

Yates County Board of Elections

2014 Annual Report



*“Those who stay away from the election think that one vote will do no good:
’Tis but one step more to think one vote will do no harm.
– Ralph Waldo Emerson (Author)*

*Robert F Brechko, Democratic Commissioner
Sandra P McKay, Deputy Commissioner
Susan Wolff, Voting System Technician*

*Amy J Daines, Republican Commissioner
Helen Scarpechi, Deputy Commissioner
Charlie Kreuzer, Voting System Technician*

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Pursuant to the provisions of Section 3-212(4)(a) of the New York State Election Law, we hereby submit our Annual Report for the period beginning January 1, 2014 through December 31, 2014.

1893 Colorado is the first state to adopt an amendment granting woman the right to vote. Utah and Idaho follow suit in 1896, Washington State in 1910, California in 1911, Oregon, Kansas and Arizona in 1912, Alaska and Illinois in 1913, Montana and Nevada in 1914, New York in 1917 and Michigan, South Dakota and Oklahoma in 1918.

Mission Statement

The Yates County Board of Elections works to furnish the voting public, candidates, and all individuals interested in Yates County Elections with professional service and efficiency. We also strive to provide the voters, taxpayers and community members of Yates County with elections that are administered in a fair and democratic manner, as well as election results that are completely accurate, and for which we are 100% accountable to the voters.

Introduction

The Yates County Board of Elections is made up of two (2) full-time Commissioners, two (2) part-time Deputy Commissioners, two (2) part-time Machine Technicians, four (4) Poll Site Coordinators and approximately ninety (90) Election Inspectors. We provide our county with many important services related to the democratic election process which is the foundation of our government. In order to insure non-partisan elections, our procedures are continuously scrutinized, questioned and challenged. Some of the services we offer the community include voter registration, information to candidates running for office, absentee ballot processing and elections that offer the opportunity to vote and an assurance that **every eligible vote** is counted before the elections are certified. We continue to educate the voting public on how to use the voting system in a manner that would encourage their desire to participate in the democratic process. We educate and register the high school seniors from Penn Yan, Dundee and Marcus Whitman school districts explaining the voting process and giving them the opportunity to mark and cast a practice ballot so they are familiar and comfortable with the voting process when they vote for their first time. We also visit the Keuka College campus educating and encouraging students to not only register to vote but to also encourage them to vote by using the Absentee Ballot process if they choose to remain registered in another county. We are continuously challenged to manage our department, which is mandated by state law, within our budget constraints. We constantly review our processes and procedures to find ways to reduce our budget going forward. In 2014 we were very successful as we were able to reduce or prevent expenditures by **\$21,000.00**.



The Board of Election office is also charged with the following responsibilities:

Oversee the printing of ballots and administer all Federal, State, County, Town, Penn Yan Village elections and provide assistance and materials as needed to the Penn Yan Central School and Marcus Whitman Central School elections.

Provide materials to candidates to ensure the petition process goes smoothly, receive and file petitions and maintain campaign finance records.

Prepare public service announcements, legal notices and maintain working relationship with the media.

Recruit, train, certify, schedule and supervise election Inspectors and staff and ensure payment to them is accurate.

We provide the Yates County Legislature, Town Board members and the State and Federal Board of Elections with enrollment reports, yearly statistical data and annual reports and fulfill any additional requests for information as needed.

Provide statistical data and voter lists to potential candidates and their consultants, staff, political committees and interested parties.

Track pending legislation on federal, state and local basis concerning Election Law recommending changes as needed, then complying with the changes as required.

Prepare and oversee department budget and supervise Deputy Commissioners, Technicians, Poll Site Coordinators and Inspectors. Track and maintain all voting equipment and supplies. Create training programs as needed.

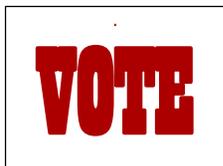
Maintain voter registration database, monitor NYSVOTER (Statewide voter registration website) and correspond with voters when additional data is required.

Instruct the voters of Yates County on the proper way to mark their ballot and voting machine usage to ensure their vote counts.

Provide outreach to unregistered voters in area high schools, Keuka College, home school groups and the public.

Maintain Board of Election website with informative and useful information for all interested individuals.

The Board of Elections interacts with agencies and county departments to map out voting districts and boundaries, interpret maps, legal descriptions and geographical data, determine correct addresses, locate and manage polling sites; prepare for emergencies, conduct elections in assessable safe locations.



