



**CUYAHOGA COUNTY
BOARD OF ELECTIONS**

Henry F Curtis, IV, Chairman

Anthony W. Perlatti, Director

Inajo Davis Chappell, Board Member

Anthony Kaloger, Deputy Director

Terence M. McCafferty, Board Member

Lisa M. Stickan, Board Member

THIS MEETING WILL BE HELD IN THE FOURTH-FLOOR CONFERENCE AREA

MEETING AGENDA

July 17, 2023

9:30 a.m.

THE PLEDGE OF ALLEGIANCE

ADMINISTRATIVE

1. Approval of the minutes from the June 8, 2023, and June 21, 2023, Board Meetings
2. Acknowledgment of Secretary of State Directives and Memorandum:
 - a) Directive 2023-12: Instructions Regarding the Review, Examination, and Verification of the Petition Proposing a Constitutional Amendment (The Right to Reproductive Freedom with Protections for Health and Safety Amendment)
 - b) Directive 2023-13: August 8, 2023, Special Election Canvass Instructions
 - c) Directive 2023-14: Instructions Regarding the Review, Examination, and Verification of the Supplementary Petition Proposing an Initiated Statute (An Act to Control and Regulate Adult Use Cannabis)
 - d) Memorandum 2023-02: Responsibilities of Sheriffs and Police in the August 8, 2023 Election (confidential – not for disclosure)
3. Discussion to refer Norma King, Norman King, and Cecil King to the SOS Public Integrity Division
4. Discussion to refer Black Fork Strategies to the SOS Public Integrity Division

BALLOT

5. Acknowledgment of the Ballot Proofs for the August 8, 2023, Special Election in accordance with the Ballot Proofing Policy approved by the Board at the March 12, 2021, Board Meeting
6. Final approval of the ballot order for the August 8, 2023, Special Election

CANDIDATE AND PETITION SERVICES

7. Acknowledgment of resignations from, and appointments to elected office
8. Acknowledgment of candidate withdrawals

ELECTION SUPPORT

9. Final authorization for the allocation of voting booths for the August 8, 2023, Special Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 4,941 voting booths will be allocated + 706 ClearCast Go scanners + 291 ADA ClearAccess voting units and 1,074 Electronic Poll Books

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

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

FISCAL SERVICES

10. Approval of contract and resolution
 - a) Enterprise Contract for Election Van rentals
11. Approval of voucher and resolution
 - a) Election IQ for provisional envelope printing
 - b) Willo Security for Election Day Drivers

HUMAN RESOURCES

12. Approval of the personnel agenda

NEW BUSINESS

- August 8, 2023, Special Election Update
- TeamDynamix Issue Tracker Update

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.

2023 Board Meeting Schedule

July 2023

Monday, July 17th @ 9:30AM

Certification of write-ins for September 12, 2023 Primary Election
Certification of remaining issues for September 12, 2023 Primary Election

August 2023

Monday, August 7th @ 9:30AM

Meeting for the August 8, 2023 Special Election

Tuesday, August 8th

August 8, 2023 Special Election

Wednesday, August 16th @9:30AM

Provisional verification for the August 8, 2023 Special Election

Monday, August 21st @ 9:30AM

Certification of candidates and issues for the November 7, 2023 General Election

Tuesday, August 29th @ 9:30AM

Certification of the August 8, 2023 Special Election

September 2023

Monday, September 11th @ 9:30AM

Audit/Recount Certification of the August 8, 2023 Special Election
Certification of remaining candidates for the November 7, 2023 General Election
Certification of remaining issues and charter amendments for the November 7, 2023 General Election
Certification of write-in candidates for the November 7, 2023 General Election

Tuesday, September 12th

September 12, 2023 Primary Election

Wednesday, September 20th @9:30AM

Provisional verification for the September 12, 2023 Primary Election

Wednesday, September 27th @ 9:30AM

Certification of the September 12, 2023 Primary Election

October 2023

Wednesday, October 18th @ 9:30AM

October Board Meeting

November 2023

Friday, November 3rd @ 9:30AM

Meeting for the November 7, 2023 General Election

Tuesday, November 7th

November 7, 2023 General Election

Monday, November 20th @ 9:30AM

Provisional Verification for the November 7, 2023 General Election

Tuesday, November 28th @ 9:30AM

Certification of the November 7, 2023 General Election

December 2023

Monday, December 18th @ 9:30AM

Audit Certification of the November 7, 2023 General Election

Certification of candidates and issues for the March 5, 2024 Primary Election

January 2024

Monday, January 8th @ 9:30AM

Certification of remaining issues and charter amendments for the March 5, 2024 Primary Election

Certification of write-in candidates for the March 5, 2024 Primary Election

Agenda Item

#1



**Board Meeting
6/8/2023**

Attending:

Henry F Curtis, IV, 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 9:30 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Curtis noted that all Board Members were in attendance.

Agenda Item 1: Approval of the minutes from the May 10, 2023, Board Meeting, and acknowledge an edit to the May 23, 2023, Agenda approving the April 28, 2023, minutes, not April 18, 2023.

Chairman Curtis moved to approve the minutes from the May 10, 2023, Board Meeting and acknowledge an edit to the May 23, 2023, Agenda approving the April 28, 2023, minutes, not April 18, 2023. Board Member Davis Chappell seconded. Board Member Davis Chappell made a friendly amendment to page 2 of the May 10, 2023, minutes correcting the word from overreaching to overarching. The motion passed unanimously.

