

#3

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
To Be Held via Audio Webinar Pursuant to Temporary Emergency Orders**

Members: Chairman Sullivan and Legislators Albano & Castellano

Thursday

6:00pm

May 14, 2020

The meeting was called to order via audio webinar at 6:03pm by Chairman Sullivan who lead in the Pledge of Allegiance. Upon roll call Committee Members Addonizio, Albano, & Chairman Sullivan were present.

Item #3 - Approval of Minutes – March 26, 2020

The minutes were approved as submitted.

Item #4 - Update/ Burtis v. County of Putnam Litigation

At 6:07pm Chairman Sullivan made a motion to go into executive session to discuss litigation; Seconded by Legislator Albano. All in favor.

At 6:18pm Chairman Sullivan made a motion to come out of executive session; Seconded by Legislator Albano. All in favor.

No action was taken.

Item #5 - Other Business - None

Item #6 - Adjournment

There being no further business at 6:19pm, Chairman Sullivan made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Administrative Assistant, Beth Green.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Toni E. Addonizio *Chairwoman*
Neal L. Sullivan *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

AGENDA

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE
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Members: Chairman Sullivan and Legislators Albano & Castellano

Thursday

6:00pm

May 14, 2020

1. Pledge of Allegiance
2. Roll Call
3. Approval of Minutes – March 26, 2020
4. Update/ Burtis v. County of Putnam Litigation
5. Other Business
6. Adjournment

#4

THE PUTNAM COUNTY LEGISLATURE

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Paul E. Jonke	Dist. 6
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Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

MEMORANDUM

DATE: May 19, 2020

TO: Anthony Scannapieco
Commissioner of Board of Elections

Catherine Croft
Commissioner of Board of Elections

CC: MaryEllen Odell, Putnam County Executive

FROM: Neal L. Sullivan 
Chairman, Rules, Enactments, & Intergovernmental Relations Committee

RE: Impact of COVID-19 on 2020 Elections

The COVID-19 pandemic that we have been facing since March of this year has had a significant impact on the way we operate, both personally and professionally. The impact of this pandemic will continue, even as the State begins to reopen. Elections are already facing a change with the implementation of the early voting mandate from the State of New York. Also, this year is a Presidential Election year, which historically brings out more voters than a non-Presidential Election year. This may pose some issues if requirements and restrictions related to COVID-19 remain in place throughout this year.

As Chairman of the Rules, Enactments, & Intergovernmental Relations Committee, I respectfully request that you please attend the June 18, 2020 Audio Webinar Meeting of the Rules Committee to discuss the impact early voting and COVID-19 will have on this year's Primary and General Elections. The Audio Webinar will begin at 6:00pm and the link will be made available on the Legislature's website closer to the date of the meeting. Thank you for your attention to this request.

cc All
F-11
#4a

BOARD OF ELECTIONS
COUNTY OF PUTNAM
25 Old Route 6 ~ Carmel, New York 10512
(845) 808-1300 Fax (845) 808-1920
www.putnamboe.com

Commissioner
ANTHONY G. SCANNAPIECO, Jr. PhD
President

Commissioner
CATHERINE P. CROFT
Secretary



MEMORANDUM

TO: Joseph Castellano, Chairman
FROM: Anthony G. Scannapieco, Jr., Commissioner
Catherine P. Croft, Commissioner
DATE: January 28, 2020
RE: 2019 Annual Report

2020 FEB 12 AM 11:16
LEGISLATURE
PUTNAM COUNTY
CARMEL, NY

Enclosed please find nine copies of the Putnam County Board of Election's Annual Report for the year 2019, as required by New York State Election Law.

We have also forwarded two copies to the County Executive at her request.

Enc.

cc: M. Odell, County Executive



2019 Annual Report

The Putnam County Board of Elections is responsible for the execution and enforcement of all laws relating to the elective franchise, and to maintain confidence and full participation in the political process of the county.

Elections

Putnam County did not have a State & Local Primary on June 25, 2019. As a result, we were able to save county taxpayers a substantial amount of money.

On November 5, 2019, the General Election was held. Due to the number of offices up for election this year, the size of the ballots used in the Villages of Cold Spring and Brewster were 22" in length. In addition, some of the Legislative Districts also used 22" ballots. 17" ballots were used for the bulk of the Election Districts in the county. We had a 31% voter turnout rate for the county.

Early Voting

At the start of 2019, Early Voting legislation was passed by the New York State Assembly and the New York State Senate. Early Voting began on October 26th and took place every day until November 3rd. For these nine (9) consecutive days, Electronic Touch Pads and Print on Demand Ballot Printers were utilized. In addition to Early Voting, the Touch Pads were also used on Election Day. Putnam County had a total of sixty-six (66) hours of Early Voting, which was six (6) more hours than the minimum sixty (60) hour requirement. Early Voting took place in the training/storage room at the Board of Elections. Over 1,700 voters Early Voted in Putnam County.

School Elections

School elections were held on May 21, 2019. Brewster, Carmel, Garrison, Haldane, Mahopac and Putnam Valley School Districts were each responsible for running their own elections. However, since the school districts utilized our voting machines, our office was responsible for programming the ballots; proofing the ballots; conducting test deck; sealing the voting machines; delivering and picking up the voting machines and providing support during the vote. In addition, we also supplied privacy booths to all of the school districts. For Brewster, Mahopac, Garrison and Haldane, we provided paper poll books.

In addition to the May 21st school election, the Carmel Central School District had a special vote on March 26th and the Garrison Union Free School District held a special election on September 24th that we also assisted with. As these school districts utilized our voting machines, our office

was responsible for all of the aforementioned processes related to programming the ballots and machines.

Special Elections

Fire District elections were held on December 10, 2019. Each Fire District was responsible for running their own election and opted not to use our voting machines. We provided poll books and registration lists to the Brewster, Carmel, Garrison, Kent and North Highlands Fire Districts.

We also printed poll books for the Mahopac Library Election and the Reed Memorial Library Election. We also supplied the Reed Memorial Library with a privacy booth for their election.

Staff

§3-300 of the New York State Election Law requires the staffing of the Board to be bi-partisan, thus assuring equal representation of the major political parties of the state.

Our Election staff consists of ten full-time employees: Commissioners Catherine P. Croft (D) and Anthony G. Scannapieco, Jr. (R); Deputy Commissioners Andrea Basli (D) and Kelly K. Primavera (R); Election Specialists Janine Alberghini (D), Claudia McGuinness (D), Sally Beahm (D), Barbara Spofford (R), Linda Martin (R) and Sarah Greene (R).

Our part-time staff consists of two (2) voting machine technicians: Karl Kircher (D) and Christopher Primavera (R).

Our seasonal employees include a bipartisan staff of 435 Election Day workers, 22 Election Night voting machine memory card couriers, 8 pre-election voting machine test deck staff, 7 Election Night suitcase couriers and 8 post-election audit team members.

Our office participated in the PILOT program this past summer. We had a student from SUNY Binghamton work at the BOE from June 5th to August 1st.

We continued to use Clancy Relocation and Logistics to deliver the voting machines and Election Day supplies to each of the 22 polling locations in the county and to pick up those items the day after each election. We were impressed with their services and will continue to utilize them for future elections.

Voter Outreach

In an effort to reach out to the young adult community in Putnam County, Board of Elections staff visited the Brewster, Carmel and Mahopac High Schools to conduct voter registration drives for the senior classes.

The staff gave presentations on how to register to vote and assisted students with completing their voter registration applications. In addition, for those students going away to college in the fall, the staff explained how they can apply for absentee ballots.

On February 26, 2019 a voter registration drive was conducted at Carmel High School where 264 students were registered. On March 5, 2019, a voter registration drive was conducted at Mahopac High School where 240 students were registered. On March 12, 2019, a voter registration drive was conducted at Brewster High School where 167 students were registered. Haldane and Putnam Valley conducted their own student voter registration drives. For students that are residents of Putnam County, but attend a school district outside of the county, we mail voter registration forms to those school districts.

We were extremely satisfied with the results of our voter outreach program and will be continuing this program in 2020. In addition, due to recent Election Law changes, starting January 1, 2020, 16 year olds will be able to pre-register to vote, along with 17 year olds.

Naturalization Ceremonies

In 2019, the Putnam County Clerk's Office held four (4) Naturalization Ceremonies. The Commissioners have been attending these ceremonies since their inception in 2015. However, this past September, for the first time, the Board of Elections shared the responsibility of registering these new citizens with the League of Women Voters. As a result, over thirty-five (35) Naturalized Citizens were registered to vote in Putnam County. This collaboration was such a success that we plan on attending the seven (7) Naturalization Ceremonies scheduled for 2020 to register new citizens.

Board of Elections Office

In 2019, we conducted election worker training classes using a room in our building which is also used as a storage room. This year, due to changing the configuration of our poll sites and the introduction of Early Voting, our training class sizes were much smaller than in the past, with twenty-seven (27) people attending our largest class. We also added a new time for our training classes, so poll workers could choose from three (3) different times during the day as to what class they wanted to attend. We held twenty-four (24) training classes this year with the classes scheduled for morning, early afternoon and evening.

Throughout the 2019 election year, our office had a significant amount of walk-in traffic. People came in to register and/or update their voter information, inquire about current elections, request absentee ballots and request sample ballots. Candidates filed designating and independent nominating petitions at our office as well as caucus certificates. Candidates would also FOIL for election related information via email as well as over the counter. Candidates also received assistance with Campaign Financial reporting requirements.

In June, the New York State Board of Elections conducted a campaign financial seminar at our facility where over twenty (20) people attended.

In addition to our daily hours of Monday through Thursday 8 A.M. to 6 P.M. and Friday 8 A.M. to 5 P.M., our office was open to the public for absentee voting in the evenings and on two Saturdays prior to the General Election.

Looking Ahead

2020 is a presidential election year. We will be conducting up to three (3) elections: the Presidential Primary in April; the Primary Election in June and the General Election in November.

We look forward to 2020 being another successful year serving the needs of all Putnam County voters, candidates and elected officials. We thank you all for your continued support.

