

**Grosse Pointe Public School District  
Electronic Election Coordinating Committee (ECC) Agenda  
Friday, January 22, 2021 - 11:00 a.m.**

**The meeting will be conducted by video (Zoom) and telephone conference in accordance with the City of Grosse Pointe Woods City Council Resolution adopted November 16, 2020, establishing rules for remote attendance pursuant to Public Act 228. This notice is being provided to ensure that those wishing to participate in the meeting have an opportunity to do so. Additional instructions are listed below.**

Join Zoom Meeting:

<https://zoom.us/j/91608322954?pwd=bnVoRlVwajV4RTlrcVMya3pobE5yUT09>

Meeting ID: 916 0832 2954

Passcode: 190627

Join by Phone:

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 916 0832 2954

Passcode: 190627

Facilitator's Statement.

1. Call to Order/Roll Call
2. Acceptance of Agenda
3. Establish 2021-2025 Election Coordinating Committee Plan of Action
  - A. 2017-2021 Election Coordinating Committee Plan of Action for the Conduct of School District Elections
4. New Business/Public Comment
5. Immediate certification of minutes  
01/22/21
6. Adjournment

Lisa Kay Hathaway, MiPMC-3/MMC  
City Clerk, Grosse Pointe Woods

cc:

HW Frank

GPP Blahut

GPP Costa

GPF Kozicki

GPS Krolczyk

GPW Hathaway

GPW Antolin

GP Arthurs

GPPS Matheson

Post GPW – 7

Post-Grosse Pointes/School

File

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services to individuals with disabilities. Closed captioning and audio will be provided for all electronic meetings. All additional requests must be made in advance of a meeting.

#### Instructions for meeting participation

1. To join through Zoom: The meeting may be joined by clicking on the link provided on the agenda at the start time posted on the agenda, enter the meeting identification number, and password. Zoom may provide a couple of additional instructions for first time use. As an alternative to using the link, accessibility to the meeting may be obtained by using the browser at join.zoom.us. If having trouble logging in, try a different browser e.g. Chrome.

Join Zoom Meeting:

<https://zoom.us/j/91608322954?pwd=bnVoRlVwajV4RTlrcVMya3pobE5yUT09>

Meeting ID: 916 0832 2954

Passcode: 190627

2. Join by telephone: Dial the toll-free conferencing number provided and enter the meeting identification number, and password. Dial \*9 to be heard under Public Comment.

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 916 0832 2954

Passcode: 190627

In an effort to alleviate feedback and disruption of the meeting, choose one of the media options, either phone or Zoom, not both.

Meeting notices are posted on the City of Grosse Pointe Woods website home page at [www.gpwmi.us](http://www.gpwmi.us) and the on-line calendar, both containing a link to the agenda. The agenda contains all pertinent information including business to be conducted at the meeting, a hyperlink to participate using Zoom, and call-in telephone number with necessary meeting identification, and a password. Agendas will also be posted on six (6) City bulletin boards along Mack Avenue.

The following are procedures by which persons may contact members of the public body to provide input or ask questions:

1. To assist with meeting flow and organization, all public comment will be taken at the end of the meeting unless it is moved to a different location on the agenda upon a consensus of the Committee;
2. The phone-in audience, when making public comment please state your name (optional) when called upon;
3. Audience participants will be muted upon entry and will have a chance to speak during the public comment portion of the meeting at the end of the agenda, at which time the microphones will be unmuted.
4. Those joining by Zoom will also be muted and may use the virtual raised “hand” to request to be heard under Public Comment.
5. Those joining by telephone need to dial in using the phone number provided on the agenda. When prompted, enter the meeting number and the password also located on the agenda. Dial \*9 to be heard under Public Comment.

6. The published agenda invites participants from the community to provide written questions, comments, and concerns in advance of the meeting to any Elected Official or the City Clerk regarding relevant City business and may be read under Public Comment. Emails may be sent to:

Lisa Hathaway, City Clerk	<a href="mailto:lhathaway@gpwmi.us">lhathaway@gpwmi.us</a>	313 343-2447
Paul Antolin, Deputy City Clerk	<a href="mailto:pantolin@gpwmi.us">pantolin@gpwmi.us</a>	313 343-2440
Julie Arthurs	<a href="mailto:jarthurs@grossepointecity.org">jarthurs@grossepointecity.org</a>	313 885-5800
Jane Blahut	<a href="mailto:blahutj@grossepointepark.org">blahutj@grossepointepark.org</a>	313 822-4380
Dona Costa	<a href="mailto:costadm@grossepointepark.org">costadm@grossepointepark.org</a>	313 822-4380
Derrick Kozinski	<a href="mailto:dkozicki@grossepointefarms.org">dkozicki@grossepointefarms.org</a>	313 885-6600
Tom Krolczyk	<a href="mailto:tkrolczyk@gpshoresmi.gov">tkrolczyk@gpshoresmi.gov</a>	313 881-6565
Leslie Frank	<a href="mailto:lfrank@harperwoods.net">lfrank@harperwoods.net</a>	313 343-2500
Amanda Matheson	<a href="mailto:mathesa@gpschools.org">mathesa@gpschools.org</a>	313 432-3085

You may contact Lisa Hathaway, City Clerk, at [lhathaway@gpwmi.us](mailto:lhathaway@gpwmi.us) should you have any questions prior to the meeting starting.

