Other Benefits Totals	\$13,634.03	\$18,300.00	\$18,300.00	\$12,457.80	\$16,996.00
	Department 1450 - Board Of Elections Totals	\$655,671.43	\$650,324.00	\$881,768.64	\$559,277.16	\$680,704.00
	EXPENSE TOTALS	\$655,671.43	\$650,324.00	\$881,768.64	\$559,277.16	\$680,704.00

Budget Worksheet Report

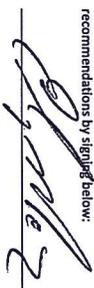
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	REVENUE TOTALS	\$135,631.13	\$63,000.00	\$134,908.87	\$167,317.83	\$73,500.00
	EXPENSE TOTALS	\$655,671.43	\$650,324.00	\$881,768.64	\$559,277.16	\$680,704.00
	Fund A - General Totals	(\$520,040.30)	(\$587,324.00)	(\$746,859.77)	(\$391,959.33)	(\$607,204.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$135,631.13	\$63,000.00	\$134,908.87	\$167,317.83	\$73,500.00
	EXPENSE GRAND TOTALS	\$655,671.43	\$650,324.00	\$881,768.64	\$559,277.16	\$680,704.00
	Net Grand Totals	(\$520,040.30)	(\$587,324.00)	(\$746,859.77)	(\$391,959.33)	(\$607,204.00)

First Name	Last Name	Department Description	Position Title	Hire Date	2022 Salary	Position Grade	2022 Budgeted Increment	"Zero Year" 2023	Year Attained In 2023	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
VACANT	VACANT	Board of Elections	Deputy Commissioner Elections #1	10d	\$ 55,159	10	4	2023	0	entry	50,465											
Kinderty	Ross	Board of Elections	Deputy Commissioner Elections #2	11/2015	\$ 56,814	10	5	2015	8	entry	50,465	51,979	53,278	54,344	55,159	56,814						

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2023 pursuant to your evaluation of their performance. Please attach your evaluations and circle the 2023 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2023. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors (if you would like to recommend one, please do so on this form). Please certify your salary recommendations by signing below:



First Name	Last Name	Department Description	Position Title	Hire Date	2022 Salary	Position Grade	2022 Budgeted Increment	"Zero Advanced Year" in 2023	Year Advanced in 2023	Top Eligible Increment	entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th	
VACANT	VACANT	Board of Elections	Deputy Commissioner Elections #1	td	\$ 55,159	10	4	2023	0	entry	50,465											
Kimberly	Ross	Board of Elections	Deputy Commissioner Elections #2	1/1/2015	\$ 56,814	10	5	2015	8	entry	50,465	51,979	53,278	54,344	55,159	56,814						

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[Handwritten Signature]

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

DATE: 08/15/2022

- (a) Title of Requested Position: **SR. CLERK/EMS TECH**
- (b) Annual Base Salary (and Grade if Applicable): **GRADE 9 - \$47,608**
- (c) Effective Date for New Position*: **01/01/2023**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
TWO PER DIEM EMS - \$10,000 AND \$20,000 FOR EXTRA PER DIEM HELP
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

BUDGET CODE: A.1450.110

Title of Position: 2- SR CLERK/~~EMS TECH~~ *ELECTION MANAGEMENT TECHNICIAN*

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): \$47,608 – Grade 9 - (2 Bi-Partisan positions)
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): 2 – PER DIEM - VOTING SYSTEM SUPPORT SPECIALIST - \$10,000 and THIS WILL ALSO REDUCE USE OF PER DIEM STAFF PAID FROM PART-TIME ACCOUNT A.1450.130, ALLOWING THE EXTRA \$20,000 TO BE DEDUCTED THAT WAS GIVEN LAST YEAR FOR EXTRA HELP. TOTAL \$30,000. UNBENOUNCED TO US THESE TWO POSITIONS WERE ELIMINATED LAST YEAR
- (c) Is this a mandated position? If so, please explain: NO, BUT, THERE IS CURRENTLY A LAW SITTING IN THE ELECTIONS COMMITTEE AT THE STATE LEVEL THAT HAS PASSED THE SENATE (BILL #S7780A) AND IS AWAITING ACTION IN ASSEMBLY (A7780A) THAT WOULD MANDATE 4 FULL TIME EMPLOYEES IN ADDITION TO TWO FULL TIME COMMISSIONERS
- (d) Is there expected Revenue from this position? If so, please explain: NO

