

**Board of Election Supervisors  
Virtual Meeting  
October 22, 2020  
7:00 p.m.  
Final Minutes**

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

**Also Present:**

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

**1) Call to Order:**

The meeting was called to order by Chief Jack Robson at 7:01 p.m.

**2) Approval of October 1, 2020 Meetings Minutes**

**A motion was made by Cameron Thurston and seconded by Yousuf Jaleel to approve the minutes of the meeting held on October 1, 2020 with amendments. All were in favor. None opposed. The motion passed.**

**3) District 2 Special Election Ballot Distribution**

- 2,678 Absentee Ballot Applications were mailed to District 2 active voters using the PG County list of active voters
  - 206 Absentee Ballots were mailed between 10/8/20 and 10/12/20
  - 410 Absentee Ballots were returned to city's PO Box (unknown address, wrong address, etc.)
  - The PG County Board of Elections will not accept returned ballots as the ballots were not mailed by their office
- VNCs will be distributed on 10/26/20

**4) Publicity**

The board discussed advertising efforts to date, including:

- 30 street signs will be posted throughout District 2 after the Presidential Election. The City Clerk's Office will partner with the Department of Public Works to place signage.

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

### A. Set-up & logistics

The board reviewed the facility diagram for Election Day and discussed procedures to maintain a maximum capacity of 25 people at a time (inclusive of staff, Board of Election Supervisors, and voters).

### B. Election Day Shifts ( 5 hours)

- Shift #1- 8:00-1:00 p.m.
  - Jack Robson
  - Cameron Thurston
  - Lisa Williams
- Shift #2- 1:00-6:00 p.m.
  - Lynea Cooper
  - Yousuf Jaleel
  - John Payne
- Canvassing will take place at Davis Hall at 6:30 p.m. All Board of Election Supervisors and designated staff members from the Clerk's Office will be present.

### C. Judges

The board discussed the need for 7 Election Judges, identified judges are:

V. Brasfield, S. Furbush C. Hoptay, S. Isler, W. Jones, Klapac, A. White, P. Zigar, K

**A motion was made by John Payne and seconded by Lisa Williams to secure an on-call Election Judge. The on-call Election Judge will serve in the event of an unforeseen absence of a selected Election Judge. The on-call Election Judge will be paid for a half of a day pay. All were in favor. None opposed. The motion passed.**

## 6) 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

## 7) Next meeting, November 5, 2020, 7:00 p.m. (Tentative)

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

8) **Adjourn:**

**A motion was made by John Payne and seconded by Lisa Williams to adjourn the meeting. The motion passed. The meeting adjourned at 8:11 p.m.**