

REGULAR MEETING

May 18, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:03 a.m. Present were Board Members Joan Windnagel and Nancy McArthur, Director Michelle Lane, and Deputy Director Nora McGinnis. Guests attending in person were Jonathan Broadbent, Tiffanie Broadbent, Sharon Madger and Christine Stenzel. Attending via Teams were Frank Antenucci, ADP Chief Deputy Administrator, Shelly Lewis from the League of Women Voters, ShoMore DeNiro, Regional Liaison for the Secretary of State, and Dorothy Battles. Board Member Janet Carson was absent.

Mrs. Windnagel made a motion to approve the May 2, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to approve the May 8, 2023, Board Meeting Minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to approve the May 10, 2023, Board Meeting Minutes as presented. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Chardon Oil	\$77.62
Quill	\$71.77
Quill	\$33.93
Quill	\$106.05
Quill	\$29.99
Dawn Greene	\$119.14
William Clark	\$86.20
Daniel Craig	\$7.86
Maureen Depenbrok	\$11.59
Richard Depenbrok	\$18.08
John Lucas	\$133.29
Nora McGinnis	\$19.13
Christine Takacs	\$7.86
OAE0 (Ohio Assoc of Elec Officials)	\$1,565.00
MNJ Technologies	\$35.00
SCW Southern Computer Warehouse	\$39.78
Blue Technologies	\$36.39

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

Deputy Director McGinnis reviewed the final bill to approve for the reimbursement of the Court's mediation fund for Judge Forrest Burt's services:

Clerk of Courts	\$300.00
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Mrs. McArthur made a motion to pay the bill as presented by Mrs. McGinnis. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mr. Frank Antenucci updated the Board on ADP activities. He stated that ADP gave approval to update technology and six switches at 470 Center St. The switches have a five-to-seven-year life cycle and could be moved to another location if necessary. The cost of the switches is approximately \$23,000 and will be split between the departments still housed at 470 Center St. Mr. Antenucci was in contact with the Secretary of State's office regarding the Water Resources exchange server hack and ensured the SOS that everything was secure at the Board of Elections.

It was determined that no ballots needed to be remade. There were no over votes or blank ballots.

Director Lane gave an update on the new voting equipment purchased under VEAP (Voting Equipment Acquisition Program). The Resolution and Contract were approved and four copies were sent to the Secretary of State's Office for their signature. Three signed copies were returned to the Board of Elections, and in turn, one signed copy was sent to the vendor, ES&S. Once the new equipment is received, the Programming Supervisor and Office Administrator, Scott Daisher, will perform acceptance testing.

Glen Vernick, Director of Maintenance, submitted a layout of the proposed drop box area and 10' x 12' concrete pad at the County Administration building on Ravenwood Dr. He asked the Board to review the layout and confirm it is satisfactory. The Board members initialed the layout and Director Lane will forward it to Mr. Vernick along with a copy of the ADA assessment prepared by Brett Harbage, ADA Coordinator for the Secretary of State's office. Mrs. Lane mentioned that Chardon Welding could possibly add another opening to the drop box to accommodate walk-up voters and wheelchairs.

Mrs. McArthur made a motion to move the Executive Session down on the agenda as the Board's legal counsel was expecting the Executive Session to begin closer to 10:00 a.m. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Director Lane explained the new Knowink Poll Pad purchase. The 95 new poll pads will be partially paid for with grant money. After delivery of the new poll pads, it was found that the batteries were not charging and the trays used to scan drivers' licenses were not attaching properly. Keith Cunningham from Knowink came to the Board of Elections office and assisted Scott Daisher with the trays and batteries. About 60 of the 95 poll pads have been fixed. Mr. Cunningham or another Knowink

representative will be returning Thursday, May 25, to fix the remainder of the poll pads. Since the poll pads have not yet been paid for and are needed for the August election, Mrs. Lane proposed asking Knowink to use the poll pads as a trial for the August election before purchasing them or purchasing the poll pads without the grant money. It was also suggested by a person at the Secretary of State's office to have voters sign paper rosters on Election Day instead of using poll pads. The Board did not think that was a suitable option. Approximately 112 poll pads are needed for the election. There are currently 35 functioning poll pads available from a previous purchase. The Board will make a decision on the Knowink Poll Pads at the June meeting.

Polling locations for the August 8, 2023, Special Election were discussed. Heritage House is not available for August. Mr. Vernick secured Building 8 at 470 Center St. for August and for November, if necessary. Kent State, Geauga Campus, will be used instead of Old Berkshire High School which is no longer obtainable. Mr. Daisher has received verbal confirmation from Kent State, Mayfield Church, and all three park district locations. He is awaiting the return of all signed contracts.

