



CUYAHOGA COUNTY
BOARD OF ELECTIONS

Jeff Hastings, Chairman

Anthony W. Perlatti, Director

Inajo Davis Chappell, Board Member

Anthony Kaloger, Deputy Director

Terence M. McCafferty, Board Member

Lisa M. Stickan, Board Member

MEETING AGENDA

November 21, 2022

9:30 a.m.

THE PLEDGE OF ALLEGIANCE

ADMINISTRATIVE

1. Approval of the minutes from the November 03, 2022, Board Meeting
2. CCBOE Social Media Policy

REGISTRATION

3. Determination of the validity of provisional ballots and authorization to count provisional ballots from the November 8, 2022, General Election

FISCAL

4. Approval of voucher

NEW BUSINESS

PUBLIC COMMENT¹

EXECUTIVE SESSION

Discussion of personnel issues (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official) and disputes involving the public body that are the subject of pending or imminent court action.

Video of this meeting can be viewed at <https://www.youtube.com/CuyahogaCountyBOE>

¹ Please email mbejjani@cuyahogacounty.gov or dwhite1@cuyahogacounty.gov with your name and the nature of your comment so we can fully assist you.

2022 Board Meeting Schedule

November 2022

Monday, November 21st @ 9:30AM

Provisional verification for the November 8, 2022 General Election

Tuesday, November 29th @ 9:30AM

Certification of the November 8, 2022 General Election

December 2022

Wednesday, December 14th @ 9:30AM

December Board Meeting

Agenda Item

#1

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Board Meeting
11/3/2022

Attending:

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

Mary Bejjani, Clerk to the Board
Skip White, Clerk to the Board

The Cuyahoga County Board of Elections Meeting began at 9:38 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that all Board Members were in attendance.

Agenda Item 1: Approval of the minutes from the October 12, 2022, Board Meeting

Chairman Hastings moved to approve the minutes from the October 12, 2022, Board Meeting. Board Member Davis Chappell seconded the motion and abstained from approving the minutes. Chairman Hastings and Board Members McCafferty and Stickan voted to approve the minutes.

Agenda Item 2: Acknowledgment of resignations from and appointments to elected office

Chairman Hastings moved to acknowledge the resignations from and appointments to elected office as provided in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 3: Approval of vouchers

Board Member Davis Chappell stated the Chi Corporation included standard boilerplate terms and conditions of the sale of goods and licenses. Shaunquitta Walker, Fiscal Services Manager, stated that Fiscal Services and the Information Technology Department reviewed the terms and conditions as the equipment is required per a Secretary of State (SOS) Directive. Director Perlatti stated Robin Roy, Information Technology Manager, and the Technical Advisory Committee reviewed the specifications and functionality to meet SOS requirements. Ms. Walker stated the CCBOE legal counsel did not review the terms and conditions. Board Member Davis Chappell stated that in addition to the specifications, the terms and conditions should also be reviewed by the Board's attorney in the future.

Chairman Hastings moved to approve the vouchers set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

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

Agenda Item 4: Approval of the personnel agenda

Chairman Hastings moved to approve the personnel agenda as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

NEW BUSINESS

Director Perlatti stated Early In-Person (EIP) voting continues to be a popular choice for voters this election cycle. Through November 2, 2022, the CCBOE voted over 12,300 people, about 1,800 more voters than in 2018. Between Friday, November 4, 2022, and Monday, November 7, 2022, approximately 2,000 voters per day are anticipated. Early In-Person weekend voting will occur on Saturday, November 5, 2022, and Sunday, November 6, 2022. Early In-Person voting for the General Election is expected to exceed the 2018 numbers. The CCBOE will have bipartisan teams of election officials collecting ballots curbside on Friday, Saturday, Sunday, and Monday, coinciding with the Early In-Person voting hours.

