

Geauga County Board of Elections

REGULAR MEETING

July 18, 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. Kristen Rine, Assistant Geauga County Prosecuting Attorney, was also present.

Mr. Pavella made the motion to approve the Special Meeting Minutes of June 15, 2019, and Mr. Ryder seconded the motion. All voted: Aye.

Mr. Pavella made the motion to approve the Regular Meeting Minutes of June 20, 2019, and Mr. Ryder seconded the motion. All voted: Aye.

Mrs. Carson made the motion to amend and approve with the amendment the Special Meeting Minutes of June 25, 2019, to add in Paragraph 7 "with no probationary period". Dennis Pavella seconded the motion. All voted: Aye. Dennis Pavella made the motion to approve the June 25, 2019, minutes as amended, and Mr. Ryder seconded the motion. All voted: Aye.

Approve the following bills:

Mr. Pavella made the motion to add an additional \$935 to the bills for a computer and tower from GovConnection, Inc., and Mrs. Windnagel seconded the motion. All voted: Aye.

Mr. Pavella made the motion to approve the following bills as amended adding the addition of the computer and tower.

GOVCONNECTION, INC.	\$935.00
GOVCONNECTION, INC.	\$935.00 (ADDED)
GOVCONNECTION, INC.	\$805.00
Ohio Time Corp.	\$9.85
Geauga County Sheriff	\$30.00
Triad Governmental Systems, Inc.	\$4831.00
Sunrise Springs	\$28.80
GOVCONNECTION, INC.	\$3220.00
GOVCONNECTION, INC.	\$5635.00
Quill	\$361.98
Triad Governmental Systems, Inc.	\$290.64
Elections Systems & Software	\$26.37
The News Herald	\$196.40
Neopost	\$261.00
Cathy Cotman	\$370.25
Dorothy Stange	\$120.00

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

July 18, 2019

Page 2

Purchase of Voting Equipment – Chairman Ryder expressed some concern on the required timetable for purchasing a new voting system and implementing it for the November 2019 election. He requested thoughts from all the Board Members and a lengthy discussion occurred. Mr. Pavella was not in favor of purchasing new voting equipment in 2019, recommended contacting the Secretary of State for a waiver which locks in the funding. Mrs. Carson was concerned it takes a lot of work to get all new equipment with new people, and all the work involved with all the cyber security. She had talked with a couple of the vendors at the conference. The vendors committed to having all new equipment purchased this year installed and operating for the November 2019 election, and Mrs. Carson suggested if we did purchase equipment this year that we add that requirement to our purchasing documents. Mrs. Windnagel suggested waiting until 2020 if the Board does not lose the funding. She was pleased to hear the expectations of the Board on moving forward on purchasing the new equipment wanting a discussion on purchasing the new equipment when Pete is our new Director.

Mrs. Stange discussed purchasing the new equipment and having it for the Presidential Election in 2020. The new equipment would be open to the public for demonstrations, and the office would be busy with the public. Gerry Morgan, Geauga County Commissioner's Administrator, is very concerned about Geauga County losing the money due to the State of Ohio's biennial budget. All the vendors are calling. There is a pocket of Northeast Ohio Counties that are waiting to buy in 2021 – Geauga, Cuyahoga, Trumbull, Lake, and Summit. Ashtabula County is the only County that has purchased new voting equipment, and they like the equipment they purchased. Does the Board need the vendors to come back in the Office for an equipment demonstration? The new voting equipment should be stored assembled; not in the room in the maintenance garage; and in a large indoor room. Reconfiguring the hallway since there is wasted space to store new equipment, and the County building new facilities was discussed.

Mrs. Stange is to contact Brandi Seskes about the Secretary of State issuing a waiver so that the Board did not have to purchase new voting equipment in 2019.

Email addresses for Board Members – Mr. Pavella and Mrs. Carson need to get their County emails addresses set up.

Physical Security Assessment – Mrs. Stange stated that Michael McMasters, Agent, DHSCISA, will be doing a physical security assessment of the Board Office on August 29, 2019, at 10:00 AM. Gerry Morgan, Commissioner's Office, has been notified about the assessment, and he will notify the Commissioners.

Olfield Graphics, Inc. – Mrs. Stange had contacted Olfield Graphics for ballot packs with stubs glued at the top of the ballot, and ballot packs with stubs glued at the bottom of the ballot. Ballots were removed from each ballot pack to determine ease of removing the ballots. The glue residue was noted by the Board. Mrs. Carson asked that the staff run a packet of the glued Oldfield Graphics ballot through the 650's to see if the glue residue affected the processing. There are problems that the poll workers need to deal with when the stub is accidentally detached from the ballot. The glue residue interfering with the timing marks if the stub is at the top of the ballot was discussed as well as the difference in cost of where the stub is located. Mrs. Stange stated that Olfield Graphics is very easy to work with and very accommodating. The Board is in agreement that ballot packs should not be stapled.

The Board reviewed the current Candidate's List, and Mrs. Carson would like an (I) placed after any incumbent that is running in the November, 2019 General Election.

July 18, 2019

Page 3

Mr. Pavella made a motion to accept the Campaign Finance Reports as reviewed, audited by staff, and approved.

Post-Primary - Citizens to Preserve Chardon Traditions;
West Geauga Committee for Quality Education
West G Commons Levy Committee
WG Watch

Post Primary & Termination Citizens of Chardon for an Elected Mayor'
Voters Against Excessive Taxation

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

The Board signed the Aquilla Village Council Member and Fiscal Officer Certificates for January, 2018. The new Aquilla Village Fiscal Officer just became aware that the Board of Elections should have been notified.