By the Numbers in 2019

Active Voters.....	64,913
Inactive Voters.....	4,178
Towns.....	6
Election Districts.....	86
Legislative Districts.....	9
Polling Places.....	22

2019 Party Affiliation

Democratic.....	19,884
Republican.....	22,285
Conservative.....	1,782
Working Families.....	194
Green.....	149
Libertarian.....	101
Independence.....	3,703
SAM.....	3
Other.....	250
Blank.....	16,307
Other-Women's Equality.....	28
Other-Reform.....	17

2019 Election Workers

Election Workers Appointed.....	435
Election Workers who worked.....	379
Classes Held.....	24

2019 Mail Check Cards

Mailed Out.....	61,641
Returned.....	984

2019 Absentee Ballots Sent & Returned

General Election Sent.....	1,058
General Election Returned.....	728

2019 Voter Turnout

General Election.....	31%
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**2019
ANNUAL STATISTICAL INFORMATION REPORT**

FINANCIAL SUMMARY

PLEASE FORWARD A COPY OF YOUR 2020 BUDGET

BUDGET

Number of registered voters	64,913
1. Total Budget Appropriated for 2020	\$1,985,690
2. Increase or decrease from previous year's budget	+\$320,783

2019 BUDGET REVIEW

3. BOE Staff Salaries (including Commissioners, Deputies, all Support Staff)	\$765,866
4. Custodian & Technician Salaries (full-time staff)	\$0
5. Printing (excluding cost of printing ballots)	\$34,881
6. Supplies	\$11,803
7. Training	\$9,700

STATE & LOCAL PRIMARY ELECTION-SPECIFIC COSTS

8. Party Rep Salaries - Primary	\$0
9. Poll-site Rentals - Primary	\$0
10. Moving Costs for Machines and/or BMD's - Primary	\$0
11. Absentee Ballot Costs for Primary	\$0
12. Election Day Ballot Costs for Primary	\$0
13. Election Inspector Costs for Primary	\$0
14. Technician Costs for Primary (part-time or contract staff)	\$0
15. Cost of legal ads - Primary	\$0

GENERAL ELECTION-SPECIFIC COSTS

16. Party Rep Salaries - General	\$176
17. Poll-site Rentals - General	\$1,350
18. Moving Costs for Machines and/or BMD's - General	\$5,760
19. Absentee Ballot Costs for General	\$5,929
20. Election Day Ballot Costs - General	\$21,545
21. Election Inspector Costs - General	\$94,940
22. Technician Costs for General (part-time or contract staff)	SALARIED
23. Cost of legal ads - General	\$2007

STAFF SUMMARY

24. Democratic Commissioner Salary	\$91,444
25. Republican Commissioner Salary	\$91,444
26. 2- or 4-Year Term	4
27. Full-or Part-Time	FULL

DEPUTY COMMISSIONERS

28. Democratic Deputy Salary	\$82,613
29. Republican Deputy Salary	\$82,613
30. Full-or Part-Time	FULL

EMPLOYEES

(excluding Commissioners & Deputies)

31. Number of Full-Time Board Employees	6
32. Number of Part-Time Board Employees	2
33. Number of Temporary or Seasonal Board Employees	12

INSPECTOR INFORMATION SUMMARY

34. Number of Inspectors Appointed <i>NOTE: This response must equal "Number of Inspectors Attending Class & Passing Exam". If not, please explain.</i>	435 - INCLUDES UNTRAINED ALTERNATES
35. Number of Inspectors Attending Class & Passing Exam	385
36. Number of Inspectors Attending Class Who Failed Exam	2
37. Number of Alternate Inspectors Appointed & Trained	0
38. Number of Classes Held	23
39. Class Size	1 - 27 PEOPLE
40. Average Length of Class Session	1.5 HRS
41. During What Month Do You Train Inspectors?	SEPTEMBER & OCTOBER
42. Countywide Salary Rate for Your Inspectors	\$225 - \$300
43. Rate of Pay for Inspectors Attending Training	\$25
44. Additional Stipend Paid to Inspector Chairpersons	\$20 CELLPHONE USE
45. Number of People Who Check Box on Mail Registrations or Called Due to Mail Check Card, Requesting to be Added to Inspector List	94
46. Do you have any Inspectors who work split shifts on Election Day?	NO
47. a) Do you Use Inspector Coordinators? (YES or NO)	YES
48. b) <i>If yes, how much are they paid?*</i>	\$300
49. How Difficult or Easy was it for Your Board to Obtain a Sufficient Number of Poll Workers for the General Election? Please select one of the following possible answers: Very Difficult Somewhat Difficult Neither Difficult Nor Easy Somewhat Easy Very Easy	VERY DIFFICULT
50. Do you survey your Inspectors to ask for their ideas for suggestions on how to improve the Election Day experience in your county? (YES or NO)	NO
51. Please identify number of Poll Workers by the Following Age Groups: 18 - 25? 26 to 40? 41 to 60? 61 - 70? 71 or older?	18 - 25 = 5 26 - 40 = 12 41 - 60 = 94 61 - 70 = 128 71+ = 146

**Please attach a copy of the job description, duties, etc. as required by Election Law section 3-401.4.*

**BALLOT ACCESS
(RELATING TO JUNE PRIMARY ONLY)**

DESIGNATING PETITIONS

52. Number Received	38
53. Number Invalidated in your Prima Facie Review	0
54. Number Objected to	0
55. Number of Specs Filed	0
56. Number Invalidated by Board	0
57. Number of Court Cases	0
58. Number of Cases Upholding Board Position	0
59. Number of Cases Reversing Board Position	0

OPPORTUNITY TO BALLOT PETITIONS

60. Number Received	0
61. Number Invalidated in your Prima Facie Review	0
62. Number Objected to	0
63. Number of Specs Filed	0
64. Number Invalidated by Board	0
65. Number of Court Cases	0
66. Number of Cases Upholding Board Position	0
67. Number of Cases Reversing Board Position	0

INDEPENDENT PETITIONS

68. Number Received	10
69. Number Invalidated in your Prima Facie Review	0
70. Number Objected to	6
71. Number of Specs Filed	2
72. Number Invalidated by Board	2
73. Number of Court Cases	0
74. Number of Cases Upholding Board Position	0
75. Number of Cases Reversing Board Position	0

CAUCUS CERTIFICATES

76. Number Received	18
77. Number Challenged	0
78. Number of Specs Filed	0
79. Number Invalidated by Board	0
80. Number of Court Cases	0
81. Number of Cases Upholding Board Position	0
82. Number of Cases Reversing Board Position	0

CAMPAIGN FINANCE SUMMARY

83. Number of County Committee Filers	0
84. Number of Candidate Filers	45
85. Number of PAC Filers	0
86. Total Number of Filings Received	100
87. Of Total Filings, Number of "In-Lieu-Of" Filings	4
88. Number of Five-Day Letters Sent	21
89. Number of Delinquent Filings	42
90. Number Referred to County Attorney or DA	0

REGISTRATION AND ENROLLMENT SUMMARY

REGISTRATION

91. Total Number Received Through Agency-based programs	132
92. Total Number Received Through DMV Program	6,824
93. Total Number Received by Mail	998
94. Total Number of Central Registration (people who actually registered to vote at your front counter)	1,305
95. Total Number Received via Personal Delivery to your Board	105
96. Total Number from Advocacy Groups or Political Parties, Registration Drives, etc.	885
97. Total Number of Registrations from Other Agencies Not Mandated by NVRA	0
98. GRAND TOTAL OF FORMS PROCESSED IN 2019	10,249

FORMS DISTRIBUTION

99. Number of Forms Issued to Groups	715
100. Number of Forms Used in Your Own Outreach Programs (Banks, Post Offices, Town/City Halls, etc.)	2903
101. Number of Forms Mailed out to Voters Based on Requests	52
102. GRAND TOTAL OF FORMS DISTRIBUTED IN 2019	5044

2019 REGISTRATION SUMMARY FROM ALL SOURCES
(Including DMV, Agency-Based, etc.)

103. Number of New Registrations Processed	3,817
103(a). Number of New Pre-Registrations Processed	597
104. Number of Movers Within Your County Processed	1,781
105. Number of Movers Outside Your County Processed	1,473
106. Total Number of Enrollment Changes	1,776
107. Total Number of Name Changes	743
108. Total Number of Duplicate Applications Received	1,412
109. Duplicate Registrations Received by Mail	78
110. Duplicate Registrations Received at the Front Counter	110
111. Duplicate Registrations Received from DMV	773
112. Duplicate Registrations Received from State Agencies	28
113. Duplicate Registrations Received from Armed Forces Recruitment Offices	0
114. Invalid Registrations Received by Mail	24
115. Invalid Registrations Received from DMV	1,132
116. Invalid Registrations Received from Public Assistance Offices	0
117. Invalid Registrations Received from State Agencies	14
118. Invalid Registrations Received from Armed Forces Recruitment Offices	0
119. Invalid Registrations Received Through Registration Drives by Advocacy Groups or Political Parties	16

120. Total Number of OTHER transactions. (Inspector info, 911 Address Changes, ID Requirement Issues, etc.) (Provide reason and number for each reason)	0
121. Total Number of Forms Rejected and Why (Provide reason and number rejected for each reason) Incomplete Data - 977 Too Young - 52 Not a Citizen - 18	1,047

CONFIRMATION NOTICES

122. Total Number of Confirmation Notices Sent Out in 2019	1,503
123. Confirmation Notices Received Back Confirming Registration Should be Canceled	26
124. Confirmation Notices Received Back Marked as Undeliverable	149
125. Number of Persons Re-Registered as a Result of Confirmation Notice	32
126. Confirmation Notices for which you have Received No Response or Info (neither received confirmation nor returned undeliverable)	1,296

AFFIDAVIT BALLOT REVIEW

FOR THE JUNE 25, 2019 STATE & LOCAL PRIMARY ELECTION

1 i) Total number of affidavits processed by Board for the June 25, 2019 State & Local Primary Election.	N/A
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This section is for **VALID** affidavit ballots:

(1) Total number of affidavit ballots determined to be VALID.	N/A
(a) Number of valid affidavit ballots that were In-County Movers.	N/A
(b) Number of valid affidavit ballots that were the result of Poll Book errors.	N/A
(c) Number of valid affidavit ballots that were a re-activation of an inactive voter.	N/A
(d) Number of ballots that were valid due to <u>other</u> reasons. <u>Please state what other reasons were:</u> 1d. REASONS	N/A

Amounts in rows (a) through (d) should add up to amount reported on line 1

This section is for **INVALID** affidavit ballots:

(2) Total number of affidavits determined to be INVALID.	N/A
(a) How many affidavit ballots were invalid because they were not completed properly by the VOTER ?	N/A
(b) How many affidavit ballots were invalid because they were not completed properly by the INSPECTORS ?	N/A
(c) How many affidavit ballots were invalid because person was not registered to vote in your county ?	N/A
(d) How many affidavit ballots were invalid because person was not properly enrolled to vote in the Primary?	N/A
(e) How many affidavit ballots were invalid because person failed to provide identification when required to do so, per notation in poll book?	N/A
(f) How many affidavit ballots were invalid because the ballot was missing from the envelope?	N/A
(g) How many affidavit ballots were invalid due to no signature ?	N/A
(h) How many affidavit ballots were invalid due to non-matching signature ?	N/A
(i) How many affidavit ballots were invalid due to <u>other</u> reasons? Please state what other reasons were.	N/A
2i) REASONS	

Amounts in rows (a) through (i) should add up to amount reported on line 2

**FOR THE NOVEMBER 5, 2019
GENERAL ELECTION**

1 i) Total number of affidavits processed by Board for the November 5, 2019 General Election	114
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This section is for **VALID** affidavit ballots:

(1) Total number of affidavit ballots determined to be VALID .	114
(a) Number of valid affidavit ballots that were In-County Movers.	27
(b) Number of valid affidavit ballots that were the result of Poll Book errors.	0
(c) Number of valid affidavit ballots that were a re-activation of an inactive voter.	31
(d) Number of ballots that were valid due to <u>other</u> reasons. (<i>Describe other reasons</i>)	1 = BOE ERROR 55 = IN-STATE TRANSFERS
1d) REASONS	

