

## REGULAR MEETING

July 15, 2021

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:05 a.m. Present were Mrs. Janet Carson, Mrs. Joan Windnagel, Mr. Ed Ryder, Director Michelle Lane, Deputy Director Nora McGinnis, Shomore DeNiro, Shelly Lewis, and Linda Retych.

Mr. Ryder moved to approve the June 17<sup>th</sup>, 2021, Meeting Minutes as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

Director Lane reviewed the current bills to be paid.

Mrs. Carson moved to pay the bills as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

Blue Technologies	\$67.18
Blue Technologies	\$102.37
Blue Technologies	\$103.53
Triad Governmental Systems Inc.	\$38.04
KMI Printing	\$266.38
KMI Printing	\$164.59
ES&S	\$683.00
Sunrise Springs	\$24.95
Nora McGinnis	\$90.04

Transfer of Funds – Director Lane requested the following funds be transferred:

Appropriation transfer \$5,000.00 from Contract Services (1001-050-02-601) to Training (1001-050-02-910).

Mr. Ryder moved to approve the transfer of \$5,000.00 from Contract Services (1001-050-02-601) to Training (1001-050-02-910). Mrs. Windnagel seconded the motion. All voted: AYE.

Triad training was held on June 7<sup>th</sup> and June 8<sup>th</sup> for full-time and part-time employees. The training covered most features of the Triad system in detail. Mrs. McGinnis will send a list of attendees to the Board members.

Director Lane reported on the purchasing of Poll Pads. There is no price break in ordering more. The purchase of 30 Poll Pads was recommended and possibly purchasing 35 to use in extra precincts depending on the census results.

Mrs. Windnagel made a motion to purchase 35 Poll Pads through Knowink. Mrs. Carson seconded the motion. All voted: AYE.

The purchase proposal quote from Election Systems & Software for 4GB memory devices was discussed. An additional 75 devices are needed for backups for the new voting equipment. The unit price for each memory device is \$105. Director Lane was asked to inquire about shipping charges.

Mr. Ryder made a motion to purchase the 75 extra memory devices. Mrs. Windnagel seconded the motion. All voted: AYE.

Kids Voting Ohio, a free, nonpartisan voter education program for Ohio schools was discussed. It was stated that it is a good program to get young people involved in the voting process. A suggestion was made for our Board members to attend Board of Education meetings to encourage School Board members to help with the Kids Voting program, as well as to get students interested in working at the polls. Mrs. McGinnis will send the schedules for upcoming School Board of Education meetings to the Board members.

The OAEO Northeast Regional Meeting was held on July 9, 2021, in Carroll County. It was attended by Board member, Mr. Ryder, and Deputy Director, Mrs. McGinnis. The meeting recapped topics that were discussed at the OAEO Summer Conference.

The layout of the new County Administration Building was reviewed. Some updates that were made since the last drawing included: additional space and a doorway added to the conference room, lockers in the hallway, widened lobby and moved the lobby door, and additional ladies' restroom stall.

Mr. Ryder ~~will~~ **(CHANGED 8/11/21)** suggested the **Board of Elections** send a letter to the Commissioners regarding the following concerns: square footage 1,600 ft. less than current BOE location; access and ease for voters with disabilities; furniture order; fire suppression system; one-way direction for drop box location; off-site storage; BOE move-in date after the 2022 November General Election; IT issues for staying at 470 Center St.; additional cameras requested at current location.

Mrs. McGinnis will send a Public Records Request to the Geauga County Commissioners on behalf of the Board requesting any incidents of outside counsel used by the Commissioners in the past five years including the hourly rate paid.

Mr. Ryder made a motion to appoint Dennis Pavella to be the BOE representative for Geauga County ADP. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Carson moved to go into Executive Session per the ORC Section 121.22 (G) (1) at 10:33 a.m. Mr. Pavella seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. Carson, Yes; Mr. Ryder, Yes; and Mr. Pavella, Yes.

Mrs. Carson made a motion to leave Executive Session at 10:54 a.m. Mr. Ryder seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. Carson, Yes; Mr. Pavella, Yes; and Mr. Ryder, Yes.

Director Report – Mrs. Lane reported on her continuing work on the CARES Act and HAVA Grant documentation for the Secretary of State. Director Lane also reported on a Public Records Request that was received asking for data from 2004 through present time. Some documents being requested included records regarding drop box information, absentee ballots, rejected ballots, complaints by individuals regarding wait times, and forms of identification presented by voters. Mrs. Lane is requesting a meeting with Kristen Rine to review the Public Records Request and appropriate responses. Mrs. Lane stated that Hardware and Software training on the new voting equipment was scheduled for the end of July and will be calling in part-time personnel for parts of the training.

Deputy Director Report – Mrs. McGinnis reported on the Triad training and said it was well received by all attendees. The feedback was very positive. A new “testdata” component will be very beneficial for Triad users to become more familiarized with the system without using actual live data. Mrs. McGinnis met with Terrie Nielsen, Deputy Director in Portage County, as part of the Mentorship Program. The topic of discussion was Board Policies and Office Management. Mrs. McGinnis attended the OAEO Northeast Regional Meeting in Carroll County and is also reviewing filed petitions and giving more in-depth training to Kim Schwartz on the setting up and verification of candidate petitions.

Mr. Ryder made a motion to adjourn the meeting at 11:29 a.m. Mrs. Windnagel seconded the motion. All voted: AYE.

Next meeting – August 11, 2021 (Special meeting)