

A Legislator's Guide to Cost-Savings at the Dutchess County Board of Elections

DUTCHESS COUNTY LEGISLATURE ELECTIONS OVERSIGHT COMMITTEE

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“The Dutchess County Board of Elections (DCBOE) is a local board of elections organized pursuant to New York law. The DCBOE is funded through an appropriation from the Dutchess County Legislature. Under New York State Election Law § 3-200 et seq., local boards of elections such as DCBOE have overall responsibility for administering the election process in local election districts throughout New York State. Among other things, the DCBOE is charged with registering voters, maintaining voter registration records, conducting all primary, general and special elections, canvassing the results, certifying election results, maintaining campaign finance filings, creating election ballots, receiving designating and nominating petitions and other ballot access forms, ruling on objections to filed documents and assisting with nominating caucuses. Additionally DCBOE is responsible for implementing statutory election reforms such as the federal Help America Vote Act (HAVA) and its New York State counterpart, the Election Reform and Modernization Act of 2005 (“ERMA”) in Dutchess County.”

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Statement of Purpose

It has now been four years since the Help Americans Vote Act and its State counterpart legislation has changed the way elections are conducted in Dutchess County. Since then election expenses have grown. The County's recent decision to pass down the costs of elections to local municipalities has only increased the unrest over the increased cost of elections.

As fiduciaries of the County taxpayer, the Dutchess County Board of Election Oversight Committee of the County Legislature has been meeting since March in an attempt to understand the rising cost of elections. This report is intended to explain and inform as well as make recommendations so that future appropriations can foster greater efficiency and accountability.

The findings and recommendations in this report are not-all-encompassing, but merely options that if pursued could result in savings. Some are impractical at this stage but will serve as seeds that in future years may come to germination. Others are exercisable right now. It shall be for the legislators – individually and collectively – to determine the feasibility of each. This committee merely proposes; it shall be the Legislature which must decide which to impose.

While the role of legislators is to budget and appropriate, Election Law leaves to the Election Commissioners the task of managing. The Legislature has two long-serving and knowledgeable Elections Commissioners and their staff whose opinions and input should be sought out and considered. In our haste to trim budgets and exercise fiscal restraint we should be careful not to shortchange the efficiency of the election process or proverbially throw the baby out with the bathwater.

We also must be sensitive to the needs and desires of Town Supervisors and Mayors to whom this year will be rejoining the County in helping to pay for the cost of the elections. Some of the cost-savings recommendations offered here will affect them and we should be considerate enough to solicit their counsel as partners, while working to reduce the burden to taxpayers both county and town.

Background

ESTABLISHMENT OF THE D.C. BOARD OF ELECTIONS OVERSIGHT COMMITTEE

In March 2010, Chairman Rob Rolison commissioned an elections oversight committee to research and recommend policy when necessary as it relates to all matters regarding the county Board of Elections (BOE). Considering the recent Election Law changes at the national and state levels, and their economic impact on Dutchess County, the BOE Oversight Committee's stated purpose was to review current and past election practices in Dutchess County with the overall goal of decreasing the BOE administration and election costs while ensuring voter integrity and access.

The Elections Oversight Committee was initially established with four Legislators, all of whom serve at the discretion of the Dutchess County Legislature Chairman. Subsequently two members were added representing municipalities as nominated by the D.C. Supervisors and Mayors Association. The BOE Oversight Committee meets at the discretion of its chairman and is responsible for periodic updates to the Legislature Chairman as well as the Government Services and Administration Committee.

HISTORICAL SKETCH

Federal & State

The manner by which elections are conducted in New York State have undergone drastic change in the last five years through the State's response to the Federal Help Americans Vote Act (HAVA). HAVA, signed into law in 2002, mandated that all States and localities upgrade their election procedures including voting machines, registration processes and poll worker training. New York responded with passage of the Election Reform Modernization Act of 2005.

At the same time, New York passed the Election Consolidation and Improvement Act of 2005 which shifted control and governance of elections from local governments to a system based upon federal and state parameters and administered via the county level of government. Today the Board of Election operates by a system of parity focused on checks and balances wherein all election functions would be performed and overseen by a member from each of the two major political parties.

County Consolidation / Effect on Municipalities

Following these changes to election law, in 2006 Dutchess County assumed control and the cost of elections countywide. In 2009, the County adopted a policy of returning some of the cost of elections with local municipalities based upon a formula adopted in August 2010 that collects only for costs previously incurred by the municipality. The chart below highlights how in every instance States mandates implemented through county consolidation has caused the local costs to rise:

Town	2005 Actual Cost	2006 Town Budgeted Amount	2010 Estimated Cost
Amenia	\$7,399	\$9,000	\$9,378
Beekman	\$10,696.27	\$15,400	\$21,474
Clinton	\$5,706	\$7,000	\$8,893
Dover	\$4,487	\$7,500	\$13,276
East Fishkill	\$19,000	\$33,000	\$46,057
Fishkill	\$17,437	\$16,062	\$37,111
Hyde Park	\$20,338.30	\$24,700	\$39,564
LaGrange	\$8,618.47	\$16,000	\$28,956
Milan	\$2,418.339	\$5,000	\$4,803
North East	\$1,865.30	\$3,688	\$4,629
Pawling	\$5,114.3	\$9,500	\$13,744
Pine Plains	\$1,093	\$4,500	\$4,754
Pleasant Valley	\$7,732	\$8,606	\$12,666
Poughkeepsie Town	\$56,549.04	\$74,780	\$93,197
Red Hook	\$7,421	\$14,981	\$19,998
Rhinebeck	\$4,915	\$10,000	\$15,042
Stanford	\$4,402	\$4,600	\$7,199
Union Vale	\$3,772.87	\$7,000	\$10,054
Wappinger	\$23,665	\$28,500	\$56,193
Washington	\$2,500	\$5,250	\$9,148
Beacon	\$12,555	\$24,281	\$21,675
Poughkeepsie City	\$36,204.55	??	\$53,162

The impact of election expenses shared by local municipalities and planning for the reduction therein should remain a concern and priority for county government. This is especially true when considering that local input and ability to lessen costs is now primarily vested in their representatives in the county legislature.

County Board Organization

The County Board of Elections underwent restructuring and reorganization in 2006 to meet the challenges in accord with the new responsibilities adopted by the Election Consolidation and Improvement Act of 2005. The nature and magnitude of these changes are probably best explained in the words of both Election Commissioners in their *Annual Report to the Dutchess County Legislature* submitted January 31, 2007:

"Prior to 2006, the DCBOE was responsible for general oversight of elections, including the certification of results, and maintenance of various voter information lists and databases. In previous years, Town and City Clerks played an important role in the electoral process—they coordinated with machine custodians, and were responsible for the recruitment, assignment and payment of election inspectors.

"With the election reform statutes now the law, the DCBOE has been given all responsibility for elections in Dutchess County. In order to accommodate the vastly increased demands of centralizing the administration of elections, the DCBOE created new positions. An additional appropriation of \$781,980 from the County Legislature in fiscal year 2006 was required to implement the changes necessary for the DCBOE to meet its statutory obligations.

"This increased management and personnel capacity, as well as the increased appropriation, was absolutely essential in meeting the demands created by the first-ever centralized, County-run election."

The specifics of the legislature's appropriation as it affected DCBOE staffing to meet the needs of the centralized elections are explained as follows:

"County Legislature Resolution No. 206137 provided an additional appropriation of over \$780,000 for fiscal year 2006, included funding for four new full-time managerial positions for the Board of Elections; two Machine Coordinators and two Election Supervisors. It also funded four seasonal positions: two assistant election supervisors and two assistant machine coordinators.

... While the positions of machine custodians and election inspectors have long existed, they were not DCBOE employees until 2006. In 2006, this change brought with it the responsibility for the DCBOE to directly supervise over 1,300 new employees. ... In order to handle the County's new centralized responsibility, the Resolution also funded the DCBOE's newly created 50 Election Inspector

Coordinators (EIC). The position of EIC did not previously exist as the functions of the EIC were the responsibilities of the local municipalities. EICs were appointed to each Town and City in the County by the DCBOE to act as an intermediary between Election Supervisors at the DCBOE and the election inspectors spread across the many election districts in the county."

Also a result of the county consolidation in 2006 was the county's assumption of ownership of the 332 lever-style voting machines previously owned by the 22 Towns and Cities. With this came new costs for storage and delivery of machines.

In the 2008 adopted County Budget, four new positions were added to the DCBOE but were then eliminated in the 2010 budget to the outcry of both commissioners as reported in their 2009 Annual Report to the County Legislature submitted January 22, 2010:

"The increased management and personnel capacity provided to the Board of Elections from 2006-2009 was essential to the successful implementation of the new state and federal mandates born by this office. ... The elimination of two management and two full-time staff positions during the 2010 budget process will have far-reaching effects on the ability of the DCBOE to fulfill the duties set forth by NYS election law."

Notwithstanding the elimination of the management positions in the 2010 Budget, controversy has ensued as the Commissioners have retained two of the terminated employees in a roundabout manner described by the budget office as:

"As best we understand it, there are 2 employees being paid in the temporary title of Training Supervisor, they are in temp lines because these titles did not exist as permanent budgeted titles in the 2010 budget. Based on information from Personnel, it seems the 2 titles of Election Specialist (\$39,482 ea.) permanent budgeted positions # 2394 & #2403 are currently being held vacant and used to partially pay for these 2 temporary positions of Training Supervisor which are paid at \$50,000 each. The BOE should then request that the 2 Election Specialist titles be reclassified to Training Supervisor in the 2011 Budget. An email confirming this was sent by personnel to BOE on 6/4/10, but there has been no response."

Spending

Spending by the DCBOE has risen 220% from 2005 to 2009, which reflects the increases in responsibilities assumed by the DCBOE in 2006 due to county consolidation and the increases in staff in 2007 and 2008:

Year	Spending
2005	\$874,00
2006	\$1,500,748
2007	\$2,263,367
2008	\$3,169,572
2009	\$3,431,459 ¹
2010	\$2,451,897 ²

The subject of DCBOE staffing and budgets has been the subject of contention as illustrated in the County Executive's December 15, 2009 Memorandum to County Legislators regarding adoption of the 2010 County Budget:

"In reference to the Board of Elections, the budget request from the department was more than a 400% increase from \$874,000 in 2005 to a startling \$4.4 million just five years later in 2010. The BOE is the single agency the Legislature itself is accountable by law to oversee, and unfortunately it has been allowed to have unchecked, out-of-control spending growth. That must change.

*"... I have also vetoed the restoration of additional monies to the BOE temporary help line because of the concern the Commissioners will use it to provide raises to their staff and/or themselves as they have undoubtedly attempted in the past **without legislative approval**, including those raises that I removed from their original budget request in 2010 (emphasis original)."*

At the request of the Elections Oversight Committee and based upon the wishes of several Supervisors and Mayors, the Dutchess County Comptroller conducted a review of DCBOE expenses released July 12, 2010. In it the Comptroller noted the increased costs following confusion over the new federal and state mandates:

"As so often happens, unfortunately, with new Federal or State mandates, bureaucratic interpretation of legislation and litigation led to both moments of indecision and also conflicting decisions, which increased expenditures and added to wasteful spending.

¹ 2009 Budgeted Amount. Actual 2009 expenses not certified until November 1, 2010

² 2010 Budgeted Amount.

"...An example of a conflicting decision from New York State Board of Elections (NYSBOE) that caused wasteful spending by the [DC]BOE was its directive in 2006, resulting from the Federal Court Order, to purchase ballot marking devices that cost almost \$25,000. These machines were a stopgap solution and, ultimately, used for only one year, as NYSBOE changed its course and informed the County that different machines would now need to be purchases for future elections."

The Comptroller's report concluded with a more positive outlook:

"Although many expenditure increases were the result of mandated aspects of HAVA, there are areas where savings can be maximized: costs associated with personnel, and the storage/transportation of machines. The Legislature should review salaries, the number of full-time positions actually needed, and a more controlled used of temporary workers."

LEGAL CONSTRUCT OF THE DCBOE

"By the specific design of the State Legislature, local Boards of Elections are autonomous entities with a wall created around it to insulate it from outside influence." These words of Republican Elections Commissioner David Gamache in an undated response to the County Executive's 6/22/06 veto memo re: Resolution 206137 admit that the status of the County Board of Elections within the scheme of County government is unique.

Boards of Election report to three distinct groups, but none completely. The Board reports to the County Political parties to the degree that the parties nominate the commissioners (Section 2-204). The Board reports to the County Legislature, in that the Legislature ratifies the commissioner appointments (Section 2-204), sets the Commissioner salaries (Section 3-208) and the Legislature appropriates the Board's budget (Section 3-300). The Board also reports to the State Board of Elections in accord with the powers granted the State Board in Election Law (Section 3-102).

As employees of the County of Dutchess, the individual employees of the DCBOE are processed through the Personnel Department of County government, but the scope of County government is limited as confirmed in the 2003 Dutchess County case, *Gamache v. Steinhaus, Dutchess County Index No. 385-2003, decided February 21, 2003*. Therein the County Executive sought to impose a vacancy factor on the Board of Elections (as in other departments) to keep positions vacant for some time to achieve cost savings as pre-determined by the County Legislature. The two Election Commissioners argued that they the commissioners had "an absolute and unfettered right" to "run the Board of Elections, within their appropriation, and without outside interference."

The Commissioners argued that “the Dutchess County Board of Elections is a County agency for budgetary purposes **only**” and that “once the county legislature approves their budget appropriation, the Board becomes independent in all personnel matters.” The judge in *Gamache* agreed stating, “the purpose of both, Article 2, Section 8 of the Constitution, and Election Law sections 3-300 and 4-136 are to insure, among other things, that the Board of Elections will operate in a manner that is both bipartisan and also independent of political machinations or interference from others outside of the County board.”

