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1	ATTENDANCE
2	OMAR SABIR, CHAIRMAN
3	LISA M. DEELEY, VICE CHAIR
4	SETH BLUESTEIN, COMMISSIONER
5	VINCENT GOWANS, DEPUTY TO THE CHAIR
6	NICHOLAS CUSTODIO, DEPUTY TO VICE-CHAIR
7	ERIC KAPENSTEIN, DEPUTY
8	JOSEPH LYNCH, DIRECTOR OF OPERATIONS
9	STEPHANIE REID, DIRECTOR OF ADMINISTRATIONS
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1	PROCEEDINGS
2	(11:00 a.m.)
3	MR. SABIR: Good morning. Call to order the
4	meeting of the Philadelphia Commissioner's Board of
5	Election for Wednesday, March 6, 2024. This meeting
6	is in compliance under the Pennsylvania Sunshine Act.
7	The Philadelphia City Commissioners are a three member
8	bipartisan board of elected officials in charge of
9	elections and voter registration for the County of
10	Philadelphia.
11	Each commissioner is elected to serve a four year
12	term that coincides with the municipal election cycle
13	for mayor and city council. The commissioners set and
14	enforce departmental policies to administer voter
15	registration and conduct elections in accordance with
16	federal and state voter registration and election
17	laws.
18	The city commissioners were created by the
19	Pennsylvania assembly in 1711 with a focus on taxation
20	that held various regulatory powers throughout the
21	centuries. The commissioners started maintaining
22	voter lists in 1799 and took on more election related
23	responsibilities, but didn't emerge into its current
24	form until the adaption of Philadelphia's Home Rule
25	Charter in 1951.

We will start off with public comments. 1 Before beginning their comments, commenters shall state where 2 they live or if they are not a resident of 3 4 Philadelphia and that they are a Philadelphia 5 taxpayer. Public comment is not an opportunity for dialogue or Q and A. It is public comment, a chance 6 7 for you to tell us what you think. Each speaker will 8 have two minutes to speak, however, I may extend the time at my discretion. Public comment must concern 9 10 matters on today's meeting agenda.

11 Finally, it is my responsibility to preserve the 12 order and decorum of this meeting as such. Profane, slanderous, discriminatory, or personal text will not 13 14 be tolerated. If you wish to make a public objection 15 to a perceived Sunshine violation, please raise your hand and I will recognize you. Outbursts will not be 16 17 tolerated. Anyone wishing to offer a public comment, 18 please step forward.

We will now move to report from SecretaryBluestein for email public comments.

21 MR. BLUESTEIN: There were no public comments 22 emailed by 9:45 a.m.

23 MR. SABIR: Thank you. We will now proceed to 24 old business. We have report from our directors of 25 election administration and election operation which

1	will be reported by Mr. Joe Lynch and Ms. Stephanie
2	Reid.
3	MR. LYNCH: Morning Commissioners.
4	MR. SABIR: Good morning.
5	MR. LYNCH: Our weekly Sunshine update for March
6	6, 2024 for our voter registration report, we
7	processed a total of 67,105 registration applications
8	so far. Out of these, 5,650 were sent to us on paper.
9	All applications are up-to-date and we are
10	proofreading and making, making any necessary
11	corrections. Closing petition season we witnessed
12	significant engagement with 12 petitioners at Delaware
13	and Spring Garden this past week.
14	We are working with the Commonwealth Court on the
15	petition challenges, supplying sure operators as
16	needed. For our county board of report we're still
17	accepting mail-in and absentee ballot applications and
18	the deadline for the primary election mail-in
19	application is April 16th at 5:00 p.m. Voters can
20	apply online at vote.phila.gov.
21	So far we've approved 64,900 vote by mail
22	applications which is 10,366 more than last week's
23	reported number. We've processed 40,579 paper
24	applications and 24,321 electronic applications. 765
25	vote by mail applications are waiting to be processed.

