

**GEAUGA COUNTY BOARD OF ELECTIONS**

**REGULAR MEETING MINUTES**

**April 15, 2021**

The meeting was called to order by Chair Joan Windnagel at 9:02 a.m. Present were Mr. Dennis Pavella, Mrs. Janet Carson (electronically), Ed Ryder (electronically) Deputy Director Michelle Lane, Scott Daisher and Shelly Lewis (electronically).

Mrs. Carson moved to approve the March 18, 2021 Minutes. Mr. Pavella seconded the motion. All voted: AYE.

Mr. Pavella made a motion to approve payment of the following bills as presented. Mrs. Carson seconded the motion. All voted: AYE.

KMI Printing	\$247.06
Quadient	\$295.89
Quill	\$169.94
Advance Ohio (Plain Dealer)	\$1,936.32
Triad Governmental Systems	\$988.00
Geauga County Sheriff's Department	\$30.00

Mr. Pavella made a motion to approve payment of the two Maple Leaf bills. Mrs. Carson seconded the motion. Mrs. Carson, Mrs. Windnagel and Mr. Pavella voted: AYE. Mr. Ryder: Abstained.

Geauga County Maple Leaf	\$160.00
Geauga County Maple Leaf	\$50.00

The Board has had 13 In Office voters to date and 244 requests for mailed ballots. Mr. Pavella in response to Mr. Daisher, did not feel that the ballot order needed revisiting at this time.

The new Administration Building was discussed and the only thing the Board of Elections knows at this time is that ground had been broken for the building. Mr. Morgan was invited to attend the Board Meeting on Monday but replied he was unable to be attend. Mr. Ryder requested a list of Commissioner's Meeting dates so Board Members could attend their meeting and voice the Board's concerns.

The Ohio Secretary of State's Summer Conference will be held on June 8<sup>th</sup> and 9<sup>th</sup>. The attendance may be limited to 2 board Members and the Director and Deputy Director. All of the REO classes will be held online. Mr. Pavella moved to pay for any Employee REO classes and Mrs. Carson seconded the motion. All voted: AYE

Mrs. Carson moved to approve expenses for those allowed to attend the Conference. Mr. Ryder seconded the motion. All voted: AYE.

The Academy of Continuing Legal Education Conference on July 20<sup>th</sup> in Richfield, Ohio was discussed. Mr. Ryder stated he would like to attend. Mr. Pavella moved to approve expenses for Board Members, Director and Deputy Director if they choose to attend the Conference. Mr. Ryder seconded the motion. All voted: AYE.

Mr. Daisher informed the Board that the original and copies of the Board's Voting Equipment Purchase Contract have been signed and received back from the Secretary of State's Office. The two signed copies have been forwarded to the Commissioners and the Auditors' Offices.

Mr. Daisher reviewed the steps to retire the old voting equipment and implement the new. ES&S would like to deliver the new Voting Equipment the first or second week of June. The Board felt the tenth, eleventh or twelfth would be a better time than the first week of June. The office may still be finishing up the May Special Election. Mrs. Carson suggested that the process start after the Secretary of State's Summer Conference. Mr. Ryder wanted to know the length of the training time and Mr. Daisher stated it appears to be about six hours a day.

Mr. Daisher also talked about training the staff, poll workers and having public demonstrations. ES&S wants to have their role completed by July. Mr. Daisher will get more information from ES&S. They have told him that they will not be available in August. Mr. Ryder inquired about storage for the new equipment. Mr. Daisher stated that at this time he may have to store in several different rooms. The Garage is not acceptable storage for electronics. Scott will reach out to Glen Vernick and see if there is any additional storage in the complex that we may double lock and meet the Board's needs. Mr. Pavella confirmed that the Board will find the needed space. Mrs. Carson would like to have training over two or three days in June and then as a refresher, two or three days in September. Mrs. Carson felt it was a lot of information to absorb in a small amount of time.

Mr. Daisher informed the Board that the office is not aware of anyone filing for the August Special Election.

Mrs. Windnagel inquired if the Board should move the Executive Session on the Agenda to the end of the meeting. Mrs. Windnagel then moved to move the Deputy Director's Report to before Personnel (Executive Session).

Deputy Director Report - Deputy Director Lane asked the Board for a motion to transfer \$2000.00 from Contract Services to Advertising as the account does not have enough funds. Mr. Pavella moved to transfer \$2000.00 from Contract Services - 1001-050-00-60 to Advertising - 1001-050-00-903. Mrs. Carson seconded the motion. All voted: AYE. Mr. Ryder requested that future transfers be put on the Agenda. Deputy Director Lane agreed. She stated the bill was submitted after the Agenda was sent and the deficient funds were not known until the bill was entered into the County Auditor's software program.

Deputy Director Lane asked the Board if it would allow her to fill out a Wage and Salary Comparison request from Clark County and the Board agreed.

She also informed the Board that she and Mr. Daisher have been working with Adrian Gorton and the Secretary of State's Office since becoming aware of some issues concerning the ADA Grant received in July. The Secretary of State has granted the Board an extension for submitting all the paper work for the Grant till May 31<sup>st</sup>.

Deputy Director Lane let the Board know that we received a check from the Secretary of State's Office for six hundred and five dollars to be used only for P.P.E. for the May Special Election. She also stated that several posted envelopes from the 2020 Primary Election were returned to the Post office for a refund of approximately \$2,400.00.

Mr. Daisher, Mr. Craig and Mrs. Stevenson have been working with Mrs. Saikaly on PEO Training and all is going well. Mr. Daisher has been reviewing Campaign Finance with her also.

Besides their regular duties she and Mr. Daisher will also be working on the Budget due soon.

Mrs. Lewis, President of the League of Women Voters discussed with the Board the value of posting public Minutes on an organization's Website. The Board will review her suggestions.

The Board then voted to enter Executive Session.

Mrs. Carson made a motion to go into Executive Session per the ORC Section 121.22 (G) (1) at 9:45 a.m. Mr. Pavella seconded the motion. The roll call vote was taken by Deputy Director Michelle Lane. Mr. Ryder, Yes; Mrs. Carson, Yes; Mr. Pavella, Yes; and Mrs. Windnagel, Yes. The Board agreed that the Deputy Director will be included.

Mr. Pavella made a motion to leave Executive Session at 10:15 a.m. Mr. Ryder seconded the motion. The roll call vote was taken by Deputy Director Michelle Lane. Mrs. Carson, Yes; Mr. Pavella, Yes; Mrs. Windnagel, Yes; and Mr. Ryder, Yes.

Mr. Daisher rejoined the meeting.

Mr. Pavella moved to re-advertise for the position of Democratic Director/Deputy Director in the News Herald for five days and in the Geauga County Maple Leaf. The Board directed posting of the ad also on Election Line, the Board's Web Site and the Secretary of State's Web Site. Mr. Ryder seconded the motion. All voted: AYE

Mr. Pavella moved to adjourn the meeting. Mr. Ryder seconded. All voted: AYE. Meeting adjourned at 10:54 a.m.

Next Meeting - May 4, 2021 at 6:15 a.m.