The Board of Elections Commissioners and Staff interact with United States Postal Staff – in all areas of the county, Yates County 911, Yates County Legislators, Administrator, Attorney, Budget Officer, Buildings and Grounds, Highway, Yates County Chamber of Commerce, Cornell Cooperative Extension, Town & County Clerk, Treasurer, Court Security, Emergency Management, Historian, Information Technology, State and Local Motor Vehicle, New York State Officials, Office of the Aging – Pro-Action, Personnel and Risk Management, Sheriff, Yates County Real Property Tax Department, Yates County Soil and Water, Village, Area Fire Departments, Town and School officials on a regular basis and could not perform our duties without the aid and support from these individuals and departments. For that we say THANK YOU, you're help makes our work more accurate and efficient.



2014 Commissioner Goals

1. Fulfill all of the requirements listed in our annual calendar. The calendar includes holding monthly staff meetings/training to track accomplishments and make adjustments to planned activities based on unforeseen requirements. **Successfully Completed.**
2. Run six successful elections by not disenfranchising the voters, inspectors following procedures, accurate and timely results and meeting all time lines involved. **Successfully Completed.**
 - Penn Yan & Marcus Whitman School District Elections (May 20th)
(This is limited to programming and testing ballots, equipment set up and tear down. The school runs the rest of the election)
 - Penn Yan Village Election (March 18th)
 - Federal Primary Election (June 24th)
 - Local Primary Election (September 9th)
 - General Election (November 4th)
3. Conduct Voter Registration Drives in Marcus Whitman, Penn Yan and Dundee in an effort to Register High School Seniors. This includes;
 - Introducing them to the voting process (from signing the poll book to casting their ballot).
 - Allowing them to vote on the voting machine utilizing a sample ballot.
 - Encourage their participation in all elections.
 - Invite Ontario County Board of Elections to join in the activities for the Marcus Whitman. **Successfully Completed.**

4. Continue to review procedures looking for additional cost savings measures throughout 2014 and budget submission for 2015. One example could be to begin using the new Asset Management program “AssetWorks” provided by the state eliminating the cost of the current NTS provided program annual maintenance fee. AssetWorks is currently being piloted in 2 or 3 counties. **Successfully Completed.**
5. Election Inspector recruitment and training by July 14th.
 - Find Inspectors in towns where we currently do not have enough from within that town. **Successfully Completed.**
6. Continue to publish election results electronically by 10:30 PM on Election nights. **This does not pertain to any hand counts required or results for write in campaigns. Successfully Completed.**
7. Eliminate the leave report process for paying Election Workers. Learn the TEAM Poll Worker payroll module and export capabilities to Treasures office and MUNIS. This will eliminate redundancy and improve efficiency. *This is a carryover from 2013 due to time constraints within the Board of Elections and Treasurer’s office due to time clock roll out and will be carried over for 2015 completion.*
8. Review Poll Site setup for improved voter processing while still maintaining voter privacy by end of year. **Successfully Completed.**
9. The Commissioners plan to visit Town Board meetings to discuss proposed changes to Election Law and answer questions by July. **Commissioners were able to attend 7 out of 9 Town Board meetings due to personal scheduling conflicts and the election schedule.**
10. Expedite the implementation of any and all changes the State Legislature produces. **Successfully Completed.**
11. Seek approval for facility use for new locations for the Milo 2, 3, 5, & 6 polling site and Potter. **Milo completed, Potter in 2015.**
12. Implement new Full Document Imaging software and procedures with total transition by the end of 2014. **Successfully implemented, total transition of all records projected for the end of 2016.**
13. Review and expand draft Emergency operating procedures for Board of Election office and polling sites. **Will carry over into 2015.**



NATIONAL VOTER REGISTRATION ACT "NVRA STATISTICS"

A voter registration record is never cancelled without verification that the voter is no longer eligible to vote in our jurisdiction. Cancellations are recorded on a daily basis, and there are several reasons for this process: voter is deceased, voter sends letter in writing to the Board of Elections requesting that their registration be cancelled or as a result of a move, voter is incarcerated due to a felony conviction, confirmation is received from another Board indicating that the voter is registered in another jurisdiction, duplicate information is received from NYSVOTER, or we receive a court order from the Supreme Court Clerk's Office confirming that a voter has been judged incompetent. Obituary records are reviewed on the internet for local newspapers, funeral chapels and the New York State Department of Health which also provides a computerized list of deaths. During 2014, there were 610 registrations cancelled. A breakdown of the cancellations is shown below on the chart on the left.

