

SPECIAL MEETING

September 14, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:07 a.m. Present were Board Members Janet Carson and Joan Windnagel, and Deputy Director Nora McGinnis. Guests attending via Teams were Frank Antenucci, Sharon Gingerich, and Shelly Lewis. Absent were Board Member Nancy McArthur and Director Michelle Lane.

Mrs. Windnagel made a motion to approve the August 28, 2023, Special Board Meeting Minutes as presented. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

ES&S	\$1,271.00
Geauga Sheriff's office	\$30.00
KMI Printing	\$267.64
KMI Printing	\$273.93
Patriot Signage	\$615.50
Chardon Oil	\$168.08
B. Fink Consulting	\$480.00
Gillmore Security	\$165.00
Gillmore Security	\$117.50
Quill	\$333.40
Quill	\$158.54
GovConnection	\$599.00
Munson Twp	\$125.00
Nora McGinnis	\$17.61
Sunrise Springs	\$20.00
Scott Daisher	\$30.46

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

Mr. Antenucci gave an update on activities in the BOE basement at the Administration Building. He met with Scott Daisher, Nora McGinnis, and Linda Burhenne, Assistant County Administrator and performed a walk-through to determine the power and data lines still required to be installed. Linda Burhenne has been very helpful and reported that the work was already halfway completed. Mr. Daisher and Mr. Antenucci asked for more power and data lines than currently needed to prepare for future updates. There was also a meeting to discuss security cameras and placement inside the Board of Elections area

and outside the building near the placement of the ballot drop box. Mr. Antenucci, Joan Windnagel, Scott Daisher and Nora McGinnis reviewed the current security camera setup with the help of IT personnel. Mr. Antenucci stated that the Board of Elections should make sure all security-related equipment is installed before moving in. The proposed camera placement for the ballot drop box location is unacceptable. IT recommends underground boring, camera poles and data lines to get the best security surveillance. Glen Vernick, Director of Maintenance, suggested wireless cameras but Mr. Antenucci stated that wireless cameras are inconsistent and unreliable compared to wired ones. Mr. Antenucci recommended two cameras, one to get the vehicle and license plate, and the other to view the individual placing their ballot in the drop box. The BOE will have access to the security camera monitors. The Secretary of State requires security footage to be held for 14 days. Mr. Antenucci said IT can hold footage for 30 to 45 days. There is a decoder box which the security cameras feed right into, and three large monitors that will be viewed by the Director, Deputy Director, and office staff. As Mr. Antenucci receives more input from Linda Burhenne, he will pass it along to the Board.

Mr. Antenucci also discussed the new phone issues at 470 Center Street. Since the new telephones were installed, all calls have been going straight to the auto-attendant/voicemail and calls to the employees' direct lines were all busy signals. The BOE phone lines have since been updated and the direct lines to the employees are all working as they were originally.

Shelly Lewis questioned Mr. Antenucci on the power outage and how it impacted the Health District Department and Board of Elections area. He was not aware of any issues in either department. He also stated that there are no "as built" plans for current work going on in the BOE basement area.

Roberta Trepal, candidate for Bainbridge Township Fiscal Officer, submitted a letter requesting to be withdrawn from the November ballot. Mrs. Carson made a motion to recognize the withdrawal of Roberta Trepal. Mrs. Windnagel seconded the motion. All voted: AYE.

The Auburn Township Trustees passed a Resolution at their meeting withdrawing their tax levy from the November ballot. Mrs. Carson made a motion to recognize the withdrawal of the Auburn Township tax levy. Mr. Pavella seconded the motion. All voted: Mr. Pavella, Yes; Mrs. Carson, Yes; Mrs. Windnagel, Abstain. Motion passed.

At 9:36 a.m., Deputy Director McGinnis informed Mr. Daisher and the part-time staff to begin the August Special Election audit.

