

Legislative, Rules & Governmental Operations  
Board of Elections  
May 30, 2024

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

- 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: ENTER INTO CONTRACT TERMINATION DISCUSSION WITH HART INTERCIVIC, INC. (NEXTVOTE) RESO. 294-2022  
  
Rationale: COMPANY NOTIFIED US THEY WILL CEASE VOTER REGISTRATION BUSINESS DECEMBER 2024
  2. Request: ENTER INTO A 3YR CONTRACT WITH ES&S VOTER REGISTRATION  
  
Rationale: AFTER EXTENSIVE RESEARCH ES&S HAS THE SOFTWARE AND PROGRAMS TO MEET OUR REQUIREMENTS AND NEEDS AND IS CERTIFIED AS A VOTER REGISTRATION COMPANY WITH THE NEW YORK STATE BOARD OF ELECTIONS REGISTERED ON OGS. Total cost \$96,057.00. \$48,029.99 required within 30 days of contract execution. \$48,028.00 required within 30 of September once system is up and running. \$38,075.44 will be reimbursed by NextVote.
- V. Discussion Items:
  - 1.
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments: 1. HART INTERCIVIC ORIGINAL RESO. 294-2022  
RESO. REQUEST #4 "RESCIND EXISTING CONTRACT" WITH HART INTERCIVIC, INC.  
2. RESO. REQUEST #3 "REQUEST FOR NEW CONTRACT"  
ES&S QUOTE

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: WARREN COUNTY BOE**

**DATE: 05/20/2024**

- (a) Purpose of Contract Change: **ENTER INTO TERMINATION AGREEMENT WITH HART INTERCIVIC, INC. WHO IS CEASING THE PORTION OF NEXTVOTE VOTER REGISTRATION ON 12/31/2024**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **294-2022**
- (c) Name of Contractor: **HART INTERCIVIC, INC. (NEXTVOTE)**
- (d) Address of Contractor: **3800 QUICK HILL ROAD, AUSTIN, TEXAS 78728**
- (e) Contractor's Contact Person and Telephone Number: **PETER LICHTENHELD  
512-632-3079**
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

**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. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:**

**DATE:**

- (a) Is this a Result of a Bid or Request for Proposal? **QUOTE (ON OGS)**
- (b) Purpose of Contract: **VOTER REGISTRATION, SOFTWARE & MAINTENANCE**
- (c) Name of Contractor: **ES&S VOTER REGISTRATION**
- (d) Address of Contractor: **11208 JOHN GALT BLVD, OMAHA, NE 68137**
- (e) Contractor's Contact Person and Telephone Number: **INGRID GIORDANO  
214-642-6293**
- (f) Has or will the Contract be provided, if so, please attach: **ATTACHED**
- (g) Commencement Date of Contract:
- (h) Termination Date of Contract:
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **\$96,057.00:  
\$48,029.00 on Execution of Contract  
\$48,028.00 within 30 days of Sept 1, 2024**
- (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: \$96,057.00 MISC. A.1450.439**

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

\*as listed in budget and LOGOS



TESTED. PROVEN. TRUSTED.

**Warren County, New York**  
**Purchase Proposal Quote - NY OGS Contract No. PC69386**  
 Submitted by Election Systems & Software

**Purchase Solution Includes:**

Quantity	Item Description	Price
<b>Voter Registration Implementation Services</b>		
<b>Implementation Services</b>		
6	Project Management	\$14,310.00
3	Training	\$7,155.00
130	Software Modifications	\$36,400.00
<b>Implementation Services Subtotal</b>		<b>\$57,865.00</b>
<b>Initial Annual Voter Registration Software and Hosting</b>		
X	PowerProfile Voter Registration System License, Maintenance and Support Fee	\$21,824.00
X	PowerProfile Voter Registration System Hosting Services	\$16,368.00
<b>Initial Annual Voter Registration Software and Hosting Subtotal</b>		<b>\$38,192.00</b>
<b>Payment Terms</b>		
Amount due within thirty (30) calendar days of contract execution:		\$48,029.00
Amount due within thirty (30) calendar days of September 1, 2024:		\$48,028.00

**Footnotes:**

- This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
- Rates valid for thirty (30) days and thereafter may change.
- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
- Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
- The Annual Voter Registration Software and Hosting fees are firm for a three (3) year period.