Reasons for Cancellation of Records	Number
Deceased	189
Judged Incompetent	0
Moved out of County	304
Felony Conviction	14
Cancelled at Voter's Request	8
Inactive Voter's Purged	78
Miscellaneous	17
TOTAL	610

Reasons for Inactivation of Records	Number
Mail Check	25
National Change of Address (NCOA)	118
Mail Undeliverable	106
Miscellaneous	3
Moved out of County	85
TOTAL	337

We inactivate voter records throughout the year due to National Change of Address Records (NCOA) as received from the US Postal Service in April, Mail Check cards sent out in July (13,034 in 2014), undeliverable mail or returned mail with a change of address notification, license surrenders to other states and felony conviction notifications received from court administrators. During 2014 there were 337 records inactivated. The breakdown is above on the chart on the right.

REGISTRATION PROCESSING AT A GLANCE

The National Voter Registration Act (NVRA) was passed in 1994, and was implemented by County Boards of Elections in 1995. NVRA significantly impacted voter registration and has permanently increased activity within our office due to the many agencies that we interact with daily. In 2014 we received 312 new registrations from NVRA agencies; Department of Motor Vehicles, Department of Labor, Office of the Aging, Department of Social Services and other Yates County agencies. All registration forms received from NVRA agencies are delivered or mailed to our office without any indication as to where they originated with the exception of DMV registrations, as they are openly identifiable and we therefore group them under "Agencies"; this protects the identity of those voters receiving county benefits.

Registration Sources	Number Received
Affidavit Ballots provided at Polls	0
Agencies/DMV Transmittals	312
Blue Dot	0
Board of Elections Office	56
High School Registrations	135
Election Inspectors / Poll Sites	4
Mail	95
Other Local County Boards	19
TOTAL	621

Beginning in 2013 the DMV (at the Governor's directive) implemented a new process whereby registrations would be transmitted to the Boards of Elections electronically. The process may be completed during 2015 and any associated cost has been born by the State and the Elections software provider NTS. Training to begin using the electronic transfer is scheduled for February 2015.



2014 Statistical Report

TRANSACTION DATA 2014	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YEAR TO DATE
New Voters	28	22	90	44	42	33	37	35	81	70	36	25	543
Change of Address	6	29	20	24	167	20	17	198	12	32	56	37	618
Name Changes	0	3	7	4	5	2	12	4	8	12	19	23	99
Inactivated	0	2	3	77	202	21	2	139	1	6	1	91	545
Re-instated	5	7	11	7	19	30	23	14	5	15	29	20	185
Purged	17	64	34	23	16	61	43	55	28	87	31	124	583
Cards Mailed	39	63	131	156	435	106	91	390	107	135	141	196	1990
Duplicates Received and Searched	0	0	2	5	10	3	16	4	0	2	0	25	67
Registration Forms Distributed	20	5	415	67	354	73	211	23	55	136	2	18	1379
Absentee Applications Mailed/Distributed	20	3	20	13	1	4	10	30	45	93	6	0	245
Absentee Applications Submitted	4	2	5	1	0	4	4	37		226	55	0	338
Absentee Ballots Mailed/Issued	0	131	5	0	0	0	0	9	39	537	11	0	732
Absentee Ballots Returned	0	2	64	0	0	0	0	46	1	438	55	0	606
Military Ballots Mailed	0	9	0	0	0	0	0	9	28	28	0	0	74
Military Ballots Returned	0	0	0	0	0	0	0	3	3	8	36	0	50
Agency Transmittals	1	0	11	5	4	5	12	8	10	18	1	2	77
DMV Transmittals	28	29	25	24	48	32	32	26	32	31	22	25	354
Party Enrollment Change Requests	1	13	7	5	4	7	5	11	7	11	15	7	93
Check Cards Mailed	0	0	0	0	0	0	13034	0	0	0	0	0	13034
Check Cards Returned	0	0	0	0	0	0	7	547	3	0	0	0	557
Lists/Disks Requested	6	8	15	9	10	42	9	1	13	30	2	4	149
Inspector Tests Given	0	0	0	14	65	0	0	4	0	15	0	0	98
Candidate Petitions Accepted	0	7	0	0	0	0	43	1	0	0	0	0	51
Financial Disclosures Submitted	0	5	0	0	1	1	1	1	0	1	0	0	10
Transfer Notifications sent to State Board	2	2	0	1	1	2	9	9	7	0	2	3	38
Signatures Digitized	167	123	317	317	58	36	48	57	74	63	59	307	1626
Incomplete Registrations	4	0	0	0	3	0	0	0	3	1	2	2	15
HAVA Letters	0	0	10	0	0	0	0	0	2	0	0	0	12
Blue Dot Forms	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Letters to Voters	6	4	15	0	0	2	1	4	7	0	1	9	49

