

**City of Northville**  
**ELECTION COMMISSION**  
**MEETING MINUTES**  
**June 28, 2016**

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 8:03 a.m. at which time and place the following Commission members were present:

**Present:** Dianne Massa, City Clerk/Chairperson  
City Attorney Robert Marzano  
Mayor Pro Tem James Allen

**Absent:** None

**Also Present:** None

**Citizen Comments** None

**Approval of the Agenda** No changes requested.

**Approval of the Minutes**

**Motion Allen, seconded by Marzano** to approve the February 26, 2016 minutes as presented.  
**Motion carried unanimously.**

**New Business**

**A. Establish the Use of Absent Voter Counting Boards for the August 2, 2016 Primary Election**

**Motion Allen, seconded by Marzano** to establish the use of Absent Voter Counting Boards for the August 2, 2016 Election. **Motion carried unanimously.**

**B. Approval of Board of Election Inspectors and Receiving Board for the August 2, 2016 Election**

The Commission reviewed the proposed Board of Election Inspectors and Receiving Board members. When determining the number of precinct board members, factors taken into consideration are: the type of election, the contests and proposals on the ballot, previous voter

turnout, and the estimated turnout for the upcoming election. Applications are on file for each inspector.

<b><u>Precinct 1</u></b>	<b><u>Political Party</u></b>
Janiece Paver, Chairperson	D
Angel Castro	R
Lorna Massa	R
Lisa Malpede	D
Wendy Gutowski	D
Robyn Sabourin	R
Barb Jamison	D

<b><u>Precinct 2</u></b>	
Alyse Hydell, Chairperson	D
Jerry Mittman	R
Jo Ellen Hyatt	R
Sally Keys	D
Linda Bastien	D
Hollis Witkowski	D
Ginger O’Connell	R

<b><u>Absent Voter Counting Board</u></b>	
Edith Paradowski, Chairperson	D
Mary Lu Talraas	D
Michael Hyatt	R
Alice Fleck	R

<b><u>Receiving Board</u></b>	
Sandi Wiktorowski	D
Cindy Kushner	R

**Motion Marzano, seconded by Allen** to appoint the above members as the Election Inspectors and Receiving Board for the August 2, 2016 Election and further authorize the City Clerk to make emergency appointments as necessary to ensure sufficient staffing at each precinct.

**Motion carried unanimously.**

**C. Election Inspector Wage Increase**

It is the Election Commission’s responsibility to set the Election Inspector wage scale. The current wage scale was adopted in 2014. The following wage scale adjustments are proposed. Funding for the proposed wage adjustments are included in the FY 2017 budget adopted by City Council on May 16, 2016.

	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Chairperson	\$200/day	\$215/day
Inspector	\$165/day	\$175/day
Inspector – ½ day rate	no rate	\$11/hour
Receiving Board Appearance	\$15	\$15 (no change)
Receiving Board Member	\$60	\$70
Election Training	\$20/session	\$30 (local) and \$45 (Oakland County) per session attended

Election inspectors 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 10:00 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.

In response to a question regarding the wage for Receiving Board Appearance, it was explained that two members of the precinct board are required to appear before the Receiving Board (state law). The rest of the precinct board is dismissed and may go home. This rate is to compensate the two inspectors that must come to City Hall (after the rest of the board is dismissed) to have their documents reviewed.

**Motion Allen, seconded by Marzano** to recommend that City Council approve the wage scale for the Election Inspectors and Receiving Board Members as established by the Election Commission. **Motion carried unanimously.**

#### **Discussion**

The next Election Commission meeting is July 25, 2016. The Public Accuracy test will be conducted at this meeting.

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

**Adjournment: 8:08 a.m.**

Respectfully submitted,  
Dianne Massa, City Clerk  
Chairperson

Approved as submitted: 7/25/16