

SPECIAL MEETING

February 2, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:02 a.m. Present were Board Members Joan Windnagel, Janet Carson, and Nancy McArthur, Director Michelle Lane, Deputy Director Nora McGinnis and Scott Daisher, Office Administrator. Attending via Teams were Frank Antenucci, ADP Chief Deputy Administrator, Sharon Gingerich and Shelly Lewis. Guest attending in person was Barbara Walter.

Mrs. Windnagel made a motion to approve the January 19, 2023, Board Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve. She stated the News Herald bill had increased \$100 for the six month subscription. Also, if special editions are delivered, it decreases the number of daily newspapers that the office receives. Mrs. McGinnis called the News Herald and opted out of the special editions.

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

The News Herald	\$446.00
KMI Printing	\$169.15
KMI Printing	\$244.28
KMI Printing	\$89.64
KMI Printing	\$244.28
Triad Governmental Systems	\$19,675.00
Triad Governmental Systems	\$730.42
Sunrise Springs	\$20.00

Frank Antenucci reported on the Board of Elections website which has become inaccessible due to the expiration of the DNN license. Mr. Antenucci stated that a splash page was created by Diana Sanko from IT and is up and running. Currently, the splash page contains Board Office information, the 100-Day FWAB Notice and the calendar of events. A bridge webpage will be set up by Company 119 prior to the full new website becoming available. It is estimated the new website will be fully functional within two months.

Mr. Antenucci was asked about the basement area in the County Administration building which is designated for the Board of Elections. He stated that he had no update since ADP no longer has access to that area. Only County Maintenance has access to the proposed Board of Elections space.

A request was made by Shelly Lewis, President of the League of Women Voters, to provide our public comment policy. The League of Women Voters is updating their website calendar and they would like to include public comment policies from county public bodies. Chairman Pavella stated that the Board of Elections does not have a written policy, but will acknowledge anyone that has come before the Board and give at least two minutes to comment. The public can generally make comments at the time their topic is on the agenda, and not have to wait until the end of the meeting.

The VEAP Program is wrapping up. The Secretary of State's office is preparing for the final stages of financing for the Voting Equipment Acquisition Program. The Geauga County Board of Elections has nearly \$98,000 remaining under this program and if the Board intends to purchase any additional equipment, must do so by June 15, 2023. Scott Daisher will contact Election Systems and Software to inquire about possibly purchasing another Balotar printer, DS200s, or a scanner, and the timeline for delivery. Mr. Daisher suggested purchasing a Balotar printer with laptop, DS200s, ExpressVotes, and memory devices for the DS450s and DS200s. The right combination of new equipment would bring the Board of Elections close to the remaining allotment.

The SOS summer conference will be held in Columbus on June 27-28. The deadline to reserve rooms at the Hilton Columbus Easton is March 3, 2023. At this time, the Secretary of State is only allowing six individuals per county to attend. The Board Members discussed increasing the per diem rate for meals. Currently the rate for Board members and full time office staff is \$70 per calendar day. Mrs. McGinnis will check the federal guidelines for per diem rates.

Director Lane had a sample voting booth shipped to the office from ElectionSource, one of the main vendors in Ohio; the other is Inclusion Solutions. The double booth is currently set up in the office for the Board members to view. It was determined to not be very stable and the material did not seem durable. The sample will be returned to the vendor and Mrs. Lane will check with the vendor to see if they will be at summer conference and possibly bring a single booth to examine. It would be helpful to have new voting booths for the November General Election.

As mentioned in the last Board meeting, a new laptop and remote clicker for PEO training will need to be purchased soon. The laptop and clicker will require ADP approval. If the total is over the allotted amount, the Board will approve the purchase at the next Board meeting.

The visit to Kent State University in Burton was rescheduled due to illness. The Burton campus of KSU is being looked at as a possible new polling location to replace the old Berkshire High School. The visit is scheduled for the afternoon of Feb. 9, 2023, and Mr. Daisher will do an ADA assessment at that time. The Director, Deputy Director, and Mr. Daisher will also visit Berkshire Middle/High School which houses grades 7-12.

