

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, August 2, 2022

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached
- 2023 Budget

OLD BUSINESS

- See June Minutes
- Continued software upgrades
- 125 Election Inspectors Worked Primary
- New space provided
- New absentee procedure continues

NEW BUSINESS

- Primary Election Certified
- Election Inspector Payments
- Four Election Inspector Training Classes completed
- Election inspector assignments for August Primary and CD23 Special Election
- Electronic poll book changes and other special procedures for dual election

PERSONNEL

- Position declined and new appointment of Republican Election Workers (PT)
- Resignation and posting of Democratic Clerk (PT) position

RESOLUTIONS

- APPOINTMENT OF ELECTION WORKER (PT) Republican

PROCLAMATIONS – none

ADJOURNMENT

ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, June 7, 2022

10:30 a.m.

MINUTES

ATTENDANCE:

Legislators Brown, Ciotoli, Hollenbeck, Standinger, and Sauerbrey

Commissioners Wahls and Layman

Guests: Cathy Haskell

APPROVAL OF MINUTES

Motion by E. Hollenbeck, second by W. Brown, all in favor, carried.

FINANCIAL

YTD Budget Report was presented.

OLD BUSINESS

See May Minutes.

Support provided for school elections was successful, no major issues. Invoices issued to schools.

NEW BUSINESS

Voter registration software was upgraded, but we are beta-testing. It was not clear to BOE staff prior to upgrade that we would be beta-testers for the new software, but we are reporting any bugs and the vendor has been quick to respond to issues.

Election inspector assignments have been sent for the June Primary.

The new absentee procedure is in place – processing and counting absentees *prior* to Election Day. We are working on streamlining the process.

The re-redistricting for congress and state senate has been applied to our voter database. Tioga County will now be entirely within Congressional District 19 and State Senate District 58. See maps.

Due to redistricting rulings and Congressman Reed's resignation, we will hold another Primary and a Special Election simultaneously on August 23. It will be difficult and complicated, but better than having two separate elections within a month of each other.

We are desperate for more space, especially because preparations for the August election will have to begin before the June primary is finalized. It is imperative we have room to keep materials for different elections separate. We are grateful that we will be receiving additional storage space in the future with county departments

shifting around, but we have an immediate need. One storage room that is intended to transfer to BOE has already been emptied out, but we do not yet have access and it is not clear to us when we will have access.

PERSONNEL

Three of our canvass workers (two Republican and one Democrat, job title Election Worker PT) have resigned. Commissioner Wahls has found a candidate to fill the Democratic vacancy (see resolution), and Commissioner Layman is making progress to fill the Republican vacancies.

RESOLUTIONS

- APPOINTMENT OF ELECTION WORKER PT

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

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	-3,000	0	-3,000	-5,863.88	.00	2,863.88	195.5%
A1450 422800 CTCL Grants -Non St	0	0	0	-.01	.00	.01	100.0%
A1450 510010 Full Time	183,968	0	183,968	103,205.91	.00	80,762.09	56.1%
A1450 510020 Part Time/Temporar	127,206	-5,000	122,206	31,418.35	.00	90,787.65	25.7%
A1450 510030 Overtime Pay Only	0	5,000	5,000	3,691.47	.00	1,308.53	73.8%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	639.91	.00	4,360.09	12.8%
A1450 530551 Maintenance in Lie	27,223	0	27,223	6,755.91	.00	20,467.09	24.8%
A1450 540010 Advertising	2,000	0	2,000	356.60	.00	1,643.40	17.8%
A1450 540143 Election Inspector	100,000	-15,000	85,000	.00	.00	85,000.00	.0%
A1450 540143 EV Election Inspect	0	15,000	15,000	.00	.00	15,000.00	.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	785.98	.00	4,714.02	14.3%
A1450 540390 Mileage Expense	600	0	600	550.30	.00	49.70	91.7%
A1450 540420 Office Supplies	3,000	0	3,000	561.70	.00	2,438.30	18.7%
A1450 540480 Postage	18,000	0	18,000	7,381.12	.00	10,618.88	41.0%
A1450 540485 Printing/Paper	1,500	0	1,500	129.03	.00	1,370.97	8.6%
A1450 540490 Election Expense	40,500	0	40,500	24,358.11	.00	16,141.89	60.1%
A1450 540550 Rent	3,000	0	3,000	.00	1,200.00	1,800.00	40.0%
A1450 540560 Repairs	0	144	144	-1,130.41	.00	1,274.84	-782.7%
A1450 540620 Software Expense	63,700	0	63,700	49,570.00	.00	14,130.00	77.8%
A1450 540733 Training/All Other	9,000	-144	8,856	4,060.11	.00	4,795.46	45.8%
A1450 581088 State Retirement F	20,662	0	20,662	15,647.11	.00	5,015.09	75.7%
A1450 583088 Social Security Fr	17,882	0	17,882	10,387.23	.00	7,494.93	58.1%
A1450 584088 Workers Compensati	7,347	0	7,347	5,141.85	.00	2,204.85	70.0%
A1450 585588 Disability Insuran	271	0	271	143.55	.00	127.89	52.9%
A1450 586088 Health Insurance F	75,034	0	75,034	43,285.74	.00	31,748.14	57.7%
A1450 588988 Eap Fringe	88	0	88	58.80	.00	29.00	67.0%
TOTAL Elections	710,481	0	710,481	301,134.48	1,200.00	408,146.70	42.6%
TOTAL General Fund	710,481	0	710,481	301,134.48	1,200.00	408,146.70	42.6%
TOTAL REVENUES	-3,000	0	-3,000	-5,863.89	.00	2,863.89	
TOTAL EXPENSES	713,481	0	713,481	306,998.37	1,200.00	405,282.81	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,481	0	710,481	301,134.48	1,200.00	408,146.70	42.6%

