

MEETING OF THE FINANCE COMMITTEE
HELD ON TUESDAY, OCTOBER 20, 2009
AT 3:30 P.M.
42 BROADWAY, 6th FLOOR EVS CONFERENCE ROOM
NEW YORK, NY 10004

P R E S E N T: President Frederic Umane

Commissioners Naomi Silie and Gregory Soumas

Marcus Cederqvist, Executive Director

Steven H. Richman, General Counsel

Rosanna Rahmouni, Coordinator, Election Day Operations

Stewart Lieberman, Agency Chief Contract Officer, Procurement

President Umane called the meeting to order at 3:39 P.M.

The Coordinator of Election Day Operations distributed copies of the Production of Board of Elections 2010 Poll Worker Training Video Agenda which detailed the background, new video requirements, funding, video outline, vendor responsibilities and procurement process. Ms. Rahmouni requested approval from the Commissioners to produce the 2010 Poll Worker Training Video.

Ms. Rahmouni stated that HAVA Poll Worker Training Grant funds (HHS funds) will be used to pay for a new video. She added that 5%

(\$16,375) of the video cost (\$327, 500) will be incurred by the Board. Commissioner Soumas inquired about the date the Board needs the training video. Ms. Rahmouni replied that the video needs to be produced ideally by the end of May or June. Commissioner Soumas suggested that if the Board is not in a rush to produce the video, to re-bid the project and inform the vendors whose bids were received unsealed that they have the opportunity to resubmit their sealed bids. This would be for the Board's advantage to obtain more bids.

Commissioner Soumas moved to re-bid the 2010 poll worker training video project. There was no second to the motion.

President Umane raised concerns about the timing of the production of the project. He asked Ms. Rahmouni if there will be time to produce the training video if her staff makes a decision by the first week in February. She replied that it depends on what vendor is chosen, their experience, capabilities, and the Commissioners' approval. Commissioner Silie stated that she liked the idea of opening up the bids again, but if the production of the training video is crammed for time it might hurt the Board in the end. President Umane stated that the HAVA Poll Worker Training Grant fund could be used for other poll worker training. Commissioner Silie stated that

with the new voting systems there will be a lot of poll worker training required, not just the video, so the funds will be utilized. The Executive Director commented on the cost of the poll worker training video. He stated that there are quality differences between the vendors and the Board has a detailed evaluation process in choosing the suitable vendor. Commissioner Soumas questioned who was evaluating the bids. The Evaluation Team consists of three (3) members – Troy Johnson, Coordinator of the Candidate Records Unit, Stephen Thompson, HAVA Training Specialist and Rachel Knipel, Coordinator of the Language Assistance Program. Commissioner Silie inquired what steps are taken once the sealed bids are opened. The Agency Chief Contract Officer explained that when the team is finished evaluating the bids, he and Ms. Rahmouni choose the highest scored vendors and open the bids. President Umane stated that the sealed bid is in a separate envelope stored in a locked safe so that the staff reviews the submissions without knowing their price. Mr. Liberman reiterated that the staff does not know the price when reviewing the bids.

Ms. Rahmouni inquired if the Commissioners had an alternate idea in approaching poll worker training without producing a video. Commissioner Soumas replied that he wants to be very careful when choosing a vendor

for the poll worker training video. The General Counsel added that the HAVA Poll Worker Training Grant must be used only for a new expenditure. He stated that the training video will be helpful for the general public too.

Commissioner Soumas moved to re-bid the 2010 poll worker training video project in order for the Board to obtain a new scope to meet the new requirements where no DVD replication will be done and BOE personnel will be used instead of actors; this will also give the maximum bids possible. President Umane seconded the motion, with an amendment to allow the vendors to use their same submission. The motion was adopted unanimously.

President Umane adjourned the meeting of the Finance Committee.