Not only County Executive interference, but in subsequent litigation the Courts have shown an unwillingness to allow even County Legislatures to insert themselves in Board of Election affairs, particularly on matters of appointing employees and setting salaries. “All legislative bodies are of necessity partisan bodies. The State Constitution and the Legislature of the State acting under such Constitution demand that county legislatures must not be allowed to control bipartisan Boards of Elections once annual moneys have been appropriated. To allow the county legislative body to control Board of Election policies in any way would be to thwart the Constitution.” *Matter of Daniel B. Larson et al., Petitioners v. Andrew Tangalos et al., Respondent Supreme Court of New York, Chautauqua County 113 Misc. 2d 696; 449 N.Y.S.2d 901; 1982 N.Y.*

In recent years on more than one occasion and from various entities there have been voiced concerns to rein in spending at the DCBOE and maintain accountability of taxpayer monies including:

- In 2003 the County Executive wrote, “It is urgent that each of the legislative and party leaders manage these two unrestrained appointed officials who currently feel they are accountable to no one and feel no obligation to participate in county policy necessary to control our fiscal and budgetary challenges.”
- In 2006, the Legislature voted that “a bi-partisan taskforce be established...with ‘monitoring’ responsibilities” as part of Resolution No. 206137 that funded the Board of Elections expansion in consolidating elections under the county’s control. This taskforce went unfilled until 2010 when Chairman Rolison formed the oversight committee.
- The Commissioners themselves have indicated a need to cut expenses and make structural changes. In a November 20, 2009 memo to the Dutchess County Supervisors and Mayors they wrote, “*we hope to partner with representatives from your organization for structural changes to how Duchess County runs elections which could lead to lower costs for our taxpayers. ... we are committed to working with the County Legislature and the Supervisors and Mayors of Dutchess County to look at long-term solutions to skyrocketing election costs. ... we are prepared to significantly decrease any discretionary cost items ... these hard times call for sacrifice ... we will cut as much as possible, realign priorities and make due (sic) with less.*”

While Legislators and the Executive are right to be mindful of the expenditure of taxpayer monies for which they are duly elected to watch over and account for, the Dutchess County Board of Elections Oversight Committee must also be mindful of its limitations in not overstepping BOE operations considering the pertinent case law above.

In sum the Legislature's limited role in BOE oversight:

- Educating party leadership so that they are well informed in making nominations for Elections Commissioners.
- Vetting, interviewing and ultimately ratifying nominees for Election Commissioners who share their values and priorities.
- Setting salaries for Election Commissioners that set the tone and temperature for lesser DCBOE staffing rates.
- Closely scrutinizing budget requests and appropriating only that money that Legislators feel comfortable being spent.
- Monitoring from afar Election Commissioner's conformity with explicit Legislative desires without interfering with BOE management decisions.

Recommendations – Appropriations

Cognizant of the Board of Election's special role under New York State Election Law, any and all efforts of the Dutchess County Legislature to serve as stewards of taxpayer monies or foster accountability at the County Board of Elections must adhere to the limited powers it is given by Election Law.

Section 3-300 ... within the amounts appropriated by the local legislative body...

As discussed earlier and explicitly in *The Matter of Daniel B. Larson et al., Petitioners v. Andrew Tangalos et al*, once the County Legislature appropriates money to the Board of Elections it loses complete say as to how that money is spent.

RECOMMENDATION 1: The adoption of a policy of scheduled appropriations throughout the year instead of one lump sum payment each January. Anticipated BOE funds should be placed into a contingency account upon the adoption of the County Budget to be released upon a demonstrated need at pre-determined three-month intervals (or as needed). This will permit legislators to exercise greater oversight over the expenditures of taxpayer money without interfering with the management of those sums once appropriated.

If Legislators exercise this recommendation, they should also seek to modify the Rules of the Legislature such that election-related expenses taken from Contingency require only a simple majority of votes, not the usual 2/3.

RECOMMENDATION 2: While the Legislature is prohibited from micromanaging or dictating to Election Commissioners how to operate their department including cost-cutting, the Legislature may reduce the appropriated sum to such lean amounts that cost-cutting is the natural result. The Legislature may choose to develop its “Ideal BOE Budget” and fund only that level of funding. The following areas appear ripe for possible areas of cost-savings.³

• **SALARIES**

- Under State law, Commissioners “establish their (employee’s) salaries” (§3-300). It also permits the Commissioners to set pay rates for staff that some would find egregious, something that has been a frequent source of contention in the County between the Board of Elections, the County Budget Office and the Office of Personnel, both for the size of the salary increases and the Commissioners’ habit of fixing the salaries unilaterally after the County adopts their budget adjusting salaries as they see fit.

³ Should the Legislature choose to reduce the DCBOE budget to a meager amount it should consider the possible reduction in services provided by the department. In an undated document presumed to have been delivered to the Legislature in 2005 when deciding whether to increase staffing levels as proposed by the HAVA Implementation Plan the claim was made that “without additional staff the Board of Election will need to retreat to its core obligations of simply conducting elections and eliminate the tasks that are now expected to be available.” The same loss of services is likely to exist now if staffing levels are reduced:

- “The Board will need to consider returning to the practice of sending the absentee ballots out to the polling places on Election Day and have the ballots counted by the election inspectors.”
- “Without additional staff the Board will need to consider not using the improved system (of electronically scanning designating petitions into a software system) ... [and] candidates will not know the status of their petition, will not know if there has been an objection filed and may not know if they have an opponent” ... [as] “the only way to discover which candidates had filed petitions [will be] to go through the piles by hand, or wait until the document had been hand-written into the ledger and go through the dozens of pages to find an entry that may or may not be there.”

“These are just a couple of the unacceptable options facing the Board of Elections should the Board not receive funding to increase its staff size. ... the Board will have to return to the pre-2001 way of doing business for some of these tasks unless it has more staff.”

As far back as December 5, 2002 Budget Director Kevin D. Fish blasted proposed increases as "an affront to the nearly 2000 people who work for county government in departments other than the Board of Elections. No other employee group will receive salary increases anywhere near those proposed by the Election Commissioners. ... Particularly disturbing is the manner in which these outlandish increases have been kept out of the public's eyes; i.e. they were not included in the printed budget and they were not revealed in the Board's meeting with the Budget and Finance committee. This stealth tactic by the Elections Commissioners defies public disclosure, ignores the difficult financial situation facing our county and insults all other county employees."

The chart below indicates the proposed rate increases that Fish called "outlandish" at a time when CSEA and PBA employees received 3% and Management and Confidential received 2.2%,

Title	2002 Salary	Proposed 2003 Salary	% change
Elections Commissioner	\$66,900	\$68,907	3.0%
Elections Commissioner	\$66,900	\$68,907	3.0%
Deputy Elections Commissioner	\$50,826	\$55,000	8.2%
Deputy Elections Commissioner	\$50,826	\$55,000	8.2%
Elections Administrator	\$36,664	\$40,000	9.1%
Elections Administrator	\$36,664	\$40,000	9.1%
Sr. Elections Specialist	\$32,155	\$38,000	18.2%
Sr. Elections Specialist	\$34,031	\$38,000	11.7%
Elections Specialist	\$34,031	\$36,000	5.8%
Elections Specialist	\$34,031	\$36,000	5.8%
Elections Specialist	\$34,031	\$35,000	2.8%
Elections Specialist	\$32,155	\$35,000	8.8%

The chart above also provides comparison of the accepted rate of pay for BOE employees in 2002. Note the historical context that with the County's early retirement incentive that eight out of the 12 employees were brand new having replaced employees who had just retired.

The current salary scale of employees is listed below to show how salaries have risen in only eight years.

Title	2010 Salary
Elections Commissioner	\$85,275
Elections Commissioner	\$85,275
Deputy Elections Commissioner	\$73,789
Deputy Elections Commissioner	\$73,789
Elections Administrator	\$52,892
Elections Administrator	\$52,892
Sr. Elections Specialist	\$51,430
Sr. Elections Specialist	\$51,430
Sr. Elections Specialist	\$51,950
Sr. Elections Specialist	\$51,950
Sr. Elections Specialist	\$46,256
Sr. Elections Specialist	\$46,256
Elections Specialist	\$44,157
Elections Specialist	\$44,157
Training Supervisor	\$50,000
Training Supervisor	\$50,000
Machine Coordinator	\$57,269
Machine Coordinator	\$57,269

The mean employee rate of pay is currently \$57k. Eight years earlier it was \$42k. (See Addendum E for a statewide county comparison on BOE salaries).

Rockland County which is slightly below Dutchess County in terms of voter registration has less staff than Dutchess and with considerably lower rates of pay as illustrated below. There are two occupants for each position named below (one Democrat, one Republican).

Title	2010 Salary
Commissioner	\$86,050
Deputy Commissioner	\$67,250
Election Clerk IV (sic)	\$45,750
Election Clerk II	\$31,800
Election Clerk III	\$41,500
Election Clerk IV	\$45,750
Voting Systems & Machine Technician	\$47,750
Voting Poll Site Coordinator	\$44,250

While Election Commissioner pay is set directly by the Legislature (Section 3-208), the rising cost of Dutchess County employee salaries set by the

Commissioner could be seen as justification for justifying themselves increases in pay as the Commissioners attempted in giving themselves a raise of \$4,827 each in 2008 and again in 2009, although both claim it was a "misunderstanding" (*Poughkeepsie Journal*, April 11, 2010).

The deputy commissioners' pay grew from \$55k in 2003 to \$73,789 in 2010, in part by the Democratic Commissioner's December 2005 insistence on giving the Deputy Commissioners a 10% raise, a rate that the Republican Commissioner decried as "double the increase for the rest of the staff and almost triple the increase for the Elections Commissioners to whom they report." The Republican Commissioner's alternate salary plan was an across the board increase of 6.7% (Source: December 23, 2005 memo from Elections Commissioner David Gamache to the Dutchess County Board of Elections and Dutchess County Department of Finance).

There is no way to supersede Election Law §3-300's vesting in the commissioners of the exclusive power to set salaries of its employees (with the sole exception of machine coordinators as discussed below) which was reaffirmed as "complete and exclusive control" by *Board of Elections of the County of Westchester v. O'Rourke*, 210 A.D. 2d 402 (ad Dept. 1994) so long as there is a sufficient amount appropriated by the local legislative body (January 6, 2003 letter from Special Counsel Todd D. Valentine, State of New York State Board of Elections). "There is no provision in statute for any outside approval of a board's appointments" (*Fugazy v. Kern*, 280 N.Y. 375 (1939)).

The Legislature sole remedy to keep salaries of Board of Election employees within acceptable perimeters outside of negotiations with Election Commissioners and influence in the nomination of commissioners, is to restrict the amount of appropriated funding.

RECOMMENDATION 3: WHILE ELECTION LAW DOES NOT PERMIT COUNTY LEGISLATURES TO INTERFERE WITH THE SETTING OF SALARIES AT LOCAL BOARDS OF ELECTIONS OUTSIDE OF THE COMMISSIONER SALARIES, IT DOES MAKE AN EXCEPTION FOR THE POSITION OF MACHINE COORDINATOR, FOR WHICH DUTCHESS COUNTY EMPLOYS TWO FULL-TIME. SINCE THE COUNTY LEGISLATURE HAS EXPRESS AUTHORITY TO APPROVE THE SALARY OF MACHINE COORDINATORS IT SHOULD EXERCISE THIS RIGHT.

While Election Law §3-300 gives the Election Commissioners unchecked ability to set the “number, prescribe their duties, fix their titles and rank and establish their salaries,” under Election Law 3-302(6), “Voting machine custodians shall be paid for their services an amount fixed by the board of elections, *which amount shall, however, be approved by the legislative body of the county and shall be payable by the county* (emphasis added).

As machine coordinators are the highest paid employees at the DCBOE absent the Commissioners and Deputy Commissioners (currently \$57,269) and since Election Law gives the Legislature the ability to approve the salary set by the Commissioners for machine coordinators, the Legislature should exercise its right to approve custodian salaries. Since the Legislature never approved these salaries in 2010 it may choose to exercise its right for the remainder of 2010, or start doing so during the 2011 budget process.

• STAFFING

- Under State law, Commissioners “fix their (employees’) number” (§3-300). This power permits Commissioners to buck legislative will as they wish, as took place most recently in January 2010 when the BOE commissioners retained two employees on payroll in positions the Legislature had cut by sustaining a veto (see page 8). The Dutchess County Comptroller calculated that these two non-budgeted positions are costing taxpayers \$136,424 after considering \$68,500 in benefits.

Staffing at the BOE was at 12 in 2004, the year prior to county consolidation. This soared to 26 in 2008, and has since been reduced to 18. The Comptroller’s findings were that 77.50% of the \$2.5million 2010 appropriated budget went to personnel. This was the highest percentage of seven counties studied including Orange (63.4% of a \$3million budget), Rockland (66.29% of a \$3.1million budget), Albany (54.36% of a 2.8million budget), Broome (49.19% of a \$1.5million budget), Saratoga (45.24% of a \$1.6million budget) and Niagara (29.55% of a \$1.8million budget). Of these, all had more staff except Saratoga with 10, and Niagara with 12 full-time and 4 part-time. Broome County operates with only two full-time commissioners, two full-time deputy commissioners and two part-time legal counsels. An April 2010 *Poughkeepsie Journal* study reported Dutchess County with the highest number of employees of all surrounding counties (Green with 4 full-time, 2 part-time; Ulster with 12; Columbia with 6.5; Putnam with 10 full-time and 2 part-time; and Orange with 14 – note the discrepancy from Comptroller’s report of 20). See Addendum A for the County

Comptroller's Report. See Addendum B for the State's 2009 Annual Statistical Information Report comparing counties by number and type of employees.

The impetus of increasing the staffing size of the DCBOE came about in the Commissioner's 2006 implementation of ERMA and ECIA.

