

## SPECIAL MEETING

August 8, 2023, Election Day

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 6:16 a.m. Present were Board Members Janet Carson, Joan Windnagel and Nancy McArthur, Director Michelle Lane, and Deputy Director Nora McGinnis.

Mrs. Windnagel made a motion to open the polls at 6:30 a.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to approve the June 15, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to approve the July 20, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Geauga County Maple Leaf	\$125.00
ES&S	\$1,460.60
Kiwanis Lake	\$375.00
Youngstown Letter Shop	\$18,665.10
Graphic Village	\$2,273.50
Michelle Lane	\$247.60
Michelle Lane	\$108.22
Nora McGinnis	\$238.42
Catherine Hall-Gillette	\$49.65
Scott Daisher	\$253.76
Quill	\$160.84
Quill	\$155.70
Quill	\$97.76
Nora McGinnis	\$15.14
Barbara Petersen	\$3.14
Maureen Depenbrok	\$72.57
Cris Takacs	\$14.28
Chardon Oil	\$70.99
SHI	\$2,882.62
MNJ Technologies	\$1,385.00
John Lucas	\$200.64
John Lucas	\$206.98
Ted Gedeon	\$39.30

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

There was only one ballot that needed to be reviewed by the Board. The Board determined the ballot in question had an ink mark from a pen rest. No ballots needed to be remade. There were no over votes or blank ballots.

There were no insufficient absentee ballot envelopes needing review per Laura Amick, Absentee Supervisor.

Processing provisional ballot envelopes by staff was discussed. Mrs. Carson made a motion to allow staff to review the validity of provisional ballot envelopes. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Dates for the Official Canvass, public test, and post-election audit were considered. The Board members decided on August 28, 2023, for the Official Canvass. Mrs. Windnagel made a motion to hold a special meeting on August 28, 2023, at 9:00 a.m. for the Official Canvass. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mr. Daisher was asked to join the meeting to discuss dates for the public test. It was decided to hold the public test on Monday, August 21, 2023, at 10:00 a.m. A date for the post-election audit will be decided at the Official Canvass meeting.

Director Report – Director Lane said she received a letter from Kristen Rine, Assistant Prosecuting Attorney, stating that as long as drop boxes are in the same location, the Board of Elections can set up both drop boxes in the parking lot. The Board will need to make a motion at the next meeting to allow the use of 2 drop boxes set up adjacent to each other. Mrs. Lane reported that the office did not receive any supplemental petitions from the State for the adult use cannabis initiative. Director Lane reported that the check received from the Secretary of State for the August Special Election was deposited with the Auditor. Mrs. Lane attended CLE (Continuing Legal Education) training in Richfield with Deputy Director McGinnis and also prepared for Marshal training and assisted with assembling polling location materials.

Deputy Director Report - Deputy Director McGinnis assisted Director Lane with Marshal training and polling location materials and attended CLE with Director Lane. She has been assisting with logging in absentee ballots as well as adding petitions to the petition module of the voter system. Mrs. McGinnis has been reviewing the election worker module with Cathy Hall Gillette and Ben Kotowski to become more familiar and help with poll worker inputting.

The Board will return at 7:00 p.m. to complete any other necessary business and to certify the Unofficial Canvass.

The Board returned at 7:00 p.m. At 7:30 p.m., Mrs. Windnagel made a motion to close the polls. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

There was no other business necessary to legally complete and certify the Unofficial Canvass.

Mrs. Carson made a motion to certify the Unofficial Canvass. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to adjourn the meeting at 9:56 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Next meeting: August 17, 2023, 9:00 a.m.