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**MEETING OF THE ELECTION COMMISSION**  
**April 13, 2021**  
**8:15 a.m.**

The meeting will be held at the City of Northville Municipal Building, Council Chambers, 215 W. Main Street, Northville, Michigan, 48167, (248) 349-1300.

**AGENDA**

- 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 October 19, 2020
- 5. New Business**
  - A. Public Accuracy Test – May 4, 2021 Special Election
  - B. Establish Use of Absent Voter Counting Board and Start Time
  - C. Appoint Election Workers and Receiving Board
  - D. Hazard Pay
  - E. Clerk Status Report
- 6. Discussion**
- 7. Adjournment**

Respectfully submitted,

Dianne Massa  
Election Commission Chairperson

**City of Northville  
ELECTION COMMISSION  
MEETING MINUTES  
October 19, 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 8:15am 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 September 28, 2020 meeting minutes as presented. **Motion carried unanimously.**

**New Business**

**A. Public Accuracy Test**

The Election Commission tested Precinct 2. An explanation was given pertaining to the creation of the predetermined results, marking ballots, and logic testing conducted using the 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.

Logic testing was conducted with no issues. Logic testing results matched the predetermined results. In addition, Voter Assist Terminal (VAT) 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.

## **B. Clerk's Status Report**

### **Political Party Notification**

The Democratic and Republican county chairs were notified of the election worker appointments made at the September 28 Election Commission meeting.

### **Election Worker Changes**

Precinct 1: Arlette Comben (D) canceled on October 8. Robert Ajlouny (D) has agreed to fill the vacant position.

### **Absent Voter Ballots**

Approximately 2,900 Absent Voter ballots have been issued. About 40% of the voted ballots have been returned.

### **Precinct Ballots (Election Day Ballots)**

Precinct 1: Approximately 1,400

Precinct 2: Approximately 1,200

There could be a higher than usual number of voters that surrender their absent voter ballots to vote in person election day. This may impact the number of ballots available for "planned" election day voters.

### **Extended Hours**

The Clerk's office will be open Saturday, October 31 from 8am to 4pm for in-person Absent Voter 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 complete. All will be done by October 31. Personal protection equipment, along with hand sanitizer and disinfecting wipes, will be provided to the poll workers. Back up Precinct Lists will be printed on October 31. The Electronic Poll Books will be loaded November 2 after 4pm.

**Voting Booths**

State law requires a minimum of one voting station for every 300 registered voters, less the number of absent voter (AV) ballots issued. The Bureau of Elections recommends adjusting voter station numbers to one voting station for every 100 registered voters when higher voter turnout is expected. 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	2,503	1,337	12	18
2	2,764	1,501	13	20

The voting booths and precinct layout will be social distanced.

**Training**

Election workers were offered a certification training opportunity through Oakland County Elections.

Self-guided electronic poll book training was offered to election workers.

**Motion Massa, seconded by Marzano** 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: 8:55a.m.**

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Dianne Massa, City Clerk  
Chairperson

## CITY OF NORTHVILLE

**DATE:** April 9, 2021  
**TO:** Members of the Election Commission  
**FROM:** Dianne Massa, City Clerk  
**RE:** Public Accuracy Test  
May 4, 2021 Special Election

### **Summary**

In accordance with state law, at an open meeting, the Election Commission conducts the public accuracy test. The Election Commission meeting was posted in accordance with the Open Meetings Act and published in the Northville Record.

The City Clerk created the chart of predetermined results and marked the test ballots as printed by Inland Printing (Wayne County printer) and Printing Systems Inc. (Oakland County printer).

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.

Tabulator logic testing was conducted with no issues. Logic test results matched the predetermined results. In addition, Voter Assist Terminal (VAT) ballots were printed and tabulated using the precinct-based tabulator. There were no issues with VAT logic testing.

Following logic testing all test materials were sealed in an approved storage container.

## CITY OF NORTHVILLE

**DATE:** April 9, 2021  
**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 May 4, 2021 Special Election.

**Recommendation/Motion:** Move to establish the use of an Absent Voter Counting Board for the May 4, 2021 Special Election, with a start time of 10am. Further, the City Clerk is authorized to move the start to an earlier time if needed, in order to timely process the absentee ballots issued and received for this election.

# CITY OF NORTHVILLE

**DATE:** April 9, 2021  
**TO:** Members of the Election Commission  
**FROM:** Dianne Massa, City Clerk  
**RE:** Board of Election Inspectors and Receiving Board  
May 4, 2021 Special Election

## **Summary**

State law requires the Election Commission to appoint the election inspectors and receiving board. When possible, an equal number of inspectors from each major political party are assigned to each precinct.