Even despite a current staffing level of 18 (nine on each side) Dutchess County's BOE seems management-heavy for such a small department compared to other county departments with two deputies in addition to both commissioners. While two commissioners are mandated by state election law, the position of deputy is optional at the discretion of each Commissioner. "Every commissioner ... may approve and at their pleasure remove a deputy, establish his title and prescribe his duties" (section 3-300). Nine counties in the state do not utilize deputy commissioners. Two others have deputies who serve in part-time positions. (See Addendum B). Whether there is need for such bolstering of management for such a tiny department at a higher rate of pay than less glamorous-titled and lesser-paid employees remains one of many questions that party leaders and legislators should be asking potential Commissioner appointments prior to confirmation.

The Comptroller's audit suggests reducing full-time positions to part-time at a savings of \$60,000 for eliminating the lowest paid position (on each side). Converting the highest paid positions (Election Commissioner) into part-time positions could achieve a savings of \$116,826 with an annual salary of \$42,637 (more in savings if the salary was reduced further).

Great savings could be achieved by reducing full-time positions to part-time, but this depends upon a commitment from the commissioners as with the exception of Commissioner Salaries (see *infra*) the rate of pay and duties is determined exclusively by the Election Commissioners. Again these are other questions that are ripe for the asking by party and legislative leaders in advance of appointments to Election Commissioner.

Absent the occasional special election and presidential primary the annual election cycle culminates in a primary election in September and a general election in November. Petitions begin circulating in June. Canvassing of votes typically conclude in December. The Comptroller's report indicates that bolstering staff during peak times rather than maintaining a standing full-time staff "would save the county approximately \$30,000-\$50,000 per position." Reference was made to 2008 when the DCBOE proved itself capable of managing

four seasonal positions with funding limited to \$11,000 per seasonal employee. In 2006, the DCBOE Commissioners admitted the need for bolstering the staff during the peak season of August to November. In addition to bolstering staff during peak season, perhaps reducing full-time staff during the off-peak months (especially January through May) would be a way to generate savings to the taxpayer.

Currently the DCBOE is employing eight Machine Technicians as seasonal employees to assist full-time staff with the testing voting machines (these are paid for using both temporary help lines described below – the 1035 line pays their base salary on Primary and Election Days, while the 1010 pays them a hourly rate for training and work on other days of the year).

The new optical scanner machines must be tested quarterly according to Election Law (§6210.2) for a period of time that is estimated at one to two hours per machine. Under Election Law “the Board of Elections shall appoint as many voting machine technicians (VMTs) and voting machine coordinators as shall be necessary (Section 3-302)” and “salaries of voting machine technicians shall be fixed by the board of elections [Section 3-302(7)].” Voting Machine Technicians in Dutchess County are currently paid the same rate of pay as Election Inspectors (\$150 for primary day and \$215 for Election Day plus mileage). In comparison Broome County pays eight technicians (with three alternates) \$20 per hour. Columbia County pays \$15 per hour. Niagara County pays \$50 per machine. Ulster County employs two full-time Machine Coordinators at \$43,000 each. In addition to eight Machine Technicians, Dutchess County also employs two full-time Machine Coordinators at \$57,269 each.

In a June 23, 2010 memo to Republican legislative leadership Democratic Commissioner Fran Knapp revealed that “the VMTs will replace Voting Machine Custodians,” which is seen as a significant change which may be perceived as a move to undermine the legislature’s role in curbing costs. Under Election Law 3-302(6), “Voting machine custodians shall be paid for their services an amount fixed by the board of elections, *which amount shall, however, be approved by the legislative body of the county and shall be payable by the county* (emphasis added). In 2006, the Legislature voted to pay Machine Custodians \$75.00 for each assigned voting machine for each election (primary or general) as well as mileage reimbursement for authorized travel.

The Legislature sole remedy to reduce the number or influence the type of Board of Election employees outside of negotiations with Election Commissioners and

influence in the nomination of commissioners, is to restrict the amount of appropriated funding.

• DUTIES AND ORGANIZATIONAL CHART

- Under State law, Commissioners “prescribe their (employees’) duties, fix their titles and rank” (§3-300).⁴ A survey of other county’s board of election operations indicate no standard organization chart or delegation of duties exists within New York State but that each county is left to invent their own. Discussion above (and as evidenced in Addendum B) has indicated that Dutchess’ staffing is on the high end (although certainly not the highest). Also discussed earlier a leaner organization chart reassigning duties to part-time and seasonal help is worthy of exploration. Particular questions warranting further consideration include:

- Converting the Commissioner or Deputy Commissioner positions into part-time positions or a combination of full time commissioner, part time deputy (see Addendum B for a survey of the New York counties who utilize part-time commissioners).
- Eliminating the Deputy position outright and instead ranking employees or vesting authority in employees as needed to cover in the event of the absence of the Commissioner.
- Eliminating or consolidating some the multiple Election Specialist positions (currently four on each side). Clearer delineation of specific duties could help to distinguish year-round positions from seasonal.
- Converting the Elections Training Supervisor positions into seasonal positions to mirror the election season.
- Eliminating the redundancy of having two administrators (Republican and Democratic) whose duties are non-political (coordinates all office services including purchasing, payroll, records control, budgetary review and preparation, contract preparation and interacts with all county departments and vendors).

While Election Law requires the creation of Republican and Democratic positions for all political functions of the BOE, arguably the outsourcing the administration tasks to a non-BOE employee can provide for the elimination of both BOE administrator positions thereby permitting the savings of at least one position’s annual salary of \$52,892. This sole BOE Administrator position might arguably be better placed in the Department of the County Legislature as in county structure the DCBOE falls under the legislative branch.

⁴ An organizational chart and job description for current Dutchess County employees is included in Addendum C. A Dutchess County organization chart from 2006 is found in Addendum D.

Removing administrative functions including payroll from the DCBOE will also free-up considerable staff time perhaps permitting the downscaling of other DCBOE positions. *"The biggest impact [of county consolidation] on the DCBOE was assuming responsibility to pay 1300 poll workers,"* acknowledged Democratic Commissioner Fran Knapp in her July 16, 2010 memo to County Legislators.

While the workload of individual employees at the Board of Elections is not generally knowable beyond the walls of the BOE office (although both sides are known to monitor and record the hours of the opposing side) Commissioners should undertake an effort to chart employee performance and workloads during off-seasons to ascertain whether the current distribution of staff duties is reaching optimal productivity and giving taxpayers the best return on their investment.

- USE OF TEMPORARY HELP

There are two Temporary Help lines in the BOE budget:

- (1) The 1035 line which pays for the 1500 poll workers, technicians, election coordinators, accessibility inspectors, telephone workers, and nursing home workers who work on primary and election day.
- (2) The 1030 line is used for temporary employees.

- 1035 Line

With the implementation of the new machines whereby the memory card containing the actual votes cast is physically brought to the BOE offices on the night of the election rather than telephoning in results the need for telephone workers is no longer needed and can reduce this line in subsequent year's budgets. Also the Commissioner's decision not to use accessibility inspectors in 2010 has also already permitted the drain on this expense line to drop.

A further effect to this line has resulted from the Legislature's December 2009 passage of the Chargeback policy which based upon the August 2010 formula seeks collection from towns and cities for the cost of elections. These costs include the training and wages for election inspectors and election coordinators. While this cost has been alleviated from the County Taxpayer it remains as a burden to the Town/City Taxpayer who remains one and the same. The County Legislature must concern itself in alleviating this burden to the local municipality

and the taxpayer as appropriate. Election Law provides several recourses whereby the Legislature can help to reduce the local burden as follows:

➤ Section 3-420

Election inspectors, poll clerks, election coordinators and qualified voters appointed to act in place of an absent inspector, clerk or coordinator shall be paid for their services on the days of registration and election, by the county containing the election district in which they serve, in an amount fixed by the county legislative body.

RECOMMENDATION 4: SINCE THE COST OF PAYING ELECTION INSPECTORS AND COORDINATORS WAS PASSED DOWN TO LOCAL MUNICIPALITIES IN ACCORD WITH THE ELECTION COST-SHARING FORMULA ADOPTED IN AUGUST 2010, THE COUNTY SHOULD SEEK INPUT FROM TOWNS AND CITIES ON THEIR DESIRED RATE OF INSPECTOR AND COORDINATOR PAY AS WELL AS TRAINING AND ADJUST ACCORDINGLY.

• **INSPECTOR PAY**

Dutchess County currently pays Election Inspectors \$215 for serving general elections and \$150 for primary elections. Additionally inspectors are paid \$35 for training (see infra). Note the number of election inspectors is determined by Election Law based upon number of election districts [§ 3-400(1)]. Reducing election districts will reduce inspectors (see infra).

Prior to the county consolidation of elections in 2006 each municipality paid inspectors differently. The following chart provides the method and rate of pay from 2005:

Town	No. of Inspectors	Payment Type and Amount	Estimated Cost
Amenia	16	Per Hour – no information on rate	\$2,720
Beekman	40	\$10/hr. \$170/day	\$6,800
Clinton	16	\$8.50/hr	\$2,312 '04GE
Dover	24	Primary: \$85/day; General: \$135/day	\$3,240
East Fishkill	88	\$11/hr; \$187/day	\$16,456
Fishkill	64	\$9/hr; \$153/day	\$9,792
Hyde Park	76	Primary: \$60/day; General: \$120/day	\$9,120

LaGrange	56	\$8.75/hr = \$148.75 per day	\$8,330
Milan	8	\$9.65/hr = \$164.05 per election	\$1,312.40
North East	8	\$10.15/hr = \$172.55 per day	\$1,380.40
Pawling	24	Primary: \$130/day; General: \$160/day; \$10.80 for training	\$3,840
Pine Plains	8	\$10.50/hr = \$1,428 per day	\$1,428
Pleasant Valley	26	\$8.75/hr = \$148.75 per day	\$3,867
Poughkeepsie Town	176	Primary: \$100/day; General: \$125/day (\$7/hr)	\$22,000
Red Hook	32	\$10.62/hr = \$180.54 per day	\$5,777.28
Rhinebeck	28	\$9.40/hr = \$159.80 per day	\$4,474.40
Stanford	12 & alternate	\$8.84/hr = \$150.28 per day	\$1,803.36
Union Vale	20	\$9/hr = \$153 for the day	\$3,060
Wappinger	104	\$7/hr = \$119 for the day	\$12,376
Washington	16	\$100 per day (\$5.88 per hour)	\$1,600
Beacon	40	\$10/hr = \$160 per day; Training: \$5; Night Before Refresher: \$5; Team Leader Bonus: \$5; Plus mileage at .485 per mile	\$6,400
Pok City	136	Primary: \$100; General: \$150; Training: \$5	\$20,400

In comparison with neighboring counties a sampling of other counties follows. A complete comparison can be found in Addendum F:

County	Primary: Inspector Pay	General: Inspector Pay
Dutchess	\$150 per day	\$215 per day
Putnam	\$225 per day	\$300 per day
Ulster	\$125 per day plus mileage only if the inspector lives outside his appointed town.	\$200 per day plus mileage only if the inspector lives outside his appointed town.
Orange	\$175 per day	\$175 per day
Westchester	\$225 per day	\$225 per day
Columbia	\$9.50/hour	\$9.50/hour
Broome	\$10 per hour	\$10 per hour
Niagara	\$115 per day	\$180 per day
Saratoga	\$100 per day	\$175 per day

- **ELECTION COORDINATORS**

The position of Election Coordinator is one that was created in 2006 by the Dutchess County BOE's HAVA Implementation Plan, but which was previously performed by Town Clerks whose salaries were paid out of town/city budgets. At the time of creation the HAVA Implementation

Plan set the rate of pay at \$1,000 per year per inspector, with two per town to reflect the two major parties.

Subsequently the pay rate for election coordinators appears to have changed with election coordinators currently being paid the same rate as election inspectors (\$150 per primary, \$215 per Election Day) plus \$20 per election district per election. While this formula appears more equitable and favorable to the taxpayer, efforts were unsuccessful to locate when the Legislature approved this change. Election Law §3-420 vests the authority for paying election coordinators with the Legislature (“in an amount fixed by the county legislative body”). Adherence to Election Law should be policy.

RECOMMENDATION 5: FURTHER INQUIRY SHOULD BE SOUGHT AS TO WHETHER THE LEGISLATURE ACTUALLY CHANGED THE RATE OF PAY FOR ELECTION COORDINATORS. ABSENT EVIDENCE TO THE CONTRARY THE LEGISLATURE SHOULD FORMALIZE THE RATE OF PAY FOR ELECTION COORDINATORS FOR THE 2010 SEASON AS WELL AS CONSIDER CHANGES IN PRACTICE OF USE OF ELECTION COORDINATORS IN CONSIDERATION OF THE POSSIBLE COST-SAVING MEASURES BELOW.

In 2009 the budget for Election Coordinators which included the General, Primary and Special Election broken up per town as follows:

Town	Election Coordinator Wage (includes mileage)
Amenia	\$1,354.24
Beekman	\$1,414
Clinton	\$869
Dover	\$1,240
East Fishkill	\$1,925
Fishkill (T)	\$1,003
Hyde Park	\$1,450
LaGrange	\$872
Milan	\$791
Northeast	\$617
Pawling	\$1,708
Pine Plains	\$742
Pleasant Valley	\$630
Poughkeepsie (T)	\$4,933
Red Hook	\$1,078
Rhinebeck	\$1,000
Stanford	\$1,181
Union Vale	\$1,299
Wappinger	\$3,868
Washington	\$1,124
Beacon	\$1,615

Poughkeepsie (City)	\$3,012
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Section 3-402 of New York State Election Law establishes the position of Election Coordinator for which is an optional position at the discretion of the local Board of Elections: "The board of elections of each county ... may, in its discretion, appoint persons to perform election day duties including directing voters to their proper polling place, assist election inspectors and poll clerks in the performance of their duties, and such other duties as may be assigned to them by the board of elections. Such persons shall be designated as election coordinators."