Agenda Item 2: Acknowledgment of Secretary of State Directives: Directive 2023-08: Form of the Ballot and Other Requirements for the August 8, 2023, Special Election; Directive 2023-09: 2023 General Voter Records Maintenance Program; Directive 2023-10: Updated Instructions on Data Collection and Cancellation Procedures for Completion of 2019 National Change of Address ("NCOA") Process

Chairman Curtis moved to acknowledge Secretary of State Directives: Directive 2023-08: Form of the Ballot and Other Requirements for the August 8, 2023, Special Election; Directive 2023-09: 2023 General Voter Records Maintenance Program; Directive 2023-10: Updated Instructions on Data Collection and Cancellation Procedures for Completion of 2019 National Change of Address ("NCOA") Process. 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 3: Acknowledgment of municipal ward boundaries and corresponding precinct boundaries for Bedford

Chairman Curtis moved to acknowledge the municipal ward boundaries and corresponding precinct boundaries for Bedford. Board Member Stickan seconded. The motion passed unanimously.

Agenda Item 4: Acknowledgment of the disposal of 365 ES&S AutoMark Ballot Marking devices, and 1,125 ES&S DS200 Optical Scanners

Chairman Curtis moved to acknowledge the disposal of 365 ES&S AutoMark Ballot Marking devices, and 1,125 ES&S DS200 Optical Scanners. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 5: Acknowledgment of the Agreement of Permanent Transfer via Donation of Voting Equipment to Franklin and Lorain counties

Chairman Curtis moved to acknowledge the Agreement of Permanent Transfer via Donation of Voting Equipment to Franklin and Lorain counties. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 6: Certification of the Amended Official Results of the May 2, 2023, Primary Election

Brian Cleary, Ballot Department Manager, presented information from the Board Packet regarding the amended results from the May 2, 2023, Primary Election. Mr. Cleary stated the only results that changed were from the Election Day category. All the other categories stayed the same. Three hundred fifty ballots were in the unofficial canvass but not in the official canvass. The amendment did not change the outcome in any race. The change affected six precincts, four in Beachwood and two in Parma. Board Member Davis Chappell asked what happened with the six precincts? Mr. Cleary stated while some Ballot staff were conducting equipment testing, while other staff were uploading the sticks. They were to highlight when the sticks were completed. However, the sticks were not uploaded. In the secondary check, it was missed. Board Member Davis Chappell asked how the difference was discovered. Mr. Cleary stated when the voter history was sent, it was determined the count was off by 350 ballots. The results were in the unofficial count but not in the official results. Board Member Davis Chappell said the trip-wire functions in place helped catch this situation. Director Perlatti stated yes, and it is a layered approach to refine the processes. He further clarified there were no new ballots found.

Chairman Curtis moved to certify the amended official results of the May 2, 2023, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Certification of the post-election audit results from the May 2, 2023, Primary Election for Brooklyn Zoning Amendment GB Zoning (Issue 10)

Mr. Cleary presented information from the Board Packet regarding the certification of the post-election audit results from the May 2, 2023, Primary Election for Brooklyn Zoning Amendment GB Zoning (Issue 10).

Chairman Curtis moved to approve the certification of the post-election audit results from the May 2, 2023, Primary Election for Brooklyn Zoning Amendment GB Zoning (Issue 10). Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 8: Preliminary approval of the ballot order for the September 12, 2023, Primary Election

Chairman Curtis moved to approve the preliminary ballot order for the September 12, 2023, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Acknowledgment of candidate withdrawals

Chairman Curtis moved to acknowledge the candidate withdrawals, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 10: Acknowledgment of appointment to elected office

Chairman Curtis moved to acknowledge the appointment to elected office, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 11: Acknowledgment of Early In-Person Voting PEO Performance Report from the May 2, 2023, Primary Election

Steve Doell, Candidate and Petition Service Supervisor, presented a summary regarding the Early In-Person Voting PEO Performance Report from the board packet.

Chairman Curtis moved to acknowledge the Early In-Person Voting PEO Performance Report from the May 2, 2023, Primary Election, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 12: Acknowledgment of the PEO Performance Report for the May 2, 2023, Primary Election

Marlene Robinson Statler, Election Officials Assistant Manager, presented information from the board packet regarding the Precinct Election Official (PEO) Performance Report.

Chairman Curtis moved to acknowledge the PEO Performance Report for the May 2, 2023, Primary Election, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 13: Preliminary authorization for the allocation of voting booths for the September 12, 2023, Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 2,608 voting booths will be allocated + 318 ClearCast Go scanners + 159 ADA ClearAccess voting units and 318 Electronic Poll Books

Chairman Curtis moved to approve the preliminary authorization for the allocation of voting booths for the September 12, 2023, Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 2,608 voting booths will be allocated + 318 ClearCast Go scanners + 159 ADA ClearAccess voting units and 318 Electronic Poll Books. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 14: Approval of contracts and resolutions for a) Midwest Direct - Ballot Printing; b) Tenex Software Solutions - Election Night Reporting

Patrick McAlea, Fiscal Services Assistant Manager, presented information from the board packet regarding the contract and resolution for Midwest Direct. Mr. McAlea stated the Fiscal Department recommends the Board award the contract with Midwest Direct for ballot printing and vote-by-mail (VBM) mailing services. The recommended bidder was not the lowest. After reviewing the bids and touring both facilities, it is recommended to proceed with Midwest Direct, as the other vendor's operations viewed during the tour currently cannot meet the needs of CCBOE elections. Board Member Davis Chappell asked who the lowest bidder was? Mr. McAlea stated the lowest bidder was Integrated Voting Systems. Director Perlatti provided details on the review process of the ballot printing bids and how it was determined to select Midwest Direct over the Integrated Voting Systems bid.

Mr. Eric Kozlowski, CEO of Integrated Voting Systems, provided public comment on the award of the ballot printing contract.

A transcript of this hearing can be obtained by contacting Mary Bejjani, CCBOE Clerk to the Board at 216-443-6430/mbejjani@cuyahogacounty.gov.

