

## SPECIAL MEETING

December 13, 2021

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:03 a.m. Present were Mrs. Janet Carson, Mrs. Joan Windnagel, Director Michelle Lane, Deputy Director Nora McGinnis. Mr. Ed Ryder and Shelly Lewis attended via WebEx.

The four precincts selected for the post-election audit were: Chardon City A, Chardon City C, Hambden Township C, and Munson Township F.

Mrs. Windnagel made a motion to approve the Board Meeting Minutes as presented for November 18, 2021, November 22, 2021, and November 30, 2021. Mrs. Carson seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel.

Those in attendance viewed the post-election audit process. At the conclusion, Mrs. Carson made a motion to certify the results of the post-election audit. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel.

The 2022 winter and summer conferences were discussed. An updated agenda for the January winter conference has not been received. Mrs. Lane will call to see if one will be sent prior to the conference. The Secretary of State is requesting that rooms for the summer conference in June be reserved by January 15, 2022. The subject was brought up to possibly not participate in the summer conference.

The annual Spectrum contract was reviewed. Director Lane stated that the cost was \$729 per month. Mrs. Windnagel made a motion to approve the Spectrum contract. Mr. Pavella seconded the motion. AYES, Mr. Pavella, Mrs. Windnagel. NO, Mrs. Carson.

Director Lane reviewed the chargeback contract from Fink Consulting. Mrs. Windnagel made a motion to accept the agreement with Fink Consulting to do the chargebacks for the November 2021 Election. Mrs. Carson seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel.

The site visit at the new County Administration building is scheduled for Tuesday, December 14, at 12:00 p.m. Mr. Corey Colombo, the attorney representing the Board of Elections, will be in attendance as well. Board members, Janet Carson and Dennis Pavella, Director Michelle Lane, Deputy Director Nora McGinnis and staff member Scott Daisher will plan to meet at the new building before noon.

A new quote will be sent by Cisco for the cost to update the current office phones at 470 Center St.

Director Report – Mrs. Lane reported the HAVA funds were returned to the Secretary of State as required. Director Lane is also reviewing a Public Records Request regarding the old voting machines used in 2020. She is checking with legal counsel on how to respond to the request. Mrs. Lane indicated that two people should be trained in processing Poll Worker payroll. The detail required and time constraints justify the need for more than one employee to be familiar with the process. Mrs. Lane is also working on duplicate registrations and training Ramona on voter registrations.

Deputy Director Report – Mrs. McGinnis reported she has been helping with the duplicate process also to help meet the December 14 deadline. She is reviewing inventory and records retention with Kim and assisting Director Lane with normal administrative duties.

Mrs. Windnagel made a motion to cancel the regular Board Meeting scheduled for Thursday, December 16. Mrs. Carson seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel.

Mrs. Carson made a motion to adjourn the meeting at 12:39 p.m. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mrs. Carson, Mrs. Windnagel.

Next meeting – January 20, 2022