

Geauga County Board of Elections

SPECIAL MEETING

June 15, 2019

MINUTES

The meeting was called to order by Chairman Ed Ryder. Present were Mr. Dennis Pavella, Mrs. Janet Carson, and Mrs. Joan Windnagel. This special meeting was being held at the Board of Elections Office, 470 Center St., Bldg. 6A, Saturday, June 15, 2019, at 2:30 PM for purposes of interviewing applicants for the position of Director, Geauga County Board of Elections.

At 2:48 P.M. , Mr. Pavella moved, seconded by Mrs. Carson, to go into Executive Session in accordance with ORC Section 121.22 (G) (1). Roll call vote: Mr. Pavella, Aye; Mrs. Carson, Aye; Mr. Ryder, Aye; and Mrs. Windnagel, Aye.

At 6:40 P.M ., the Board re-entered regular session . Mr. Pavella moved, seconded by Mrs. Carson, to close Executive Session. Roll call vote: Mr. Pavella, Aye; Mrs. Carson, Aye; Mr. Ryder, Aye; and Mrs. Windnagel, Aye.

No decision was made at this time regarding an appointment as the Director of the Geauga County Board of Elections.

Mr. Pavella moved, seconded by Mrs. Carson, to adjourn the special meeting at 6:45 PM. All voted: AYE.

Next meeting: June 20, 2019

Geauga County Board of Elections

REGULAR MEETING

June 20, 2019

Minutes

The meeting was called to order by Chairman Ed Ryder at 9:10 A.M. Present were Mr. Dennis Pavella, Mrs. Janet Carson, Mrs. Joan Windnagel, and Deputy Director Dorothy Stange.

Mr. Pavella made a motion to approve the May 22, 2019, Special Meeting minutes. Mrs. Windnagel seconded the motion. All voted: Aye. Mr. Pavella made a motion to approve the June 4, 2019, Special Meeting minutes. Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made a motion to amend the Agenda and add the minutes for May 7, 2019, minutes. Mrs. Carson seconded the motion. All voted: Aye. Mr. Pavella moved to approve the May 7, 2019, Special Meeting minutes. Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made a motion to amend the Agenda adding the re-imbusement of \$226.64 for Scott Daisher for the 2019 Secretary of State Summer Conference. Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made a motion to approve payment of the following bills that the Board reviewed and added:

GOV CONNECTION, INC.	\$1945.90
SHI International Corp.	456.23
SHI International Corp.	2668.12
Fran Sarkisian	130.00
MNJ Technologies Direct, Inc.	105.95
Olfield Graphics	5427.50
Chardon Oil Co.	85.77
Sunrise Springs	28.80
Mayfield Church	350.00
Blue Technologies	44.92
MNJ Technologies Direct, Inc.	1199.00
Quill	56.46
Election Systems & Software	502.35
The News Herald	67.50
Scott Daisher (added)	226.64

Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella moved to accept the following Campaign Finance Reports as audited by staff:

2015 Semi Annual Amended	Committee to Elect Jim Flaiz
2015 Annual Amended	Committee to Elect Jim Flaiz
2018 Pre-General Committee	Berkshire Local Schools Levy Committee
2018 Post General	Geauga County Republican Party Central and Executive Committee

Mrs. Windnagel seconded the motion. All voted: Aye.

The Certificate for Diane V. Grendell newly appointed to the 76th District House of Representatives was signed by all the Board members.

The Board reviewed the OAEO-NEO Regional District meeting agenda. Mr. Pavella made the motion to approve attending the OAEO-NEO Regional District meeting being held on Tuesday, July 30th, 2019, at the Geneva Lodge and Conference Center to be co-sponsored by Ashtabula County to include the Board members, Deputy Director, employees Nancy McArthur and Scott Daisher, and possibly the new Director (8). Mrs. Windnagel seconded the motion. All voted: Aye.

Mrs. Stange discussed that the Candidate for the Berkshire Board of Education, Jody Busby Miller, has requested to have her maiden name "Busby" on the ballot since that is how voters in the Berkshire School District know her. Miller is Jody's married name and that is how she is registered at the BOE. Mr. Pavella made the motion that due to the current registration to not accept Jody Busby Miller's request to include her maiden name on the ballot. Mrs. Windnagel seconded the motion. All voted: Aye.