Chairman Curtis moved to approve the contract and resolution for Midwest Direct - Ballot Printing as the most qualified and responsible proposal. Board Member Davis Chappell seconded. The motion passed unanimously.

Mr. McAlea presented information from the board packet regarding the contract and resolution for Tenex Software Solutions - Election Night Reporting.

Chairman Curtis moved to approve the contract and resolution for Tenex Software Solutions - Election Night Reporting. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 15: Approval of vouchers and resolutions

- a) Tenex Software Solutions - Electronic Pollbooks Maintenance and Licensing
- b) Ohio Desk
- c) Angstrom Graphics - Voter Information Guide
- d) Weekley's Mailing Services - Vote-by-Mail Applications
- e) Clear Ballot Group, Inc - Service Days

Chairman Curtis moved to approve the vouchers and resolutions for agenda items: a) Tenex Software Solutions; b) Ohio Desk; c) Angstrom Graphics; d) Weekley's Mailing Services; and e) Clear Ballot Group, Inc. Board Member Davis Chappell seconded. Board Member Davis Chappell made a friendly amendment to change the Clear Ballot Group, Inc Resolution Resolved Clause to reflect service days instead of training days. The motion passed unanimously.

Agenda Item 16: Approval of the personnel agenda

Chairman Curtis 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 provided updates for the August 8, 2023, Special Election. He stated that the Election Officials Department has emailed individuals asking them to work for the upcoming August Election and to notify the CCBOE if they are unavailable. There are over 3,500 people who are potentially available, and

the CCBOE will reach out to those individuals again to sign-up for training, which begins on June 10, 2023. Training will start with those who worked in May under the changes of House Bill 458 and only need training on the new voting equipment. Additional sessions will be conducted for the new poll workers and returning workers who require training on House Bill 458 and the new voting equipment. Training scheduled in June will take place at the CCBOE Hughes Building and the RTA Harvard Garage Training Center. The goal is to have fifty percent of the poll workers trained by the end of June. Early-In-Person Voting will begin in July; training will be scheduled at other locations that can store equipment. The CCBOE has received almost 3,000 Vote-by-Mail (VBM) Applications. By Monday, June 12, 2023, the August 8, 2023, Primary Election will be locked in, and the data entry of the applications can then begin. The CCBOE has been promoting the VBM program. The Election Support Department has sent out polling location contracts, and 18 locations are outstanding to return the signed contract. Those locations have verbally committed that the contracts will be signed and returned. One site in South Euclid will likely be moved to another planned location, which should be finalized in the coming days. Once the locations are finalized, the Ballot Department can complete the ballot creation, which will be the first time it will be done under the Clear Ballot system.

Director Perlatti provided the Board with an update on the funding needed to conduct the August 8, 2023, Special Election.

PUBLIC COMMENT


EXECUTIVE SESSION

There was no executive session.

Chairman Curtis moved to adjourn the meeting at 10:35 p.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 8, 2023.


Henry F Curtis, IV, Chairman




Inajo Davis Chappell, Board Member



Terence M. McCafferty, Board Member



Lisa M. Stickan, Board Member



Anthony Perlatti, Director



VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting
6/21/2023**

Attending:

Henry F Curtis, IV, 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 9:30 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Curtis noted that all Board Members were in attendance.

Agenda Item 1: Approval of the minutes from the May 23, 2023, Board Meeting

Chairman Curtis moved to approve the minutes from the May 23, 2023, Board Meeting. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 2: Acknowledgment of Secretary of State Directive 2023-11: Revised Form of the Ballot for the August 8, 2023 Special Election

Chairman Curtis moved to acknowledge Secretary of State Directive 2023-11: Revised Form of the Ballot for the August 8, 2023 Special Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 3: Acknowledgment of municipal ward boundaries and corresponding precinct boundaries for Westlake and Olmsted Township

Chairman Curtis moved to acknowledge municipal ward boundaries and corresponding precinct boundaries for Westlake and Olmsted Township. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 4: Approval to outsource the printing of Vote-by-Mail ballots for the September 12, 2023, Primary Election and the November 7, 2023, General Election

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

Chairman Curtis moved to approve to outsource the printing of Vote-by-Mail ballots for the September 12, 2023, Primary Election and the November 7, 2023, General Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 5: Acknowledgment of candidate withdrawal

Chairman Curtis moved to acknowledge the candidate withdrawal, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 6: Certification of Candidates to the September 12, 2023, Primary Election

Director Perlatti noted that Richard Trojanski, candidate for Maple Heights Council District 6, was acknowledged as a candidate withdrawal due to insufficient petition signatures. Mr. Trojanski then refiled before the filing deadline, and those petitions were sufficient to certify his candidacy for the September 12, 2023, Primary Election.

Chairman Curtis moved to certify candidates to the September 12, 2023, Primary Election, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Certification of Candidates Nominated without Primary Election to the Nov. 7, 2023, General Election (primaries eliminated per ORC 3513.02; also known as "in-lieu")

Chairman Curtis moved to certify the Candidates Nominated without Primary Election to the Nov. 7, 2023, General Election (primaries eliminated per ORC 3513.02; also known as "in-lieu"), as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 8: Certification of Candidates to the November 7, 2023, General Election

Chairman Curtis moved to certify the Candidates to the November 7, 2023, General Election, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Authorization to pay: 290 Voting Location Managers x \$275 = \$79,750; 314 Voting Location Deputies x \$275 = \$86,350; 3,264 Precinct Election Officials x \$250 = \$816,000; 150 Election Substitute Officials x \$100 = \$15,000 for the August 8, 2023, Special Election

Chairman Curtis moved to authorize to pay: 290 Voting Location Managers x \$275 = \$79,750; 314 Voting Location Deputies x \$275 = \$86,350; 3,264 Precinct Election Officials x \$250 = \$816,000; 150 Election Substitute Officials x \$100 = \$15,000 for the August 8, 2023, Special Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 10: Authorization to process payment in the amount not-to-exceed \$47,660.00 for ninety-three (93) private voting locations, four (4) CMHA properties, and one (1) Zone station being used for the August 8, 2023, Special Election

Chairman Curtis moved to authorize to process payment in the amount not-to-exceed \$47,660.00 for ninety-three (93) private voting locations, four (4) CMHA properties, and one (1) Zone station being used for the August 8, 2023, Special Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 11: 11. Approval of contract and resolution a) Democracy Live

Shaunquitta Walker, Fiscal Services Manager, presented information regarding the contract and resolution for Democracy Live.

