

**Board of Election Supervisors
City Hall- Community Room
September 14, 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

John Payne called the meeting to order at 7:09 p.m.

1. Approval of the meeting agenda

Motion by Tina Batten, second by Ben Hovland, to amend the agenda to add: 1) the number of ballots to print, 2) ballot collection schedule, 3) discussion of stickers and posters. The agenda was approved as amended, 6-0.

2. Approval of Minutes from August 10, 2023

Motion by Ben Hovland, second by Tina Batten, to table approval of these minutes and ask the City Clerk to revise them. Return next meeting. Motion passed 6-0.

3. Discussion of General Election

- a. Guardians: Motion by Ben Hovland, second by Lynea Cooper Pitts to appoint the following residents as Guardians: Andy Fellows, Chris Dullnig, Ruth Murphy, and Dave Milligan. John will reach out to Emily Friend to be the 5th Guardian. If she doesn't accept, John will fill the role. The motion passed 6-0.
- b. Review and approve forms: Tina Batten has been working on the forms and training manual. She outlined the training manual. The first 4 chapters are general. The rest of the chapters refer to specific assignments and duties and include information for supervisors. All forms will be in the appendix. The Board reviewed the draft Ballot Inventory forms. Request that a subcommittee of Tina Batten, Lynea Cooper Pitts and Janeen Miller review the forms and return at the 9/28 meeting for approval. Agreed.
- c. Discussion of election judge recruitment and assignments. John Payne and Janeen Miller will complete the assignments.
- d. Discussion of pollworker training on Sunday, October 22. Train everyone on the TouchWriter.
- e. Train pollworkers how to interact with voters who need assistance. Lynea will provide the language in the County manual about this. Discussion of programming the TW into different languages.

f. Review plans for September 27 Public Information session – Have nametags for the BOES at the session; Ben Hovland will invite state and county; City Communications will issue a press release; event will be broadcast and recorded for the website;

ADD - Discussion of ballot collection schedule and helpers. John Payne can assist.

ADD – number of ballots to print: Review of previous number of voters and ballots per district. Districts 1 and 3, 1,300; Districts 2 and 4, 750. The advisory question may increase turnout.

4. New Business:

a. How to handle a voter who received a mail ballot and shows up to vote at the poll:

- Poll pad will indicate “mail ballot sent” for everyone who was mailed a ballot.
- Poll pad will show “mail in received” when it comes back
- If a voter comes to the poll with the ballot, they will be changed to “Voted In Person” in the poll pad, and they surrender the ballot they were mailed. That ballot will be spoiled and accounted for at the ballot table. They vote a new regular ballot.
- If a voter comes to the poll without the ballot, they can vote a provisional ballot. The first one received will count.

Ben will write the procedure.

b. Ben Hovland discussed an idea for posters to place around the City. He will explore further and return with more information at the next meeting. Motion by Ben Hovland and second by Tina Batten to authorize up to \$500 for design and printing of posters.

5. Adjourn: Motion by Lynea Cooper Pitts and seconded by Cameron Thurston to adjourn the meeting. Meeting adjourned at 9:14 p.m. with a vote of 6-0.

Respectfully submitted: Janeen S. Miller, City Clerk