

# Use of the District Service Centers/ Dates and Hours Needed

## PRE-ELECTION DAY PREPARATIONS:

### Absentee Voting

Absentee Voting became available April 14, 2020

Due to COVID-19, it is recommended that the District Election Judges do not enter homes of those requesting to vote absentee. Therefore a request was made to the Service Center Coordinators to allow the Judges to sit at the Service Center to assist voters with absentee voting.

Absentee Voting schedules at the District Service Centers are proposed:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
District 1				4/23 1-3:30 PM	4/24 - 2-4 PM
		4/28 1-3 PM			5/1 2-4 PM
	5/4 3-5 PM				
District 2		4/21 3-7 PM	4/22 3-7 PM	4/23 3-7 PM	
		4/28 3-7 PM	4/29 3-7 PM	4/30 3-7 PM	
	5/4 3-5 PM				
District 3		4/21 1-4 PM		4/30 9-12 PM	
		4/28 1-4 PM		4/30 9-12 PM	
	5/4 3-5 PM				
District 4			4/22 4-6 PM		
	4/27 2-5 PM		4/29 4-6 PM		
	5/4 3-5 PM				
District 5			4/22 4-6 PM	4/23 4-6 PM	
			4/29 4-6 PM	4/30 4-6 PM	
	5/4 3-5 PM				
District 6		4/21 3-5 PM	4/22 3-5 PM	4/23 3-5 PM	
	5/4 3-5 PM				
District 7			4/22 1-5 PM		4/24 1-5 PM
	4/27 1-5 PM		4/29 1-5 PM		5/1 1-5 PM
	5/4 3-5 PM				

The District Judges e-mail addresses are:

District 1- Cynthia Antone: [cyndyantone@yahoo.com](mailto:cyndyantone@yahoo.com)

District 2 – Bertha S. Thomas: [bst83773@gmail.com](mailto:bst83773@gmail.com)

District 3 – Ruth Cox: [ruthcox@gilanet.net](mailto:ruthcox@gilanet.net)

District 4 – Sharon Miguel: [Sharonmiguel418@gmail.com](mailto:Sharonmiguel418@gmail.com)

District 5 – Verna Sunna: [sunna.verna@yahoo.com](mailto:sunna.verna@yahoo.com)

District 6 – Lorina Allison: [Lorinaallison41@gmail.com](mailto:Lorinaallison41@gmail.com)

District 7 – Brenda Parker: [mistopah77@gmail.com](mailto:mistopah77@gmail.com)

## **Use of the District Service Centers/ Dates and Hours Needed**

On Monday, May 4<sup>th</sup> the Election Vendor begins to set up the tabulation machines and test connectivity of WiFi at the Service Centers. Coordinators will need to notify Ms. Shelde of when they can come in and set up. Otherwise set up will not take place until 4:30 a.m. the day of the election.

### **Election Day Preparations Tuesday, May 5, 2020:**

1. GRIC Election is scheduled Tuesday, May 5<sup>th</sup>; polling sites open 6 am to 6 pm; all election officials are required to report to their polling sites at 4:30 am.
2. District Staff (Security) must open their buildings at 4:30 am on May 5<sup>th</sup> for the election officials to set up; CPAO stated they would be on-site to help set up the tents; Tribal Health staff will be there to screen all working election officials. No district staff or business should be on-site after that, once the polls are open for voting.
3. On May 5<sup>th</sup> we are requesting at least 5 tables (2 for registration tables; 1 for handicap; 1 for outside to spot voter assistance; 1 table for Health Screening in the morning hours only) and about 16 chairs at each polling site (district)
4. CPAO will be providing tents (4), they asked the districts for loaners. Districts 1, 5 & 7 responded they could provide a tent; 7 altogether; Communications and Public Affairs Office ("CPAO") will provide traffic cones to direct voters where to park for voter assistance; the Tribal Elections Program ("TEP") can provide signs for designated areas and taping floor areas of where voters can stand to meet physical distancing requirements.
5. OEM has provided the following personal protection equipment:
  - 8 - containers of Lysol wipes
  - 8 - 12 oz. hand sanitizers
  - 3 packs - of 25/75 surgical masks
  - 7 bxs. - Surgical gloves (100 ea.)

TEP has received 100 (2oz.) bottles of hand sanitizers from a vendors and have placed additional orders for more masks/wipes and additional order for face shields and masks; but vendor cannot guarantee the order will arrive in time due to its high demand. Tribal Health stated they will check supply to see if they can provide goggles as well.

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### **Post-Election:**

When the polls close the Election Officials will run the final receipts from the tabulation machines; and begin to prepare all forms for close-out.

The Election Vendor will then begin to tear down the machines, voting booths, and collect all equipment. They will then return to the Governance Center to assist with the final tabulation of absentee votes and results.

At this time the election has concluded and use of the Service Centers are no longer needed; this should be no later 8:00 p.m.

In the event that the Election Vendor is not available for service during the May 5<sup>th</sup> election, a hand count will have to be completed; therefore, this will take longer and may last up to 10:00 p.m. Once completed this will conclude use of the Service Center.