

THE MEETING OF THE  
COMMISSIONERS OF ELECTIONS  
HELD ON TUESDAY, JANUARY 24, 2012  
AT 1:30 P.M.  
42 BROADWAY, 6<sup>th</sup> FLOOR, COMMISSIONERS' HEARING ROOM  
NEW YORK, NY 10004

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

Commissioners Araujo, Barrera, Dent, Polanco, Schacher, Soumas, Sipp,  
Stupp

Dawn Sandow, Deputy Executive Director  
Pamela Perkins, Administrative Manager  
John Luisi, Agency Chief Contract Officer, Procurement  
Valerie Vazquez, Director, Communications and Public Affairs  
Raphael Savino, Director, Campaign Finance Reporting Enforcement  
Steven Ferguson, Director, MIS  
Thomas Sattie, Ballot Management Unit, Coordinator  
Matthew Graves, Administrative Associate, Candidate Records Unit  
Giacomo Kmet, Temporary Attorney, OGC  
Joel Bermejo, Temporary Attorney, OGC  
Charles S. Webb, III, Counsel to the Commissioners  
Steven B. Denkberg, Counsel to the Commissioners

GUEST: Santos Gomez  
Jennie Russianoff  
Kate Doran, LWV  
Marjorie Shea, Women's City Club  
Cathy Gray  
Stewart Armstrong, CFB  
Stella Ma, AALDEF  
Kevin Maloney, Citizens Union  
M. Aronson  
Alan Flacks, Member of NY Democratic County Committee  
Teresa Hommel

President Guastella called the meeting to order at 1:32 P.M.

Commissioner Sipp requested to discuss a Staten Island personnel matter in Executive Session.

Commissioner Stupp requested to discuss a Queens personnel matter in Executive Session.

Commissioner Barrera moved to adopt the minutes of the January 17, 2012 meeting. Commissioner Stupp seconded the motion, which was unanimously adopted.

Mr. Sattie recalled that he submitted a proposal concerning the ballot quantity for the March 20, 2012 Special Elections in the 27<sup>th</sup> Senatorial District in Kings County at the previous meeting. Mr. Sattie summarized that the Ballot Management Unit reviewed both the results and total registered voters in the Special Election held in the 13<sup>th</sup> Senatorial District on March 16, 2010. Staff found that some Elections Districts (EDs) within

the 13<sup>th</sup> Senatorial District had a higher turnout so they determined that the following will be needed for the Special Election in the 27<sup>th</sup> Senatorial District:

- Election Day Ballots: Order for 75% of registered voters in the 27<sup>th</sup> Senate District, plus 50 ballots per ED as backups;
- Military Ballots: Order by matching the number of Military voters in the 27<sup>th</sup> Senate District, plus 50 ballots total in case of spoilage;
- Absentee Ballots: Order 2,000 total (500 English/Spanish and 1,500 English/Spanish/Chinese since approximately 75% of the district requires Chinese translations);
- Affidavit Ballots: Order 25 ballots per Election District.

Commissioner Dent requested to table this item until Commissioner Schacher is present at the meeting. President Guastella placed the item on second call.

Mr. Ferguson recalled that the Commissioners asked him to research Section 5-506 of the New York State Election Law which concerns the retention of voter registration form hard copies and the optional use of

computerized voter registration lists. He noted that Mr. Savino assisted him with the research on this matter. Mr. Ferguson reported that the State Board referred him to Part 6212 of the Rules and Regulations of the State Board.

President Guastella noted that Commissioner Schacher joined the meeting and welcomed her back to the Board.

Mr. Ferguson stated that the City Board has been scanning voter registration forms since the early 1990's. The City Board scans the front only. Section 6212.11 states that if the Board scans only the front of the voter registration form, then the Board must store it for at least four (4) years. Mr. Ferguson reported that the Suffolk County Board scans and destroys the forms after a certain period of time. Westchester, Nassau and Erie County Boards scan in their forms as well, but he does not know if they destroy them. He is waiting for those county boards to return his telephone calls. Secretary Umane asked Mr. Ferguson if he has a recommendation for the Commissioners. He asked how much time the Borough Office Staff spends on alphabetizing and/or batching the voter registration forms. Secretary Umane suggested for the City Board to