Chairman Curtis moved to approve the contract and resolution for Democracy Live. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 16: Approval of the personnel agenda

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

NEW BUSINESS

August 8, 2023, Special Election Update

Deputy Director Kaloger provided an update on the August 8, 2023, Special Election. The CCBOE is 47 days away from the August Election. The voter guide is in production and will be mailed the week of June 26, 2023. The Ballot Department currently has Clear Ballot on-site assisting with the coding of the ballot, and Ballot staff is proofing the ballots. The Vote-by-Mail department has processed over 6,500 ballot applications. Comparing the data from 48 days before an election, for the August 2022 election, the CCBOE had received 1,000 ballot applications, and for the November 2022 election, there were 89,000. On Thursday, June 22, 2023, there will be a public view of the ballots. There are currently 86 requests for UOCAVA ballots which will be mailed on June 23, 2023. The Election Support Department has completed all of the ADA assessments. All 291 voting locations have been locked in for the Election. The CCBOE is receiving close-caged transportation carts for the polling location equipment and supply bags. The carts were purchased as ancillary equipment and are closed caged units that can be locked. The Election Officials Department has been very busy training election day workers, who require hands-on training for the new voting equipment. Almost 20% of the election day workers have been trained so far. Candidate and Petition Services is conducting a Campaign Finance Seminar on June 21, 2023, with over 70 individuals attending the training. The Human Resources and Registration Departments are working together to prepare for hiring individuals to work on the State petitions which are expected to arrive after July 4, 2023. The Community Outreach Department will be holding six events throughout the County. They will be highlighting the new voting equipment and changes to the election laws due to House Bill 458. The voter experience will be the same with the new equipment. Voters will receive a paper ballot and fill in their choices; only the machine they slide the ballot into is different. The ADA equipment will be an improvement as the technology is now 20 years newer and the equipment is easier to use and interact with. Board Member Davis Chappell asked where the Community Outreach Events will be held? Mike West, Community Outreach Manager, stated four libraries had been confirmed, and Outreach is waiting for confirmation from the City of Cleveland Recreation Department. Additionally, the RTA Harvard Garage Training Center will be a central location for the ADA demonstrations. Once the Community Outreach schedule is completed the details will be shared with the public. Registration closes on July 10, 2023, and Early-In-Person Voting and the mailing of Vote-by-Mail ballots will begin on July 11, 2023.

Director Perlatti stated that on June 20, 2023, the Secretary of State sent all 88 counties revised ballot language for the August Election. The ballot language contains three bullets, and one of the bullets had an older version of the language and not the new language agreed to by the Ballot Board on June 13, 2023. All the counties are now in the position of re-laying out the ballot and will need to do additional proofing. The Ballot Department will work with Clear Ballot to correct the changes in time for Friday, June 23,

2023, which is the start of UOCAVA. Board Member Davis Chappell asked if the language had to go back to the Court to be approved. Assistant Prosecutor Musson stated that only if there are challenges to the language. Director Perlatti also recognized Becky Brake, the Election Officials Manager, and the Election Official team for working under high pressure to figure out the new equipment training, which has not been done at the CCBOE since 2009. The department is training people on an expedited schedule while the staff is learning the equipment simultaneously.

CCBOE New Operation Center Update

Director Perlatti provided an update on a new CCBOE Operation Center. Director Perlatti, Deputy Director Kaloger, Fiscal Services Manager Shauquitta Walker, with Assistant Manager Patrick McAlea visited four locations with Cuyahoga County Public Works and the County's Real Estate Firm under contract. The locations visited included The Plain Dealer Building (PD) on 18th and Superior, a warehouse on East 72nd Street, Reserve Square on 12th and Superior, and St. Vincent Charity Hospital. The walkthroughs were beneficial and brought clarity to the process. The building that the Director and Deputy Director view above the others as best suited for the CCBOE is the Plain Dealer Building. The building requires the least amount of work that is move-in ready with minor cosmetic changes needed. There is a loading dock, and the voting equipment can be stored on the first floor versus moving equipment to secondary floors for each Election. The property also has plenty of controlled parking. The PD building also looks to be the most economical of all the four buildings. The next step is on July 7, 2023; the CCBOE will meet with the County to recap the pros and cons of each location. The Board discussed the upcoming processes to support and secure a location that best fits the needs of the CCBOE. Director Perlatti will continue to update the Board.

Secretary of State Public Integrity Division

Director Perlatti stated the Secretary of State started a new Public Integrity (PI) Division to help further investigate items related to election integrity. Deputy Director Kaloger has been talking with the manager of the division regarding the recent East Cleveland residency hearings. The SOS PI Division can conduct additional investigations before the CCBOE sends the referral to the Prosecutor's Office. The CCBOE is putting together a packet from the residency hearings, including information learned through the hearings. At the next Board Meeting, the CCBOE will ask for a Motion to refer the information to the SOS PI Division to conduct additional research.