Potential cost-savings in the area of Election Coordinators exist for the local municipality to consider:

- Reducing the rate of pay of election coordinators.
- Reducing the option of claiming mileage for election coordinators. N.B. At least one Election Coordinator is required to transport voting results to the BOE office in Poughkeepsie, which can be a distance for some Dutchess County towns.
- Shared Services: Consolidating Election Inspectors among towns. N.B. current practice has each town possessing two election inspectors (one from each major party) and the Town of Poughkeepsie possessing four (two from each major party). Each pair of Election Coordinators must oversee all election districts in their town. There are wide disparities in the work performed by Election Coordinators in various parts of the County (for instance Election Coordinators in Wappinger must oversee 28 election districts whereas their counterparts in Northeast only oversee two districts. Likewise Election Coordinators in Washington have all four districts located in the same building whereas their counterparts in East Fishkill must travel between various polling sites).
- Eliminating the position of Election Coordinator altogether. This option while possible under state law will require consent of the Election Commissioners as they are vested with decision-making on whether to employ Election Coordinators.

TRAINING FEES

Section 3-420 (2)

An election inspector or poll clerk who attends a required training session shall be paid not less than twenty-five dollars for each meeting plus, at the option of the county, transportation expenses not to exceed the

mileage allowance approved by the county legislative body for their permanent employees.

Under State law, inspectors must be paid at least \$25 for each training session and that each election inspector may be reimbursed for their expenses to attend the class at local option. In 2006 the County Legislature set the rate of training at \$35 based upon the following recommendation of the Election Commissioners:

"The Board recommends that election inspectors not be reimbursed for travel to and from training sites. Although travel expenses have been paid in the past, when inspectors were paid only \$5.00 for attending a training session, the new flat rate of \$35.00 per session is intended for both attendance and travel."

– Dutchess County Board of Elections HAVA Implementation Plan submitted to the Dutchess County Legislature by Fran Knapp and David Gamache, Commissioners of Election, March 17, 2006.

Statewide, Dutchess County is only one of nine counties that veer from the Election Law standard of \$25.00 per training session. Five of these pay \$30 (Essex, Jefferson, Oswego, Schenectady, and Yates). Only Orange County also pays \$35. Three counties pay more (Cattaraugus – \$40; Suffolk – \$37.50, and Steuben – \$60). See Addendum F for further comparisons, including class size, length of training and number of classes held.

While it is current Dutchess County practice to only pay for the cost of one election training, in previous years it was possible to be paid for multiple training sessions.

A policy decision to eliminate mileage reimbursement for training sessions and reduce training costs to the state minimum rate of \$25 could achieve a county-wide cost savings of \$15,000 based upon the 1,500 inspectors trained in 2009.

○ **The 1030 line is used for temporary employees.**

Hiring temporary workers is a management practice employed by DCBOE Commissioners since employees are barred from banking compensatory time during high-peak time to then utilize during post-election months. Better exercise of year-round staff or better reduction in staffing during off-peak times could result in significant cost savings.

A \$50,000 temp line has been provided to the DCBOE, which is in excess of the budgeted amounts for 18 full-time staff, and payment costs for 50 election

coordinators, 15,000 election inspectors, and eight machine technicians. Since January expenditures have been made:

- \$22,000 was earmarked including \$18,266 spent to date (through 9/17/10) to pay for the retained Training Supervisor positions discussed on page 8.
- \$405 was spent on two temps for pay period July 9, 2010.
- \$1,557 was spent on three temps for pay period July 23, 2010.
- \$2,768.36 was spent on five temps for pay period August 6, 2010.
- \$1,279.72 was spent on two temps for pay period August 20, 2010.
- \$4,629.67 was spent on eight temps for pay period September 3, 2010.
- \$7,574.47 was spent on 15 temps for the September 17, 2010 pay period.

Total: \$18,267

MILEAGE - LINE 4619

The issue of the costs of mileage reimbursement has been on the mind of the County Legislature as evident by its March 2010 adopted resolution to limit legislator mileage reimbursement. While mileage reimbursement policies are fully within the discretion of the Election Commissioners pursuant to their independent status to manage their department without legislative influence, in appropriating money the County should consider:

- Board of Elections staff and temporary help turned in vouchers for mileage reimbursement for \$2,010.75 for the period of January 1, 2010 through September 16, 2010. In 2009, the staff and temporary help were reimbursed \$5,988.41.
- Significantly \$7,423.90 was claimed in mileage reimbursement for eight machine technicians and 50 election coordinators in 2009.
 - Election coordinators and machine technicians are currently receiving the same rate of pay as election inspectors plus mileage.
- Machine technicians have indicated to this committee that management policies at the DCBOE require technicians to sign-in at the Cannon Street office prior to reporting to work-stations including storage sites of machines. Revision of management policies to permit technicians to meet at work-stations without first signing in at headquarters could cut-back on reimbursement requests.

- The new optical scanner machines require quarterly testing which amounts to about one machine per day. It is anticipated that DCBOE staff will accrue significant mileage reimbursement in 2011 and beyond to travel from headquarters at Cannon Street to the storage site of the machines on a regular basis to conduct machine tests. The DCBOE commissioners are currently at an impasse over moving the location of the machines to more permanent housing, and meanwhile paying an increased month-to-month payment at a storage site on the Salt Point Turnpike in the Town of Poughkeepsie (approximate roundtrip mileage of 4 mi). Managerial decision-making on a more permanent storage space remains with two sites located at North Grand Avenue (approximately 5.4 miles roundtrip) and the Poughkeepsie Journal building within walking distance of the DCBOE operations on Cannon Street.

- MISCELLANEOUS

Additional scrutiny of the DCBOE budget may wish to re-evaluate the following. Note: a county comparison of numerous costs can be found on Addendum E.

- Acct. 4235 (Cable Services) provides \$1,500 for four TV sets.
It is not clear whether in this age of Internet whether cable television services are necessary for the execution of Election services or whether any county departments outside of the DCBOE enjoy this service.
- Acct 4628 (Interdepartmental Expenses) \$3,672 for cell phones
This number seems excessive for cell phones – one for each commissioner, one for each deputy. The Legislature should review its policies countywide on assigned cell phones. Do all positions require use of cell phones? Are there better plans available than a monthly \$77 per phone cost? Might the use of prepaid cell phones for trouble-shooting use during the primary and general elections be more cost-effective?
- Acct 4650 (External postage) \$60,560 – 71% increase from 2009 actual postage.
There was a special election in 2009 but absent that in 2010 the cost of postage should have gone down even with the postage increase of May 11, 2009. Postage rates went unchanged in 2010 for first class, the only change in 2010 was for priority, express and parcel select. The Budget Committee should address the increased postage costs and the shipping habits of the DCBOE with the commissioners during the 2011 budget preparation meetings.
- Acct. 4460 (Commercial Printing)
The 2010 County Budget includes a \$130,000 expense for commercial printing of ballots, which are to be paid for from HAVA monies. This HAVA revenue was not

included in the 2010 Adopted County Budget and suggests there is an unaccounted \$130,000 in the DCBOE 2010 budget which should be explained.

Recommendations – Appointment Power

Section 2-204(1, 4): "The chairman or secretary of the appropriate party county committee shall file a certificate of party recommendation with the clerk of the appropriate local legislative body. ... Commissioners of election shall be appointed by the county legislative body... Provided, however, that if a legislative body shall fail to appoint any person recommended by a party for appointment as a commissioner pursuant to this section, within thirty days after the filing of a certificate of recommendation with such legislative body, then the members of such legislative body who are members of the political party which filed such certificate may appoint such person."

RECOMMENDATION 6: As it is Party Officials who nominate Election Commissioners who are then ratified by the County Legislature, Legislators of both parties should meet regularly with their Party Leaders and their Election Commissioner to communicate their priorities and vision for the BOE as well as performance feedback.

The goals and interests of party leadership are not always those of legislative leadership. Political interests often vest with winning elections, service to candidates and party priorities including voter registration or candidate cultivation. Legislative interests, while possibly politically motivated, more often can focus on budget balancing, tax accountability, streamlining government and adopting policies that promote the common good over political advantage. Greater dialogue among both groups can aid the appointment process by making the goals of both groups uniform.

Recommendations – Commissioner Pay

Section 3-208 "Each commissioner in the same county shall receive an equal salary. The salary shall be fixed by the county legislative body."

RECOMMENDATION 7: It is within the Legislature's purview to determine commissioner pay rates and accordingly the Legislature does possess power to determine whether the Commissioner position should be full-time or part-time. The Legislature should consider the benefits and detriments of having a part-time elections commissioner.

Twenty-one counties in New York State have part-time Elections Commissioner including neighboring Columbia and Putnam counties.

See discussion on page 20, and Addendum B.

RECOMMENDATION 8: In setting commissioner salaries the Legislature should consider the commissioner salaries of area boards of elections as well as similarly situated personnel in Dutchess County Government. Consideration of the salary should be given in advance of commissioner appointments.

Sampling of Other New York Counties

Other counties pay their Election Commissioners less. One pays more. A full comparison can be found in Addendum B.

County	Commissioner Pay	Registered Voters
Orange	\$69,079	215,375
Dutchess	\$85,275	179,927
Albany	\$83,232	179,104
Rockland	\$86,050	170,631
Saratoga	\$71,749	147,529
Ulster	\$72,428	120,311
Broome	\$7,500 (part-time)	115,667
Putnam	\$43,807	62,173
Columbia	\$10,019	43,009

Greene	\$16,316	31,510
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Sampling of Dutchess County Management Pay

When considering the rate of pay of similarly situated managers in Dutchess County government the Legislature must take into consideration that most departments are managed by one department head, while the DCBOE are mandated to share this responsibility based upon Election Law. The Legislature should also be mindful that as the Commissioners are quick to point out the DCBOE is not a county department, but a "constitutional office under the NYS State Constitution" (Fran Knapp's July 16, 2010 response to the Comptroller's Review). For both of these reasons the argument that their pay should be equal to rate of pay of a single department head of a county department is not substantiated.

The chart below shows the base rate of pay (starting salary) for several Dutchess County employees in supervisory roles alongside the number of employees they manage.

Position	# of Employees Supervised	Salary
Fleet Administrator	11.5	MD \$ 70,417
Parks Director	19.5	MF \$ 66,441
Personnel	20	MI \$ 91,425
Real Property Tax	16	MG \$ 73,918
Budget	5	MI \$ 91,425
Finance	22	MI \$ 91,425
County Attorney	20	MJ \$101,591
Consumer Affairs	5	ME \$ 59,805
Risk Management	7	MG \$ 73,918
DPW	51	MJ \$101,591
Emergency Response	53	MG \$ 73,918
Probation	118	MI \$ 91,425
Public Defender	30	MH \$ 82,097
Health	146	MJ \$101,591
Mental Hygiene	201	MJ \$101,591
Central Services	48.5	MG \$ 73,918
OCIS	45	MI \$ 91,425

Recommendations – Other

Election District Consolidation

RECOMMENDATION 9: Since much of the costs associated with elections are determined by election districts the County Legislature should resolve itself in 2011 to work with the County Board of Elections and alongside local town and city boards in consolidating election districts to achieve the greatest net cost-savings.

Note: Section 4-100(2) was amended by an act of the New York State Legislature in July 2010 (Bill S.5447C). The change is indicated below.

§ 4-100(2) *The creation, consolidation, division or alteration of election districts shall be done by the Board of Elections.*

Deleted: legislative body of the city or town within which the election district is contained

§ 4-100(3) *An election district shall contain not more than nine hundred fifty registrants (excluding registrants in inactive status) or, with the approval of the county board of elections, not more than eleven hundred fifty registrants (excluding registrants in inactive status), but any election district may be divided for the convenience of the voters.*

§ 4-100(5). *Any creation, consolidation, division or alteration of election districts in any calendar year shall be made on or before February fifteenth, and shall take effect on April first,... such creation, consolidation, division or alteration shall be made and shall take effect immediately upon creation or alteration of such political subdivision. No such creation, consolidation, division or alteration shall be made between February twentieth of a calendar year ending in seven and December first of a calendar year ending in zero...*

§ 4-100(6). *In the event that a legislative body of a city or town fails to create, consolidate, divide or alter election districts by February sixteenth, when it is required to do so, pursuant to the provisions of this section, the board of elections of the county wherein such city or town is located, shall do so.*

Each election district must be staffed by four election inspectors [§ 3-400(1)] and requires its own machine, privacy screens and administrative overhead, such that the greater number of election districts the greater the cost of elections.

Dutchess County currently has 249 districts which requires the use of 996 election inspectors each election. Election districts have a maximum number of voters of 950 (or 1150 with DCBOE approval). Condensing the number of election districts by merging small districts based upon the maximum voter count of 950 will permit the 249 districts to shrink to 188, a difference of 244 election inspectors and a county-wide savings in election inspector wages of \$89,060 (general and primary). If election districts are permitted by DCBOE to contain 1150 voters, election districts could be reduced to 156 with a potential annual cost-savings of \$132,860 (general and primary) merely by reducing election inspectors.

Under the Election Chargeback formula adopted in August 2010, towns and cities will most benefit from the decision to reduce the number of election districts within their borders. The County Board of Elections has until February 15th to act.

