

City of Takoma Park, Maryland
Board of Elections

Tuesday, February 21, 2017
7:30pm - Third Floor Council Conference Room
Takoma Park Community Center - Sam Abbott Citizens' Center

MEETING MINUTES

Present: Arthur David Olson, Beatriz York, Lori Grazio, Marilyn Abbott, Jessie Carpenter

Minutes taker: Brian Ernst

1. **Call to Order:** 7:33pm
2. **Review and Approval of Agenda:** Approved.
3. **Approval of Minutes (January 17, 2017):** Approved.
4. **Board Business:** Lori visited the board and has submitted an application to become a member. One other application outstanding, and a third person is interested.
5. **Report on city council meeting:** The board updated the council on January 25th with an update from the meeting with the county and the county's willingness to move forward with co-location.
6. **County update:** Jessie is developing an MOU with the county and circulated a draft memo that would outline the terms of the MOU for the county board. At the moment, Jessie has recommended that the board not include the state in the MOU since it is not required for co-location only. The state may need to be involved in coordinating pollbooks, but we could keep that as a separate discussion so as not to hold up co-location agreements with the county. In response to the MOU draft, Jessie suggested that we would not include the MOU as that would require greater involvement of the state. The greeter position would not likely be included in the MOU. Arthur David asked if the county board's staff can complete the MOU or if the county board will need to approve, but that detail is not yet known.
7. **Public hearing on synchronization:** A postcard was sent out to city residents for a public hearing on March 1 regarding synchronization. Board members do not need to present to the council, but are recommended to attend.
8. **Preparing for 2017 elections**
 - a. *Review and comment on election manual:* The board discussed areas to improve the election manual or add to the existing material. Marilyn noted that we should include more testing procedures and guidance on the pollbooks, and include a

section with prompts and questions for check in judges. The prompts and questions for the check-in judges could be translated into multiple languages to help with non-english speakers and other needs. Marilyn noted that she fixed an error in the voter intent guide after FairVote noted the mistake. For languages, the board recalled that the the city survey indicates that French, Spanish and Amharic are the most used languages in the city. Jessie noted that we still need to discuss accessible technology for voters.

- b. *Hand count procedures for 2017*: Brian provided a draft demonstration on proposed procedures handcounts and the board discussed specific details such as getting results for the mayor by ward, how many ballot boxes to use, and how to handle a referendum question. Arthur David will work with Jessie to create some mock ballots for the board to practice handcounting ahead of the election.
 - c. *Calendar of events for 2017 publicity*: Below are some events to consider for publicizing the election. Arthur David noted that publicity should also recruit election workers, and contact people in different groups and look into school outreach. Upcoming events include:
 - i. JazzFest - June 10
 - ii. Celebrate Takoma - May 20
 - iii. Independence Day - July 4
 - iv. Folk Festival - Sept 10
 - v. Street Festival - Oct 1
9. **Other Business**: The board discussed recruitment and using shifts for the election day instead of requiring volunteers to staff the election for the full day. The shifts could be in two parts (6:00am - 1:45pm, 1:15pm - 9:00pm). The board considered if counters or closers were necessary, in addition to the regular shifts. The board also discussed that it needed to recruit for early voting. Jessie also noted that she has applications for the internship and will plan to have someone in place before the election.

10. **Confirm Members' Availability for Next Meeting**: Mar 21, 2017

11. **Adjournment**: 8:58pm