Deputy Director Kaloger stated the CCBOE would have additional deputy sheriffs, and the City of Cleveland Traffic Control would assist with vehicles entering and exiting the parking lot. The CCBOE rear lot will be designated for ADA and curbside voting only. The Campus International parking lot will have a mobile road sign directing voter traffic. In addition, there is additional designated parking south of the CCBOE. Chairman Hastings asked if there had been voters waiting in line. Director Perlatti stated the lines have not gone outside the building. There is a steady flow of people, and the line is moving quickly. A tent has been placed outside along Euclid Avenue to protect any voters waiting outside from the elements.

The CCBOE has processed over 148,000 Vote-by-Mail (VBM) ballot applications, and approximately 102,000 voted ballots have been returned, a 70% return rate. The CCBOE expects to receive another 25,000 vote-by-mail ballots by Election Day, which would be an 85% return rate. The deadline to request a VBM application is Noon on Saturday, November 5, 2022. All VBM ballot application requests received by the deadline will have ballots mailed late afternoon on Saturday, November 5, 2022. The USPS mailing can take three to five days to deliver, and the ballot may not arrive until after Election Day. Vote-by-Mail numbers are down compared to four years ago. The ballot application requests are down for all affiliations, whether Democrat, Republican or unaffiliated voters. The decrease in VBM does not mean fewer voters will be at the polls on Election Day.

The CCBOE has hired and placed a full complement of poll workers. Generally, in the larger presidential and gubernatorial elections, there is a higher interest in serving as a poll worker. In addition, the CCBOE has an ancillary number of workers that will replace any call-offs over the weekend. A group of 100 stand-by workers can go to the polling locations on Tuesday morning. The CCBOE will be hiring 185 Rovers which are required for the election. Some of the rovers hired have transitioned from Poll Worker positions due to changes in County payroll with OPERS. Those who transitioned will be hired as temporary employees. The CCBOE has 150 Rovers who have completed their paperwork or processing the information pending additional documents from the Rover. The CCBOE continues to reach out to those who have not completed their paperwork and will have the paperwork packets at the Zone stations on Monday. The Election Officials Department continues to recruit Rovers to reach the goal.

Berman's Moving and Storage continues to move the voting equipment to the polling locations. The Electronic Poll Books (EPBs) will be transferred from the custody of the Registration Department over

to the Election Support Department, which pre-stages the EPBs for deployment to the voting locations on Monday, November 7, 2022. The EPBs are then updated on Monday evening. Berman's Moving and Storage continues to move the voting equipment to the polling locations.

Due to City Council meetings, two voting locations do not have Monday night organizational meetings Lakewood City Hall and Solon City Hall. Those locations will start earlier on Tuesday to set up the sites.

The Department of Justice (DOJ) contacted Director Perlatti this week, indicating the DOJ will be monitoring polling locations on Election Day. In even years it is usual practice for the DOJ to monitor Federal Elections for the U.S. House of Representatives and Senate. The DOJ mainly focuses on locations with bilingual poll workers. The DOJ will be provided the voting location manager's names, and the CCBOE will notify all voting location managers that monitors will be at some voting locations. The DOJ will have credentials different from observers and can also engage with voters, poll workers, and observers.

Chairman Hastings asked what law permits the DOJ to engage with others at the polling locations as the CCBOE is no longer under the consent decree. Board Member Davis Chappell stated there might be something under the Voting Rights Acts that give the DOJ broad authority. Director Perlatti said the CCBOE received a notification from Rodney Davis at the Ohio House of Representatives providing guidance that allows federal employees to monitor random polling locations. The DOJ has monitored previous elections at the CCBOE and reported their observations to the CCBOE. Director Perlatti stated the DOJ monitored the 2020 election. The CCBOE bilingual voting program has not changed, and all the prior measures remain in place, including bilingual ballots, hiring of bilingual poll workers, bilingual signage, and a bilingual hotline remain in place.

