

MEETING OF THE COMMISSIONERS OF ELECTIONS
IN THE CITY OF NEW YORK
HELD ON TUESDAY, APRIL 5, 2016
AT 1:30 P.M.
42 BROADWAY, 6th FLOOR, COMMISSIONERS' HEARING ROOM
NEW YORK, NY 10004

PRESENT: President Bianka Perez

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

Michael J. Ryan, Executive Director
Dawn Sandow, Deputy Executive Director
Pamela Perkins, Administrative Manager
Steven H. Richman, General Counsel
Raphael Savino, Deputy General Counsel
Nina M. Crispino, Director, Personnel
Valerie Vazquez, Director, Communications & Public Affairs
John Naudus, Manager, Electronic Voting Systems
Kenneth Moltner, Counsel to the Commissioners
Steven B. Denkberg, Counsel to the Commissioners

GUEST: Kate Doran, LWV NYC
Cathy Gray, LWV NYC
Katharine Loving, NYC CFB
Joseph Gallagher, CFB

President Perez called the meeting to order at 1:36 P.M.

Commissioner Schulkin moved to approve the minutes for the
March 29, 2016 meeting. Commissioner Michel seconded the motion,
which was unanimously adopted.

Mr. Ryan requested to add an item to the agenda concerning Borough Office operations and hours. The last day to file voter registrations for the April 19, 2016 Special Elections for the 59th, 62nd, and 65th Assembly Districts is Saturday, April 9, 2016. Executive Management recommended expanding the hours and operations to the public on Saturday, April 9, 2016 from 9:00am – 5:00pm at the Staten Island, Brooklyn and Manhattan Borough Offices which are locally affected by the three (3) Special Elections, and closing the General Office at 42 Broadway. Executive Management determined that it would be insufficient to keep open the General Office opposed to opening the three (3) Borough Offices which would be an easier commute for the public who live in that borough. It was noted that these Borough Offices were already scheduled to work on Saturday, April 9th, but the operations would be extended to the Voter Registration Departments and the public. Mr. Ryan reported that the State Board considered the voter registration deadline to be Friday, April 8, 2016, but according to the statute, ten (10) days from the Special Election is Saturday, April 9, 2016. Commissioner Schulkin moved to expand the hours and operations to the public on Saturday, April 9, 2016 from 9:00am – 5:00pm at the Staten Island, Brooklyn and Manhattan Borough Offices which are locally affected by the three (3) April 19, 2016 Special Elections, and closing the General Office at 42 Broadway on this day.

President Perez seconded the motion, which was unanimously adopted. Commissioner Shamoun recommended for staff to post signage on the 42 Broadway lobby doors and to post a public notice on the Board's website concerning this matter.

Mr. Naudus reported on the Draft Ballot on Demand (BOD) Procedures. Copies of the Draft Procedures were distributed. The BOD system is used to print absentee ballots specifically for the boroughs' voters. The draft is a trouble-shooting guide which was developed with the assistance from all Borough Office Absentee Departments. These procedures have already been used in previous election cycles, but it was not on hard copy. The EVS Department and Borough Office staff have been trained on the BOD system by ES&S representatives. It was reported that if there is a bulk absentee ballot job, the BOD mailing labels are printed by the MIS Department using high-speed laser printers in the Board's Print Shop. The Borough Offices have the ability to print BOD mailing labels if it is a small batch. President Perez moved to adopt the Ballot on Demand procedures as submitted. The motion was seconded and unanimously adopted. Commissioner Shamoun noted that the BOD guide is very lengthy and requested for quick steps printed on post cards for staff. Mr. Naudus will start drafting BOD quick steps.

President Perez moved to convene Executive Session for purposes of litigation and personnel. Commissioner Guastella seconded the motion, which was unanimously adopted.

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

- I. In a vote of seven (7) in favor (Araujo, Flateau, Grey, Guastella, Perez, Schulkin, Shamoun) and one (1) abstention (Michel), the suspension without pay of Ernest Kebreau, a Financial Clerk in the Bronx Office, has been extended to 30 days, effective from Day 1 of the suspension.

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

The next stated meeting of the Commissioners will be held on Tuesday, April 12, 2016 at 1:30 P.M.