

TIOGA COUNTY, NEW YORK

# Board of Elections

1062 State Route 38

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**Democratic Commissioner** James C. E. Wahls

**Democratic Deputy Commissioner** Amber Duke

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**Republican Commissioner** Kelly A. Johnson

**Republican Deputy Commissioner** James Hoover

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## ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, June 4, 2024

10:30 a.m.

### MINUTES

#### ATTENDEES

Legislators Jake Brown, Ron Ciotoli, and Bill Standinger. Commissioner James Wahls, Deputy Commissioner James Hoover.

Absent: Legislator Dennis Mullen.

Guests: Chair Martha Sauerbrey, Legislative Clerk Cathy Haskell.

#### APPROVAL OF MAY MINUTES

Motion by Legislator Brown. Second by Legislator Ciotoli. All in favor. Carried.

#### FINANCIAL

YTD Budget Report was presented. Commissioner Wahls noted that reimbursement for TIER grant expenditures was received. Commissioner Wahls asked about the process for saving funds for the next time voting machines need to be replaced, and legislators recommended asking Budget Officer Jackson Bailey.

Commissioner Wahls also said the contract with NTS is up at the end of this year and that NTS wanted to know if we planned for the 5-year plan or 3-year plan, noting that the 5-year plan was more cost-effective. Additionally, the Commissioner wanted to know if an RFP was required. Legislators recommended confirming with Jackson Bailey about the 5-year plan, and ask the County Attorney about the RFP.

#### OLD BUSINESS

See May Minutes.

There will be no June Primary for Tioga County. Regarding the pending litigation concerning a U.S. Senate petition, as of May 30, the State Appellate Court upheld the State Board of Elections' ruling that the petition had insufficient signatures.

#### NEW BUSINESS

Voter database maintenance based on undeliverable Mailcheck cards was completed ahead of next federal blackout period that started this week. The "blackout period" occurs ahead of each federal election, during which boards of

elections are prohibited from inactivating voter registrations based on returned undeliverable mail where there is no forwarding address.

BOE successfully supported school elections Waverly, Candor, and Owego-Apalachin school districts, held on 5/21.

BOE will have a booth at Tioga County Service Expo on 6/21. The plan is to demonstrate voting equipment, and have provide voter registration forms, absentee/early mail ballot applications, election inspector recruitment brochures, etc.

BOE Commissioners are coordinating with the President of the Tioga Terrace Civic Association, Meredith Bocek, to deliver a presentation on how the Board of Elections operates on evening of September 18.

The Independent Petition filing period was 5/21 – 5/28. No independent petitions were submitted to Tioga BOE. A Libertarian candidate filed a petition with the State BOE for Member of Assembly of the 124<sup>th</sup> Assembly District.

NTS voter registration software was updated on 5/29, which brought many helpful changes to the system.

## PERSONNEL

Democratic Election Clerk, Rob Abell's last day will be 6/12, and job will be posted.

A second all-day workshop was held on May 8 where 13 more new election inspectors were trained, with inspector training half the day and employee training/paperwork the other half. Doreen Holbrook assisted with the county training. Lunch was provided. A total of 27 new inspectors were trained from the two classes.

Summer training schedules were mailed to 188 current and prospective inspectors. The Board plans to also distribute a press release later this week or next week.

Deputy Commissioners will attend next I4A training on June 20<sup>th</sup>.

All BOE staff completed Narcan training on 5/16, provided by Public Health's Kylie Holochak. This is partly in response to recent incidences of mail containing fentanyl powder being delivered to Boards of Elections in other parts of the country.

Commissioner Johnson will be on medical leave for several weeks.

## RESOLUTIONS/PROCLAMATIONS - None

Meeting adjourned.