

SPECIAL MEETING

January 29, 2024

MINUTES

The meeting was called to order by Chairman Dennis Pavella at 1:11 p.m. Present were Board Members Janet Carson and Joan Windnagel, Director Michelle Lane, and Deputy Director Nora McGinnis. Attending in person were guests, Frank Antenucci, Chief Deputy Administrator, Linda Burhenne, Assistant County Administrator, and Richard Piraino. Attending via Teams were Sharon Gingerich, Shelly Lewis, and Sharon Madger.

Deputy Director McGinnis reviewed the list of bills to approve:

Sunrise Springs	\$28.50
Kiwanis Lake HOA	\$375.00
Gillmore Security	\$165.00
The News Herald	\$790.50
Quadiant	\$180.00
Triad GSI	\$20,875.00
Knowink	\$11,875.00
KMI Printing	\$202.84
KMI Printing	\$168.30
ES&S	\$5,218.15
Michelle Lane	\$589.39
Joan Windnagel	\$920.49
Laura Amick	\$586.23
Catherine Hall Gillette	\$684.12
Scott Daisher	\$671.57
Nora McGinnis	\$878.08
Tyler Plants	\$791.12
Dennis Pavella	\$918.88

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 ADP update was given by Frank Antenucci and he first addressed the security system and key cards in the new Board of Elections office space. There will be two key cards programmed and available for PEO training which starts on Feb. 21, 2024. Mr. Antenucci commented on the three security companies that Board of Elections is meeting with. He has worked with Guardian and Gillmore and said they both use cellular data and have good systems. He has not worked with ADT. Mr. Antenucci reported on the one door in the BOE area that was locked and inaccessible. The door possibly was not wired or it malfunctioned. The installer may have installed an incorrect door or installed the correct door with no

mechanism. IT will continue to investigate. Mr. Antenucci said that the door did open using a credit card. For curbside voting, there will be a double key card reader installed outside the door at the back of the building. After all the ice and snow over the past week, it was reported that there was no water damage or flooding in the basement. There are fumes coming into the large BOE equipment storage area from the loading dock area occasionally. Linda Burhenne commented that the shredding truck runs continuously while here and that could be causing some of the fumes. Mrs. Carson expressed her concern for Board of Elections personnel and curbside voters if exposed to those fumes for any significant length of time. Glen Vernick will place a rubber strip around the door from the loading dock to help alleviate the problem.

Deputy Director McGinnis reported that three vendors returned bids for the printing of 68,500 2-sided election day ballots. The following bids were received:

Youngstown Letter Shop	.27/ea.	\$18,495.00
Integrated Voting Systems	.20/ea.	\$13,700.00
Midwest Direct	.265/ea.	\$18,152.50

The Board, Director, and Deputy Director have been very pleased with Youngstown Letter Shop and the quality and consistency of their service.

Mrs. Windnagel made a motion to select Youngstown Letter Shop as the printer of the Election Day ballots for the March 19, 2024, Primary Election. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Voting equipment allocation for the March 19, 2024, Primary Election was performed next.

Mr. Pavella made a motion to allocate one DS200 per precinct per polling location and two DS200s for each polling location that has only one precinct. Mrs. Windnagel seconded the motion. All voted: AYE. Motion carried.

The Board was asked to provide their signatures so that Mr. Daisher can include them on the ballot when he is programming the ballot language.

Mrs. Windnagel made a motion at 1:38 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, Office Administrator, Scott Daisher, and Linda Burhenne, Assistant County Administrator. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. Carson, Yes.

Mrs. Windnagel made a motion to leave Executive Session at 2:57 p.m. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. Carson, Yes.

Mrs. Windnagel made a motion at 3:06 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, Office Administrator, Scott Daisher, and Glen Vernick, Maintenance Supervisor, if available. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. Carson, Yes.

Mrs. Windnagel made a motion to leave Executive Session at 3:29 p.m. Mrs. Carson seconded the motion. The roll call vote was taken by Deputy Director McGinnis: Mr. Pavella, Yes; Mrs. Windnagel, Yes; Mrs. Carson, Yes.

Mr. Vernick was not available to attend the second executive session.

Director Lane had a list of obsolete items from the office storage room that she asked the Board to deem “no value” so they could be discarded and not have to be moved to the new office.

Mr. Pavella made a motion to classify the listed items as “no value” so they could be discarded. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

A date for the public test was discussed by the Board along with input from Mr. Daisher. Mr. Daisher stated that the test deck must be ready before the public test can take place.

Mrs. Windnagel made a motion to hold the public test on Feb. 15, 2024, at 10:00 a.m., contingent on the test deck being ready, and to have an alternative date of Feb. 20, 2024, at 2:00 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Director Lane and Deputy Director McGinnis were invited by the League of Women Voters to speak at their next meeting. The Board agreed it would be a good experience. Mrs. Lane and Mrs. McGinnis will discuss various aspects and duties of the Board and office. The meeting will be held on Feb. 15, 2024, at 7:00 p.m., at the Geauga County Public Library Administration Building on Ravenwood Dr.

Director Lane stated that a Boy Scout troop has asked about volunteering on election night. They would assist with carrying in equipment being dropped off from the polling locations. The Board will consider the request depending on the ages of the Boy Scout volunteers.

The current voting booths used on Election Day will need to be replaced soon. Director Lane has had sample voting booths delivered to the office from multiple vendors. The preferred voting booth is from Election Source and no other vendor has a voting booth similar to it. Mrs. Lane will have an ad placed in the paper requesting bids for the booths. Since this would be a “sole source” vendor, the Assistant Prosecuting Attorney will need to review all documents even though other counties have purchased the same voting booths outright. Don Mohny from the equipment delivery team will be meeting with Mrs. Lane Thursday, Feb 1, 2024, to discuss the number of voting booths needed.

Director Report – Director Lane has already been looking for polling locations for the November General Election. Since Chardon Square has parking and construction concerns due to the renovation of the Court House, voting at Heritage House may need to be relocated. St. Mary’s Church in Chardon is not an option but Chardon Lakes Clubhouse is a possibility and will be evaluated. Mrs. Lane has also been reviewing the PEO training manual and proofing ballots. The Director and Deputy Director had a walk-thru with a moving company in preparation for the move to the new office space.

Deputy Director Report – Mrs. McGinnis has been mostly working on changes to the PEO training manual and preparing it to be sent out to the printer. She is working with Director Lane on proofing ballots and also put together the returned ballot quotes for the Board to review. Mrs. McGinnis continues to work on various administrative tasks including payroll and expenses from the winter conference.

Mrs. Windnagel made a motion to adjourn the meeting at 4:14 p.m. Mrs. Carson seconded the motion. All voted: AYE. Motion carried.

Next meeting: TBD