Deputy Director Kaloger stated since 2020; the CCBOE has had a successful partnership with the County Emergency Management Department on Monday night and Election Day. The CCBOE will use the County Emergency Management Department to help with any safety issues on Election Day. The CCBOE Election Support staff manage issues with the rovers and polling locations. County safety forces, utility services, and RTA are readily accessed if a situation arises. Additionally, special services, including access to street cameras, are available.

Chairman Hastings asked how many times the CCBOE empties the Ballot Drop-Off Box. Director Perlatti stated the box is emptied multiple times per day.

Board Member Davis Chappell stated she is thrilled that poll worker interest remains high. Given all the press around security issues and intimidation of voters in other election jurisdictions. Board Member Davis Chappell asked if the CCBOE is experiencing any such issues and if the CCBOE is prepared per the non-disclosed security plan. Voters and poll workers should be confident the CCBOE will be safe and secure on Election Day. Board Member Davis Chappell asked if any polling locations have contacted the CCBOE about any safety or security concerns. The CCBOE does not seem to have issues that other election jurisdictions are having. Without disclosing the security plan, what assurances can be given to the voters and poll workers that they will be safe and secure at CCBOE polling locations? Director Perlatti stated polling locations have not contacted the CCBOE withdrawing their site due to security threats or asking for additional items at the locations. The CCBOE notifies every city of the public and private polling locations, and the information is shared with the police departments. The CCBOE does have increased resources from the County Sheriff's

Department. Other government entities do monitor cyber security and social media. The CCBOE will follow the standard procedures regarding tampering with voting equipment and logging information.

The CCBOE has taken several steps to increase the level of preparedness. Additional measures have been taken with voting location managers and deputies with more tools and videos to oversee the locations. Additionally, poll worker training included segments on de-escalation.

The Post-Election preparations include poll worker payroll. In the last few elections, the Election Officials Department has prepared the payroll file faster than in previous years. The payroll file has transitioned from County Accounts Payable to County Payroll. Previously, when the payroll ran through County Accounts Payable, the checks would be processed differently than with County Payroll, which only processes payroll every two weeks. The CCBOE staff will work seven days a week to get the checks out by Friday, November 25, 2022. Additionally, the work schedule of verifying provisional ballots will be seven days a week until completed.

Chairman Hastings asked if the CCBOE has been in touch with Willo Security. Director Perlatti stated Willo Security has already advised the CCBOE they cannot provide the full complement of requested staffing. The CCBOE has made arrangements with other County resources and the Sheriff's office as a backup for the November 8, 2022, General Election.

Chairman Hastings acknowledged receipt of The Secretary of State Frank LaRose's Resolution regarding the CCBOE's Pinnacle Award for Excellence. Chairman Hastings recognized the individuals at the agency responsible for receiving the Award.

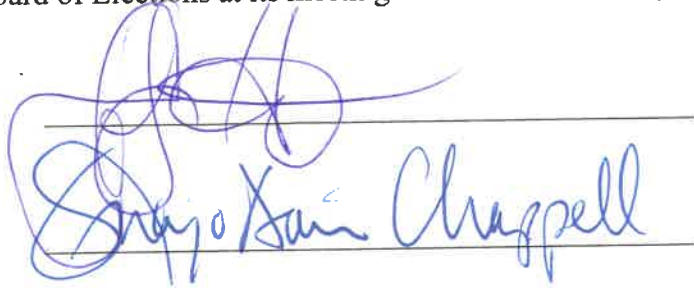
PUBLIC COMMENT

Judge Brian Hagan provided public comment regarding the South Euclid Municipal Court vacancy.

Chairman Hastings moved to recess the meeting at 10:19 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 November 3, 2022.