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: Click or tap here to enter text.
- (b) Projected change in Salary Dollars: Click or tap here to enter text.
- (c) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *REN 8/19/22* -OUT-OF-UNIT POSITION

HR Director has Reviewed/Approved this form when initialed: *17 8/19/22*



WARREN COUNTY BOARD OF ELECTIONS



1340 State Route 9 * 3rd Floor Human Services Building* Lake George, NY
518-761-6456 FAX 518-761-6480 email boe@warrencountyny.gov

Elizabeth J McLaughlin
William T VanNess
Commissioners

Kimberly Ross
Deputy Commissioners

We come to you again this year asking for help. Last year alone between the four of us, we worked an additional 700 hours – 175 hours each beyond our salaried hours. We have managed to continue to enact the added laws assigned to us each year by our state legislators. Since 2019 there has been over 100 Election Law changes that have taken effect. Many of these laws happen at the 11th hour as we are working on a current election. Among those were:

- Enactment of Early Voting
- Authorized use of electronic poll-books
- Addition of pre-registration of 16-year olds
- Primary Election Day hours were expanded by six hours
- Nine days of Early Voting before each election were added for a total of 72 hours
- 2022 an NYS required an additional Early Voting site in the City of Glens Falls
- Deadlines to re-canvass votes
- We assist seven schools with their annual elections and any special elections should they need them. Use of our machines requires the Board of Elections to create their ballots and program their machines, as we are the sole custodian of the machines and ballot creation software.
- Cure process for Absentees within one day of receipt.
- Counting of Absentees, the day before Early Voting, at the close of Early Voting and the 7th day after General Election
- Hand Counting of any races that are less than 20 votes or .5% (in 2021 we hand counted 3 races).
- Voting history needs to be updated daily during Early Voting as well as adding Absentee voters daily. Within 3 days of close of polls all Election Day history needs to be collected, this includes the processing of all Affidavit ballots.

Our current staff levels cannot continue to successfully and efficiently implement all of these statutory changes and additional requirements without help. Below is an outline of the responsibilities for the two additional full-time positions the Board is requesting. Thank you for your consideration.

Department: Location: Job Title: Sr. Clerk/EMS Tech
Board of Elections

Job Responsibilities:

- 32% Processing of electronic DMV motor voter registrations. The Board receives all DMV address-change transactions. County residents are also able to register to vote at the DMV or online through the myDMV portal. With the enactment of in-state voter registration transfers, this process has become one of the most labor intensive and requires a great deal of staff time to complete. It includes research in the statewide voter database to assess the registration status of a voter and action must be taken once and only when that research is complete. Research must be conducted by staff from both parties for each individual transaction before a registration or transfer can be processed.
- 20% Checking all mail and processing mailed-in voter registration forms and absentee ballot applications, as well as registration forms submitted by voter outreach groups.
- 10% Answering office phones.



WARREN COUNTY BOARD OF ELECTIONS



1340 State Route 9 * 3rd Floor Human Services Building* Lake George, NY
518-761-6456 FAX 518-761-6480 email boe@warrencountyny.gov

Elizabeth J McLaughlin
William T VanNess
Commissioners

Kimberly Ross
Deputy Commissioners

- 10% Re-canvassing of machines and votes after each election.
- 10% Assisting those who come in to the Board and submit any paperwork in-person and/or answer questions.
- 5% Opening and counting absentee ballots.
- 5% Training and testing of Election Inspectors on current procedures, updated policies due to Election Law changes, and on the use of electronic poll-books, on-demand printers and voting machines. This position is also responsible for processing Inspectors' payment vouchers.
- 5% Generating, printing, and mailing all required election notices weekly.
- 3% Assist with poll-site accessibility surveys to help ensure each poll-site is accessible to persons with disabilities and compliant with Federal and State regulations.

New responsibilities pursuant to the 2019-2022 NYS Election Law reforms:

Processing in-state voter registration transfers, which includes research in the statewide voter database for eligibility and processing of registrations upon confirmation.

Research all returned voter check cards with in-state forwarding addresses for purposes of registering or transferring voters. Pursuant to statute, the Board must mail an annual voter check card to all 46,000+ registered voters in Warren County. Under this year's election law changes, those that get returned back to the Board with a forwarding address must be acted upon, either registered in Warren County or the documentation must be forwarded to the County the forwarding address is located in.