Amounts in rows (a) through (d) should add up to amount reported on line 1

This section is for **INVALID** affidavit ballots:

(2) Total number of affidavits determined to be INVALID .	0
(a) How many affidavit ballots were invalid because they were not completed properly by the VOTER ?	0
(b) How many affidavit ballots were invalid because they were not completed properly by the INSPECTORS ?	0
(c) How many affidavit ballots were invalid because person was not registered to vote in your county ?	0
(d) How many affidavit ballots were invalid because person was not registered to vote in New York State ?	0
(e) How many affidavit ballots were invalid because person failed to provide identification when required to do so, per notation in poll book?	0
(f) How many affidavit ballots were invalid because the ballot was missing from the envelope?	0
(g) How many affidavit ballots were invalid due to no signature ?	0
(h) How many affidavit ballots were invalid due to non-matching signature ?	0
(i) How many affidavit ballots were invalid due to envelope/ballot incomplete or illegible ?	0
(j) How many affidavit ballots were invalid due to voter had already voted ?	0
(k) Number of ballots that were invalid due to other reasons ? (<i>Describe other reasons.</i>)	0
2k) REASONS	

Amounts in rows (a) through (i) should add up to amount reported on line 2

3) Please confirm - my Board is using the current and revised affidavit envelope (<i>YES or NO</i>)	YES
4) If the response to the above question is "No," please provide an explanation	N/A

**2019
CANCELLATION SUMMARY**

1. TOTAL number of records cancelled in 2019.	5,432
(a) Number cancelled due to voter being DECEASED.	508
(b) Number cancelled due to a FELONY CONVICTION.	11
(c) Number cancelled due to being JUDGED MENTALLY INCOMPETENT.	1
(d) Number cancelled due to VOTER MOVED out of the county.	1,473
(e) Number of inactive voters PURGED.	2,375
(f) Number cancelled because voter returned postage-paid card in their confirmation notice, confirming move out of county?	26
(g) Number cancelled due to VOTER REQUEST	5
(h) TOTAL number cancelled due to OTHER reasons. 1h. REASONS <u>Please state what other reasons were and how many were cancelled for each reason</u> Duplicate - 37 Incomplete - 939 Misc. - 10 Not a Citizen - 8 Too Young - 39	1,033

Amounts in rows (a) through (h) should add up to amount reported on line 1

CANCELLATION NOTICES/OTHER STATES & COUNTIES

2. Number of Cancellation Notices Sent to SBOE for Other States	455
3. Number of Cancellation Notices You Sent Directly to Other Counties	0

2019

HAVA-COMPLIANCE: ID VERIFICATION

1) For the June 25, 2019 State & Local Primary Election , how many voters were flagged as "ID REQUIRED" in poll books?	N/A
a. Of those, number who showed ID and voted on the scanner?	N/A
b. Of those, how many did not show ID and voted by affidavit ballot?	N/A
2) For the November 5, 2019, General Election , how many voters were flagged as "ID REQUIRED" in poll books?	318
a. Of those, number who showed ID and voted on the scanner?	6
b. Of those, how many did not show ID and voted by affidavit ballot?	0
3) HAVA 303(b) states that all first-time voters in a State who registered to vote by mail are required to provide identification in order to vote and have their ballot counted. What is the number of first-time voters who provided identification and were able to vote in the General Election?	6
4) Please share any thoughts that you have concerning this aspect of HAVA compliance in your county	N/A

REPORT #5

2019 MAIL CHECK CERTIFICATION

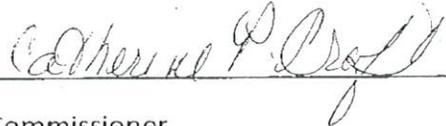
COUNTY: PUTNAM

DATE: 1/21/20

- ☞ Date Mail Check Cards were mailed: 4/16/19
- ☞ Total number of cards mailed out: 61,641
- ☞ Do you send your mail check by household? YES NO OR
- ☞ Do you send individual cards? YES NO
- ☞ Total number of cards returned to your board: 984
- ☞ Of this total number returned, how many represented:
 - Transfers (movers) within your county: 187
 - Moves outside your county: 423
 - Undeliverable, non-forwardable, etc. 360
 - Miscellaneous returns (typo's, 911's, etc.) 14
 - Cards returned marked 'deceased' 0

Please share with us, in this space, comments or any particular problems or successes you experienced in the conduct of this year's mail check.

Failure to file this report creates a presumption that the Board did not mail the communication to the registered voters in the year specified. Any false information made in this statement may be punishable as a Class A misdemeanor under Section 210.45 of the Penal Law.



Commissioner



Commissioner

2019

NVRA REGISTRATION-RELATED ISSUES REVIEW

Answer questions below using data based on activities surrounding
General Election Day, November 5, 2019

DMV Section

1) Prior to Election Day , number of voters indicating that they had registered at DMV, but were not on file with the Board?	0
1. a) Of these, how many did the Board research?	0
1. b) Of those researched, number who actually completed a DMV transaction which had not been forwarded to the Board?	0
1. c) Of those, how many did you identify where the individual had not actually completed a DMV transaction?	0
2) Prior to Election Day, how many DMV-related issues was the Board able to resolve?	0
3) On Election Day , how many DMV customers claimed to have completed a form, but whose names were not in poll books?	4
3. a) Of these, how many voted by court-order using a scanner?	0
3. b) How many voted by affidavit ballot?	0
4) Did the judge(s) assigned to you on Election Day use the special DMV phone number to research the claims of these individuals? (yes or no)	No
5) How many Election Day complainants actually completed DMV transactions which were not forwarded to you?	4
5. a) How many checked "no" on their DMV paperwork?	0
5. b) How many did not actually conduct a DMV transaction in which voter registration is required to be offered?	0
5. c) Please share any comments that you have concerning the DMV voter registration program	N/A

Agency-Based Section

6) Prior to Election Day, number of voters contacting the Board claiming that they had registered at an agency site <u>other than DMV</u> , but who were not on file with the Board?	0
6. a) Of these, how many was the Board able to research?	0
6. b) How many had indeed been to an agency-based site and <u>completed</u> the registration part of a transaction which was not forwarded to you?	0
6. c) How many of these complaints revealed that the individual had not completed a transaction which resulted in an opportunity to register?	0
6. d) Prior to Election Day, number of agency-based problems the Board was able to resolve so that the individual could vote on Election Day?	0
7) On Election Day, how many agency-based customers claimed to have completed a form, but whose names were not in the poll book?	0
7. a) Of these, how many voted by court-order using a scanner?	0
7. b) How many voted by affidavit ballot?	0
7. c) What criteria, if any, did the judge(s) assigned to the Board on Election Day use to grant court orders to voters claiming an agency-based registration problem?	N/A
8) How many Election Day complainants actually completed agency-based transactions which were not forwarded to the Board?	0
9) How many were found to not have completed a transaction that would have registered them to vote?	0

2019

OPTICAL SCANNER AND BMD REPORT

Answer questions below using data based on General Election Day,
November 5, 2019

OPTICAL SCANNER DEVICE SECTION

1) Number of optical scanners in use on Election Day in your county.	22
2) Number of election districts in your county.	86
3) Total number of BMD's in your county.	33
4) Total number of optical scanner "problems" in your county.	0
a) Paper jams.	0
b) Hardware malfunctions.	0
c) Amount of Other issues:	0
4c) ISSUES Please Describe:	
5) Average interruption of voter service (in minutes) per individual optical scanner problem or breakdown.	0
6) Was it necessary to replace any optical scanners on Election Day due to the problems noted above? Please state YES or NO	NO
a) If yes, state number of optical scanners needing replacement	0
7) When an optical scanner problem occurs, do inspectors immediately contact your Board to advise you of the situation? Please state YES or NO .	YES
8) When an optical scanner problem occurs, do inspectors immediately contact custodians or technicians to fix the problem? Please state YES or NO .	NO
9) Are inspectors required to contact you before they go into "emergency mode," or after they perform the above two procedures? Please state BEFORE or AFTER .	BEFORE

*****BALLOT MARKING DEVICE SECTION*****

10) Number of BALLOT MARKING DEVICE failures encountered on Election Day.	11
11) For BALLOT MARKING DEVICES, average interruption of voter service (in minutes) per individual machine problem or breakdown.	1
12) Was it necessary to replace any BALLOT MARKING DEVICES on Election Day? (YES or NO)	NO
a) If yes, state number of devices needing replacement	0
b) In general, to what or whom do you feel any <u>BALLOT MARKING DEVICE</u> problems experienced by your Board can be attributed?	PAPER JAMS DUE TO 22 INCH BALLOTS BEING REDIRECTED INTO THE WRITE-IN COMPARTMENT.
c) Total number of voters using BMD's on General Election Day?	0

2019 VOTER INQUIRY REPORT

Unless otherwise indicated, base your response to the following questions on your experience with the November 5, 2019 General Election.

1) Prior to Election Day, number of voters contacting the Board for the following reasons:	
a) Voter claims to have mailed a registration form, but Board has no record of receipt.	0
b) Voter claims to have registered at a community/civic/political, etc. registration drive, but you have no such record.	0
c) Voter claims to have registered at DMV, but Board has no record.	0
d) Voter claims to have registered at an agency site other than DMV, but Board has no record.	0
2) On Election Day, how many voters contacted the Board for the following reasons:	
a) Voter claims to have mailed a registration form, but Board has no such record.	0
b) Voter claims to have registered at a community registration drive, but Board has no such record.	1
c) Voter claims to have registered at DMV, but Board has no such record.	4
d) Voter claims to have registered at another agency site, but Board has no such record.	0

