

**Board of Election Supervisors
Virtual Meeting
August 12, 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; Yvette Allen, Assistant City Clerk; La'Toya Moore, Administrative Specialist; Joi Woods, Contract Secretary

1) Call to Order:

The meeting was called to order by Chief John Payne at 7:06 p.m.

2) Approval of the agenda for August 12, 2021

Lynea Cooper made a motion to approve the agenda for August 12, 2021. Cameron Thurston seconded the motion. The motion passed.

3) Approval of July 8, 2021 Meetings Minutes

Lynea Cooper made a motion to approve the July 8, 2021 meeting minutes as amended. Yousuf Jaleel seconded the motion. The motion passed.

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

The BOES discussed the edits and refinements for the Candidate Training presentation.

- John Payne invited the BOES to join the training via Zoom
- John Payne requested Cameron Thurston to review the portions of the presentation related to Candidate Forms and Lynea Cooper to review the portions of the presentation related to Election Book procedures to provide feedback as needed.

5) Absentee Preprocessing Ballot Procedures-Monday, November 8th, 10:00 a.m.

The BOES reviewed, discussed, and edited details related to the Absentee Ballot Procedures. Noted points discussed included:

- Chain of custody- verifying that the documented number of collected ballots matches the number of ballots given to the BOES after daily collection from the Ballot Boxes
- Labeling bins to process ballots (Validated Ballots, Late Ballots, ballots with missing signatures, etc.)
- Post-mark date verification
- Scanning in received ballots for *Ballot Scout* updates
- Flagging duplicate ballots and provisional voting
- Curing ballots without signatures
 - The BOES will determine how much time will be allotted for voters to cure their ballots during the next meeting

- The BOES noted a need to establish additional detailed procedures for both BOES members, Election Judges, and City Staff members
 - Mail-in ballot envelopes
 - Processing Provisional Ballots

6) Election Judges

a. Ballot Collection and/or Processing Judges

The BOES discussed securing short-term Election Judges to support Ballot Collection, processing, and tracking.

b. Election Day Judges

The BOES discussed Election Day logistics, the number of Election Judges needed, along with roles & responsibilities.

- (3) E-Poll Book Judges
- (2) Ballot Judges
- (2) Scanner Judges
- (1) Provisional Ballot Judge
 - Lynea Cooper will support the Provisional Ballot Judge to ensure all processes are executed with fidelity
- (1) Floating Election Judge
- (2) Guides-to monitor room capacity
 - The Guide positioned at the exit door will distribute *I voted* stickers
- BOES members will be present to provide support

Lynea Cooper motioned to authorize the hiring of two short-term Election Judges before Election Day to assist City Staff with ballot collection, processing and tracking. Yousuf Jaleel seconded the motion. All were in favor. None opposed. The motion passed.

7) Open discussion

- Ballot marking device needs
 - Janeen S. Miller will follow up with *ElecTec* about a quote and photo of the device
 - Recruiting an additional Election Judge is contingent upon the use of the device

8) Next Meeting

The Next meeting is scheduled for Thursday, September 2, 2021 – 7 p.m.

9) Adjournment

Lynea Cooper motioned to adjourn the meeting. Cameron Thurston seconded the motion. All were in favor. None opposed. The motion passed.

The meeting adjourned at 8:42 p.m.