



**Board of Supervisors of Elections
Minutes
Diamondback Terrapin Conference Room
Wednesday, June 6, 2018 at 6:30 PM**

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

Absent: Graham Johnson

City Staff Present : Deputy City Clerk Sara Taylor-Ferrell, City Attorney Debra Daniel, Sr. Assistant City Attorney Jodi Schulz, Executive Assistant Mary Grace Sabol and Communications Manager Marylou Berg

Absent: City Clerk/Director of Council Operations Kathleen Conway

Convene and Welcome

Chair Neuman convened the meeting at 6:31 PM and welcomed all those present.

Approval of Minutes

Motion: to approve the minutes of April 24, 2018 as amended.

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

Questions to the Board

There were no questions to the Board.

Standard Operating Procedures

Chair Neuman provided an update to the Board on election processes and an overview of what needs to be done; standard operating procedures (SOPs); candidate information packet, and updates to the campaign fund report form.

Chair Neuman reminded the Board to review the draft 2019 election calendar with the understanding this is a draft and other dates for communications and campaign finance deadlines will need to be included.

Communications Plan

Boardmembers Dawson and Jackowski spoke to the draft communications plan handout provided to the Board and the City's communications manager Marylou Berg for review and comment.

Ms. Berg requested additional time to review the draft plan with her staff and offered to attend the Board's next meeting and report back on her staff's comments and suggestions on a plan moving forward.

Boardmember Weiner asked what the role of the Board was in regard to communications. Staff explained that the Board's and the City Clerk's role with respect to election communications is to keep candidates informed regarding the election process and that, in the past, the Board and the City Clerk were also

responsible for mailing the sample ballot. This year, instead of the sample ballot, the Board and City Clerk will be responsible for mailing the ballot itself. The Public Information Office (“PIO”) is responsible for informing the public regarding the election process. Chair Neuman added that the Board’s role, as it has been in past elections, is to provide information to the PIO and make sure the PIO is aware of all of the election-related deadlines. The Board also discussed outreach activities. The Board has traditionally been actively involved in outreach efforts and staff suggested that with Vote By Mail there could be additional outreach undertaken by the Board to provide information to the public regarding the election.

The Board also discussed its role and staff’s role in administering the election. Chair Neuman explained that the Board runs the election and makes the final decision on matters related to running the election while staff is responsible for carrying out the Board’s direction.

There was discussion on whether a separate web site should be established for the election process. Staff explained that the election information should be contained entirely on the City’s official website for content control and to prevent any confusion to the public and recommended against establishing a separate web site. The Board requested that staff look into establishing a domain name that would redirect anyone searching about the City’s election to the City website and report back at the next meeting.

Boardmember Jackowski asked what the role of the communications outreach committee is? After some discussion, the Board decided that the role of the unofficial committee had concluded with the submittal of the draft communications plan. The issue of whether any additional side meetings need to take place on the communications plan was discussed and the Board decided that no further side meetings are needed and that the Board would review the information from the PIO so everyone is on the same page. The consensus was that the Board needs to focus its attention on other aspects of running the election such as the SOPs.

Note: Ms. Berg left the meeting at 7:35 p.m.

Campaign Fund Report

The Board discussed amendments to the campaign fund report form.

Motion: to approve and accept the campaign fund report form as amended

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

Boardmember Jackowski will make the amendments to the form and email vendor for quote and will have Campaign Fund Report ready for Beta test in July.

Follow-up Action items – 2019 Election

Ms. Berg will review the Board’s draft communications plan and bring back questions and comments at Board’s next meeting on July 24.

The Board requested to have staff provide an update on the draft Election Plan for 2019 and the status of contracts and vendors.

Boardmember Weiner will send the latest version of standard operating procedures for review at the next meeting.

Ms. Ferrell provided an overview of the meeting on June 5 with Montgomery County Board of Elections regarding the City’s request for support from the State Board of Elections for the 2019 election.

Boardmember Weiner provided an overview of the United States Postal Service (USPS) Elections Forum attended in San Antonio, TX, regarding elections and mailings. He also provided the name of the Washington Region Area Postmaster's contact.

The Board requested that staff schedule a meeting with the postmaster meeting so the entire Board could be a part of the discussion.

Old/New Business

There was no old or new business.

Future Meetings

The meeting for Tuesday, June 26 was cancelled by the Board due to primary election day.

Tuesday, July 24, 2018 – BSE Meeting – (6:00-8:00 p.m.)

Adjournment

The meeting adjourned at 8:19 PM.

Motion: to adjourn

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