The Administration Building was discussed further, although much of the discussion was held during Mr. Antenucci's report. A couple options were discussed regarding the drop boxes. The use of one current drop box and the small old drop box was brought up by Mr. Vernick at a previously held meeting. The Board did not find that option acceptable. Using one current drop box and adding an additional slot for walk-ups was also not acceptable. Security cameras were discussed in detail with Mr. Antenucci and there seems to be a good plan in place for installation. The counter windows were also talked about and Mrs. Windnagel mentioned possibly moving back the counter glass partitions to allow for more

countertop space. Mrs. Carson agreed. ADA requirements and the assessment by Brett Harbage, Ohio Secretary of State ADA Coordinator, were talked about. The Board would like Mr. Harbage to return at least one month prior to move-in to reassess the BOE office space and Administration Building. Many signs will be necessary to navigate voters to parking spaces, the ballot drop box, and curbside voting. Mrs. Carson mentioned using attractive signs that the voter will find easier to read and follow. Also, possibly an American flag at the drop box or a large decal to show that the box is to be used for ballots only.

The Bainbridge Townhall polling location will not be available for the November General Election. It is being renovated and is said to be unsafe. Mr. Daisher drove to Bainbridge to assess the Bainbridge Fire Department meeting room as well as Gardiner Center. The Fire Department meeting room will hold one precinct, possibly two, but not comfortably. It has an ADA accessible ramp. The doors lock automatically and would need to be propped open. Gardiner Center could hold one other precinct. Other possible locations to look at are: The Family Life Center on Chillicothe Road, The Bainbridge United Church of Christ, across from Bainbridge Town Hall, the Burns-Lindow building, The Wembley Club, Bainbrook, Frohring Meadows, and the Bainbridge Branch Library. Scott will make calls and set up meeting times to assess a few more possible polling locations.

The new phone system was previously discussed during Mr. Antenucci's report. As of now, the phones are working as they were prior to the upgrade.

The DEX copier contract was approved as to form by Kristen Rine and ready to be approved by the Board. The DEX copier will replace the current BIZHUB copier.

Mrs. Windnagel made a motion to authorize and approve the final copy of the DEX contract to purchase the new copier. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

The postage machine contract is close to being finalized. Kristen Rine is questioning the length of the maintenance contract and cost per year. Mrs. Carson also asked what the three-year rate would be. Mrs. McGinnis is waiting for a response from Quadient as to what the total cost of the postage machine contract would be when factoring in each year of the maintenance fee. The first year is included and then the fee is \$1080/yr. The current contract can be extended until May, 2027.

The May Special Election chargeback reports were prepared by B. Fink Consulting and reviewed by Director Lane, Deputy Director McGinnis, and Office Administrator, Scott Daisher.

Mrs. Windnagel made a motion to approve the May Special Election chargebacks as completed by B. Fink Consulting. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

The OAEO (Ohio Association of Election Officials) winter conference will be held in Columbus with in-person classes starting January 9, 2024, and the conference sessions running from January 10-12, 2024. Mrs. McGinnis asked the Board if all staff members are approved to attend.

Mrs. Carson made a motion to approve the Board Members, Director, Deputy Director, and all full-time staff to attend the OAEO winter conference in Columbus and accept reimbursements for accommodations, expenses, and mileage. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Deputy Director Report – In addition to the above reported agenda items, Deputy Director McGinnis sent out ballot quotes for bids for the November General Election. Bids are due back by end of day, September 21, 2023. She has also been assisting Tyler and bringing in part-time help to complete back-logged voter registrations and returned NCOA notices. Mrs. McGinnis reported that the 35 new poll pads were being delivered that day and the appropriations request to pay for the 95 poll pads was approved and payment to Knowink is in process. Deputy Director McGinnis stated that ShoMore DeNiro-Wright, SOS Liaison, sent an email regarding SOS reference guides and number needed for the upcoming election. They are trying to limit the reference guides to one per precinct or polling location. The Board would prefer one for each precinct at the very least.

The results of the post-election audit were reported by Mr. Daisher at 100% accuracy.

Mrs. Windnagel made a motion to accept the results of the audit at 100% accuracy. Mrs. Carson seconded the motion. All voted: AYE.

Next week's regular board meeting and possible special meeting for the purpose of reviewing ballot bids and postage machine contract approval were discussed.

Mrs. Windnagel made a motion to schedule a special board meeting for Friday, September 22, 2023, at 3:00 p.m. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Windnagel made a motion to cancel the regular board meeting scheduled for Thursday, September 21, 2023. Mrs. Carson seconded the motion. All voted: AYE.

Mrs. Windnagel made a motion to adjourn the meeting at 11:16 a.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Next meeting: September 22, 2023, 3:00 p.m. (*Special*)