Additionally, there will be a Motion at the next meeting to refer to issues regarding registration cards submitted from Black Fork. Black Fork has been working in the State of Ohio, and multiple counties have encountered issues with potential registration cards being submitted from deceased individuals. The CCBOE will provide information that the Registration Department is completing, recommending the referral to the SOS PI Division for further investigation.

Board Member Davis Chappell asked if each individual instance will be looked at to determine if it would be referred to the SOS PI Division first, and will this now take the place of referring a case directly to the Prosecutor's Office as a general rule? Director Perlatti stated referrals would be evaluated on a case-by-case basis and added these types of cases are not something that happens regularly. The Cuyahoga County Prosecutor's Office has limited staff available to investigate these types of referrals, and the SOS PI Division will be more focused on these types of investigations. Assistant Prosecutor Musson stated it is an interaction between the Board and the SOS as the CCBOE has the duty to investigate potential violations under Ohio Revised Code Title 35. It will help to have the SOS PI Division, which will specialize in and have the resources for these types of investigations, and then assemble a package to provide the Prosecutor's Office. It then makes it easier for the Prosecutor's Office to make an assessment. Board Member Davis Chappell stated it does make sense for referrals to go to the SOS first.

Additionally, Director Perlatti updated the Board on the carpeting in Hughes Building that is currently being installed. The second floor is almost finished. Once the second floor is completed, the installers will begin working on the third floor.

Regarding the September 12, 2023, Primary Election, Director Perlatti stated that Primary Election would include two wards, one in Garfield Heights, which is two precincts, and one in Maple Heights, which is also two precincts. Because of the size of the Election, many functions will be done in-house by CCBOE staff. The Election Support Department will deliver the voting equipment and handle the roover duties. The Election Officials Department will be working at the polling locations, providing staff with additional experience with the new voting equipment and the changes with provisional voting. A few additional poll workers may need to be hired for the Election. The Ballot Department will print the ballots in-house with the on-demand printers. The CCBOE will also initially print the vote-by-mail ballots, and if the volume is excessive, the files can be sent to Midwest for ballot printing and mailing.

The Board presented a Resolution Upon the Retirement to Betty Grant Edwards, Registration Manager, for her twenty-one years of service at the CCBOE.

PUBLIC COMMENT

There was no public comment

EXECUTIVE SESSION

There was no executive session

Chairman Curtis moved to adjourn the meeting at 10:19 p.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 21, 2023.

Henry F Curtis, IV, Chairman

Henry F Curtis, IV

Inajo Davis Chappell, Board Member

Inajo Davis Chappell

Terence M. McCafferty, Board Member

Terence M. McCafferty

Lisa M. Stickan, Board Member

Lisa M. Stickan

Anthony Perlatti, Director

Anthony Perlatti

Agenda Item

#2

a)

RELEASED: July 7, 2023

SUMMARY

- *Directive 2023-12* provides instructions for the review, examination, and verification of signatures on a petition proposing to amend the Ohio Constitution.
- The CCBOE must complete its review, examination, and verification of the petition and return its certification to the SOS no later than 5 p.m. on **Thursday, July 20**.
- The signers of the petition must be qualified electors as of the date the board examines the part-petitions.
- The CCBOE must process all new, valid voter registrations and changes of names and addresses as of the date the petition was filed with the SOS before commencing with the verification process.
- The entire part-petition is invalid if the circulator’s statement is not completed as required by law. However, the CCBOE may **not** invalidate a part-petition solely because a circulator statement includes a number that is lower than the number of signatures the part-petition actually contains, so long as there is no indication of fraud or material misrepresentation.

INSTRUCTIONS

I. PETITION SUBMITTED

On Wednesday, July 5, the SOS received a petition proposing to place an initiated constitutional amendment “The Right to Reproductive Freedom with Protections for Health and Safety Amendment” on the ballot in the November 7, 2023 General Election. Each person who signs an initiative petition must be a qualified elector of Ohio and registered to vote at the address provided on the part-petition as of the date the board examines it.

II. VERIFYING THE VALIDITY OF PART-PETITIONS AND SIGNATURES

1. The signers of the petition must be qualified electors as of the date the board examines the part-petitions. The CCBOE must process all new, valid voter registrations and changes of names and addresses to existing registrations received as of the date the petition was filed with the SOS before verifying the signatures on the part-petitions.
2. The CCBOE must verify all petition signatures and ensure the voter registration record is updated with voter activity credit if the signature and address match.
3. The CCBOE must check each part-petition to determine whether the circulator’s statement on the part-petition was properly completed. The entire part-petition may be invalid if the circulator’s statement is not completed as required by law. However, no board may invalidate a part-petition solely because a circulator statement includes a number that is different than the number of signatures the part-petition actually contains, so long as there is no indication of fraud or material misrepresentation.

4. A circulator must indicate the number of signatures on the part-petition and attest under penalty of election falsification they witnessed the affixing of every signature.

III. COMPLETING PART-PETITION SPREADSHEETS

If the CCBOE receives a part-petition with a majority of signatures from another county, it must not verify that part-petition. Instead, it must promptly follow the steps outlined in this *Directive* to ensure the proper county receives the petitions in a timely manner.

IV. SCANNING THE PART-PETITIONS

After the CCBOE finishes checking the signatures on the part-petitions, it must electronically scan each part-petition. A copy of the scanned images must be uploaded to the SOS, and a copy retained by the CCBOE.

V. FULFILLING PUBLIC RECORDS REQUESTS

The CCBOE may receive a public records request for copies of the part-petitions. It should consult with its prosecuting attorney before rejecting, fulfilling, or responding to any public records request.