1	Of those, zero are paper applications and 765 are
2	electronic applications.
3	For our election board report, confirmation
4	calls, and emails for board workers continue. We have
5	we have confirmed a total of 4,830 board workers
6	with 165 declines and left messages for 326.
7	Additionally, we currently have 2,061 poll workers
8	registered for training with 950 poll workers
9	registered for virtual training. So far 2,884 have
10	attended seminar trainings and 588 have attended
11	express poll refresher training sessions. The online
12	training goes live Monday, March 6th.
13	The polling place unit has been have been
14	confirmed in locations and out of 373 locations, 360
15	have been confirmed as polling sites. All polling
16	sites must be confirmed by April 3rd. Any changes
17	after April 3rd will require a court order to
18	relocate. We have encountered 12 refusals and 56 poll
19	in place changes primarily due to rebuild and
20	passover. Efforts are underway to secure substitutes
21	for refusals and accommodate relocation request.
22	We have promising locations for district one and
23	district eight satellite election offices which have
24	been toured. Both locations are currently being

leased by another city department. Lease draft phase

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1	are underway for all offices except district one and
2	eight. Furniture has been delivered and installed in
3	district three.
4	We are in the final stages of drafting policies
5	and procedures for the satellite election offices.
6	These policies will be presented to the Board of
7	Elections for a vote at the next meeting. Thank you.
8	That's all I have.
9	MS. REID: Good morning Commissioners.
10	MR. SABIR: Good morning.
11	MS. REID: I'm pleased to address you and share
12	updates from our weekly administration report for
13	March 6, 2024. In budget and procurement we have been
14	making steady progress. We've initiated a purchase
15	order for box truck rental and renewed contracts with
16	Barton & Cooney for various supplies.
17	Additionally, orders have been placed for staple
18	supplies and the renewal process for the ESNS contract
19	has been completed. We've also posted purchase orders
20	and sent them to vendors for appliances for satellite
21	election offices and power moonlight. And
22	additionally, we have processed a Kronos add-on for
23	time clocks which was approved by OIT. In addition,
24	we're exploring professional services for vending
25	machines at the election warehouse.

In the realm of communication, communications 1 efforts have been made to ensure cohesive appearance 2 across all of our social media accounts. 3 Updates 4 regarding facilities closures have been communicated 5 through social posts and website updates. Work continues to address the WordPress issue and access. 6 7 Instruction sheets for poll workers have been 8 developed and updates to the citizen handbook are 9 ongoing.

10 Additionally, various social media content and graphics have been drafted and aligned and in-house 11 production of multilingual educational materials has 12 commenced. Content for email newsletters is being 13 14 prepared for public distribution and policies for 15 satellite election offices are being proofed and 16 formatted. A digital resource library for the primary 17 featuring translated questions and office lists in 10 languages is in development. 18

We are work to establish a vetting process for bilingual interpreters. Designs and translations for poll worker recruitment flyers are also in progress. Regarding engagement, we've obtained approval to distribute election materials at Hung Vuong Food Market and GP Senior Center.

25 Successful voting machine demos were conducted at

1 various locations including the North Philadelphia 2 Development Corporation and machine demos are scheduled this week at Friends Senior Center -- excuse 3 4 me, at Friends Senior Care Center, The Philadelphia 5 Fire Department, H Mart Philadelphia, and 99 Adult Day Dates and times have been confirmed for voting 6 Care. 7 machine demo events in the future at various locations 8 and a distribution event is planned at Friends Senior Care Center. 9

10 Continued outreach to local businesses and senior 11 centers for material distribution and event hosting is 12 ongoing with flyers on election materials, voter 13 registration, bilingual interpreter recruitment, and 14 community feedback being shared during events. Our 15 human resource department is continuing the process of 16 hiring 25 clerk 1s, 5 trades helpers, and 30 temps.

As of now we've made considerable progress with the following hires: 789 day temps have been onboarded with 23 positions still open. Six clerk 1s have been hired leaving 20 positions to fill, and two trades helpers have been recruited with four positions remaining vacant.