The following chart lists the current number of voters in each municipality, the number of election districts, the possibility in reducing election districts considering the 950 and 1150 DCBOE-discretionary thresholds and the savings from both *just* considering savings from election inspector wages (general and primary election):

Municipality	# Voters	Current # ED	Possible EDs – 950	Possible EDs – 1150	Possible 950 Savings	Possible 1150 Savings
Amenia	2,222	4	3	2	\$1,460	\$2,920
Beekman	7,373	10	8	7	\$2,920	\$4,380
Clinton	2,740	4	3	3	\$1,460	N/A
Dover	4,278	6	5	5	\$1,460	N/A
East Fishkill	17,550	22	19	16	\$4,380	\$8,760
Fishkill (T)	11,418	18	13	10	\$7,300	\$11,680
Hyde Park	12,377	19	14	11	\$7,300	\$11,680
LaGrange	10,179	14	11	9	\$4,380	\$7,300
Milan	1,586	2	2	2	N/A	N/A
Northeast	1,688	2	2	2	N/A	N/A
Pawling	4,876	6	6	5	N/A	\$1,460
Pine Plains	1,595	2	2	2	N/A	N/A
Pleasant Valley	5,874	6	7	6	-\$1,460	N/A
Poughkeepsie (T)	23,932	44	26	21	\$26,280	\$33,580
Red Hook	7,629	8	9	7	-\$1,460	\$1,460
Rhinebeck	4,983	7	6	5	\$1,460	\$2,920
Stanford	2,365	3	3	3	N/A	N/A
Union Vale	3,071	5	4	3	\$1,460	\$2,920
Wappinger	15,639	28	17	14	\$16,060	\$20,440
Washington	2,911	4	4	3	N/A	\$1,460
Beacon	7,886	10	9	7	\$1,460	\$4,380
Poughkeepsie (City)	13,819	25	15	13	\$14,600	\$17,520

Once the Census Figures are released on December 1, 2010, the County Legislature then is free to draw its legislative districts to make sure its 25 legislative districts are comparably populated, after which the County Board of Elections is free to redraw its election districts. Whereas the local municipality once had the power to draw their own lines, this power was given to the County Board of Elections by an act of the State Legislature in July 2010. As towns and cities no

longer have the power to draw their lines, it is recommended that they communicate directly with the Board of Elections regarding their thoughts and desires with respect to redistricting of election districts.

Considering the February 15th deadline imposed upon by Election Law, the County Legislature should complete its own redistricting of legislative districts without delay to help facilitate the smooth and timely redistricting of local election districts.

RECOMMENDATION 10: Local and County Governments should weigh the benefits of moving local and county election terms of office to years ending in even numbers to correspond with state and federal elections. Should the public be willing to elect leaders only in years ending in even years, the costs associated with elections can be drastically reduced.

Board of Elections Stats by County

County	Dutchess	Orange	Albany	Rockland	Saratoga	Niagara	Broome
Registered Voters*	180,677	216,339	197,387	181,891	154,499	140,078	125,196
Authorized Positions	18 full	20 full	24 full, 2 part	19 full plus temporary	10 full, part/temporary	12 full, 4 part	6 full, 2 part
2010 BOE Adopted Budget	\$2,451,897.00	\$2,974,667.00	\$2,794,493.00	\$3,110,960.00	\$1,602,219.00	\$1,778,981.00	\$1,468,018.00
2010 BOE Adopted Budget Personal Service Lines**	\$1,900,271.00	\$1,885,919.00	\$1,519,111.00	\$2,062,210.00	\$724,764.00	\$525,737.00	\$722,045.00
% of Personal Services vs. Total Budget	77.50%	63.40%	54.36%	66.29%	45.24%	29.55%	49.19%

*As of April 1, 2010

**Includes Employee Benefits

Source: NYS Board of Elections

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2009 ANNUAL STATISTICAL INFORMATION REPORT

FINANCIAL SUMMARY (continued)

County	COMMISSIONERS			DEPUTY COMMISSIONERS			OTHER EMPLOYEES			
	Democratic Commissioner Salary	Republican Commissioner Salary	Term	FT/PT	Democratic Deputy Salary	Republican Deputy Salary	FT/PT	Number of Full-Time Employees	Number of Part-Time Employees	Temporary/Seasonal Employees
ALBANY	\$83,232	\$83,232	2 year	Full	\$59,542	\$59,542	Full	20	2	0
BROOME	\$7,500	\$7,500	4 year	Part	\$82,300	\$82,300	Full	4	0	2
CATTARAUGUS	\$49,927	\$49,927	4 year	Full	\$39,384	\$30,703	Full	2	4	0
CAYUGA	\$9,400	\$9,400	4 year	Part	\$39,865	\$39,865	Full	2	2	0
CHAUTAUGUA	\$56,839	\$56,839	4 year	Full	\$28,817	\$36,856	Full	10	0	12
CHEMUNG	\$16,484	\$16,484	2 year	Part	\$39,036	\$39,036	Full	2	3	11
CHENANGO	\$28,527	\$28,527	2 year	Part	N/A	N/A	N/A	4	0	8
CLINTON	\$41,928	\$41,928	2 year	Full	\$33,500	\$36,746	Full	0	2	2
COLLUMBA	\$10,019	\$10,019	2 year	Part	\$45,476	\$47,476	Full	2	2	8
CORTLAND	\$27,176	\$27,176	2 year	Part	N/A	N/A	N/A	2	0	8
DELAWARE	\$19,761	\$19,761	2 year	Part	\$33,418	\$33,418	Full	2	0	0
DUTCHESS	\$85,275	\$85,275	2 year	Full	\$73,788	\$73,788	Full	18	0	16
ERIE	\$103,162	\$103,162	4 year	Full	\$74,694	\$76,364	Full	64	22	6
ESSEX	\$16,890	\$16,890	2	Part	\$31,317	\$31,517	Full	4	0	2
FRANKLIN	\$43,631	\$43,631	4 year	Full	\$27,363	\$27,363	Full	2	0	0
FULTON	\$12,862	\$12,862	2 year	Part	\$31,368	\$32,918	Full	4	2	2
GENESEE	\$37,412	\$37,412	4 year	Part	\$43,613	\$43,813	Full	0	2	0
GREENE	\$16,316	\$16,316	4 year	Part	\$39,391	\$37,500	Full	2	0	2
HAMILTON	\$39,988	\$39,988	4 year	Full	\$4,862	\$4,862	Part	0	0	4
HERKIMER	\$39,029	\$39,029	4 year	Part	N/A	N/A	N/A	2	2	0
JEFFERSON	\$46,575	\$46,575	2 year	Full	\$31,059	\$31,059	Full	8	2	14
LEWIS	\$35,526	\$35,526	2 year	Full	N/A	N/A	N/A	2	2	8
LIVINGSTON	\$51,400	\$51,400	4 year	Full	\$45,700	\$45,700	Full	0	2	0
MADISON	\$50,084	\$50,084	4 year	Full	N/A	N/A	N/A	2	4	0
MONROE	\$103,085	\$103,085	4 year	Full	\$80,097	\$80,097	Full	48	0	14
MONTGOMERY	\$37,132	\$42,501	4 year	Full	\$33,027	\$33,027	Full	2	0	1
NASSAU										
NY CITY	\$300 per day	\$300 per day	4 year	Per Diem	\$165,478	\$172,753	Full	351	0	350
NAGARA	\$50,000	\$50,000	2 year	Full	\$36,851	\$37,893	Full	8	4	0
ONEIDA	\$68,578	\$69,579	2 year	Full	\$48,702	\$52,876	Full	4	2	0



County	COMMISSIONERS				DEPUTY COMMISSIONERS				OTHER EMPLOYEES			
	Democratic Commissioner Salary	Republican Commissioner Salary	Term	FT/PT	Democratic Deputy Salary	Republican Deputy Salary	FT/PT	Number of Full-Time Employees	Number of Part-Time Employees	Temporary/ Seasonal Employees		
ONONDAGA	\$60,185	\$60,185	2 year	Full	N/A	N/A	N/A	18	0	5		
ONTARIO	\$59,918	\$59,918	4 year	Full	N/A	N/A	N/A	2	2	6		
ORANGE	\$68,079	\$68,079	4 year	Full	\$41,970	\$47,923	Full	10	2	4		
ORLEANS	\$16,500	\$16,500	2 year	Part	\$34,798	\$34,799	Full	0	9	0		
OSWEGO	\$50,644	\$50,644	4 year	Full	N/A	N/A	N/A	8	2	25		
OTSEGO	\$6,890	\$6,890	2 year	Part	\$34,576	\$34,576	Full	6	2	4		
PUTNAM	\$45,433	\$45,433	4 year	Part	\$72,047	\$72,047	Full	6	4	14		
RENSSELAER	\$68,354	\$68,354	4 year	Full	N/A	N/A	N/A	8	4	2		
ROCKLAND	\$82,691	\$82,691	4 year	Full	\$64,642	\$64,642	Full	14	0	4		
SARATOGA	\$71,749	\$71,749	4 year	Full	\$46,032	\$46,032	Full	6	0	4		
SCHENECTADY	\$79,568	\$79,568	4 year	Full	\$49,994	\$49,994	Full	12	0	0		
SCHOHARIE	\$16,275	\$16,275	4 year	Part	\$38,689	\$48,304	Full	2	0	0		
SCHUYLER	\$11,880	\$11,880	2 year	Part	\$33,737	\$30,931	Full	0	0	0		
SENECA	\$47,887	\$47,887	2 year	Full	\$35,420	\$34,724	Full	0	2	0		
ST. LAWRENCE	\$51,353	\$51,353	4 year	Fu	\$35,281	\$35,281	Full	2	2	18		
STEBBEN	\$22,455	\$22,455	2 year	Full/Part	\$42,122	\$42,838	Full	2	0	5		
SUFFOLK	\$132,327	\$132,327	4 year	Full	\$116,910	\$116,910	Full	123	5	0		
SULLIVAN	\$57,769	\$57,769	4 year	Full	\$34,890	\$34,890	Full	4	0	512		
TIOGA	\$34,000	\$34,000	2 year	Full	\$27,000	\$27,000	Full	4	2	4		
TOWPKINS	\$71,270	\$71,270	2 year	Full	\$47,320	\$47,320	Full	2	2	2		
ULSTER	\$72,428	\$72,428	2 year	Full	\$60,371	\$60,371	Full	8	0	0		
WARREN	\$59,430	\$60,680	4 year	Full	\$39,082	\$40,533	Full	4	0	6		
WASHINGTON	\$35,024	\$35,024	4 year	Full	\$28,245	\$27,917	Full	0	0	0		
WAYNE	\$10,805	\$10,805	2 year	Part	\$39,651	\$39,651	Full	2	2	6		
WESTCHESTER	\$157,670	\$157,670	2 year	Full	\$102,150	\$201,950	Full	74	0	4		
WYOMING	\$13,855	\$13,855	2 year	Part	\$34,161	\$34,161	Full	0	0	0		
YATES	\$34,011	\$34,011	2 year	Full	\$18,612	\$18,612	Part	0	4	90		
TOTALS:	\$2,660,661	\$2,689,260			\$2,250,014	\$2,393,344		890	109	1,188		



DUTCHESS COUNTY
BOARD OF ELECTIONS
47 Cannon Street
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www.dutchesselections.com

**DEMOCRATIC
COMMISSIONER**
Frances A. Knapp

JOB DESCRIPTION

Position Title: Voting Machine Coordinator

Reports to: Commissioner and Deputy Commissioner

Supervises: Assistant Voting Machine Coordinator and Lever Machine Custodians

Summary of Position:

This position is a specialized and technical supervisory position. Work is performed in accordance with established NYS election laws, regulations and departmental guidelines. Day to day operations require the exercise of considerable independent action, initiative and judgment.

This position is responsible for the care, storage, maintenance, testing, security and inventory of all existing and new, HAVA compliant voting machine technology. This includes overseeing all aspects of ballot programming utilizing the new Election Management System's software and hardware.

This position is responsible for directing the recruitment, selection, training and evaluation of machine custodians. This position is responsible for maintaining accurate records to facilitate payroll related to machine custodians. Furthermore, the position directly supervises the daily tasks of a full-time, seasonal employee known as the Assistant Machine Coordinator. This Assistant position generally works four months a year, during election season, and assists the Machine Coordinator in carrying out the necessary functions related to machine oversight, deployment, testing, etc.

This position is also responsible for coordinating the transport and storage of voting machines. The position assists in developing bids and contracts for machine purchase, moving and storage.

This position designs and maintains the BOE website. This position also provides system analysis and design, installation, configuration and maintenance of new and existing office computer software programs. Machine Coordinator works with staff providing operational, technical, and applications support for the Board of Elections network as well as connectivity between the office's computer network and any other computer.

Essential Functions:

- Develops technical analysis, brochures and voter education materials for new voting systems;
- Coordinates all aspects of voting machine maintenance, repair, inventory, transport, storage and programming;
- Serves as liaison to external agencies, villages, towns and cities, school districts, elected officials, voters and the general public with respect to all voting machines and equipment;
- Coordinates technical support for office staff work groups who will in turn be training Election Inspectors and Election Coordinators on the new voting system;
- Coordinates network operations with the database administration staff, backup, recovery and data integrity functions;
- Oversee the inventory of related voting machine keys, ports, paper and accessibility enhancing election supplies needed for polling locations;
- Plans and develops, in conjunction with DPW, the voting machine storage warehouse(s);
- Evaluates all vendors post election;
- Prepares written statistical reports as required by NYS Board of Elections;
- Manages recruitment of voting machine custodians; supervises the daily tasks of the Assistant Machine Coordinator
- Develops a training manual and curriculum for Board staff and voting machine custodians;
- Coordinates the design, installation, maintenance, and support of all hardware and related network components as well as the installation and maintenance of all operating software within the office's local and wide area networks and voting machines; Develops and maintains network and support staff documentation;
- Oversees all ballot programming to make sure it is compliant with HAVA and NYS Election Law Rules and Regulations;
- Helps maintain the Election Management System (EMS), which includes hardware and software necessary for ballot programming;
- Oversees all quarterly and election related testing for the new voting systems as required by New York State Election Law
- Coordinates deployment of new and enhanced applications throughout the office or within single divisions or workgroups as appropriate; trains employees on the applications as necessary;
- Develops and maintains the department's website and technological solutions within the office's network environment;
- Assists with voter education regarding new election voting systems;
- Recruits, trains and supervises Voting Machine Technicians
- Assists with developing bid specs for transportation and storages of machines
- Performs related work as required.



