

MEETING OF THE COMMISSIONERS OF ELECTIONS
IN THE CITY OF NEW YORK
HELD ON TUESDAY, JULY 5, 2016
AT 1:30 P.M.
42 BROADWAY, 6th FLOOR, COMMISSIONERS' HEARING ROOM
NEW YORK, NY 10004

PRESENT: President Maria R. Guastella
 Secretary Frederic M. Umane

Commissioners Jose Araujo, Lisa Grey, Michael Michel, Alan Schulkin,
Simon Shamoun, Rosanna Vargas

Michael J. Ryan, Executive Director
Dawn Sandow, Deputy Executive Director
Pamela Perkins, Administrative Manager
Georgea Kontzamanis, Operations Manager
Steven H. Richman, General Counsel
Raphael Savino, Deputy General Counsel
Valerie Vazquez-Diaz, Director, Communications & Public Affairs
Nina M. Crispino, Director, Personnel
Kenneth Moltner, Counsel to the Commissioners
Steven B. Denkberg, Counsel to the Commissioners

GUEST: Kate Doran, LWVNYC
 Sofiya Minsariy, Assembly Member Brian Kavanaugh
 Amanda Melitto, CFB
 Catherine Gray
 Katharine Loving, CFB
 Anna-Maria Thomas
 Alan Flacks

President Guastella called the meeting to order at 1:33 P.M.

On behalf of the Commissioners, President Guastella welcomed the new Bronx Democratic Commissioner Rosanna Vargas to the Board.

Mr. Richman reported that Contract Attorney James Barron has been offered a full time position with the State of New York in Albany starting the end of the month and will be greatly missed at the Board.

Commissioner Schulkin moved to adopt the minutes for the June 21, 2016 meeting. Commissioner Grey seconded the motion, with Commissioner Vargas abstaining. The motion was adopted.

President Guastella noted that Mr. Ryan and Commissioner Shamoun joined the meeting.

Mr. Ryan presented the draft annual Voter Information Notice. Copies of the draft were distributed Commissioners. Mr. Ryan reported that the Notices will be mailed according to the Board's Language Assistance Program (LAP) distribution in the boroughs. He recalled there was a question concerning the barcode on the Notice. Vanguard has clarified that the barcode is used for automated mailing which will contain an individual AVID data file for each voter. Ms. Sandow reported that the

Borough Offices manually sort returned mail into categories and the returned mail is then transported to Vanguard to be scanned into the system due to the high volume of work. Vanguard's data file is sent to the Board's MIS Department and there is a code in the Board's AVID System that will match the way the U.S. Post Office processed the mail. The Board is then able to track each voter's Notice to determine if it was delivered or returned. Board staff will be able to specifically know why a piece of voter's mail was returned to the Board. Ms. Sandow reported that this process was developed after receiving numerous complaints from voters claiming that they did not receive Board mail. Secretary Umane noted that the Information Notice is lengthy and inquired about the statutory requirements of its content. Mr. Richman confirmed that all required information and covered languages are in the Notice in accordance with Section 4-117 of the New York State Election Law. Mr. Ryan reported that the Notice will include the newly designed Voter Card which contains extensive information on the front and back, and is wallet sized. The voter's poll site's Accessible Entrance is included on the Card, the Board's new logo has been added for consistent branding, ElectionDayWorker.com has been added, and the voter's ED/AD and election year has been enlarged and highlighted in accordance with Commissioner Shamoun's request. The Voter Information Notice will be translated in the five (5) covered languages

and will mimic the language assistance requirements for the ballots which reduces printing costs citywide. Each covered language will have its own section in the Notice which is more legible to the voter. Ms. Sandow suggested for Ms. Vazquez to do a press release concerning the Voter Information Notice and ElectionDayWorker.com. Secretary Umane inquired about the proofreading procedures to ensure there are correct election dates before going to print. Ms. Vazquez reported that the Board's in-house Proofreading Team and Translation Team will review the Notice. Secretary Umane inquired about the costs. Ms. Vazquez reported that she will provide the official cost analysis once the final design is completed. Last year, the annual Voter Information Notice, inclusive of USPS First Class Mail postage, was a total of \$1.4 million; approximately \$800,000 for postage, and \$500,000 for creative design and print production. Secretary Umane moved to approve the Voter Information Notice as presented. Commissioner Schulkin seconded the motion, with Commissioner Vargas abstaining. The motion was adopted.

