

## SPECIAL MEETING

March 30, 2023

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:06 a.m. Present were Board Members Joan Windnagel and Nancy McArthur, Director Michelle Lane and Deputy Director Nora McGinnis. Attending via Teams was Sharon Gingerich. Guests attending in person were Dorothy Hoffacker, Shelly Lewis from the League of Women Voters, Sharon Madger, Molly Nikkila and Christine Stenzel. Board Member Janet Carson was absent.

Mrs. McArthur made a motion to approve the March 6, 2023, Board Meeting Minutes as presented. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Blue Technologies	\$208.51
Blue Technologies	\$34.54
Quill	\$104.98
Geauga Maple Leaf	\$175.00
Triad	\$58.94
KMI Printing	\$186.65
KMI Printing	\$262.53
Expert IT LLC	\$1,992.00
B Fink Consulting	\$2,500.00
Nora McGinnis	\$30.67
Legal News Publishing Co (Karlovec)	\$284.50
Sunrise Springs	\$28.50

Mrs. Windnagel made a motion to pay the bills as presented by Mrs. McGinnis. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to move the discussion with ADP down on the agenda to wait for Mr. Antenucci to join the meeting. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to move the discussion with Detective Don Seamon down on the agenda since the Detective had not yet arrived. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The Executive Session was not held because there were no updates from the Board's legal counsel.

The ballot quotes were presented to the Board by Mrs. McGinnis. Quotes were received from Youngstown Letter Shop and Midwest Direct. A quote was not returned by ES&S. Youngstown Letter Shop quoted the ballots at \$.27 each for 2-sided ballots. Midwest Direct quoted the ballots at \$.325 each for 2-sided ballots.

Mrs. Windnagel made a motion to award the printing of election day ballots to Youngstown Letter Shop and to place the order for 2-sided ballots. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

A date for the public test was discussed. With input from Director Lane, it was decided to hold the public test on Tuesday, April 11, at 10:00 a.m. One bi-partisan team will assist Mr. Daisher in the testing of the DS200 scanners and DS450 high-speed scanner.

Mrs. Lane reviewed the November 2022 Chargebacks completed by B. Fink Consulting and asked the Board to approve payment of the invoice. Upon approval, Director Lane will send the November 2022 Chargebacks to the County Auditor.

Mrs. Windnagel made a motion to approve the November 2022 Chargebacks and pay the invoice from B. Fink Consulting. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

In accordance with House Bill 458, Boards of Elections must comply with public records requests related to video surveillance of drop box security cameras. Downloading recordings for public records requests will have an associated cost for the purchase of USB drives. Scott Daisher, Office Administrator, researched the price of USB flash drives for multiple storage sizes. Director Lane asked the Board about reimbursement for the USB drives for records requests.

Mr. Pavella made a motion to have the BOE office ask the records requestor for reimbursement of the actual cost of the USB flash drive for public records requests. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The SOS Summer Conference was discussed. Another block of hotel rooms was released for the conference. Mrs. McGinnis will call to reserve a hotel room for Chair Pavella. Two REO courses were also announced, one undergraduate and one skills-based. Mrs. McGinnis will register the Board Members, Director, and Deputy Director for the skills-based course, "Battling Emotional Exhaustion."

The Northeast Regional Meeting will be held on July 14, 2023, in Columbiana County. More details will follow. The Board will discuss attendees at the next board meeting.

Scott Daisher joined the meeting for the ADP update and discussion on poll pads.

ADP Chief Deputy Administrator, Frank Antenucci, arrived in person to report on ADP activity. He stated there are seven entities occupying 470 Center Street and the Board of Elections will have ADP support through at least the end of the year. IT has been working on the switches for the new telephones. The phones will be installed at 470 Center Street and then moved to the Board of Elections' new location

when viable. Mr. Antenucci reported that Company 119 continues to work on the Board of Elections website. Scott Daisher noted that he had given Company 119 some content and website addresses for their use in the development of the web pages. Mr. Antenucci stated that a student is being hired to help with content migration. The Board of Elections will be able to add the new poll worker training video to new web pages once Company 119 turns over the new website.

Mrs. Lane asked the Board to rescind the poll pad purchase motion made at the February 2, 2023, Special Board Meeting, due to issues discovered by Mr. Daisher as he was starting to charge the poll pads. The battery packs were not charging the poll pads on the first few poll pads Mr. Daisher unpacked. Also, the voter ID tray did not attach correctly. Director Lane contacted Keith Cunningham of Knowink, and she was told to reject the order and have the Board rescind the previous purchase motion. A new order will be placed at a later date. The 95 poll pads are not needed for the May 2 Special Election.

Mrs. McArthur made a motion to rescind the motion to purchase 95 poll pads, made at the February 2, 2023, Special Board Meeting. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Director Report – Director Lane reported that she had invited a Detective to speak at the Board meeting regarding safety concerns in the basement of the Administration Building. Two staff members from the Board of Elections attended ALICE training when the safety concerns were expressed by an officer giving the training. Mrs. Lane will contact the Detective to reschedule his visit for another meeting. Director Lane is also working on Grant spreadsheets and forms for the Secretary of State. She also reported on the Teams meeting regarding BOE pinning for doors in the BOE area of the administration building. The meeting with NV5 and Independence Construction was to discuss how BOE would like the doors pinned, such as dual lock and single lock. The Director attended the meeting with Deputy Director McGinnis and Scott Daisher. Director Lane asked the Board to accept the keying design updated by the vendor.

Mrs. McArthur made a motion to accept the keying as laid out on the diagram from the vendor. Mr. Pavella seconded the motion. All voted: AYE. Motion carried.

Deputy Director Report - Deputy Director McGinnis has been working with Cathy Hall Gillette on the PEO training material and slides. She also assisted Director Lane with the Grant spreadsheets and forms for the Secretary of State. She attended a webinar held by Triad on video streaming and a second webinar on the new absentee coding that is being put in place by Triad for Absentee reporting. Mrs. McGinnis and Mr. Daisher attended a meeting with Company 119 on website design updates.

Mrs. Windnagel made a motion to adjourn the meeting at 10:37 a.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Next meeting: April 20, 2023, 9:00 a.m.