

**Board of Election Supervisors
Virtual Meeting
July 8, 2021
7:00p.m.
Final Minutes**

Member	District	Present	Absent
1. Lisa Williams	1	X	
2. Yousuf Jaleel	4	X	
3. John Payne	3	X	
4. Lynea Cooper	Mayoral Appointment	X	
5. Cameron Thurston	2		X

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

1) Call to Order:

The meeting was called to order by Chief John Payne at 7:07 p.m.

2) Approval of the agenda for July 8, 2021

Yousuf Jaleel made a motion to approve the agenda. Lisa Williams seconded the motion. The motion passed.

3) Approval of June 10, 2021 Meetings Minutes

Lisa Williams made a motion to approve the June 10, 2021 meeting minutes as amended. Lynea Cooper seconded the motion. The motion passed.

4) Joint (Ethics & BOES) Candidate Training, Tuesday, August 17, 7:00 p.m.

The BOES discussed collaborating to support portions of the Candidate Training including Q&A. Chief John Payne solicited support from the BOES in identifying answers to frequently asked questions about in-kind gifts and specific contributions.

5) Vendor meetings, quotes, and budget

The BOES reviewed and discussed quotes and updates from vendors, and how data collected from proposed vendor processes could establish benchmarks for future elections.

A. Sample Ballot

The BOES reviewed and discussed a sample ballot provided by *ElecTec*

- Scannable QR codes and bar codes for tracking
- Color-coded ballot envelopes representing each district for easy sorting
- The city will provide artwork to *ElecTec*

B. Fort Orange Press will print, supply, and mail ballots; 50 ballots will be mailed at one time.

C. Ballot Scout

- Public facing component for voters to track ballots
- Reporting statistics on the speed of mailing and the amount of turnaround time to mail ballots
 - Tracking the mailing time and collecting associated data to determine if and when the city take over and begin mailing ballots

-Ballots will not be mailed after 10/27/21, residents may come to the Clerk's Office to get a ballot per the city code and the Election Book.

- Establishing weekly data collection for Mayor & Council

Lisa Williams will collaborate with the Clerk's Office to identify key metrics and coordinate data tracking & analysis

D. Current budget estimates

The BOES reviewed and discussed budget costs

- the most recent cost estimates from Fort Orange Press and *ElecTec* a significant increase in costs was noted due to postage fees and additional processes to purge the voter rolls
- Forecasted and actual costs
Costs are currently within budget

6) Election Book Finalization

The BOES discussed timelines for revisions and finalizing the Election Book.

A. The Election Book will be published by 8/1/21

B. Updated procedures by 8/9/21 to allow time for review, discussions, and revisions

- Reviewing draft procedures and discuss procedural details

C. Finalizing ballot processing

- Protocols to maintain ballot integrity and security
 - Possession of the ballots and daily chain of custody log to track the number of ballots collected
 - Parameters to pre-process ballots
 - Ballots will be secured in a locked location inside Davis Hall starting 9/20/21
- Collaboration with the Clerk's Office

Lisa Williams, Lynea Cooper, Janeen S. Miller, and LaToya Moore will meet on 8/15/2021 at 5:00 p.m. to discuss procedural details.

7) Finalize Date/Time of Official Canvass

The BOES revisited dates and times for the Official Canvas including previous plans to pre-process ballots. The BOES decided after consideration of the procedural complexity related to ballot counting and canvassing, there will no parallel ballot counting on Election Day at Davis Hall as previously discussed.

- Ballot pre-processing-11/8/2021
- Official Canvas-11/10/21
 - Ballots must be postmarked by 11/7/21 and received by the Clerk's Office by 12:00 p.m. on 11/10/2021 to be counted

Lisa Williams motioned to eliminate parallel the counting of ballots on Election Day at Davis Hall to ensure the integrity of ballot processing. Lynea Cooper seconded the motion. All were in favor. None opposed. The motion passed.

8) Future Agenda Items

- Adopting Election procedures
- Election staffing needs, shifts, etc.

9) Next Meeting

The Next meeting is scheduled for Thursday, August 12, 2021 - 7p.m.

10) Adjournment

Lisa Williams made a motion to adjourn the meeting. Lynea Cooper seconded the motion. All were in favor. None opposed. The motion passed.

The meeting adjourned at 8:55 p.m.