

REGULAR MEETING

June 17, 2021

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:05 a.m. Present were Mrs. Janet Carson, Mrs. Joan Windnagel, Mr. Ed Ryder (via Webex), Director Michelle Lane, Deputy Director Nora McGinnis, Shelly Lewis (via Webex), Elizabeth Flanigan and Ken Flanigan.

Mrs. Windnagel moved to approve the May 20th, 2021, Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: AYE.

Director Lane reviewed the current bills and explained that the Jackson Manufacturers Co. bill will be paid after the transfer of funds and at the next GL date. Director Lane also explained that the Ohio Association of Election Officials bill and Mrs. Carson's summer conference reimbursement will also be paid at the next GL date. Mrs. Windnagel moved to pay the bills as presented. Mr. Ryder seconded the motion. All voted: AYE.

Sunrise Springs	\$24.95
Geauga ADP Board	\$232.20
The News-Herald	\$518.80
Ohio Secretary of State	\$650.00
Gillmore Security	\$174.11
Michelle Lane	\$388.76
Nora McGinnis	\$375.98
Joan Windnagel	\$597.98
Sunrise Springs	\$16.40
Sunrise Springs	\$23.60
Jackson Manufacturers Co / Kingsley	\$9,550.80
Ohio Assoc. of Election Officials	\$660.00
Janet Carson	\$527.61

Mrs. Windnagel moved to pay the Geauga County Maple Leaf bill. Mrs. Carson seconded the motion. AYES, Mrs. Carson, Mrs. Windnagel, Mr. Pavella. Mr. Ryder, Abstain.

Geauga Co. Maple Leaf (Karlovec Media)	\$60.00
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Director Lane explained that the remainder of the PEO/Marshal payroll will be paid at the next GL date due to waiting on W9s from PEOs and cell phone reimbursements for the marshals. The \$470.00 total

was not included in the chargebacks. Mrs. Carson moved to approve the PEO/Marshal payroll. Mrs. Windnagel seconded the motion. All voted: AYE.

Transfer of Funds – Director Lane requested the following funds be transferred. Appropriation transfer \$10,000.00 from Contract Services (1001-050-02-601) to Materials and Supplies 1001-050-02-701. Mrs. Carson moved to approve the transfer of \$10,000.00 from Contract Services (1001-050-02-601) to Materials and Supplies 1001-050-02-701. Mrs. Windnagel seconded the motion. All voted: AYE.

Chargebacks – Mr. Daisher joined the meeting. A discussion was held on whether to submit the chargebacks to the Auditor or hire Fink Consulting to do the chargebacks. An estimate of \$500.00 was received from Fink Consulting to do the May Special Election and \$3900.00 to do the November General Election. Also discussed was having Fink Consulting review the May chargebacks and use Fink Consulting in November. Mr. Daisher was asked to add the \$470.00 from the PEO/Marshal payroll to the chargebacks. Mrs. Windnagel made a motion to approve the chargebacks with the \$470.00 added. Mrs. Carson seconded the motion. All voted: AYE. Mrs. Carson made a motion to have Fink Consulting review the May chargebacks. Mr. Ryder seconded the motion. All voted: AYE.

Mrs. Carson made a motion to suspend the agenda and move the new County Administration Building discussion above Conference Review. Mr. Ryder seconded the motion. All voted: AYE.

Mr. Morgan, Geauga County Administrator, joined the meeting to show updated drawings of the Board of Elections' space in the new County Administration Building. A conversation was held regarding some of the ongoing concerns of the Board, such as: lobby/counter flow, ADA accessible counter area, width of hallway from steps to elevators, electrical outlets for charging equipment, office furniture, and file suppression system. Mr. Morgan stated that June, 2022, is the target date for move-in for other departments.

A discussion was held regarding the writing of a Resolution to request the hiring of outside counsel for the Geauga County Board of Elections due to concerns relative to the Board's office space and other issues with the new County Administration Building. Mr. Ryder requested that the Geauga County Prosecutor retain Donald J. McTigue of McTigue & Colombo LLC, in this matter. Mr. Ryder made a motion to adopt the Resolution. Mrs. Carson seconded the motion. Rollcall was held to adopt the Resolution and provide a copy to the Geauga County Prosecutor and the Geauga County Board of Commissioners. All voted: YES.

Mr. Haines from Information Technology joined the meeting via Webex to discuss the impact of the Board of Elections remaining at 470 Center Street and possible interim solutions. Items discussed included changes to network equipment and connections, extra costs from Blue Spark for a 2nd visit and

set-up, and a special circuit directly to the Board of Elections during the transition period which would also be at extra cost. Mr. Haines will get a quote for a new network connection directly into Building 6.

Mrs. Carson moved to go into Executive Session per the ORC Section 121.22 (G) (1) at 12:51 p.m. Mrs. Windnagel seconded the motion. The rollcall vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. Carson, Yes; Mr. Ryder, Yes, and Mr. Pavella, Yes.

Mr. Pavella made a motion to leave Executive Session at 1:19 p.m. Mrs. Windnagel seconded the motion. The rollcall vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. Carson, Yes; Mr. Pavella, Yes and Mr. Ryder, Yes.

The 2021 Summer Conference held by the Secretary of State was rated good overall by the Board attendees, Mrs. Carson, Mrs. Windnagel, and Mr. Ryder, as well as Director Lane and Deputy Director McGinnis.

The Northeast Regional Meeting will be held July 9, 2021, and hosted by Carroll County. Director Lane will email Carroll County to request an agenda and more details. Mrs. Windnagel made a motion to approve mileage, meals and registration for attendees. Mr. Ryder seconded the motion. All voted: AYE.

The process is underway for the preparation and mailing of the NCOA Registration Readiness Notices. The Board of Elections is waiting for the cancellation file from Triad. Triad will print the notices and send to the Board of Elections.

A change to the mask mandate and proof of vaccination was discussed. If fully vaccinated, a mask would not be required. The question was raised if the Board can ask for verification of proof of vaccination. Mr. Pavella made a motion to allow employees who have shown proof of vaccination, be allowed to work without a mask based on verification from the Prosecutor. Mrs. Carson seconded the motion. AYES, Mrs. Carson, Mrs. Windnagel, Mr. Pavella. Mr. Ryder, No.

Director Report – Mrs. Lane informed the Board that 75 additional USB backup sticks are needed and will cost \$7875.00. She will check with the Auditor to see if any State funds are still available. Mrs. Lane suggested holding a mock election at the Geauga County Fair and setting up a DS200 in the Democrat and Republican tents. She also continues to work on the HAVA Grant extension for the Secretary of State.

Deputy Director Report – Mrs. McGinnis reported that she is learning her new duties and reviewing procedures with the new Absentee Supervisor. Lou Marion provided New World training to her and to Ms. Saikaly. Director Lane has also shown her the bill paying process, payroll and comp time sheets, and supply ordering. Mrs. McGinnis stated that she will be meeting with Terri Nielsen, Deputy Director of the Portage County Board of Elections, as part of the New Election Officials Mentorship program.

Mr. Ryder made a motion to adjourn. Mrs. Windnagel seconded the motion. All voted: AYE.
Meeting adjourned at 2:10 p.m.

Next meeting - July 15, 2021