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DEMOCRATIC
COMMISSIONER
Frances A. Knapp

JOB DESCRIPTION

Position Title: Administrator
Reports To: Deputy Commissioner and Commissioner

Distinguishing Features of the Class:

In addition to all the other duties shared with the Elections Specialists, this position is the primary administrative coordinator for the Democratic staff. In this role, the position coordinates all office services, including purchasing, payroll, records control, budgetary review and preparation, contract preparation and interacts with all county departments and all vendors.

Primary tasks, projects, and assignments:

- Responsible for all aspects of LOGOS program—including payroll entry and approvals, purchasing orders, and DPW work orders for building maintenance issues
- Primary responsibility for absentee ballot applications—coordinates efforts on Democratic side to ensure timely processing of these requests
- Maintains list of all poll book requests from schools, fire districts, and villages—routes them to NTS, and follows up with this vendor to ensure all voter list needs are met
- Helps prepare annual budget in coordination w/Commissioner
- Reviews budget lines daily, processes all budget reports and B-12's
- Insures timely payment of all vendor invoices
- Maintains all service contracts to insure they do not expire (for all equipment services)
- Records all employee time and attendance
- Records any payroll information
- Maintains DEM employee files; assists new employees with work stations; ordering supplies, phones etc; schedules new employees to attend required county training.
- Schedules election night phone workers
- Interacts with county departments
- Orders and maintains inventory of all supplies
- Contacts vendor for ballot printing
- Prepares legal advertising for elections.
- Prepares contracts for County Attorney's office

- Assists in preparation/coordination of NYS BOE reports for statistical information
 - Maintains all office files; coordinates response to ALL correspondence; insures timely responses
 - Prints and runs weekly voter cards
 - Maintains/organizes two front closets
 - Insures office, parking lot and back exit area is cleaned by interacting with DPW and cleaning staff
 - Maintains accurate contact information for nursing and adult homes; maintain list of permanent absentee voters from those homes; assist in preparation for inspectors to go to nursing homes; prepare ballots to be delivered
 - Voter registration, absentee ballot requests, FOIL requests, responds to the public as needed
 - Assist with answering the main phone line
 - Attends training provided by the county
-
- **All other tasks as directed by Commissioner or Deputy**



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DEMOCRATIC
COMMISSIONER
Frances A. Knapp

JOB DESCRIPTION

Position Title: Senior Elections Specialist
Distinguishing Features: Voter Registration and Absentee Ballot Processing
Reports To: Deputy Commissioner

Distinguishing Features of the Class:

This position performs a variety of tasks, all of which require an intimate knowledge of election administration, voter list maintenance, and thorough knowledge of elections documents. This position has the primary lead on the Democratic side for voter database maintenance and absentee ballot processing.

JOB RESPONSIBILITIES

Generic Elections Specialist Responsibilities:

- Works with other staff members to ensure proper records management
- Assists in responding to Freedom of Information Law (FOIL) requests
- Assists in the maintenance of County & State voter lists
- Coordinates scanning of all old voter registration forms into the BOE database
- Seasonal assignments include petition processing, ballot counting, and Election day & night staff support
- Assists with running lists and labels for candidates and town committees
- Assists other staff with voter registrations, including data entry and checking for correct addresses and districts and researching invalid election district information
- Research election law for voters, candidates, and staff
- Audit of voter history
- Assist with absentee ballots
- Update fire/school districts
- Assist with past election file maintenance and disposal

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Voter Registration Responsibilities:

- Assists other staff with voter registrations, including data entry and checking for correct addresses and districts including researching invalid election district information
- Assists other staff with scanning and uploading voter registration documents as necessary
- Performs voter database list maintenance, including updates from mail check cards, deceased records and other state-agency generated voter information updates
- Helps implement the new NYS VOTER II database system
- Enter/review absentee ballot applications; mail absentee ballots; follow up with incomplete absentee ballot applications and work with them to make sure all necessary information is submitted
- Collects Missing Voter Signatures and Birth dates from incomplete voter registration forms; sends letters directly to voters to capture this information when necessary
- Sends out the HAVA letter which is generated from TEAM to voters who are missing driver license #'s or the last four digits of their social security numbers
- Prints the acknowledgement cards on a weekly basis and helps oversee their processing

Absentee Processing Responsibilities:

- Oversees all absentee ballot application review and processing
 - Sends incomplete application letters to voters along with a new application
 - Coordinates the mailing of all ballots via mail—including absentees, military and special federal
 - Maintains the list of permanently disabled absentee voters
 - Helps the Administrator coordinate nursing home visits for absentee voting
 - Enters and files all absentee ballots as they are received at the BOE
 - Assists in over the counter processing of absentee applications and distributes ballots
-
- **All other tasks as directed by Commissioner or Deputy**



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**DEMOCRATIC
COMMISSIONER**
Frances A. Knapp

JOB DESCRIPTION

Position Title: Senior Elections Specialist

Distinguishing Features: Software Management and Junior Elections Supervisor

Reports To: Deputy Commissioner

Distinguishing Features of the Class:

In addition to all the other duties of the Elections Specialist, this position is primarily responsible for taking the lead role on the Democratic side for the maintenance and management of various elections software programs. As the Junior Elections Supervisor, this position is also expected to assist the Training Supervisor in all aspects of training, deployment, and payment of all Elections Workers. They will assist the Training Supervisor as directed with all other election-related or supervision tasks. This position is responsible for the recruitment and supervision of all accessibility inspectors and distribution of accessibility equipment. This position is also responsible for overseeing all state and federal grants awarded to the BOE.

JOB RESPONSIBILITIES

Generic Elections Specialist Responsibilities:

- Works with other staff members to ensure proper records management
- Assists in responding to Freedom of Information Law (FOIL) requests
- Assists in the maintenance of County & State voter lists
- Coordinates scanning of all old voter registration forms into the BOE database
- Seasonal assignments include petition processing, ballot counting, and Election day & night staff support
- Assists with running lists and labels for candidates and town committees
- Assists other staff with voter registrations, including data entry and checking for correct addresses and

Software Management Responsibilities:

- Maintenance of TERACS software for election night reporting
 - Pre election set-up
 - Post election corrections, paper ballot input, and whole numbers
 - Generate reports for results and certification
- Maintenance of street segment files in TEAM
 - Research proper districts and create new street segments
 - Complete mailing error reports annually
 - Update voter and street segment information based on county GIS and Maptitude files
- Maintenance of Elected Officials module in EMS
 - Maintain lists of elected officials

Junior Elections Supervisor Responsibilities:

- Assist Training Supervisor with work
- Draft press releases and letters for correspondence
- Complete poll-book order forms
- Collaborate on poll-site consolidations
- Use optical scanner to read paper ballots and generate reports
- Create and update office procedures when necessary
- Election day poll site supervision
- Prepare for training of Election Coordinators and Election Inspectors
- Assist Training Supervisor in organization and dispersal of employee payroll for abovementioned elections
- Attends training sessions to assist Training Supervisor as necessary
- Assists with the training for the new voting machine; learn all aspects of machine
- Prepares the poll bags for polling sites; ensure supplies are adequate; coordinates the process for emptying poll bags after the election; directs other staff as needed
- Keep current on all grant requests and paperwork for accessibility equipment, pollworker training and voter education

Poll Site Management Responsibilities:

- Maintain a database of poll site contact information; this includes ensuring all poll site agreements are received and complete
- Regularly inspect poll sites to ensure adequate space, electricity, climate and general usability for election workers and voters



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**DEMOCRATIC
COMMISSIONER**
Frances A. Knapp

JOB DESCRIPTION

Position Title: Senior Elections Specialist

Distinguishing Features: Campaign Finance and Junior Machine Coordinator

Reports To: Deputy Commissioner

Distinguishing Features of the Class:

In addition to all the other duties of the Elections Specialist, this position is primarily responsible for all campaign-finance reporting requirements for local filers. This includes answering inquiries from treasurers of the filing committees to ensure proper and timely filing of campaign finance documents and communicating with the State Board of Election's campaign finance department to ensure all local filers successfully file their reports electronically through the State BOE. As the Junior Machine Coordinator, this position is also expected to remain current on all storage, training, certification and deployment of new voting machines and HAVA Plan A implementation. They will assist the Machine Coordinator as directed with all other machine-related or custodian supervision tasks.

JOB RESPONSIBILITIES

Generic Elections Specialist Responsibilities:

- Works with other staff members to ensure proper records management
- Assists in responding to Freedom of Information Law (FOIL) requests
- Assists in the maintenance of County & State voter lists
- Coordinates scanning of all old voter registration forms into the BOE database
- Prepares the poll bags for polling sites; ensure supplies are adequate; coordinates the process for emptying poll bags after the election; directs other staff as needed
- Seasonal assignments include petition processing, ballot counting, and Election day & night staff support
- Assists with running lists and labels for candidates and town committees
- Assists other staff with voter registrations, including data entry and checking for correct addresses and districts and researching invalid election district information
- Generate turnout statistics for each election based on results and voter registration. Maintain a working document tracking all enrollment changes over time

Campaign Finance Responsibilities:

- Maintains financial disclosure statements for all local filers; this includes all candidates for elected office and any committees who spend or raise money to support candidates in Dutchess County
- Responds to inquiries from treasurers regarding financial disclosure statements; assist as needed
- Ensures the timely filing of financial disclosure statements; send reminders to all treasurers of filing dates; send late notices to delinquent filers, and follow up to ensure all filers meet disclosure requirements
- Maintains a list of all financial disclosure filings; produces this list as requested

Junior Machine Coordinator Responsibilities:

- Prepare for training of Machine Custodians
 - Assist Machine Coordinator in organization and dispersal of employee payroll for abovementioned elections
 - Assists Voting Machine Coordinator with creating Maps by utilizing the "Maptitude" software
 - Assists Voting Machine Coordinator with all aspects of voting machine maintenance, repair, inventory, transport, storage and programming
 - Assists with recanvassing at the direction of the Voting Machine Coordinator
 - Supervise storage facility for new voting machines
 - Assists Voting Machine Coordinator with all ballot programming to make sure it is compliant with HAVA and NYS Election Law Rules and Regulations
 - Helps maintain the Election Management System (EMS), which includes hardware and software necessary for ballot programming
 - Assists with development of a training manual and curriculum for Board staff and voting machine custodians
 - Assists with the training for the new voting machine
 - Assists with all quarterly and election related testing for the new voting systems as required by New York State Election Law
-
- **All other tasks as directed by Commissioner or Deputy**



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DEMOCRATIC
COMMISSIONER
Frances A. Knapp

JOB DESCRIPTION

Position Title: Elections Specialist

Distinguishing Features: Voter Activities Coordinator, Public Intake Coordinator and Voter Registration

Reports To: Deputy Commissioner

Distinguishing Features of the Class:

This position performs a variety of tasks, largely administrative in nature; however, all of these tasks require an intimate knowledge of election administration, voter list maintenance, statewide voter data base and thorough knowledge of elections documents. This position assists the Senior Elections Specialists with the maintenance of various lists that are essential to the smooth functioning of the Board of Elections.

JOB RESPONSIBILITIES

Generic Elections Specialist Responsibilities:

- Works with other staff members to ensure proper records management
- Assists in responding to Freedom of Information Law (FOIL) requests
- Assists in the maintenance of County & State voter lists
- Coordinates scanning backlog of all old voter registration forms into the BOE database
- Seasonal assignments include petition processing, ballot counting, and Election day & night staff support
- Assists with running lists and labels for candidates and town committees
- Assists other staff with voter registrations, including data entry and checking for correct addresses and districts and researching invalid election district information
- Research election law for voters, candidates, and staff
- Audit of voter history
- Assist with absentee ballots
- Update fire/school districts
- Assist with past election file maintenance and disposal

- Assists with maintaining and updating the list of local offices scheduled for election each year; verify and list all candidates from all parties running for each particular elected position

Voter Activities Coordinator Responsibilities:

- Draft the annual Voter Action Plan
- Conduct the High School Voter Registration Program, an effort to register young people to vote, and educate them about the various responsibilities of the DCBOE in coordination with the Elections Supervisor
- Coordinates the annual distribution of voter reg. forms to libraries/ post offices/Town Clerks as well as assists groups with voter registration drives

Voter Registration Responsibilities:

- Assists other staff with voter registrations, including data entry and checking for correct addresses and districts including researching invalid election district information
- Assists other staff with scanning and uploading voter registration documents as necessary
- Performs voter database list maintenance, including updates from mail check cards, deceased records and other state-agency generated voter information updates
- Helps implement the new NYS VOTER II database system
- Enter/review absentee ballot applications; mail absentee ballots; follow up with incomplete absentee ballot applications and work with them to make sure all necessary information is submitted
- Collects Missing Voter Signatures and Birth dates from incomplete voter registration forms; sends letters directly to voters to capture this information when necessary
- Sends out the HAVA letter which is generated from TEAM to voters who are missing driver license #'s or the last four digits of their social security numbers
- Prints the acknowledgement cards on a weekly basis and helps oversee their

Public Intake Responsibilities:

- Greet members of the public who come to the Board of Elections and help them with necessary paperwork.
- Answer the main phone line and direct calls to the appropriate staff.

