

## SPECIAL MEETING

December 14, 2023

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 9:04 a.m. Present were Board Members Janet Carson, Joan Windnagel, and Nancy McArthur, Director Michelle Lane, and Deputy Director Nora McGinnis.

Mrs. Windnagel made a motion to approve the December 7, 2023, Board Meeting minutes as presented. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Scott Daisher, Office Administrator, joined the meeting and explained the audit procedures. Three races will be audited: State Issue 1, State Issue 2, and County Issue 22. Each bipartisan team will be instructed to count their set of ballots to confirm the total number. One team member will read off the votes for each of the three races and the second team member will tally the votes on a spreadsheet. Mr. Daisher will then compare the audit totals to the certified totals. Mrs. Carson suggested that Board members assist the four teams with counting ballots. Mrs. Carson and Mrs. Windnagel were used as another bipartisan team. Five sets of ballots for each precinct in the audit would be counted. The precincts pulled for the audit at the previous Board meeting were: Russell Township E, Chester Township D, Thompson Township A, and Hambden Township B. The five sets of ballots to be counted per precinct were: In person, Provisionals, Absentee/mail, Election Day, and 4-day. Mr. Pavella informed Mr. Daisher and the staff that the audit could begin.

The audit commenced with five teams counting and tallying votes. As the audit was nearing completion a few hours later, the scheduled lunch break was not taken so the audit could be finished. At the conclusion of the audit, the Board members, Director, and Deputy Director, returned to the Board room.

Ballot allocation for the March 19, 2024, Primary Election was discussed. Mrs. McGinnis prepared spreadsheets detailing the current number of registered voters per precinct as well as ballots ordered in previous similar elections. The 2016 and 2020 Presidential Primaries were reviewed. Things to consider in the ballot order are, types and number of issues on the ballot, and voters changing parties. To get to the 1% over the number of registered voters in the county, approximately 68,380 ballots will have to be ordered. The projected ballot allocation would follow closely with the 2020 order placed, accounting for current registration numbers. The approximate number of ballots to order is as follows:

Democratic 18,380

Republican 38,000

Issues only 12,000

The ballot allocations will be decided on at the next Board meeting scheduled for January 2, 2024.

An appropriations transfer is necessary to cover salaries for the remainder of 2023. Mrs. Carson made a motion to approve an appropriation transfer from 050-00-601 Contract Services to 050-02-501 Salaries,

050-02-502 Medicare, and 050-02-504 OPERS, for a total of \$29,042.00. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

New voting booths are necessary for all the polling locations. Mrs. Lane asked Tyler Plants, Registration Supervisor, to set up the sample voting booth that was delivered to the office. It is simple and quick to set up. The equipment team saw the booth set up and suggested ordering as many round ones as possible and to fill in with the single booths where necessary. The round voting booths can hold up to four voters. The Board asked that a round booth and the single booth be set up for the next meeting so they can both be evaluated.

Director Report – Director Lane has been preparing for the audit and updating the EAP (Elections Administration Plan). She also discussed PEO training at the County Administration Building on Ravenwood Drive. She learned that the 3<sup>rd</sup> floor meeting room that was going to be used for training, does not have a locked storage room so the voting equipment used for training would have to be moved up and down on the elevators. Some options for PEO training are to keep it at 470 Center Street in Building 4, possibly have some classes at the Middlefield Library, use the Bainbridge Library, and use the BOE office space at Ravenwood. Mrs. Lane will talk to ADP about securing the BOE office space for training. Director Lane will also be getting quotes for a security system at the new BOE office space. It appears that the Board of Elections will have to pay for their own security system.

Deputy Director Report – Mrs. McGinnis has been assisting Director Lane with the audit preparations and has been working on the ballot quantity spreadsheets to present to the Board. She had normal administrative tasks to work on and also prepared a payroll report showing all the part-timers for the entire year and how much each earned, as requested by Mrs. Carson at the last meeting.

Mrs. Carson asked that the mileage reimbursement for Board members be discussed at the next meeting, and whether it needs to be a policy change or a motion to approve the expense. She mentioned making Board members marshals on Election Day to be reimbursed for mileage.

Nancy McArthur, Board member, commented that she would be filing her petitions on December 15, 2023, to run as a Geauga County Commissioner. Upon certification of the petitions on January 2, 2024, she would be resigning as a member of the Board.

Mrs. McArthur made a motion to adjourn the meeting at 1:44 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

*Next meeting: January 2, 2024, 2:00 p.m.; Certification of petitions for candidates and local issues*