

MEETING OF THE COMMISSIONERS OF ELECTIONS
IN THE CITY OF NEW YORK
HELD ON TUESDAY, MARCH 20, 2018 AT 1:30 P.M.
42 BROADWAY, 6th FLOOR, COMMISSIONERS' HEARING ROOM
NEW YORK, NY 10004

PRESENT: President Rosanna Vargas
 Secretary John Wm. Zaccone

Commissioners Jose Araujo, John Flateau, Maria R. Guastella, Michael Michel, Alan Schulkin, Simon Shamoun, Robert Siano

Michael J. Ryan, Executive Director
Pamela Perkins, Administrative Manager
Georgea Kontzamanis, Operations Manager
Steven H. Richman, General Counsel
Raphael Savino, Deputy General Counsel
Steven Guglielmi, Director, Personnel
Valerie Vazquez, Director, Communications and Public Affairs
Kenneth Moltner, Counsel to the Commissioners
Steven B. Denkberg, Counsel to the Commissioners

GUEST: Katharine Loving, NYC Campaign Finance Board
 Wendy Byrne, LWVNYC
 Kate Doran, LWVNYC
 Amanda Melillo, CFB
 Matt Bord
 Michael Aronson, Journalist

President Vargas called the meeting to order at 1:37 P.M.

Commissioner Araujo moved to adopt the minutes for the March 6, 2018 meeting. Commissioner Schulkin seconded the motion, with Commissioner Guastella abstaining. The motion was adopted.

Mr. Ryan provided an update on the New York City Council's Committee on Governmental Operations Preliminary Budget Hearing held on Monday, March 19, 2018. The information follows:

- The current modified Fiscal Year 2018 – 2019 City Council's Preliminary Budget estimate is \$95,113,167. The Board's Projected Need is \$137,626,492. Mr. Ryan noted that it is not unexpected that the projected agency need is significantly lower than the City's estimate. The Mayor's Office prepares a basic budget and the Board's submits their needs for negotiation. Last year, the Board's adopted budgeted was approximately \$141 million;
- Two (2) potential citywide election events and a \$100 raise for each poll worker, per election event, were included in the Board's request;
- The Board's Personal Service (PS) Budget is approximately \$71 million, and Other Than Personal Service (OTPS) Budget is approximately \$66 million;
- The Board's New Needs of \$908,000 to establish a List Maintenance Unit in accordance with the Consent Decree, and \$1.3 million for additional heads to establish a Cyber Security Unit;

- \$4 million for ADA Ramps that are used for Election Day citywide are included in the Board's Projected Need;
- The remainder of the budget includes regular routine agency operating expenses such as rent, postage, etc.;
- The Board did not receive many questions from the Council's Committee at this Hearing. It is anticipated that there will be more questions at the future Budget Hearing in May;
- A sit down meeting with the New York City Office of Management and Budget (OMB) is anticipated to fine tune the Board's budget requests.

Mr. Ryan provided an update on voter registration processing using the historical data recently provided by the State Board of Elections. The total amount of Death Records remaining to be processed citywide is 561. A total of 63,122 Death Records, out of 78,943, have been canceled to date. Mr. Ryan noted that this data has provided the Board the opportunity to clean up the voter rolls.

Commissioner Michel inquired if the new minimum wage policy of \$15 per hour, effective December 31, 2018, was considered in the Board's budget testimony. Mr. Ryan reported that it was not in a budget request,

but was anticipated by the Commissioners' Personnel Committee. Calculations have been made and that information will be shared with the Commissioners.

Commissioner Fleteau inquired about the budget for contractual services in the Board's \$137 million Projected Need. Mr. Ryan reported that in Fiscal Year 2018, contractual services were \$10,510,200. He noted that the contractual services number varies for each budget because some are not-to-exceed contracts. Mr. Ryan reported that postage and printing is a big piece of that budget which is used for the ballots and Vanguard services. The transportation budget is separate at \$6.7 million. The building lease budget is \$24 million. Advertising is a separate figure. Some IT service contracts are procured separately on a DCAS Requirements Contract, and certain IT services reimburse the New York City Department of Information Technology and Telecommunications (DOITT). Mr. Ryan reported that there are not a tremendous amount of discretionary items in relation to the overall budget.

President Vargas recognized Kate Doran, a representative of the League of Women Voters, who inquired about the Board's 2018 Legislative Education Day in Albany, NY.

President Vargas moved to convene an Executive Session for personnel matters. The motion was seconded, and unanimously adopted.

Following Executive Session, the open public meeting resumed and Mr. Ryan reported the following actions that were taken in Executive Session:

- I. The Director of Personnel will be paid on an original jurisdiction title as Senior Systems Administrator which is the same title and title code as the present Agency Chief Contract Officer;
- II. There were several employees who were injured in an elevator accident last week in the Manhattan Office at 200 Varick Street. The full Board ratified the Executive Committee's decision to extend Sick Leave as needed to the employees that were injured;
- III. The Commissioners appointed William Yeung, a Chinese Translator in the Phone Bank, as Chinese Interpreter, at the outgoing salary rate, effective immediately. The Commissioners appointed Kaden Sun to replace Mr. Yeung's vacated position of Chinese Translator in the Phone Bank, at the incoming salary rate, effective immediately;

- IV. The Commissioners granted 112 hours Advance of Time to Luann Kubler, a Clerk in the Brooklyn Office. Ms. Kubler's agency start date is September 30, 2001;
- V. The Commissioners granted 210 hours Advance of Time to Shanette Brown, an Administrative Assistant in the General Office. Ms. Brown's agency start date is January 27, 2008.

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

The next stated meeting of the Commissioners will be held on Tuesday, March 27, 2018 at 1:30 P.M.