Assist in researching all affidavit ballots cast at every election and on each day of early voting for new in-state transfers in an extremely condensed timeframe. Research findings must be immediately compiled and sent to the State Board of Elections for disbursement to the rest of the State for each county to be able to complete their research. This is one of the exercises we conduct to ensure that no one votes twice.

Assists with administration of Early Voting, including compiling all supplies needed for Election Inspectors, printing statutorily required back-up paper poll-books with accurate voter history, and monitoring of electronic poll-books on Early Voting days.

10-day voter registration; has passed and additional staff will be needed to process in a timely fashion to have information ready for the E-Pollbooks. The 10-day Registration takes place DURING Early Voting.

Automatic voter registration requires the BOE to interact with an increase number of Government agencies substantially increasing the number of voter registrations the Board will need to process beginning January 1, 2023.

SENIOR CLERK/ELECTION MANAGEMENT TECHNICIAN
BOARD OF ELECTIONS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Board of Elections Department and assists the Commissioners with a variety of complex clerical and administrative duties relating to voter registration and voting processes. The work is performed under the general supervision of the Commissioners or Deputy Commissioners, with leeway for independent performance of duties in accordance with prescribed policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes electronic voter registrations submitted through DMV database;
Processes incoming voter registration forms and absentee ballot applications;
Reviews incoming mail and prepares general correspondence;
Serves as first point of contact for visitors and callers, ascertains their business, answers their questions, assists as required or refers them to the proper Department administrator;
Performs re-canvassing of machines and votes after election;
Prepares and designs Election Ballots according to New York State Election Law
Performs training/testing of Election Inspectors;
Processes payment vouchers for Elections Inspectors;
Opens, counts and tracks absentee ballots;
Maintains/updates complex records of activities of the Department;
Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;
Performs related work necessary for the efficient execution of administrative functions of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:

Good knowledge of NYS Election Law;
Good knowledge of office terminology, procedures and equipment;
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to analyze data, prepare, and maintain detailed records and reports;
Ability to follow oral and written directions;
Ability to deal with people effectively;
Ability to establish and maintain effective working relationships;
integrity, accuracy, tact and courtesy.

MINIMUM QUALIFICATIONS: As established by the Board of Elections Commissioners.

WC: 8/22: Unclassified

NEW YORK SENATE BILL #S6684a

(CURRENTLY PASSED NYS SENATE AWAITING ASSEMBLY VOTE)

Section 1. Section 3-300 of the election law is amended to read as follows:

§ 3-300. Board employees; appointment. Every board of elections shall appoint, and at its pleasure remove, clerks, voting machine technicians, custodians and other employees, fix their number, prescribe their duties, fix their titles and rank and establish their salaries within the amounts appropriated therefor by the local legislative body and shall secure in the appointment of employees of the board of elections equal representation of the major political parties.

EVERY BOARD OF ELECTIONS SHALL EMPLOY, AT A MINIMUM, FOUR FULL TIME EMPLOYEES IN ADDITION TO THE APPOINTED COMMISSIONERS. EACH BOARD OF ELECTIONS SHALL EMPLOY TWO ADDITIONAL EMPLOYEES FOR EVERY FULL ALLOTMENT OF TWENTY THOUSAND ACTIVE REGISTERED VOTERS BEYOND FORTY THOUSAND ACTIVE REGISTERED VOTERS.

Every commissioner in each board of elections except for commissioners of the board of elections of the city of New York, may approve and at pleasure remove a deputy, establish his title and prescribe his duties. In the city of New York, the board of elections shall appoint an executive director and a deputy executive director whose duties it shall be to supervise the operations of the board of elections under the supervision of such board.

§ 2. This act shall take effect immediately.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

DATE: 09/20/2022

- (a) Purpose of Grant:
postage, postage meters & assoc. supplies, fees assoc. with USPS billing, envelopes, auto envelope sealing, auto letter openers, shipping & supplies, temp staff to assist in sorting, sending & intake, vendors to produce absentee envelopes & ballots, and/or mail pre-paid absentee envelopes with ballots.
- (b) Name of Grantor:
NEW YORK STATE BOARD OF ELECTIONS
- (c) Address of Contractor: 40 N. PEARL STREET, 5th FLOOR
ALBANY, NY 12207
- (d) Grantor's Contact Person and Telephone Number:
Cassandra Bagramian or Mike Moschetti
Ph # 518-474-1953 Email: grants@elections.ny.gov
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? ATTACHED
- (f) Effective Date of Grant: 07/01/2022
- (g) Termination Date of Grant: 12/31/2022
- (h) Total Dollar Amount Involved (not to exceed): \$22,620.96
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
- (j) Is a Budget amendment required? YES If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? NO If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:
REVENUE CODE A.1450.3056 ABSENTEE BALLOT GRANT \$22,620.96

