

REGULAR MEETING

October 21, 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 and Shelly Lewis.

Deputy Director McGinnis reviewed the current bills to be paid.

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

Triad Governmental Systems	\$1,085.00
Triad Governmental Systems	\$1,191.50
Auburn Township Trustees	\$350.00
Gillmore Security	\$165.00
Blue Technologies	\$75.42
Blue Technologies	\$118.69
Quill	\$168.18
Quill	\$34.58
Quill	\$181.79
Intab	\$128.87
KMI Printing	\$190.67
KMI Printing	\$419.82
KMI Printing	\$370.68
Quadient, Inc	\$329.22
Sunrise Springs Water Co	\$17.30
Sunrise Springs Water Co	\$61.25
Persistence of Vision, Inc	\$1,809.60
ES&S	\$2,186.89
ES&S	\$115.11
ES&S	\$7,814.67
ES&S	\$1,195.65
Nora McGinnis	\$33.86
Edward Ryder	\$339.12
Edward Ryder	\$605.36

Mrs. Windnagel made a motion to pay the other bills for the Geauga Maple Leaf and Karlovec Media Group as presented. Mrs. Carson seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel. Abstain, Mr. Ryder.

Gauga County Maple Leaf	\$160.00
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$210.70
Gauga County Maple Leaf	\$172.00
Gauga County Maple Leaf	\$129.00
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$210.70
Gauga County Maple Leaf	\$193.50
Gauga County Maple Leaf	\$137.60
Gauga County Maple Leaf	\$129.00
Gauga County Maple Leaf	\$210.70
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$206.40
Gauga County Maple Leaf	\$137.60
Gauga County Maple Leaf	\$206.40
Gauga County Maple Leaf	\$133.30
Gauga County Maple Leaf	\$197.80
Gauga County Maple Leaf	\$184.90
Gauga County Maple Leaf	\$206.40
Karlovec Media Group	\$60.00

Mr. Ryder made a motion to add the approval of the September 16, 2021, Meeting Minutes to the agenda. Mrs. Carson seconded the motion. All voted: AYE.

Mr. Ryder moved to approve the September 16, 2021, Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: AYE.

The annual Budget Meeting with the Geauga County Commissioners was attended by Mr. Pavella, Mrs. Windnagel, Mr. Daisher, and Mrs. McGinnis. Mr. Pavella stated the meeting went fairly well. Although the Board of Elections did not receive the total amount requested for Non-Departmental Salaries and Contract Services, Mr. Adrian Gorton mentioned that the Board could return and request more funds if they are needed for a possible second Primary, to cover additional supplies and poll worker salaries.

The Director and Deputy Director were asked to review the funds for Materials and Supplies next year and possibly add funds to the 2022 budget if they are insufficient.

The following Campaign Finance Reports were reviewed:

Bear for Trustee
Sheila Bevington Campaign Fund
Friends of Andrew K. Blackley
Committee to Elect Jim Dvorak
Committee to Elect Jim Flaiz
Galicki for Commissioner
Hildenbrand for Sheriff
Holden for Sheriff
Friends of Dan Meleski
Friends of Mullins
Friends of Petruziello
Ramey for School Board
Committee to Elect Craig S. Richter
Friends of John Urbancic
Committee to Elect Walder for Auditor
Balanced Political Solutions
Citizens for Mental Health
Geauga Citizens Preserving Libraries
Geauga County Republican Party Central and Executive Committee
Geauga Health District Levy
Geauga People for Parks
Metzenbaum Center Levy Committee
Russell Police Department Levy Committee
West Geauga Committee for Quality Education
Concern Citizen of Thompson
Geauga Citizens for Preserving Libraries

Mr. Ryder made a motion to approve the Campaign Finance Reports as submitted. Mrs. Carson seconded the motion. All voted: AYE.

Transfer of Funds – Director Lane requested an appropriation transfer of funds for \$4,000.00 from Contract Services (1001-050-00-601) to Advertising (1001-050-00-903). The transfer of funds would cover the cost of the Maple Leaf ads for the Election Issues on the November ballot.