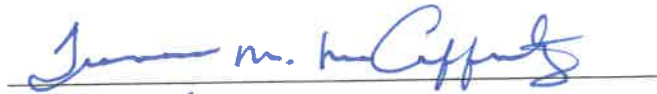
Jeff Hastings, Chairman



Inajo Davis Chappell

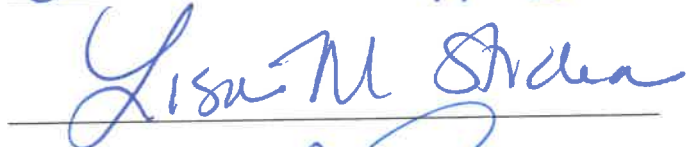
Inajo Davis Chappell, Board Member

Terence M. McCafferty, Board Member



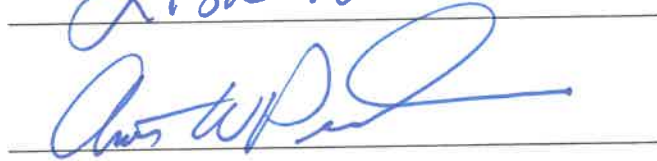
Terence M. McCafferty

Lisa M. Stickan, Board Member



Lisa M. Stickan

Anthony Perlatti, Director



Anthony Perlatti

Agenda Item

#2



VOTE CUYAHOGA COUNTY
BOARD OF ELECTIONS



SOCIAL MEDIA POLICY

Executive Office



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Overview

The Cuyahoga County Board of Elections (CCBOE) recognizes the importance of social media as a tool to communicate with our constituents. The objective is to provide accurate and timely election information, increase transparency and participation in the election process, and to reach audiences through non-traditional media forums. The CCBOE social media accounts are not public forums and Content is government speech.

This policy is meant to properly govern the Board’s participation on various social media platforms as well as employees’ use of social media with respect to the CCBOE.

Definitions

- Social Media – Any online technology, tool, or platform where users share content or participate in social networking. This includes text, images, video, audio, and other forms. A social media platform refers to a specific site or service (e.g., Twitter). The verified social media accounts the CCBOE has are listed on Page 3 under the heading “Current CCBOE Social Media Accounts.”
- Social Media Moderator – The moderator is a staff member (full-time or temporary) responsible for monitoring, running, and creating content for CCBOE social media accounts.

- **User** – Any person or entity who messages, tags, or interacts with the CCBOE’s social media accounts.
- **Content** – Any information posted to the CCBOE’s social media accounts, including text (copy, captions, statements) and visual content (graphics, photographs, videos, live streams).

Current CCBOE Social Media Accounts

Platform	(User)Name/Handle	Verification
Facebook	Cuyahoga County Board of Elections	Verified with blue checkmark
Facebook (Hispanic Facebook Group)	CuyahogaBOEHispanoVota	
Twitter	@CuyahogaBOE	Verified with blue checkmark
Twitter (Hispanic Twitter Account)	@CuyahogaBOEESP	
Instagram	CuyahogaBOE	Verified with blue checkmark
LinkedIn	Cuyahoga County Board of Elections	

Other platforms may be added in the future if considered by the CCBOE as furthering the objectives of the agency.

Content Guidelines

The purpose of the CCBOE’s social media accounts is to communicate important voting and election information to electors, such as deadlines, requirements, news, etc., as a general voter education tool. The CCBOE social media accounts are not a public forum or meant for socialization in the way a personal social media account might be used. The Social Media Moderator should only interact with content relating to the work of the CCBOE. All Content remains the speech of CCBOE employees in their official capacities and constitutes government speech.

Direct Message

As a matter of course, the CCBOE will not typically initiate contact with a User through Direct Message. However, if the Social Media Moderator becomes aware of a post by a User on social media that either expresses a concern or potentially touches upon a sensitive subject (security, election integrity, etc.), the Social Media Moderator is to alert management of the content for direction on how to respond either through Direct Message or other means.

If a User initiates contact with the CCBOE through Direct Message, it is proper for the agency to respond using the same medium. However, the CCBOE should move the

interaction away from Direct Message and alert management in the following circumstances:

- a. The question/concern is too complex or specialized to be answered quickly or requires a response from another department in the agency.
- b. The question/concern involves private information.
- c. The information being sent by the User, or the way it is being presented, is confusing or requires a measured response by the CCBOE.