NOTES:														
January & February: # of signatures due to poll book updates														
March: 215 Registration forms to 3 High Schools. # of signatures digitized due to poll book updates														
April: Inspector tests 14 all passed														
May: # Inactivated due to NCOA list, Inspector tests 63 passed/2 failed, Reg forms Distributed = 150 Rep Com, 150 Voter Outreach Program - Amy														
June: Reg forms Distributed = 13 walk-ins, 25 Workforce Development, 25 Steve Wackleman, 10 ARC														
July: Reg forms Distributed = 10 Over the counter, 1 mailed, 100 Hunters EDU, 100 Women's Right to Rock Festival. Petitions Accepted: 43 w/ 85 names														
December: Signatures updated due to poll book updates														



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 “Tis but one step more to think one vote will do no harm.”

- Ralph Waldo Emerson

MONTHLY NARRATIVE

JANUARY

- We held our annual meeting of the Board of Elections as required by EL 3-212. The 2014 Calendar was developed with specific dates as known.
- Amy attended the Election Commissioners Winter Conference in Albany.
- We completed the annual statistical report required by the State Board of Elections.
- Installed and trained on the Full Document Imaging module in the TEAM software that is used for voter records.
- Office practices and procedures were reviewed.

FEBRUARY

- Granted approval for extended warranties for the voting machines with Dominion Voting saving the county \$6609. per year for 3 years.
- Posted the list of offices up for election in 2014 on web site and forwarded it to interested parties as requested.
- Received 7 Village Election Petitions and prepared the ballot.
- Met with Marcus Whitman and Penn Yan Schools to facilitate our involvement with their elections.
- Resolution to authorize Yates County Board of Elections to enter into Election Services Agreements with school districts I Yates County was passed.

MARCH

- Completed the Annual Report to the Yates County Legislature.
- Successfully conducted the Penn Yan Village Election March 18.
- We received notification from Penn Yan Central School Superintendent David Hamilton granting the Board of Elections permission to use the Academy gymnasium as a polling site. We began preparations to move Milo 2 & 3, 5 & 6.
- School Voter registrations dates were finalized and conducted at Marcus Whitman, Penn Yan and Dundee registering 197 students with 148 from Yates County.
- Prepared the voter file for the April 1st Enrollment Report.
- The Conservative Party Chairperson, Greg Rigby, was so pleased with the manner in which we conducted the Absentee Ballot Counting in November 2013 that he shared as much with Commissioners in Cayuga County as they requested our procedure. The greatest compliment.



APRIL

- Printed annual enrollment April 1st.
- Calculated signature requirements for petitions & posted on web.
- Prepared School Ballots.
- The Board staff attended training to use the Asset Management Program provided to counties by the State.
- Updated Inspector Lists and notified Inspectors of Scheduled Inspector training classes for April & May.
- NCOA address changes were not received.
- As of the 30th of April, there is no Federal Primary scheduled in Yates County. However there is litigation in progress that could result in a Green Party Primary for the 23rd Congressional District which includes Yates County.
- Prepared a Legislative Tour Guide for the purpose of educating and sharing the transition of the Yates County Board of Elections from a Town assisted election to a county managed election to become compliant with the Help America Vote Act of 2002.

MAY

- Inspector training classes were held with additional training classes to be held in the fall. Inspectors are required by law to receive training each year and pass an exam and be certified. We have certified 77 Inspectors, we have had 2 fail. Our policy allows for the individuals to retake the class and exam if they desire to continue to be an Inspector. This allows for graceful retirement if someone so chooses.
- We processed the NCOA (National Change of Address) address changes supplied by the State and the Post Office.
- The School elections were held on May 20 and went very well. Marcus Whitman was surprised at how smooth and efficient everything progressed.
- We observed the school election held at the Pen Yan High School which will be the polling site for Milo 2, 3, 5 and 6 this year. This helped us put together a plan for poll site layout and equipment needed. We still will need to do the accessibility survey per the State requirements.
- Due to the severe flooding to devastate the region the Board of Elections has been able to assist the Town of Jerusalem with traffic cones and will be assisting Public Health with Accessible Parking signs for the upcoming rabies clinic.
- We have prepared the petition packets. Petition circulation begins May 29th with filing in July.

