

LEGISLATIVE, RULES, GOVERNMENTAL OPERATIONS
BOARD OF ELECTIONS
03/23/2023

COMMITTEE MEMBERS: STROUGH, Conover, Frasier, Geraci, Thomas, Driscoll and Wild

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Fund two positions created in BOE 2023 Budget

Rationale: *please see attached
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments: 1. Misc 20
Approved Personnel Request 2023

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: WARREN COUNTY BOARD OF ELECTIONS

DATE: 03/09/2023

- (a) Purpose of Request:
Funding of the two Election Management Technician positions created in the 2023 Budget that were not funded at that time.
- (b) Details:
Two positions were asked for by the Board of Elections Commissioners in the 2023 Budget process. The positions were created but not funded. The passage of several new Elections Laws for the Board of Elections since 2019 (over 130) has created a workload that is very difficult for the four current employees to continue to handle. These positions were reviewed and salaries were suggested by Human Resources and the Personnel Officer in 2022 for the 2023 Budget as attached.
- (c) Previous Resolution Number:
N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
To be determined by Finance

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

* as listed in budget and LOGOS

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: *2/29/22*

HR Director has Reviewed/Approved this form when initialed: *1/28/22* -OUT-OF-UNIT POSITION



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 and a additional location in Glens Fall were added for a total of 144 hours
- Daily Tracking of Absentee Ballots received
- 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.
- 2023 On-Line registration began
- 2023 – 10 – Day Registration now runs until the office into the beginning day of Early Voting

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:

30% 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.



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- 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.
- 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.
- 7% 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 2019-2023 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.

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