

SPECIAL MEETING

March 6, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 10:03 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. Guests attending in person were Jonathan Broadbent, Tiffanie Broadbent, Mark Madger, Sharon Madger and Christine Stenzel.

Mrs. Carson made a motion to elect Dennis Pavella as temporary Chair and to close nominations. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes. Temporary Chair, Dennis Pavella was elected.

Mrs. Windnagel made a motion to reappoint Michelle Lane as Director of the Board of Elections and to close nominations for appointment. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes. Michelle Lane was reappointed as Director of the Geauga County Board of Elections.

Mrs. Carson made a motion to reappoint Nora McGinnis as Deputy Director of the Board of Elections and to close nominations for appointment. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes. Nora McGinnis was reappointed as Deputy Director of the Geauga County Board of Elections.

Mr. Pavella asked for a motion to appoint a Chairman of the Board of Elections. Mrs. Carson made a motion to reappoint Dennis Pavella as Chairman of the Board and to close nominations for appointment. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes. Dennis Pavella was reappointed Chairman of the Geauga County Board of Elections.

Mrs. Windnagel made a motion to reappoint staff members to their current positions: Cathy Hall Gillette to PEO and Campaign Finance Supervisor, Ramona Saikaly to Registration Supervisor, Laura Amick to Absentee Supervisor, Scott Daisher to Programming and Campaign Finance Supervisor and Office

Administrator, and then to close nominations. Mrs. Carson seconded the motion. All voted: AYE. Motion carried. All staff members were reappointed to their current positions.

Mrs. Windnagel made a motion to reapprove the January 19, 2023, Board Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. Carson, Yes; and Mrs. McArthur, Abstain.

Mrs. Windnagel made a motion to approve the February 2, 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:

MNJ Technologies	\$78.95
Blue Technologies	\$126.44
Geauga County Sheriff's Office	\$30.00
Quill	\$105.96
Quill	\$55.25
Sunrise Springs	\$28.50
BlueSpark Data	\$1,500.00
Gillmore Security	\$165.00
Scott Daisher	\$19.78

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

The following campaign finance reports were reviewed:

Geauga Democratic Women's Caucus – 2021 Semiannual, 2022 Pre-Primary, 2022 Annual, DOT, 2022 Amended Annual

Friends of Tim Lennon- 2022 Annual

Keep Judge Grendell – 2022 Annual/Termination

Grendell for Good Government - 2022 Annual/Termination

Stupica for Judge Committee – 2022 Annual

Friends of Charles Butters - 2022 Annual

Rambo for Trustee - 2022 Annual/Termination

Geauga Senior Services Levy – DOT

Hildenbrand for Sheriff - 2022 Annual, 2022 Amended Annual

Committee to Elect Jim Flaiz – 2022 Annual

West Geauga Committee for Quality Education – 2022 Annual

Mrs. McArthur made a motion to accept the staff's recommendations and approve the campaign finance reports as presented. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

ADP Chief Deputy Administrator, Frank Antenucci, reported on the current status of the basement area in the County Administration Building. He noted that the security cameras in the large storage room are blocked by shelves that have been installed there. The security cameras will have to be removed and placed higher so they are not blocked by the metal shelving. Mr. Antenucci also stated that since the storage room is in a secured area, the glass entrance door will need to be replaced with a solid door. County IT, along with Scott Daisher and IT from the Secretary of State's office, inspected the cables that go to the Board of Elections server room. To perform the inspection, IT had to be given access to the proposed Board of Elections area by the County Maintenance Department since only the Maintenance Department has access. Company 119 is continuing with their development of the new Board of Elections website. The bridge is up and running with required information and postings. Mr. Antenucci has given the external camera list to NV5 and is working with the company to make sure all the cameras for the current drop box have good views all around the building. There are currently some dark/blind spots.

A motion was made by Mrs. McArthur to amend the Agenda and move down the Executive Session to accommodate our legal counsel. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to accept the request by Chester Township to withdraw their ballot issue. Mrs. Carson seconded the motion. All voted: AYE. Motion carried. The proposed fire levy renewal was submitted too early.

Mrs. McGinnis reviewed the Election Day ballot order form she prepared for ordering ballots for the May Special Election. Ballots are only needed for the following precincts: Bainbridge Township, Chardon Township, Chester Township F, and Thompson Township. Mrs. McArthur made a motion to order ballots as recommended on the ballot quantity order form. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

The Secretary of State's office is preparing for the final stages of financing for the Voting Equipment Acquisition Program (VEAP). The Geauga County Board of Elections must make the purchase of Election Day equipment by June 15, 2023, under the VEAP program. Scott Daisher contacted Election Systems and Software and received a quote to purchase the following: ten (10) DS200s, eight (8) ExpressVotes with printers, one (1) Ballot on Demand printer, one (1) Ballot on Demand workstation, and Standard Memory Devices, for a total of \$97,667. Mrs. McArthur made a motion to approve the purchase of Election Day equipment using VEAP funds. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Advisory 2023-2 from the Secretary of State increased the maximum recount charge from \$65 to \$70 per precinct. Mrs. Carson made a motion to follow the Secretary of State's maximum charge allowed per precinct of \$70. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

The Secretary of State is allowing up to six individuals per county to attend the SOS summer conference. Mrs. Carson made a motion to allow for the reimbursement of expenses permissible for the Board Members, Director and Deputy Director. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Director Lane reported that the Academy of Continuing Legal Education is holding their annual program in Richfield on July 26, 2023. It has always been a very informative session and asked that the Director and Deputy Director be able to attend. It is open to Board Members as well.