23 On Monday, March 4th, we welcomed our new 24 director of communications and director of 25 administration. I am working with them to get up to

1	speed and they will be developing processes and
2	procedures to guide their work.
3	Our current workforce totals 146 employees,
4	consisting of 114 civil service employees and 27
5	exempts. Within the civil service roles we have 40
б	clerk 1s, 22 clerk 2s, 14 clerk 3s, and 11 trades
7	helper positions. We're actively continuing our new
8	hire activities and preparing for upcoming
9	orientations to ensure a smooth integration of new
10	staff into our operations.
11	And finally in information technology, successful
12	installation and testing of satellite office systems
13	has been completed along with extensive wireless
14	testing to optimize settings. Upgrades to electronic
15	poll books are ongoing. Final delivery of Dell
16	equipment is anticipated today with plans for
17	deployment and domain integration. Screening of
18	candidates for technical support specialist positions
19	is ongoing and day-to-day IT support is provided
20	ensuring smooth operations.
21	As we look to the future. I am optimistic and
22	enthusiastic for the road ahead. I extend my
23	heartfelt appreciation to all of our staff and every
24	one of you for your unwavering dedication and
25	commitment.

1 MR. SABIR: Thank you. Mr. Chairman, may I ask a question 2 MS. DEELEY: of the director of election administration? 3 4 MR. SABIR: Yes, you may. 5 MS. DEELEY: In your bulleted operations 6 administration report, you mention a concession truck. 7 This is the first that me or my staff is hearing about 8 this. What exactly is the purpose of this concession 9 truck? 10 MS. REID: So -- and I don't know if this would So we're trying to find out if it's even 11 happen. possible and then we're going to bring it to the 12 deputies' meeting for discussion. The goal would be 13 to have access to food available around the election, 14 15 but we would only do that with a vendor that has been 16 vetted by the city. We are in the interim getting 17 vending machines in the warehouse so that people at 18 least can get that. And Joe may be able to speak to 19 this more. 20 I know we were looking at year-round having, like, drinks and basic snacks, but then asking if they 21 could bring in, like, during peak time the kinds of 22 vending machines that have, like, sandwiches and 23 additional kind of food. 24 25 MS. DEELEY: Thank you. I guess my confusion was

1	that I thought the way that it's stated here it says,
2	"Procurement is checking with parks and recreation
3	regarding their concession truck contract for Love
4	Park." So I, I thought we were
5	MS. REID: I'm sorry. Yeah, it was just
6	confusing the way that was written. Yes, they are
7	looking into how they do it with them and then once we
8	have more details we're going to share that for
9	consideration.
10	MS. DEELEY: Okay, thank you. One more thing.
11	MS. REID: Yes.
12	MS. DEELEY: Since we are 19 clerk positions down
13	and 5 more clerk positions were cut in our recent
14	budget request, what is your plan for having these
15	satellite offices staffed while being able to keep up
16	with the surge in voter registration that we typically
17	see in a presidential year?
18	MS. REID: Do you want to
19	MR. LYNCH: Commissioners, we would as far as
20	that would go, we would just use surge staffing like
21	we did in 2020.
22	MS. DEELEY: So we're going to use surge staffing
23	to man the satellite offices for
24	MR. LYNCH: No, no, no. We'll use the new clerk
25	the clerk 1s that we're hiring, they'll be assigned

1	to the satellite offices. And then people we'll,
2	we'll use and we'll also use surge staffing to help
3	assist in the voter registration data, data entry.
4	MS. DEELEY: Do we have a report on this on
5	the progress of the surge staffing?
6	MR. LYNCH: We're it's still in, in, in its
7	infancy stages for this election for the primary.
8	We're more worried about general election side where
9	we have to amp-up having more people help us out.
10	MS. REID: But we, we can add we can add a
11	surge staffing report moving forward if that's okay.
12	MS. DEELEY: The reason why I ask is because I
13	only saw the request for surge staff in one
14	newsletter.
15	MS. REID: Yeah, yeah. That
16	MS. DEELEY: So I'm it makes me a little
17	trepidatious about our success.
18	MS. REID: Yeah. I've been following up closely
19	because of that exact thing. I, I don't want to
20	misspeak numbers for you, so we'll have it in the
21	report next time. But I talked to Gabby, what we did
22	is did outreach to everyone who has done it before and
23	made sure it got out to the row offices. And she said
24	that we have exceeded the number of sign-ups that we
25	had last time.

