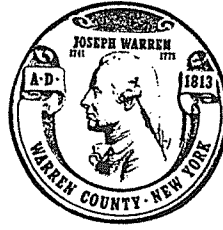


WARREN COUNTY BOARD OF ELECTIONS

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

WILLIAM T VANNESS
REPUBLICAN COMMISSIONER
TEL: (518) 761-6458



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

September 23, 2019

SUPPORT SERVICES COMMITTEE AGENDA BOARD OF ELECTIONS

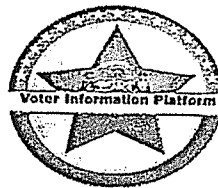
1. Request to move money to amend 4-Year Contract with NTS for Scan-Flow in 2020
2. 202 Budget Review



2079 SAWYER DRIVE
NIAGARA FALLS, NY 14304
(800) 458-3820
NTSDATA.COM

September 10, 2019

Commissioner Elizabeth McLaughlin
Commissioner William Vanness
Warren County Board of Elections
1340 State Rt.9
Lake George, NY 12845



Scan-Flow

Dear Commissioners:

The following is in response to an email request made by Commissioner McLaughlin regarding Scan Flow, the NTS' workflow management system. Pricing and other considerations contained in this letter are company confidential, should only be used by Warren County employees and not be made available to other vendors

Overview:

Since 2013, the Warren County Board of Elections (WCBOE) has successfully utilized the NTS imaging application known as Image-It! to more efficiently process, store and retrieve its voter records. Since that time, the elections business has and is continuing to undergo considerable changes. These changes have resulted in significantly higher volumes of voter records that need to be accurately processed and tracked in a timely manner. Those increased volumes, coupled with shrinking resources are forcing Boards across the state to look for better, more efficient ways to streamline and efficiently manage their workflow processes.

Scan-Flow was developed specifically to address those changes and needs. How? First, by working in conjunction with both the TEAM-SQL and Full Document systems that are integral to the operations of your office and that you are already comfortable with. Secondly, by utilizing those existing resources as a stepping-stone to design the tools needed to achieve better processing procedures and thus greater cost savings through a more efficient use of your existing work force. This user-friendly approach we call Scan Flow can easily adapt to a Boards complex workflow requirement.

Comprised of two fully functional modules, the WCBOE will achieve a greater return on your previous investments with TEAM-SQL and Image-It! by capitalizing on their existing functionality. The

integrated features in Scan-Flow preclude the need to reinvent the wheel by replacing your current operations with unfamiliar software applications. The result? A vastly reduced learning curve!

ScanFirst:

As the name indicates, ScanFirst is designed around a scan first methodology thus allowing you to capture the voter registration card and other pertinent voter related documents prior to entering your voter data in TEAM-SQL. With ScanFirst your Image-It! full document application becomes a more user friendly and power-driven tool with functionality that will allow you to now:

- Scan new registration cards and other voter documents **prior** to entering information in TEAM-SQL.
- Quickly and efficiently electronically capture new registration documents thus reducing the chance of a lost or misplaced registration document.
- Instantly scan two sided documents (duplex) and view them as a single image.
- Scans multiple page documents for viewing as a single image record.
- Compare new documents with existing documents within the TEAM-SQL Image-It! platform on a single screen.
- Automatically copy the Voter ID number from TEAMSQL and attach it to the newly scanned document with the click of a button-no need to enter it twice!

WorkFlow:

Implemented with a set of business rules set up specifically for your Board of Elections, it will quickly become apparent that **WorkFlow is more than just another tool; rather - it is an invaluable resource** in your daily operations. The user-friendly content management application provides all the functionality found in the ScanFirst application plus the following workflow management features:

With the WorkFlow component, you will quickly be able to:

- Streamline your existing workflow practices to meet your changing needs or increased volumes.
- Batch scan documents into predefined electronic workbaskets based on the type of document (voter registration, absentee...).
- Automatically distribute tasks and images to pre-assigned individuals or groups for action or decision-making requirements (scanning, verifying, quality control...) - without delay.
- Assign priorities to individual documents according to need.
- Track the status of documents in the workflow process for complete accountability including;
 - Alerts on when a document is ready to be rechecked and verified in your process
 - Accomplishes true bipartisan review of documents in real time rather than checking reports after the fact.
 - Effortlessly identify how many documents are currently in each workbasket so you can redirect the needed resources to the task at hand.
 - Determine where a particular document or image is in the processing stage and which staff member is currently working on it.

