

Board of Supervisors of Elections Meeting  
Tuesday, April 6, 2021  
4 PM  
**VIRTUAL MEETING**

MINUTES

Registration Link

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_8y9hvjoZQ0mhmEMuXKDDzA](https://zoom.us/webinar/register/WN_8y9hvjoZQ0mhmEMuXKDDzA)

After registering, you will receive a confirmation email containing information about joining the webinar.

1. Call to Order

The meeting was called to order at 4:04 p.m. Laura Reams, Sean Corcoran, Zachary Peters, Greta Mosher, Lillie Littleford, and Lisa Pineda were present. Ann Frankle arrived at 4:15 p.m.

2. Approval of Minutes

The group decided to allow more time to review the minutes.

3. Election 2021 Updates

- a. Ballot Scout
  - i. Tracking
  - ii. Status Update Procedure

Laura reviewed the ballots and their statuses through Ballot Scout and viewed all of its features.

There was discussion about the recording of retrieval and how to identify the origin of ballot and method of return. Laura described the intake process as it stood recognizing that the process could be ever changing.

Several scenarios and potential resolutions were entertained.

- b. Ballot Drop Boxes & PO Box
  - i. Pick Up Schedule
  - ii. Chain of Custody Paperwork
  - iii. Phase 1 – Acceptance and Sorting
  - iv. Phase 2 – Scanning (beginning Apr 26)
  - v. Review Dates/Times for Ballot Intake

The items were discussed and a tentative schedule of ballot pickups from all drop off locations was determined. It was established that members of the Board would participate in the procedure.

It was expected that voter cards for the election would arrive on April 26<sup>th</sup>.

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Sean asked about some of the reporting of Ballot Scout as compared to the physical mailings that had been mailed to the City Building. It was decided that the inquiry should be presented to the Ballot Scout representatives.

Pictures were shared showing the set up for ballot intake in the City Council Chambers.

c. ES&S Updates – Ballots tested and approved

Laura reported on the ES&S Facility visit in which they performed tests of the equipment and the procurement of voting booths.

d. Outreach

- i. Election Postcards #1 & 2 (Mailed), #3 scheduled for mid April
- ii. Election Guide – mailed week of March 29
- iii. Election Videos –
  1. Spanish Language Videos (2) – released April 5
  2. How-To Video – in production
- iv. General Voter Outreach Events –
  1. Schedule Upcoming
  2. Drop off ballot events?
- v. Misc
  1. Street banners/signs
  2. Mall Ad – scheduled for 4 weeks starting in mid-April
  3. Bus Shelter Ads – scheduled for 4 weeks starting in mid-April
  4. Flags for Ballot Drop Boxes – arrived, will be installed week of April 5
  5. Masks – delivered!
  6. T-shirts

Several methods of outreach were reviewed, and implementation dates and frequency were discussed.

Laura showed two videos related for the Election: an all-Spanish video and a voting information “Hi, it’s Phil” video. The distribution on social media and to different demographics was discussed.

Upcoming food distribution events and others were discussed as additional voter outreach and registration opportunities, such as grocery stores, and restaurants. There was discussion about what supplies would be needed.

It was announced that a meet and greet with City directors would take place the following day, April 7, 2021.

There was a list of items that were to be expected such as signs, t-shirts, flags, etc.

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- e. Election Day
  - i. Election Judge Review, Outreach, and Training
  - ii. Polling Place Set Up – schedule for May 4th
- 4. New Business?
- 5. Next Meetings
  - Tuesday, April 13, at 4 PM
  - Tuesday, April 20, at 4 PM
  - Tuesday, April 27, at 4 PM
  - Tuesday, May 4, at 4 PM
  - Monday, May 10, at 4 PM
  - Thursday, May 13 at 10 AM

The meeting adjourned at 5:08 p.m.