New voting booths will be needed soon to replace the current inventory, as many of the older voting booths are quite worn. Director Lane had two more sample voting booths delivered to the office. Mr. Daisher assembled both and stated that the cloth booth is a two-person job because it was a little flimsy and needs to be held in place while assembling. The plastic booth was sturdier but setting it up took some strength and could be difficult for one person. The plastic booth folds up into a suitcase and would be easier to store while the cloth booth had a nylon cover with no handle making it harder to carry. The circular voting booths currently owned by the Board of Elections can be assembled by one person and contain four voting stations. Mrs. Lane said that Election Source has supplied the three samples that have been sent to date. Another major company selling voting booths is Inclusion Solutions and they may have other options. Further discussion will be held and ordering new booths may wait until the office moves to Ravenwood Drive so storage space can be assessed. The Director has requested funds in the annual budget for the purchase of 37 circular voting booths and 256 single booths.

Guest, Christine Stenzel, asked if it would be possible to do a small training session on assembling the voting booths during PEO training. This would be beneficial for the poll workers when they are setting up at the polling locations. Mr. Pavella stated it is a possibility and will be discussed with the Director and trainers.

Poll worker payroll was submitted by Cathy Hall Gillette and she stated that the total of \$12,990.00 was verified by the Auditor's office.

Mrs. McArthur made a motion to accept the poll worker payroll in the amount of \$12,990.00. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

No other business was necessary to legally complete and certify the Official Canvass.

The official results of the May 2, 2023, Special Election are as follows:

> Bainbridge Township (Additional tax levy 4.75 mills – CPT – EMS)

For: 338
Against: 1,763
Total: 2,101

> Chardon Township (Additional tax levy 2.75 mills – 5 years – Streets, Roads, Bridges)

For: 171
Against: 224
Total: 395

> Chester Township F (Sunday sales liquor option)

Yes: 10
No: 6
Total: 16

> Thompson Township (Additional tax levy 2.5 mills – 5 years – Fire and EMS)

For: 101
Against: 101
Total: 202

> Kirtland Local School District / Chardon Township D Split 2 (Renewal 3.74 mills – 10 years – Emergency requirements)

For: 2
Against: 0
Total: 2

Due to the 101-101 tie in the Thompson Township tax levy race, the Board of Elections must order an automatic recount. The recount must be conducted within 10 days of the order for the automatic recount. A bi-partisan team will be called in to assist with the recount. The Board members discussed different date options for the recount.

Mrs. McArthur made a motion to hold the recount on Tuesday, May 23, 2023, at 9:00 a.m. and to call in a bi-partisan team to assist. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Mrs. Windnagel made a motion to certify the results of the May 2, 2023, Special Election. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

At 10:03 a.m., Mrs. Windnagel made a motion to go into Executive Session per the ORC Section 121.22 (G)(3) to conference with the Board's legal counsel, Corey Colombo, concerning pending litigation and to include Director Lane, Deputy Director McGinnis, and Office Administrator Daisher. Mrs. McArthur seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

At 11:12 a.m., Mrs. McArthur made a motion to leave Executive Session. Mrs. Windnagel seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

Mrs. McArthur made a motion to approve the Settlement Agreement, dated May 8, 2023, between the Board of Elections and Board of County Commissioners, to resolve case No. 22M000299. Mr. Pavella seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes.

The motion to approve the payment of \$300 to the Geauga County Clerk of Courts was made during the approval of the bills presented by Deputy Director McGinnis.

Board member, Nancy McArthur, thanked the Board Chair, Dennis Pavella, all the Board members, legal counsel, Corey Colombo, Judge Burt, Director Lane, Deputy Director McGinnis, and Scott Daisher, for all the time and hard work that was put into the mediation, settlement, and everything that lead up to the final agreement. She thanked Mr. Pavella for his leadership throughout the process. Shelly Lewis also commented and thanked the Board for their consistency of messaging and advocating for the voters of Geauga County.

Director Report – The Voting Equipment Acquisition Program (VEAP) is nearing completion as stated above in detail in Director Lane’s update. Also stated above were Mrs. Lane’s comments and updates to the Poll Pad purchase, polling locations, and voting booths, all of which she has been diligently working on. Mrs. Lane continues to work on current public records requests and submitted the budget worksheet for the 2024 annual budget. She has also been reviewing the PEO training manual for updates and corrections.

Deputy Director Report - Mrs. McGinnis worked with Director Lane in preparing the budget worksheet and has also been reviewing the PEO training manual. She contacted Graphic Village for quotes on new provisional ballot affirmation envelopes. The office supply of provisional envelopes is dwindling and modifications to the new ID requirements make it a necessary purchase. Mrs. McGinnis is working on updates to the website for Company 119, registered all the Board members, as well as the Director and herself, for the SOS summer conference, and attended the Geauga County EAP Management Referral training with Director Lane.

Mrs. McArthur made a motion to adjourn the meeting at 11:35 a.m. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Next meeting: May 23, 2023, 9:00 a.m. (*Special – Recount*)