

MEETING OF THE  
COMMISSIONERS OF ELECTIONS  
IN THE CITY OF NEW YORK  
HELD ON TUESDAY, FEBRUARY 24, 2015  
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 Michael Michel  
                  Secretary Bianka Perez

Commissioners Jose Miguel Araujo, Ronald Castorina, John Fleteau,  
Maria R. Guastella, Michael Rendino, Alan Schulkin, Simon Shamoun

Michael J. Ryan, Executive Director  
Dawn Sandow, Deputy Executive Director  
Georgea Kontzamanis, Operations Manager  
Raphael Savino, Deputy General Counsel  
Valerie Vazquez, Director, Communications & Public Affairs  
Nina M. Crispino, Director, Personnel  
Thomas Sattie, Ballot Coordinator, Candidate Records Unit  
Kenneth Moltner, Counsel to the Commissioners  
Steven B. Denkberg, Counsel to the Commissioners

GUEST:       Kate Doran, LWV NYC  
                  Anna-Maria Thomas  
                  John D. Smith  
                  Katharine Loving, CFB  
                  Alan Flacks, Member of NY County Democratic Committee

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

Commissioner Flateau moved to adopt the minutes for the February 3, 2015 meeting. Commissioner Rendino seconded the motion, which was unanimously adopted.

Commissioner Flateau requested to add a report of the Commissioners Committee on Communications, Voter Registration and Outreach meeting.

Mr. Ryan and Ms. Sandow joined the meeting.

Mr. Ryan reported on the following items concerning the May 5, 2015 Special Election:

- On behalf of Executive Management, Mr. Ryan requested authorization from the Commissioners to combine, where necessary, in the 11<sup>th</sup> Congressional District, Richmond County, and the 43<sup>rd</sup> Assembly District, Kings County. This action complies with Section 4-104 of the New York State Election Law. Commissioner Flateau inquired if the combines would change poll sites for the voters or assignments for poll workers. Ms. Sandow reported that there are no poll site changes to date in Brooklyn and Staten Island for the Special Election. If any

poll site changes occur, notices would be automatically generated in the system and mailed to the affected voters. Secretary Perez moved to authorize combines, where necessary, in the 11<sup>th</sup> Congressional District, Richmond County, and 43<sup>rd</sup> Assembly District, Kings County in compliance with Section 4-104 of the New York State Election Law. Commissioner Schulkin seconded the motion, which was unanimously adopted.

- Mr. Ryan recommended ordering 65% of Election Day ballots for the total registered voters in the 11<sup>th</sup> Congressional District, Richmond County, and the 43<sup>rd</sup> Assembly District, Kings County. Commissioner Araujo inquired if this formula is consistent with past practice. Mr. Sattie reported that he researched the voter turnout for the previous elections in the 11<sup>th</sup> Congressional and 43<sup>rd</sup> Assembly Districts and found that ordering 65% would be a sufficient amount of Election Day ballots for the voters in the Special Election. Mr. Ryan noted that ordering 65% of ballots balances both the needs of the voters and the fiscal prudence of the agency. Commissioner Castorina moved to approve Mr. Ryan and Mr. Sattie's recommendation to order 65% of Election Day ballots for the

Special Election. Commissioner Rendino seconded the motion, which was unanimously adopted.

- Mr. Ryan recommended necessary additional training classes for Coordinators and AD Monitors concerning the Election Night Reporting (ENR) Process. It would be two (2) hour training classes, at a cost of \$50 per person; an estimated total cost of \$10,000. These training classes will also aid with the expansion of the Tablet Return of Canvass. Commissioner Araujo moved to adopt Mr. Ryan's recommendation to conduct additional training classes for Coordinators and AD Monitors concerning the ENR Process. Secretary Perez seconded the motion, which was unanimously adopted.

Mr. Ryan reported that the New York City Council Committee on Governmental Operations Proposed Bill Hearing concerning Int. 0536-2015 and Int. 0659-2015 is scheduled on Tuesday, March 3, 2015 at 10:00 A.M. Int. 0536-201 is a local law to amend the New York City Charter in relation to contemporaneous registration and absentee ballot application, and Int. 0659-2015 is a local law to amend the New York City Charter in relation to allowing absentee voters to track the status of their absentee application and ballot. Mr. Ryan noted that these bills were on in the past, but were

removed. These bills will be reviewed further by the Office of the General Counsel in conjunction with the New York State Election Law. Mr. Ryan requested authorization from the Commissioners to prepare Testimony and to testify at the Hearing within the parameters of the Policies and Procedures of the Board. Commissioner Araujo moved to authorize Mr. Ryan to prepare Testimony and to provide a copy of the Board's position to the Commissioners prior to testifying at the Hearing. Commissioner Shamoun seconded the motion, which was unanimously adopted.

