

# Board of Elections

2019 Executive Proposed Budget

# Core Programs & Functions

- **GENERAL GOVERNMENT SUPPORT**

- Oversee & Conduct Primary, General and Special Elections for Local, County, State and Federal governments as needed in accordance with NYS Election Law.
- Voter Registration
- Facilitate the registration of every qualified voter in Westchester County via in person or through the mail
- Process cancellations, party enrollment changes and address transfers for all voters
- Perform central registration
- Certification of Voting Records for all voters
- Registrations at high schools, nursing homes and Veterans Hospital
- Distribution of absentee ballots for all elections in Westchester County.
- Record Canvass Vote for all elections.
- Acceptance, review and certification of petitions for public offices, party positions and propositions to be placed on ballot.
- Maintain Political Subdivision Maps.
- Maintain Poll and Voter Records.

# Budget Summary

ITEM	2018	2019
Operating Positions	104	104
Trust Positions		
<b>TOTAL POSITIONS</b>	<b>104</b>	<b>104</b>
Personal Service	8,446,635	8,748,362
Equipment	50,000	49,500
Materials & Supplies	1,777,500	1,769,100
Contractual Expenses	3,942,000	4,068,900
Inter-Departmental Charges	1,793,014	2,201,705
<b>TOTAL EXPENDITURES</b>	<b>16,009,149</b>	<b>16,837,567</b>

# Budget Summary

ITEM	2018	2019
Inter-Departmental Revenue		
Departmental Revenue	1,536,854	1,582,960
State & Federal Aid		
<b>TOTAL REVENUE</b>	<b>1,536,854</b>	<b>1,582,960</b>
<b>DEPARTMENT TAX LEVY</b>	<b>14,472,295</b>	<b>15,254,607</b>

# New Initiatives & Highlights

- The Board began implementing the Asset Management Inventory System in all elections in 2015 as part of the NYS Board of Election Pilot Project Per HAVA as one of their test counties for the program. All equipment subsidized or purchased with HAVA funds must be inventoried and tracked for proper inventory control and usage tracking. The Board will be able to track and maintain inventory of all Optical Scan Voting Machines, Ballot Marking Devices, Handicapped Accessible Equipment and Accessories, Election Day Supply Bags, and all related voting machine equipment in a more efficient manner.
- All polling sites throughout Westchester County are in compliance with Chapter 505 of the Laws of 2010. Potential new polling sites for 2019 will have to be surveyed to ensure compliance with the law. These surveys will be performed in an efficient and informed manner in order to ensure the enfranchisement of voters with disabilities and compliance with the law in time for all 2019 elections.
- The Board now utilizes a memory Card Return/Election Night Reporting operation which enables the Board to collect all memory cards from the Optical Scan voting machines and Ballot Marking Devices throughout the County in order to obtain unofficial election night results for all elections. In order to accomplish this task, the Board coordinates with the local Town and City Clerk offices, the polling sites, Board of Elections staff, Election Inspectors and temporary Election Day workers as needed.
- All School, Fire and Water Districts are now mandated by law to utilize the Optical Scan Voting machines for all their elections. The Board has provided training for all School District clerks on election procedures and machine classes on the Optical Scan Voting Machines and Ballot Marking Devices, supplies them with lists of certified Election Inspectors for their use and programming assistance as needed. All School, Fire and Water Districts will have to sign a rental agreement to borrow the machines for their elections and Board of Elections Voting Machine technicians have to be on call to offer assistance on School Board Election Days for any machine problems.
- Redistricting of the Yonkers Wards by the Yonkers City Council per Charter Revision resulted in reducing Election Districts in the City of Yonkers for 2014.

# New Initiatives & Highlights

- Since November 15, 2005, due to the New York State Election Consolidation & Improvement Act, The Board has been responsible for the purchasing of all election related equipment along with ownership, maintenance, repair, delivery and storage of all voting equipment.
- NYS Election Law requires that the Board of Elections is responsible for recruitment, training and appointments of bi-partisan teams of Election Inspectors, Poll Clerks and Election Day workers as well as processing the related payroll on an annual basis.
- The Board selects and designates polling sites throughout the County in consultation with the towns, cities and villages to ensure that all polling sites are handicapped accessible for all voters.
- Board of Elections' Voting Machine Technicians are responsible for the maintenance, repair, upkeep and testing of Optical Scan voting machines and Ballot Marking Devices in order to ensure the uninterrupted flow of the democratic process. Voting machines are made available to fire district elections, water district elections, school district elections and village elections not conducted by the County Board and any other group that asks for the use of the machines.
- HOLA VOTANTES! Hablamos Espanol - a Roadmap to Assisting Hispanic Voters and Attracting bilingual Poll Inspectors - is a program that the Board instituted in October 2004 which complies with the U.S. Justice Department requirements for having, specifically, Spanish speaking election workers in certain election districts throughout the County. The Election Inspector Department along with their Bilingual Coordinators are responsible to ensure there is a bilingual worker in every election district in Westchester, as well as, election coordinators at polling places that have more than two election districts.
- Voter outreach continues to be of major importance to the Board of Elections. Educating the public is an ongoing service that is provided by way of hands on training in both the Optical Scan Voting Machines and Ballot Marking Devices, voter education forums and our own website which is updated regularly to keep the voter aware and informed.
- NYS Election Law requires that training of all Election Inspectors for the Optical Scan Voting Machines is done annually. General instructions for Election Inspectors is updated annually to reflect new Board of Election purchases and updates to the Election Law. Optical scan balloting machine and Ballot Marking Devices classes are updated annually to reflect new protocols to follow. In 2018, the Board had scheduled 103 Election Inspector procedure classes, 33 Days (2-3 training sessions per day) of Ballot Marking Device (handicapped accessible) machine classes, and 34 Bilingual Election Inspector classes. The Election Inspector Department conducted training for the Optic Scan Voting machines, there were 124 Plan A days of training on the Optical Scan Voting machines alone for all Inspectors (consisting of 2-7 training sessions per day in each community in Westchester). In 2019, the Board will review all training procedures to determine additional areas of improvement and incorporate new procedures for the end of Election Night closing of the polls.

# Overview: Board of Elections

- The Board of Elections is New York State's government agent for the administration and execution of the State Election Law. Under New York State Election Law, the Board of Elections' goal is to facilitate the registration of every qualified voter in Westchester County. The Board executes the laws pertaining to designating and nominating petitions for public office and party positions and is required by New York State Election Law to assist with school board and village elections in Westchester County. The Department is required to operate under New York State Laws and State Codes, Rules and Regulations.

# BOARD OF ELECTIONS STATISTICAL DATA

- 1.) There are currently 643,800 registered voters in Westchester County.
- 2.) The Board of Elections currently utilizes the space of 361 polling sites located throughout Westchester County for its general elections.
- 3.) During the 2018 year the Absentee department processed and mailed over 35,742 ballots. They received and processed 24,667 return ballots.