Commissioner Araujo requested for a status update on the redesign of the Board's website. Mr. Ryan reported that the vendor has completed the work for the website, but there are issues with the proposed photographs of people. Ms. Vazquez is waiting for the vendor to finalize

those issues, and it was reported that the website can move forward with the New York City landscape photo and the Board's new logo in the interim.

Mr. Ryan reported on the designation of the additional date for Local Voter Registration Day. The State Board has designated Saturday, October 15th as the uniform, statewide in-person Local Voter Registration Day. The City Board must select an additional date, according to the requirements of Section 5-202 of the NYS Election Law, which can be no earlier than the 6th Saturday before and not later than the 4th Saturday (October 15th is already selected) before the General Election. The hours of Local Registration on a Saturday must not be less than 7 hours and cannot end any earlier than 9:00 P.M. On the additional day, the site must be open for at least 3 ½ hours. Executive Management recommended Thursday, October 13, 2016 as the additional date for in-person Local Voter Registration Day. There will be two (2) voter registration sites in each Assembly District and a Borough Office can count as one (1) site. The Local Voter Registration dates will be publicly posted on the Board's website, social media pages, and office front counters. Commissioner Araujo moved to adopt Thursday, October 13, 2016 as the additional date for in-person Local Voter Registration Day. Commissioner

Grey seconded the motion, which was unanimously adopted. Secretary Umame moved to authorize two (2) locations per Assembly District and to be opened from 1:00pm – 9:00pm for both Local Voter Registration Days on October 13th and 15th, and Executive Management will determine if the Borough Offices should be open to facilitate any voter questions or concerns. President Guastella seconded the motion, with Commissioner Vargas abstaining. The motion was adopted. Commissioner Araujo recommended for letters to be sent to elected officials notifying them of the Board's Local Voter Registration Days and to use the Commissioners' signature stamps for their borough. Mr. Ryan reported that the hours and sites will be determined and scheduled at a later date.

Mr. Ryan reported on the Preliminary Election Day Reports for the Federal Primary held on June 28, 2016. Copies of the preliminary reports were circulated to the Commissioners. Mr. Ryan reported the following information:

- 94% of poll worker assignments were filled on Election Day. When payroll is completed, the no-show rate will be determined;

- General Office Monitoring Teams were dispatched throughout the 4 boroughs (Brooklyn, Manhattan, Queens, Bronx) to assist with any issues that occurred during the day;
- There were a total of 15 poll sites that were not set-up according to the Board's schematic which were corrected on Election Day by the AD Monitor Teams;
- The Call Center received a total of 1,881 calls;
- The highest number of help tickets to the Board related to scanner issues and request for poll workers. It was noted that ballot jam issues have decreased greatly over time;
- Over 20,000 pieces of equipment were delivered to the poll sites;
- There were 9 DOE/NYCHA poll sites that opened late due to either Custodians arriving late or they did not have the key to the poll site's designated room;
- The Board's Ramp Unit, as well as borough staff and vendors, successfully deployed, set-up and installed the required ADA equipment in 243 sites throughout the Bronx, Brooklyn, Manhattan, and Queens;
- 98.66% of the Election Night Results were uploaded on Election Night;

- 75% of the results were uploaded by 9:25 P.M. on Election Night for the public. Staff has prepared the programming to be as easy as possible for the poll workers;
- There was a total of 209,921 hits on the Election Night Results website;
- The Reform Party ballots will be manually canvassed by Congressional District, not by ED/AD, due to the small amount of registered voters. Therefore, no results were posted on the ENR website;

Mr. Ryan reported that the Certification of the June 28, 2016 Federal Office Primary Elections will be held on Tuesday, July 12, 2016. Commissioner Araujo suggested for a follow-up letter to be sent to those poll sites that had issues. Ms. Sandow reported that Executive Management meets with NYC DOE and NYCHA representatives after each election to discuss any issues that have occurred. Mr. Ryan noted that the DOE representatives have been very communicative and cooperative with the Board in dealing with Principal and/or Custodian issues on Election Day.

Secretary Umame moved to convene Executive Session for purposes of litigation. President Guastella seconded the motion, which was unanimously adopted.

Following Executive Session, the open public meeting resumed and President Guastella reported that no action was taken in Executive Session.

President Guastella moved to adjourn the meeting. The motion was seconded, and unanimously adopted.

The next stated meeting of the Commissioners will be held on Tuesday, July 12, 2016 at 1:30 P.M.