

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Board Meeting

6/14/2021

**THIS MEETING WAS HELD VIA TELECONFERENCE IN ACCORDANCE WITH
H.B. 197, 133rd G.A. §12 (2020)**

Attending:

Jeff Hastings, Chairman
Inajo Davis Chappell, Board Member
Lisa M. Stickan, Board Member
Anthony W. Perlatti, Director
Tony Kaloger, Deputy Director

Mark R. Musson, Assistant Prosecutor, Cuyahoga County
Mary Bejjani, Clerk to the Board
Linda Walker, Clerk to the Board

The Cuyahoga County Board of Elections Meeting began at 9:34 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that Board Members Davis Chappell and Stickan and were in attendance in person. Board Member Wondolowski was excused from today's meeting.

Chairman Hastings moved to excuse Board Member Wondolowski's absence. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 1: Approval of the minutes from the May 25, 2021, Board Meeting.

Chairman Hastings moved to approve the minutes from the May 25, 2021, Board Meeting. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 2: Acknowledgement of Secretary of State Directive 2021-16: Data Collection, Notice, and Cancellation procedures for Completion of 2017 National Change of Address ("NCOA") Process.

Chairman Hastings moved to acknowledge Secretary of State Directive 2021-16: Data Collection, Notice, and Cancellation procedures for Completion of 2017 National Change of Address ("NCOA") Process. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 3: Preliminary approval of the ballot order for the September 14, 2021, Primary Election.

¹ Narrative that is underlined in the CCBOE minutes relates to a motion that was acted on by the Board.

Chairman Hastings moved to approve the preliminary approval of the ballot order for the September 14, 2021, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 4: Acknowledgement of resignations from and appointments to elected offices.

Chairman Hastings moved to acknowledge the resignations from and appointments to elected offices. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 5: Acknowledgement of Candidate Withdrawals.

Chairman Hastings moved to acknowledge candidates and issue withdrawals. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 6: Acknowledgement of the Absentee Performance Review Report for the May 4, 2021, Primary Election.

Steve Doell, Supervisor in Candidate & Petition Services, presented information from the Board packet regarding the Absentee Performance Review Report for the May 4, 2021, Primary Election.

Chairman Hastings moved to acknowledge the Absentee Performance Review Report for the May 4, 2021, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Acknowledgement of the Precinct Election Official Performance Report for the May 4, 2021, Primary Election.

Alex Skufca, Program Coordinator in the Elections Officials Department, presented information from the Board packet regarding the Precinct Election Official Performance Report for the May 4, 2021, Primary Election. Board Member Davis Chappell asked if locations that did not score 100% are identified for additional training. Chairman Hastings asked for clarification on the category "VLM always answer the CCBOE cell phone." Director Perlatti stated that the VLMs are required to contact the CCBOE multiple times during the election day to provide a status report as to the voting process at the polling location. The CCBOE provides the VLM's with cell phones to communicate in a timely manner. If a VLM does not answer the cell phone, there is an alternate method to contact a back-up election official at the polling location. Chairman Hastings asked for clarification on the category "Were Paper Pollbooks opened without permission" meant. Director Perlatti stated a backup paper poll book is sent to every location if all electronic poll books experience technical difficulties. There are instructions on the paper poll book packaging to contact the CCBOE before opening the package, as the book should not be opened unless all electronic poll books at the polling location are not functioning.

Chairman Hastings moved to acknowledge the Precinct Election Official Performance Report for the May 4, 2021, Primary Election. Board Member Stikkan seconded. The motion passed unanimously.

Agenda Item 8: Preliminary authorization for the allocation of voting booths for the September 14, 2021, Primary Election. Allocation quantities are based on Social Distancing and room size per polling location. A total of 2,169 voting booths will be allocated + 429 DS200 precinct scanners + 169 ADA AutoMark voting units and 650 Electronic Poll books.

Chairman Hastings moved to acknowledge the preliminary authorization for the allocation of voting booths for the September 14, 2021, Primary Election. Allocation quantities are based on Social Distancing

and room size per polling location. A total of 2,169 voting booths will be allocated + 429 DS200 precinct scanners + 169 ADA AutoMark voting units and 650 Electronic Poll books. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Approval to send the Voter Information Guide to all active voters for the August 3, 2021, Special Congressional Primary Election.

Chairman Hastings moved to approve the Voter Information Guide to all active voters for the August 3, 2021, Special Congressional Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 10: Approval to Purchase Office, Furnishings, Accessories, and Related Items, including installation, from Ohio Desk Company via Steelcase, Inc. State-Term Contract Pricing in the amount not-to-exceed \$97,130.46, utilizing Center for Tech and Civic Life (CTCL) Grant Funding.

