

**Board of Election Supervisors
Virtual Meeting
October 1, 2020
7:00 p.m.
Final Minutes**

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

Also Present:

Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Specialist. Courtney Cohn, UMD Journalism Student.

1) Call to Order:

The meeting was called to order by Jack Robson at 7:07 p.m.

Chief Robson placed the meeting in recess at 7:11 p.m. to reach remaining members of the BOES to join the virtual meeting. Reconvened the meeting at 7:15 p.m.

2) Approve Minutes of Meetings

A motion was made by Chief Robson to approve the minutes of meetings held on August 10, 2020, August 25, 2020, August 27, 2020, and September 10, 2020. The motion passed.

3) Ballot Design

- The BOES reviewed and discussed
- The Special Election Ballot draft and the Voter Notification Card (VNC) Wording
- Known Candidates and Allowed Names

4) District 2 Special Election Absentee Requests

- 2,678 Absentee Ballot Applications were mailed to District 2 active voters
- 164 Absentee Ballot Applications have been received by the Clerk's Office
- 147 have been matched & verified as District 2 residents, and entered into the city's database of registered voters
- 5-6 voters were not found in the city's database, 2 were not found on the county's election website

- Follow-up by the Clerk's Office is scheduled for 10/2/20
- Approximately 35 requests were returned to city's PO Box (unknown address, wrong address, etc.) They will be returned to the county.

5) Publicity

The board discussed advertising efforts to date, including:

- Website updates with Candidate information including names, bios photos, and background information are scheduled for 10/2/20
- 2nd notice scheduled to run in the Municipal Scene
- Candidate information will be advertised in the *College Park Hear and Now* newspaper
- Advertisements across the city's Social Media accounts from the Communications Department

6) Election Day Venue- College Park Community Center (Lakeland) 9 a.m. – 6 p.m.

Yvette Allen met with Jim Bell and Kathleen Reardon from Maryland-National Capital Park and Planning Commission (M-NCPPC) to discuss the Special election set up and COVID-19 procedures. The board discussed noted points including:

A. Set-up & logistics

- Tables and chairs will be provided
- Use of existing ballot boxes
- Space considerations for Provisional Ballots
- Lynea Cooper, Cameron Thurston, and Yvette Allen are scheduled for a facility tour on October 7, 2020.

B. COVID-19 Safeguards and Procedures

The board discussed procedures based upon current state-wide COVID-19 mandates and restrictions, noted points included:

- The gymnasium has a maximum capacity of 25 people at one time (inclusive of staff & voters). City staff will meter and monitor the number of people in the building to maintain capacity.
- Yvette Allen is working to secure Plexi-glass barriers as an additional safeguard.
- Additional Personal Protection Equipment (PPE) and cleaning supplies have been requested from DPW.
- Interim disinfection practices of materials and equipment

7) Election Day Unofficial Count

The board discussed adjustments and accommodations to complete the ballot count, noted points included:

- Davis Hall's capacity is currently limited to 6 in accordance with COVID-19 mandates.
 - Election Supervisors will be monitored by security camera during the count. City staff on hand for assistance. Staff will rotate in and out of the building as needed and maintain capacity compliance.
- Special election results will be posted on the city website

8) Canvass Logistics

The Board discussed:

- Date Official and official Start Time
- Updated Procedures
 - Jack Robson sent the canvas procedures to the Board. The Board recommended a few changes. Jack Robson will send the revised approved procedures to the Board in the next few days.

9) Additional discussion

- Invitations to previous judges
 - 18 invitations were sent to previous judges to serve during the Special Election on 9/29/20 To date 9 accepted, 1 declined, and 1 pending inquiry about contactless support opportunities.
 - The city clerk's office will forward an additional list of judges for review

10) Next meeting, October 22, 2020, 7:00 p.m. (Tentative)

The next meeting is tentative, pending changes in COVID-19 mandates that would impact Special Election logistics.

11) Adjourn:

A motion was made by Ms. Williams and seconded by Cameron Thurston to adjourn the meeting. The motion passed 3-0. The meeting adjourned at 8:18 p.m.