Legislative, Rules & Governmental Operations  
County Clerk/DMV Agenda  
May 30, 2024

COMMITTEE MEMBERS: Supervisors STROUGH, Conover, Wild, Driscoll, Maday, Geraci and Thomas.

- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- 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: Creation and funding of a new position in the County Clerk's office – Pistol Permit Clerk.  
Rationale: Pistol permit transactions have increased 30% since 2018, and 50% since 2014, and continue to overwhelm our already understaffed office. Lack of staffing has created a significant backlog of unprocessed applications, leading to lengthy delays (currently 6-12 months) compared to neighboring counties' 2-3 months. Adding a Pistol Permit Clerk is essential to aid in tackling this backlog and ensuring timely processing of new applications, restoring efficient service to our residents.
- V. Discussion Items:
- VI. Referrals/Pending Items: None.
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

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Attachments:

1. Resolution request #10
2. Resolution request #11

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 5/14/2024

- (a) Title of Requested Position: **Pistol Permit Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 ; Grade 8**
- (c) Effective Date for New Position\*: **7/1/2024**  
*\*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):  
N/A
- (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:

## **PISTOL PERMIT CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position performs a variety of clerical tasks relating to the processing of pistol permit applications and related recordkeeping maintenance. Additionally, the incumbent may perform assigned tasks involving other legal recording matters/duties in the County Clerk's Office. The work is performed under a higher-level supervisor allowing for independent judgment in accordance with prescribed policies and procedures. Incumbents may also lead and guide lower level clerical staff in the performance of described tasks or specialized projects. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs tasks relating to processing of applications for pistol permits and related recordkeeping processes/maintenance;

Prepares and types correspondence and reports, makes appointments, sets up calendar dates, receives phone calls and other routine office tasks;

Assists applicants in completing the application and answers questions about the application;

Interviews applicants, collects fees, performs applicant fingerprinting and photo-taking tasks;

Inputs and enters pistol permit data and information into a computerized records system;

Prepares and submits files/documents for Sheriff's Office review, investigation, approval and/or disapproval;

Inputs and maintains records of all pistol permit processes performed for each applicant;

Advises interested parties about pistol permit issuance procedures by telephone or written correspondence;

Maintains records of all pistol permits issues and all changes in pistol ownership;

Prepares reports relating to pistol permit issuance;

Participates in the entry and maintenance of all pistol permit data and information into a computerized records system;

Tracks a variety of Pistol Permit application process requirements, documents progress relating to each requirement and reports problems to supervisor;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs tasks relating to other legal recording matters and duties in the County Clerk's Office.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the law and regulations governing the issuance of pistol permits;

Good knowledge of business arithmetic and English;

Ability to understand and carry out complex written and oral instructions;

Ability to handle administrative details independently;

Ability to establish and maintain effective working relationships;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to maintain confidentiality of sensitive information, cases and files;

Accuracy; dependability, tact and courtesy.

### **MINIMUM QUALIFICATIONS:**

- 1) Bachelor's degree in business administration, paralegal studies, criminal justice or related field;
- 2) Associate's degree in business administration, paralegal studies, criminal justice or related field and one year of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position; or
- 3) Graduation from high school or a high school equivalency diploma and three years of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position.

WC: 2024

JC: Competitive

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Clerk

SIGNED:

DATE: 5/14/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1410 110	Salaries-Regular	\$45,000

Please state reason for transfer request:

Creation and funding of a new position - Pistol Permit Clerk

Please file original request with Clerk of the Board and retain copy for your records.