"If you've never voted because nothing changes then now's your chance to change that."
- author unknown

JUNE

- Worked on revising our Inspector training program based upon the feedback received from the classes given in May.
- Prepared feedback for the Inspectors and began assembling tools, updates and schedules.
- Amended resolution 75-14 Authorizing Yates County Board of Elections to enter into an extended warranty agreement with Dominion Voting to change the amount of the agreement to \$27,573.33. The length of the agreement is for 40 months. The original amount of \$26,436 was for 36 months.
- We submitted travel authority to attend summer conference in July.
- Technicians performed quarterly testing on the voting machines.
- Asset management supplies delivered from the State to begin using Asset Works.
- Reviewed & Updated Assessable Parking at Polling Sites.

JULY

- Processed 43 Designating Petitions between July 7 – 10, which included 85 names for 5 Town, 1 County and 2 Committees.
- Ballot position drawing was held on July 17th.
- The Primary ballot was started.
- Voter Mail Check cards were mailed.
- Commissioners attended the NYS Election Commissioners Conference held July 29th – August 1st.
- Bob and Amy attended 6 of the 9 Town Board meeting with the remaining 3 scheduled for August.
- Conference call w/ State Board of Elections.

AUGUST

- Continued to prepare for the Primary Election
- Started receiving Mail Check cards and processing changes.
- The Primary Election ballots were mailed on time to the Military. (Deadline was August 8th).
- One Independent Petition was filed for the vacancy created in the Town of Italy for a council seat.
- Amy attended the town meeting in Italy. We were unable to attend the meetings in Milo and Jerusalem.
- The machines and ballots were tested for the Primary Election.
- We started working with the new tablets that we received in July for our asset management. We still need to purchase a method of communication with the web site that can be used at each of our polling places; some sites do have WiFi, we can use, but not all. The tablets can only be used wirelessly.
- We prepared our budget for 2015.
- We trained 4 new Inspectors.
- Ballot and machine testing / training with the Inspectors was conducted.
- Mailed / processed military ballots.

SEPTEMBER

- Held a successful Primary Election on September 9th.
- Continued to process Check Cards.
- Certified the Primary Election and started preparing for the General Election.
- Conducted a registration drive at Keuka College.

OCTOBER

- Completed the General Election Ballot.
- Mailed Military Ballots by October 3rd and were able to meet requirements, also mailed the regular Absentee by the 16th.
- Inspector assignments were made and revised to fill last minute vacancies.
- The office had extended hours for absentee ballot requests (required EL3-214.3)
- The web site was updated to prepare for election results.
- Check Card processing continued.
- Participated in Conference Call with the State and ECA members.
- Technicians and Inspectors tested Ballots and Machines to prepare for Election Day.
- The agenda is being developed for the NYS Election Commissioners Association for the January Conference, Bob a member and Amy is the Chairperson.
- Additional Inspector training classes were held primarily for new Inspectors.
- Prepared equipment and supplies for the election.
- Met with the Election District Chair's for final instructions and refresher.
- Attended Budget Workshop.
- Sent poll book file to printer.
- Prepared ballot for Penn Yan School Special Election vote being held on December 9th.

NOVEMBER

- Held a successful election on November 4th. There were 6,685 votes or 49% of the voter's turned out to vote.
- As a result of the General Election there will be 2 new parties added to the ballot and a change in party order. The new parties are Women's Equality and Stop Common Core. Rent is too Damn High will no longer appear on the ballot. This also will result in changes to registration forms and affidavit envelopes. (This is subject to change in each Gubernatorial Election.)
- Deployed and retrieved voting equipment and supplies securely and safely.
- Entered voting history for voters into TEAM.
- Processed 504 Absentee Ballots and 32 Affidavit ballots.
- Counted absentee ballots and audited one machine on November 13th. The 3% machine audit went into November 14th. The audit confirmed the machine count of Election Day.

November cont.

