

Board of Election Supervisors
June 20, 2019
City Hall, 4500 Knox Road
Final Minutes

<u>Members</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
John Robson, Chief	Mayoral	X	
Lisa Williams	District 1	X	
		(6:56 p.m.)	
Diane Ligon	District 2		X
John Payne	District 3	X	
Maria Mackie	District 4	X	
Cameron Thurston	Mayoral	X	

Also Present:

Janeen Miller, City Clerk; Yvette Allen, Assistant City Clerk; Joi Woods, Recording Secretary

- 1) The Meeting was called to order by Mr. Robson at 6:50 p.m.
- 2) Approve Minutes of 22 May 2019 Meeting
A motion was made by Cameron Thurston and seconded by John Payne to approve the May 22, 2019 minutes. The motion passed.
- 3) Training
New Style e-Poll Machine
 - ES&S VPN challenges
The board discussed:
 - Partnering with the city and ES&S to establish a secure VPN connection.
 - Software changes has created a delay in the demonstration of the Surface Go touch tablet with Easy Roster software
 - Connected by a WAN on a cloud-based server using Wifi
 - ES&S will test and confirm the equipment before shipping
 - Mr. Robson will inquire further about the use of encryption of Sharepoint sites
 - A brief closed session will be offered to Mayor & Council to provide information about encryption and other methods to ensure security of the voting process
- 4) Judges – Recruiting progress, & County list
The board reviewed and discussed:
 - The list of County Judges Judge’s and Application status
 - Drafted letters for Early Voting, Election Day, and Provisional Voting judges
 - Mrs. Williams will revise the draft created by Mr. Robson

- The City Clerk's office will mail out the letters after

5) Revision to Provisional Ballot Process

Processing procedure discussion – documentation

The Board reviewed and discussed:

- Provisional Ballot instructions and processing
- Steps for judges to confirm the need for provisional ballots
- Methods to track and maintain confidentiality of Provisional Ballots
- Considerations to protect anonymity of votes and ensure accuracy

6) Revisions to Provisional Ballot envelope & Parking pass

a) Mrs. Mackie will make additional edits to the envelope

b) Mrs. Williams will provide a draft of the parking pass for the board's review

7) Early Voting – Processing of cast ballots

The board discussed:

- Processing of early votes and the dissemination of results
- The use of tabulation software as a check & balance. Ms. Miller will follow up on the costs of the software for further discussion by the board
- Ballot counting- To be determined

Additional discussion will be held after a software updates is provided by ES&S considering:

- The use of a scanner, removing and sealing memory sticks

8) Voter Notification Cards

- The board reviewed the most recent voter registration card and discussed updating the card with information for all available polling locations and a note about the city hall closure. Card revisions are subject to approval by the state.

9) Homeless Voters: Mayor and Council to discuss in July

Brief discussion was held, the matter will be revisited after the Mayor and Council work session.

10) Common Election Day Issues

- Identifying assigned polling places
 - Use of the state App voters can use their cell phone
- IT needs
 - (3) City laptops at each polling location, equipped with Microsoft Access and flash drive capability

11) Election Night processing and dissemination of results

The Board discussed the process of disseminating poll results:

- Results disseminated at Davis Hall
- Tapes from each scanner covering all districts

Additional discussion will be held after an update from ES&S

12) Campaign Finance Reports – Due 1 July

The board adopted a policy about Campaign Finance Reporting to ensure transparency and clarity.

“The day after the Subsequent Campaign Finance Report for any election is due, the next Campaign Finance Reporting period for a subsequent election for a returning candidate shall begin.”

A motion was made by John Payne and seconded by Lisa Williams to adopt a policy regarding Campaign Finance Reporting Period.

13) Revisions to the Election Packet

The board reviewed the Election Packet and discussed:

- A discrepancy found with the closing time for early voting. 6:00 p.m. was approved by the Mayor & Council a closing time of 5:00 pm established with the hosting facility.
 - Mr. Robson will revisit the matter with the Facility Manager at the College Park Community Center to inquire about extending the closing time to 6:00 p.m.
 - Ms. Miller recommended presenting a change in closing time of 5:00 p.m. to Mayor & Council.
- Publishing contact information for the Election Judges

14) Other issues and concerns – if any

No discussion was held

15) Future meetings:

Thursday, June 20, 2019

Thursday, July 25, 2019

August 22, 2019

September 26, 2019

October 24, 2019

Adjournment:

A motion was made by Maria Mackie and seconded by Lisa Williams to adjourn the meeting. The meeting adjourned at 9:01 p.m.