



215 W. Main Street • Northville, Michigan 48167-1540
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**MEETING OF THE ELECTION COMMISSION
MEETING AGENDA
July 10, 2020 at 8:15 a.m.**

This meeting will be held via video conference in compliance with Executive Orders issued by Michigan Governor Whitmer, pertaining to temporary authorization of remote participation in public meetings and hearings. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. Link to participate in meeting: <https://us02web.zoom.us/j/83417320338?pwd=dmp5dDRwUDlDVjVlVQjZsUHdIRHEyZz09>
Meeting ID: 834 1732 0338, Password: 056312, +13017158592, +1 301 715 8592 US

Log in Instructions, Meeting Rules and Tips are available on the City's website at this link: <https://www.ci.northville.mi.us/cms/One.aspx?portalId=11895963&pageId=13505469#elect> or at the Home page, click on the Government tab, then Agendas and Minutes, scroll to the Election Commission section of the webpage, and scroll down to the link for this meeting. "Zoom Webinar User Guide for City of Northville Public" is also available on this website page.

- 1. Call to Order**
- 2. Citizen Comments** – limited to matters not on the agenda
- 3. Approval of Agenda**
- 4. Approval of the Minutes**
- Meeting of 03/02/2020
- 5. New Business**
 - A. Establish the Use of Absent Voter Counting Board
 - B. Appointment of Election Inspectors and Receiving Board Members
 - C. Proposed Election Inspector Wage Increase
- 6. Discussion**
- 7. Adjournment**

Respectfully submitted,

Dianne Massa
Election Commission Chairperson

City of Northville
ELECTION COMMISSION
MEETING MINUTES
March 2, 2020

A meeting of the Election Commission of the City of Northville, Michigan, was held at the City of Northville Municipal Building, Council Chambers, 215 West Main Street, Northville, Michigan, at 8:16am at which time and place the following Commission members were present:

Present: Dianne Massa, City Clerk/Chairperson
Robert Marzano, City Attorney
Councilmember Barbara Moroski-Browne

Absent: None

Also Present: None

Citizen Comments

None

Approval of the Agenda

Motion Marzano, seconded by Moroski-Browne to approve the agenda as presented. **Motion carried unanimously.**

Approval of the Minutes

Motion Marzano, seconded by Moroski-Browne to approve the February 4, 2020 meeting minutes as presented. **Motion carried unanimously.**

New Business

A. Public Accuracy Test

The Election Commission chose to test Precinct 2. An explanation was given pertaining to the logic testing ballot chart and how the test ballots were marked. The City used Governmental Business Systems (GBS) to create the predetermined results and mark the test ballots. GBS used the State testing procedures manual to create the predetermined results. The test deck was marked using the chart of predetermined results.

Logic testing was conducted using the *Test Procedure Manual for Tabulators and Voter Assist Terminals (VAT) – January 2019*, as published by the Michigan Bureau of Elections. To ensure the City's ballots could be read by the scanner, for each ballot type, three of the GBS ballots were replaced with City test ballots as printed by the County's ballot printing vendor, and marked in accordance with the chart of predetermined results.

Logic testing was conducted with no issues. Logic testing results matched the predetermined results. In addition, Voter Assist Terminal ballots were printed and tabulated using the precinct-based scanners. There were no issues with VAT logic testing. Following logic testing, all test materials were sealed in an approved storage container.

The public accuracy test was conducted, the test ballots were tabulated, and the results matched the predetermined results. The scanner was reset to zero. The test ballots, public accuracy test results, and corresponding paperwork were placed under seal.

Discussion ensued pertaining to Election security. The Commissioners were pleased to see that the Scanner does not connect to the internet for results transmission, instead using a modem and cell tower ping for transmission. The Scanner also requires an Administrator Key and password authentication to override certain functions. Further, there is an audit trail as the votes are marked on a paper ballot, then scanned. The scanned results transmit to the County. The paper ballots are placed under seal in an approved ballot container on Election night.

B. Clerk's Status Report

Political Party Notification

The Democratic and Republican Party County Chairs were notified of the election worker appointments made at the February 3 Election Commission meeting.

Election Worker Changes

Precinct 1: Wendy Gutowski (D), Precinct Chair canceled. Jan Paver will chair and train Michelle Avallone as a backup Chair. Arlette Comben (D) was assigned to work as a replacement inspector.

Precinct 2: No changes

Absent Voter Counting Board: Added Thomas Valade (R)

Absent Voter (AV) Ballots

Approximately 1,300 AV ballots have been issued. In November 2019, the Clerk's office issued 1,294 AV ballots.

Ballots

Precinct 1: Democratic: 1500 (400 issued as AV). Anticipate having 1,000 ballots available for Election Day.

Republican: 1500 (300 issued as AV). Anticipate having 1,100 ballots available for Election Day

Non-Presidential Primary: 300 (35 issued as AV). Anticipate having 250 ballots available for Election Day.

Precinct 2: Oakland County provided 2,650 for both Democratic and Republican (1 for each reg voter), and 1,350 for Non-Presidential Primary.

