

Board of Supervisors of Elections Meeting
Tuesday, March 2, 2021
4 PM
VIRTUAL MEETING

AGENDA

Registration Link

Register in advance for this webinar:

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 4:05 p.m. Lillie Littleford, Sean Corcoran, Zachary Peters, Laura Reams, Anna Frankle, Greta Mosher were present. Lisa Pineda arrived at 4:20 p.m.; Yeni Villalta arrived at 4:30 p.m.

The group discussed items that could be purchased for outreach for participants such as t-shirts, signs, masks, etc.

2. Update on Registered Candidates

- a. Review Candidate Certification Letters
- b. Review/Plan for Candidate Presentation to Council on March 15.

Laura explained that there would be a 'call to order' for candidates for Ward 5 and the group discussed possible outcome scenarios involving not having any candidates for the Ward. There was discussion about the possibility of a special election.

Laura described the letters that would be sent to certified candidates in the 2021 election and provided details about the process.

3. Candidate Information Session, Reminder on March 6th Session

The group confirmed that they would be participating in the candidate information session the following Saturday at 10 a.m.

4. Election 2021 Updates

- a. Ballot Drop Box
- b. Ballot Scout
- c. Post Office Coordination
- d. Mail Vendor Updates
 - i. Envelope Proofs
 - ii. Alternative Mailing Address Form
 - iii. Sticker Form
- e. Outreach
 - i. Election Postcards #1 (Mailed) & #2 (Draft)
 - ii. 16/17 Outreach –Teen Center on March 5th

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- iii. March 8 – HVL Voting Team Zoom Event Proposal
- iv. General Voter Outreach Events –
 - 1. Wednesday, March 3, Park – 12-2
 - 2. Tuesday, March 9, Park, 11-1 PM
 - 3. Tuesday, March 16, Park, 11-1 PM
- f. Ballot Intake & Election Day
 - i. Review Dates/Times for Ballot Intake
 - ii. Draft Ballot “Curing” situations – pending draft from City Attorney
 - iii. Election Judge Review and Outreach

Pictures were shared of the ballot boxes and examples of all the established materials were displayed.

There was conversation about attaining and maintaining the Gallatin Street PO Box.

Zach asked about the possibility of a follow-up meeting with Ballot Scout after they met with Fort Orange and suggested some best practices for minimizing errors.

Lisa asked about the extent of involvement from the vendors to which Laura provided details.

It was explained that the vendor ES&S would only be providing one (1) day of training.

Laura gave a presentation of the fillable forms for the election on the City’s website.

She showed the proofs for the envelopes for ballots and explains the information and process for submitting your ballot.

Yeni Villalta introduced herself and provided details about her background and responsibilities with the City.

Laura showed the initial post card that was sent out to all registered voters.

Zach spoke about the youth resident event the following Friday to provide information about voting and the upcoming election.

The group discussed an informational event for all residents to answer any questions. There was discussion about outreach and how to advertise the event.

Other outreach events were identified and reviewed for staffing and purpose.

Laura stated that she spoke with the City attorney about curing processes and information would follow. There was preliminary conversation about potential ways to process multiple scenarios.

The group discussed ballot intake with a focus on logistics.

Anna and Lisa reported on election judge outreach and who would be available for individual events including election day. The group discussed other potential judges and the method for compensation. \$15 an hour was considered, and it was determined that staffing for the ballot intake days should be established quickly. The Board reviewed the staffing of events as it stood.

5. New Business?

Laura announced an all-Spanish outreach video. The first ever.

6. Next Meeting – Tuesday, March 16 @4 PM

The meeting adjourned at 5:23 p.m.