

Board of Supervisors of Elections Meeting  
Tuesday, April 13, 2021  
4 PM

**MINUTES**

**This meeting will be held at the City Building, 3<sup>rd</sup> Floor, Mayor's Office.  
Due to COVID-19 restrictions and limited space in the meeting room, attendance is limited to three  
(3) guests. If you would like to attend, please register in advance by emailing  
cityclerk@hyattsville.org.**

**Face coverings and temperature screening are required for entry into the City building.**

AGENDA

1. Call to Order

The meeting was called to order at 4:00 p.m. Laura Reams, Ann Frankle, Greta Mosher, Zachary Peters, Lisa Pineda, and Bessie McLean were in attendance. Sean Corcoran arrived at 4:30 p.m.

2. Approval of Minutes

3. Review of Ballot Intake Procedures

- Review process
- VAC Card Pulling – week of April 19 – schedule shifts
- Review of data from Ballot Boxes/PO Box and Ward breakdown
- Review schedule for Ballot Intake Shifts and discuss training session
  - i. Equipment due for delivery April 20-22

The group recalled previous processes and discussed what changes could be made for improvement. The frequency of ballot intake shifts was relaxed and it was decided that no staff outside of the Board and the Communications and Legislative Services Department would be required.

4. Flagged Ballot Review

5. Secondary Mailing of Ballots for those registered after March 19

Laura noted that she had started processing the secondary ballots and had underestimated the degree of work required. It was stated that members of the Election Board had arrived that day to help with the process. It was agreed that the responsibility should be contracted out for the next election.

6. Voter Hotline Update

Laura explained that the voter hotline had received a total of four (4) calls and cited those who were answering the calls.

7. Election Judges

Laura stated that eleven (11) election judges would be needed for Election Day. She described the responsibilities and set up for each election judge. There was discussion about personnel for same day voter registration. Potential election judges were reviewed. The group agreed on a set of individuals in which to reach out for recruitment. Compensation for each judge was established and relayed to the Board.

8. Outreach

- a. Election Postcard #3 – Review draft
- b. Voter Registration Events

Laura displayed the final voter post card that would be sent out to residents. Some changes in the process were discussed for efficiency and timeliness. There was discussion about other voter registration events and where they could take place.

9. New Business?

Laura provided the draft of the Ballot Replacement Affidavit which was required by City Code. The group approved the form and it was intended to be implemented into the City's website.

10. Tour Polling Center on 1<sup>st</sup> Floor and discuss layout

The group took pictures of the meeting for social media to raise awareness of the progress of the election season.

11. Next Meeting – Tuesday, April 20 @4 PM – IN PERSON MEETING

The meeting adjourned at 5:02 p.m.