

REGULAR MEETING

April 20, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:00 a.m. Present were Board Members Joan Windnagel and Nancy McArthur, Director Michelle Lane and Deputy Director Nora McGinnis. Attending via Teams were County Auditor Chuck Walder, SOS Regional Liaison ShoMore DeNiro, Sharon Gingerich and Shelly Lewis. Guests attending in person were Jonathan Broadbent, Tiffanie Broadbent, Dorothy Hoffacker, Mark Madger and Sharon Madger. Board Member Janet Carson was absent.

Mrs. Windnagel made a motion to approve the March 30, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The Board reviewed audited campaign finance reports. Mr. Scott Daisher was invited into the meeting to answer a few questions from the Board.

Mrs. Windnagel made a motion to accept the campaign finance reports as audited by staff. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Triad	\$983.00
Uline	\$31.50
Legal News Publishing Co (Karlovec)	\$136.42
Quadient	\$377.77
Quill	\$107.20
Quill	\$154.02
OAE0	\$660.00
Creative Governmental Outreach	\$1,000.00
Youngstown Letter Shop	\$2,254.50
Gillmore Security	\$164.78
Cathy Hall Gillette	\$19.65

Mrs. McArthur made a motion to pay the bills as presented by Mrs. McGinnis. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to move the discussion with ADP up on the agenda since Detective Don Seamon had not yet arrived to discuss security. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mr. Chuck Walder had no specific updates regarding the Board of Elections, but he did update the group on cybersecurity issues that occurred over the past week with the Water Resources Department. There were actual malicious Russian cyber-attacks against the Water Resources email server that were discovered on April 12, 2023. The attacks quickly escalated from high threat to critical. ADP isolated and blocked all inbound water resource domain traffic. For the past week ADP has been working to migrate the water resources email server to Microsoft 365, get the department operational, and under the authority of ADP.

The equipment allocations for the May 2, 2023, Special Election were discussed. The usual allocations were made.

Mrs. McArthur made a motion to allocate one DS200 per precinct, two DS200s for polling locations with only one precinct, and one ExpressVote per polling location. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

A Software Management Policy is required by the Secretary of State's Security Directive. The policy should describe how software that runs on the Geauga County Board of Elections systems is managed. A software inventory list must also be maintained. IT just completed the installation of software on each workstation that will meet the requirements of the policy. Director Lane asked that the policy be adopted and signed so that it can be forwarded to the Secretary of State.

Mrs. Windnagel made a motion to adopt the Software Management Policy required by the Security Directive. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Director Lane presented the Fink Consulting Chargeback Agreement. It is an agreement for 2023 for Fink Consulting to prepare the chargebacks for each election. Shelly Lewis asked if there was an amount charged for the agreement. Mrs. Lane responded that it was just an agreement, and no money is due until the chargebacks are prepared.

Mrs. Windnagel made a motion to accept the chargeback agreement from Fink Consulting for 2023. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The Regional Conference is scheduled for July 14, 2023. There will be more discussion at the next Board meeting.

All the Board Members, Director, and Deputy Director have been signed up for REO classes to be held on Monday, June 26, 2023, prior to the SOS summer conference starting on June 27, 2023.

Detective Don Seamon joined the meeting. At 9:55 a.m., Mrs. Windnagel made a motion to go into Executive Session for the purpose of security per ORC 121.22 (G)(6) and to include the Director, Deputy Director, and Scott Daisher. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

At 10:19 a.m., Mrs. McArthur made a motion to leave Executive Session. Mrs. Windnagel seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

Director Report – Director Lane continues to update information and documents required by the Secretary of State for the Security Grant. She was in contact with IT for updates and completion of the Software Management Policy. Mrs. Lane submitted the required documents for the Voting Equipment Acquisition Program (VEAP). A County Resolution, Sublease Agreement, and Security Supplement were submitted to Kristen Rine, Assistant Prosecuting Attorney, for review. She is working on public records requests. Director Lane attended cybersecurity training as well as the ADP meetings concerning the cybersecurity attack on Water Resources. She is also preparing the VLM checklist and Marshal binders for the Special Election.

Deputy Director Report - Deputy Director McGinnis is assisting Director Lane with the Security Grant and the VEAP submissions. Mrs. McGinnis attended the day-long cybersecurity training as well. Both Mrs. McGinnis and Mrs. Lane met with the interim SOS Cybersecurity Liaison reviewing security reports and standings. Deputy Director McGinnis is also responding to public records requests, assisting with the preparation of the VLM checklist, Marshal binders, as well as paying the monthly bills, and preparing meeting minutes.

At 10:31 a.m., Mrs. Windnagel made a motion to go into Executive Session per the ORC Section 121.22 (G)(3) to conference with the Board's legal counsel, Corey Colombo, concerning pending litigation and to include Director Lane, Deputy Director McGinnis, and Office Administrator Daisher. Mrs. McArthur seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

At 11:29 a.m., Mrs. Windnagel made a motion to leave Executive Session. Mrs. McArthur seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

Upcoming meeting dates and times were discussed. Election Day, May 2nd, the Board members will meet at 6:15 a.m. for the opening of polls at 6:30 a.m. On May 3rd, the day after the Election, the Board plans to meet at 10:00 a.m. for more election reporting. The Board must meet on May 10th to determine the validity of each provisional ballot. The time of the meeting will be decided on May 2nd. The Official Canvass must begin between May 13th and May 17th. Official certification must be complete by May 23rd. Certification may take place at the next regular Board meeting scheduled for May 18th.

Mrs. Windnagel made a motion to adjourn the meeting at 11:42 a.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Next meeting: *Election Day* - May 2, 2023, 6:15 a.m.