

**Board of Election Supervisors  
Virtual Meeting  
April 8, 2021  
7:00pm**

**Final Minutes**

Member	District	Present	Absent
John (Jack) Robson, Chief	Mayoral Appointment	X	
Lisa Williams	1	X <i>Arrived at 7:07pm</i>	
Yousuf Jaleel	4	X	
John Payne	3	X	
Lynea Cooper	Mayoral Appointment	X	
Cameron Thurston	2	X 7:20 p.m.	

**Also present:** Dan Alpert, President, UMD Student Government Association; Adam Rosenbaum, Student Liaison to the College Park City Council; Janeen S. Miller, City Clerk; Yvette Allen, Assistant City Clerk; LaToya Moore, Administrative Specialist; Joi Woods, Contract Secretary.

**1) Call to Order:**

The meeting was called to order by Chief Jack Robson at 7:02 p.m.

**2) Approval of the April 8, 2021 agenda**

**Chief Jack Robson made a motion to approve the agenda. All were in favor. None opposed. The motion passed.**

**3) Approval of March 11, 2021 Meetings Minutes**

**Lisa Williams made a motion to approve the March 11, 2021 meeting minutes with amendments. Lynea Cooper seconded the motion. The motion passed 5-0-0.**

**4) UMD Student Government Association (SGA) Letter - Adam Rosenbaum and Dan Alpert**

The BOES and UMD SGA Representatives discussed the SGA Letter. Noted points included:

- Expanding election accessibility by establishing an additional polling location
- Student Volunteers' interest in staffing the polls
- The BOES' role in making recommendations for proposed changes in locations and dates. Chief Jack Robson noted that formal changes to the City Code or Charter are

made based upon the decision of the Mayor and City Council after review of recommendations from the BOES.

- Cost considerations
- The correlation between historical voter turnout at the Stamp Student Union poll location, associated costs to facilitate Vote-by-mail and establish additional polling locations.
- Advanced logistical planning and the impact of COVID-19 restrictions and guidelines
- Solicited support from the SGA to encourage student residents ensure voter registration information is updated
- Collaboration among the SGA and BOES to increase Voter Education and engagement

#### **5) USPS -Qualified Business Reply Permit Pricing**

The board reviewed and discussed the City of College Park Mail/Return Estimates.

- The BOES agreed to up the estimated returned applications from 20% to 25% (from 3200 to 4000 returned applications)
  - 4000 ballot applications being returned at \$.60 per piece = \$2400
- The BOES agreed to up the returned ballot percentage from 50% to 90% (from 1600 to 2880 returned ballots)
  - 2880 ballots being returned at .60 per piece = \$1728
- 4000 ballot applications being returned (\$2400) + 2880 ballots being returned (\$1728) = \$4128
- Annual fee for QBRM is \$740 + cost to receive applications and ballots = \$ 4868

Janeen Miller noted costs were approximately \$2200 less than budgeted, based upon review of the figures. Updated figures reflect previous feedback and suggestions from the BOES. The figures were inclusive of business reply only. The outgoing mailing costs were not included.

#### **6) Ballot Boxes and in person**

The board discussed ballot boxes by American Security Cabinets and Locking Security Mailbox, ranging in cost from \$720-\$1000 each

- Janeen Miller stated that all ballot boxes will be checked daily with two staff members present when a box drop box is opened. Security procedures will also be established.
- The board established a deadline of May 2021 to purchase the ballot boxes to allow 4-8 weeks for shipping
- The locations of the (3) ballot boxes determines the type of ballot boxes that will be purchased (1) downtown (1) Calvert Road School; (1) UMD campus. UMD will identify an approved location

**7) Report on ES&S – Equipment preferences and mailing house services**

Janeen Miller spoke with ES&S, the previous election equipment vendor and provided the board with an update. Noted points include:

- ES & S is unable to rent poll books, a quote was provided for the city to purchase them.
  - The BOES determined that purchasing poll books is not cost effective and discussed identifying another vendor that offers both scanners and poll books

**8) Election Vendor needs-Mailing House/Printer**

The board identified the need to interview at least two vendors. Fort Orange Press and ElectTec are recommended vendors with election experience.

**9) Other discussion**

**A. Absentee Ballot Logistics**

The BOES discussed:

- Processing absentee ballots in advance
- Televising the counting of voted ballots
- Counting votes at Davis Hall: the capacity of Davis Hall is 88, currently COVID-19 guidelines allow for up 50% of the capacity.

**B. Voter Accessibility: Election Advertising & communication**

The BOES discussed strategies to maintain communication in support of voter accessibility partnership and efforts with the UMD SGA to enhance voter education and communication. Janeen Miller noted current efforts to advertise the election.

- Advertisements were submitted to the College Park Here & Now, Diamondback, Municipal Scene (May Issue), Route 1 Reporter, and the city's website has been updated
- Updated details will be provided each month

**C. Polling location update -College Park Community Center**

Yvette Allen has been in contact with Jim Bell and made a formal written request to use the gym for election day in person-voting. Final approvals are pending.

**10) Future Items:**

- Ballot Scout Quote
- Purchase ballot boxes by May 2021 (Location of Boxes and type)
- Mailing House/Printers (Fort Orange Press)
- Vendors- ElecTec pollbooks and scanners
- Voter Outreach Plan-May 2021
- Scanning of absentee ballots
- UMD voter accessibility partnership
- Absentee Ballots & drop

**11) Next Meeting & Adjournment:**

The Next meeting is scheduled for Thursday, May 13, 2021 - 7pm

**John Payne made a motion to adjourn the meeting. Lisa Williams seconded the motion. All were in favor. None opposed. The motion passed.**

**The meeting adjourned at 8:20 p.m.**