### **Precinct 1**

Michelle Avallone, Chairperson	R
Lou Avallone	R
Angel Castro	R
Janiece Paver	D
Cynthia Pickens	D
Andrew Daily	D

### **Precinct 2**

Jo Ellen Hyatt, Chairperson	R
Robert Krestel	R
Paula Neys	R
Sally Keys	D
Hollis Witkowski	D
Linda Bastien	D

### **Absent Voter Counting Board 1AV**

Edith Wittekindt, Chairperson	D
Douglas Neumann	D
Bomar Sprauer	D
Roberta Miller	R
Jeanne Whitens	R

### **Absent Voter Counting Board 2AV**

Alice Fleck, Chairperson	R
Suzanne Rozanski	R
Curt Perry	D
Elizabeth Sdao	D
Amy Hagen	D

### **Receiving Board**

Sandi Wiktorowski	D
Cindy Kushner	R

**Recommendation/Motion:** Move to appoint the Election Inspectors and Receiving Board Members for the May 4, 2021 Special Election as presented. Further, the City Clerk is authorized to make additional appointments as necessary to ensure sufficient staffing at each Polling Place, AVCB, and Receiving Board.

**CITY OF NORTHVILLE**

**DATE:** April 9, 2021  
**TO:** Members of the Election Commission  
**FROM:** Dianne Massa, City Clerk/Chairperson  
**RE:** **Election Worker Hazard Pay for the May 4, 2021 Special Election**

**Summary**

The Election Commission is responsible for setting the pay structure for election workers. In August 2020, the Election Commission recommended and City Council approved establishing Hazard Pay for the election workers that worked the August primary and November general 2020 elections. Each election worker was paid an additional \$50 for working a full day and \$25 for working a half day on Election Day.

Oakland County funded the August and November election Hazard Pay as a reimbursement through their Protect Democracy Election Recruitment and Retention Program. City of Northville election workers that worked at Pct. 2 and the Pct. 2 absent voter counting board were eligible for this pay. Since Wayne County did not have a similar program, the City of Northville funded Hazard Pay for election workers that worked at Pct. 1 and the Pct. 1 absent voter counting board. The Hazard Pay approval by the Election Commission and City Council applied only to the August and November 2020 Elections. The Oakland County reimbursement program ended with the November 2020 election.

Northville Public Schools called a May 4, 2021 Special Election. The COVID-19 pandemic continues and there have been some challenges to staff the polling places. Michigan's COVID-19 positivity rate remains high and the City's election workers continue to face unprecedented circumstances and conditions at the polling places due to the pandemic. Election workers that committed to working the May 4 special election during the pandemic are deserving of the Hazard Pay bonus.

Northville Public Schools reimburses the City for its costs to administer the election. Hazard Pay is estimated to be an additional \$1,200 expenditure for election workers. This amount would be included in the amount invoiced to NPS for election worker compensation.

Election Workers (no hazard pay) estimated cost:	\$4,460
Hazard Pay estimated cost:	<u>\$1,200</u>
Estimated total cost :	\$5,660

NPS was contacted and they do not object to Hazard Pay for the May 4, 2021 Special Election.

**Recommendation/Motion:**

Move that the Election Commission recommend City Council approve the additional election worker hazard pay of \$50 per full day worked, and \$25 per half-day worked for the May 4, 2021 special election, and to invoice NPS for this compensation.



# CITY OF NORTHVILLE

**DATE:** April 9, 2021  
**TO:** Members of the Election Commission  
**FROM:** Dianne Massa, City Clerk  
**RE:** May 4, 2021 Special Election Update Report to Election Commission

## **Election Worker Changes**

None to report.

## **Absent Voter Ballots**

Approximately 1, 300 AV ballots have been issued. About 43% have been returned by voters.

## **Precinct Ballots (Election Day Ballots – approximate)**

Pct. 1: 900

Pct. 2: 900

## **Extended Hours**

The Clerk's office is open Saturday, May 1 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 will be completed by May 1. PPE, along with hand sanitizer and disinfecting wipes will be provided to the poll workers. Back up Precinct Lists will be printed on May 1. The Electronic Poll Books will be download May 3 after 4pm.

## **Voting Booths**

State law requires a minimum of one voting station for every 300 registered voters, less the number of AV ballots issued. Numbers are to be adjusted as necessary for anticipated voter turnout. The following depicts the number of voting booths assigned to each precinct while maintaining social distancing protocols recommended by the Bureau of Elections.

<u>Precinct</u>	<u>Reg Voters</u>	<u>Reg Voters Less AV +/-</u>	<u>Minimum</u>	<u>Adjusted</u>
1	2,471	700	6	10/12
2	2,725	800	7	12/14

**Recommendation:** Move to accept the Clerk's report.