

## REGULAR MEETING

October 15, 2020

## MINUTES

The meeting was called to order by Chairman Ed Ryder at 9:07 A.M. Present were Mr. Dennis Pavella, Mrs. Janet Carson, Mrs. Joan Windnagel, Director Pete Zeigler and Deputy Director Michelle Lane.

Board Member Mr. Pavella moved to approve the September 17<sup>th</sup> Minutes with one correction. (The Board took a brief recess and Mr. Pavella left the meeting) Mrs. Windnagel seconded the motion. All voted: AYE.

Director Zeigler reviewed the current bills and explained why some bills will be paid after the transfer of funds. Mr. Pavella moved to pay the bills that have funds. Mrs. Windnagel seconded the motion as presented with the exception of the 150.00 bill from the Maple Leaf.

Election S & S, LLC	\$16,000.00
Geauga Co. Sheriff's Office	\$30.00
Intab, LLC	\$89.02
KMI Printing	\$133.80
KMI Printing	\$1,413.80
Quill.com	\$49.98
Quill.com	\$25.20
Quill.com	\$1,704.37
Quill.com	\$13.82
Quill.com	\$279.99
RBM Consulting, LLC	\$4,119.00
Southern Computer Warehouse	\$2,058.33
Sunrise Springs Water Company	\$23.60
BlueSpark Data, LLC	\$4,800.00

Southern Computer Warehouse	\$660.88
Southern Computer Warehouse	\$140.49
Uline	\$394.07

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

Gauga Co. Maple Leaf	\$150.00
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Mr. Pavella moved to pay the bills waiting for funds to be transferred as explained by Director Zeigler. Mrs. Windnagel seconded the motion. All voted: AYE.

GovConnection, Inc.	\$469.70
Shi International Corp	\$1,645.72
Blue Technologies	\$203.56
Connie Dustman	\$11.39
Graphic Village	\$335.00
PenCo Industrial Supply, Inc.	\$2,645.00
Southern Computer Warehouse	\$318.51
Southern Computer Warehouse	\$167.20
TRIAD Governmental Systems Inc.	\$1,085.00
Quill.com	\$118.57
Quill.com	\$282.75

Director Zeigler explained some of the current legal issues the Boards of Elections are facing. More Drop boxes will not be allowed although that possibly could change but probably not for the current election. Electronic absentee requests were not accepted due to the security issues involving attachments.

Scheduling upcoming Board meetings and events were discussed. Board member Carson would like to wait till Election Day to set the date of the Official Canvas. Chairman Ryder and Mr. Pavella mentioned the 19<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup> or 24<sup>th</sup> and Chairman Ryder felt it would likely be the 23<sup>rd</sup> or 24<sup>th</sup>.

Mr. Pavella moved to begin processing the Absentee Ballots. Mrs. Windnagel seconded the motion. All voted: AYE. Mrs. Windnagel moved that the 14<sup>th</sup> of November will be the start of the Official Canvas. Mr. Pavella seconded the motion. All voted: AYE. The Board agreed that the Post-Election Audit cannot be scheduled till after the certification.

Director Zeigler informed the Board that at the present time we are averaging 400 voters a day (in person and citizen carry) in the office. The Board of Elections website can be used to track outgoing and returned ballots. Mrs. Carson expressed concern about people in line with no masks and not social distancing. Director Zeigler went over what we are allowed to do and if the voter is not receptive, they must still be allowed to vote. Mrs. Carson would like the floors marked better. Avery Denison should be sending donated - stand here floor appliques - soon.

Appropriation transfer – Director Zeigler requested the following funds be transferred.

Appropriation transfer \$ 8,409.72 from HAVA (2067-050-00-601) to Supplies 1001-050-00-701

Appropriation Transfer \$ 13,063 from HAVA (2067-050-00-601) to Salaries 1001-050-02-501

Mr. Pavella moved to approve the transfer of \$ 8,409.72 from HAVA (2067-050-00-601) to Supplies 1001-050-00-701 and \$ 13,063 from HAVA (2067-050-00-601) to Salaries 1001-050-02-501. Mrs. Windnagel seconded the motion. All voted: AYE.

Director Zeigler and Deputy Director Lane are keeping the temporary-seasonal help at thirty hours a week due to hospitalization and unemployment concerns. Mrs. Carson mentioned that in the CEBCO letter it references a regularly scheduled basis, and the criteria we are using may not be as steadfast as we thought. She asked Director Zeigler to get an opinion from the Prosecutor.

Director Zeigler updated the Board on our security progress. We may not need window film as Maintenance Director Glen Vernick is looking in to the original film to see if it meets the security standards. The quote for the security system is approximately eleven thousand dollars. The Security Grant is for \$20,000.00. (ten thousand for security and ten thousand for ADA). The County uses a company called Cable and with their camera system you can review the previous seven days. We will not need three quotes for the camera system as we already have a system so the additional cameras will be considered an upgrade. Director Zeigler presented our

required Security Plan for the Board to Review. Mr. Pavella moved to accept the plan as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

The purchase of new voting equipment - Director Zeigler would like to determine the amount of voting equipment we will be purchasing so he can request quotes. He believes we may be adding two more precincts in the southern part of the county after the census numbers are in. Mrs. Windnagel recommended we purchase more poll pads. It was decided the Board receive quotes for one hundred ballot scanners. Mrs. Carson also would like us to look into replacing the Ballotars due to the time it takes to print ballots and other past concerns. Director Zeigler will research ballot printing equipment also. Chairman Ryder stated he would be against purchasing voting equipment from an out of country firm.

Mrs. Carson requested more information on Observers and Marshals. Does being on the Board give you the authority of an Observer? Mr. Pavella and Director Zeigler stated you have more authority as a Board Member. Director Zeigler said that Observers can be asked to leave if not wearing a mask. Mrs. Windnagel stated that some Counties are giving poll worker hazard pay bonuses. Deputy Director Lane mentioned that we paid our poll workers when the Polling locations were closed in the March Primary Election.

Mrs. Carson wanted to talk about training. Director Zeigler mentioned training concerns and Chairman Ryder stated he had attended two training sessions and he thought all went well. Mrs. Carson expressed concern about weapons at polling locations. This will be looked into because Chairman Ryder is not certain what the current regulations are. The Prosecutor will be contacted.

Communicating with the Sheriff's Department and local Police Departments for Election Day was discussed, Mrs. Windnagel mentioned that Chester Police have a levy on the ballot and therefore cannot be available to patrol Chester Township Polling Locations. We will need to contact the Sherriff for Chester Polling Locations.

Director Report -Director Zeigler wanted to make sure the Board knew that a voter passed out in line on the 14<sup>th</sup> of October. 911 call made and our staff handled it very well. Director Zeigler completed an incident form. He also said that most of the things in his report were already covered.

Deputy Director Report - Mrs. Lane has been handling the Marshal letters and other office duties. She is ordering supplies and organizing the P.P.E. for the Poling Locations. The Board of Elections has completed two Table Top Exercises of possible Election Day scenarios.

Mr. Pavella move to adjourn. Mrs. Windnagel seconded the motion. All voted: AYE.  
Meeting adjourned at 12:35 p.m.

Next meeting- November 3, 2020