**2019
ABSENTEE BALLOT SUMMARY**

*****Note: Do NOT include Military or Special Voter info in this survey*****

**STATE & LOCAL PRIMARY ABSENTEE/SPECIAL BALLOTS:
JUNE 25, 2019**

1. Number of New Applications Received	N/A
2. Number of Ballots Mailed, Voted at Board, Voted at Nursing Homes, etc.	N/A
3. Number of Voted Ballots Returned	N/A
4. Of the Total Number of Absentee Ballots Transmitted, How Many Were Sent to Voters Because They Requested a Permanent Absentee Ballot Status?	N/A
5. How Many Were Sent to All Other Voters?	N/A
6. Of the Total Number of Voted Absentee Ballots Returned by Voters, How Many Ballots Were Counted?	N/A
7. Of the Total Number of Ballots Returned by Voters, How Many Were Rejected/Invalidated?	N/A
8. Total Number of Ballots Returned as Undeliverable	N/A
9. Total Number of Absentee Ballots Rejected Due to Non-Matching Signature	N/A
10. Total Number of Absentee Ballots Rejected Due to Missing Voter Signature	N/A
11. Total Number of Absentee Ballots Rejected Due to Missing Witness Signature	N/A
12. Total Number of Absentee Ballots Rejected Due to Ballot Being Returned in an Unofficial Envelope	N/A
13. Total Number of Absentee Ballots Rejected Due to Ballot Missing from Envelope	N/A
14. Total Number of Absentee Ballots Rejected Due to Envelope Not Sealed	N/A
15. Total Number of Absentee Ballots Rejected Due to No Resident Address on Envelope	N/A
16. Total Number of Absentee Ballots Rejected Due to Multiple Ballots Returned in One Envelope	N/A
17. Total Number of Absentee Ballots Rejected Due to Being Returned in an Unofficial Envelope	N/A
18. Total Number of Absentee Ballots Rejected Due to Voter Being Deceased	N/A
19. Total Number of Absentee Ballots Rejected Due to No Absentee Application on Record	N/A
20. Total Number of Absentee Ballots Rejected Due to 1st Time Voter/No Identification Provided	N/A
21. Number Invalidated - Unsigned	N/A
22. Number Invalidated - No Postmark	N/A
23. Number Invalidated - Postmarked Election Day or Later	N/A
24. Total Number Invalidated Due to Other Reason Not Listed ("Other")	N/A
25. Explain/Describe "Other" Reported Above	N/A
26. Total Number of Spoiled or Replaced Absentee Ballots	N/A

**GENERAL ELECTION ABSENTEE/SPECIAL BALLOTS
NOVEMBER 5, 2019**

1. Number of New Applications Received	1058
2. Number of Ballots Mailed, Voted at Board, Voted at Nursing Homes, etc.	1058
3. Total Number of Voted Ballots Returned	728
4. Of the Total Number of Absentee Ballots Transmitted, How Many Were Sent to Voters Because They Requested a Permanent Absentee Ballot Status?	533
5. How Many Were Sent to All Other Voters?	525
6. Of the Total Number of Voted Absentee Ballots Returned by Voters, How Many Ballots Were Counted?	699
7. Of the Total Number of Ballots Returned by Voters, How Many Were Rejected/Invalidated?	29
8. Total Number of Ballots Returned as Undeliverable	25
9. Total Number of Absentee Ballots Rejected Due to Non-Matching Signature	0
10. Total Number of Absentee Ballots Rejected Due to Missing Voter Signature	4
11. Total Number of Absentee Ballots Rejected Due to Missing Witness Signature	0
12. Total Number of Absentee Ballots Rejected Due to Ballot Being Returned in an Unofficial Envelope	2
13. Total Number of Absentee Ballots Rejected Due to Ballot Missing from Envelope	0
14. Total Number of Absentee Ballots Rejected Due to Envelope Not Sealed	0
15. Total Number of Absentee Ballots Rejected Due to No Resident Address on Envelope	0
16. Total Number of Absentee Ballots Rejected Due to Multiple Ballots Returned in One Envelope	0
17. Total Number of Absentee Ballots Rejected Due to Voter Being Deceased	1
18. Total Number of Absentee Ballots Rejected Due to No Absentee Application on Record	0
19. Total Number of Absentee Ballots Rejected Due to 1st Time Voter/No Identification Provided	0
20. Number Invalidated - Unsigned	4
21. Number Invalidated - No Postmark	1
22. Number Invalidated - Postmarked Election Day or Later	14
23. Total Number Invalidated Due to Other Reason Not Listed ("Other")	2
24. Explain/Describe "Other"	2 BALLOTS MOC/MOS
25. Total Number of Spoiled or Replaced Absentee Ballots	5
26. Number of Voters Voting in Person After Having Voted By Absentee Ballot	0

STATE & LOCAL PRIMARY COURT ORDERS

JUNE 25, 2019

1. Number of Court Orders Received Prior To Election Day	N/A
2. Number of Election Day Court Orders Processed	N/A

GENERAL ELECTION COURT ORDERS

NOVEMBER 5, 2019

3. Number of Court Orders Received Prior to Election Day Requiring Voter to be Registered	0
4. Number of Election Day Court Orders Processed	0

DELIVERY OF ABSENTEE BALLOTS TO VOTERS

5. The law requires the use of a total of 3 envelopes for the delivery of <u>absentee ballots</u> to voters, under EL 7-122 (the inner affirmation envelope, outer return envelope, and envelope addressed to the voter). Do you comply with this law? ("Yes" or "No")	YES
6. If you replied "No," please explain.	N/A
7. The law requires the use of a total of 3 envelopes for the delivery of <u>military absentee ballots</u> to voters, under EL 7-123 (the inner affirmation envelope, outer return envelope, and envelope addressed to the voter). Do you comply with this law? ("Yes" or "No")	YES
8. If you replied "No," please explain.	N/A

NURSING HOME ABSENTEE BALLOT PROGRAM

9. We Personally Visit Nursing Homes to Distribute Absentee Ballots ("Yes" or "No")	YES
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In the 2019 STATE & LOCAL PRIMARY ELECTION

JUNE 25, 2019

10. Number of Nursing Homes visited:	N/A
11. Number of Primary Ballots intended for personal distribution by your staff, to voters residing in nursing homes:	N/A
12. Number of Primary Ballots cast by voters residing in nursing homes:	N/A
13. Number of Primary Ballots brought back to your office by your staff, as un-voted by the respective voters residing in nursing homes:	N/A

In the 2019 GENERAL ELECTION

NOVEMBER 5, 2019

14. Number of Nursing Homes visited	2
15. Number of General Ballots intended for personal distribution by your staff, to voters residing in nursing homes	42
16. Number of General Ballots cast by voters residing in nursing homes	24
17. Number of General Ballots brought back to your office by your staff, as un-voted by the respective voters residing in nursing homes	18

ADDITIONAL ABSENTEE BALLOT-RELATED QUESTIONS

18. Please share your nursing home absentee ballot program experiences here, including the good and the bad, so that we can review this program and better understand any issues or concerns that you may have.

We send 2 Nursing Home Inspectors (1 Dem & 1 Rep) to each nursing home to assist the residents with completing their ballots.

19. Number of Permanently Disabled Voters on File for General Election

533

**2019
POLL SITE REVIEW**

ELECTION DISTRICTS & VOTING EQUIPMENT SUMMARY

1. Number of Election Districts in County	86
2. Number of Polling Places used for the General Election? Totals for Early Voting and Election Day.	1=EARLY VOTING 22=ELECTION DAY
3. Number of Poll Workers for the General Election? Totals for Early Voting and Election Day.	18=EARLY VOTING 379=ELECTION DAY
4. What was the total number of people who voted at an Early Vote Location for the General Election?	1,705
5. Number of Sites in Which 2 or More Election Districts Vote	22
6. Number of Election Districts in Which 2 or More Scanners are Utilized	86

BALLOT MARKING DEVICE SUMMARY

7. Total Number of BMD's Your County Owns	33
8. Total Number of BMD's Deployed on State Primary Day	N/A
9. Total Number of Voters Using BMD's on State Primary Day	N/A
10. Total Number of BMD's Deployed on General Election Day	22
11. Total Number of Voters Using BMD's on General Election Day	0

Information Regarding Voters with Disabilities Receiving Assistance on General Election Day

12. Number of voters with disabilities requesting assistance on Election Day	34
13. Number of Poll Workers/Election Inspectors providing assistance to persons with disabilities	22
14. Number of persons accompanying voters with disabilities who provided assistance	9
15. Describe what type of assistance was needed	HELP W/MARKING BALLOT, EYESIGHT, TROUBLE UNDERSTANDING BALLOT, 1ST TIME VTR, HAND INJURY

Additional Poll Site Questions

**ELECTRONIC
POLL BOOKS**

16. For the General Election, do you use Electronic Poll Books or Paper Poll Books for the following tasks: Sign Voters in; Look up Polling Places	
17. Do you execute a poll site usage agreement between the owners/managers of your poll sites and your Board?	YES
18. Do you give Poll Workers a diagram which lays out where equipment should be placed?	YES
19. How many of your poll sites have Wi-Fi or other internet access?	22
20. Do you track voter turnout hourly on Election Day, as the State Board has recommended? (Yes or No)	YES
20. If yes, do you use the SBOE form for this purpose? (Yes or No) If no, please send a copy of the form that you use.	NO – WE USE TENEX CONSOLE

ADDITIONAL TOPICS OF INTEREST

Scanners

1) How many 'spare' scanners do you have for use in an emergency?	0
2) How many 'spare' BMD's do you have for use in an emergency?	7
3) When scanners are placed in poll sites that serve more than a single ED, can a voter cast their ballot on any scanner? (YES or NO)	YES

Ballot Printing Summary: Absentee Ballots

4) Do you print your ABSENTEE ballots in-house? (If YES proceed to question #6; if NO continue to question #5)	NO
5) If No, how do you print them? (select answer below and/or explain)	OTHER
a) We issue an RFP and print with the selected printer	N/A
b) We issue a bid and print with the winning bidder	N/A
c) We purchase ballots from the state contract	N/A
d) A neighboring County Board prints our ballots	N/A
6) Other (please explain)	WE PRINT WITH A SELECTED PRINTER VIA A 5 YEAR AGREEMENT
7) Are your absentee ballots opscan ballots (to machine-count or hand-count) or are they the 'old-fashioned' "X in the box" style of ballots? (Indicate either " Opscan " or " old style ")	OPSCAN

Ballot Printing Summary: Election Day Ballots

8) Do you print your Election Day ballots in-house? If NO continue to question #9)	NO
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If you responded "YES" to this question, please provide a sample ballot booklet which you produce in-house, consistent with the ballot requirements in Part 6210.7 of the SBOE regulations

9) If No, how do you print them? (select answer below and/or explain)	OTHER
a) We issue an RFP and print with the selected printer	N/A
b) We issue a bid and print with the winning bidder	N/A

c) We purchase ballots from the state contract	N/A
d) A neighboring County Board prints our ballots	N/A
10) Other (<i>please explain</i>)	WE PRINT WITH A SELECTED PRINTER VIA A 5 YEAR AGREEMENT

Ballot Printing Summary: Affidavit Ballots

11) Do you use Election Day ballots as affidavit ballots?	NO
12) If you responded <i>NO</i> to the above question, what do you use as affidavit ballots? (<i>explain</i>)	ABSENTEE BALLOTS

Summary of Voters Receiving Assistance on General Election Day

13) Number of voters requesting assistance	34
14) Number of Inspectors providing assistance	22
15) Number of persons accompanying voters	9
16) Please indicate reason why assistance was needed (visual limitation, physically disabled, first time voter, etc.)	HELP W/MARKING BALLOT, EYESIGHT, TROUBLE UNDERSTANDING BALLOT, 1ST TIME VTR, HAND INJURY

Other Topics

17) Do you conduct village elections? (YES or NO)	YES
18) If yes, do you conduct them at the November election, in March, or in June?	NOVEMBER
19) Is your county's voter registration system a "full doc" system? (YES or NO)	YES
20) Do you charge-back to cities and towns certain of the costs associated with your elections?	NO
21) If yes, please describe which costs are charged back and how this is accomplished	N/A
22) What was the total number of people who participated in the General Election, i.e. the "voter turnout"? (all voters, regardless of category)	19,959

23) What is the total number of people who voted at a polling place on General Election Day (not including affidavit ballots)?