- **All other tasks as directed by Commissioner or Deputy**



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DEMOCRATIC
COMMISSIONER
Frances A. Knapp

JOB DESCRIPTION

Position Title: Training Supervisor

Distinguishing Features: Recruitment, Supervision, Training, and Payroll for Election Day Workers

Reports To: Commissioner and Deputy Commissioner

Distinguishing Features of the Class:

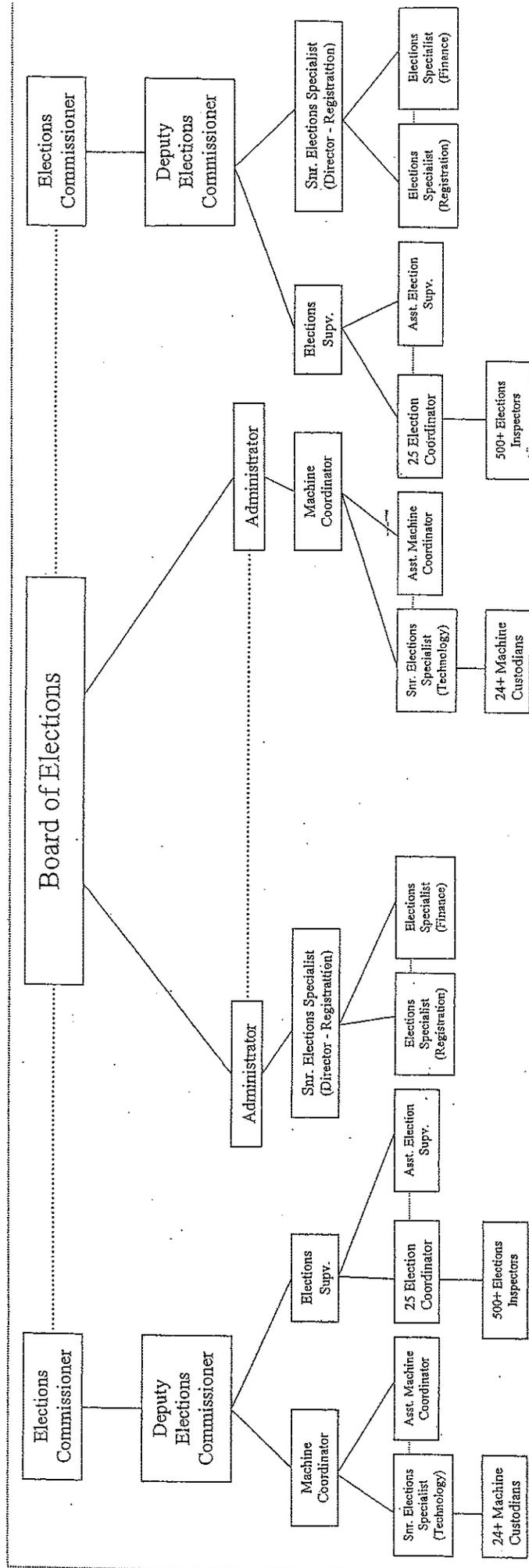
The Training Supervisor is ultimately responsible for all functions at the BOE relating to Elections Inspectors and Election Coordinators. This position is responsible for developing all training materials, providing the training (on line and in class training) as well as responsible for elections materials distributed throughout the county on Election Day and collected that night in the form of poll bags. Document retention and communication with other county departments such as the comptroller's office, payroll, and personnel are important facets of the Training Supervisor job.

JOB RESPONSIBILITIES

Training Supervisor Responsibilities:

- Recruit all Democratic Elections Inspectors
 - Total of over 1,500 Inspectors employed
- Develop training materials and curriculum
 - Must be updated at least annually to account for new regulations and equipment
 - Assist with vendor contracted with to provide online training component
 - Develop testing component
 - Develop bi-partisan policies and procedures
 - Meet regularly with Republican staff to develop NEW poll worker manual
- Train all Elections Inspectors annually
 - Schedule all training classes held all over the county
- Replace Elections Inspectors who cannot perform Election Day tasks
 - Keep a list of alternates and switch out inspectors as needed

- **Oversee collection of payroll documents for Inspectors**
 - I9s, W4s, New Hire Forms, CD6s, and Personnel Memos must be submitted for every worker
- **Work with other county offices to ensure proper payment of seasonal workers**
 - Submit paperwork to Comptroller, Payroll, and Personnel as well as outside vendors
- **Oversee packing and unpacking of poll bags**
 - Poll bags contain all materials needed for Inspectors to run election properly, including ballots
- **Implement poll worker training programs mandated under HAVA legislation**
 - Train poll workers to be proficient with the new voting technologies
- **Keep in regular contact with seasonal workers to ensure retention**
 - Maintain list of active workers and keep them informed of upcoming duties
- **Oversee distribution and inventory of accessibility items**
 - Ensure items for increased accessibility for voters with disabilities are used and returned
- **Keep inventory of election supplies and reorder when necessary**
 - Keep inventory on items for 249 election districts throughout the county
- **Supervise Assistant Training Supervisor, a position that is full-time seasonal during Election Time (typically work four months, from August through November)**
 - Oversees the Assistant position, who helps recruit poll workers, prepare and schedule trainings, maintain lists, assist with payroll documentation and database management
- **Assist other staff in all Microsoft programs, i.e. excel, access, publisher**
- **Import and export reports from TEAM programs as needed**
- **Assist in voter education program to begin this year**



2009 ANNUAL STATISTICAL INFORMATION REPORT

FINANCIAL SUMMARY

County	VOTERS		BUDGET										2009 APPROPRIATIONS				
	Number of Registered Voters	2009 Total Budget	BOE Staff Salaries	Printing Costs	Printing Costs Primary	Printing Costs for General	Printing Costs "Other"	Supplies	Training	Inspector Salaries	Custodian & Technician Salaries	Party Rep Salaries	Poll-site Rentals	Moving Costs for Machines and/or BMD's			
ALBANY	177,844	\$2,742,959	\$1,026,188	\$138,000	N/S	N/S	N/S	\$11,000	\$44,000	\$436,140	\$26,000	\$7,800	\$27,870	\$150,000			
ALLEGANY	23,762	\$364,014	\$27,000	\$5,000	\$8,000	\$14,000	\$14,000	\$5,000	\$26,480	\$36,935	\$7,184	\$0	\$0	\$6,000			
BROOME	115,058	\$988,033	\$134,663	\$66,505	\$23,419	\$24,130	\$18,956	\$9,000	\$24,650	\$156,386	\$61,340	\$3,690	\$7,125	\$23,082			
CATTARAUGUS	46,519	\$703,444	\$59,496	\$15,951	\$5,275	\$9,175	\$1,501	\$8,244	\$10,425	\$88,245	\$22,385	\$0	\$0	\$2,920			
CAYUGA	45,777	\$481,484	\$131,451	\$30,000	\$0	\$30,000	N/A	\$1,500	\$7,550	\$55,500	\$8,000	N/A	\$0	\$2,500			
CHAUTAQUA	80,804	\$1,258,558	\$253,950	N/S	\$728	\$5,251	\$23,203	\$54,424	\$17,875	\$110,264	N/A	N/A	\$2,700	\$5,603			
CHEMUNG	50,883	\$543,735	\$142,338	\$21,209	D/T	D/T	\$8,439	\$14,828	\$17,455	\$63,985	\$11,445	\$1,182	\$600	\$15,412			
CHENANGO	28,849	\$416,108	\$86,516	\$60,000	w/prints costs	w/prints costs	\$18,000	\$18,000	\$60,000	with training	\$20,000	\$2,500	\$0	\$8,000			
CLINTON	45,800	\$570,911	\$187,459	\$14,308	N/S	N/S	N/S	\$15,600	\$7,625	\$39,975	\$16,684	\$14,146	\$800	\$3,770			
COLUMBIA	40,485	\$450,163	\$223,108	\$30,000	\$0	\$0	\$0	\$4,500	\$1,500	\$140,000	w/inspectors salaries	\$0	\$150/day	\$2,097			
CORTLAND	28,033	\$364,969	\$119,507	\$20,000	\$5,000	\$6,600	\$7,000	\$3,000	\$4,300	\$35,720	\$15,000	\$0	\$0	\$2,000			
DELAWARE	27,017	\$374,129	\$173,860	N/S	\$1,108	\$6,044	\$5,419	\$2,957	\$147	\$94,480	\$6,580	N/A	\$1,450	\$3,432			
DUTCHESS	169,360	\$3,504,223	\$1,248,927	\$95,646	\$23,158	\$35,042	\$12,617	\$83,394	\$102,000	\$415,455	\$68,360	\$0	\$0	\$58,477			
ERIE	580,459	\$8,118,880	\$3,145,000	\$175,781	\$75,213	\$35,467	\$15,101	\$27,415	\$10,800	\$871,688	\$3,949	\$0	\$201,023	\$110,544			
ESSEX	25,234	\$575,074	\$144,778	\$12,227	\$3,010	\$7,234	\$1,883	\$6,973	\$9,340	\$92,244	N/A	N/A	\$5,775	\$2,200			
FRANKLIN	26,520	\$637,417	\$188,988	N/S	N/A	\$2,899	\$794	\$331	\$5,100	\$33,530	\$48,000	N/A	\$100	\$1,600			
FULTON	31,178	\$308,774	\$152,114	\$5,310	\$3,868	\$1,442	\$0	\$9,000	\$58	\$43,870	\$15,890	N/A	N/A	\$1,033			
GENESEE	34,752	\$475,293	\$192,250	\$37,000	\$3,046	\$5,568	\$28,366	\$1,500	\$1,450	\$34,880	\$12,000	\$0	\$1,000	\$12,230			
GREENE	29,100	\$449,333	\$170,333	\$33,200	N/A	\$4,860	\$4,685	\$5,000	\$4,800	\$30,696	\$14,518	N/A	\$37,500	N/A			
HAMILTON	4,554	\$185,136	\$92,200	\$12,586	\$2,598	\$9,987	N/A	\$8,100	\$1,000	\$110-\$180	\$5,236	N/A	N/A	\$963			
HERKIMER	38,842	\$279,581	\$137,634	N/S	\$3,270	\$6,781	\$0	\$14,042	\$0	\$55,620	\$33,185	N/A	\$1,700	\$7,000			
JEFFERSON	55,263	\$980,493	\$229,702	\$85,000	\$14,178	\$46,977	N/S	\$7,746	\$13,000	\$87,506	\$54,000	\$0	\$0	\$4,800			
LEWIS	17,079	\$509,580	\$19,000	\$28,000	\$14,000	\$14,000	D/T	\$5,000	\$50,000	\$90,000	\$24,000	\$0	\$0	\$2,000			
LIVINGSTON	38,182	\$579,833	\$194,200	N/S	N/S	\$9,000	\$1,000	\$5,600	\$7,000	\$3,900	\$20,500	\$0	\$0	\$1,500			
MADISON	39,573	\$762,236	\$424,050	\$76,739	\$14,093	\$28,155	\$33,480	\$23,744	\$15,200	\$132,875	\$35,205	\$4,800	\$1,125	\$4,245			
MONROE	436,221	\$6,865,196	\$2,235,585	N/S	\$69,378	\$151,106	\$458,769	\$49,530	\$80,635	\$659,310	w/salaries	N/A	\$32,090	\$89,742			
MONTGOMERY	27,730	\$408,946	\$204,487	\$8,445	\$900	\$4,214	\$3,332	\$5,362	\$5,315	\$58,670	\$41,376	N/A	\$41,005	\$5,365			
NASSAU	899,972																
NY CITY	4,095,561	\$66,218,393	\$17,573,014	\$13,007,500	\$4,893,271	\$6,538,688	\$3,477,941	\$500,000	\$180,000	\$200 per day	\$28,655	N/A	\$300,000	\$2,750,000			
NIAGARA	129,413	\$1,747,660	\$466,323	\$29,483	\$13,593	\$15,890	N/A	\$6,797	\$31,300	\$222,575	\$33,866	N/A	\$8,455	\$7,331			
ONEIDA	127,984	\$1,194,025	\$368,678	\$65,735	\$21,853	\$29,114	\$14,968	\$158,013	\$14,478	\$162,071	\$54,222	\$0	\$6,427	\$25,370			