Benefits to the implementation of the Scan-Flow process:

- Enhances the value of your existing voter registration and imaging applications by optimizing your workflow processes.
- Adds additional structure to the administrative process – no guessing where documents are in the pipeline.
- Realizes improved transparency and tracking of sensitive voter documents during critical election cycles.
- *Superior procedures provide for greater efficiency and reduced operating cost by making better use of existing manpower.*

Pricing:

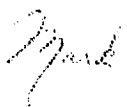
The cost to Warren County for the acquisition of the NTS Scan-Flow tool is as follows:

Scan-Flow	Software	Installation And training	Maintenance and Support	Total Cost	Annual Cost Per Year (5 Year Period)	SAVINGS TO COUNTY
Retail Cost	\$24,750.00	\$5,400.00	\$14,850.00	\$45,000.00	\$9,000.00	-
Proposed	\$24,750.00	Waived	Waived	\$24,750.00	\$4,950.00	\$20,250.00

IMPORTANT NOTIFICATION: To assist the WCBOE in obtaining what we feel is an application beneficial to the long-term operation of the Board of Elections, NTS will waive fees associated with installation, training and 5 years of maintenance BUT include those requirements of the application in the reduced cost proposed.

Commissioners, I hope the information above aids you in your planning and provides a clear understanding of the benefits to the Scan Flow approach. As always, we look forward to continuing our successful working relationship with the Warren County Board of Elections and to be able to assist the Board in developing the tools necessary to manage your election requirements. If you should have any questions, please call John Jennings or myself at 1-800-458-3820 and we will be happy to answer them.

Sincerely,



Mark D. Rossman
Director of Government Services

SCAN-FLOW 2020-2023

Costs:

- Acquisition Costs 4 yr. Contract \$18,300
- \$3,450 - 1st Year(2020) due to \$1500 discount (money is currently in the 2020 BOE Budget)
- \$4,950 – 2nd, 3rd, 4th Years -

Benefits:

- Enhances the value of our existing voter registration and imaging applications by optimizing our workflow processes
- Adds additional structure to the administrative process – no guessing where documents are in the pipeline
- Realizes improved transparency and tracking of sensitive voter documents during critical election cycles
- Superior procedures provide for greater efficiency and reduced operating cost by making better use of existing manpower
- Streamlines the existing workflow to meet the changing needs or increased volumes
- Assign priorities to individual documents according to need
- Track status of documents in workflow process for complete accountability
 - Alerts on when document is ready to be rechecked or verified
 - Accomplishes true bi-partisan review of documents in real time rather than checking reports after
 - Assign priorities to individual documents as needed
 - Determine where a particular document or image is in the processing stage and which staff member is currently working on it

Risks: (not getting upgrade)

- Continued backlog of new registrations
- Untimely hold ups on Absentee applications
- Need for more manpower

Timing:

- NTS will install the software this year (2019) at no cost
- NTS will add to current contract that expires 2023

2020 Salary Schedule (Position Budgeting)
Board of Elections

Emp#	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13158	Clements, Brian	Voting System Support Specialist	\$5,000.00	Per Diem	Per Diem	2/21/2018
	N/A / \$20.59	N/A / \$20.59				
13186	Collin, Shannon	Deputy Commissioner Elections #1	\$47,997.00	Full Time	Appointed F/T	5/21/2018
	N/A / \$26.37	N/A / \$26.37				
13246	Ladd, Pam	Voting System Support Specialist	\$5,000.00	Per Diem	Per Diem	7/18/2018
	N/A / \$20.59	N/A / \$20.59				
9761	McLaughlin, Elizabeth	Commissioner Elections #1	\$70,833.00	Full Time	Appointed F/T	9/13/2010
	N/A / \$38.92	N/A / \$38.92				
12010	Ross, Kimberly	Deputy Commissioner Elections #2	\$47,997.00	Full Time	Appointed F/T	1/1/2015
	N/A / \$26.37	N/A / \$26.37				
6301	VanNess, William	Commissioner Elections #2	\$70,833.00	Full Time	Appointed F/T	2/28/2017
	N/A / \$38.92	N/A / \$38.92				
	N/A / \$0.00	Board Of Elections Extra Help 2	\$22,000.00			
	N/A / \$0.00	N/A / \$0.00				
	N/A / \$15.00	Supervisor Voting Machine #1	\$672.00			
	N/A / \$15.00	N/A / \$15.00				
	N/A / \$15.00	Supervisor Voting Machine #2	\$672.00			
	N/A / \$15.00	N/A / \$15.00				
	N/A / \$0.00	Voting System Technicians	\$18,000.00			
	N/A / \$0.00	N/A / \$0.00				
		10	\$289,004.00			

