

**Board of Election Supervisors
City Hall- Community Room
August 10, 2023
7:00 p.m.**

Draft Minutes

<u>Member</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
1. Tina Batten	Mayoral	X	
2. Ben Hovland	Mayoral	X	
3. Yousuf Jaleel	4	X	
4. John Payne	3	X	
5. Lynea Cooper-Pitts	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 7:03 p.m.

II. Approval of the meeting agenda

Tina Batten moved to approve the August 10, 2023 meeting agenda as written. Ben Hovland seconded the motion. All were in favor. None opposed. The motion passed.

III. Approval of Minutes from July 13, 2023

Tina Batten moved to approve the July 13, 2023 meeting minutes as amended. Lynea Cooper-Pitts seconded the motion. All were in favor. None opposed. The motion passed.

IV. General Election Discussion

A. Accepting Absentee Ballot Applications

The BOES discussed the draft Absentee Ballot Application. The BOES also discussed options for voters without access to a printer. The Board discussed:

1. Tell the voter they can submit the information that is requested on the Absentee Ballot Application in another way. Voters would be permitted to hand write the information requested on the Absentee Ballot Application on a piece of paper, sign it, take a picture with their phone, and “share” the photo to the City Clerk’s office. Agreement to test this idea for viability.

Ben Hovland moved to adopt the Absentee Ballot application draft. Tina Batten seconded the motion. All were in favor. None opposed. The motion passed.

B. Guardian Ideas

The BOES discussed:

1. Securing no less than 5 Guardians with a quorum being 3 Guardians.
 - a. Identifying Guardians by September 27, 2023 to attend the Public Information Session.
 - b. John Payne will draft a description of Guardians roles and responsibilities for distribution and recruitment.

Tina Batten moved to approve the recruitment of 5 Guardians to perform necessary ceremonies for the 2023 election, with a quorum being 3 Guardians. Cameron Thurston seconded the motion. All were in favor. None opposed. The motion passed.

2. Critical dates for Guardians
 - a. Guardians must be present for the following dates:
 - a-1. The Public Information Session-September 27, 2023, 7:00 pm
 - a-2. Key Ceremony at Davis Hall -October 24, 2023, 4:00 pm
 - a-3. Closing Ceremony at City Hall Council Chambers -November 5, 2023, 7:30 pm
3. BOES will contact potential Guardians before the next meeting and share the information with the Board. The BOES discussed criteria. The BOES will vote to approve the Guardians at the September 14th meeting.

C. Update on Video idea

1. 3-minute animated PowerPoint posted on the city's website, YouTube, College Park Cable channel - being developed by RC Carter at ElectionGuard.
2. Poster with a QR Code to link to the video

D. Update on resident mailing by ElectionGuard/Center for Civic Design.

1. The BOES is working with Election Guard and Center for Civic Design on a mailing to inform residents about the election. The mailer will have a link and QR code to the online survey.
2. Online survey: We are drafting questions for the online and exit surveys. The survey will open online before the Public Information Session. Responses will be used by ElectionGuard/Center for Civic Design for research about the voter experience. We will get a report.
3. RC Carter is drafting a brief informational animated PowerPoint that we will post on the website, cable channel, etc., for "What to expect at the polls."

E. Update on procedures and training

Tina Batten is drafting the election training materials. Manual will include conduct, procedures, and equipment instructions. Appendices will include the sample forms.

1. Early review of forms.
 - a. Janeen Miller and Tina Batten will meet in person to review the Election forms for clarity and consistency
 - b. Janeen Miller will forward a copy of the Provisional Ballot instructions to Lynea Cooper-Pitts and Ben Hovland for review.
2. Procedure for the situation where a voter who received an absentee ballot by mail comes in to vote at the poll:

Voters who receive an absentee ballot in the mail will use a regular ballot if they choose to vote in person only when the voter presents the Absentee Ballot that was mailed to them.

Voters who were mailed an absentee ballot, but do not present the Absentee Ballot that was mailed to them, will vote using a provisional Ballot. If the Absentee Ballot is later received, it will be spoiled and the provisional ballot counted.

We have to account for the absentee ballots that need to be spoiled separately so as not to throw off our ballot count.

- F. Election Judge Training Sunday, October 22, 2023, City Hall- Community Room
 - a. Training day schedule
 - a-1. City Election overview and general training
 - a-2. Lunch
 - a-3. Training specific to ElectionGuard and equipment
 - b. Election Judge recruitment, pay, and staffing plan: The BOES discussed Election Judge pay: Ms. Miller reviewed recent state law regarding payment to election judges at the state and County levels. Suggested College Park rates:
 - a. \$250 - Election Day, November 5, 2023
 - b. \$350 - Early Voting, October 25, 2023 and November 2, 2023 (more hours)
 - c. \$100 bonus for returning College Park Election Judge
 - d. \$100 bonus for any Election Judge (new or returning) that works all 3 days
 - 2. Election Judge solicitation and recruitment
 - a. The BOES discussed recruiting 13 Election Judges
 - b. Ads to recruit Election Judges will begin in September 2023
 - 3. Staffing Plan
 - a. 3 Check in Judges with 1 floating Check in Judge
 - a-1. The floating Check in Judge will support each check-in station and assist voters not found on the rolls or escort the voter to Provisional Voting
 - b. 2 Scanner Judges with 1 back up
 - b-1. Scanner Judges will check for stickers on the ballot before scanning
 - c. 2 Provisional Ballot Judges with 1 back up
 - d. 1 Exit control person
 - 4. Set up the voting booths so that each voter has privacy
- G. Preprocessing mail & drop box ballots

The BOES discussed a plan to pre-process ballots before Election Day. **Ben Hovland moved to implement a plan to pre-process ballots before Election Day. This will allow an almost final count of ballots on Election Day. The exact dates of preprocessing will be determined later . Tina Batten seconded the motion. All were in favor. None opposed. The motion passed.**
- H. Review current timeline

The board reviewed and discussed General Election deadlines and timeframes. Janeen Miller will forward an updated copy of the timeline to the BOES.
- I. Other Discussion
 - 1. Holding additional meetings starting in September 2023. Additional meetings outside of monthly scheduled meetings will be virtual. Quorum is needed for additional meetings. The BOES discussed future Meeting Dates (see items VI).
 - 2. Riverdale Park requested to have their newly formed a Board of Election Supervisors meet with the BOES. A virtual meeting is scheduled for December 14, 2023.
 - 3. The University of Maryland (UMD) is hosting a National Student Voting Conference November 15-17, 2023. UMD is seeking a community activity for the event. The BOES discussed asking 100 students to complete the online election survey about student voter participation.

VI. Future Meeting agenda & Next meeting- September 14, 2023 at 7:00 p.m.

- A. Future Meeting Dates
 - 1. September 14th (in-person), September 28th (Zoom), October 12th (Zoom)

- B. September 14, 2023 meeting agenda
 - 1. Select Guardians
 - 2. Review of Election forms for clarity and consistency
 - 3. Public Information Session preparation

VIII. Adjournment - John Payne adjourned the meeting at 9:25 pm