

REGULAR MEETING

January 19, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:08 a.m. Present were Board Members Joan Windnagel and Janet Carson, Director Michelle Lane, Deputy Director Nora McGinnis and Scott Daisher, Office Administrator. Attending via Teams were Frank Antenucci, ADP Chief Deputy Administrator, Keith Cunningham of Knowink, Sharon Gingerich, Shelly Lewis, Nancy McArthur and Charles Walder, County Auditor.

Mrs. Windnagel made a motion to approve the December 13, 2022, 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. Mrs. Windnagel made a motion to pay the following bills with changes due to receipts turned in from the OAEO winter conference. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Quadiant	\$377.77
Sunrise Springs Water Co	\$20.00
Knowink	\$11,875.00
ES&S - Election Systems & Software	\$6,933.15
Blue Technologies	\$190.28
Quill	\$179.29
Quill	\$35.78
Quill	\$7.99
Nora McGinnis	\$50.00
Nora McGinnis	\$567.54
Joan Windnagel	\$694.84
Scott Daisher	\$702.35
Catherine Hall Gillette	\$673.15
Ramona Saikaly	\$398.85
Michelle Lane	\$435.91
Dennis Pavella	\$718.25
Janet Carson	\$1,121.57
Laura Amick	\$420.00

Charles Walder, Geauga County Auditor, commented on the payment due to the Board of Elections' legal counsel, Corey Colombo. Money that was left from last year's appropriation to pay Mr. Colombo does not carry over to this year, but instead is put back into the County General Fund. Therefore, approximately \$8000 needs to be appropriated again from the County General Fund to the Board of

Elections to pay Mr. Colombo. Mr. Walder stated that historically legal counsel is paid from the County General Fund and for some reason the County Commissioners are requesting the Board of Elections to use appropriated funds to pay their legal counsel. Mr. Walder had no updates on the litigation between ADP and the County Commissioners. Mrs. Carson asked Mr. Walder for a list of people by department on the County's health insurance.

Frank Antenucci reported on the meeting with Company 119 regarding the new website initiative for the Board of Elections. Besides Mr. Antenucci, the meeting included a creative manager from Company 119, Diana Sanko from IT, Director Lane, Deputy Director McGinnis, and Office Administrator and Programmer, Scott Daisher. It was a very productive meeting and took far less time than anticipated due to Mr. Daisher's knowledge of the website. Mr. Walder commented that Scott Daisher is the epitome of what the department needs. He added that Scott asks the right questions, the hard questions, and is on task and to the point.

Keith Cunningham of Knowink gave an update on the replacement and purchase of poll pads. The Secretary of State requires the most current operating system for the poll pads used for voting. Geauga County currently has 95 poll pads at end of life meaning they will not accept the newest operating system. An additional 35 poll pads are a newer generation and will work going forward. To replace the 95 older generation poll pads, Knowink offers a newer model that is on a flip stand, as opposed to a swivel stand. The printer is included in the stand and the pre-hardwired poll pad plugs into the stand so there are no charging issues. The assembly requirements on the PEOs are greatly diminished and the power requirements are much more streamlined. If the Board of Elections wants new poll pads for the May 2, 2023, Election, an order needs to be placed by the end of February. To replace the whole package – poll pad, printer, case, and stand, the cost is \$1620 each. To replace just the poll pads, the cost is \$650-\$700 each. There will be funding from the State to help cover the cost. Mr. Cunningham will demo the new poll pad at the Board of Elections office on the morning of February 9.

The OAEO winter conference was discussed and Mrs. Windnagel commented that it was a huge benefit for the entire staff to attend. It was noted that the breakout session on H.B. 458 did not leave enough time for questions. Overall, the conference had more substance and sessions on budgets and ethics were very good. The REO classes were very beneficial and had good content.

The SOS summer conference is scheduled for June 27-28 at the Hilton Columbus Easton. Currently the Board Members, Director and Deputy Director plan to attend. Once an agenda is published, the Board will discuss if the staff should attend.

Director Lane stated that she looked at voting booths at the conference and would like to have a sample booth shipped to the office. It is a double voting booth and lightweight making it easier to carry and set up. The Board agreed and said to make sure it is sturdy.

