



**Board of Supervisors of Elections
Minutes
Diamondback Terrapin Conference Room
Tuesday, April 24, 2018 at 6:00 PM**

Boardmembers Present: Chair Lois Neuman, Sabrina Dawson, Graham Johnson, Stephen Weiner and Melissa Jackowski

City Staff Present : City Clerk/Director of Council Operations Kathleen Conway, Deputy City Clerk Sara Taylor-Ferrell, City Attorney Debra Daniel and Sr. Assistant City Attorney Jodi Schulz

Note: Chair Neuman was not present at the beginning of the meeting, and vote was taken to appoint acting chair.

Motion: to appoint Boardmember Weiner as Acting Chair

Moved by Boardmember Johnson, seconded by Boardmember Jackowski and approved unanimously.

Convene and Welcome

Acting Chair Weiner convened the meeting at 6:10 PM and welcomed all those present.

Approval of Minutes

Motion: to approve the minutes of March 27, 2018 as amended.

Moved by Boardmember Johnson, seconded by Boardmember Dawson and approved unanimously.

Note: Chair Neuman arrived at 6:05 p.m., and Acting Chair Weiner turned over the meeting at 6:15pm to Chair Neuman.

Questions to the Board

There were no questions to the Board.

Standard Operating Procedures

Boardmember Weiner spoke on the proposed changes and edits to the standard operating procedures and asked for clarification and direction from the Board.

Chair Neuman spoke about uneven postal deliveries and that the City will need to have a conversation with the City's postmaster. The most important considerations are the mailing process of the ballots, making sure the returned ballots are all delivered to City Hall, the security of the ballots in transit, and the preparation and process when ballots are returned.

The Board provided clarification for Boardmember Weiner to proceed on the draft Standard Operating Procedures.

Chair Neuman explained to the Board the process and what different ballot styles mean in terms for one ballot style. This would allow the City to tabulate votes by districts within the barcode and process the count using only one scanner for tabulation.

Boardmember Dawson made comments on collecting data and what type of information the Board should be looking to collect. She will research state universities for sources and what other jurisdictions and states have collected.

Follow-up Action items – 2019 Election

Boardmembers Jackowski and Johnson spoke on the City's campaign fund report. The proposed next steps would be to simplify, finalize and take back to vendor for cost.

The Board's Communications team will meet next week and provide an update at the next meeting.

Old/New Business

There was no old and new business.

Future Meetings

Tuesday, May 22, 2018 – BSE Meeting – (6:00-8:00 p.m.)

Tuesday, June 26, 2018 – BSE Meeting – (6:00-8:00 p.m.)

Adjournment

The meeting adjourned at 8:00 PM.

Motion: to adjourn

Moved by Boardmember Weiner, seconded by Boardmember Johnson and approved unanimously.