

## Board of Elections Informal Discussion Meeting

April 23, 2020

The meeting was called to order at 2:33 p.m. by Commissioner Baughman, Elections Chair.

Members Present: Commissioner Josh Lang, Commissioner Deb Baughman, Rick Smith, via teleconference. Others present: Debra Brown, Director of Elections and Angie Ferguson.

COVID-19 Issues:

**Election Operations During COVID-19; security:** The board discussed what the essential functions for the security of the elections. Commissioner Lang requested that he have everything in writing from PC Works and Dominion Votes to make sure all the necessary steps were followed for the installations and connections to have a secure network.

**Processing elections applications and ballots:** Angie Ferguson commented that there were, at this time, not many new voters, but there were some party changes.

**Process Absentee and Mail-in voting applications:** Commissioner Baughman asked what is being done to prevent voter confusion and the process for absentee and mail in balloting information? Angie Ferguson commented that as of today, there were 1,930 processed. That when someone registers to vote, that you have to wait about 2 days before you can do the absentee or mail applications, but they are done daily; and then we are caught up with processing the applications. Commissioner Lang asked why they still have the Absentee process. Angie Ferguson stated that Absentee are done because it is in the state constitution and due to illness, but with the Mail-in applications you do not need a reason. Commissioner Baughman commented that there are only 2 people in the office. Angie Ferguson gave a summary of the process for absentee and mail in ballot application process. Rick Smith commented that turn out is normally low for the Primary. Commissioner Baughman asked if there was a drop off box for ballots. Deb Brown will look into ordering a ballot drop box. Commissioner Lang suggested that a Q & A be done and published in the paper and put on the website.

**Over the Counter Transactions:** For the military there are no over the counter processes yet. All military ballots had to be sent out by February 13, 2020. Angie Ferguson explained the process once labels are printed, then confirmed that the ballots are sent. All first-class mail is forwarded by the Post Office.

**Poll Worker Training:** Commissioner Lang recommended creating a video to train poll workers; schedule a time that sit at a computer and watch the step by step process. Various options were discussed for training. Commissioner Baughman noted that the Department of State has developed Power Point presentations for the counties. After much deliberation it was determined it would be best to bring poll workers in on a one-on-one basis to train.

**Polling Place Set up and Consolidation:** Polling location setup should follow the social distancing and disinfecting guidelines in effect during this pandemic. Commissioner Baughman asked if we should consolidate any of the precincts. It was determined that the board would reach out to each precinct and see what they needed and then, if necessary, move precincts temporarily to larger areas where social distancing can be done. This must be done and advertised if any changes, 20 days prior to the election.

The board also recommended that a constable be at each precinct to ensure social distancing. The state is providing precincts with PPE and the board decided that we need to purchase additional items such as, gloves, masks, sanitizer, cleaner and the signs be made to encourage social distancing of 6 feet. Signs have been made to post at each precinct. The Board also discussed the use of the new voting tablets as required by ADA guidelines. It was determined, that only one ADA compliant tablet would be set up in the courthouse for anyone that is blind or hearing impaired to use. It will be in the Commissioner's office on the third floor.

**Adjournment:** The meeting was adjourned at 3:15 p.m.