19,146

<p>24) Indicate the source used to arrive at the total number of voters identified above using <u>ONE</u> of the following choices:</p> <ul style="list-style-type: none"> • Voters signed in with Poll Workers at poll site voter check-in stations • Number of votes cast for the highest office on the ballot • Other – describe 	<p>VOTERS SIGNED IN WITH POLL WORKERS AT POLL SITE VOTER CHECK-IN STATIONS</p>
<p>25) Do you use SBOE prima facie review post-it notes program for your review? (Y/N)</p>	<p>YES</p>
<p>26) If not, what do you use? Please describe here and send a sample.</p>	<p>N/A</p>
<p>27) Do you loan scanners/BMD's to other districts (village, school, fire, etc.) for their elections?</p>	<p>YES</p>
<p>28) If yes to previous question, do you charge for any of the services you provide?</p>	<p>YES</p>
<p>29) If yes to previous question, please itemize those charges here. (<i>Identify each such service and list corresponding charge</i>)</p>	<p>VOTING MACHINE TECHNICIANS' HOURLY RATE</p>
<p>30) How does your Board obtain election results (by phone, using memory cards, a combination, etc.)?</p>	<p>MEMORY CARDS</p>
<p>31) Does your Board hold petition hearings?</p>	<p>YES</p>

2020 COUNTY BOARD DIRECTORY

BOARD CONTACT INFORMATION

County Name	PUTNAM COUNTY
1. Board Address	25 OLD ROUTE 6, CARMEL, NY 10512
2. Board Telephone #	845-808-1300
3. Board Fax #	845-808-1920
4. Board Web Site Address	WWW.PUTNAMBOE.COM

COMMISSIONER'S CONTACT INFORMATION

<i>Democratic Commissioner</i>	<i>Republican Commissioner</i>
5. Catherine P. Croft	11. Anthony G. Scannapieco, Jr.
6. catherine.croft@putnamcountyny.gov	12. anthony.scannapieco@putnamcountyny.gov
7. 54 Enoch Crosby Road Brewster, NY 10509	13. 68 Stocum Avenue Mahopac, NY 10541
8. 845-279-6925	14. 845-628-7017
9. 914-826-0180	15. 842-222-3885
10. cathycroft@comcast.net	16. Home NONE

DEPUTY COMMISSIONER'S CONTACT INFORMATION

<i>Democratic Deputy Commissioner</i>	<i>Republican Deputy Commissioner</i>
17. Andrea Basli	23. Kelly Primavera
18. andrea.basli@putnamcountyny.gov	24. kelly.primavera@putnamcountyny.gov
19. 3404 Morgan Drive Carmel, NY 10512	25. 19 Overlook Lane Mahopac, NY 10541
20. NONE	26. 845-628-6817
21. 845-721-7289	27. 845-216-0710
22. baslia311@gmail.com	28. cksm214@verizon.net

Note: Newly-appointed Commissioners & Deputy Commissioners must submit an Oath of Office and copy of their appointment letter to Election Operations, if they have not done so upon their appointment

ADDITIONAL PERTINENT STAFF INFORMATION*

29. Janine Alberghini	30. Election Specialist
31. Claudia McGuinness	32. Election Specialist
33. Barbara Spofford	34. Election Specialist
35. Sally Beahm	36. Election Specialist
37. Linda Martin	38. Election Specialist
39. Sarah Greene	40. Election Specialist
41. Karl Kircher	42. Voting Machine Technician
43. Christopher Primavera	44. Voting Machine Technician

2020 GENERAL SUPPLIES ORDER

Voter Registration Order Form

As the voter registration form will be changing in 2020, the Public Information Unit is preparing to order the newer forms and can have them drop-shipped to your county (or printer) later this year. In order to do so, it would be helpful to know how many forms you anticipate needing for the 2020 cycle. We would normally ask for this information as part of our annual statistical survey, but if you could provide it in the next week, that would be most appreciated as we need to place our order with our printer. Please see the attached survey, and send it to us completed at election_ops@elections.ny.gov.

COUNTY NAME **PUTNAM**

MAIL REGISTRATION FORMS (ENGLISH)
How many cartons @ 1,600 per carton?

Five (5) Cartons

MAIL REGISTRATION FORMS (SPANISH)
How many cartons @ 1,600 per carton?

One (1) Carton

Shipping Instructions

We will ship flat forms to your Board or printer, as directed below. The personalization of forms is the responsibility of the County Board. You must make all arrangements with your printer so that they will expect this shipment. Be sure to use a Street Address, not a P.O. Box Number.

Enter Your Shipping Instructions Below

Ship Four (4) Cartons English Registration Forms to:
Phoenix Graphics
1525 Emerson St.
Rochester, NY 14606

Ship One (1) Carton English Registration Forms to:
Putnam County Board of Elections
25 Old Route 6
Carmel, NY 10512

Ship One (1) Carton Spanish Registration Forms to:
Putnam County Board Of Elections

New York State Board of Elections
COUNTY VOTER REGISTRATION ACTION PLAN
Election Law § 3-212.4

COUNTY PUTNAM

ACTIVITY REPORT FOR YEAR 2019 WITH ACTION PLAN FOR YEAR 2020

To be submitted to State Board of Elections no later than January 31st of each year, pursuant to Election Law. Use additional pages, as necessary.

I. COORDINATOR(S) The Voter Registration Activities Coordinator(s) is (are)

Name/Title	Sally A. Beahm/Sarah Greene
Address	25 Old Route 6 Carmel, NY 10512
Phone/e-mail/FAX	845-808-1300 sally.beahm@putnamcountyny.gov or sarah.greene@putnamcountyny.gov 845-808-1920

II. VOTER REGISTRATION FORMS DISTRIBUTION – in 2019

REGISTRATION FORM INVENTORY

1. Number received from State Board	<u>6400</u>
2. Number printed by Board (if any)	<u>721</u>
3. Number remaining in supply	<u>2039</u>

REGISTRATION FORMS DISTRIBUTED

1. Schools	<u>1323</u>
2. Post Offices	<u>532</u>
3. Public Offices	<u>333</u>
4. Community Groups	<u>715</u>
5. Other (central reg, employee desk, DMV for inc, indiv distr)	<u>2141</u>
6. TOTAL	<u>5044</u>

III. **OUTREACH PROGRAMS – for 2019**

POSTAL PROGRAM - § 5-210

- 1. Number of post-offices supplied with forms 10
- 2. Number of voter registration forms supplied to same 532

If you track these forms, how many persons registered to vote via this program? 28

SCHOOL PROGRAM - § 3-212.4b

- 1. Number of school districts, colleges and universities in county/city:
10
- 2. Number of entities included in #1 above, contacted by your board:
5
- 3. Number of corresponding designated liaisons in #1 above, to assist
4
- 4. Number of schools, colleges and universities conducting programs in which your board participates via on-site visits:
4
- 5. Number of schools, colleges and universities conducting programs on their own initiative, for which you only supply forms and instructions (no on-site visits):
6
- 6. Total number of students registered via this program:
741

If you do not currently track the return of forms you distribute, develop a process to do so, so that you can assess the impact of your various programs, and modify them to get more responses for your outreach efforts.

Please answer the questions below, using additional sheets if necessary:

- I. **POSTAL PROGRAM.** Report your current method of monitoring program supplies at postal sites. What systems are in place to ensure an adequate supply of forms is available at all times? Include information on how you track your receipt of completed forms from this program.

The Putnam County Board of Elections has distributed tabletop voter registration display stands to all post offices in the county. These display stands contain English and Spanish voter registration forms, early voting flyers/schedules and pamphlets about how to become an Election Day worker.

These display stands are monitored and restocked periodically. Post office staff are also informed to notify the BOE if additional registration forms are needed.

In 2018 we started tracking Post Office registrations that are placed at all Post Offices throughout the county with a red ink stamped "PO" on every registration. When completed registrations come back to this office, they are entered and calculated on a spreadsheet with cumulative totals

II. SCHOOLS PROGRAM. Describe any school registration programs conducted in the past year.

This year the Putnam County Board of Elections conducted on-site voter registration drives at Brewster High School, Carmel High School, Mahopac High School and Putnam Valley High School. The BOE conducted presentations and provided the students with assistance on how to properly complete a voter registration form and apply for an absentee ballot if necessary. A total of 741 students registered from these schools.

III. MEDIA. Describe any media program, either paid or public service, involving Radio/TV/Print you have conducted. Provide any relevant statistics, where possible.

The Putnam County Board of Elections currently provides links to both English and Spanish voter registration forms on its website. The website is www.putnamboe.com

IV. PRINT RESOURCES. Describe how your board utilizes or creates any brochures or posters or other promotional/advisory/instructional pieces that you make available.

The Putnam County Board of Elections provides Early Voting flyer/schedules that are distributed in every display stand and mailed to other various offices and buildings throughout the county.

ACTION PLAN FOR YEAR 2020

Please describe your County Voter Registration Action Plan for the coming year. You should include information relating to your Postal, School, Media and Print Programs, as well as any other programs you may be considering. It is especially important to give a detailed description of your ideas for a school program pursuant to the requirements of § 3-212.4.

**For your reference, from Election Law § 3–212:
VOTER REGISTRATION ACTION PLAN (to accompany annual reports)**

(b) Said annual report, as required by paragraph (a) of this subdivision, shall include a detailed description of existing programs designed to enhance voter registration. Such report shall include a voter registration action plan which details the various activities and programs of each board, including a description of those steps which shall be taken in the future to increase registration opportunities, especially for those identifiable groups of persons historically underrepresented on the rolls of registered voters; and coordinate voter education programs with school districts, colleges and universities within the board's jurisdiction including voter registration of qualified applicants and instructional or extracurricular activities promoting participation in the electoral process.

(1) Each voter registration action plan shall provide for the designation by the board of a registration activities coordinator. Such designee shall be responsible for initiating contact with each school district, college and university within the area served by the board to request that such school district, college and university designate an administrative liaison who, together with the registration activities coordinator, shall plan, prepare and implement voter education and registration programs to enhance electoral participation. The state board of elections shall promulgate rules and regulations providing guidelines for county board of election assistance to school districts, colleges and universities in the establishment of electoral participation programs.

(2) Each voter registration action plan shall set forth existing activities and planned programs designed to insure compliance with the requirements of subdivision two of section 5–210 of this chapter regarding the distribution of registration application forms.

The Putnam County Board of Elections will conduct four on-site high school voter registration drives. Four BOE staff members will use a PowerPoint presentation to explain how to properly complete a voter registration form. All eligible high school students will have the opportunity to complete a registration form at that time.

The Putnam County Board of Elections will continue to monitor the tabletop voter registration display stands located at various schools, post offices, public buildings and community based organizations throughout the county and restock these stands on an as needed basis.