Records Retention

Content is subject to the Public Records Act. As recognized by the Ohio Electronic Records Committee,¹ the Content dictates what record retention period applies. It should be noted the CCBOE, as a matter of regular business, does not delete social media Content. Additionally, the CCBOE uses an internal document to catalog and retain the Content.

A constituent can use social media as a method to request public records from the CCBOE, so long as it meets the established criteria for requesting public records as outlined in the Public Records Policy.²

Employees Authorized to use CCBOE Social Media

The Social Media Moderator is the main administrator of the CCBOE's social media accounts. This position handles the day-to-day function of all social media accounts.

The Outreach Department will be primarily responsible for all Spanish language social media practices, including:

- Translating content
- Collaborating on strategy and planning
- Communication with Spanish speaking Users
- Managing Spanish language social media accounts

The Director and Deputy Director may authorize additional employees to publish Content to social media as necessary.

Each department of the agency will have one employee that serves as a liaison for the Social Media Moderator, providing assistance that includes, but is not limited to, the following:

- Proofing and fact-checking of department specific content
- Answering department specific and technical questions

¹ [Ohio Electronic Records Committee](#)

² [CCBOE Public Records Policy](#)

- The liaison is not authorized to post Content to CCBOE social media accounts

Employee Use of Social Media Accounts

CCBOE employees are not permitted to use their own personal social media accounts to represent the CCBOE. If an employee receives a question or comment from a voter on a personal account concerning the CCBOE's official functions, the employee must inform the Social Media Moderator. Employees are also prohibited from using CCBOE computers to post content to their personal social media accounts.

Employees have the First Amendment right to express political opinions, including on their personal social media accounts, and this policy does not apply to expression guaranteed by the U.S. or Ohio Constitutions. But employees should be aware that the CCBOE may observe content and information made publicly available through these social media accounts and expects that its employees will always act professionally.

The CCBOE's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic apply to employee online conduct. Employee comments or displays about coworkers, the CCBOE or Cuyahoga County government that include but are not limited to being vulgar, obscene, defamatory, threatening, intimidating, insubordinate, harassing, or in violation of the ethical or other legal obligations applicable to CCBOE employees is prohibited. Posting material that is prohibited, inappropriate or otherwise harmful to the CCBOE by implying CCBOE association, sanction or endorsement are grounds for disciplinary action up to and including termination. This includes unauthorized pictures and/or videos of the operations of the CCBOE.

Election Mis-, Dis-, and Malinformation (MDM)

Mis-, Dis-, and Malinformation (MDM)³ about elections and voting should be corrected immediately through direct messages and public comments, if possible. This includes mis- and disinformation about voting hours, polling locations, and unsubstantiated accusations of election or voter fraud.

Cases of MDM should be immediately reported to the Director and Deputy Director, who will then decide whether an email should be sent to the Center for Internet Security at misinformation@cisecurity.org. If sending an email to the Center for Internet Security, be sure to include links and screenshots. These cases should also be reported through platform specific functions, for example Twitter's "This tweet is misleading about a political election or other civic event" report function.

³ <https://www.cisa.gov/mdm>

Bilingual Social Media Accounts

The CCBOE provides communications in both English and Spanish. This includes the content posted on the board's social media accounts.

Public Use

Since the CCBOE social media accounts are not a public forum and Content is government speech, the CCBOE reserves the right to curate its Content for any reason.

Security

CCBOE social media account passwords must be changed every three months and maintained in a secure manner. Passwords should not be shared with anyone other than those authorized to publish social media content and will be executed in accordance with Secretary of State Directives and best practices.

In case of a cybersecurity incident involving the CCBOE social media accounts, the agency will follow the guidelines set forth in Directives 2019-07⁴ and 2019-08⁵, as well as Chapter 3 of the Election Official Manual.

Notification

Upon approval by the Board, all current employees will be provided a copy of this policy for acknowledgment. Every new employee (both full-time and temporary) shall acknowledge this policy upon hiring.