VI. CERTIFICATION & RETURN OF PETITION

The certification form and scanned images of petitions must be submitted electronically to the SOS by 5:00 p.m. on Thursday, July 20. Once the certification form has been submitted, the CCBOE must promptly return the original part-petitions to the SOS via trackable delivery method. The CCBOE may choose to return the original part-petitions in-person if it chooses. All original part-petitions must be mailed to the SOS by **Friday, July 28, 2023.**



DIRECTIVE 2023-12

July 7, 2023

To: All County Boards of Elections
Board Members, Directors, and Deputy Directors

Re: Instructions Regarding the Review, Examination, and Verification of the Petition
Proposing a Constitutional Amendment (The Right to Reproductive Freedom with
Protections for Health and Safety Amendment)

SUMMARY

This Directive provides instructions to county boards of elections on the review, examination, and verification of signatures on a petition proposing to amend the Ohio Constitution. Each board of elections must complete its review, examination, and verification consistent with [Chapter 13](#) and [Chapter 16](#) of the Ohio Election Official Manual and return its certification to the Secretary of State's Office no later than **5:00 p.m. on Thursday, July 20, 2023.**¹

INSTRUCTIONS

I. PETITION SUBMITTED

On Wednesday, July 5, 2023, the Secretary of State's Office received a petition proposing to place an initiated constitutional amendment "The Right to Reproductive Freedom with Protections for Health and Safety Amendment" on the ballot in the November 7, 2023 General Election.

This initiated constitutional amendment petition must be kept separate from any other petition and not commingled while in storage, during review, and upon return. Boards of elections must examine each part-petition to determine the number of qualified electors who signed the petitions. Each person who signs an initiative petition must be a qualified elector of Ohio and registered to vote at the address provided on the part-petition as of the date the board examines it.²

II. VERIFYING THE VALIDITY OF PART-PETITIONS AND SIGNATURES

Each board must carefully read this Directive and [Chapters 13](#) and [16](#) of the Election Official Manual before the board examines the petitions sent to its county.

1. The signers of the petition must be qualified electors as of the date the board examines the part-petitions. The board must process all new, valid voter registrations and changes of names and addresses to existing registrations received by the board or from the Secretary of State's Office as of the date the petition was

¹ [R.C. 3519.16\(E\)](#).

² [R.C. 3519.15](#).

filed with the Secretary of State before verifying the signatures on the part-petitions.³

2. The board must verify all petition signatures, electronically record decisions on the validity or invalidity of each signature on the voter registration record, track for duplicate signatures, and ensure that the voter registration record is updated with voter activity credit if the signature and address match.⁴
3. The board must check each part-petition to determine whether the circulator's statement on the part-petition was properly completed. The entire part-petition may be invalid if the circulator's statement is not completed as required by law.⁵ However, no board may invalidate a part-petition solely because a circulator statement includes a number that is different than the number of signatures the part-petition actually contains,⁶ so long as there is no indication of fraud or material misrepresentation.⁷
4. A circulator must indicate the number of signatures on the part-petition and attest under penalty of election falsification that they witnessed the affixing of every signature.⁸ Thus, a board may invalidate a part-petition when it has evidence that a circulator committed fraud or material misrepresentation.⁹ Moreover, the board must document and notify elections counsel through legal intake if it has evidence that a circulator committed fraud.

III. COMPLETING PART-PETITION SPREADSHEETS

If a board receives a part-petition with a majority of signatures from another county, that board of elections must not verify that part-petition. Instead, the board must promptly follow the steps below, complete the following two spreadsheets accompanying this Directive, and return the spreadsheets in the envelopes provided when all part-petitions are returned to the Secretary of State's Office:

1. Part-Petitions Sent Spreadsheet (Original Part-Petition(s)), and
2. Part-Petitions Received from Another Board Spreadsheet (Scanned Part-Petition(s)).

If a board of elections receives a part-petition(s) that belongs to another county:

³ [R.C. 3501.38\(A\)](#), [R.C. 3519.15](#), and *State ex rel. Oster vs. Lorain Cty. Bd. of Elections*, 93 Ohio St.3d 480 (2001).

⁴ [Chapter 4](#), page 74 of the Election Official Manual.

⁵ [R.C. 3501.38](#).

⁶ *See State ex rel. Ferrara v. Trumbull Cty. Bd. Of Elections*, 166 Ohio St.3d 64 (2021).

⁷ *See Ohio Mfrs. ' Assn. v. Ohioans for Drug Price Relief Act*, 147 Ohio St.3d 42, 2016-Ohio-3038, 59 N.E.3d 1274, ¶19.

⁸ [R.C. 3501.38\(E\)\(1\)](#).

⁹ "And nothing in [*Ferrara*] disturbs the litany of caselaw providing that evidence of fraud triggers full invalidation of a part-petition." *Ferrara* at ¶22.

1. Contact the Director or Deputy Director at the other county board by phone to notify them that your board will forward a scanned copy of a part-petition(s).
2. Log the transfer of the part-petition(s) going to another county on the “Part-Petitions Sent” spreadsheet.
3. Send the copy of the part-petition(s) via email to the Director and Deputy Director.
4. Return the original part-petition(s) with the “Part-Petitions Sent” spreadsheet in the marked envelope included with the original part-petitions. When the board returns its reviewed part-petitions to the Secretary of State’s Office, place the envelope with the part-petition and respective spreadsheet enclosed on top of the reviewed part-petitions so it can be easily located and retrieved from the box.

If a board of elections receives a scanned copy of a part-petition from another county:

1. Log the part-petition(s) that the board receives on the “Part-Petitions Received” spreadsheet.
2. Print and process the part-petition(s).
3. Return the emailed part-petition(s) with the “Part-Petitions Received” spreadsheet to the Secretary of State’s Office in the marked envelope included with the original part-petitions. When the board returns its reviewed part-petitions to the Secretary of State’s Office, place the envelope with the part-petitions and respective spreadsheet enclosed on top of the reviewed part-petitions so it can be easily located and retrieved from the box.