The Putnam County Board of Elections will continue to provide links to both English and Spanish voter registration forms on its website

Putnam County, NY Budget Report



Projection Year: 2020

Dept/Org	Object	Project	Description	2018 Actuals	2019 Original Budget	2019 Revised Budget	2019 Actual (12/31/2019)	2020 Requested	2020 Tentative	2020 Adopted
01 GENERAL FUND										
1450 BOARD OF ELECTIONS										
10145000	422101		BOARD OF ELECTION SERVICES	(265.56)	(300)	(300.00)	(381.56)	0	0	0
10145000	427011		REF PRIOR YEARS EXPENSES	(7,791.43)	0	0.00	0.00	0	0	0
10145000	43089K		BOE LOCALITIES GRANT PROGRAM	0.00	0	(48,317.00)	0.00	0	0	0
10145000	430972		BOE CAPITAL GRANTS PROJECT	0.00	0	(69,388.00)	0.00	0	0	0
10145000	440892		FED AID - HAVA	(17,577.41)	0	0.00	0.00	0	0	0
10145000	51000		PERSONNEL SERVICES	749,744.11	765,866	765,866.00	713,454.67	765,866	785,014	785,014
10145000	51093		OVERTIME	52,275.87	43,510	53,510.00	49,435.35	95,978	95,978	95,978
10145000	51094		TEMPORARY	198,086.29	265,110	250,465.00	118,737.69	415,080	415,080	415,080
10145000	52110		FURNITURE AND FURNISHINGS	0.00	0	573.00	573.00	0	0	0
10145000	52120		OFFICE EQUIPMENT	579.00	0	0.00	0.00	1,000	1,000	1,000
10145000	52130		COMPUTER EQUIPMENT	15,179.03	0	118,210.71	118,210.71	0	0	0
10145000	52680		OTHER EQUIPMENT	0.00	0	33,400.00	33,400.00	0	0	0
10145000	54310		OFFICE SUPPLIES	2,495.60	5,000	5,253.31	4,582.24	5,000	5,000	5,000
10145000	54311		PRINTING AND FORMS	78,178.90	85,000	70,000.00	62,355.50	100,000	100,000	100,000
10145000	54313		BOOKS AND SUPPLEMENTS	1,226.81	2,000	1,449.66	1,315.87	2,000	2,000	2,000
10145000	54314		POSTAGE	17,593.38	40,000	23,000.00	22,358.61	50,000	50,000	50,000
10145000	54386		MEALS	1,699.07	2,000	1,560.22	1,560.22	4,000	4,000	4,000
10145000	54410		SUPPLIES AND MAT	4,654.57	8,000	10,900.00	9,209.46	10,000	10,000	10,000
10145000	54510		MACHINE MAINTENANCE	1,067.27	3,000	4,077.00	4,059.10	5,000	5,000	5,000
10145000	54560		EQUIP RENTAL LEASE	2,739.00	2,900	2,900.00	2,510.75	2,900	2,900	2,900
10145000	54634		TELEPHONE	2,011.37	2,000	2,000.00	1,832.36	2,500	2,500	2,500
10145000	54636		INTERNET COSTS	1,258.20	2,500	4,600.00	3,909.55	8,500	8,500	8,500
10145000	54640		EDUCATION AND TRAINING	3,972.98	6,500	6,100.00	6,076.40	6,500	6,500	6,500
10145000	54646		CONTRACTS	125,695.50	72,835	72,835.00	54,911.00	99,438	99,438	99,438
10145000	54664		ADVERTISING	1,308.00	1,100	2,007.87	1,430.32	2,000	2,000	2,000
10145000	54675		TRAVEL	668.18	500	500.00	379.90	750	750	750
10145000	54710		MAINT AND REPAIRS	0.00	500	200.00	0.00	500	500	500
10145000	54782		SOFTWARE ACCESSORIES	2,105.60	4,000	1,731.33	1,710.08	4,000	4,000	4,000

Putnam County, NY Budget Report



Projection Year: 2020

Dept/Org	Object	Project	Description	2018 Actuals	2019 Original Budget	2019 Revised Budget	2019 Actual (12/31/2019)	2020 Requested	2020 Tentative	2020 Adopted
01 GENERAL FUND										
1450 BOARD OF ELECTIONS										
10145000	54783		LICENSING SOFTWARE	0.00	0	0.00	0.00	12,500	12,500	12,500
10145000	54989		MISCELLANEOUS	3,650.00	4,050	2,642.13	2,010.75	4,500	4,500	4,500
10145000	55162		CHRGBK SIGNS	284.10	0	0.00	0.00	0	0	0
10145000	55314		CHRGBK POSTAGE	887.95	1,000	1,000.00	554.65	1,000	1,000	1,000
10145000	55370		CHRGBK AUTOMOTIVE	0.00	1,000	1,448.08	1,448.08	1,000	1,000	1,000
10145000	55371		CHRGBK GASOLINE	250.94	571	571.00	74.32	243	243	243
10145000	58001		STATE RETIREMENT	94,752.00	91,692	91,692.00	90,061.00	92,650	96,444	96,505
10145000	58002		SOCIAL SECURITY	62,886.41	82,198	82,198.00	59,295.33	99,150	99,150	99,150
10145000	58003		DISABILITY INSURANCE	1,117.31	1,316	1,316.00	0.00	1,285	1,280	1,280
10145000	58004		WORKMENS COMPENSATION	2,802.18	3,011	3,011.00	0.00	3,486	3,502	3,502
10145000	58006		DENTAL BENEFITS	10,774.42	12,257	12,257.00	0.00	11,753	11,917	11,917
10145000	58007		LIFE INSURANCE	5,044.43	5,428	5,428.00	0.00	5,253	5,235	5,235
10145000	58008		HEALTH PLANS	122,857.24	128,280	128,280.00	122,561.71	135,503	138,346	126,965
10145000	58011		FLEX PLAN	20,263.01	21,783	21,783.00	19,230.00	21,710	21,733	21,733
Total Revenue				(25,634.40)	(300)	(118,005.00)	(381.56)	0	0	0
Total Expense				1,588,108.72	1,664,907	1,782,765.31	1,507,248.62	1,971,045	1,997,010	1,985,690
Raised by Taxation				1,562,474.32	1,664,607	1,664,760.31	1,506,867.06	1,971,045	1,997,010	1,985,690
Total Revenue BOARD OF ELECTIONS				(25,634.40)	(300)	(118,005.00)	(381.56)	0	0	0
Total Expense BOARD OF ELECTIONS				1,588,108.72	1,664,907	1,782,765.31	1,507,248.62	1,971,045	1,997,010	1,985,690
Raised by Taxation BOARD OF ELECTIONS				1,562,474.32	1,664,607	1,664,760.31	1,506,867.06	1,971,045	1,997,010	1,985,690
Total Revenue GENERAL FUND				(25,634.40)	(300)	(118,005.00)	(381.56)	0	0	0
Total Expense GENERAL FUND				1,588,108.72	1,664,907	1,782,765.31	1,507,248.62	1,971,045	1,997,010	1,985,690
Raised by Taxation GENERAL FUND				1,562,474.32	1,664,607	1,664,760.31	1,506,867.06	1,971,045	1,997,010	1,985,690
Total Revenue				(25,634.40)	(300)	(118,005.00)	(381.56)	0	0	0
Total Expense				1,588,108.72	1,664,907	1,782,765.31	1,507,248.62	1,971,045	1,997,010	1,985,690
Raised by Taxation				1,562,474.32	1,664,607	1,664,760.31	1,506,867.06	1,971,045	1,997,010	1,985,690

2020 PERSONNEL SERVICES										
Pay Position	Last Name	First Name	Group/BU	Hire Date	Pay Position Desc	2019 Adopted	Current Salary	2020 Requested	2020 Tentative	2020 Adopted
10145000	BOARD OF ELECTIONS									
145010101	SCANNAPIECO	ANTHONY	MGMT	01/01/1991	COMM OF ELECTIONS	91,444.00	91,444.00	91,444.00	93,730.00	93,730.00
145010102	CROFT	CATHERINE	MGMT	01/01/2014	COMM OF ELECTIONS	91,444.00	91,444.00	91,444.00	93,730.00	93,730.00
145010103	PRIMAVERA	KELLY	MGMT	07/19/2004	DEP COMM BD OF ELECT	82,613.00	82,613.00	82,613.00	84,678.00	84,678.00
145010104	MARTIN	LINDA	MGMT	01/01/2016	ELECTION SPECIALIST	60,070.00	60,070.00	60,070.00	61,572.00	61,572.00
145010105	ALBERGHINI	JANINE	MGMT	10/18/2004	ELECTION SPECIALIST	60,070.00	60,070.00	60,070.00	61,572.00	61,572.00
145010106	BASLI	ANDREA	MGMT	05/15/2006	DEP COMM BD OF ELECT	82,613.00	82,613.00	82,613.00	84,678.00	84,678.00
145010109	GREENE	SARAH	MGMT	11/03/2015	ELECTION SPECIALIST	60,070.00	57,367.00	60,070.00	61,572.00	61,572.00
145010110	BEAHM	SALLY	MGMT	05/21/2012	ELECTION SPECIALIST	60,070.00	60,070.00	60,070.00	61,572.00	61,572.00
145010111	KIRCHER	KARL	MGMT	04/01/2013	VOTING MCH TECH (PT)	28,666.00	28,666.00	28,666.00	29,383.00	29,383.00
145010112	PRIMAVERA	CHRISTOPHER	MGMT	07/14/2008	VOTING MCH TECH (PT)	28,666.00	28,666.00	28,666.00	29,383.00	29,383.00
145010113	MCGUINNESS	CLAUDIA	MGMT	10/16/2006	ELECTION SPECIALIST	60,070.00	60,070.00	60,070.00	61,572.00	61,572.00
145010114	SPOFFORD	BARBARA	MGMT	06/29/2010	ELECTION SPECIALIST	60,070.00	60,070.00	60,070.00	61,572.00	61,572.00
						765,866.00	763,163.00	765,866.00	785,014.00	785,014.00

Election Worker Job Descriptions

Sign-In Table Chairman

- Oversees and participates in the setup/takedown of the e-poll books for each sign-in table(s)
- Oversees and participates in the processing of voters
- Processes voters by verifying the name, address and signature of the voter in the poll book
- Gives each voter that signs the poll book a receipt that contains the voter's name, election district and whether or not they have spoiled a ballot
- Directs voter(s) to the Ballot Table
- Directs voter(s) to the Help Desk when the voter cannot be processed via poll book
- Oversees the completion of the payroll vouchers for the Sign-In Table Inspectors
- Oversees the completion of the Inspector Certification Report
- Oversees the setup/takedown of the polling place both inside and out when there is no Coordinator
- Retrieves the Sign-In Table supply suitcase the day before the election and returns it at the end of Election night
- Salary is **\$275**

Sign-In Table Inspector

- Assists Sign-In Table Chairman with setup/takedown of e-poll books
- Processes voters by verifying the name, address and signature of the voter in the poll book
- Gives each voter that signs the poll book a receipt that contains the voter's name, election district and whether or not they have spoiled a ballot
- Directs voter(s) to the Ballot Table
- Directs voter(s) to the Help Desk when the voter cannot be processed via poll book
- Salary is **\$225**