⁴ [Directive 2019-07](#)

⁵ [Directive 2019-08](#)

Agenda Item

#3

NOVEMBER 8, 2022 GENERAL ELECTION

Provisional Verification Summary

A total of **9,201** Provisional Ballots were issued during the November 8, 2022 General Election, of which **8,407** were confirmed to be valid provisional ballots, while **794** were rejected for various deficiencies during the verification process (detailed below).

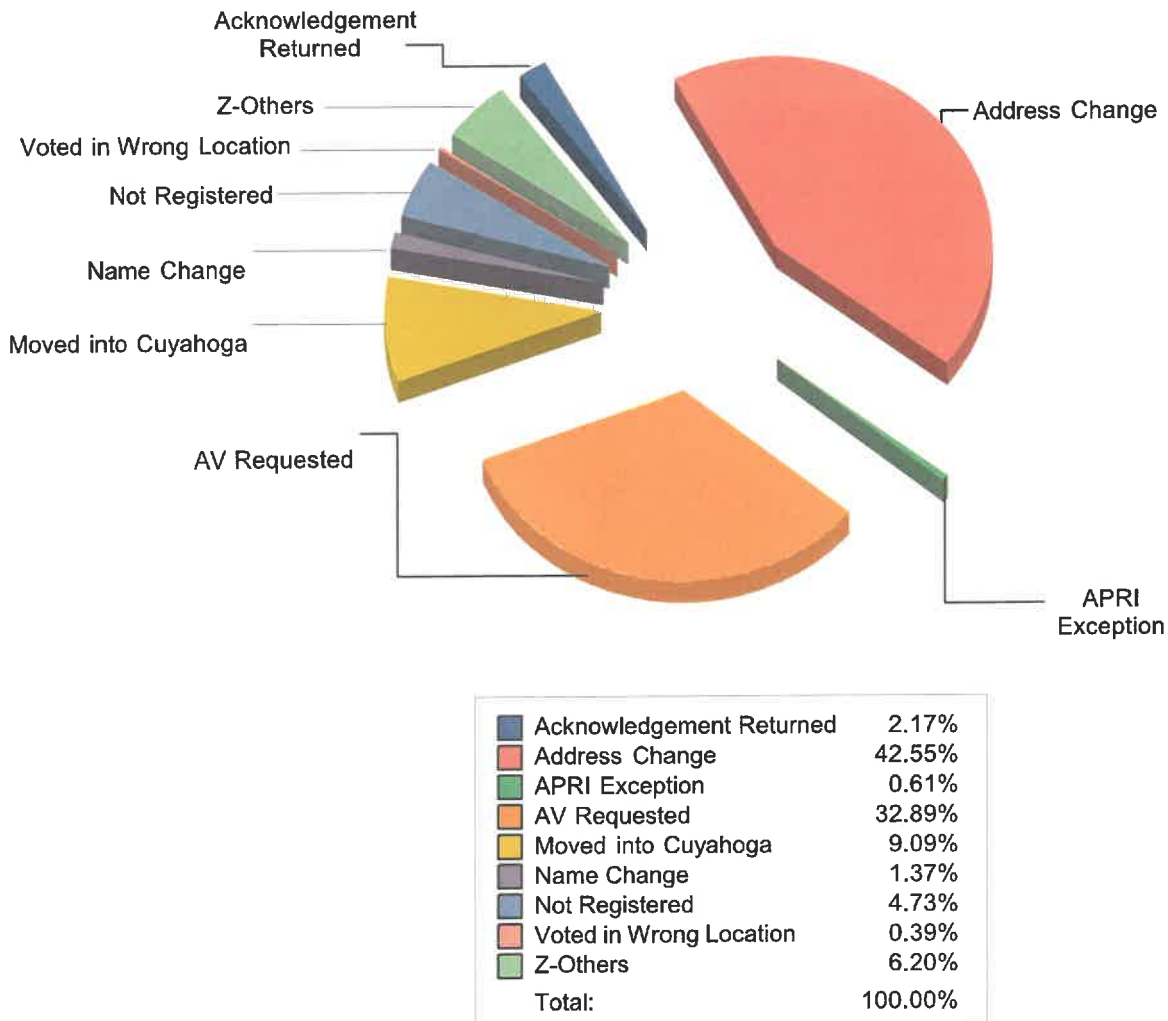
	*Valid	Rejected	Total
Provisional Ballots Cast	8,407	794	9,201

