

Tuesday, September 27, 2016 2:00 PM

- I. **OPEN PUBLIC MEETING STATEMENT**: Statement read by Chairperson Lynn Caterson
- II. **PLEDGE OF ALLEGIANCE**: Pledge was led by Secretary John Mooney
- III. **ROLL CALL**: Chairperson Lynn Caterson, Secretary John Mooney, Commissioner Ernest Aponte, and Commissioner Mary Jo Coutts were in attendance.  
Office Staff: Clerks Susan Sandman, Bill Sacchinelli, Henrietta McKenzie, and Hope Bertino
- IV. **READING & ADOPTION OF MINUTES**:

A motion was made to accept the re-amended minutes from July 19, 2016.

- **Motion:** Secretary Mooney
- **2<sup>nd</sup>:** Commissioner Coutts
- **Vote:** Unanimous

A motion was made to accept the minutes from August 16, 2016

- **Motion:** Commissioner Aponte
- **2<sup>nd</sup>:** Commissioner Coutts
- **Vote:** Unanimous

- V. **PUBLIC COMMENT**: None

- VI. **CLERK'S UPDATE**:

- A. **Training** – Pollworker training is going great. The new procedure of calling in or emailing to RSVP is making attendance much better. There are 5 remaining classes. Mr. Sacchinelli discussed with the Board a difficult incident in training.
- B. **General Election update on MIB sent/applied for** – We have 6079 Mail-In Ballots out. There is an expectancy of 9000 ballots returned.
- C. **Staffing for General Day** - There are currently 12 area leader teams, 2 office staff, 1 War Room, and 8 Pool people. We may need 1-2 more people in the War Room. Secretary Mooney doesn't feel 2 phones will be sufficient for a Presidential Election.

A motion was made to have 3-4 phones with additional staff in the War Room and to send a letter to the County Clerk requesting at least 3 phones.

- **Motion:** Secretary Mooney
- **2<sup>nd</sup>:** Commissioner Aponte
- **Vote:** Unanimous

Commissioner Aponte would like to send a letter to the Superintendent of Elections to question why they would exclude themselves from the War Room. The Board would like to discuss with them about participating with the BOE and County Clerk.

A motion was made to send the letter to the Superintendent.

- **Motion:** Commissioner Aponte
- **2<sup>nd</sup>:** Secretary Mooney
- **Vote:** Unanimous

Chairperson Caterson would like a draft on Election Day Procedures. She will write it up with help from Mr. Sacchinelli and Ms. Sandman.

- D. **Update on conversion to SAP ESS-MSS/Time Trax** – The 2 systems are running parallel the time clock and time sheets. The system has a lot of different codes and is very difficult to learn.
- E. **“Seconds” Meeting** – The notes from the meeting with the SOE, BOE, and County Clerk are accurate.
- F. **2017 Budget** – The budget is due by November 4, 2016. Secretary Mooney says the new Scanner should be included in the budget with a 10% increase. We should go with the smaller machine. The Board would like cost estimates from the companies. Secretary Mooney would like to add 2 full time office people to the staff and include this in the budget.
- **Motion:** Secretary Mooney
  - **2<sup>nd</sup>:** Commissioner Coutts
  - **Vote:** Unanimous
- G. **NJAEO Security Update**- The NJAEO meeting was held on September 19, 2016. Security was the main issue. There were discussions about the Media and guns in the polling place. Bob Giles sent an email about Cyber Security. There will be a meeting next week with Diana Rutala, the County Clerk, Superintendent of Elections and Board of Elections.
- H. **Count Down to Municipal Clerks – Letter to Chief of Police regarding Presidential Election** - An email blast to all Municipal Clerks to check on the polling sites. The Chief of Police from each municipality should be included to also check. Secretary Mooney would like to include the Prosecutor's Office, the Sheriff's Office, and the State Police to receive the email blast also.

## VII. OLD BUSINESS:

- A. **ADA appointments** – A letter was sent to County Executive Dennis Levinson to add Mr. Sacchinelli and Ms. Sandman to the ADA Committee. Under the recommendations of the Board, they were assigned. More help will be added in the future.

A motion was made to have the ADA Meeting before the December Board Meeting.

- **Motion:** Secretary Mooney
- **2<sup>nd</sup>:** Commissioner Coutts
- **Vote:** Unanimous

- B. **Election Day End of Night Procedures** – Area Leaders will be picking up the black binders and green envelopes at each night closing zones. Brigantine may have a drop off at the Brigantine Library. No word yet about this.

## VIII. NEW BUSINESS:

- A. **Set Schedule for MIB Review week of November 1** – The tentative review dates are Wednesday November 2 and Thursday November 3 at 4:00 pm. Saturday November 5 from 9:00 am - 4:00 pm. Monday November 7 at 4:00 pm.

B. **Set Schedule for Review of Provisional Ballots** – Monday November 14 at 4:00 pm will be the date for reviewing the Provisional Ballots. A letter will be sent to the Superintendent to release the ballots to Mr. Sacchinelli and Ms. Sandman by 12 noon. Red, yellow and green bins will be used to make it easier for the Board.

C. **Suggest Correspondence to appropriate agencies about above** – A motion for Chairperson Caterson to send a letter to the Superintendent of Elections to have the provisionals ready by November 14 at noon.

- **Motion:** Secretary Mooney
- **2<sup>nd</sup>:** Commissioner Coutts
- **Vote:** Unanimous

IX. **WRITTEN CORRESPONDENCE:**

A. **2017 Budget** – The Budget request from Jerry Del Rosso, County Administrator, was received.

B. **Final Letter Out to Superintendent of Schools** – A draft letter was written for the Board to review.

C. **Draft Letter to Union from Board requesting additional titles** – A letter was drafted to send to the Union President, Marcus King, requesting additional titles for the staff.

A motion was made to send the letter.

- **Motion:** Secretary Mooney
- **2<sup>nd</sup>:** Commissioner Coutts
- **Vote:** Unanimous

D. **Board to Approve Bills** – Secretary Mooney would like the Board to see all bills and approve them before being paid. Also, he would like to see how we can minimize Sue and Bill's duties. This will be put under New Business for the next meeting.

X. **EXECUTIVE SESSION:** None

XI. **ADJOURNMENT:** A motion was made to adjourn the meeting at 5:45 PM.

- **Motion:** Commissioner Coutts
- **2<sup>nd</sup>:** Secretary Mooney
- **Vote:** Unanimous