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

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2020 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

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

OBJECT CODES	2018 EXPENDITURES	2019 ADOPTED	2019 AMENDED	2020 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$269,109.37	\$289,004.00	\$289,004.00	\$289,004.00
200's EQUIPMENT	\$8,993.62	\$1,000.00	\$43,537.00	\$1,000.00
400's CONTRACTUAL	\$192,846.86	\$227,433.00	\$273,030.00	\$302,999.00
800's EMPLOYEE BENEFITS	\$88,804.21	\$94,978.00	\$94,978.00	\$93,232.00
TOTALS	\$559,754.06	\$612,415.00	\$700,549.00	\$686,235.00

2018 REVENUES	2019 ADOPTED REVENUES	2019 ESTIMATED REVENUES	2020 DEPARTMENT REQUESTS
\$63,936.99	\$63,000.00	\$151,134.00	\$63,000.00

SIGNED:



DEPARTMENT HEAD

TITLE:

Commissioner

DATE:

9-17-19

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
REVENUE						
Department 1450 - Board Of Elections						
<i>Intergovernmental Charges</i>						
2215	Election Service Charges	63,936.99	63,000.00	63,000.00	63,454.00	63,000.00
	<i>Intergovernmental Charges Totals</i>	<u>\$63,936.99</u>	<u>\$63,000.00</u>	<u>\$63,000.00</u>	<u>\$63,454.00</u>	<u>\$63,000.00</u>
<i>State Aid</i>						
3051	County BOE Reimb Program - E-Poll books	.00	.00	51,050.00	.00	.00
3052	NYS Aid to Localities - Early Vote	.00	.00	37,084.00	.00	.00
	<i>State Aid Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$88,134.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Department 1450 - Board Of Elections Totals	<u>\$63,936.99</u>	<u>\$63,000.00</u>	<u>\$151,134.00</u>	<u>\$63,454.00</u>	<u>\$63,000.00</u>
	REVENUE TOTALS	<u>\$63,936.99</u>	<u>\$63,000.00</u>	<u>\$151,134.00</u>	<u>\$63,454.00</u>	<u>\$63,000.00</u>

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
<i>Personal Services</i>						
110	Salaries - Regular	228,429.09	237,660.00	237,660.00	140,765.42	237,660.00
130	Salaries - Part Time	40,680.28	51,344.00	51,344.00	16,600.21	51,344.00
<i>Personal Services Totals</i>		\$269,109.37	\$289,004.00	\$289,004.00	\$157,365.63	\$289,004.00
<i>Equipment</i>						
210	Furniture/Furnishings	395.00	.00	.00	.00	.00
220	Office Equipment	8,526.18	500.00	43,037.00	.00	500.00
260	Other Equipment	72.44	500.00	500.00	.00	500.00
<i>Equipment Totals</i>		\$8,993.62	\$1,000.00	\$43,537.00	\$0.00	\$1,000.00
<i>Contractual Expense</i>						
410	Supplies	39,457.81	50,000.00	50,000.00	16,929.34	60,000.00
418	Ins-General Liability	1,383.23	1,453.00	1,453.00	946.57	994.00
421	Equipment Rental	3,729.38	9,000.00	9,000.00	1,992.11	9,000.00
422	Repair/Maint-Equipment	1,498.00	200.00	200.00	.00	200.00
423	Telephone	459.79	300.00	685.00	359.43	685.00
424	Postage	15,457.11	24,000.00	24,000.00	10,914.21	24,000.00
427	Memberships & Dues	140.00	150.00	150.00	140.00	150.00
428	Data Processing & Internet Fees	330.00	330.00	330.00	264.00	350.00
436	Advertising Fees	1,689.12	3,000.00	3,000.00	456.56	3,000.00
439	Misc Fees & Expenses	67,572.46	75,000.00	74,615.00	21,464.56	140,000.00
442	Automotive - Gas & Oil	86.21	.00	.00	.00	.00
444	Travel/Education/Conference	2,964.46	5,000.00	5,000.00	2,593.65	6,000.00
445	Foods	70.29	.00	.00	.00	.00
470	Contract	58,009.00	59,000.00	104,597.00	48,620.00	58,620.00
<i>Contractual Expense Totals</i>		\$192,846.86	\$227,433.00	\$273,030.00	\$104,680.43	\$302,999.00

Comments

Account	Level	Comment
439	Departmental Request	Increase due to early voting, extended primary hours & 3 elections
470	Departmental Request	NTS contract \$48,620.00 2019 5 yr. 1-15-2023 Dominion contract \$10,000.00 1-31-2021