Note: Even if a board does not email a copy of a part-petition to another county and/or does not receive a copy of a part-petition from another county, the board must enter the county name and mark the box (X) in the top right-hand corner of the spreadsheet and place it in the correct envelope. When the board returns its reviewed part-petitions to the Secretary of State’s Office, place both envelopes on top of the reviewed part-petitions so they can be easily located and retrieved from the box.

IV. SCANNING PART-PETITIONS

After the board finishes checking the signatures on the part-petitions, the board must electronically scan each part-petition. A copy of the scanned images must be uploaded to the Secretary of State’s SharePoint site (using the instructions accompanying this Directive). Each board must retain an electronic copy of the images for the board’s records.

V. FULFILLING PUBLIC RECORDS REQUESTS

Boards of elections may receive public records requests for copies of the part-petitions. Boards should consult with their statutory legal counsel, the county prosecuting attorney, before rejecting, fulfilling, or responding to any public records request.

VI. CERTIFICATION AND RETURN OF PETITION

As soon as the board finishes verifying the signatures on the part-petitions, the board must:

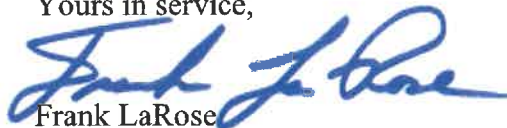
1. Complete and submit the certification form electronically by clicking the “submit” button on the bottom of the form;
2. Verify that the form received a timestamp;
3. Print and save a copy of the completed certification form containing the timestamp;
4. Have the Director and Deputy Director sign the time stamped certification form; and
5. Upload the signed certification form to the SharePoint site.¹⁰

If, upon submitting the form via Elect Collect, the board does not receive a timestamp, immediately contact this office at 1-614-466-2585. All certification forms and scanned images of petitions must be submitted through SharePoint by 5:00 p.m. on Thursday, July 20, 2023.¹¹

After submitting the certification forms, county boards of elections must promptly return the original part-petitions to the Secretary of State’s Office, Elections Division, 22 North Fourth Street, Columbus, Ohio 43215-3668 via trackable delivery method. Alternatively, county boards of elections may choose to return the original part-petitions in-person by contacting the Elections Division and scheduling a time for return during business hours at (614) 466-2585. **All original part-petitions must be received by the Secretary of State’s Office no later than Friday, July 28, 2023.**

If you have any questions concerning this Directive, please contact the Secretary of State’s elections counsel at (614) 728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

¹⁰ If a board has not appointed a Deputy Director or Director, then the Board Chairperson or a board member of the opposite party, respectively, must sign the certification forms.

¹¹ R.C. 3519.16(E).



Certification Form - Directive 2023-12

2023 Statewide Initiative Petition (Con Amendment) Filing - July 5, 2023

On behalf of the _____ County Board of Elections, I hereby certify that the totals reported relevant to the part-petitions for the petition listed below are as follows:

1. Number of valid part-petitions	[]
2. Number of valid signatures on valid part-petitions	[]
3. Number of invalid signatures on valid part-petitions	[]
4. Number of invalid part-petitions	[]
5. Number of signatures on invalid part-petitions	[]
6. Total number of part-petitions received (valid & invalid)	0
7. Total number of signatures on part-petitions (valid & invalid)	0

Scanning Attestation

All part-petitions provided to the board of elections have been scanned and the scanned files uploaded to the SharePoint site? **Yes**

Part-Petition(s) Sent and Received

Were any part-petitions described above **sent** to another county board of elections? *If yes, enter the county to which the parts were sent and the quantity.* **Yes** **No**

Were any part-petitions described above **received** from another county board of elections? *If yes, enter the county to which from which the parts were received and the quantity.* **Yes** **No**

Director's Signature: _____ Date: _____

Deputy Director's Signature: _____ Date: _____

Instructions

1. Click on the submit button below to send your data electronically.
2. This signed certification form and the scanned part-petitions must be to the SharePoint site no later than 5:00p.m. on Thursday, July 20, 2023.
3. Please keep a copy of your completed Certification Form for your files.

Almost Done!

Name

Phone

E Mail

*Enter a valid email address
e.g. name@somewhere.gov*

*Enter (111) 222-3333 as
1112223333*

Instructions for Upload Files to SOS

1. Select this link to access the board's document transfer via <https://ohiosos.sharepoint.com/sites/boe/Documents>;
2. Log in to the site using board's SOS Username and Password - (this is the same password used to login to your SOS county board email account);

Example:

Username: athens@sos.state.oh.us
Password: (password used for SOS email)

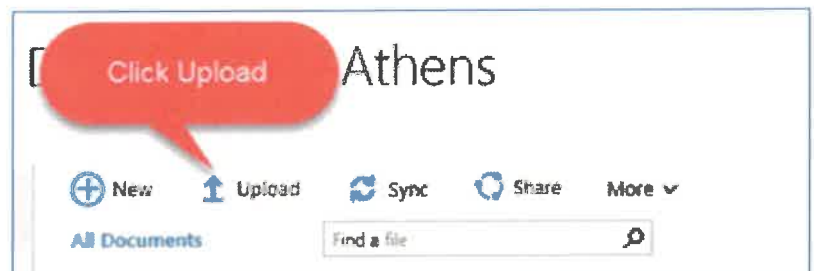
Note: If you do not know the password for this account, please contact your Director or Deputy Director for this information.