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

DATE: 09/20/2022

- (a) Purpose of Amendment: **ACCEPT "ABSENTEE BALLOT PRE-PAID POSTAGE" GRANT**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.1450.424 \$22,620.96

- (c) Revenue Code (with title), and Amount:
A.1450 3056 \$22,620.96

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: WARREN COUNTY BOARD OF ELECTIONS

DATE: 09/20/2022

- (a) Is this a Result of a Bid or Request for Proposal?

PROPOSAL

- (b) Purpose of Contract:

**NEW CONTRACT WITH SAGE-SMITH ELECTION NIGHT
REPORT/RECORDING AND SERVICE PA BASED ON ATTACHED QUOTE**

- (c) Name of Contractor:

SAGE-SMITH CONSULTING, LLC

- (d) Address of Contractor:

**319 HAYMAKER ROAD
CHARLOTTE, VT 05445**

- (e) Contractor's Contact Person and Telephone Number:

TIMOTHY SMITH - (855)516-2005

- (f) Has or will the Contract be provided, if so, please attach:

QUOTE, WARREN COUNTY WILL SUPPLY A CONTRACT

- (g) Commencement Date of Contract:

01/01/2023

- (h) Termination Date of Contract:

12/31/2027

- (i) Payment Provisions: i) lump sum amount **\$26,900.00 1st year**
~~ii) how many years amount~~ **\$15,200 py for next 4 yrs**
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
YEARLY

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

A1450.470 - CONTRACTS

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

SageSmith

SageSmith Consulting, LLC
319 Haymaker Road, Charlotte, VT 05445
(855) 516-2005
sales@sagesmith.net
www.sagesmith.net

August 23, 2022

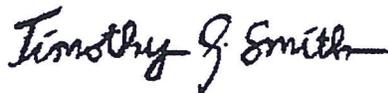
Warren County Board of Elections
1340 State Rte. 9, Lake George, NY 12845

To Whom it May Concern:

SageSmith Consulting, LLC is the maker and sole provider of the Election Record software and service package. As SageSmith Consulting, LLC is the only company that can practically and legally maintain the software, this would be a sole source situation.

Election Record is available for sale to all New York state counties providing detail-level Election Results Consolidation and Reporting for the purpose of the Public Display of Results with Geographical Breakdowns as well as Results Certification tailored to New York State Election Law based on the latest versions of three widely used, certified tabulation vendors.

Sincerely,



Timothy J. Smith
General Partner



QUOTE

SageSmith Consulting, LLC

Wisdom at Work

319 Haymaker Rd Charlotte, VT 05445
Phone +1(855) 516-2005
tim@SageSmith.net

QUOTE # WARREN-3-5YR
DATE: AUGUST 30, 2022

EXPIRATION DATE: SEPTEMBER 30, 2022

TO Commissioners Beth McLaughlin and William Vanness
Warren County Board of Elections
3rd Floor Human Service Building
1340 State Route 9
Lake George, NY 12845
(518) 761-6495
Customer ID: WCNV

Five Year Term Quote: Starting 1/1/2023 - Ending 12/31/2027

QTY	ITEM #	DESCRIPTION	LINE TOTAL
1	COR-LIC	<i>Consolidation of Results (2 vendor)</i> Includes: Account and GIS setup	\$6,300
1	COR-ANN	<i>Annual maintenance, support and hosting of Consolidation of Results (2 vendor)</i>	\$8,000/annually
1	REC-CERT-LIC	<i>Tallying and Certification (wcnv.ElectionRecord.com)</i> Includes: training videos	\$1,800
1	REC-CERT-ANN	Annual maintenance, support and hosting for Tallying and Certification	\$2,400/annually
1	RCA-OB-LIC	Official Broadcast License (wcnv.ResultsCaster.com)	\$1,800
1	RCA-OB-ANN	Annual maintenance, support and hosting for Official Broadcast	\$2,400/annually
1	RCA-UB-LIC	Unofficial Broadcast License (wcnv.ResultsCaster.com)	\$1,800
1	RCA-UB-ANN	Annual maintenance, support and hosting for Unofficial Broadcasting	\$2,400/annually