Mr. Ryan reported that the New York City Council Fiscal Year 2016 Preliminary Budget, Mayor's FY15 Preliminary Management Report and Agency Oversight Hearings is scheduled on Wednesday, March 25, 2015. The Board has not received official notification yet, but staff is preliminarily in the process of preparing for Testimony. Mr. Ryan requested authorization from the Commissioners to prepare Testimony and to testify at the Preliminary Budget Hearing on March 25, 2015, or any date set forth by the City Council. Commissioner Flateau requested for the Commissioners to be briefed on the Board's budget prior to the City Council Hearing. Commissioner Araujo suggested for Mr. Sullivan, the Finance Officer, to provide an overview of the budget for the

Commissioners at the next meeting. Commissioner Flateau moved for Mr. Ryan to prepare Testimony and to testify at the City Council Preliminary Budget Hearing, subject to a general budget briefing for the Commissioners prior to the Hearing. Commissioner Schulkin seconded the motion, which was unanimously adopted.

Commissioner Flateau reported that one of the issues discussed in the recent meeting of the Commissioners Committee on Communications, Voter Registration and Outreach were the resources within the Board's budget for voter registration and outreach moving forward, and raised concerns about the percentage of voter participation in past elections. Mr. Ryan suggested for the Commissioners Committee on Communications, Voter Registration and Outreach to develop concrete recommendations to present to the full Board. If adopted, Executive Management could then present the recommendations to the City Council and NYC Office of Management and Budget.

Mr. Ryan reported that the State Government Information and Educational Day is scheduled on Tuesday, March 24, 2015 in Albany, NY. Ms. Kontzamanis secured a date and room in advance so the Board's Recommended Revisions in the New York State Election Law can be

reviewed by the Legislators much earlier in the cycle. Mr. Ryan was informed that the Board can request a date and room up to one (1) year in advance. He reported that the Board plans to repackage and resubmit last year's Recommended Revisions package. Commissioner Araujo requested to rearrange the proposals in the order of importance. Mr. Ryan reported that he will reconsider the order of the proposals, and requested authorization to attend the State Government Information and Educational Day scheduled on March 24, 2015. He noted that the Commissioners can attend as well. President Michel moved to authorize Mr. Ryan to attend the State Government Information and Educational Day scheduled on March 24, 2015 in Albany, NY. Commissioner Rendino seconded the motion, which was unanimously adopted.

Mr. Ryan reported that the Youth, Education and Libraries Committee for Community Board #7 in Manhattan, adopted Resolution #5 calling for the NYC Department of Education (DOE) to close public schools on Primary Election Day making it a non-attendance professional development day for teachers. A copy of the Community Board 7/Manhattan, January 2015 Resolutions, is in the agenda. Community Education Council 31 in Staten Island adopted a similar Resolution a couple of months ago which was forwarded to the DOE Chancellor. Mr. Ryan noted that the Board has

supported amending Section 8-100 of the New York State Election Law in previous Recommended Revisions packages. Commissioner Flateau inquired about the DOE's position. Mr. Ryan reported that he wrote two (2) letters (one in July and one in August) to the DOE Chancellor concerning this issue, but he has not received a response from the DOE to date.

President Michel moved to convene an Executive Session for purposes of personnel and litigation matters. The motion was seconded and unanimously adopted.

Commissioner Guastella joined the meeting.

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

- I. The Commissioners appointed William Allen as Deputy Chief Clerk of the Manhattan Office, effective March 1, 2015. As a result, Alvin Samuels, the Acting Deputy Chief Clerk of the Manhattan Office, will resume his regular title as Administrative Associate, effective February 28, 2015;
- II. The Commissioners granted 182 hours Advance of Sick Leave to Wanda Davis, a Clerk in the Manhattan Office, to be paid



back with her accruals upon her return. This ratifies the decision of the Executive Committee;

- III. The Commissioners granted 70 hours Advance of Sick Leave to Norma Saunders, a Voting Machine Technician in the Bronx Office, to be paid back with her accruals upon her return;
- IV. The Commissioners unanimously ratified the Mayor's Personnel Orders (2015-1 and 2015-2) regarding managerial raises, retroactive to February 2, 2015. The raises will be calculated in accordance with the Mayor's Directive to mayoral agencies and the action is necessary as the Board is a not a mayoral agency. This applies to managerial employees and original jurisdiction employees;
- V. Raquel Torres, an Administrative Assistant in the Queens Office, received a \$2,000 merit raise, and Joseph Cintron, an Administrative Associate in the Queens Office, received a \$2,600 merit raise. Secretary Perez moved to adopt these merit raises in accordance with the joint recommendations of the Queens Chief Clerk and Deputy Chief Clerk. Commissioner Schulkin seconded the motion, which was adopted unanimously. President Michel and Commissioner Araujo

recused themselves from this motion and all conversations pertaining to these actions;

- VI. To establish a uniform standard for temporary employees, each Borough Office shall have, not to exceed, ten (10) Financial Clerks and five (5) Trainer Assistants, per party, per Borough.

This motion was unanimously adopted.

Commissioner Flateau moved to adjourn the meeting. President Michel seconded the motion, which was unanimously adopted.

The next stated meeting of the Commissioners will be held on Tuesday, March 10, 2015 at 1:30 P.M.