

SPECIAL MEETING

September 22, 2023

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 3:00 p.m. Present were Board Members Nancy McArthur and Joan Windnagel, Director Michelle Lane, Deputy Director Nora McGinnis, and Office Administrator Scott Daisher. Guests attending via Teams were Sharon Gingerich, Gail Roussey, and Regional Liaison ShoMore DeNiro-Wright. Absent was Board Member Janet Carson.

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

Mrs. Windnagel made a motion to approve the September 14, 2023, Special Board Meeting minutes as presented. Mr. Pavella seconded the motion. All voted: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Abstain. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

ES&S	\$498.36
ES&S	\$149.12
ES&S	\$2,641.94
Knowink	\$675.00
Blue Technologies	\$185.77
KMI Printing	\$122.28
Maple Leaf	\$175.00
Nora McGinnis	\$10.56
Ohio Assoc of Elec Officials (OAEO)	\$2,000.00

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

Ballot bids were reviewed and discussed. The following bids were considered:

YLS (Youngstown Letter Shop), Youngstown, OH – 17” 2-sided ballot	\$0.27/ea.
Midwest Direct, Cleveland, OH – single card 17” 2-sided ballot	\$0.255/ea.
Phoenix Graphics, Inc., Rochester, NY - 17” ballot	\$0.29/ea.

YLS has prepared the Geauga County Board of Elections ballots for several years and they have always delivered on time and have done an excellent job.

Mrs. Windnagel made a motion to select YLS (Youngstown Letter Shop) for the Board's ballot provider. A two-sided ballot at .27 cents and an estimated quantity of 69,200. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried. Mrs. McGinnis will inform YLS of the Board's decision and forward the precinct list with quantities to order per precinct.

Due to the renovations and repairs being done at Bainbridge Townhall, a new polling location is needed for Bainbridge Precincts B, D, and G, for the November General Election and possibly going forward. Mr. Daisher and Mrs. Lane first assessed the Bainbridge Community United Church of Christ, which is located across the street from the Bainbridge Townhall. Mr. Daisher reported that the Church would be large enough to hold all three precincts. It is a little outdated and would need a number of extension cords, signage for ADA, painted lines for handicapped parking, and a slight ramp to fill the gap and 1" bump that currently exists for the wheelchair ramp. Mr. Daisher and Director Lane then drove to the Geauga County Public Library - Bainbridge Branch to assess that facility. The library is modern and up-to-date and can easily hold three precincts. The outlets are located on the floor, plenty of parking is available, and it is totally ADA compliant. It is just under three miles from the Bainbridge Townhall.

After considering and discussing both locations and the future use of the polling location, Mr. Pavella made a motion to move the three Bainbridge Precincts, B, D, and G, from Bainbridge Townhall to the Geauga County Public Library - Bainbridge Branch. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Public test dates for the November election were discussed and Director Lane asked if staff could decide on the date based on when test ballots will be ready. The Board agreed and Mr. Daisher stated the tentative dates are October 3rd, 4th, or 5th.

Director Lane reported that the Budget Hearing is scheduled for Tuesday, September 26, 2023, from 12:20 p.m. to 12:50 p.m. The Commissioners did not approve a new vehicle for the Board of Elections, nor the automated mail extractor. They did approve new voting booths. Michelle Lane, Nora McGinnis, and Scott Daisher will attend from the staff. Dennis Pavella and Joan Windnagel will also plan to attend.

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 completed the DEX copier paperwork and reviewed the budget worksheet with Adrian Gorton, Budget and Finance Manager. She reported that all staff and Board members must complete online cybersecurity training by October 6, 2023. IT is setting up access for everyone and the training site should be available by end of day. The Department of Homeland Security was in the office this past week for cybersecurity testing and evaluation. Director Lane and Deputy Director McGinnis will be bringing in the part-time staff to review all processes including early voting and absentee ballot mailings. Regarding the ADA assessment by Brett Harbage, SOS ADA Coordinator, one of the two doors to enter the Board of Elections lobby is not ADA compliant. He recommends an automatic door opener for the location. Linda Burhenne, Assistant County Administrator, would rather have one ‘In’ door and one “Out” door to the lobby. The Board would prefer an automatic door opener.

Mr. Pavella made a motion to recommend an automatic opener on the door in question. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Deputy Director Report – Deputy Director McGinnis organized the ballot quotes and prepared them for the Board and has been proofing ballots with Director Lane. Mrs. McGinnis worked with Quadient to get the terms of the postage machine contract separated for Kristen Rine to review. She has also updated the website and added all the meeting minutes from May 2023 forward and is registering the staff and Board members for winter conference and classes. Mrs. McGinnis reported that the Department of Homeland Security informed her how very impressed they were with our security and that they had not seen another place this entire year as secure as ours. Deputy Director McGinnis is reviewing and editing Absentee procedures in preparation for the part-time staff.

Mrs. McArthur made a motion to adjourn the meeting at 3:49 p.m. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

Next meeting: October 19, 2023, 9:00 a.m.