

MEETING OF THE
COMMISSIONERS OF ELECTIONS
IN THE CITY OF NEW YORK
HELD ON TUESDAY, JANUARY 6, 2015
AT 1:30 P.M.
42 BROADWAY, 6th FLOOR, COMMISSIONERS' HEARING ROOM
NEW YORK, NY 10004

PRESENT: President Jose Miguel Araujo
 Secretary Michael Michel

Commissioners Ronald Castorina, John Flateau, Maria R. Guastella,
Bianka Perez, Michael Rendino, Alan Schulkin, Simon Shamoun,
Frederic M. Umane

Michael J. Ryan, Executive Director
Dawn Sandow, Deputy Executive Director
Pamela Perkins, Administrative Manager
Raphael Savino, Deputy General Counsel
Nina M. Crispino, Director, Personnel
Kenneth Moltner, Counsel to the Commissioners
Steven B. Denkberg, Counsel to the Commissioners

GUEST: Charles Capatanakis, ES&S
 Anna-Maria Thomas
 Monica Bartley, CIDNY
 Kate Doran, LWV
 Carolyn Sheehan, DOI
 Katharine Loving, CFB
 John D. Smith
 Laurie Wen, City Council
 C. Katz, NYDN
 Peggy Farken, Citizens Union
 Michael Benjamin
 Alan Flacks, Member of NY County Democratic Committee

President Araujo called the meeting to order at 2:22 P.M.

Commissioner Castorina moved to create a new Executive Management position titled Operations Manager, with the annual salary equivalent to Administrative Manager, and to appoint Georgea Kontzamanis as Operations Manager in the Executive Office. Commissioner Shamoun seconded the motion, with Commissioner Schulkin abstaining. The motion was adopted. It was noted that copies of Ms. Kontzamanis' resume were circulated among the Commissioners.

Commissioners Umane, Rendino, Castorina and Schulkin requested to discuss personnel matters in Executive Session.

Pursuant to Section 3-212(1) of the NYS Election Law, President Araujo requested nominations for Board Officers for 2015. Commissioner Umane moved to designate President Michel to serve as President for 2015. The motion was seconded, and unanimously adopted. Commissioner Flateau moved to designate Commissioner Perez to serve as Secretary for 2015. President Araujo seconded the motion, which was unanimously adopted.

There was a consensus among the Commissioners to table the Designation of Committee Members for 2015 until the next meeting.

Commissioner Flateau moved to adopt the minutes for the December 16, 2014 meeting. President Araujo seconded the motion, which was unanimously adopted.

Mr. Ryan reported that there is a vacancy in the 11th Congressional District (CD) in Staten Island/Brooklyn. There are 122 poll sites in the 11th CD and the estimated cost is \$1 million for a Special Election. The Board is waiting for the Governor to call an election.

Mr. Ryan presented a post 2014 Election update:

- A total of 102 out of 33,000 poll workers had paycheck issues. It was at no fault of the Board. Some poll workers had previous City I.D.s for City services or employment which delayed processing in the City's payroll system. Ms. Sandow and the Board's Finance Department worked on getting emergency paychecks for those poll workers who had financial hardships and reached out to the Board. Other paycheck delays were due to the NYC Office of Payroll Administration (OPA) shutting down the NYCAPS system to work on the newly settled City contracts. Those paychecks have since been processed.

Currently, there are a total of 7 Manhattan, 1 Bronx, 8 Brooklyn, and 7 Queens poll workers' paychecks being processed;

- The Personnel Department is in the process of revising the guidelines for the completion of Performance Evaluations. All managers will be attending a one day workshop and will be assisted completing the new Performance Evaluations. Performance Evaluations will begin the first week of February and are due on March 6, 2015. There will also be a Life Skills/Coaching session to reiterate to the managers more effective managing strategies when dealing with personnel matters to effectively construct a better employee;
- The CityTime Payroll System w/ Electronic Hand Scanning Devices has been implemented in the Executive, Staten Island, Queens, Bronx, and Manhattan Offices. The Brooklyn Office will be completely wired by February 1, 2015. Mr. Ryan reported that this infrastructure implementation allows the Board to move forward with web conferencing with all Borough Offices, and webcasting for the Commissioners' Meetings;
- The MIS Department upgraded the Voter Registration system to AVID 5 which are substantial to the system. AVID 5 will be demonstrated to Executive Management tomorrow; more

details will be provided at the next meeting. The new features include a training portal for mock data entry for new employees, numerous activity codes, reasons for escalation, and an escalation system for the Supervisors to help avoid duplicates. If successful, AVID 5 will be rolled out by the end of the month. Executive Management worked with the Borough Offices' Chief Clerks, Deputy Chief Clerks and Supervisors to acquire feedback for AVID 5.

