

Agenda for the July 15, 2020 Meeting of the Washington County Election Commission

1. Approve minutes from the previous meeting
2. City of Springdale Special Election
 - a. Absentee Ballot: Room Location
 - b. Sign updated Poll Worker Notice
 - c. Sign Certificate of Logic & Accuracy
 - d. COVID-19 Supplies needed
 - e. Meeting dates
 - i. August 13 @ 9:00 Provisional Ballot Review
 - ii. August 21 @ 1:00 Provisional Ballot Hearing/ Certification/ Ballot Draw for General
3. New Absentee Ballot Procedures
4. New Polling Place Procedures
5. Update for General Election
 - a. BOD Printers
 - b. 450 Installation
 - c. Supplies Needed
6. Other Business

WASHINGTON COUNTY ELECTION COMMISSION

County Courthouse, Suite 140

280 North College Ave.

RE: Election Commissioner meeting held on June 22, 2020

MEMBERS PRESENT:

Renée Oelschlaeger, Chairman
Bill Ackerman, Member
Max Deitchler, Member

OTHERS PRESENT:

Jennifer Price, Executive Director
Sidney IT
Debbie Corley, Programmer
Joyce Conner, Clerk

Actions taken by the Commissioners during the June 22, 2020 public meeting:

- Approved Minutes of Previous Meeting
- Approved and Signed Notice of Election for City of Springdale Special Election
- Signed the Poll Worker Notice
- Motion Passed to Purchase 6000 "I Voted" Stylus
- Motion Passed to Order 12 Boxes of 50 Masks each and 25 Face Shields
- Motion Passed to Order Spray Bottles to Sanitize Polling Site Equipment

Meeting called to order at 9am by Chairman Oelschlaeger.

City of Springdale Special Election

- a. Absentee Ballots and Canvassing Dates - Jennifer stated counting absentee ballots is open to the public so we will publicly live stream the entire time we are counting ballots. We will count absentee ballots Tuesday, August 4th through Friday, August 7th. Chairman Oelschlaeger inquired about how much of room is visible in live stream. Sidney, IT Director stated it is basically the whole room. Commissioner Deitchler about how we are ramping up for Absentee vote for the November election. Jennifer stated the County Clerk's office is already stuffing Absentee ballots and the election staff will assist as needed. Some poll workers have declined to work the polls due to Covid-19. We will use them for Absentee Ballot canvassing. The Governor is reviewing making election day a holiday so we can use teachers as poll workers. Jennifer stated we will be counting the absentee ballots on election night in room 115 and will begin at 6:30. p.m. The counting of the absentee ballots will be live streamed.
- b. Notice of Election – Jennifer stated the County Judge must sign the Notice of Election so his signature will be on the Notice. Notice of Election was signed by Commissioners.
- c. Poll Worker Notice – Jennifer stated the County Judge appoints 2 poll workers and the city council appoints 3 poll workers. The City of Springdale Council will vote on list of poll workers. The notice will be posted on July 15th. There is a 10 day period for objections to any poll worker that is on list. The state statute allows for closing of a polling location and opening of another location as long as it is in the same ward.
- d. Covid-19 Supplies –
 - i. Stylus – We need to order for August Election. The amount we use in August can be billed to the City of Springdale and what is left can be used in the General Election and request reimbursement from the state. Commissioner Deitchler made a motion to purchase 6000 "I Voted" stylus. Commissioner Ackerman second. Motion passed.
 - ii. Plexiglas Shields – Jennifer has ordered 4 for each location and 1 for County Clerk's office. Since these are something we can use in the future they are

not billable to the City of Springdale.

iii. Face Masks/Shields

1. Poll Workers - Need to order for Springdale special election. Jennifer would like to order enough masks for all poll workers with some left for voters if needed. Any masks used can be billed to the City of Springdale. Commissioner Deitchler made a motion to require poll workers wear masks. No Second. Motion failed. Commissioner Deitchler made a motion to purchase 12 boxes of 50/ea. masks and 25 face shields. Commissioner Ackerman second. Motion passed. Commissioner Deitchler made a motion to require the Poll Worker handing out the stylus and ballot wear a mask. No second. Motion fails. Jennifer will work with Supervisors to be sure the person handing out stylus and ballot will follow the guidelines of wearing a mask or face shield and gloves.
2. Voters – We cannot make voters wear masks. Commissioner Deitchler made a motion to post signs in the polling locations to state: Masks are recommended. No second. Motion fails.
3. Signage – Signs will be posted with the Covid-19 procedures so it will be plain to the voter.

- iv. Cleaning Supplies – Jennifer stated Alcohol is the primary need for cleaning and sanitizing. ES&S recommends 70% alcohol. Hand Sanitizer is also needed. Jennifer has ordered gallon size alcohol and hand sanitizer. Jennifer purchased some spray bottles at Walmart for \$1/ea.

e. Meeting dates:

- i. July 15th @9am Poll Workers/L&A Certification
- ii. August 13th @9am Provisional Ballot Review
- iii. August 21st @1pm Provisional Ballot Hearing/Certification/Ballot Draw for General

Jennifer reviewed the Coordinator and County Clerk Meeting Review from June 17th.