A new polling location is needed in Burton due to the old high school not being available any longer. Mrs. Lane, Mrs. McGinnis and Mr. Daisher are planning on visiting Kent State University on January 26 as

a possible new location. Also, since Building 8, across from the Board of Elections office, has been occupied by the Department on Aging, a new poll worker training site is needed. Mrs. Lane, Mrs. McGinnis and Mr. Daisher, along with Glen Vernick, head of the Maintenance Department, checked the old Title Department at the opposite end of Building 8 as a voting location for Chardon City Precincts A and B and also checked the Commissioners Chambers in Building 4, as a possible training room. In a smaller election, the Commissioners Chambers area would be sufficient.

House Bill 458 still leaves many questions to be answered. A number of updates need to be made to the PEO training manual including but not limited to: new Voter ID requirements, changes to early voting, provisional voting, absentee ballot applications and ballot returns. No new forms have been published yet by the Secretary of State's Office.

Director Lane and Deputy Director McGinnis presented a new provisional envelope they picked up at the winter conference. The envelope has a carbon copy backing which would make it unnecessary to make copies of each provisional envelope as is currently being done. The Registration Supervisor would get the top original sheet, and the Absentee Supervisor would get the copy for their provisional ballot tracking. The new envelope folds over and is sealed with an attached adhesive strip. Mrs. Lane and Mrs. McGinnis will contact the vendor, Graphic Village, to get the cost and to find out which counties currently use the new envelope.

To date, Chardon Township has filed a tax levy for streets, roads and bridges and Chester Township F filed a local liquor option. The filing deadline is February 1 for the May 2, 2023, Election.

Regarding the \$10,000 available for security grant purchases, Director Lane spoke with ADP about two large LED screens to view security footage and power boosters for the staff work stations. These purchases totaled \$9,326.34 and were approved by the Secretary of State. The cost could change slightly depending on timing of the order. Mrs. Lane will look into possibly purchasing a camera for the garage with the \$673.66 remaining.

Mrs. Windnagel made a motion to approve the ADP purchase of \$9,326.34-\$10,000 for Security Grant purchases, not to exceed \$10,000. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

At 11:00 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 Executive Session for the purpose of security per ORC 121.22 (G)(6) 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: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Pavella, Yes.

At 11:55 a.m., Mrs. Windnagel made a motion to leave Executive Session. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mr. Pavella, Yes.

Following Executive Session, Mrs. Carson made a motion to approve the revised Security and Risk Mitigation Plan per the recommendation of the Director and Deputy Director. Mrs. Windnagel seconded

the motion. All voted: AYE. Motion carried. The Security and Risk Mitigation Plan was signed by the Board Members.

The Board's legal counsel, Corey Colombo, asked for a special meeting in the next couple weeks concerning pending litigation. Mrs. Carson made a motion to hold a special meeting on February 2, 2023, at 9:00 a.m. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. Carson made a motion to keep the regular board meeting on February 16, 2023, in case the Board has other agenda items. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Director Report – Director Lane reported that more feedback was received from poll workers and there was more positive feedback regarding the new training manual. Also, younger poll workers need to be recruited. Mrs. Lane contacted ES&S regarding the on-site support bill for \$4,975 for the November General Election. The on-site support representative was a very nice woman but was new and did not have much experience. Mrs. Lane was able to re-negotiate the bill and the entire amount was taken off. The NCOA and Supplemental letters are almost ready. Triad is printing the notices and will send them to the BOE office for mailing out. Mrs. Lane mentioned purchasing a new laptop for PEO training. The current one is quite old and has stopped working on multiple occasions during training. She will also be working on an expense report that is required by the Secretary of State.

Deputy Director Report - Deputy Director McGinnis has been assisting Director Lane with updating the security grant spreadsheets and will also work on the Secretary of State's expense report with Director Lane. Mrs. McGinnis revised all the payroll spreadsheets and sick, vacation, and comp time spreadsheets for 2023 and also helped with the NCOA updates. She attended the website kickoff meeting with Mrs. Lane and Mr. Daisher and has been working on bills and preparing the expenses and reimbursement forms from the winter conference for the Auditor's Office. Mrs. McGinnis will review the asset listing provided by the Auditor's Office with Laura Amick.

The Board discussed the reorganizational meeting and set a tentative date of March 2, 2023.

Mrs. Windnagel made a motion to adjourn the meeting at 12:34 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Next meeting: February 2, 2023 - *Special Meeting*