Quotation prepared by: Tim Smith, SageSmith Consulting, LLC

Beginning June of 2022 County Board of Elections must be able to report at the close of polls on Election night, results from Early Voting, Election Day and Absentees. Warren County uses Dominion voting machines to scan ballots for Early Voting and Election Day. Clear Ballot system is used to scan absentee ballots. Sage Smith is uniquely qualified to handle Dominion and Clear Ballot data streams.

Sage Smith has the ability to:

- Seamless integration of election results from our two systems.
- Results are able to be broken down by voting districts.
- Unofficial results from both systems are automatically posted at the close of polls on Election Night and able to report to the State Board of Elections.
- Official results will post as soon as the election is certified.
- Election certification for the State Board of Elections is able to be done with this system.
- Detailed excel reports with party/district break downs. Elected officials often request these reports as well as the public.
- Map offering a live reporting on election night, which will also stay archived with all other reports. This allows candidates and the public to view which districts have reported or not.
- Overall reporting and certification would be much quicker as well as having an automatic audit procedure.
- Ability to pull races that are within the .05% or 20 votes for automatic hand recount.

In our search we have found no other company that provides all of these items in one package.

We have reached out to the following counties that presently have Sage Smith.

- Saratoga 2020
- Onondaga 2016
- Erie 2019
- Oswego 2017
- All of New York City 2005

The most impressive response we have had from these counties is that the customer service is exceptional. Sage Smith response quickly to questions or requests that individual counties would like to see added or improved on. Sage Smith is able to keep up with Election Law changes and are able to code their software efficiently to keep up to date.

ERIE COUNTY BOARD OF ELECTIONS

Michael Agostino | michael.agostino@erie.gov

August 30, 2022

Commissioner McLaughlin & Commissioner VanNess:

It was a pleasure speaking with you both earlier this week about your interest in using Sage Smith to help improve your election night reporting.

Erie County began using Sage Smith in 2020, after I attended a state election conference and was referred to them by ES&S. At the time I was looking to streamline our current reporting system to deliver faster and more accurate results to our website, as well as, provide the public with more information about how districts were voting.

Sage Smith has more than delivered on what my department had set out to do. I have worked with Tyson, Graham & Tim. They have been nothing short of remarkable. They designed exactly what we wanted and worked with us to meet our specifications. They are always available when we have questions and get back to us quickly anytime we need them. Our new reporting system has been widely praised by the Erie County political community, candidates and campaigns alike.

In conclusion, I would highly recommend Sage Smith to Warren County. They are by far the best vendor, as far as communication and reliability, that we work with. They delivered all that was promised and were able to make any updates we asked for. Please feel free to contact with me any further questions you may have. I would be more than happy to speak with you.

Sincerely,

Michael Agostino

134 W Eagle St, Buffalo NY 14202

Office: (716) 858-2810 | elections.erie.gov

COUNTY NAME	# VOTERS	# OF COMM	# OF DEP COMM	# OF "OTHER" FULL TIME
CATTARAUGUS	49,214	2	2	2
CLINTON	51,343	2	2	2
COLUMBIA	49,418	2	2	4
FRANKLIN	27,941	2	2	0
JEFFERSON	63,967	2	2	4
LIVINGSTON	41,333	2	2	4
MADISON	45,212	2	2	2
MONTGOMERY	30,630	2	2	4
OTSEGO	37,696	2	2	2
ST. LAWRENCE	64,025	2	2	6
SULLIVAN	53,341	2	2	6
TOMPKINS	62,960	2	2	2
WARREN	48,478	2	2	0