Covid-19 Supplies from the SOS

We have a list from the SOS with all the items they will be providing. Jennifer wants to purchase microfiber shop towels to use once and throw away for cleaning. The state is not providing spray bottles so we will need to purchase. Commissioner Deitchler made a motion to authorize purchase of spray bottles for each polling location. Second by Commissioner Ackerman. Motion passed. Jennifer stated she is increasing the numbers of table top shields by 20 to 158 and disposable stylus ordered by 7000 to 100,000.

Other Business – We will need to have PSA's about the changes in voting procedures due to Covid-19.

With no other business the meeting was adjourned at 10:19 am.

Respectfully submitted,
Joyce Conner

AGENDA ITEM 3

ABSENTEE BALLOT OPENING PROCEDURES

All Absentee Ballots are to be processed by election officials working in groups. Under No Circumstances should an absentee ballot be opened and processed by a single election official. For the purposes of this procedure, the officials in the group shall be designated Official 1 and Official 2.

- Step 1.** Official 1 will open the outer absentee ballot envelope and verify the contents. At minimum, it should have the following:
- A Completed **VOTER STATEMENT**
 - Copy of Approved Photo ID: See back of this form for list of Approved ID
 - Ballot Only Envelope
- Step 2.** Official 1 will take the contents of the outer absentee envelope, and give the envelope to Official 2.

IF THE ENVELOPE IS:

- **Missing the VOTER STATEMENT**
- **Missing the Ballot Only Envelope and or Ballot**
- **Missing a copy of Approved Photo ID, or**
- **Contains an Instant Run-Off Ballot**

COMPLETE THE FOLLOWING IF MISSING ANY ITEMS:

- Step 1.** Immediately place all materials back into the outer absentee envelope
- Step 2.** Fill out the **Irregular Absentee Ballot Reason** sticker completely and attach it to the outer absentee envelope
- Step 3.** Place the Irregular Absentee Ballot in the marked tray

IF THE BALLOT CONTAINS AN INSTANT RUN-OFF BALLOT:

- **PLACE ALL MATERIALS BACK INTO THE OUTER ABSENTEE ENVELOPE**
- **SET ASIDE IN THE MARKED TRAY**

- Step 3.** Official 1 will read aloud from the **VOTER STATEMENT** the **NAME OF THE VOTER**. Official 2 will verify this information against the **ABSENTEE BALLOT APPLICATION** attached to the outer absentee envelope and state the **PRECINCT**.
- Step 4.** Official 1 will read the following information from the **VOTER STATEMENT** out loud the:
- **NAME**
 - **ADDRESS**
 - **DATE OF BIRTH OF THE VOTER**
- Step 5.** As Official 1 reads the information, Official 2 will verify the information being read aloud against the information contained on the **ABSENTEE BALLOT APPLICATION**.
- Step 6.** Verify the Name on the copy of the approved ID matches the name on the **VOTER STATEMENT**
- Step 7.** Officials 1 & 2 will then together verify the Signatures that were provided with the absentee ballot information match.
- Step 8.** If ANY of the information verified does not match:
- Immediately place all materials back in the outer absentee envelope
 - Fill out the **Irregular Absentee Ballot Reason** sticker completely and attach it to the outer absentee envelope
 - Place the Irregular Absentee Ballot in the provided tray
- Step 9.** If **All** information verified in steps 4 to 7 matches, Official 2 will list the voter's name and precinct on the List of Absentee Voter's form
- Step 10.** Verify the:
- Number of **VOTER STATEMENTS**
 - Number of Ballot Only Envelopes
 - Number of Voter's names on the List of Absentee Voters
 - Let the Supervisor know you are finished with your batch

VOTER ID PROCEDURES: VERIFICATION OF VOTER REGISTRATION

“Verification of Voter Registration” is a document or photo ID card that is issued by

- The United States
- The State of Arkansas
- Accredited postsecondary educational institution in the State of Arkansas

The ID must show

- The name of the person
- Photograph of the person to whom it was issued, and,
- if it has an expiration date, must not be expired more than 4 years before Election Day

*A document/photo ID may be presented in a digital format on an electronic device if it has been issued by the United States, the State of Arkansas, or an accredited postsecondary educational institution in the State of Arkansas. **THIS IS NOT A PICTURE OF THEIR ID.**

Examples of acceptable proof of identity include, but are not limited to:

- An Arkansas driver’s license
- An Arkansas State ID(for example issued by the Revenue Office)
- A concealed carry handgun license issued by the United States or the State of Arkansas
- A U.S. passport
- An employee badge or ID document issued by the **State of Arkansas**, the **federal government**, or a **postsecondary educational institution located in Arkansas**
- A U.S. military ID document or Veterans Affairs ID(Active or Retired)
- A student ID card issued by a postsecondary educational institution located in Arkansas (List will be provided)
- A public assistance ID card issued by the United States or the State of Arkansas;
- A Voter ID card with a photo issued by the County Clerk

***Flagged First Time Voters must provide current (not expired ID) or provide expired ID with additional ID such as a utility bill or bank statement.**

***A Voter who resides in a long-term care or residential care facility licensed by the state may instead provide documentation from the administrator of the facility attesting that the person is a resident of the facility. The SOS’s office will provide the form.**