- Notified all Affidavit Voters of their voting status.
- Certified the election on November 20th (due to State no later than November 29th).
- Printed 300 Absentee ballots for the Special Penn Yan School District vote on December 9th.
- Opened and processed 103 party changes. Party changes are processed only once a year just after the General Election.
- Prepared machines for the December 9th school vote.
- Certified the General Election.
- Had a conference call with the State and ECA members.
- Reviewed Budget for year end.
- Prepared for State Audit.
- Updated Web site.
- Worked on Agenda for Conference.

DECEMBER

- Reviewed the General Election and procedures related to it for revision if necessary in 2014.
- Prepared for the annual meeting that will be held on January 8th.
- Reviewed budget.
- There are no offices to be elected in the Penn Yan Village in 2015.
- Received Authorization to travel to the Winter Conference being held in Albany January.
- Completed Check Card processing.
- Prepared for January Election Commissioners Association Winter Conference and sent Agenda for printing.
- Prepared goals for Commissioners and department for 2015.
- Began annual report creation.
- Began reviewing office practices and procedures.
- Prepare and submit yearend report to State. Deadline moved up. Scramble time.
- Process NVRA purge. In each even year we can remove voters from our rolls that have been in inactive status and have not voted in the past 2 Federal Elections. What makes a voter inactive is having their annual mail check card or other mail returned undeliverable, not their voting history
- Prepare presentation for Government Ops Committee in January
- Prepare Presentation for Conference in January.
- Review office record storage and authorize disposal and/or transfer of records.
- Finalize department calendar for 2015 and prepare for our annual meeting that will be held in January. All legislators are invited to attend our annual meeting.
- Reserve rooms for 2015 training and elections.

December cont.

- Amy wrote and submitted article for Election Commissioner Reporter.
- Collaborated with Tim in IT and submitted reports to State and Vendor reflecting our needs and practices.
- Assisted Penn Yan School with their vote. – Successfully.
- Participated in Conference call with State and ECA.
- We had our end of the year appreciation dinner for our Staff and invited Joe Reed to show our appreciation for going above and beyond for us this year.
- Began evaluating Technician, Coordinator and Deputy job descriptions and responsibilities for efficiencies and as we work to reduce costs and prepare to shift responsibilities prior to training new Technicians in 2015.



“If you want to make enemies, try to change something.”
- Thomas Woodrow Wilson (1913-1921)

Legislative Tour Guide for the Board of Elections 2014

Purpose: to share the transition of the Yates County Board of Elections from a Town assisted election to a County managed election and becoming compliant with the HAVA (Help America Vote Act of 2002).

Since the 1930's a voter cast their ballot by using a lever type voting machine. These machines were stored at each of the facilities, usually a Town Hall as the Towns in Yates County purchased them. The Towns hired, scheduled and paid the Inspectors under the County Commissioners guidance until centralization began 2005.



Italy had the oldest voting machine in the county with the tag below attached. Machines weighed approximately 800 pounds.



The Help America Vote Act (HAVA) of 2002 was passed by the United States Congress to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election.

HAVA creates new mandatory minimum standards for states to follow in several key areas of election administration. The law provides funding to help states meet these new standards, replace voting systems and improve election administration. HAVA also established the Election Assistance Commission (EAC) to assist the states regarding HAVA compliance and to distribute HAVA funds to the states. EAC is also charged with creating voting system guidelines and operating the federal government's first voting system certification program. EAC is also responsible for maintaining the National Voter Registration form, conducting research, and administering a national clearinghouse on elections that includes shared practices, information for voters and other resources to improve elections. HAVA requires that the states implement the following new programs and procedures:

Provisional Voting
Voting Information
Updated and Upgraded Voting Equipment

Statewide Voter Registration Databases
Voter Identification Procedures
Administrative Complaint Procedures

Yates County transitioned into a computerized Voter Database in 2000 and has since added various elements to the software, such as the most recent Full Document Imaging. Initially, this is a very time consuming process to enter the existing files and in some counties has taken 3 to 5 years to complete. New activity processes quickly. ***To fully appreciate the process we invite you to arrange a 15 to 30 minute visit and we will actually show you the steps.*** The Statewide Voter Registration Database (NYSVoter) began in 2007. Yates County is 100% compliant with HAVA.

