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Commissioner

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DUTCHESS COUNTY BOARD of ELECTIONS
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**BOARD OF ELECTIONS RESPONSE TO THE COUNTY COMPTROLLER'S
REVIEW OF BOE PROCESSES**

The Elections Commissioners would like to sincerely thank the County Comptroller, Diane Jablonski, and her staff for their cooperation and support during the transition period in which the Board of Elections assumed responsibility for all aspects of elections in Dutchess County.

Indeed, this is a change of considerable magnitude that changes the way elections are administered and executed. Under extremely difficult conditions with obstacles, unreasonable time constraints and minimal staffing levels, the Dutchess County Board of Elections did a remarkable job in conducting the 2007 elections. We appreciate the County Comptroller's acknowledgement of this huge undertaking. The Dutchess County Board of Elections has made "significant progress" in "establishing processes and reducing errors in information submitted for payroll processing".

After our joint meeting concerning your review of the BOE processes, we offer the following comments for your consideration:

1. The BOE has developed a comprehensive written payroll procedures manual addressing all job descriptions with specific attention to the records required to be maintained. Please see the attached document.
2. Employee data will be verified before forms are submitted to personnel.
3. Personnel forms will be processed prior to the date of hire when possible. Due to the number of substitutions and last minute changes this is not always possible.
4. New attendance sheets have been developed with all necessary information. BOE employees and election workers have been assigned to verify and sign all attendance forms.
5. Payment for county employees will be processed in the manner outlined by the comptroller's office. Problems arose in past elections from conflicting information from the county payroll department.
6. Strict guidelines have been instituted for all election workers. All expenses will be reported and paid in the year in which the expense was incurred.
7. A new poll worker module has been developed for TEAM, which has a more advanced tracking mechanism and reporting feature. This will facilitate the payroll process.

We recommend the following target dates for the various payroll phases:

November 14, 2008 – Submission of CD-6 forms to Comptroller

November 28, 2008 – Submission of payroll spreadsheet to Comptroller

December 5, 2008 – Submission of final changes/corrections

December 12, 2008 – Anticipated delivery of paychecks to BOE

After assuming all administrative duties in 2006, the DC Board of Elections has had an ongoing effort to perfect payroll procedures for our more than 1300 election workers. We hope that these improvements will make the 2008 elections a seamless process for all county departments involved.

Thank you again for your continued cooperation.

Sincerely,

Frank Knapp

6/5/08



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