

**Board of Election Supervisors
Virtual Meeting
September 30, 2021
7:00p.m.**

Final Minutes

Member	District	Present	Absent
1. Lisa Williams	1		X
2. Yousuf Jaleel	4	X (7:05pm)	
3. John Payne	3	X	
4. Lynea Cooper	Mayoral Appointment	X	
5. Cameron Thurston	2	X	

Also present: Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; La'Toya Moore, Administrative Specialist; Joi Woods, Contract Secretary

Call to Order:

The meeting was called to order by Chief John Payne at 7:02 p.m.

1. Approval of the agenda for September 30, 2021

(5) Discussion on Election Judge Training was added to the agenda

Yousuf Jaleel made a motion to approve the agenda for September 30, 2021 as modified.

Lynea Cooper seconded the motion. The motion passed.

2. ElectTec Pollbook update

Janeen Miller provided an update about the E-Pollbook demonstration.

- A. The poll book was not designed with the data export features outlined in the original quote.
- B. The BOES discussed identifying workarounds and contingencies to share data with Fort Orange Press to mail ballots and provide data to *Ballot Scout* for ballot tracking.
 - o Creating a spreadsheet extracting the data points needed for Fort Orange Press
Janeen Miller and Chief John Payne will follow up with ElectTec to propose a deadline of October 7, 2021 to identify a solution to collect the necessary data
 - o Manually sending out ballots using a previous BOES database

3. Updates from BOES Chief and City Clerk

A. Candidates

The BOES briefly discussed candidates for each District

- o District 1 – 2 Candidates (Kabir, Kennedy)
- o District 2 – 2 Candidates (Esters, Whitney)
- o District 3 – 3 Candidates (Day, Rigg, Adams)
- o District 4 – 2 Candidates (Mackie, Mitchell)

B. Each Candidate has submitted the required paperwork

4. Upcoming events and deadlines

A. Campaign Finance Reports are due October 3-18, 2021

- Filings will be reviewed on October 19, 2021
- Yvette Allen will serve as the point person for the review process

B. Virtual training for Election Judges - October 28, 2021 at 7:00 p.m.

(see also items #8)

5. Candidate Communications

A. Campaign signage permits

Yvette Allen distributed an email to candidates from Chief John Payne about securing required permits for posting campaign signage.

B. Photos

Candidates that submitted campaign photos that displayed the city seal were edited or removed in accordance with the City Ethics regulations that prohibit the use of city resources. The city seal is deemed a city resource.

6. Mailings- Ballot Applications

A. The BOES discussed returned ballots and related issues to the Poll book, voters who have a different address will be required to vote provisionally.

- 457 application have been returned to date
- Voter Notification Cards scheduled to be mailed on October 15, 2021 will assist in updating the county's voter role

B. The BOES also noted the emphasis on the need for the Check-in Judge to verify each voter's address

7. Update on Ballot Application Collections

A. Adrienne White and Susan Huemmrch have been sworn in as Ballot Collection Judges and participated in training. Both Ballot Collection Judges have participated in previous city elections.

B. Tracking statistics about the number of collected ballots will be provided to the BOES at a later date.

8. Open Discussion

A. Incomplete Procedures

The BOES discussed the election procedures that are still in progress

- Staff Processing Procedures- pending a resolution from *ElecTec*
- Canvas Procedures, E-Poll book procedures, and Provisional Ballot procedures are still in progress to clarify current procedures.
- Judges' Handbook- is being revised from the county handbook to reflect the city's procedures

- A virtual training for election judges is scheduled for October 28, 2021 at 7:00 p.m.
 - Training goals include: establishing assignments and reviewing the of Judges' Handbook, and preliminary hands-on walkthrough of the equipment – scanners & poll books
 - Training Compensation for Judges will be provided, details are pending

9. Next Meeting

The Next meeting is scheduled for Thursday, September 30, 2021 – 7 p.m.

10. Adjournment

Yousuf Jaleel motioned to adjourn the meeting. Lynea Cooper seconded the motion. All were in favor. None opposed. The motion passed.

The meeting adjourned at 7:58 p.m.