



BOARD OF ELECTIONS MINUTES

Tuesday, October 6, 2020, 1:00 P.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 1:04 PM by Chair of the Board of Elections, Commissioner Steven Dershem.

In attendance were Commissioner Michael Pipe, Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Elections Coordinator Jodi Nedd, Voter Registration Latisha Stefanko, and Executive Office Supervisor Natalie Smith.

II. PUBLIC COMMENT

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 Thursday, October 1.

IV. NEW BUSINESS

A. Review of Procedures for Returning Absentee, Mail-In, Civilian Overseas and Military Ballots

Commissioner Pipe distributed a copy of the Procedures for inbound ballot return envelope processing. He provided an overview of secure ballot drop box return, USPS or delivery service, the Satellite Election Office return, and in-person drop of at the main entrance of the Willowbank Building.

The Department of State permits contacting a voter who has not signed their return envelope. Commissioner Pipe asked the Board if voters should be sent a letter asking them to come in and sign or if they should be notified that the ballot will not be counted. Commissioner Dershem is hesitant to have voters come to an Election Board meeting to provide a signature. He suggested that they contact and make arrangements with the Election's Office. After further discussion, the Board agreed to send correspondence asking the voter to come to the Willowbank Building to provide identification and their signature.

B. Temporary Change of Polling Location

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to approve the temporary change of polling location for Precinct 14.

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- i. Precinct 41 College North from C3 Sports, Ellis Drive, State College to Nittany Mall, 2901 East College Avenue. This space is being provided at no cost. Commissioner Dershem asked that the Nittany Mall be compensated \$250 for use of the space, Commissioner Pipe supported the recommendation.

V. OLD BUSINESS

A. Ballot Printing Update

Jodi Nedd reported that in house absentee ballots have been received. Mail house ballots were printed yesterday and will be inserted into envelopes today, October 6. The ballots should be delivered to Allegheny County on Wednesday afternoon or Thursday morning for mailing.

Latisha explained that there were issues with the file export to the mail house. When auditing the list, she found names that were missing. The exports were deleted and redone, with an Election worker now auditing each export to confirm accuracy. This issue is exclusively with the SURE system and is unrelated to the mail house.

B. Secure Ballot Drop Box Update

Ballot drop boxes were delivered yesterday and Abel Signs completed installation of the decals. The Facilities Management staff have installed a drop box at the Centre Hall, Ferguson, Spring, and Patton locations yesterday and will install one in Philipsburg today. The installation at Penn State University is on hold until a contract is approved for camera placement.

The Bureau of Election Security and Technology contacted Commissioner Pipe and granted permission to move forward with use of the drop boxes as outlined in the submitted plan.

C. Satellite County Elections Office

Ballots were verified, security sealed and delivered to the Bryce Jordan Centre yesterday. They are currently stored in a locked vault.

The Satellite County Elections Office will open tomorrow. Each employee was interviewed by Commissioner Pipe and Samantha Reese of Human Resources. They each passed a background check and will be assigned a SURE profile. Latisha provided training and has prepared a manual as a quick reference for workers. Employees will arrive tomorrow at 9 AM for swearing in by President Judge Pamela Ruest.

VI. DISCUSSION ITEMS

VII. ELECTION ANNOUNCEMENTS

Monday, October 19, 2020

Last day to REGISTER before the November election.

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Tuesday, October 27, 2020

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

VIII. ADJOURNMENT

On a motion by Commissioner Pipe, seconded by Commissioner Higgins, the Board voted unanimously to adjourn the meeting at 1:55 PM.

Respectfully submitted:

Natalie Smith
Executive Office Supervisor