Mrs. McArthur made a motion to approve expenditures for the Board, Director and Deputy Director to attend the Academy of Continuing Legal Education program. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

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 reported on the federal guidelines for per diem rates for meals and incidental expenses.

After the Board reviewed the rates, Mrs. McArthur made a motion to increase the per diem rate to \$85. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

A quote of \$1420 for a new laptop and clicker was received from the ADP Department. The new laptop is needed for poll worker training and for ADA assessments.

Mrs. Carson made a motion to approve the purchase of a new laptop and clicker. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Director Lane contacted Cole Kornell, of Creative Governmental Outreach (CGO), to produce a new video for poll pad training. The current training video shows how to assemble our old poll pads. Mr. Kornell produced the original training videos and is familiar with our setup. Mrs. Lane asked the Board to approve up to \$1000 for the production of the new video.

Mrs. McArthur made a motion to approve up to \$1000 for the production of a new poll pad training video. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mrs. Lane, Mrs. McGinnis and Mr. Daisher met with representatives from Blue Technologies regarding the purchase/lease of a new copier for the office. The current copier is about 12 years old and requires repairs throughout the year. Blue Technologies has new models that would meet the needs of the

office. Mrs. Carson suggested contacting other companies for prices, and to speak to ADP for possible recommendations and approved vendors.

Mrs. Lane, Mrs. McGinnis and Mr. Daisher drove to Burton to take a look at Kent State University as a possible polling location. Due to the old Berkshire High School no longer being available, a new polling location is necessary for Burton Village and Burton Township precincts A and C. The Kent State location proved to be quite suitable and a good fit for our polling location needs.

There are still questions and ongoing concerns with House Bill 458. Deputy Director McGinnis contacted the Secretary of State's legal counsel to get clarification on identification for in-person absentee voting. The Directive states that a voter without an ID who does not want to cast a provisional ballot, can fill out an application and have a ballot mailed. Mrs. McGinnis asked if the voter was allowed to take a hand-carried ballot instead of having it mailed. The response was that it is a Board decision in each county.

Mrs. Carson made a motion, based on the response from the Secretary of State, that if an early voter comes to the Board of Elections office to vote, and fills out an absentee ballot application completely and correctly, the voter can take a hand-carried ballot. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Shelly Lewis inquired about registration forms and whether the office will accept the old form. The Board of Elections office will accept the old forms as long as the new ID requirements are followed.

At 11:35 a.m., Mrs. McArthur 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 1:53 p.m., Mrs. McArthur made a motion to leave Executive Session. 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.

The Secretary of State has funding available to reimburse counties up to 85% for the purchase of E-Poll Pads. Geauga County Board of Elections purchased 35 new Poll Pads prior to the January 6, 2023, deadline. Geauga County will be reimbursed 85% of that purchase price. The 95 Poll Pads recently acquired were purchased after the January 6, 2023, deadline. The office is awaiting guidelines as to how to process the reimbursement request for funds that are still available to Geauga County.

Director Report – Director Lane reported that she completed the annual expense report required by the Secretary of State. She has also been proofing ballots with Mrs. McGinnis. The poll worker training manual is being reviewed as it needs updates and corrections and Mrs. Lane has been helping to make those changes. Director Lane has also been responding to public records requests. She attended website

training at Company 119 with Mrs. McGinnis and Mr. Daisher. The Board of Elections staff will take over control of website updates once the new website is up and running.

Deputy Director Report - Deputy Director McGinnis assisted Director Lane with the SOS annual expense report and also with proofing ballots. She has also been working on the PEO training manual changes and helping Cathy Hall Gillette with the PowerPoint training slides. Mrs. McGinnis, Mrs. Lane and Mr. Daisher attended website training at Company 119 to become more familiar with updating the new Board of Elections website. She also prepared the Election Day ballot order numbers for the May 2 Special Election.

The Board discussed the date and time for the next Board meeting. The next possible date would be March 30, 2023, or April 6, 2023.

Shelly Lewis commented that there were 682 voters purged in Geauga County from the NCOA process. Mrs. Carson requested the list of purged voters. Director Lane will send the list to Mrs. Carson after the meeting.

Mrs. Carson made a motion to cancel the next regular Board meeting scheduled for March 16, 2023. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. Carson made a motion to adjourn the meeting at 2:37 p.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Next meeting: TBD