

REGULAR MEETING

September 16, 2021

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:09 a.m. Present were Mrs. Janet Carson, Mrs. Joan Windnagel, Mr. Ed Ryder, and Deputy Director Nora McGinnis. Absent, Director Michelle Lane.

Mr. Ryder moved to approve the August 11th, 2021, Meeting Minutes as presented. Mrs. Windnagel seconded the motion. All voted: AYE.

Mrs. Carson moved to approve the August 23rd, 2021, Meeting Minutes as amended. AYES, Mrs. Carson, Mr. Pavella, Mr. Ryder. Mrs. Windnagel, Abstain. The amendments made were:

- Question and Issue Review: Middlefield Township – add *“on the advice of legal counsel”*
- Question and Issue Review: Chardon Township – add *“on the advice of legal counsel”*
- Question and Issue Review: Aquilla Village – update to *“advice”*

Deputy Director McGinnis reviewed the current bills to be paid.

Mr. Ryder moved to pay the following bills as presented. Mrs. Carson seconded the motion. All voted: AYE.

Sunrise Springs	\$32.60
21st Century Media (The News-Herald)	\$47.85
Quill	\$164.97
Quill	\$132.98
Uline	\$195.67
Blue Technologies	\$203.26
ES&S	\$426.76
ES&S	\$244.37
ES&S	\$2141.53
Edward Ryder	\$343.65
Edward Ryder	\$609.89
Edward Ryder	\$95.20
Kevin Freeman	\$250.00
Nancy McArthur	\$750.00
Mary Zettelmeyer	\$500.00
Anita Marlowe	\$700.00
Christine Takacs	\$800.00

Transfer of Funds – Deputy Director McGinnis requested the following funds be transferred: Appropriation transfer \$30,000.00 from Contract Services (1001-050-00-601) to Materials and Supplies (1001-050-00-701).

Mrs. Carson moved to approve the transfer of \$30,000.00 from Contract Services (1001-050-00-601) to Materials and Supplies (1001-050-00-701). Mrs. Windnagel seconded the motion. All voted: AYE.

Ballot bids were received from Election Systems & Software/Graphic Village, Midwest Direct, and Youngstown Letter Shop. The Board Members reviewed the ballot bids and discussed using one or two sided ballots. Due to a few of the precincts having issues on the back of the ballot, it was decided to use two sided for the entire County.

Mrs. Carson moved to award the contract to Youngstown Letter Shop. Mr. Ryder seconded the motion. All voted: AYE.

The NCOA letters were printed by Triad and delivered to the Board of Elections. The office staff and part-timers have been working this week to get approximately 6,500 letters ready for mailing by Friday, Sept. 17.

The date and time for the Public Test of the voting equipment was discussed. It was decided to hold the Public Test on the same day as the next Board Meeting. Three precincts were chosen for the Public Test by drawing precinct names from a basket. The three precincts selected for the Public Test are: Chardon Twp. B, Bainbridge Twp. F, and Parkman Twp. B.

Mrs. Windnagel made a motion to hold the Public Test on Thursday, Oct. 21, 2021, at 10:00 a.m. Mr. Ryder seconded the motion. All voted: AYE.

The need for an upgrade to the existing phones at the Board of Elections was discussed. The new phones would be purchased through Spectrum in preparation for the move to the new County Administration Building and have Bluetooth capability. The cost is approximately \$10000.00.

Mr. Ryder made a motion to upgrade the office phones. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mr. Ryder, Mrs. Windnagel. NAY, Mrs. Carson.

Pam Claypool withdrew her candidacy from the West Geauga Board of Education race. Her request was received in time for her name not to appear on the ballot.

Mrs. Windnagel moved to acknowledge Mrs. Claypool's withdrawal. Mrs. Carson seconded the motion. All voted: AYE.

The training video showing how to set up and take down the new voting equipment was viewed. The first video showed the new DS200 scanners, and the second video was for the Express Vote machines. The Board was very happy with the presentation and had a few suggestions. First, the zero tape that prints at start-up is normally removed after it prints but is shown still on the DS200 later in the video. The Board asked to edit out the zero tape if possible. Second, a suggestion was made to slow down the titles that show in the early part of the video. Finally, if possible, there should be two people shown removing the ballot box from the DS200. Scott Daisher will check with IT to see what changes can be made, if any, for this version of the training video.

Poll workers have been asking whether or not masks will be mandated for Election Day voting at the polls. There have been emails between the Board and the Prosecutor's Office regarding mask mandates.

Mr. Pavella made a motion to send an email to Kristen Rine requesting guidance on the following two questions:

- Can the Board ask poll workers for proof of vaccination?
- Can the Board ask poll workers to wear masks if not fully vaccinated?

A decision on a mask mandate will be made by the Board based off the approval of counsel

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

The County Administration Building and requested counsel was discussed. Mr. Pavella stated that the County Commissioners voted to not approve the Board's request for outside counsel. The County Commissioners requested further clarification on why the Board wants counsel. A Mandamus Action was reviewed and it was indicated that the Commissioners have a clear, legal duty to approve the request for counsel.

Deputy Director Report – Mrs. McGinnis reported that she has been learning many new duties with the absence of the Director. She is also spending time with Kim to help with the processing of absentee applications. The first ballots will go out on October 5. Poll worker training is being scheduled. The office has been very busy with the NCOA process and the 6,500 letters are scheduled to be mailed Friday, September 17. Part-timers are being called in to help with the NCOA letters, registrations, absentee applications, and miscellaneous duties.

Mr. Ryder made a motion to adjourn the meeting at 12:01 p.m. Mrs. Carson seconded the motion. All voted: AYE.

Next meeting – October 21, 2021