



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, May 2, 2023

10:30 a.m.

AGENDA

APPROVAL OF MINUTES

FINANCIAL

- YTD Budget Report attached

OLD BUSINESS

- See April Minutes
- Petition filing completed
- New Election Inspector Training completed
- ePollbook Maintenance completed
- IRS Requirements for Election Inspectors – Roemer's office has been contacted
- Communication issues with NYSVoter database – no disruption for a couple weeks
- Changes from returned Mail Check cards in process

NEW BUSINESS

- Certification of Primary Ballot by May 4th – REP primary in Spencer only
- Inspector letters: summer training and availability to work PE 23
- Military Absentee Deadline May 12th
- School Elections May 16th
- NYSBOE new Online Voter Registration (OVR) to start May 31st

PERSONNEL

- Vacancy for Democratic Deputy Commissioner

RESOLUTIONS / PROCLAMATIONS

- AUTHORIZE AGREEMENT WITH FRSECURE LLC. FOR INTERNAL AND EXTERNAL CYBER SECURITY PENETRATION TESTING

EXECUTIVE SESSION (if requested)

ADJOURNMENT



ADMINISTRATIVE SERVICES COMMITTEE - BOARD OF ELECTIONS

Tuesday, April 4, 2023

10:30 a.m.

MINUTES

ATTENDEES

Legislators Dennis Mullen, W. Jake Brown, Ronald Ciotoli, and William Standinger
Commissioner James Wahls, Deputy Commissioner Kelly Johnson
Guests: Legislative Clerk Cathy Haskell; Legislative Chair Martha Sauerbrey

APPROVAL OF MARCH 7TH MINUTES

Motion by Legislator Brown, seconded by Legislator Standinger, all in favor, carried.

FINANCIAL

YTD Budget Report was presented. No discussion.

OLD BUSINESS

Refer to March Minutes.

Designating petition filing in progress. As of last week, the State extended the filing deadline from April 6th to April 10th due to the Passover holiday.

NEW BUSINESS

Commissioner Wahls met with the Tioga County Treasurer, Personnel Officer, and staff from both departments on March 24th to discuss how to best comply with IRS tax reporting requirements for election inspectors (poll workers) moving forward. It was concluded that election inspectors should all be paid as county employees, but the details are to be determined this year and take effect in 2024. The committee noted that this could be a significant barrier to recruitment, as well as an additional expense, due to all the mandatory trainings required of county employees and was interested to know if anyone has reached out to Roemer's law office for advisement. Commissioner Wahls will find out.

The Board of Elections IMS server has been experiencing intermittent communication issues with the NYSVoter database, which has been ongoing for months. County ITCS is coordinating with the NYS Board of Elections network team to try to identify the cause.

New Election Inspector Training is scheduled for April 17th and 19th. After contacting prospective poll workers and only getting a few sign-ups, we sent a press release to the local newspapers for additional recruitment.

To prepare for the upcoming training classes and June primary, we have begun ePollbook maintenance procedures which should improve ePollbook performance. This will take time as we have 68 units, and it takes about 2 hrs per unit.

Following petition filing, we will know more about which offices in Tioga County will have primary races. The BOE must certify the primary ballot by May 4th.

PERSONNEL

Commissioner Layman is expected back to work on April 7th.

RESOLUTIONS / PROCLAMATIONS – None

Meeting adjourned.