1 So I think as far as the numbers go in the sign up form, we're not concerned. But I will get you more 2 specific numbers for the report next time. 3 4 MS. DEELEY: I would also mention that the budget for surge staffing, the budget that was approved, the 5 6 surge staffing was cut. 7 MS. REID: Okay. 8 MR. LYNCH: Well, I'm sure we can -- I mean, for 9 the general election, I'm sure we can get -- have more 10 money put into that for that, for surge staffing. Also, I believe -- to be honest with you, I believe we 11 can take some of them people out of that satellite 12 13 office to help out at Delaware and Spring Garden 14 because I don't think it's going to be as busy as 15 people think. That's what I'm saying. So if, if need 16 be, we could take people from satellites to help out. 17 MS. DEELEY: I just like to remind everybody we have five-hour lines in the satellite offices. 18 So I, 19 I think --20 MR. LYNCH: That was during COVID. MS. DEELEY: -- I think they'll be -- I think 21 22 they'll be busy. MR. SABIR: Vice-chair, did you have any 23 24 additional questions or --25 MS. DEELEY: I'm good. Thank you, Mr. Chairman.

1	MR. SABIR: Sure. Secretary Bluestein, did you
2	have any questions?
3	MR. BLUESTEIN: No. Thank you, Mr. Chairman.
4	MR. SABIR: We will now move to the other portion
5	of our agenda. Vice-chairman I'm sorry. Vice-
6	chairwoman Deeley, I apologize, do you have any other
7	business to be raised at this meeting?
8	MS. DEELEY: I do not. Thank you.
9	MR. SABIR: Secretary Bluestein, do you have any
10	other business to be raised at this meeting?
11	MR. BLUESTEIN: I have none.
12	MR. SABIR: Thank you, Commissioners. Hearing no
13	other business I motion to adjourn today's meeting.
14	Is there a second?
15	MR. BLUESTEIN: Second.
16	MR. SABIR: Commissioner Bluestein, please call
17	the roll.
18	MR. BLUESTEIN: Vice-chair Deeley?
19	MS. DEELEY: Aye.
20	MR. BLUESTEIN: I vote aye. Chairman Sabir?
21	MR. SABIR: Aye. Motion to adjourn passes.
22	Meeting is adjourned.
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1	CERTIFICATE OF TRANSCRIPTIONIST					
2						
3	I, MICHELE NIEHAUS, Legal Transcriptionist, do					
4	hereby certify:					
5	That the foregoing is a complete and true					
б	transcription of the original digital audio recording					
7	of the testimony and proceedings captured in the					
8	above-entitled matter. As the transcriptionist, I					
9	have reviewed and transcribed the entirety of the					
10	original digital audio recording of the proceeding to					
11	ensure a verbatim record to the best of my ability.					
12	I further certify that I am neither attorney for					
13	nor a relative or employee of any of the parties to					
14	the action; further, that I am not a relative or					
15	employee of any attorney employed by the parties					
16	hereto, nor financially or otherwise interested in the					
17	outcome of this matter.					
18						
19	IN WITNESS THEREOF, I have hereunto set my hand					
20	this 6th day of March, 2024.					
21						
22	michele R. Dichaus					
23	Michele Niehaus					
24	michele michads					
25						

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March 6, 2024

11:00 AM

Philadelphia City Commissioners 11311 Roosevelt Blvd Philadelphia, PA 19154

- I. Call to order the meeting of Wednesday, March 6, 2024
- II. Public Comment
  - a. In-Person Public Comments
  - b. Report from the Secretary emailed Public Comment
- III. Old Business
  - a. Report from Directors of Election Administration and Operations
- IV. Other Business
- V. Adjourned to the call of the Chair.