



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS

Tuesday, June 4, 2024

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached.

OLD BUSINESS

- May Minutes Attached
- There will be no June Primary for Tioga County, but there is still pending litigation for a U.S. Senate petition.

NEW BUSINESS

- Voter database processing via mailcheck cards being completed ahead of next blackout phase.
- School Elections supported by BOE held on 5/21 successfully.
- BOE will have a booth at Tioga County Service Expo on 6/21.
- Commissioners confirmed presentation to Tioga Terrace Civic Association for evening September 18.
- Independent Petition period was 5/21 – 5/28. No independent petitions were submitted to Tioga BOE.
- NTS software update 5/29.

PERSONNEL

- Democratic Election Clerk, Rob Abell's last day will be 6/12, and job will be posted.
- 13 new election inspectors completed training in an all-day workshop on May 8 with inspector training half the day and employee training/paperwork the other half. Doreen Holbrook assisted with the county training. Lunch was provided.
- Summer training schedules mailed to 188 current and prospective inspectors.
- Deputy Commissioners will attend next I4A training June 20th.
- Entire office completed Narcan training 5/16.
- Commissioner Johnson on medical leave.

RESOLUTIONS/PROCLAMATIONS - None



ADMINISTRATIVE SERVICES COMMITTEE – BOARD OF ELECTIONS
TUESDAY, May 7, 2024
10:30 a.m
MINUTES

ATTENDEES

Legislators Dennis Mullen, Jake Brown, Ron Ciotoli, Bill Standinger.
Commissioners Kelly Johnson and James Wahls.

Guests: Cathy Haskell, Legislative Clerk; Martha Sauerbrey, Legislative Chair

APPROVAL OF MINUTES

No minutes to approve.

FINANCIAL

Year-to-Date Budget Report was presented.
Claims were submitted for Absentee Ballot Pre-Paid Postage Grant for \$19,360.57.

OLD BUSINESS

No April minutes since Committee Meeting was held on Election Day. An update was provided in lieu of an agenda, and approval of March minutes was sent to us via email.

NEW BUSINESS

The Presidential Primary was successfully completed and certified timely.

Redistricting from Congressional District 19 to District 23 was completed.

There will be no June Primary for Tioga County, pending litigation for both REP and DEM for the office of US Senate.

Mail Check postcards mailed out to voters on April 29. BOE will process information obtained from USPS upon receipt of returned cards.

Shapefiles, completed by Bryan Goodrich, were imported into our voter registration software May 6th to eliminate the need for manual entry of local districts and reduce risk of jurisdictional errors. The shapefile processing could not be completed

due to an unspecified error indicating a potential issue with our hardware specs, which is under review by NTS.

Commissioners met with Granicus representative, Jeremy (IT), and Legislator Sauerbrey regarding a county-wide communication platform. BOE is looking to utilize this software specifically to get out important election information and improve communication with election inspectors. Legislator Sauerbrey provided an update, indicating that the county is not prepared, at least not yet, for such a large undertaking. This would be something for our future County Administrator to investigate with the assistance of ITCS, but ITCS may need more staff first.

Legislator Standinger asked if the Commissioners had any additional information regarding the transition to even-year elections for most local offices. The Commissioners only have what has already been provided from the State, but Cathy Haskell shared that the County Attorney has been working to get more information from NYSBOE counsel and other county attorneys, and investigating whether Tioga County can join litigation against this new law.

PERSONNEL

Michaela Nelson, new PT voting machine technician, attended Dominion EMS training April 23-25 in Greene County.

14 new election inspectors completed training in an all-day workshop on April 24 with election inspector training half the day and employee training/paperwork the other half. Doreen Holbrook administered the county employee training. Lunch was provided. 16 more new inspectors are scheduled for May 8th.

Commissioner Johnson will be out for approximately 8 weeks beginning May 30th due to a surgical procedure.

RESOLUTIONS/PROCLAMATIONS - None

Meeting adjourned.