The Clerk will continue to monitor quantities and order additional ballots if needed.

Extended Hours

The Clerk's office will be open Saturday, March 7 from 8am to 4pm for in-person AV ballots and voter registrations. This information is published on the State's website, City's website, City News, and social media.

Precinct Supplies and Forms

The precinct kits and supplies are almost completed. All will be done by March 9. Backup Precinct Lists will be printed March 7. Electronic Poll Books will be loaded on March 9 after 4pm.

Voting Booths

State law requires a minimum of one voting station for every 300 registered voters. Anticipating a higher turnout, along with two ballot proposals, the following depicts the number of voting booths assigned to each precinct.

<u>Precinct</u>	<u>Reg Voters</u>	<u>Reg Voters Less AV</u>	<u>Minimum</u>	<u>Adjusted</u>
1	2,437	1,814	6	24
2	2,671	2,001	6	24

Training

Election workers were offered certification training opportunities at City of Novi and Oakland County Elections. The Clerk offered supplemental training for the Electronic Poll Book (EPB) as well as procedures specific to the Presidential Primary Election.

Discussion ensued pertaining to the Absent Voter Counting Board (AVCB) and the increase in Absent Voter (AV) ballots due to "no reason absentee voting" as passed by voters in November 2018. Reports from the Secretary of State cautioned that Michigan might not have complete Presidential Primary results until the day after the election due to a higher number of voters requesting an absent voter ballot.

The City Clerk explained that, for the March election, each AVCB would have one scanner. The proposed FY2021 budget includes funding to purchase two additional scanners. This would allow for two scanners at each AVCB (currently, each AV board has one scanner) to be deployed for larger turnout elections, including the November General Election. Each scanner costs approximately \$5,500. The Clerk applied for a cost-match grant offered by the State, which

would fund 50% of the cost for one AVCB scanner. If a second scanner would be purchased, it would be at full cost to the City.

The Election Commission questioned if there were concerns with AV ballot processing and reporting vote totals for the March 10th Election. It was explained that the number of AV ballots issued in November 2019 and March 2020 were similar. The AVCB did not have issues processing the AV ballots timely in November 2019. As such, Northville does not expect to report late totals due to a delay in AV ballot processing and scanning. However, significantly higher AV ballot turnout is expected for the November General Election, and having an additional scanner at each AV board will likely be necessary.

Additional comments voiced consensus for the City Clerk's plan to purchase additional scanners and to deploy two scanners to each AVCB in higher AV ballot turnout elections.

Motion Marzano, seconded by Moroski-Browne to accept the Clerk's report. Motion carried unanimously.

Discussion

None

Being no further business to come before the Election Commission, the meeting was adjourned.

Adjournment: 9:15a.m.

Dianne Massa, City Clerk
Chairperson

CITY OF NORTHVILLE

DATE: July 10, 2020
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk
RE: Establish Use of Absent Voter Counting Board

Summary

In accordance with state law, the Election Commission is responsible for establishing use of an Absent Voter Counting Board.

Since November 2012, the City of Northville has used an Absent Voter Counting Board to process and count the absent voter ballots. It is recommended the City continue this practice for the August 4, 2020 Presidential Primary Election.

Recommendation: Move to establish the use of an Absent Voter Counting Board for the August 4, 2020 Primary Election, with a start time of 7am.

CITY OF NORTHVILLE

DATE: July 10, 2020
TO: Members of the Election Commission
FROM: Dianne Massa, City Clerk/Chairperson
RE: **Proposed Election Inspector Wage Increase**

Summary

It is the Election Commission's responsibility to set the Election Inspector wage scale. The current wage scale was adopted in 2016. The following wage scale adjustments are proposed. Funding for the proposed wage adjustments are included in the FY 2021 budget adopted by City Council on May 18, 2020.

	<u>Current</u>	<u>Proposed</u>
Chairperson	\$215/day	\$230/day
EPB Inspector	N/A	\$195/day
Pct. Inspector	\$175/day	\$180/day
Pct. Inspector – ½ day rate	\$11/hour	\$12/hour
Receiving Board Appearance	\$15	\$15 (no change)
Receiving Board Member	\$70	\$75
Election Training – per session	\$30 (local/Novi) \$45 (Oakland County)	No change No change

Election Inspectors must be a qualified registered voter in Michigan. They may work at any polling place in Michigan. They are an integral part of election administration at the precinct level. Without their assistance, the City would be unable to conduct successful elections.

Typically, Election Inspectors work a 14+ hour day. Their duties begin at 6:00 a.m. and concludes at approximately 9:00 p.m. or later. They are required to have computer skills and remain up-to-date with election processes. In addition, the State requires all Election Inspectors to attend mandatory training during the even-year election cycle. Election Inspectors that work the August and November 2020 elections are facing unprecedented circumstances and conditions at the polling places due to the COVID-19 pandemic.

Recommendation

It is recommended the Election Commission recommend City Council approve the wage increases for Election Inspectors and Receiving Board Members as proposed.