



BOARD OF ELECTIONS MINUTES

Tuesday, May 19, 2020, 11:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Elections was convened at 11:05 AM by Chair of the Board of Elections, Commissioner Steven Dershem.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Director of Elections Joyce McKinley, Elections Coordinator Jodi Nedd, Voter Registration Latisha Stefanko and Executive Office Supervisor Natalie Smith.

II. PUBLIC COMMENT

There were no comments received from the public.

III. MINUTES

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve the minutes of the Board of Elections meeting held on May 12, 2020.

IV. OLD BUSINESS

A. CARES Act Grant Application and Agreement

B. HAVA Application and Agreement

On May 7, 2020 the Board of Commissioners approved submission of the CARES Act and HAVA Notice of Intent. It was the consensus of the Board of Elections to add the applications and agreements for the CARES Act and HAVA funding to the Board of Commissioners agenda on Thursday, May 21 for approval.

C. Vote by mail update

Commissioner Pipe inquired about mail in and absentee ballots labeled with incorrect precincts. Latisha reported that there was an error from the printer and ballots were found to have the wrong stub stapled to the bottom. When a ballot application is printed from online it says the precinct; when Latisha processes paper applications she writes the precinct on the top to make processing easier. Ballots are then retrieved from a bin labeled with the precinct. When opening a new pack of ballots for the bin, the printer's error was discovered. Commissioner Pipe suggested that Election staff review ballots and stubs when they are opened.

Of those distributed, Commissioner Pipe reported that one quarter to one third of the ballots have been returned. Joyce added that the new ballot box is in use and yesterday 43 ballots were received.

V. DISCUSSION

The Board discussed the process for opening mail in ballots. They will be processed in the EOC of the Willowbank Building with two representatives from ES&S on site on Election Day. Commissioner Higgins suggested starting on Election morning. Joyce said they could begin to open the outer envelope and stage ballots to be counted, Jodi as in agreement that staging the ballots would be helpful.

To prepare ballots for mailing, staff are currently in Room 144. Margaret suggested moving to Room 116 for additional space. The room is able to be locked at the close of each day and would not require staff to clean up. Joyce asked if received ballots should be locked in the room or if they should be stored somewhere else.

Commissioner Dershem will discuss with Facilities Management and Joyce the installation of added security for the room.

Training for poll workers will be held on May 22 at 2 PM, 4 PM, and 6 PM via BlueJeans. Commissioner Dershem asked that machines be made available for workers if they would like to come in and physically see them.

Margaret reported that the County will not have inmates available to help move machines on Election Day and Director of Facilities Management Lee Sheaffer will be contacting Department Heads for volunteers to assist. Commissioner Dershem can also request help from the Civil Air Patrol if needed.

On Election Night, to check in precincts, teams will be spread out to comply with social distancing. The Judge of Elections and Inspector may have to wait to check their bags depending on occupancy of the room. Commissioner Pipe said we need to have the least amount of people in the building as possible. Ideally, Judges of Election could pull up to the building and drop off without having to enter the building. Commissioner Higgins suggested that they drop off and wait in a holding area until all items are confirmed. They would then receive a call releasing them. Joyce will work with Margaret to determine if Election night workers are currently on furlough or if they would be available for work.

Latisha asked if the Election Office should work on Memorial Day as it is the day before the absentee and mail in application deadline. It was the consensus of the Board that they should observe the holiday.

VI. ELECTION ANNOUNCEMENTS

Tuesday, May 26, 2020

Last day to apply for a mail-in or civilian absentee ballot.

BOARD OF ELECTIONS
TUESDAY, May 19, 2020
PAGE 3

Tuesday, June 2, 2020
GENERAL PRIMARY

Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots.
Must be received by 8PM.

VII. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted
unanimously to adjourn the meeting at 12:11 PM.

Respectfully submitted:

Natalie Smith
Executive Office Supervisor