Many changes are forthcoming from the Secretary of State regarding House Bill 458. There have been updates made to the Ohio Revised Code with an effective date of April 7, 2023. Counties are still waiting for new forms and directives.

The Board members reviewed the quote from Knowink for new and upgraded poll pads. There are 95 poll pads at end of life that need to be replaced. There are 35 poll pads that are newer and could be upgraded. A discussion was held on whether to replace all 130 poll pads with new ones to keep them all the same. The 95 original poll pads date back to 2016. The 35 newer poll pads were purchased in 2021 and can be used in the May Special Election. The State will be funding 85% of the purchase of new poll pads. The total purchase price for 95 poll pads is quoted at \$90,725. The 15% that would be paid by the Board of Elections totals \$13,608.75. Mr. Keith Cunningham of Knowink will be giving a demonstration of the new poll pads on Thursday, Feb 9, 2023, at 9:00 a.m. The Director and Deputy Director will bring in part-timers for the demo.

Mrs. McArthur made a motion to purchase 95 new poll pads. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Campaign finance reports were reviewed for approval by the Board. The reports were audited by Scott Daisher and Catherine Hall Gillette. One report was filed after the deadline.

Mrs. Windnagel made a motion to accept the campaign finance reports as audited by staff, including extending courtesy to the late filing as has been done in the past for two candidates. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

The Board members examined the Petitions and Issues filed for the May 2, 2023, Election. Petitions were filed by Bainbridge Township, Chardon Township, Chester Township and Thompson Township. A Local Option was filed in Chester Township Precinct F.

Mrs. McArthur made a motion to accept and approve the petitions filed and the five issues be placed on the ballot for the May 2, 2023, Special Election. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mr. Daisher noted that one Local Option in Newbury should be rejected due to an insufficient number of valid signatures and the circulator statement was not filled out completely.

Mrs. McArthur made a motion to reject the Local Option in Newbury due to an insufficient number of valid signatures and the circulator statement not being filled out completely. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Kirtland Schools filed a tax levy in Lake County. The overlap is Chardon Township Precinct D. Chardon Township already has a proposed tax levy on the ballot for the May, 2023, Special Election.

Mrs. Carson made a motion to accept the petition filed by Judge Terri Stupica. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Following the review of petitions and issues, Mrs. McArthur made a motion to declare May 2, 2023, as a Special Election. There is no Primary for the May Election. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

At 10:51 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. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

At 1:21 p.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. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

Following Executive Session, Deputy Director McGinnis was asked to send the name of the instructor of the budgeting class held at the OAEO winter conference to Mr. Colombo.

Director Report – Director Lane reported that she is starting to work on the expense report from the Secretary of State which is due March 1, 2023. It is a very detailed report with multiple categories. Mrs. Lane has also been reviewing the Policies and Procedures manual for further corrections and updates. She reported that 3,769 NCOA letters were mailed out and we are beginning to get responses. We are still waiting for a new Directive from the Secretary of State regarding House Bill 458. The poll worker training manual needs to be updated with the new information.

Deputy Director Report - Deputy Director McGinnis is assisting Director Lane with updating the Policies and Procedures manual. She has also been working on the asset list spreadsheets and supply list spreadsheets for the County Auditor's office. She will be helping Director Lane with the SOS expense report. Mrs. McGinnis reviewed the Ohio Revised Code and noticed the changes from HB 458 are noted with an effective date of April 7, 2023.

The Board discussed the date and time for the reorganizational meeting.

Mrs. Windnagel made a motion to set the meeting date for March 6, 2023, at 10:00 a.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

A public comment was made by Shelly Lewis. She stated that the League of Women Voters is concerned about the different identification requirements for the registration deadline and Election Day.

Mrs. McArthur made a motion to adjourn the meeting at 1:33 p.m. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Next meeting: March 6, 2023 – *Special/Reorganizational Meeting*