Ballot Table Chairman

- Retrieves all ballots and ballot bundles from the voting machines
- Oversees and participates in the setup/takedown of each ballot table(s)
- Oversees and participates in the completion of each ballot transmittal form in the AM and the PM
- Oversees the collection of receipts from each voter, confirming the election district on the receipt matches the ballot being handed out to the voter and recording and initialing the stub number on the receipt
- Confirms that each voter has been offered a privacy folder
- Oversees and participates in the processing of spoiled ballots, abandoned ballots, unreadable emergency ballots, and blank ballot stock and the completion of the corresponding Inspector Certification paperwork
- Oversees the completion of the payroll vouchers for the Ballot Table Inspectors
- Returns the sealed ballot bags to BOE staff at the end of election night
- Salary is **\$275**

Ballot Table Inspector

- Assists the Ballot Chairman with the retrieval of the ballots and ballot bundles from the voting machines
- Assists the Ballot Chairman with the setup/takedown of each ballot table(s)
- Assists the Ballot Chairman with the completion of each ballot transmittal form in the AM and the PM
- Collects receipts from each voter, confirming the election district on the receipt matches the ballot being handed out to the voter and recording and initialing the stub number on the receipt
- Offers each voter a privacy folder
- Processes spoiled ballots, abandoned ballots, unreadable emergency ballots, and blank ballot stock and completes the corresponding Inspector Certification paperwork
- Salary is **\$225**

Help Desk Chairman

- Retrieves the Help Desk supply suitcase the day before the election and returns it at the end of Election night
- Oversees and participates in the setup/takedown of the Help Desk
- Uses Ask Ed to look up voters
- Contacts the Board of Elections to confirm information when necessary
- Oversees and participates in the processing of affidavits and court orders for every election district in the polling place and the completion of the corresponding Inspector Certification paperwork
- Oversees and participates in the processing of Poll Watchers and/or Visitors and the completion of the corresponding Inspector Certification paperwork
- Oversees the completion of the payroll vouchers for the Help Desk Inspectors
- Salary is **\$275**

Help Desk Inspector

- Assists the Help Desk Chairman with the setup/takedown of the Help Desk
- Uses Ask Ed to look up voters
- Contacts the Board of Elections to confirm information when necessary
- Processes affidavits and court orders for every election district in the polling place and completes the corresponding Inspector Certification paperwork
- Processes Poll Watchers and/or Visitors and completes the corresponding Inspector Certification paperwork
- Salary is **\$225**

Polling Place Coordinator

- Responsible for the entire set up and take down of a polling place (this includes placement of the voting machines, privacy booths, tables, chairs, cones and signs)
- Greets every voter that walks into the polling place and directs them to the sign-in table
- Acts as a “floater” and assists the Sign-In Table, Ballot Table, Help Desk, Voting Machines or Privacy Booths when necessary
- Uses Ask Ed to look up voters
- Contacts the Board of Elections to confirm information when necessary
- Oversees the completion of the payroll vouchers for the Privacy Booth Clerks
- Salary is **\$300**

Privacy Booth Clerk

- Assists the Coordinator with the entire set up and take down of a polling place (this includes placement of the voting machines, privacy booths, tables, chairs, cones and signs)
- Sets up the privacy booths/screens in the morning and takes them down at the end of the evening
- Hands each voter a marker
- Assists voters with reading and/or marking their ballot when necessary
- Provides Spanish language assistance when necessary
- The pay for this position is **\$225**

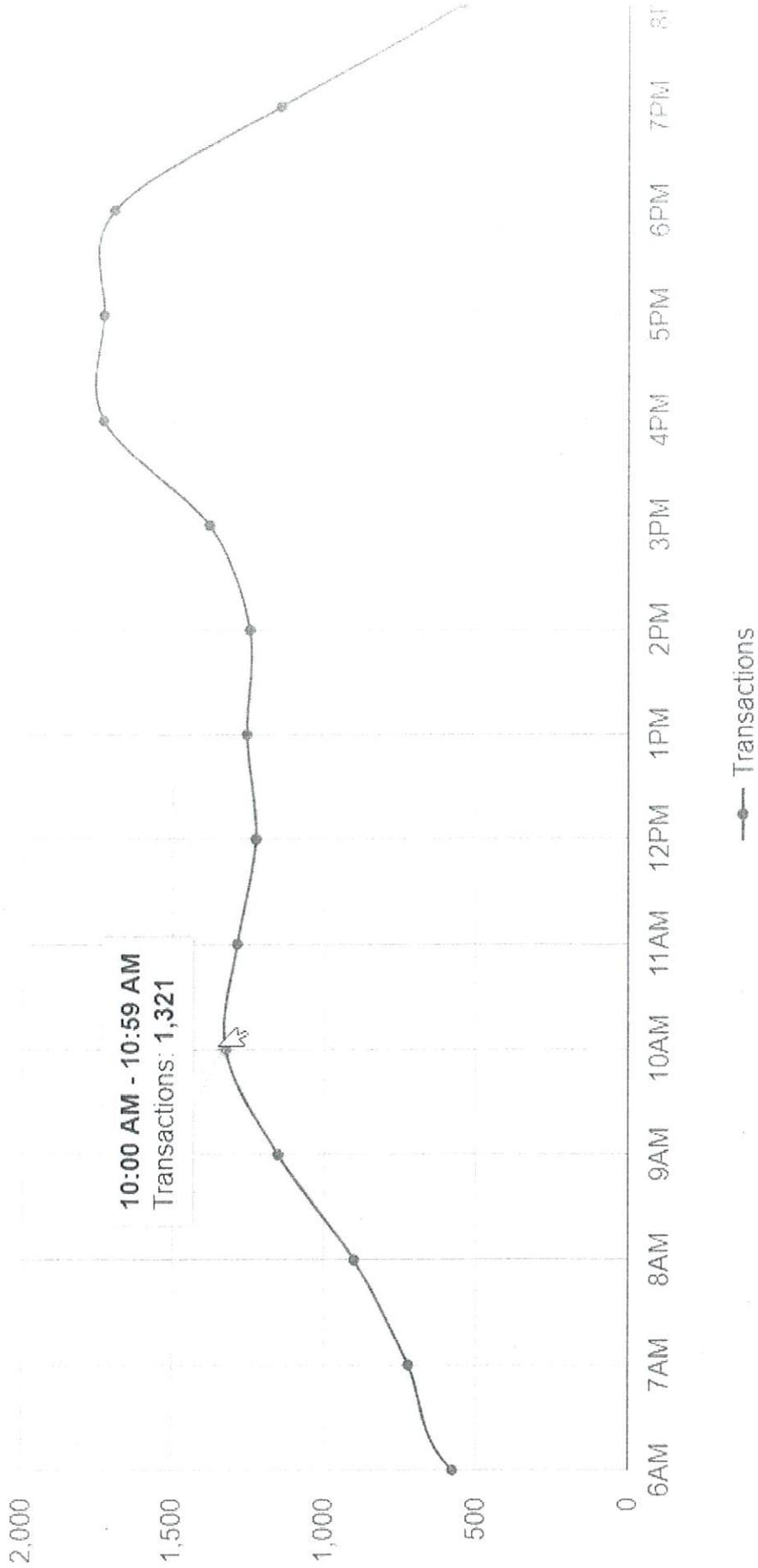
Voting Machine Inspector

- Responsible for opening, closing and setting up the voting machine(s) and completing any related paperwork
- Required to operate the voting machine(s) throughout the day and must also assist any voter with any questions about using the machine
- Some light troubleshooting may be necessary
- The pay for this position is **\$250**

- MONITOR
- TOUCHPADS
- CHECK-INS
- SETUP
- VOTERS
- STREETS
- DOCS
- MANAGE DATA
- OTA
- LOG FILES
- ADMIN

Select Date : 11/05/2019 Select Location : All

All Participating Precincts - Transactions per hour



THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

#5

all
Rules 6/18/20

Toni E. Addonizio *Chairwoman*
Neal L. Sullivan *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

MEMORANDUM

DATE: May 29, 2020

TO: Michael Bartolotti
Putnam County Clerk

FROM: Neal L. Sullivan
Chairman, Rules, Enactments, & Intergovernmental Relations Committee

RE: June 18, 2020 Rules, Enactments, & Intergovernmental Relations
Committee Meeting

The COVID-19 pandemic that we have been facing since March of this year has had a significant impact on the way we operate, both personally and professionally. The impact of this pandemic will continue, even as the State begins to reopen. In both the County Clerk's Office and the Department of Motor Vehicles, interfacing with the public is a regular task. As we go through the phases of reopening and move forward into a post COVID-19 world, there will surely be changes to public interaction.

As Chairman of the Rules, Enactments, & Intergovernmental Relations Committee, I respectfully request that you please attend the June 18, 2020 Audio Webinar Meeting of the Rules Committee to provide an update on how the County Clerk's Office and the Department of Motor Vehicles will move forward under these circumstances. The Audio Webinar will begin at 6:00pm and the link will be made available on the Legislature's website closer to the date of the meeting. Thank you for your attention to this request.

#6

June 18, 2020
Rules Meeting

#6

**Approval/ Authorization for Intermunicipal Agreement with
Westchester County to Organize and Implement Activities Under the
Workforce Innovation and Opportunity Act (WIOA)**

THE PUTNAM COUNTY LEGISLATURE

#7

40 Gleneida Avenue
Carmel, New York 10512
(845) 808-1020 Fax (845) 808-1933

Toni E. Addonizio *Chairwoman*
Neal L. Sullivan *Deputy Chair*
Diane Schonfeld *Clerk*
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Carl L. Albano	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Neal L. Sullivan	Dist. 9

MEMORANDUM

DATE: May 13, 2020

TO: Neal Sullivan
Chairman, Rules, Enactments & Intergovernmental Relations Committee

FROM: Nancy Montgomery
Legislator, District #1

Nancy A. Montgomery

RE: Resolution for Consideration at Rules Meeting

Attached please find the resolution I put forward to the Health, Social, Educational & Environmental Committee at last evening's meeting. It was rejected by the Chairwoman, citing the length and that perhaps it needed to go before the Rules Committee.

The scope of the resolution goes beyond modifications for mental health and includes all of Governor Cuomo's original provisions in Executive Order 202. I believe it is necessary and important to continue the suspension and modification of all these laws as we enter this new phase of response to COVID-19.

There is time for revision if you or Legislative Counsel finds revision to be necessary. I have also included the text for the resolution for you to leave comments or changes if you choose.