A.D.A. Seminar – Mrs. Windnagel will attend July 25, 2019, in Findlay, Ohio. Mrs. Carson made the motion to approve the travel expenses for Joan Windnagel, Board Member, to attend the A.D.A. Seminar on July 25, 2019, and Mr. Ryder seconded the motion. All voted: Aye.

Report on Cybersecurity – Scott Daisher and Nancy McArthur joined the Board meeting to report to the Board. Mr. Daisher stated that the cybersecurity goals were submitted, and the goals were met. Scott and Nancy have met with Al and Allen, County IT Department, and they are on track to accommodate everything in the Directive for cybersecurity. The grant application for the \$50,000 from the Secretary of State was mailed on Tuesday. The new account for the grant will be established by the County Auditor/Treasurer.

Mr. Ryder participated in his first Secretary of State webinar at the Board of Elections Office which dealt with the 2% interest rate issue for the grant. Ms. Amanda Grandjean, who conducted the webinar, stated the 2% interest rate is not a requirement. The grant checks have been mailed to the County Board of Elections from the Secretary of State's Office.

Nancy stated the webinars are dial in by phone and headsets would be beneficial for all staff. The D.A.S. list can be used for procurement request quotes for cybersecurity purchases. Nancy has talked to the Directors of three counties, Department of Homeland Security for good information, and IT staff that have been through cybersecurity. Scott and Nancy have certain deadlines to meet for having cybersecurity in place. The Board thanked Scott and Nancy. Mrs. Stange stated cybersecurity is taking up a lot of time in the Office. There have been some problems on the County computers with attachments. There is now a Yellow Caution banner. A Homeland Security webinar is today at 3:00 P.M.

Mr. Ryder made the motion to approve Executive Session for the Purpose of discussing Compensation of a Public Official per O.R.C. Section 121.22 (G) (1), and Mr. Pavella seconded the motion. A roll call vote was taken. Mr. Ryder, aye; Mr. Pavella, aye; Mrs. Carson, aye; and Mrs. Windnagel, aye.

The Board re-entered regular session. Mr. Pavella made the motion to close Executive Session at 12:15 P.M. Mrs. Carson seconded the motion. A roll call vote was taken. Mr. Pavella, aye; Mrs. Carson, aye; Mr. Ryder, aye; and Mrs. Windnagel, aye. Mrs. Stange was present for regular session.

July 18, 2019

Page 4

Mr. Pavella made a motion to approve 47 hours of Comp time being paid to Debbie Reiter per the advice of counsel. Mr. Ryder seconded the motion. All voted: Aye.

Deputy Director Report: Mrs. Stange stated that a breakdown of the expenses for the May 7, 2019, Special Election was sent to Cathy Cotman with the reimbursement check. The chargebacks were presented for the May 7, 2019, Special Election and was signed by the Board. The Secretary of State had all County Board of Elections do a "Last Chance Mailing" for inactive voters. The form will be filled out to get reimbursed for supplies.

Employees need background checks for cybersecurity. This can be handled through the Geauga County Sheriff.

Mrs. Carson made the motion to have the background checks for all the employees and Board members as required for needed cybersecurity be done by the Geauga County Sheriff's Department. Mrs. Windnagel seconded the motion. All voted: Aye.

Mrs. Carson recommended updating the Handbook to include background checks.

Mrs. Stange discussed that Parkman Township no longer has a Post Office and certain streets have only Post Office boxes. Parkman Township residents have to somehow have their mailing address listed. The wrong city could be on signed petitions. The United States Regional Post Office has stated there will be no new Parkman Township Post Office. The Geauga County Mapping Department is not going to change the addresses. The zip code could be changed.

The filing deadline for candidates and issues is August 7, 2019, at 4:00 PM. The Board needs to meet by August 19, 2019, to certify. The next Board meeting is scheduled for August 15, 2019. Dorothy Stange will be on vacation from July 22 – July 26. She will come in to the Office everyday if needed.

Mrs. Carson made a motion to amend the June 25, 2019, minutes amending the hiring start date for Pete Zeigler, Director, to July 29, 2019. Mrs. Windnagel seconded the motion. All voted: Aye. Mr. Zeigler had a previously scheduled vacation as an employee of the Summit County Board of Elections. Mr. Zeigler was a five-year employee of Summit County Board of Elections. His benefits schedule at the Geauga County Board of Elections should include five-year tenure, vacation, and sick time.

Mrs. Carson made a motion to reimburse each Political Party \$1,000 for voter registration at the Geauga County Fair. Mr. Ryder seconded the motion. All voted: Aye.

Mr. Ryder requested that Dorothy Stange provide each Board Member with the public service request from Debbie Reiter, and the response to Debbie Reiter.

Mr. Ryder attended a two-day Secretary of State Ohio Association of Elected Officials conference at the Kent State Convention Center. All kinds of things were discussed. Mr. Ryder is opposed to the March 17, 2020, primary being held on St. Patrick's Day. Aaron Ockerman, Lobbyist for the Ohio Association of Elected Officials, was also opposed to the St. Patrick's Day date. There is discussion on raising the rates for vendors at the conferences.

Mr. Pavella moved to adjourn the meeting at 12:40 P.M. , and Mrs. Windnagel seconded the motion. All voted: Aye.

Next meeting: August 15, 2019