

**Board of Election Supervisors
August 25, 2020
Virtual Meeting
7:00 p.m.
Minutes**

<u>Members</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
John Robson, Chief	Mayoral	X	
Lisa Williams	District 1	X	
Yousuf Jaleel	District 4	X	
John Payne	District 3	X	
Cameron Thurston	Mayoral	X	

Also Present:

Lynea Cooper-Pitts, Pending Member; Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Assistant; Joi Woods, Contract Secretary

I. Convene :

The meeting was called to order by Chair Robson at 7:09 p.m.

A. Board Vacancy Update

Official Membership appointment for Lynea Cooper-Pitts is pending until Mayor and Council resume board and committee appointments.

II. Approval of Minutes

A. Approval of Minutes August 13, 2020

A motion was made by Lisa Williams and seconded by John Payne to approve the minutes of the August 13, 2020 meeting with amendment. The motion passed.

B. Approval of Minutes July 30, 2020

A motion was made by Lisa Williams and seconded by Cameron Thurston to approve the minutes of the July 30, 2020 meeting with amendment. The motion passed.

III. Amendment and Approval of the Agenda

A motion was made by John Payne and seconded by Lisa Williams to approve the meeting agenda with amendment. The motion passed.

IV. Review of Proposed Special Election Timeline for District 2

The board reviewed and discussed logistics and details outlined in the Proposed Election Timeline.

A. Chair Robson and Janeen Miller will contact Susan Kreutter, Information Technology Division of PG County Board of elections on August 26, 2020.

B. Ballots will be counted on special Election Day only, the count will be televised.

C. Adjustments to the Canvas date are being considered to account for COVID-19 safety protocol and mail delays. Latoya Moore will update the board about mail delivery times. The Canvas date is contingent based upon the number of absentee and provisional ballots counted on November 23, 2020. Televising of the Canvas is also pending.

V. Presentation of proposed schedule to the City Council

Janeen Miller is preparing a staff report and a preliminary budget, Chair Robson will accompany to respond to questions.

VI. Judge Requirements

A. 7 judges

- (1) Traffic, (2) A-L Voters, (2) N-Z Voters, (1) Exit door and sticker distribution, and (1) ballot box monitoring
- The BOES will serve as judges as needed

VII. Judge Advertising

A. Janeen Miller recommended contacting judges who served in the previous election. The Clerk's office will contact previous judges.

B. Petition forms are currently posted on the city's website Yvette Allen will contact candidates to advise them of the postings.

C. A candidate briefing will not be hosted with the City's Ethic's Board; the BOES will respond to questions from candidates.

D. Election Handbook

Chair Robson provided an overview of the use and purpose of the Candidate Book.

Revisions and updates are pending approval of recommendations by Mayor and Council. The City Clerk's office intends to finalize the book by 9/4/20.

VIII. Ballot Drop Box

A. A Ballot Box has been ordered and is scheduled to arrive within the month

B. The Ballot Box will be secured and monitored via security camera

C. Yvette Allen will distribute the specifications of the Ballot Box for the board to review

IX. Other Discussion Items

A. Use of Barriers

B. Questions for Mayor and City Council

1. Ballot Market device rental
2. Early voting
3. Timeline adjustments to allow additional time for mailed ballots during Special Elections

X. Next meeting , September 10, 2020 at 7pm

A. Canvas Logistical Planning

B. Special Election Protocols

IV. Adjournment

A motion was made by John Payne and seconded by Cameron Thurston to adjourn the meeting. The motion passed. The meeting adjourned at 8:33 p.m.