*Includes: **148** provisional ballots that were cast in the wrong precinct within the correct location that can be remade and **56** APRI Exceptions.

Reason for Rejection	# Rejected
Not Registered	435
Wrong Precinct Wrong Location	108
Empty Envelope	70
No Signature	31
Voted Absentee	29
Missing Address	24
Missing Identification	24
Missing Date of Birth	22
Non-Matching Identification	17
Non-Matching Signature	9
Bad Address	8
Voter Voted in Wrong County	7
Voted Absentee- Challenge	6
No Printed Name	4
Total Rejections	794

Reasons for Voting Provisional

November 8, 2022 General Election



Note: A voter may have more than one reason for voting provisionally but will only be listed in one category. (For Example: A voter who had both a Name Change and an Address Change will only appear in one category).

* Z-Others may include:

- Voters who did not bring proper identification to the polls
- Voters that were not found in the poll book
- Voters who do not readily fit into one of the above categories

Agenda Item

#4

Voucher Summary

Board Approval Date November 21, 2022

\$45,210.00

Vendor	Department	Description	Amount
PO211108	Berman Moving & Storage	Fiscal Services Delivery and return of voting equipment and supplies to 265 Tier 1 voting locations (\$150/location) and 28 Tier 2 voting locations (\$195/location) for the November 8, 2022 General Election.	\$45,210.00

Resolution No. R2022-11.21.4-1

WHEREAS, the Cuyahoga County Fiscal Office (CCFO) requires the Cuyahoga County Board of Elections (CCBOE) to provide multiple documents to the CCFO to facilitate the procurement and subsequent accounts payable functions associated with CCBOE contracts for goods and services from vendors. The Resolution is necessary for the CCBOE to continue to provide for the usual operational services critical to election administration.

RESOLVED, that the Cuyahoga County Board of Elections hereby authorizes the Director, on behalf of the Board, to undertake all actions necessary to procure and subsequently pay the items identified as the delivery and return of voting equipment and supplies to 265 Tier 1 voting locations (\$150/location) and 28 Tier 2 voting locations (\$195/location) for the November 8, 2022 General Election in an amount not to exceed \$45,210.00 (Invoice Attached).

RESOLVED, this Resolution shall take effect and be in force immediately upon receiving the affirmative vote of a quorum of members of the CCBOE. All formal actions of this Board relating to the adoption of this Resolution were adopted in an open meeting of the Board, open to the public, and in compliance with all legal requirements of the Ohio Revised Code.

FURTHER RESOLVED, the Director and Chair are authorized to authenticate this resolution upon adoption through their signatures thereon, and the Director is instructed to transmit copies of this resolution to those individuals deemed necessary to effectuate the intent of its adoption.

Board Meeting Date: November 21, 2022

Agenda Item: (Fiscal Services 4-1)

Vendor: Berman Moving & Storage

Motion: (as presented on the agenda with any edits made during the meeting)

Motion made by: Chairman Jeff Hastings

Motion seconded by: Board Member Inajo Davis Chappell

Vote of the Board Members:

Jeff Hastings, Chairman	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Inajo Davis Chappell, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Lisa M. Stickan, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay
Terence McCafferty, Member	<input checked="" type="checkbox"/> Yay	<input type="checkbox"/> Nay

Resolution adopted at the Cuyahoga County Board of Elections meeting on November
21, 2022

Signature of Chairman

Signature of Director