

REGULAR MEETING

June 15, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:08 a.m. Present were Board Members Janet Carson, Joan Windnagel and Nancy McArthur, Director Michelle Lane, and Deputy Director Nora McGinnis. Guests attending in person were Dorothy Hoffacker, Shelly Lewis, Mark Madger, Sharon Madger, Molly Nikkila, and Christine Stenzel. Charles Walder, County Auditor, attended via Teams.

Mrs. Windnagel made a motion to approve the May 18, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. AYES, Mr. Pavella, Mrs. McArthur, Mrs. Windnagel. Abstain, Mrs. Carson. Motion carried.

Mrs. Windnagel made a motion to approve the May 23, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. AYES, Mr. Pavella, Mrs. McArthur, Mrs. Windnagel. Abstain, Mrs. Carson. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Sunrise Springs	\$45.50
ES&S	\$646.45
UPS	\$69.09
Quill	\$188.13
Quill	\$54.99
KMI Printing	\$240.43
Gillmore Security	\$165.00
Scott Daisher	\$45.78
Karlovec - Legal News Pub Co	\$1,087.78
SHI International	\$60.00
SHI International	\$50.66
SHI International	\$25.33
SHI International	\$1,035.00
SHI International	\$693.00
CDW Government	\$1,220.52
CDW Government	\$2,450.54
CDW Government	\$601.11
CDW Government	\$2,141.60
Geauga County ADP Board	\$950.00

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

Mr. Charles Walder stated he would check on how construction is going in the basement of the County Administration Building. He said ADP has an inventory of all equipment and would assist the Board of Elections if some things are not functioning at the new building. Also, at this point almost everyone is on Office 365. Regarding the Board of Elections website, Mrs. McArthur stated that vote history needs to be added as soon as possible. She is receiving calls from voters requesting vote history and it is not available on our website. Mrs. Carson and Mr. Pavella reported the same issue. Mr. Walder will work with Frank Antenucci and Company 119 to move forward with updates quicker.

August 8, 2023, Election - New ballot language was sent by the Secretary of State. Mr. Daisher has since updated to the new language. There is a section of Washington Street in Auburn Township that is closed due to construction. This may be an issue for voters at Adam Hall. The road is expected to open in July and should not interfere with Election Day if it opens as scheduled. It has been difficult to recruit poll workers for the upcoming election. Undeclared voters can be used if necessary but if the minimum required numbers are not met, polling locations may need to be combined.

The 2023 Summer Conference is scheduled for June 26th through June 28th in Columbus. Mrs. McGinnis has all the tax exemption forms prepared and will email them to the hotels. Copies were given to each Board Member as well as the Director.

Mrs. McGinnis will be preparing and sending out the request for ballot bids next week for the printing of the August 8, 2023, Election Day ballots.

Mrs. Lane stated that our two high-speed printers and the large office Bizhub copier are at end-of-life and new ones need to be purchased soon. The Auditor requests that departments purchase printers and copiers, as opposed to leasing them. The office will go through ADP for the specs and purchase of new printers. Director Lane will ask ADP about getting a printer on loan from IT since a significant number of election and polling location documents are printed prior to each election.

The NCOA (National Change Of Address) process is under way. NCOA cross-checks the SOS addresses with the Post Office database. Over 1400 manual updates are complete and the file will be loaded to SharePoint by end of day tomorrow, June 16. Notices will be sent out by July 7.

The Policies and Procedures Manual is up-to-date and ready for Board approval. The Director and Deputy Director reviewed the updates with Assistant County Prosecutor, Kristen Rine. Mrs. Carson made a motion to approve the changes as discussed with the Director, Deputy Director, and Assistant County Prosecutor. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried. Mrs. McGinnis will e-mail a copy of the manual to each of the Board Members.

Dates for the public test were discussed. Mr. Daisher joined the meeting and suggested July 6 as the public test date and to include two precincts. The DS200s and the DS450 scanners will be tested. Staff

will pull the ballots for the test. Mrs. Windnagel made a motion to perform the public test on July 6, 2023, at 10:00 a.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Director Lane indicated that other County departments are closing their offices on Monday, July 3, 2023, to extend the Independence Day Holiday weekend. She asked the Board if the Board of Elections office could also close on July 3. After a brief discussion, Mrs. McArthur made a motion to allow the Board of Elections office to close on Monday, July 3, 2023, if all staff members agree to use vacation or comp time. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to go into Executive Session per the ORC Section 121.22 (G) (1) to consider compensation of a public employee at 10:28 a.m., and to include Director Lane and Deputy Director McGinnis. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mr. Pavella, Yes.

Mrs. Windnagel made a motion to leave Executive Session at 11:28 a.m. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Carson, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mr. Pavella, Yes.

Following Executive Session, Mrs. Windnagel made a motion to increase the annual salary for the following staff members:

Catherine Hall-Gillette to \$46,500.00 effective with the next pay,

Scott Daisher to \$65,050.00 effective with the next pay,

Nora McGinnis to \$72,000.00 effective with the next pay,

Michelle Lane to \$75,500.00 effective with the next pay,

Laura Amick to \$48,000.00 effective with the next pay.

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

Mrs. Windnagel made a motion to increase the hourly wage for the part-time seasonal staff including office workers and crew from \$17 to \$18 starting with the next pay. Mrs. Carson seconded the motion. All voted: AYE.

Director Report – Director Lane reported that she has been working with Adrian Gorton on the budget and closing out the security grant and with Mike Adams in IT on the new phones in the office. Mrs. Lane mentioned a new postage machine is needed soon. It has needed a number of repairs in the past year and is not made to handle as many mail items as the office puts through. She also confirmed that all the Poll Pads have been corrected so the ID tray attaches easily. Mrs. Lane will contact Bob Fink Consulting regarding the chargebacks for the May election.

Director Lane announced the resignation of our Registration Supervisor, Ramona Saikaly, effective in two weeks. Mrs. Windnagel made a motion to accept the resignation of Ramona Saikaly. Mrs. McArthur seconded the motion. All voted: AYE.

Mrs. Carson requested the office take down the large maps displayed in the lobby that are outdated and inaccurate.

Deputy Director Report – Deputy Director McGinnis has been reviewing the website and finished the list of necessary updates (to date) along with Mr. Daisher. She also updated the polling location documents and is assisting Director Lane with updating the security grant spreadsheets. Mrs. McGinnis and Mrs. Lane also met with the new cybersecurity liaison. Mrs. McGinnis is submitting the necessary forms for the SOS summer conference at the end of the month and prepared the bills to be paid.

Mrs. Carson made a motion to adjourn the meeting at 12:07 p.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Next regular meeting: July 20, 2023, 9:00 a.m.