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

Table with columns: ACCOUNTS FOR: H, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include H1450 Elections, H1450 439060 State Aid-Election, H1450 520490 Capital Election E, and summary rows for TOTAL Elections, TOTAL Capital Fund, TOTAL REVENUES, and TOTAL EXPENSES.



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	.00	.00	.00	.0%

** END OF REPORT - Generated by wahls, James **



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1450 Elections							
A1450 412910 Election Fees	-4,000	0	-4,000	-122.00	.00	-3,878.00	3.1%*
A1450 439060 State Aid-Election	0	-9,281	-9,281	-6,291.09	.00	-2,990.35	67.8%*
A1450 510010 Full Time	208,714	0	208,714	79,661.80	.00	129,052.20	38.2%
A1450 510020 Part Time/Temporar	125,408	155,718	281,126	78,019.65	.00	203,106.35	27.8%
A1450 510030 Overtime Pay Only	11,000	0	11,000	4,081.93	.00	6,918.07	37.1%
A1450 520090 Computer	2,000	0	2,000	298.66	.00	1,701.34	14.9%
A1450 520130 Equipment (Not Car	5,000	0	5,000	621.27	.00	4,378.73	12.4%
A1450 530551 Maintenance in Lie	27,223	0	27,223	7,413.00	.00	19,810.00	27.2%
A1450 540010 Advertising	2,500	0	2,500	890.11	.00	1,609.89	35.6%
A1450 540143 Election Inspector	123,318	-123,318	0	.00	.00	.00	.0%
A1450 540143 EV Election Inspect	32,400	-32,400	0	.00	.00	.00	.0%
A1450 540320 Leased/Service Equ	5,000	0	5,000	676.24	237.71	4,086.05	18.3%
A1450 540390 Mileage Expense	900	0	900	296.67	.00	603.33	33.0%
A1450 540420 Office Supplies	3,000	0	3,000	1,119.73	.00	1,880.27	37.3%
A1450 540480 Postage	18,000	0	18,000	9,068.39	.00	8,931.61	50.4%
A1450 540485 Printing/Paper	1,500	0	1,500	.00	.00	1,500.00	.0%
A1450 540490 Election Expense	60,000	7,281	67,281	29,649.02	700.00	36,932.42	45.1%
A1450 540550 Rent	3,600	0	3,600	1,200.00	.00	2,400.00	33.3%
A1450 540560 Repairs	500	0	500	255.00	.00	245.00	51.0%
A1450 540620 Software Expense	63,700	0	63,700	47,340.00	.00	16,360.00	74.3%
A1450 540733 Training/All Other	8,700	2,000	10,700	8,303.74	.00	2,396.26	77.6%
A1450 581088 State Retirement F	10,421	19,572	29,993	22,708.62	.00	7,284.03	75.7%
A1450 583088 Social Security Fr	0	17,064	17,064	8,975.91	.00	8,088.47	52.6%
A1450 584088 Workers Compensati	9,014	-2,154	6,859	16,480.77	.00	-9,621.30	240.3%*
A1450 585588 Disability Insuran	0	227	227	115.07	.00	112.17	50.6%
A1450 586088 Health Insurance F	27,183	53,800	80,983	28,933.35	.00	52,049.84	35.7%
A1450 588988 Eap Fringe	19	71	90	218.73	.00	-128.80	243.2%*
TOTAL Elections	745,100	88,580	833,680	339,914.57	937.71	492,827.58	40.9%
TOTAL General Fund	745,100	88,580	833,680	339,914.57	937.71	492,827.58	40.9%
TOTAL REVENUES	-4,000	-9,281	-13,281	-6,413.09	.00	-6,868.35	
TOTAL EXPENSES	749,100	97,862	846,961	346,327.66	937.71	499,695.93	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	745,100	88,580	833,680	339,914.57	937.71	492,827.58	40.9%

** END OF REPORT - Generated by wahls, James **