A summary of our annual year in review report, that is supplied each January

- JANUARY –
- * NYSECA WINTER TRAINING/CONFERENCE
 - VOTER OUTREACH – SEND CLERKS, LIBRARIES, POST OFFICES, ADULT LIVING – VOTER REGISTRATIONS AND ABSENTEE APPLICATIONS. TRACKED FOR NYSBOE
 - COMPLETE YEAR IN REVIEW AND ANNUAL REPORT/SURVEYS FOR SBOE
 - 8 SCHOOLS SEND MEMORADUMS FOR SCHOOL VOTES
 - SEND LETTERS TO CLERKS FOR OFFICE UP FOR ELECTION
 - ALL WORK COMPLETED TO BE ABLE TO RUN ENROLLMENT NUMBERS AND REPORTS FOR NYSBOE BY FEB. 1ST.
 - Contact schools to present to students how to register to vote
- FEBUARY -
- * PRINT ANNUAL ENROLLMENTS
 - PETITION PACKETS AND INFORMATION READY FOR CANDIDATES
 - NCOA – NATIONAL CHANGE OF ADDRESS – info received from post office of those voters that have not updated their address average possessed 1,000 voters
 - 14th last day to change enrollment sending voters new Voter Registration cards AKA Acknowledgment Cards
 - Send invoices to city/towns for election services
 - Contact all polling locations for updates
 - Reserve delivery trucks for all anticipated elections
- MARCH -
- * voter registration presentation at any high school that response to our outreach. Queensbury has been taking advantage of this for the last 4 years.
 - Designating Petition filing
 - Independent and OTB (opportunity to ballot) petitions prep
 - Annual mailing of Mail Check Cards to all registered voters.
- April -
- * candidate drawing for ballot order
 - Start work on school ballots for may vote
 - Test school voting machines
 - Start work on absentee ballots for June Primary
 - Prep for June Primary
 - Send SBOE local candidate information CAPAS Fidas
- May -
- * prepare and mail absentee ballots for June Primary
 - School vote third Tuesday in May
 - Independent petition filing
 - Legal ads for June Primary
 - Mail candidate notices
 - Machine testing for June Primary – Public Viewing
 - Schedule election inspectors to work Election Day and Early Voting.
- June
- * June Primary 4th Tuesday in June
 - Complete testing of voting machines, epollbooks, Clear Ballot for absentee scanning.
 - Receiving in and opening of absentees daily prior to Election Day.
 - Any absentees needing a cure, voters will be notified and mailed a cure notice. These are tracked and recorded daily.
 - All absentee information sent to SBOE daily for absentee tracking.
 - Friday before Early voting starts all opened absentees are scanned.
 - Monday after early voting any absentees received during the week are scanned

- Early voting begins 10 days prior to Election Day. With two locations
- Delivery of voting supplies to 21 polling locations

July

- * all absentees and affidavit voters must be reported to the SBOE within three days after the election, to cross check with the entire state
- * All affidavits are inspected whether they are counted or not. The one that are counted will be run with any absentees received by the deadline. The ones that are not counted voters are notified that their ballot was not counted with the reason and those voters are added to the voter rolls after the election is certified.
- * 3% audit of all voting machines used for Election Day/Early Voting/Absentees
- * possible recount of any close races .05% or 20 votes
- * Certify the June Primary, includes the recanvass of all ballots and reporting accordingly. This is a week-long process.
- Invoice and pay all inspectors that have worked early voting and Election Day.
- Plan and notify all Election Inspector of yearly training usually held in late July/late August depending on schedule

August

- * Does leave a little bit of breathing room.
- Summer ECA Training and Conference is usually held late August Early September
- Inspector training will be completed
- Start work on the General Election ballot
- Candidate notices sent

September

- * SBOE will certify General Election ballot. Ballot will be completed.
- SBOE will be sent various reports CAPAS Fidas, sample ballots candidate notices
- Prep and mail absentee ballots
- Scheduling Election Inspector for Early Voting and Election Day.
- Preparing for testing of voting machines, epollbooks and clear ballot for absentee counting.

October/November

- * Machine testing for General Election – Public viewing
- Legal ads
- Receiving in and opening of absentees daily prior to Election Day.
- Any absentees needing a cure, voters will be notified and mailed a cure notice. These are tracked and recorded daily.
- All absentee information sent to SBOE daily for absentee tracking.
- Friday before Early voting starts all opened absentees are scanned.
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- Invoice and pay all inspectors that worked EV/ED

- Certify the June Primary, includes the recanvass of all ballots and reporting accordingly. This is a week-long process.
- December * Complete cleaning up and packing up all Election material for 24-month retention.
- Test all voting machines that were not used for any election.
- Register all voters after certification of November's election that were too late
- Start gathering information to complete year in review and SBOE surveys due in January.
- Close all elections and run all need reports to store in archives.
- Review budget, prepare for new year. Inventory supplies.