

**Board of Election Supervisors
Virtual Meeting
February 9, 2023
7:00 p.m.**

Final Minutes

Member	District	Present	Absent
1. Tina Batten	Mayoral Appointment	X	
2. Ben Hovland		X	
3. Yousuf Jaleel	4	X	
4. John Payne	3	X	
5. Lynea Cooper	1	X	
6. Cameron Thurston	2	X	

Also present: Janeen S. Miller, City Clerk; Joi Woods, Contract Secretary

I. Call to Order:

John Payne called the meeting to order at 7:04 p.m.

II. Approval of the meeting agenda- February 9, 2023

The BOES reviewed and approved the February 9, 2023 meeting agenda.

Ben Hovland moved to approve the meeting agenda. Tina Batten seconded the motion. All were in favor. None opposed. The motion passed.

III. Approval of Minutes- January 9, 2023

Lynea Cooper moved to approve the January 9, 2023 meeting minutes as written. Ben Hovland seconded the motion. All were in favor. None opposed. The motion passed.

IV. January 24 Council Meeting Discussion & Election Plan:

The BOES debriefed about the City Council meeting held on January 24th.

- A. Continued consideration of student involvement in City Elections
- B. Discussion underscored for data collection gauge the effectiveness of new and refined procedures
- C. Reviewed election survey results
- D. Election Day & location: Sunday, November 5, 2023 at the College Park Community Center

Janeen Miller has reserved the gymnasium & Classroom space

Tina Batten moved to establish the hours for in-person voting from 10:00 a.m.-6:00 p.m. on Sunday, November 5, 2023 at the College Park Community Center. Lynea Cooper seconded the motion. All were in favor. None opposed. The motion passed.

B. Early Voting

- 1) (8) business days will be made available for Early Voting
- 2) Early Voting will take place at City Hall and Davis Hall
 - Davis Hall
 - Monday, October 23- Thursday, October 26, 2023 9:00 a.m-4:00 p.m.
 - Extended Early Voting hours Tuesday October 24, 2023 8:00 a.m. -7:00 p.m.

- City Hall
 - Monday-Thursday October 30, 2023 -November 2, 2023
 - Extended Early Voting hours Thursday November 2, 2023 8 am -7pm
- Use of drop boxes to maintain the ballot integrity and chain of custody during Early Voting
- Adjusting the pre-processing timeline to accommodate the early voting schedule
 - Pre-processing will occur during the second week of Early Voting on November 1, 2023
 - The BOES noted potential locations for pre-processing at City Hall

C. City Staffing Considerations

- 1) 1-2 Additional Ballot Judges to conduct early voting
 - Additional Ballot Judges will need to be trained and sworn in

D. City Code Revisions

Janeen Miller is in the process of drafting City Code revisions for review by the City Attorney. Janeen Miller will forward the draft revisions to the BOES for review and comment.

E. Voting drop box locations

The BOES discussed drop box locations, noting that the College Park Woods Community Center is not available for the 2023 election due to construction. The BOES also discussed multiple locations in North Hollywood.

- 1) Davis Hall
- 2) Stamp Student Union
- 3) Relocating the box from the Calvert Road School to City Hall
- 4) North Hollywood- possible locations:
 - Youth and Family Services Building
 - Social Security Building
 - Mom's shopping center
 - Requires partnership agreement with the city & the Shopping Center

Ben Hovland moved to place voting drop boxes in the following locations: (1) City Hall (2) Davis Hall (3) Stamp Student Union (4) A secure and accessible location in North Hollywood. Lynea Cooper seconded the motion. All were in favor. None opposed. The motion passed.

The North Hollywood location has not yet been determined.

Janeen Miller invited BOES members to join her in conducting site visits to assess which location is most viable to house a voting drop box in North Hollywood.

F. Equipment Needs

The BOES discussed equipment needs, noted points included:

- 1) Options and considerations to tabulate ballots during early voting
- 2) Hart InterCivic's use and pilot program with Microsoft using a parallel tabulator system that prints a confirm code that allows voters to track their ballots.

V. Additional Discussion

A. Future Agenda Topics

- 1) Identifying data collection points
- 2) Staffing tables at city events and efforts to promote voting
- 3) Sticker contests
- 4) Strengthening communication and outreach especially with students
- 5) How to issue voter credit for voters who received ballots and for voters who returned ballots
- 6) Establishing a baseline to measure voter participation
 - Active vs. inactive voters

VI. Meeting Schedule

A. Meeting Schedule

- a. Wednesday, February 22, 2023
- b. Thursday, March 9, 2023

VII. Adjournment

John Payne adjourned the meeting at 9:21 p.m.