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2019 Actual Amount	2020 Departmental Request
Fund A - General						
EXPENSE						
Department 1450 - Board Of Elections						
Employee Benefits						
810	Retirement	18,635.17	24,977.00	24,977.00	12,580.52	23,891.00
830	Social Security	16,169.36	17,300.00	17,300.00	9,398.75	17,920.00
831	Medicare Contribution	3,781.51	4,046.00	4,046.00	2,198.07	4,192.00
860	Hospitalization	23,191.29	27,184.00	27,184.00	16,728.80	27,864.00
865	Dental Insurance	533.40	696.00	696.00	251.20	408.00
	<i>Employee Benefits Totals</i>	<u>\$62,310.73</u>	<u>\$74,203.00</u>	<u>\$74,203.00</u>	<u>\$41,157.34</u>	<u>\$74,275.00</u>
Other Benefits						
840	Workmen's Compensation	9,421.46	9,926.00	9,926.00	9,925.42	7,691.00
861	Retirees Hospitalization	15,186.12	8,599.00	8,599.00	5,130.86	9,016.00
862	Health Insurance Cost Reimbursement	1,885.90	2,250.00	2,250.00	663.59	2,250.00
	<i>Other Benefits Totals</i>	<u>\$26,493.48</u>	<u>\$20,775.00</u>	<u>\$20,775.00</u>	<u>\$15,719.87</u>	<u>\$18,957.00</u>
	Department 1450 - Board Of Elections Totals	<u>\$559,754.06</u>	<u>\$612,415.00</u>	<u>\$700,549.00</u>	<u>\$318,923.27</u>	<u>\$686,235.00</u>
	EXPENSE TOTALS	<u>\$559,754.06</u>	<u>\$612,415.00</u>	<u>\$700,549.00</u>	<u>\$318,923.27</u>	<u>\$686,235.00</u>
	Fund A - General Totals					
	REVENUE TOTALS	\$63,936.99	\$63,000.00	\$151,134.00	\$63,454.00	\$63,000.00
	EXPENSE TOTALS	\$559,754.06	\$612,415.00	\$700,549.00	\$318,923.27	\$686,235.00
	Fund A - General Totals	<u>(\$495,817.07)</u>	<u>(\$549,415.00)</u>	<u>(\$549,415.00)</u>	<u>(\$255,469.27)</u>	<u>(\$623,235.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$63,936.99	\$63,000.00	\$151,134.00	\$63,454.00	\$63,000.00
	EXPENSE GRAND TOTALS	\$559,754.06	\$612,415.00	\$700,549.00	\$318,923.27	\$686,235.00
	Net Grand Totals	<u>(\$495,817.07)</u>	<u>(\$549,415.00)</u>	<u>(\$549,415.00)</u>	<u>(\$255,469.27)</u>	<u>(\$623,235.00)</u>

AMENDMENT AGREEMENT

This Amendment is to amend the agreement between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its offices at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845 (the "County"), and

NTS DATA SERVICES, LLC, a New York Limited Liability Company, having its principal office located at 2079 Sawyer Drive, Niagara Falls, New York 14304, (the "Contractor").

WHEREAS, the parties executed a contract on November 6, 2018, and

WHEREAS, the parties amended said contract on December 17, 2018, and

WHEREAS, the COUNTY wishes to enhance functionality at the Board of Elections through the use of Workflow Management, and

WHEREAS, the parties desire to amend the agreement to add CONTRACTOR ScanFlow module and adjust the annual pricing amounts listed in #9 of the December 17, 2018 Amendment, and

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. 9. PRICING shall be amended to read:
 - On January 15, 2019 the County shall make a payment of \$48,620.00 to NTS.
 - On January 15, 2020 the County shall make a payment of \$52,070.00 to NTS.
 - On January 15, 2021 the County shall make a payment of \$53,570.00 to NTS.
 - On January 15, 2022 the County shall make a payment of \$53,570.00 to NTS.
 - On January 15, 2023 the County shall make a payment of \$53,570.00 to NTS.
2. Contractor will install the ScanFlow component of the NTS Suite and provide training to the COUNTY Board of Elections in the use of the ScanFlow module. NTS will provide Software Support and Maintenance on the ScanFlow module through December 31, 2019.
3. Other than as set forth above, the parties do not intend to change any other term, condition or provision of the original agreement. The agreement dated November 6, 2018 shall continue to remain in full force and effect between the parties as amended hereby.
4. This agreement constitutes the full understanding of the parties as to the amendment of the aforesaid agreement. The agreement may not be further modified except by written agreement executed by the parties.