<b>NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST</b>
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**ELECTION COORDINATING COMMITTEE  
PLAN OF ACTION FOR THE CONDUCT  
OF SCHOOL DISTRICT ELECTIONS  
2017 - 2021**

<b>Name of County</b>	Wayne
<b>Name of School District</b>	Grosse Pointe Public School System
<b>Component Jurisdictions</b>	City of Grosse Pointe City of Grosse Pointe Farms City of Grosse Pointe Park City of Grosse Pointe Woods City of Harper Woods (portion) Village of Grosse Pointe Shores, A Michigan City
<b>Election Coordinator</b>	Wayne County Clerk Cathy M. Garrett
<b>Election Coordinating Committee Members</b>	Grosse Pointe City Clerk – Julie Arthurs Grosse Pointe Farms Clerk – Shane Reeside Grosse Pointe Park Deputy Clerk – Donna Costa Grosse Pointe Woods Clerk – Lisa K. Hathaway Harper Woods Clerk – Leslie Frank Village of Grosse Pointe Shores, A Michigan City Election Administrator – Tom Krolczyk  Designee for the Secretary – Lisa Abbey, Deputy Superintendent of Business for Grosse Pointe Public School System
<b>Date of Election Coordinator's Meeting</b>	January 26, 2017 Wayne RESA 5454 Venoy Road Wayne, Michigan 48184 1-734-334-1300
<b>Date of School Election MCL 168.642c</b>	November General Election

**The following is a Statement of Election Duties that must be performed by the County Clerk serving as the “Election Coordinator.” The County Clerk understands that certain election duties will be delegated to a city or township clerk under an agreement reached with the city or township clerk.**

<b>DESCRIPTION OF DUTIES</b>	<b>NAME OF CLERK PERFORMING THE DUTY</b>
Serve as the district’s filling official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates.	Jane Blahut, Clerk Grosse Pointe Park
Receive special election resolutions and ballot proposal language adopted by the district.	Cathy M. Garrett Wayne County Clerk
Handle the distribution, receipt and processing of absentee ballot applications.	Each Local Clerk will be responsible for each jurisdiction.
Handle the issuance of absentee ballots and the return of the voted absentee ballots.	Each Local Clerk will be responsible for each jurisdiction.
Handle ballot printing and proofing.	Cathy M. Garrett Wayne County Clerk
Order necessary precinct supply kits.	Each Local Clerk will be responsible for each jurisdiction.
Provide voting equipment for the conduct of the district’s elections.	Each Local Clerk will be responsible for each jurisdiction.
Arrange for programming/coding of voting equipment.	Cathy M. Garrett Wayne County Clerk
Arrange for testing of voting equipment.	Each Local Clerk will be responsible for each jurisdiction.
Publish notice of the “Public Accuracy Test.”	Grosse Pointe Farms Clerk
Publish “Notice of Close of Registration” and “Notice of Elections.”	Grosse Pointe Farms Clerk will be responsible for a Notice of Election, except for Harper Woods, which will publish its own. The Notice of Close of Registration will be published jointly.
Handle Qualified Voter File (QVF) related responsibilities.	Each Local Clerk will be responsible for each jurisdiction.
Appoint election inspectors for the district’s elections.	Each Local Clerk will be responsible for each jurisdiction.
Handle the setup of polling locations on election day.	Each Local Clerk will be responsible for each jurisdiction with continued cooperation of the Grosse Pointe Public Schools to provide polling locations as requested by each jurisdiction.
Handle Election day issues and troubleshooting.	Each Local Clerk will be responsible for each jurisdiction.
Transmit election results to Board of Canvassers for the canvass and certification of the election.	Each Local Clerk will forward their unofficial results to Wayne County. Wayne County Board of Canvassers will be responsible for the canvass and certification of the school election.

Store voted ballots after the election.	Each Local Clerk will be responsible for each jurisdiction.
Prepare and present reimbursement requests to Local School District.	Each Local Clerk will be responsible for each jurisdiction, when applicable.

**The undersigned jurisdictions and school district have executed this PLAN OF ACTION by and through their respective duly authorized representatives as of the date so indicated.**

**Election Coordinator**

Cathy M. Garrett, Wayne County Clerk  
Ph. 313-224-5525  
Fx .313-224-6424

\_\_\_\_\_  
Signature Date

**Election Coordinating Committee Members**

Julie E. Arthurs, Clerk  
City of Grosse Pointe  
Ph. 313-885-5800  
Fx.313-885-0820

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Signature Date

Derrick Kozicki, Clerk  
City of Grosse Pointe Farms  
Ph. 313-885-6600  
Fx. 313-885-0917

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Signature Date

Donna Costa, Deputy Clerk  
City of Grosse Pointe Park  
Ph. 313-822-6200  
Fx. 313-822-1280

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Signature Date

Lisa K. Hathaway, Clerk  
City of Grosse Pointe Woods  
Ph. 313-343-2440  
Fx. 313-343-5667

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Signature Date

Leslie Frank, Clerk  
City of Harper Woods  
Ph. 313-343-2500  
Fx. 313-343-2507

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Signature Date

Tom Krolczyk, Election Administrator  
Village of Grosse Pointe Shores, A Michigan City  
Ph. 313-884-0234  
Fx .313-881-2622

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Signature Date

Lisa Abbey, Deputy Superintendent of Business  
Grosse Pointe Public School System  
Ph. 313-432-3080  
Fx. 313-432-3002

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Signature Date