Mrs. Stange had an invoice from Advance Ohio which is a new vendor and is the billing company for the Plain Dealer newspaper. Mrs. Stange will send a new vendor form to Advance Ohio including a W-9 Form.

Mrs. Stange brought to the Board the fact that since the 4th of July is on a Thursday, the Geauga County Board of Commissioners voted on Tuesday, June 18th, 2019, to give County employees July 5th, 2019, off with pay. This is a Declaration of another Holiday.

Mr. Windnagel made the motion to give the Board of Elections employees July 5th off with pay based on the fact the Geauga County Board of Commissioners approved and pursuant to the Declaration of another Holiday. Mr. Pavella seconded the motion. All voted: Aye.

Mrs. Stange reported that Olfield Graphics sent out sample ballot packs which are glued instead of stapled. It is Olfield Graphics first experience with gluing. The Board reviewed the glued ballot pack. ES&S has priority/special paper for ballots which has been purchased in the past. Mrs. Stange will check on using a different vendor for a lower price on paper for ballots. Mrs. Carson discussed placing the ballot stub on the other end of the ballot and not at the stapled or glued portion of the pack. There could be a ballot layout or programming issue. The ballot paper may come in a standard form.

Deputy Director Reports- Mrs. Stange brought the following issues to the Board's attention:

Chester Township sent a letter that Frank Kolk is the newly appointed Trustee. Mr. Pavella made the motion to add the Certificate of Appointment of Frank Kolk as Chester Township Trustee to the agenda. Mrs. Windnagel seconded the motion. All voted: Aye. The Board signed the Certificate for Frank Kolk, newly appointed Chester Township Trustee.

Joseph Samuel Morrow, Middlefield Council. Mr. Morrow, who ran for Middlefield Council in 2016, was on the ballot as "Sam" Morrow. The Board had approved in 2016. Mr. Morrow is requesting his name be on the Nov. ballot in 2018 as "Sam" Morrow. Mr. Pavella discussed "derivates" of names which is permitted according to the Secretary of State's Directives. The Board approved in the past, and should allow the way Mr. Morrow's name was on the ballot the last time. Mrs. Stange will confirm the "Name of Candidate" on the petition; his name on his voter registration card; and will contact Mr. Morrow today.

Nancy McArthur wanted the Board to confirm the retention schedule of open and terminated Local Campaign Committee finance reports including Pacs. Pacs are different than Campaign Committees. Pac Committee and Local Committee Reports are retained for six years in the BOE Office, and then for the next six years in the Geauga County Archives. Nancy McArthur has been researching. Mrs. Carson wanted to see the Directive and the ORC regarding retention schedules. Mrs. McArthur will provide the directive and ORC retention schedule for the Board to review.

Mrs. Stange discussed the 2019 SOS Summer Conference regarding the National Election Cyber Tabletop Exercise. There were several states connected to this tabletop discussion via a live broadcast. When this exercise was difficult to hear and not going as well as expected, Ohio Secretary of State staff, conducted their own Tabletop Exercise. Each County was assigned a specific table, discussions centered on – cyber security, physical security at the office, in-house IT Departments, County IT Departments, the cyber security grant, emergency situations, 650 equipment failure, how prepared are Board of Elections for any emergency and written detailed manuals giving step-by-step instructions on courses of action, dealing with the media with positive and not negative responses, who is the take charge person with media, storage of equipment, and use of laptops (other than the county computers) for emails and doing research to prevent viruses on the county computers. Mrs. Stange stated that Al and Allen from the County IT Department are working on the Directives from the Secretary of State's Office regarding Cyber Security for the BOE as well as handling all the County Cyber Security issues. The BOE Office Cyber Security issues may become overwhelming.

The Board had information on the CORSA Safety Classes being held which dealt with employees driving to work or driving a County car.

Mrs. Windnagel discussed Michelle Lane's concerns with all the different websites she needs to access for new Voter Registration, and the chances of a virus. Mrs. Carson recommended Michelle Lane use the new Board of Election ADA Laptop for the research.