To update the equipment and allow for the space needed some counties have taken over old health care facilities, jails or the public health space as the space has come available. The one situation that is a constant concern is the need for an elevator to bring voting equipment and supplies up from the basement. In Yates, we have been fortunate to remain within the same building as our office. To allow for that and not rent exterior space we currently occupy 5 spaces, which is not ideal, however remaining within the same building trumps the disadvantage. We currently have the Office with the Closet, the Vault, Machine and Storage Areas.

The Office of the Board of Elections is conveniently located near the front entrance of the County building and offers very pleasant conditions to manage our daily work. The Commissioners offices located within, but off the main area provides space and privacy.

The Closet within our office was remodeled in 2010. Prior to the remodel it housed the various office supplies and stored a few short term election records.

Before



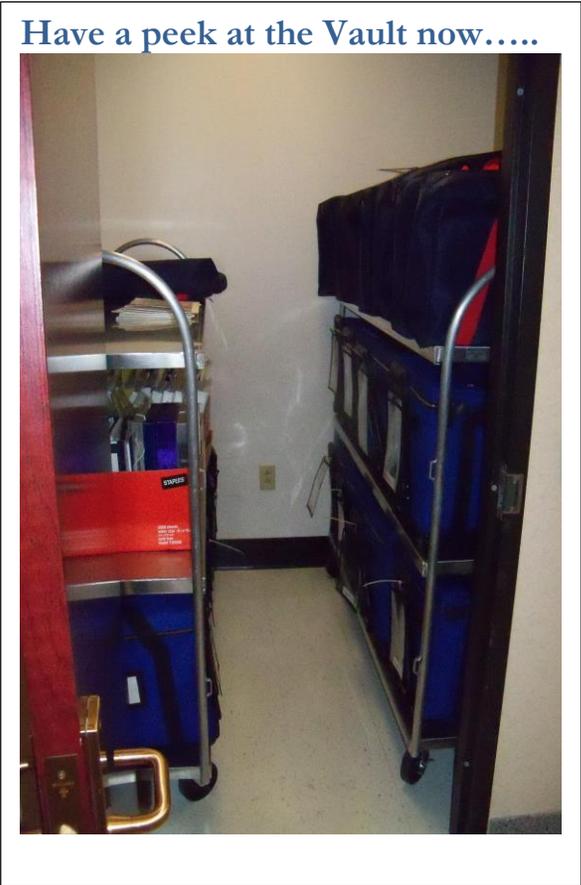
After

After the remodel, it currently houses all of our short term storage of election records along with the daily supplies to run the office. **Have a peek at the Closet now.....**

The Vault a few steps down the hall was an additional storage closet used more for the Election Day Inspector supplies. The Commissioners visited the Steuben County BOE to observe a training class and were invited to see the Steuben Offices. While at the office it was noted that after just one election one of the transporting ballot bags had been damaged due to inadequate storage and staff handling practices. This was actually what prompted the remodel. It was apparent that if the equipment could become damaged, **so could the worker**. Hence, the Blue Wheeled Ballot Boxes were measured, along with the supply bags, doors, elevators and the cargo trailer, and the research began to find an effective and appropriate tool to manage the storage and assist with the handling. No existing solutions were located, but the Commissioners were able to contract with a local business to build 3 carts from the design specifications provided. Later additional shelving was added to fully utilize the space currently referred to as the Vault. This space is protected with a secure card key system monitored by court security providing for limited access.



Blue Wheeled Ballot Boxes - before



Have a peek at the Vault now.....



Ballot Cart - loaded

The Machine area is located in the basement and began as 2 rooms. An opening between the two spaces was created, shelving added and another card key access installed. The space accommodates the necessary equipment nicely.



Before
there
were
no
shelves



After

Lastly, is just a **Storage** area that also had the addition of a shelf added, a few wheeled carts built (in house by our Buildings and Grounds staff) and so long as everything is put away **VERY SPECIFICALLY**, the space works perfectly.....



Thank you for taking the time to tour our space (s). We work very hard to keep the safety of our staff of the highest priority and at the same time to use the space we have to the best of our ability.

Commissioners of Elections

Disclaimer: printed with ink cartridges left over from the primary that must be changed and not used again to ensure to the best of our ability the ink quality for the next election is the best it can be.

Commissioners Thoughts

Robert F Brechko – (2007-present)

The year started out with the implementation of “Full Doc” digital imaging from our software provider, NTS. It is a new way of processing registrations and required new procedures to be written and revised as the process progressed.