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



**Tioga County
DEPARTMENT BUDGET REQUESTS**

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	Department	PERCENT CHANGE
A1450	510010 A -10-1400-1450-0000-510010-	Full Time	183,968.00	.00	181,968.00	-1.09
A1450	510020 A -10-1400-1450-0000-510020-	Part Time/Temporary	122,206.00	.00	127,206.00	4.09
A1450	510030 A -10-1400-1450-0000-510030-	Overtime Pay Only	5,000.00	.00	.00	-100.00
A1450	510040 A -10-1400-1450-0000-510040-	Workers Compensation	.00	.00	.00	.00
A1450	510050 A -10-1400-1450-0000-510050-	All other(On call, Cloth, Stip	.00	.00	.00	.00
A1450	520090 A -10-1400-1450-0000-520090-	Computer	2,000.00	.00	2,000.00	.00
A1450	520130 A -10-1400-1450-0000-520130-	Equipment (Not Car)	5,000.00	.00	5,000.00	.00
A1450	520130 CTCL A -10-1400-1450-0000-520130-	Equipment (Not Car)	.00	.00	.00	.00
A1450	520220 A -10-1400-1450-0000-520220-	Printer	.00	.00	.00	.00
A1450	530551 A -10-1400-1450-0000-530551-	Maintenance in Lieu of Rnt-HHS	27,223.00	.00	27,223.00	.00
A1450	540010 A -10-1400-1450-0000-540010-	Advertising	2,000.00	.00	2,000.00	.00
A1450	540010 COV19 A -10-1400-1450-0000-540010-	Advertising	.00	.00	.00	.00
A1450	540010 EV19 A -10-1400-1450-0000-540010-	Advertising	.00	.00	.00	.00
A1450	540140 A -10-1400-1450-0000-540140-	Contracting Services	.00	.00	.00	.00
A1450	540143 A -10-1400-1450-0000-540143-	Election Inspectors	85,000.00	.00	85,000.00	.00
A1450	540143 EV A -10-1400-1450-0000-540143-	Election Inspectors	15,000.00	.00	15,000.00	.00



Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

Table with columns: ORG, OBJECT PROJ, ACCOUNT DESCRIPTION, CURRENT ADJ BUDGET, PROJECTED ACTUAL, Department, PERCENT CHANGE. Rows include various budget items like Election Inspectors, Leased/Service Equipment, Mileage Expense, Office Supplies, Postage, and Printing/Paper.



Tioga County DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20231 2023 OPERATING BUDGET

Table with columns: ORG, OBJECT PROJ, ACCOUNT DESCRIPTION, CURRENT ADJ BUDGET, PROJECTED ACTUAL, Department, PERCENT CHANGE. Rows include various budget items like Election Expense, Recording/Microfilm, Reimbursements, Rent, Repairs, Software Expense, Telephone, Training/All other, and various Fringe benefits.

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

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF PART-TIME ELECTION WORKER
(REPUBLICAN)
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: Of the two recently filled part-time Election Worker positions only one appointee attended orientation; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Jean Flynn shall be appointed as Election Worker (PT) effective August 17, 2022, at the rate of \$13.85/hr.