

**Board of Election Supervisors  
Virtual Meeting via Zoom  
January 14, 2021  
7:00pm**

Final Minutes

<u>Member</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
John (Jack) Robson, Chief	Mayoral Appointment	X	
Lisa Williams	1	X	
Yousuf Jaleel	4	X	
John Payne	3	X	
Lynea Cooper	Mayoral Appointment	X	
Cameron Thurston	2	X	

Also present: Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Specialist; Sheryl DeWalt, Contract Secretary

1. The meeting was called order at 7:18pm by Mr. Robson.
2. The agenda was approved with a minor change to time of meeting (7:00pm instead of 7:30pm).
3. The December 10, 2020 meeting minutes were reviewed, and the following changes were made:
  - a. Under #4 – Special Election Debrief
    - i. adding the word “electioneering” prior to zoning
    - ii. adding the verbiage “for a special election” at the end of the sentence
  - b. Under #6 – Consideration for November 2021 election
    - i. adding the verbiage to February 2, 2021... – “...to present the summary election report from the 2020 Special Election” and changing “from to for”
    - ii. changing “...city charter to allow for regular voting” instead of “early voting”

Mr. Payne made a motion to accept the December 10, 2020 minutes with the amended changes. Mr. Thurston seconded. **Motion carries 6-0-0.**

4. The Cost Matrix for 2021 Election scenarios was reviewed. Discussions centered around:
  - a. If we are still dealing with Covid-19 issues, will the University of Maryland allow a third polling place at Stamp Union. Mr. Payne stated that only 124 people voted at the Stamp Union for the November 2020 election.

- b. The City of College Park can only have the voter roll updated by using Voter Notification Cards. The committee was reminded that Voter Notification Cards are sent after the books are closed.
  - c. Absentee ballots costs are based on 10% of the registered voters.
  - d. If a Mail-In Ballot only election occurs, the City will need to have a Qualified Business Reply Mail permit from the post office.
  - e. Discussed cost of equipment and whether equipment may be less expensive through the State of Maryland.
  - f. If a complete Mail-In Ballot, costs for staff and software may need to be increased.
  - g. Reminder – the new City Hall building will not be completed in time for the 2021 election to use as a Drop Box site.
5. Memo on 2021 Municipal Election was reviewed. Discussions centered around:
- a. ES&S contract is valid through the end of 2021.
  - b. Ms. Miller has spoken with Hyattsville, Takoma Park, and New Carrollton on software vendors. Takoma Park has a large IT department and they wrote a script to track ballots. They are using ePoll books on iPads with bar codes on the envelopes. New Carrollton will be using ElectTech and will be doing all Mail In Ballots. Hyattsville is researching Ballot Trax as a possible vendor.
  - c. Mr. Payne inquired about a software for sending emails to voters when i) Mail in ballots are received and ii) then are counted.
  - d. Mayor and Council will be reviewing at the February 2, 2021 work session.

Mr. Payne

made a motion to wait for direction from Mayor and Council on what method will be used for the 2021 election. Ms. Williams seconded. **Motion carries 6-0-0.**

Mr. Robson made a motion to be permitted to sign the 2021 Municipal Election Memo, which will include all the changes discussed to the memo and emailing to the committee for review, without having a special meeting. Mr. Jaleel seconded. **Motion carries 6-0-0.**

6. The summary of the November 8, 2020 Special Election will be done by the City Clerk's office and submitted to Mayor and Council.
7. The Vote by Mail report is not needed since the information is contained in the 2021 Municipal Election Memo.
8. Same Day Voter registration is not currently feasible. Maryland state law only allows to register for vote for the first time on election day. Mr. Robson will write a brief memo to Mayor and Council.

9. The Board of Election Supervisors will be first on the February 2, 2021 work session agenda. Members are asked to be present for this meeting. The City Clerk's office will send out the Zoom link by January 29, 2021.

10. The next meeting will be on February 11, 2021 at 7:00pm.

Ms. Williams made a motion to adjourn the meeting. Mr. Jaleel seconded. Meeting adjourned at 8:52pm.

Respectfully submitted by Sheryl DeWalt, contract secretary