Mrs. Carson moved to approve the transfer of \$4,000.00 from Contract Services (1001-050-00-601) to Advertising (1001-050-00-903). Mrs. Windnagel seconded the motion. All voted: AYE.

The Voter Registration totals for ballot quantity were reviewed. There were no big changes therefore no increase in ballot quantity is necessary.

Mr. Ryder made a motion to amend the agenda and move the Administration Building item to Executive Session. Mrs. Windnagel seconded the motion. All voted: AYE.

Security – A physical security check of 470 Center St., Bldg 6A, was done by Michael Brewer, Security Administrator for the Secretary of State. Director Lane and Deputy Director McGinnis will be implementing changes to room access and personnel identification: sign-in sheets requiring initials/name, date, and time of access will be posted next to the double-locked doors; double-locked rooms should be locked during the day; part-time and full-time staff will be required to wear Id tags.

Mrs. Lane inquired about time off for the full-time staff during the Holidays for the week between Christmas and New Year's. The Board stated that the office can close for the week of December 27th if the entire staff agrees to using comp and/or vacation time.

Mrs. Windnagel made a motion to give the Friday after Thanksgiving as a paid holiday to the full-time staff. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Windnagel made a motion for the paid Christmas Holiday to be given on Friday, December 24, and the paid New Year's Holiday to be given on Friday, December 31, to the full-time staff. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Carson made a motion that the office can close December 27th – December 30th if the full-time staff all agree to use comp and/or vacation time; Director Lane and Deputy Director McGinnis would need to go in to the office to check if any petitions were forwarded by the Secretary of State given that the filing deadline is December 27th. Mrs. Windnagel seconded the motion. All voted: AYE.

A discussion was held regarding the OAEO Conference and REO classes scheduled for January, 2022. Online REO classes are scheduled for Tuesday, January 11th. Onsite classes are scheduled for Wednesday, January 12th, with the conference concluding on Friday, January 14th. The full-time staff would be able to do the online classes from their desks. Mrs. Lane and Mrs. McGinnis will sign up the staff and Board Members for the appropriate classes. Mrs. Lane noted that more rooms were made available at the Hilton Columbus Downtown and reservations should be made as soon as possible.

Mr. Ryder made a motion to have all staff, the Director and Deputy Director, and Board Members attend the OAEO Conference in January, 2022, and attend the REO classes online or in person and to reimburse for the hotel room, travel, and meals. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Windnagel made a motion to go into Executive Session per the ORC Section 121.22 (G) (3) at 10:42 a.m. Mrs. Carson 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.

Mr. Pavella made a motion to leave Executive Session at 11:32 a.m. Mrs. Carson 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.

Mrs. Carson made a motion to go into Executive Session per the ORC Section 121.22 (G) (1) at 11:33 a.m. Mr. Ryder 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.

Mr. Pavella made a motion to leave Executive Session at 12:16 p.m. Mrs. Windnagel 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 that the HAVA reporting is complete. We will be returning approximately \$1000.00 to the Secretary of State. The two new drop boxes have been installed and are being used for drive-up and walk-up voters to drop off their voted ballots. The 35 new Poll Pads were delivered but will not be used for this election. Mrs. Lane stated that new ballot stub envelopes will be placed on the DS200s at the polling locations. She ordered hooks to attach the large manila envelopes to the side of the DS200s.

Deputy Director Report – Mrs. McGinnis reported that she has spent much of her time coordinating Absentee processing with Kim Schwartz and the part-time workers. She has been working on payroll and bills as well as finding Democratic Marshals for Election Day. Mrs. McGinnis reported that the visit by Secretary of State, Frank LaRose went well. The new equipment demo was also a success with poll workers and the public able to ask questions and try the new DS200s. She did the security walk through with Michael Brewer and James Waite from the Secretary of State's office.

Mr. Ryder made a motion to adjourn the meeting at 12:59 p.m. Mrs. Carson seconded the motion. All voted: AYE.

Next meeting – November 2, 2021, Election Day, Special Meeting