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

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	-1,582.33	.00	-1,417.67	52.7%*
A1450 510010 Full Time	190,158	0	190,158	58,272.23	.00	131,885.77	30.6%
A1450 510020 Part Time/Temporar	129,138	0	129,138	20,428.85	.00	108,709.15	15.8%
A1450 520090 Computer	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 520130 Equipment (Not Car	5,000	0	5,000	349.79	.00	4,650.21	7.0%
A1450 530551 Maintenance in Lie	27,223	0	27,223	7,413.00	.00	19,810.00	27.2%
A1450 540010 Advertising	2,000	0	2,000	.00	.00	2,000.00	.0%
A1450 540143 Election Inspector	85,000	0	85,000	.00	.00	85,000.00	.0%
A1450 540143 EV Election Inspect	15,000	0	15,000	.00	.00	15,000.00	.0%
A1450 540320 Leased/Service Equ	5,500	0	5,500	589.84	.00	4,910.16	10.7%
A1450 540390 Mileage Expense	900	0	900	54.69	.00	845.31	6.1%
A1450 540420 Office supplies	3,000	0	3,000	201.00	.00	2,799.00	6.7%
A1450 540480 Postage	18,000	0	18,000	1,243.62	4,650.50	12,105.88	32.7%
A1450 540485 Printing/Paper	1,500	0	1,500	71.00	.00	1,429.00	4.7%
A1450 540490 Election Expense	40,500	-203	40,297	1,989.84	4,645.82	33,661.80	16.5%
A1450 540550 Rent	3,000	0	3,000	.00	.00	3,000.00	.0%
A1450 540560 Repairs	0	203	203	202.54	.00	.00	100.0%
A1450 540620 Software Expense	63,700	0	63,700	48,370.00	.00	15,330.00	75.9%
A1450 540733 Training/All Other	8,700	0	8,700	1,748.60	.00	6,951.40	20.1%
A1450 581088 State Retirement F	20,662	0	20,662	12,467.14	.00	8,195.06	60.3%
A1450 583088 Social Security Fr	17,882	0	17,882	6,205.87	.00	11,676.29	34.7%
A1450 584088 Workers Compensati	7,347	0	7,347	3,525.84	.00	3,820.86	48.0%
A1450 585588 Disability Insuran	271	0	271	93.96	.00	177.48	34.6%
A1450 586088 Health Insurance F	75,034	0	75,034	31,217.31	.00	43,816.57	41.6%
A1450 588988 Eap Fringe	88	0	88	43.92	.00	43.88	50.0%
TOTAL Elections	718,603	0	718,603	192,906.71	9,296.32	516,400.15	28.1%
TOTAL General Fund	718,603	0	718,603	192,906.71	9,296.32	516,400.15	28.1%
TOTAL REVENUES	-3,000	0	-3,000	-1,582.33	.00	-1,417.67	
TOTAL EXPENSES	721,603	0	721,603	194,489.04	9,296.32	517,817.82	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	718,603	0	718,603	192,906.71	9,296.32	516,400.15	28.1%
** END OF REPORT - Generated by wahls, James **							



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

Table with columns: ACCOUNTS FOR: H, Capital Fund, ORIGINAL APPROP, TRANFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include H1450 Elections, H1450 430891 CYBER State Aid- CY, H1450 520300 Voting Machines, H1450 520620 CYBER Software Expe, TOTAL Elections, TOTAL Capital Fund, TOTAL REVENUES, and TOTAL EXPENSES.



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,500	0	2,500	.00	.00	2,500.00	.0%

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REFERRED TO:

ITCS COMMITTEE
ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -23

AUTHORIZE AGREEMENT WITH FRSECURE LLC. FOR
INTERNAL AND EXTERNAL CYBER SECURITY
PENETRATION TESTING

WHEREAS: The Chief Information Officer and the Deputy Director of ITCS have completed a search for qualified organizations to complete the annual internal and external Information Security penetration testing of the Tioga County Information Technology Infrastructure; and

WHEREAS: The Chief Information Officer and the Deputy Director of ITCS are recommending an agreement with FRSECURE, LLC to complete robust testing of current internal and external Information Security controls; and

WHEREAS: The penetration testing services will be purchased using the OMNIA Partners Cooperative Purchasing program using the reseller company, SHI; and

WHEREAS: Funding will be provided for using Board of Elections Grant funds H1 450 520620 CYBER; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute an agreement between Tioga County and FRSECURE, LLC in the amount of \$22,276.80 to provide robust internal and external penetration testing and reporting, upon review by the County Attorney.