Attachment

CONTINUING TEMPORARY SUSPENSION AND MODIFICATION OF LAWS RELATING TO THE DISASTER EMERGENCY

WHEREAS, on March 7, 2020, Governor Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York;

WHEREAS, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and are expected to be continue; and

WHEREAS, as we approach May 15, it is important that we continue to monitor the hospitalization rate, death rate, number of new hospitalizations, hospital bed capacity, ICU bed capacity, and mental health resources; and

WHEREAS it is essential to continue any suspension or modification of laws made by Executive Order 202 to allow our Health Care and Mental Health Care providers to continue to operate safely and effectively; now therefore be it

RESOLVED, that the Putnam County Legislature hereby expresses their support to continue to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, and during and after the State of New York is reopened, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the effects of COVID-19 or if necessary to assist or aid in coping with such disaster, and suspend or modify, for the period :

Suspension of laws and regulations to allow for expansion of services and temporary facilities for health and human service providers:

- Subdivisions (a) and (e) of section 401.3 and section 710.1 of Title 10 of the NYCRR, to the extent necessary to allow hospitals to make temporary changes to physical plant, bed capacities, and services provided, upon approval of the Commissioner of Health, in response to a surge in patient census;
- Parts 709 and 710 of Title 10 of the NYCRR, to the extent necessary to allow construction applications for temporary hospital locations and extensions to be approved by the Commissioner of Health without considering the recommendation of the health systems agency or the Public Health and Health Planning Council, and to take such further measures as may be necessary to expedite departmental reviews for such approval;
- Sections 34-2.6 and 58-1.7 of Title 10 of the NYCRR, to the extent necessary to permit clinical laboratories to operate temporary collecting stations to collect specimen from individuals suspected of suffering from a COVID-19 infection;
- Section 41.34 of the Mental Hygiene law and Part 620 and section 686.3 of Title 14 of the NYCRR, to the extent necessary to allow facilities certified pursuant to Article 16 of

the Mental Hygiene law to increase and/or exceed certified capacity limits without following site selection procedures and/or without providing notification to the appropriate local governmental unit upon approval of the commissioner of OPWDD;

- Section 33.17 of the Mental Hygiene Law and associated regulations to the extent necessary to permit providers to utilize staff members in the most effective means possible to transport individuals receiving services from the Office of Mental Health or a program or provider under the jurisdiction of the Office of Mental Health during the emergency, provided such facilities take all reasonable measures to protect the health and safety of such individuals;
- Sections 29.11 and 29.15 Mental Hygiene Law and section 517 of Title 14 of the NYCRR to the extent necessary to permit mental health facilities licensed pursuant to Article 31 of the Mental Hygiene Law that are treating patients during the emergency to rapidly discharge, including conditionally discharge, transfer, or receive such patients, as authorized by the Commissioner of the Office of Mental Health, provided such facilities take all reasonable measures to protect the health and safety of such patients and residents, including safe transfer and discharge practices;
- Section 29.13 of the Mental Hygiene Law and associated regulations to the extent individuals in areas affected by the emergency are temporarily receiving services from different providers, whose immediate priority is to stabilize the individual, address acute symptoms, and provide supports including medication and stress relief, such that it is impossible to comply with development, assessment, scope and frequency, and documentation requirements for treatment plans;
- Sections 131, 132 and 349-a of the Social Services Law to the extent necessary to allow screenings to be conducted by telephone;
- Sections 2510 and 2511 of the Public Health Law, to the extent necessary to waive or revise eligibility criteria, documentation requirements, or premium contributions; modify covered health care services or the scope and level of such services set forth in contracts; increase subsidy payments to approved organizations, including the maximum dollar amount set forth in contracts; or provide extensions for required reports due by approved organizations in accordance with contracts;
- Subdivision 4 of section 6909 of the Education Law, subdivision 6 of section 6527 of the Education Law, and section 64.7 of Title 8 of the NYCRR, to the extent necessary to permit physicians and certified nurse practitioners to issue a non-patient specific regimen to nurses or any such other persons authorized by law or by this executive order to collect throat or nasopharyngeal swab specimens from individuals suspected of suffering from a COVID-19 infection, for purposes of testing, or to perform such other tasks as may be necessary to provide care for individuals diagnosed or suspected of suffering from a COVID-19 infection;

- Section 400.9 and paragraph 7 of subdivision h of section 405.9 of Title 10 of the NYCRR, to the extent necessary to permit general hospitals and nursing homes licensed pursuant to Article 28 of the Public Health Law ("Article 28 facilities") that are treating patients during the disaster emergency to rapidly discharge, transfer, or receive such patients, as authorized by the Commissioner of Health, provided such facilities take all reasonable measures to protect the health and safety of such patients and residents, including safe transfer and discharge practices, and to comply with the Emergency Medical Treatment and Active Labor Act (42 U.S.C. section 1395dd) and any associated regulations;
- Subdivision 3 of section 2801-a of the Public Health Law and section 600.1 of Title 10 of the NYCRR, to the extent necessary to permit the Commissioner of Health to approve the establishment of temporary hospital locations and extensions without following the standard approval processes and to take such further measures as may be necessary to expedite departmental reviews for such approval;
- Section 2999-cc of the Public Health Law and any regulatory provisions promulgated thereunder by the Department of Health, the Office of Mental Health, the Office of Addiction Services and Supports, and the Office for People with Developmental Disabilities, to the extent necessary to allow additional telehealth provider categories and modalities, to permit other types of practitioners to deliver services within their scopes of practice and to authorize the use of certain technologies for the delivery of health care services to established patients, pursuant to such limitations as the commissioners of such agencies may determine appropriate;

Suspension of laws and regulations relating to childcare to allow flexibility for providers while continuing to protect the health and safety of children:

- Sections 414.7, 416.7, 417.7, 418-1.7, 418-2.7, 414.8, 416.8, 417.8, 418-1.8, and 418-2.8 of Title 18 of the NYCRR insofar as that regulation sets the ages of children who can be served and the standards for care; Sections 414.13, 416.13, 417.13, 418-1.13, 418-2.13 of Title 18 of the NYCRR suspending requirements for staff qualifications; Section 390 of the Social Services law suspending provisions setting capacity limits for family and group family day care programs and standards for staff/child ratios in all child care modalities; Sections 390(3) and 390-a of the Social Services Law and regulations at 18 NYCRR Sections 413(g), 414.14, 415.13, 416.14, 417.14, 418-1.14, 418-2.14, allowing for the waiver of certain provisions establishing training and inspection requirements for child day care; and Section 424-a of the Social Services Law insofar as allowing for the waiver of fees paid for statewide central register of child abuse and maltreatment database check;
- Section 410-w of the Social Services Law and sections 404.1, 404.7, 415.2, 415.3, 415.6 of Title 18 of the NYCRR insofar as that statute and those regulations establish financial eligibility standards, the reimbursement requirements, and set timeliness requirements for

the provision of services including payment for absences due to COVID-19 abatement processes;

Suspension of regulations to prevent delays in providing home delivered meals and in providing services under the Expanded In-Home Services for the Elderly Program (EISEP) to older adults:

- Clause (d) of subparagraph (ii) of paragraph (3) of subdivision (a) of section 6654.10 of Title 9 of the NYCRR, insofar as it requires an assessment be conducted prior to or within 10 days of the initiation of home delivered meals;
- Subdivision (h) of section 6654.16 of Title 9 of the NYCRR, insofar as it requires an assessment be conducted within 10 working days after the completion of the screening intake and prior to the initiation of services under the Expanded In-Home Services for the Elderly Program (EISEP);
- Subdivision (n) of section 6654.16 of Title 9 of the NYCRR, to allow for a care plan to remain in effect for a period exceeding 12 months under the Expanded In-Home Services for the Elderly Program (EISEP) when such care plan would otherwise expire during the period in which a disaster emergency is declared;
- Subdivision (x) of section 6654.16 of Title 9 of the NYCRR, modifying requirements for reassessments to be conducted every 12 months or within 5 days of becoming aware of a change in circumstance under the Expanded In-Home Services for the Elderly Program (EISEP);

Suspension of law to allow waiver of requirements necessary for apportionment of school aid:

- Section 3604(7) of the Education Law, to the extent consistent and necessary to allow the commissioner to disregard such reduction in the apportionment of public money due to a failure by a school to meet the instructional requirements proscribed within this section due to the properly executed declaration of a local state of emergency as defined within sub-section (i), a school is directed to close by a state or local health official or following a properly executed declaration of a state of emergency as defined within sub-section (i), limited to the extent that those specified schools are unable to make up missed instructional days;

Suspension of laws and regulations relating to emergency procurement:

- Sections 553(22), 559, 1209, and 1265-a of the Public Authorities Law, and 21 NYCRR Part 1002, to the extent necessary to purchase necessary equipment, materials, supplies, or services, without following the standard procurement processes, including the standard prompt payment policy;

Suspensions of law relating to appearances by defendants:

- Notwithstanding any other provision of law and except as provided in section 182.30 of Article 182 of the Criminal Procedure Law, the court, in its discretion, may dispense with the personal appearance of the defendant, except an appearance at a hearing or trial, and

conduct an electronic appearance in connection with a criminal action pending in any county in New York State, provided that the chief administrator of the courts has authorized the use of electronic appearance due to the outbreak of COVID-19, and the defendant, after consultation with counsel, consents on the record. Such consent shall be required at the commencement of each electronic appearance to such electronic appearance.

Suspension of law relating to waiting periods for unemployment insurance claimants whose claims arise directly out of COVID-19 outbreak:

- Subdivision 7 of Section 590 of the Labor Law, so far as it relates to the waiting period for unemployment insurance claimants whose claims for unemployment insurance arise directly out of closings of schools or other workplaces in which claimants were employed, or out of claimants' isolation or quarantine in connection with COVID-19; and

Suspension of law allowing the attendance of meetings telephonically or other similar service:

- Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed;

Suspension of law allowing residents of nursing homes to vote with modified visitor policies in place:

- Subdivision 8 of section 8-407 of the Election Law to allow individuals not employed by the Board of Elections to assist residents of nursing homes or adult care facilities in the completion of absentee ballot applications and voting;

IN ADDITION, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I hereby issue the following directives for the period from the date of Executive Order through April 11, 2020:

- Any guidance issued by the New York State Department of Health related to prevention and infection control of COVID-19 at nursing homes and adult care facilities, including but not limited to guidance on visitation, shall be effective immediately and shall supersede any prior conflicting guidance issued by the New York State Department of Health and any guidance issued by any local board of health, any local department of health, or any other political subdivision of the State related to the same subject.
- Any large gathering or event for which attendance is anticipated to be in excess of five hundred people shall be cancelled or postponed for a minimum of thirty days.
- Any place of business or public accommodation, and any gathering or event for which attendance is anticipated to be fewer than five hundred people, shall operate at no greater than fifty percent occupancy, and no greater than fifty percent of seating capacity, for

thirty days effective on Friday, March 13, 2020, except that any theater seating five hundred or more attendees for a live performance located in a city of one million or more shall not hold any further performances after 5pm on March 12, 2020.

The two preceding directives shall not apply to a school, hospital, nursing home, other medical office or facility as determined by the Commissioner of Health, mass transit or mass transit facility, governmental facility, law enforcement facility, or retail establishments including grocery stores. The Commissioner of Health may allow for businesses that are not public gathering spaces to exceed five hundred persons if the occupancy is less than fifty percent capacity subject to public health review.