Mrs. Carson made a motion to enter into Executive Session at 10:50 A.M. for discussion of the legal opinion from the Geauga County Prosecutor regarding the Contract with the Geauga County Agricultural Society, in accordance with ORC Section 121.22, and the hiring of a public official Section 121.22 (G)(1). Mr. Pavella seconded the motion. A roll call vote was taken. Mrs. Carson, aye; Mr. Pavella, aye; Mr. Ryder, aye; and Mrs. Windnagel, aye. Mrs. Stange was not included in the Executive Session.

The Board re-entered regular session. Mr. Pavella made the motion to close Executive Session at 11:55 A.M. Mr. Ryder seconded the motion. A roll call vote was taken. Mr. Pavella, aye; Mr. Ryder, aye; Mrs. Carson, aye; and Mrs. Windnagel, aye. Mrs. Stange was present for regular session.

A Special Meeting will be held on June 25, 2019, at 9:00 A.M. The agenda will include Executive Session for hiring and compensation; and bills to be paid. The regular meeting will be held on July 18th, 2019. Mrs. Carson made a motion to adjourn the meeting, and Mrs. Windnagel seconded the motion at 12:03 P.M. All voted: Aye.

Geauga County Board of Elections

SPECIAL MEETING

June 25, 2019

Minutes

The meeting was called to order by Chairman Ed Ryder at 9:06 A.M. Present were Mr. Dennis Pavella, Mrs. Janet Carson, Mrs. Joan Windnagel, and Deputy Director Dorothy Stange.

Mrs. Windnagel made a motion to enter into Executive Session at 9:10 A.M. for the purpose of Hiring and Compensation of Public Officials per ORC Section 121.22 (G)(1). Mr. Pavella seconded the motion. A roll call vote was taken. Mrs. Windnagel, aye; Mr. Pavella, aye; Mrs. Carson, aye; and Mr. Ryder, aye. Mrs. Stange was not included in the Executive Session.

The Board re-entered regular session. Mr. Pavella made the motion to close Executive Session at 10:59 A.M. Mr. Ryder seconded the motion. A roll call vote was taken. Mr. Pavella, aye; Mr. Ryder, aye; Mrs. Carson, aye; and Mrs. Windnagel, aye. Mrs. Stange was present for regular session.

The Board tabled the June 15, 2019 Special Meeting minutes at this time.

Mr. Pavella moved to amend the Agenda to include Janet Carson's 2019 SOS Summer Conference expenses of \$857.06. Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made a motion to approve payment of the following bills that the Board reviewed and as presently listed:

Joan Windnagel	640.48
Dennis Pavella	629.59
Nora McGinnis	707.63
Michelle Lane	370.14
Dorothy Stange	381.19
Amans, et al	95.00
Nancy McArthur	773.79
Janet Carson (added)	857.06

Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made the motion to hire Pete Zeigler as the new Director of the Geauga County Board of Elections, upon passage of the Sheriff's background check, and the meeting of the State requirements in the ORC for the 30 day move to Geauga County at a pay rate of \$68,000 per year effective July 15, 2019. Mr. Ryder seconded. All voted: Aye.

Mr. Pavella made the motion that the Board decided to reevaluate and have in charge of meeting the cyber security deadlines per the SOS Directives Scott Daisher as point person with a pay increase of \$3500 a year annually starting June 30, 2019, and also in-conjunction add Nancy McArthur with a pay increase of \$2,000 a year annually also beginning June 30, 2019. Mrs. Carson seconded. All voted: Aye.

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It was explained that these new job duties will include schooling paid for by the BOE, cyber security courses, training, webinars, and mileage. The new Director, Scott Daisher (as point person), and Nancy McArthur will work together. All expenses will be approved by the Board.

The July 30th OEAO – NEO meeting is being held on July 30th in Geneva, Ohio. Mrs. Stange will make reservations for 8 people.

Mr. Pavella moved to adjourn the meeting at 11:10 A.M. , and Mrs. Windnagel seconded. All voted: Aye.

Next meeting: July 18, 2019