Mr. Ryan reported that Commissioner Flateau expressed concerns about the amount of voter registration events citywide. Mr. Ryan reported that there were a total of 86 voter outreach events citywide from April 2014 through September 14, 2014. In addition, there were other voter outreach events in other organizations' events as well. Mr. Ryan noted that the Board will try to organize more voter outreach events in the future. The Board is scheduled to receive new voter registration applications from the State Board.

Commissioner Flateau inquired about the Board's progress on the 2014 Annual Report for the State Board. Ms. Sandow reported that the

majority of the 2014 Annual Report has been completed. There have been some amendments to ensure accuracy.

Commissioner Schulkin inquired if the Board has any poll worker shortfalls and inquired about poll worker pay raises. Mr. Ryan reported that there are always poll worker shortfalls, and there are approximately 6,000 poll workers in the stand-by pool. Commissioner Shamoun's idea for robocalls for recruiting poll workers in needed ED/AD's has helped increasing the amount of poll workers. Ms. Sandow noted that poll worker applications are available at the Board's voter registration drives as well. Commissioner Shamoun reported that there was a poll worker split-shift pilot program in a couple of poll sites in Brooklyn and the feedback was very positive. Commissioners Shamoun and Flateau agreed to expand the split-shift pilot program to more poll sites in 2015 since they will be quiet elections. Commissioner Shamoun reiterated the importance of keeping updated poll worker contact lists, and noted that the newly simplified Election Night closing procedures were positive. Mr. Ryan reported that the Board has requested for a poll worker pay raise before the City Council, but did not receive budgetary input to date.

Commissioner Rendino inquired about the status of the voter registration buff card cleanup project in all Borough Offices. Ms. Sandow reported that the buff card project has been completed in Manhattan, Queens, and Brooklyn. Staten Island and the Bronx will be completed soon. Mr. Ryan noted that this cleanup project complies with the NYS Election Law. Ms. Sandow reported that new Supervisor/Employee escalation sign-off steps have been implemented in the voter registration AVID system to avoid duplicates. These new sign-off steps were initiated by the Bronx Office staff.

President Michel moved to convene Executive Session for purposes of Personnel. Commissioner Umane seconded the motion, which was unanimously adopted.

Following Executive Session, the public meeting resumed and Mr. Ryan, on behalf of President Michel, reported the following actions taken in Executive Session:

- I. The Commissioners granted 420 hours Discretionary Advance of Time to Troy Johnson, the Coordinator of the Candidate Records Unit, to be utilized intermittingly;

- II. The Commissioners granted 140 hours Discretionary Advance of Time to Charlette Jordan, a Clerk in the Manhattan Office, commencing on January 20, 2015;
- III. The Commissioners granted 210 hours Discretionary Advance of Time to Reginald Stark, a Voting Machine Technician in the Manhattan Office, effective retroactive to December 28, 2014;
- IV. The Commissioners granted 140 hours Advance of Time to Shanette Brown, an Administrative Assistant in the Executive Office, to be utilized intermittingly and to be paid back with her accruals upon her return;
- V. The Commissioners granted 420 hours Discretionary Advance of Time to Sandra Clapp, a Voting Machine Technician in the Brooklyn Office;
- VI. The Commissioners appointed Stephanie Volpe as Administrative Assistant in the Staten Island Office, replacing Sheldon Fosberg, effective January 11, 2015;
- VII. Georgea Kontzamanis' start date as Operations Manager is effective January 25, 2015.

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

The next stated meeting of the Commissioners will be held on Tuesday, January 20, 2015 at 1:30 P.M.