create a uniform citywide policy on this matter, either alphabetizing or batching. He stated that storing the hard copies utilize a tremendous amount of space at the Borough Offices which is an additional cost to the City and taxpayers. Ms. Sandow stated that when she was the Deputy Chief Clerk of the Bronx Office this matter was discussed in 2007 and all Borough Offices were instructed to alphabetize. She stated that the forms used to be filed by ED/AD, but then it was switched to batching, and lastly switched to alphabetizing. Ms. Sandow stated that batching was the easiest and fastest method to find a specific voter registration form and recommended for all Borough Offices to batch the forms. Commissioner Araujo inquired if an original voter registration form is required for court matters or if a certified copy of the form is sufficient. Mr. Savino stated that generally a certified copy of the form would be used. Mr. Ferguson agreed with Ms. Sandow that batching is the best method for Borough Office Staff. Secretary Umane asked for this matter to be discussed at the next Chief and Deputy Chief Clerks' Meeting. Commissioner Schacher expressed that she prefers to keep the hard copies for only two (2) years rather than four (4) years, if possible. Commissioner Stupp inquired if this matter could have any connection to the Governor's order that Motor Voter registration forms have to be sent

digitally to all of the county boards. Mr. Ferguson replied that he will research that question. Secretary Umane moved to table this item until it is discussed with the Chief and Deputy Chief Clerks and more information is compiled. Commissioner Sipp seconded the motion, which was unanimously adopted.

Mr. Sattie summarized his ballot quantity report for Commissioner Schacher. After the summary, Commissioner Dent stated that she accepts Mr. Sattie's report. Commissioner Schacher inquired about the number of military voters in the 27<sup>th</sup> State Senatorial District. Mr. Sattie stated that he will find out that information as soon as possible. Commissioner Schacher moved to accept Mr. Sattie's recommendation concerning the ballot quantity for the March 20, 2012 Special Election in the 27<sup>th</sup> Senatorial District in Kings County. Commissioner Dent seconded the motion, which was unanimously adopted.

On behalf of Mr. Johnson, Mr. Graves presented the status of candidates for the March 20, 2012 Special Election in the 27<sup>th</sup> Senatorial District in Kings County. Mr. Graves distributed copies of the Record of Nominations Report to the Commissioners. He stated that one (1) petition

has been filed which was reviewed by the Office of the General Counsel Staff. There are no non-compliance issues.

In the absence of Mr. Ward, Mr. Luisi presented the Comparative Expenditures Report dated January 24, 2012. A copy of the report is in the agenda. Secretary Umame noted that there is a zero (0) expenditure for overtime in the Manhattan Office and thanked Commissioner Soumas for enforcing the overtime policy.

President Guastella recognized Alan Flacks, a member of the public, who thought there was a typographical error on the Comparative Expenditures Report between the Staten Island and Manhattan Borough Offices.

Commissioner Dent announced that she will report simultaneously with Mr. Richman on the Election Commissioners' Association (ECA) 2012 Winter Conference at the next meeting. She reported that Mr. Richman did a wonderful job presenting the City Board's Election District Redistricting Plan and it was well accepted by the attendees.

Commissioner Dent stated that she would like to abstain from the acceptance of the January 17, 2012 minutes because she was not present at that meeting.

Secretary Umane moved to convene an Executive Session to discuss personnel matters. Commissioner Barrera seconded the motion, which was unanimously adopted.

Following the Executive Session, the open public meeting resumed and President Guastella reported the following actions that were taken in Executive Session:

- I. The Commissioners unanimously appointed a Security Guard to be assigned in the Manhattan Voting Machine Facility until further notice;
- II. The Commissioners unanimously promoted Stephen Porpora, a Financial Clerk in the Executive Office, to the position of Computer Operator in the MIS Department, with an annual salary of \$40,500, effective immediately;
- III. The Commissioners unanimously appointed Vincent Parascandola as a Trainer Assistant in the MIS Department for

the purposes of programming and assisting with the ED Redistricting Plan, at an hourly rate of \$25.37, effective immediately;

- IV. The Commissioners unanimously promoted William Cardona, a Computer Programmer in the Executive Office, to the position of Senior Computer Programmer at an annual salary of \$59,052;
- V. The Commissioners unanimously appointed Marie Lynch, the Director of Equipment in the Executive Office, to the position of Deputy Chief Clerk of the Queens Office, effective on April 1, 2012, with an annual salary of \$92,000.

President Guastella moved to adjourn the meeting. Commissioner Dent seconded the motion, which was unanimously adopted.

The next stated meeting of the Commissioners is scheduled for Tuesday, January 31, 2012 at 1:30 P.M.