

## REGULAR MEETING

October 19, 2023

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:33 a.m. Present were Board Members Nancy McArthur and Joan Windnagel, Director Michelle Lane, and Deputy Director Nora McGinnis. Guests attending in person were Sharon Madger and Regional Liaison ShoMore DeNiro-Wright. Attending via phone was Frank Antenucci, Chief Deputy Administrator of IT. Absent was Board Member Janet Carson.

Mrs. Windnagel made a motion to approve the September 22, 2023, Special Board Meeting/Hearing minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Legal News Publishing/Karlovec	\$1,126.78
SHI	\$5,450.89
SHI	\$660.46
KMI Printing	\$129.81
KMI Printing	\$808.07
Nora McGinnis	\$49.66
Sunrise Springs	\$28.50
Blue Technologies	\$132.12
Quill	\$150.03
Quill	\$179.30
Quadient	\$438.46
Geauga ADP	\$3.59
Quill	\$75.79
Quill	\$94.74
Triad	\$1,087.00

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

Mr. Antenucci gave an update on the BOE space at the County Administration building. Data lines are being installed in the Director's and Deputy Director's offices. ADP now has control of the key card system and will rebuild the database for keycard users. The work will be done internally. The dual-locked doors which are set up for two different keycard swipes may need to be set up to use two brass keys instead. When asked if the doors having key card access could be propped open during the day, Mr. Antenucci replied that they could.

Director Lane reviewed the email sent by Assistant County Administrator, Linda Burhenne, in regard to unresolved items in the new BOE space. Glen Vernick, County Maintenance Director, responded to a number of the items listed. He is working on getting a new contract together for concrete work for the drop box. The door needing an automatic door opener to meet ADA requirements will be dealt with by Bret Harbage, SOS ADA Coordinator. Director Lane stated that she will do a walk-through of the area with Deputy Director McGinnis, and Office Administrator, Scott Daisher, and make a list of items needed and items that will be moved from 470 Center Street. An industrial ladder will be needed for the high-reaching shelves in the DS200 storage area.

Mrs. Windnagel made a motion to move the Executive session to above the Director's report. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Director Lane talked about the updated contract and MOU (Memorandum Of Understanding) for the Knowink Poll Pads. Mrs. Windnagel made a motion for the Board to approve Director Lane to sign the MOU and the updated contract for Knowink Poll Pads. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The upcoming Thanksgiving Holiday and Veterans Day were discussed. Veterans Day falls on Saturday, Nov. 11, 2023, and the office needs to be open on Friday, Nov. 10, due to the cure period. Director Lane asked if the Veterans Day holiday can be split between the Wednesday before Thanksgiving and the Monday after. Mrs. McArthur made a motion to close the office on Friday, Nov. 24, 2023, for Thanksgiving and to allow half the staff to take their Veterans Day holiday on Wednesday, Nov. 22, and half the staff to take their holiday on Monday, Nov. 27. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Dates for the Official Canvass were also discussed. Possible dates for consideration are Nov. 20, Nov. 21, and Nov. 28, 2023.

Mrs. McArthur made a motion to move the Executive session to after the Deputy Director's report. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

The terms of the postage machine contract were examined one final time by the Board following Assistant Prosecuting Attorney Kristen Rine's review. The purchase of the postage machine was then approved by the Board.

Mrs. McArthur made a motion to purchase the new Quadiant postage machine with the total price of \$11,505.00 and to allow the Director to sign the purchase agreement. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried. The total price includes the new postage machine, four years maintenance (first year free), and four years of meter rental.

Director Report – Director Lane has been finalizing the paperwork on the Quadiant contract so the new postage machine can be delivered as soon as possible. She also gave an update on the Chardon City B ballots that were mailed with incorrect language. There were 17 ballots from Chardon City B that were

reprinted and sent out. A letter was included with the ballot explaining the matter. Mrs. Lane is preparing the marshal binders to be ready for training on Nov. 4, and is also communicating with Linda Burhenne on the BOE space in the County Administration building. Mrs. Lane and Mrs. McGinnis brought in the part-time staff to review all processes including early voting and absentee ballot mailings in preparation for early voting.

Deputy Director Report – In addition to assisting Director Lane, Deputy Director McGinnis has been assisting Laura Amick, Absentee Supervisor, with the reprinting of absentee ballots due to issues with the Balotar printer. She has also been assisting Cathy Hall Gillette, PEO Training Supervisor, with a PowerPoint presentation for a new VLM training class.

Mrs. Windnagel made a motion at 10:32 a.m. to go into Executive Session for the purpose of security per ORC 121.22 (G)(6) and to include Director Lane, Deputy Director McGinnis, and Office Administrator, Scott Daisher. Mrs. McArthur seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mr. Pavella, Yes.

Mrs. Windnagel made a motion to leave Executive Session at 11:43 a.m. Mrs. McArthur seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mr. Pavella, Yes.

Mrs. Windnagel made a motion to adjourn the meeting at 11:45 a.m. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Next meeting: Election Day, November 7, 2023, 6:15 a.m.