2009 ANNUAL STATISTICAL INFORMATION REPORT

FINANCIAL SUMMARY

County	VOTERS		BUDGET										2009 APPROPRIATIONS				
	Number of Registered Voters	2009 Total Budget	BOE Staff Salaries	Printing Costs	Printing Costs for Primary	Printing Costs for General	Printing Costs "Other"	Supplies	Training	Inspector Salaries	Custodian & Technician Salaries	Party Rep Salaries	Post-ette Rentals	Moving Costs for Machines and/or BMD's			
ONONDAGA	283,487	\$3,219,670	\$652,277	\$82,280	\$10,031	\$38,392	\$33,837	\$38,378	\$69,782	\$325,255	\$68,490	\$2,207	\$0	\$47,195			
ONTARIO	63,913	\$744,681	\$110,071	N/S	N/S	N/S	\$61,040	\$66,040	\$17,500	\$206,349	w/inspectors	N/A	\$0	\$9,490			
ORANGE	200,410	\$2,880,748	\$595,436	\$69,606	\$16,253	\$52,873	\$690	\$20,424	\$3,906	\$385,154	\$85,747	\$0	\$9,975	\$5,493			
ORLEANS	23,349	\$321,190	\$128,042	\$10,764	\$1,144	\$4,778	\$4,842	\$3,500	N/S	\$22,411	\$7,577	\$0	\$0	\$499			
OSWEGO	74,012	\$849,848	\$399,503	\$88,628	\$7,275	\$13,894	\$4,490	\$15,750	\$16,500	\$150,000	\$40,000	\$108	\$4,000	\$7,674			
OTSEGO	33,520	\$490,183	\$187,148	N/S	\$3,775	\$4,359	\$2,134	\$22,527	\$8,950	\$84,485	\$18,006	\$0	\$0	\$1,618			
PUTNAM	58,998	\$1,607,282	\$602,930	N/S	\$17,966	\$42,997	\$17,613	\$18,829	\$16,325	\$154,170	\$55,602	\$0	\$1,400	\$4,308			
RENSSELAER	93,761	\$1,263,624	\$660,974	\$14,026	D/T	D/T	D/T	\$8,000	\$400	\$146,660	w/staff	\$0	\$2,050	\$2,341			
ROCKLAND	169,871	\$3,137,191	\$926,100	N/S	\$13,033	\$26,117	\$6,388	\$6,405	\$37,050	\$280,060	\$67,000	\$3,000	\$21,720	\$32,350			
SARATOGA	146,840	\$1,827,765	\$476,915	N/S	\$7,372	\$39,817	\$0	\$1,000	\$2,000	\$279,442	\$16,732	w/inspectors	\$0	\$14,400			
SCHENECTADY	90,564	\$1,225,751	\$809,897	w/supplies	w/supplies	w/supplies	w/supplies	\$103,457	\$18,750	\$150,288	\$47,500	\$0	\$1,100	\$37,000			
SCHOHARIE	18,162	\$458,241	\$66,032	N/S	\$0	\$6,100	\$8,000	\$25,000	\$5,000	\$55,000	\$25,000	N/A	N/A	\$2,000			
SCHUYLER	11,526	\$213,045	\$86,546	N/S	\$2,500	\$3,500	\$3,975	\$8,500	\$10,000	\$10,450	\$10,450	\$200	\$0	\$6,000			
SENECA	19,816	\$445,482	\$187,738	N/S	\$1,342	\$3,070	\$4,188	\$7,735	\$7,007	\$32,375	\$17,080	\$0	\$0	\$590			
ST. LAWRENCE	60,385	\$1,208,398	\$278,185	N/S	\$14,029	\$45,503	\$8,962	\$7,824	\$1,305	\$129,663	N/A	N/A	N/A	\$7,052			
STEUBEN	68,676	\$773,534	\$75,288	N/S	\$775	\$1,050	\$9,590	\$11,619	\$21,432	\$66,878	\$5,160	\$0	\$0	\$2,956			
SUFFOLK	879,858	\$14,951,580	\$6,849,912	\$75,000	N/S	N/S	N/S	\$49,020	\$325,000	\$2,921,580	\$7,500	\$0	\$189,012	\$249,085			
SULLIVAN	48,483	\$761,319	\$298,464	\$47,200	N/S	N/S	N/S	\$1,700	\$25 per class	\$12 hr	\$100/\$200	\$0	\$2,099	\$5,930			
TIOGA	39,588	\$360,293	\$122,000	\$3,500	\$3,325	\$4,750	\$1,065	\$2,626	\$7,450	\$43,890	\$13,677	N/A	\$900	N/A			
TOMPKINS	52,665	\$502,550	\$396,496	N/S	\$550	\$8,550	N/S	\$4,000	w/salaries	\$108,000	\$92,870	N/A	\$510	\$11,620			
ULSTER	109,991	\$1,503,276	\$504,872	\$343,922	\$3,217	\$16,177	N/A	\$17,000	\$17,925	\$188,580	\$85,698	N/A	\$8,823	\$14,097			
WARREN	41,735	\$480,620	\$267,206	\$41,127	\$2,383	\$38,744	\$0	\$40,924	w/salaries	w/salaries	w/salaries	\$0	\$0	\$3,130			
WASHINGTON	34,745	\$440,727	\$134,871	\$23,445	\$5,180	\$7,511	\$10,754	\$5,463	\$5,989	N/S	\$100,801	\$0	\$0	\$10,033			
WAYNE	54,854	\$602,893	\$171,025	\$4,156	\$2,595	\$4,682	\$0	\$4,802	N/S	\$57,080	\$21,399	\$0	\$1,550	\$1,798			
WESTCHESTER	536,875	\$12,005,030	\$2,592,020	\$734,573	\$271,017	\$311,944	\$0	\$151,612	\$216,525	\$2,335,409	\$319,725	\$8,015	\$137,426	\$403,205			
WYOMING	23,647	\$201,274	\$66,550	N/S	N/S	N/S	\$500	\$21,280	\$4,280	\$20,800	\$2,482	N/S	N/S	N/S			
YATES	13,218	\$251,845	\$162,245	\$3,000	\$4,928	\$11,933	\$3,000	\$18,400	\$2,000	\$30,860	\$12,442	\$0	\$0	\$200			
TOTALS:	10,748,823	\$175,284,028	\$47,855,919	\$15,622,423	\$5,598,758	\$7,788,065	\$4,310,502	\$1,747,383	\$1,576,754	\$12,388,459	\$1,801,938	\$47,648	\$1,057,300	\$4,181,098			

2009 ANNUAL STATISTICAL INFORMATION REPORT

INSPECTOR SUMMARY

County	No. of Inspectors Appointed	No. Inspectors Attending Class	No. Who Took Exam	No. Who Failed Exam	No. Cf. Alts. Appld.	No. of Classes Held	Class Size	Average Class Length	Month Training is Held	Countywide Inspector Salary Rate	Rate of Pay For Training	Stipend Paid to Insp. Chairs	# asked to be Added as Inspector	# of Inspectors who worked on General Election Day
ALBANY	1,780	1,305	1,305	0	37	45	20 - 80	2 hrs.	June - August	\$100-P/\$200-G	\$25.00	\$25.00	253	1,877
ALLEGANY	194	194	194	0	N/S	43	3 to 8	3 hrs.	August - Sept.	\$85-P/\$135-G	\$0.00	\$0.00	0	170
BROOME	1,051	647	647	0	205	67	25	3 hrs.	May - August	\$10 per hr.	\$1.00 per hr.	\$1.00 per hr.	88	725
CATTARAUGUS	245	231	231	0	188	45	4 to 20	5 hrs.	July - October	\$90-P/\$145-G	\$40.00	\$10.00	21	400
CAYUGA	235	235	235	0	16	48	8	2 hrs.	Sept. - October	\$150.00	\$25.00	\$50.00	3	235
CHAUTAUGUA	470	443	443	2	340	15 to 20	3 hrs.	3 hrs.	August & Oct.	\$8 per hr.	\$25.00	\$0.00	270	519
CHEMUNG	428	428	428	0	170	31	14	3 hrs.	April - June	\$100-P/\$150-G	\$25.00	\$20.00	D/T	345
CHEMUNGO	178	178	178	0	51	7	25 - 30	3 hrs.	July	\$8.00 per hr.	\$25.00	\$1.00 per hr.	12	168
CLINTON	350	350	350	0	20	24	17	2 hrs.	October	\$150.00	\$25.00	\$15.00	18	342
COLUMBIA	232	280	0	0	58	3	100	2 hrs.	August	\$9.50 per hr.	\$25.00	.50 per hr.	6	232
CORTLAND	166	166	166	1	12	19	12	4 hrs.	August-October	\$260.00	\$25.00	\$25.00	8	166
DELAWARE	350	346	346	2	114	21	9 to 23	3 hrs.	July - August	\$130-P/\$180-G	\$25.00	N/A	10	236
DUTCHESS	1,432	1,381	1,381	0	14	26	50	2 hrs.	August - October	\$150-P/\$215-G	\$35.00	\$0.00	43	988
ERIE	5,428	3,595	3,595	0	1,423	201	25	3 hrs.	July - October	\$145.00	\$25.00	\$15.00	700	3,624
ESSEX	316	320	320	1	88	20	20	3 hrs.	Feb & Aug - Oct.	\$10.50	\$30.00	\$25.00	0	228
FRANKLIN	183	204	204	0	28	13	12 to 20	3 hrs.	Sept/Oct.	\$175.00	\$25.00	\$10.00	0	187
FULTON	135	135	N/A	N/A	17	21	8	2 hrs.	August/October	\$75-P/\$130-G	\$25.00	\$25.00	3	154
GENESEE	210	21	21	0	83	3	7	2 hrs.	August	\$150.00	\$25.00	\$10.00	6	189
GREENE	172	160	160	0	66	15	25	2 hrs.	August/Sept.	\$100-P/\$175-G	\$25.00	\$15.00	13	208
HAMILTON	35	35	35	0	16	8	13 to 15	2 hrs.	June	\$10 per hr.	\$20.00	\$20.00	2	44
HERKIMER	232	223	0	N/A	N/A	8	25 to 40	2 hrs.	Sept/Oct.	\$100-P/\$150-G	\$25.00	\$20.00	D/T	232
JEFFERSON	344	380	380	0	64	38	15 to 20	3.5 hrs.	July-August	\$160.00	\$30.00	\$10.00	3	344
LEWIS	177	177	178	1	61	21	10 to 12	3 hrs.	August	\$12 hr.	\$25.00	\$10.00	3	128
LIVINGSTON	280	280	280	0	36	25	15 to 30	2.5 hrs.	August/October	\$130-P/\$180-G	\$25.00	\$0.00	17	242
MADISON	172	173	173	1	90	20	5 to 23	2.5 hrs.	June - October	\$100-P/\$180-G	\$25.00	\$25.00	24	237
MONROE	3,228	3,761	3,761	112	356	161	24	3.5 hrs.	August-October	\$10 per hr.	\$25.00	\$20.00	270	3,228
MONTGOMERY	252	252	252	0	28	6	30	2 hrs.	July/August	\$75-P/\$125-G	\$25.00	\$15.00	6	192
NASSAU														
NY CITY	40,057	34,864	34,864	848	3,181	1,927	30 to 75	4 hrs.	August	\$200.00	\$25.00	\$3.00	86	38,050
NIAGARA	1,370	484	464	0	60	19	25 to 30	2 hrs.	June & August	\$115-P/\$180-G	\$25.00	\$20.00	D/T	881
ONEIDA	579	579	0	0	56	56	16	2 hrs.	August/Sept.	\$85-P/\$140-G	\$25.00	\$10.00	0	687



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County	No. of Inspectors Appointed	No. Inspectors Attending Class	No. Who Took Exam	No. Who Failed Exam	No. Of Alts. Appld.	No. of Classes Held	Class Size	Average Class Length	Month Training is Held	Countywide Inspector Salary Rate	Rate of Pay For Training	Stipend Paid to Insp. Chairs	# asked to be Added as Inspector	# of Inspectors who worked on General Election Day
ONONDAGA	1,949	2,267	1,931	18	227	91	50	3 hrs.	May-October	\$100-P/\$160-G	\$25.00	\$32.00	652	1,616
ONTARIO	386	420	420	0	N/S	14	15 to 30	2 hrs.	August-October	\$85-P/\$150-G	\$25.00	\$0.00	N/S	90
ORANGE	3,090	1,576	1,561	5	435	38	20 to 45	2.5 hrs.	June - October	\$175.00	\$25.00	\$25.00	556	1,402
ORLEANS	160	115	0	0	75	7	15	3 hrs.	August & Oct.	\$130 per day	\$25.00	\$0.00	13	164
OSWEGO	600	524	524	0	20	29	26	3 hrs.	July/August	\$160.00	\$30.00	\$20.00	20	453
OTSEGO	314	315	315	1	0	42	2 to 25	2 hrs.	May & June	\$100-P/\$160-G	\$25.00	\$25.00	68	262
PUTNAM	647	638	447	0	0	19	1 to 134	2.5 hrs.	August-October	\$225-P/\$300-G	\$25.00	\$20.00	26	439
RENSSELAER	553	417	417	0	83	7	35	1.5 hrs.	August & Oct.	\$90-P/\$150-G	\$25.00	\$20.00	D/T	536
ROCKLAND	1,118	1,482	1,482	0	6	70	30	3 hrs.	April - Oct.	\$175.00	\$25.00	\$25.00	54	1,118
SARATOGA	1,560	1,389	1,389	0	654	15	50 to 100	3 hrs.	June	\$100-P/\$175-G	\$25.00	\$0.00	156	766
SCHENECTADY	762	762	762	0	20	34	20 to 30	2 hrs.	Jun/July/Aug. & Oct.	\$135.00	\$30.00	\$20.00	N/A	638
SCHOHARIE	144	138	138	2	N/A	10	15	3 hrs.	July-Sept.	\$190.00	\$25.00	\$25.00	8	108
SCHUYLER	30	68	68	0	38	21	1 to 25	3 hrs.	May/June & Aug/Spt.	\$100-P/\$150-G	\$25.00	\$25.00	1	68
SENECA	236	161	161	0	0	15	20	2 hrs.	August	\$100-P/\$160-G	\$25.00	\$25.00	5	37
ST. LAWRENCE	429	614	614	5	57	147	20	3 hrs.	Aug.-Oct.	\$200.00	\$35.00	\$10.00	64	428
STELLEN	260	280	280	0	125	20	20 to 30	6 hrs.	June-August	\$80-P/\$130-G	\$60.00	\$10.00	50	344
SUFFOLK	8,829	7,795	7,795	0	3,681	198	50	2 hrs.	March-October	\$12 per hr.	\$37.50	\$15.00	133	5,931
SULLIVAN	414	168	168	30	52	6	Varies	3 hrs.	August	\$12 per hr.	\$25.00	\$25.00	D/T	278
TIOGA	255	253	253	0	39	16	25	3 hrs.	June - August	\$110-P/\$160-G	\$25.00	\$25.00	9	211
TOMPKINS	400	400	400	0	N/A	22	20 to 25	2.5 hrs.	Sept/Oct.	\$10 per hr.	\$25.00	\$20.00	D/T	330
ULSTER	698	717	717	0	28	26	20 to 40	3 hrs.	July-October	\$125-P/\$200-G	\$25.00	\$20.00	176	689
WARREN	324	324	324	0	140	13	24 to 34	2.5 hrs.	April-Oct.	\$100-P/\$160-G	\$25.00	\$10.00	8	324
WASHINGTON	218	218	218	0	N/A	12	20 to 30	2.5 hrs.	June - August	\$10 per hr.	\$25.00	\$0.00	D/T	208
WAYNE	412	279	279	0	279	24	20	3 hrs.	July - Oct.	\$10 per hr.	\$25.00	\$10.00	N/A	263
WESTCHESTER	11,346	6,673	6,673	5	20	241	4 to 275	2.5 hrs.	March-October	\$225.00	\$25.00	\$25.00	250	5,216
WYOMING	86	86	84	0	11	6	14	3 hrs.	Sept/Oct.	\$82-P/\$130-G	\$25.00	\$0.00	8	155
YATES	90	92	92	2	0	8	8 to 26	3.5 hrs.	August/Sept.	\$110-P/\$170-G	\$30.00	\$25.00	2	92
TOTALS:	95,607	79,988	78,081	1,036	12,886	4,140							4,123	78,250