



**Board of Supervisors of Elections
Minutes
City Clerk's Office
Tuesday, August 6, 2019 8:30 a.m.**

Boardmembers Present: Chair Lois Neuman, Graham Johnson, Stephen Weiner, Robert Kurnick, Sofya Orlosky

City Staff Present: City Attorney Debra Daniel, Sr. Assistant City Attorney Jodi Schulz, City Clerk/Director of Council Operations Sara Taylor-Ferrell, Director of Communications Marylou Berg

Convene and Welcome

Chair Neuman convened the meeting at 8:35 a.m. and welcomed all those present.

Approval of Minutes

Motion: To approve closed session minutes for July 23, 2019 as amended.

Moved by Boardmember Weiner, seconded by Boardmember Kurnick, and approved unanimously.

Note: The regular minutes for July 23 will be reviewed for approval at the Board's next meeting.

Questions to the Board

Boardmember Kurnick asked a question regarding ballot tracking by the voter. City Clerk/Director of Council of Operations Ms. Taylor-Ferrell responded that staff will create a step by step guide for the voter.

Work Plan – Outreach

City Clerk/Director of Council Operations Ms. Taylor-Ferrell provided a brief overview of the Board's outreach; update on FAQ's; layout of the website timelines; library outreach materials; draft security plan; final layout of the return ballot envelope; apartment building outreach; and reminder of the 3rd Campaign Finance Training on September 7.

Work Plan- Communications

Director of Communications Ms. Berg provided an update on the outreach from the Communications Division including updates to website; social media; inserts for utility bills; text message alert; high school outreach; backpack fliers; bookmark; voter guide; countdown clock to the election for website; ad in the Recreation and Parks guide; fliers at City facilities; Public Service Announcement before Movies in the Park; and window canvas display advertisements.

Boardmember Orlosky asked Ms. Berg whether it would be possible to reach out to local businesses for advertisement. Ms. Berg will contact the Chamber of Commerce and follow-up with the Board.

The Board reviewed and approved the draft language of the 4th postcard mailer.

Motion: To modify the words **must be received** to be underlined and in bold.

Moved by Boardmember Kurnick, seconded by Boardmember Weiner, and passed 4 -0-1 with Boardmember Johnson abstaining.

Staff Report

The 4th postcard mailer will go out to all active registered voters by September 16, and the voter guide will go out around September 20.

2019 Election Update

Boardmember Kurnick asked if both slates had completed and turned in all their required documents. Ms. Taylor-Ferrell confirmed that both slates had completed and turned in all required documents for filing.

The meeting scheduled for August 22 was cancelled due to a rescheduled Mayor and Council meeting. The Board rescheduled for August 26, 6:00-8:00 p.m.

Boardmember Weiner asked that the discussion on data collection for the metrics be on the next agenda.

Old/New Business

There was no old/new business.

Future Meeting

Monday, August 26, 2019 - BSE Meeting - (6:00-8:00 p.m.)

Friday, September 6, 2019 - BSE Meeting - (7:00-9:00 p.m.)

Adjournment

There being no further business, the meeting adjourned at 10:45 a.m.

Motion: to adjourn.

Motion to adjourn was made by Boardmember Orlosky, seconded by Boardmember Johnson, and approved unanimously.