I had my Deputy resign and I added Denise Creedon to my staff. Unfortunately after working here for a short time, she was offered a position with the Penn Yan Central School with higher pay and benefits and also resigned. I then hired Sandy McKay, who is still with us. Welcome Sandy!

Again the State failed to combine the Federal Primary with the State and Local Primary. Fortunately we didn't have a Federal Primary in 2014, but we were required to produce an extra ballot for the General Election for the Military voters. The State also didn't pass any other legislation that we have been requesting for the past few years that would help reduce costs at the County level.

I was honored to be reappointed as the Democratic Commissioner of Yates County for another 2 year term. Thank you Yates County Democratic Committee for allowing me to continue to represent the party in this very important position.



“A Vote Is A Terrible Thing To Waste”

Amy J Daines – (2009 – present)

I enjoy representing the Yates County Republicans as their Commissioner. I work hard to find ways to improve registrations, turnout, efficiencies and cost savings for our taxpayers. When I return home from the two training conferences I attend each year I am always invigorated. It is refreshing to meet with a room full of individuals who have the same accomplishments, goals and struggles. Very often we resolve each other's struggles with fresh new ideas. I count my blessings every day.

Change certainly is a motivator and keeps us from becoming stale and 2014 certainly will not be stale. One half of our Legislative body is new to the position commencing in January. We have spent some time with the history and changes culminating in a tour for the Legislature sharing with them how we were able to adapt to the new voting systems, space and needs associated with electronic voting systems. We provided a presentation answering the question "What do you do" as did other department heads. This proved to be enlightening not only to the Legislators but ourselves as well. One tends to forget all one does over the course of a year.

A simple list of the responsibilities for the Board of Elections would look like this:

Administrative Correspondence	Computer Generated Lists of Registered Voters Including Signatures (i.e. Poll books)
Annual List of Enrollments	County Board Minutes
Annual List of Registered Voters	Create Budget
Annual Reports (State and County)	Determinations by Canvassing Board
Application for Enrollment Correction	Dominion Voting Machine Quarterly Maintenance
Applications for Absentee Ballot / Absentee List Reports	Emergency Plans
Asset Management	Enrollment Forms (2 Years after Cancellation)
Attend & Participate in Monthly County Meetings	Financial Disclosure Statements
Attend & Participate as needed in Monthly Management Team Meetings	Inspectors File
Attend & Participate in Election Commissioners Conferences	Inspectors' Oaths of Office
Attend Regional Training and Meetings	Inspector Training of over 200 Independent Contractors
Attend & Participate as needed in Budget Workshops and Public Hearing	Inspectors' Time Certificates
Attend Monthly Conference Call w/ State Board of Elections	Lists of Corrections and Cancellations of Registrations
Ballot Design & Coding	Lists of Polling Places
Campaign Finance Filing from Candidates	Local Registration Administrative File
Candidates Non-Expenditure Statements	Mail Check Cards
Certificates of Acceptance or Declination	Mutilated or Void Registrations
Certificates of General Election Candidates	Nominating and Designating Petitions
Certificates of Preparation of Voting Machines	Objections to Nominations and Designations File
Certificates of Primary Election Candidates	Official Maps of Election Districts
Certificates of Statewide, City, County, Village, or Town Offices	Party Election Inspector Designation Lists
Certificates of Vacancy	Payroll Records
Certified Copies of County Committee Rules Amendments	
Certified Copies of Proposed Constitutional Amendments	
Change of Voter Status Reports	
Committee Designations of Treasurer and Depository	

Personnel Files
Political Advertisement and Literature Copies
Political Committee Authorization Statement
Poll Registration Records
Polling Site Inspections for HAVA Compliance
Polling Site Floor Plans
Public Notices
Record Retention and Disposal Tracking
Registration Challenge Reports
Registration Confirmations
Registration Transmittals

Rejected Voter Registration Applications
Returns of Canvass by Inspectors
Signature Reports
Special Presidential and Special Federal Voter Records
Standards for Computerized Recordkeeping Systems
Statements of Canvass by Canvassing Board
Statements of Party Positions to be filled
Testing of Voting Machines Records
Transfer of Enrollment Applications
Transfer of Registration/Enrollment Change of Address Notices
Unofficial Tally of Election Results
Voter Registration Drives
Watchers Certificate File



*“It is easier to do a job right than to explain why you didn’t.”
- Martin Van Buren (1837-1841)*