Board Member Davis Chappell asked how much CTCL funding dollars are remaining. Director Perlatti stated the balance of the CTCL funds is almost exhausted; however, there are still chargebacks to be invoiced from Public Works for the moving of office furniture and electrical work and CTCL fund may be used for this work.

Chairman Hastings moved to approve the purchase of office, furnishings, accessories, and related items, including installation, from Ohio Desk Company via Steelcase, Inc. State-Term Contract Pricing in the amount not-to-exceed \$97,130.46, utilizing Center for Tech and Civic Life (CTCL) Grant Funding. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 11: Approval of vouchers

Chairman Hastings moved to approve the voucher. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 12: Approval of the personnel agenda

Chairman Hastings moved to approve the personnel agenda as presented in the Board packet. Board Member Davis Chappell seconded. The motion passed unanimously.

NEW BUSINESS

Audit May 4, 2021, Election

Director Perlatti stated the May 4, 2021, audit is being conducted today and began at 9:00 a.m.

Campaign Finance Workshops

Director Perlatti stated the CPS Department hosted its first campaign finance workshop on Saturday, June 12th and approximately 40 people attended. The next workshop is scheduled for Wednesday, June 30, 2021, in the evening.

Board of Voting Machine Examiners meeting

Director Perlatti will be attending the Board of Voting Machine Examiners meeting in Columbus on June 15, 2021. The agenda deals with remote ballot marking, which is the ADA vote-from-home absentee certification and voting equipment matrix.

Juneteenth Freedom Fest

On Saturday, June 19th, CCBOE staff will be at an informational booth at the first annual Juneteenth Freedom Fest taking place Downtown on Mall C.

SOS Conference

Board Member Davis Chappell inquired about the SOS Summer conference held June 7-9 in Columbus. Director Perlatti stated the conference was well attended and beneficial to discuss other counties' perspectives and processes. Board Member Stickan said Director Perlatti appeared on a panel and did a good job representing the CCBOE.

Archer Compensation Report

Chairman Hastings inquired if there is any other new business. Director Perlatti stated the CCBOE did receive the initial draft of the Archer Compensation Report, and Director Perlatti would like to discuss the report with the Board in Executive Session. Chairman Hastings stated the report has not been distributed to the Board Members and understands he can move to go into executive session to consider the compensation of public employees. Board Member Davis Chappell stated she would like for all the board members to be present when discussing significant issues. She further questioned whether the board members needed to address this issue today, given Board Member Wondolowski's absence or is there a way to permit Board Member Wondolowski to participate in this matter? Director Perlatti responded his goal was to introduce the documents and not seek any approval or authorization. Chairman Hastings stated he would like to have some discussion about the report as it is important to acknowledge and accept the receipt of the report because it becomes a public record. The Board can then come back on June 28th for further discussion. Chairman Hastings stated the Board would take no substantive action at the conclusion of today's executive session. Chairman Hastings asked Prosecutor Musson if it would be appropriate to make that motion. Prosecutor Musson indicated yes.

Chairman Hastings made a motion to go into executive session to consider the compensation of public employees. Board Member Stickan seconded, and a roll call vote taken, and all board members voted in the affirmative. The motion passed unanimously.

Chairman Hastings stated the Board would go into executive session after public comments.

Public Comment

Reverend Pamela M. Pinkney Butts provided public comments regarding several items on the agenda.

Executive Session

Chairman Hastings confirmed the motion to go into executive session at 10:08 a.m.

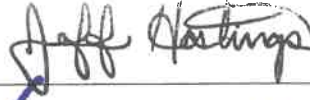
At 11:07 a.m. after returning from Executive Session, Chairman Hastings moved to come out of the executive session. Board Member Davis Chappell seconded, and a roll call vote taken, and all board members voted in the affirmative. The motion passed unanimously.

Chairman Hastings stated the Board is in open session and asked if there was any new business or business to be brought before the Board. Director Perlatti indicated none. Chairman Hastings asked if any Board Members had any questions. Board Members' Davis Chappell and Stickan stated no.

Chairman Hastings moved to adjourn the meeting at 11:09 a.m. Board Member Davis Chappell seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on **June 14, 2021**.

Jeff Hastings, Chairman



Inajo Davis Chappell, Board Member



Lisa M. Stickan, Board Member



David J. Wondolowski, Board Member



Anthony Perlatti, Director