

## SPECIAL MEETING

December 7, 2023

## MINUTES

The meeting was called to order by Chairman Dennis Pavella at 10:05 a.m. Present were Board Members Janet Carson, Nancy McArthur, and Joan Windnagel, Director Michelle Lane, and Deputy Director Nora McGinnis. Guests attending in person were Sharon Madger, James Midyette, and Molly Nikkila. Attending via Teams was Sharon Gingerich.

Mrs. McArthur made a motion to approve the November 7, 2023, Board Meeting minutes as presented. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mrs. McArthur, Mrs. Windnagel. Oppose, Mrs. Carson. Motion carried.

Mrs. McArthur made a motion to approve the November 20, 2023, Board Meeting minutes as presented. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to approve the November 28, 2023, Board Meeting minutes as presented. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mrs. McArthur, Mrs. Windnagel. Abstain, Mrs. Carson. Motion carried.

Mrs. McArthur made a motion to approve the December 4, 2023, Board Meeting minutes as presented. Mrs. Windnagel seconded the motion. AYES, Mr. Pavella, Mrs. McArthur, Mrs. Windnagel. Abstain, Mrs. Carson. Motion carried.

Deputy Director McGinnis reviewed the list of bills to approve:

Cris Takacs	\$14.67
Maureen Depenbrok	\$54.10
Dawn Greene	\$27.97
KMI Printing	\$222.14
ES&S	\$180.63
Munson Township	\$125.00
Quill	\$32.16
Quill	\$90.75
Graphic Village	\$845.00
Expert IT	\$931.20
Sunrise Springs	\$21.50

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

The selection of precincts for the Chardon Local School District Board of Education recount was made. For the hand count, 500 ballots were needed to meet the 5% of total votes cast. After guest Sharon Madger reviewed the precinct cards, they were placed in a container. Mr. Pavella pulled Munson Township B from the container. The voter count for that precinct was 652. This met the minimum of 5% required for the hand count. Mr. Pavella informed Mr. Daisher and the staff that the recount could begin. The Board members, Director, Deputy Director, and Candidates Sharon Madger and James Midyette, moved to the staff room to observe.

Mrs. Carson made a motion to move up the review of campaign finance reports to before conducting other business necessary to legally complete and certify the Chardon Local School District Board of Education recount. Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

The Board acknowledged the receipt of campaign finance reports as presented.

The date of the post-election audit was considered. It was decided to schedule the audit for Thursday, December 14, 2023, at 9:00 a.m. with a one-hour lunch break from 12:00 – 1:00 p.m.

The selection of races and precincts for the post-election audit was discussed next. The number of precincts chosen is determined by the county-wide vote. Enough precincts need to be pulled to meet 5% of the total votes in the county. For the upcoming audit, 5% of the county-wide vote is 2,055 votes. The precincts were pulled one at a time until the number reached a minimum of 2,055. The precincts selected out of a container by Board Chair Dennis Pavella were:

Russell Township E – 674

Chester Township D – 550

Thompson Township A – 497

Hambden Township B – 433

These four precincts totaled 2,154 votes.

The races to be audited are State Issue 1, State Issue 2, and County Issue 22 (Geauga County Board of Mental Health.) The state issues and one county race are mandated by the Secretary of State to be audited.

Mr. Daisher joined the meeting and reported that four precincts had different totals from the amended totals and the difference was eight votes. It was determined that provisionals in two precincts accounted for six of the eight votes. Claridon Township C initially had one less vote in the recount for mailed-in ballots but after running the ballots through the scanner once more, the Claridon C vote totals matched. Chardon City A had one less in the recount for in-office ballots. Since the vote did not change for any Chardon School Board candidate, there may have been a ballot with no votes cast for any of the Chardon School Board candidates.

The Board discussed date and times for the certification of 2024 Primary candidate petitions and Questions and Issues and decided on January 2, 2024, at 2:00 p.m.

Mrs. Windnagel made a motion to set the petition certification date for January 2, 2024, at 2:00 p.m.

Mrs. McArthur seconded the motion. All voted: AYE. Motion carried.

Regarding Christmas break for the staff, the Board agreed to what was discussed at the last Board meeting. If the entire staff agrees to use comp or vacation time, then the office can close for the week between Christmas and New Years Day. It is possible that the Director, Deputy Director, and limited staff may need to come in to verify petition signatures, but that will be determined after the filing deadline on December 20, 2023.

Director Report – Director Lane met with Maintenance Director, Glen Vernick, regarding security at the County Administration building. There will be more discussion with the Board regarding security during the executive session. Mrs. Lane is coordinating the setup of the new postage machine. County IT needs to be present when Quadiant is installing the new machine. Director Lane attended a Tabletop exercise held by the Secretary of State. Mrs. McGinnis and Mr. Daisher also attended along with two members of County IT, Zach McLeod and Rob Bushman. It was a required Tabletop exercise relating to cybersecurity. Director Lane has also been preparing for the recount and starting to update the Election Administration Plan (EAP).

Deputy Director Report – In addition to assisting Director Lane, Deputy Director McGinnis has been assisting Laura Amick, Absentee Supervisor, with the Provisional and Absentee workbook required by the Secretary of State. Mrs. McGinnis has started putting together ballot quantities for the March 2024 Primary and has also created new spreadsheets for 2024 payroll and staff timesheets.

Mrs. Carson asked about the ballot paper issues. There were over 1,000 ballots that were unusable for the November 2023 election due to the paper quality. A new shipment of ballot paper was sent to the office by ES&S, which eliminated the issues. Mrs. McGinnis and Mrs. Lane will speak with ES&S at the winter conference in January to discuss the issues. Mrs. Carson also asked for a payroll report for all the part-time workers in 2023 and how much each earned. Deputy Director McGinnis will work on creating that report and will send it to Mrs. Carson.

Mrs. McArthur made a motion at 4:07 p.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 if necessary. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mrs. Carson, Yes.

Mrs. McArthur made a motion to leave Executive Session at 4:20 p.m. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. McArthur, Yes; Mrs. Carson, Yes.

Mrs. McArthur made a motion to add the following statement to the security measures in the Risk Mitigation Plan as written by Director Lane: "Care should be taken when opening mail, packages, and

returned mail ballots, following the recommendations in the USPS publication, Suspicious Mail or Packages.” Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to install security in the BOE space of the County Administration building, per the Director’s recommendations. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

There was no other business necessary to legally complete and certify the recount of the Chardon Local School District Board of Education race.

Mrs. Windnagel made a motion to accept the results of the recount. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Mrs. McArthur made a motion to adjourn the meeting at 5:02 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

*Next meeting: December 14, 2023, 9:00 a.m.; Post-election audit*