

**Board of Election Supervisors
September 10, 2020
Virtual Meeting
7:30 p.m.
Minutes**

<u>Members</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
John Robson, Chief	Mayoral	X	
Lisa Williams (8:18 p.m.)	District 1	X	
Yousuf Jaleel	District 4	X	
John Payne	District 3	X	
Cameron Thurston	District 2	X	

Also Present:

Lynea Cooper Pitts, Pending Mayoral appointment to the BOES; Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Specialist

1) Call to Order:

- a) The meeting was called to order by Chief Robson at 7:04 p.m.
- b) Welcome incoming Supervisor, Lynea Cooper Pitts

2) Approval Minutes of Emergency Meetings:

- a) None

3) Special Election for District 2:

- a) Mail Vendor Selection
 - i) USPS mail designer has designed the envelopes that will be used for the mass mailing.
 - ii) The mail vendor that will be conducting the mass mailing is Mailer Computer Services located in Beltsville, MD. The vendor will be using live stamps for return postage.
 - (1) The mailing will go out to all registered voters in District 2 the week of September 14 and will include the application for absentee ballot (English/Spanish), return envelope, and election flyer (English/Spanish).
 - 1. The election flyer will include the call for candidacy.
 - iii) The PO Box has been secured in the Hollywood Branch Post Office
 - (1) P.O. Box 626 College Park, MD 20741
 - iv) The ballot drop box to be installed at Davis Hall has been ordered.

4) Absentee Ballots

- a) The requests for absentee ballots should come in by mail to the P.O. Box, but can also be returned in person at City Hall (8400 Baltimore Ave).
 - i) Will ballots that have been delivered to the P.O. Box after Election Day be counted?

- 5) Election Day – Venue (College Park Community Center)
 - a) Yvette Allen is working on the procedures and safety measures and will deal directly with Facility Director, Jim Bell of the College Park Community Center.
 - i) Miss Allen will schedule a site visit to the CPCC with Mr. Thurston and Ms. Cooper Pitts to create a site plan for Election Day.
 - b) The unofficial count on Election Day will be televised and streamed. The City Clerk will request the services of TVM Productions & Consulting, LLC.
 - c) Canvass Date
 - i) Chief Supervisor would like to meet prior to the Official Canvass to sort things out ahead of time and to organize and validate the provisional ballots – this will be the pre-canvass.
 - (1) Those in attendance will be Supervisors Jack Robson, Cameron Thurston, John Payne, and LaToya Moore.
 - ii) BOES to discuss start time of the Official Canvass at a later date.
- 6) Discussion of the Canvass Procedures (See Word Mark-Up)
- 7) Other issues and concerns
 - a) Cameron Thurston has volunteered to learn how to validate candidates as well as continue to check campaign finance reports.
- 8) City Clerk Janeen Miller and Admin Specialist LaToya Moore will work on absentee ballot requests as they come in. They will also be picking up mail from the P.O. Box together to form a chain of custody.
- 9) **Next meeting:**
 - a) October 1, 2020, 7:00 p.m.
- 10) **Adjournment:**

A motion was made by John Payne and seconded by Cameron Thurston to adjourn the meeting. The motion passed. The meeting adjourned at 8:20 p.m.