

SPECIAL MEETING

August 23, 2022

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 10:04 a.m. Present were Joan Windnagel, Janet Carson, Ed Ryder, Director Michelle Lane, and Deputy Director Nora McGinnis. Guests attending via Teams were Geauga County Auditor, Chuck Walder, Andy Haines, Shelly Lewis, Sharon Gingerich, and Nancy McArthur.

Chair Dennis Pavella notified the bi-partisan teams to begin the August 2, 2022, post-election audit. There were 220 ballots that were required to be counted as part of the post-election audit.

Mrs. McGinnis reviewed the list of bills to approve. Mr. Ryder made a motion to pay the following bills as presented. Mrs. Carson seconded the motion. All voted: AYE.

Sunrise Springs	\$42.75
Blue Technologies	\$317.90
John Lucas	\$154.31
Quill	\$61.05
Quill	\$204.86
Quill	\$175.44

Mr. Walder gave an update on the new administration building. He noted that the cell phone boosters have not been installed yet. The Title Department was in the process of moving in and the Archives Department has not moved in yet. The building is approximately 75% occupied.

The Board reviewed the May 3, 2022, chargeback reports submitted by Director Lane. Mrs. Carson made a motion to certify the chargebacks as submitted. Mr. Ryder seconded the motion. All voted: AYE.

Mrs. Windnagel made a motion at 10:25 a.m. to go into Executive Session per the ORC Section 121.22 (G) (1) to consider the compensation of a public employee and to include Director Lane and Deputy Director McGinnis. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

Mrs. Windnagel made a motion to leave Executive Session at 10:48 a.m. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

The Board recognized the Questions and Issues that will be placed on the November, 2022, General Election Ballot.

The Board of Elections Policies and Procedures Manual was reviewed. In particular, Paid Holidays and Overtime Exemptions were discussed. Juneteenth is recognized as a federal holiday and most county offices observe the holiday and are given the day off as a paid holiday. Mrs. Windnagel made a motion to include Juneteenth as an official paid staff holiday. Mrs. Carson seconded the motion. All voted: AYE.

After reviewing the Overtime Exempt Policy, Mrs. Carson made a motion to update the manual stating that the IT/Office Administrator position is not an Overtime Exempt classification. Mr. Ryder seconded the motion. All voted: AYE.

Mrs. Carson made a motion at 10:55 a.m. 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 Mr. Scott Daisher. Mr. Ryder seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

Mrs. Carson made a motion to leave Executive Session at 11:35 a.m. Mr. Ryder seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Ryder, Yes; Mr. Pavella, Yes.

Director Lane gave her report and stated that the office is being overwhelmed with public records requests for voluminous amounts of data and records. She is forwarding the requests to our legal counsel, Kristen Rine, for her response and input. Mrs. Lane also prepared a letter to the County Commissioners regarding the key card system in the proposed office space in the new County Administration Building. She is also working with the PEO trainers on rewriting and consolidating the training manual, composing a letter to the Precinct Election Officials, and helped organize the PEO supply room.

Deputy Director McGinnis reported that she is preparing to send out requests for ballot quotes once it is determined if ballots will be 14" or 17" in length. She is also working with Director Lane on public records requests, updating the PEO training manual and composing a letter to PEOs. She continues to work with Laura Amick on different absentee responsibilities, such as military and overseas voters and nursing home voting.

Mr. Ryder made a motion to adjourn the meeting at 12:10 p.m. Mrs. Windnagel seconded the motion. All voted: AYE.

Next meeting: September 15, 2022