3. The board will only be able to view a folder with its county name (Example: Athens);
4. Select the folder to open.
5. Create a folder called **"2023 Initiative Petition- Constitutional Amendment Petitions"**
6. Open the folder.
7. The board must upload the scanned part-petitions and the properly named and signed certification form into the folder by one of the following methods:

a. **Drag & Drop** the file: Drag the file to your county's folder into the area "Drag the file here to upload."



b. Or select the **"Upload"** button and then the "Files" option. Locate and select the file to upload and select the "Open" button to place the files in the folder.



8. Confirm that the files appear in the folder. No other action is necessary as the SOS staff will be notified the file was uploaded.

If you need assistance using this service, please contact SOS Help Desk at 1-614-466-8467.

b)

RELEASED: July 7, 2023

SUMMARY

- *Directive 2023-13* outlines the procedures the CCBOE must follow when conducting both the Unofficial and Official Canvasses for the August 8, 2023 Special Election.
- **Important dates include:**
 - **Post-Election Cure Period:** August 9th thru August 12th (8 a.m. to 5 p.m.). Hours for Saturday, August 12th (4th day) have been expanded from 12 p.m. for May 2, 2023 Primary Election to 5 p.m. for the August 8, 2023 Special Election.
 - **Official Canvass:** The CCBOE *must* begin the Official Canvass no earlier than Saturday, August 19 and no later than Wednesday, August 23. It *must* complete the Official Canvass by Tuesday, August 29.
 - **“Counting” Period:** The CCBOE *must* begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than Sunday, August 13.
 - **Voter History:** Must be uploaded no later than 14 days after official certification.
- After the CCBOE has uploaded its first summary election results on Election Night, it must report every “half-hour” starting at **8:15 p.m.**
- When curing a provisional ballot, a voter must show a valid form of photo ID. A copy of an ID or writing the Ohio driver license or state ID card number is *not* sufficient.
- The CCBOE *must* conduct a post-election audit after the August 8, 2023 Special Election. The SOS will provide additional instructions after the Unofficial Canvass.

PART ONE – UNOFFICIAL CANVASS

The Unofficial Canvass of the August 8, 2023 Special Election must be conducted on Election Night in accordance with processes and procedures outlined in the Election Official Manual.

I. PROCESSING ABSENTEE BALLOTS

The CCBOE may begin processing (including scanning, but not tabulating) absentee ballots July 11. It is prohibited from tabulating any absentee ballot prior to 7:31 p.m. on Election Day.

II. ELECTION NIGHT REPORTING (“ENR”)

The CCBOE must use the SOS County Submission System (“CSS”) to provide summary results for State Issue 1. The CCBOE must use the USB thumb drives provided by the SOS to ensure the security of the ENR and election management system (“EMS”).

A. INITIAL REPORTING

The CCBOE must log into the CSS no later than 7:45 p.m. on August 8. It must upload vote totals for absentee ballots by 8 p.m. The board must enter zero (0) precincts reporting when it uploads its first absentee results.

B. REPORTING SCHEDULE

ENR begins with the first upload of absentee results by 8 p.m. and will continue at the assigned time throughout the night. After the CCBOE has uploaded its first summary election results, it must report every “half-hour,” starting at 8:15 p.m.

Once 100 percent of the precincts have reported, the CCBOE must enter final vote tallies into its ENR System.

III. SUMMARY AND FINAL REPORTS

The CCBOE must follow the procedures for reporting summary results and submitting final summary reports in even-numbered year elections. The following reporting requirements for the Unofficial Canvass are:

1. **On Election Night** – Email the Unofficial Vote Total Summary Report.
2. **By 12 noon on Wednesday, Aug. 9** - Provide report showing the number of absentee ballots cast and counted and the number of regular ballots cast and counted on Election Day.
3. **By 12 noon on Wednesday, Aug. 9** – Submit an Unofficial Certification of Results Supplemental Form

All reports must be emailed to Results@OhioSoS.gov.

PART TWO – POST-ELECTION CURE PERIOD

I. DAYS AND HOURS

The CCBOE must be open to the public for four (4) calendar days immediately following Election Day, and during the hours specified below, to allow voters to cure a deficiency on an absentee or provisional ballot:

- Wednesday, August 9, 2023: 8 a.m. to 5 p.m.
- Thursday, August 10, 2023: 8 a.m. to 5 p.m.
- Friday, August 11, 2023: 8 a.m. to 5:00 p.m.
- Saturday, August 12, 2023: 8 a.m. to 5 p.m.

If the CCBOE has no voters with a deficiency, or all deficiencies have been cured after Election Day, the CCBOE may return to its normal operating hours.

II. AFFIDAVIT OF RELIGIOUS OBJECTION AND CURING PROVISIONAL BALLOTS

A provisional voter who failed to provide photo ID has four (4) days after Election Day to either appear at the CCBOE to show photo ID or complete an affidavit of religious objection (Form 12-O). To cure a provisional ballot for lack of photo ID, it is not sufficient to provide a copy of the photo ID, the Ohio driver’s license number or state ID card number, or the last four digits of the voter’s Social Security Number. The voter must show photo ID (and not a copy) by the 4th day after Election Day.

No later than 1:00 p.m. on the 4th day after Election Day, the CCBOE must transmit the information in the completed affidavits to the SOS, which then must consult the BMV's database to determine whether they issued a currently unexpired photo ID to that voter.

III. EXAMINING AND COUNTING PROVISIONAL BALLOTS

CCBOE staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election. However, the CCBOE must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual's eligibility until the individual does so or until the 8th day after Election Day, whichever is earlier.

IV. CURING ABSENTEE BALLOT DEFECTS

The CCBOE must provide an absentee voter the ability to cure any defects in their ID envelope by issuing **Form 11-S** according to the following schedule:

- **Form 11-S** must be issued not later than two business days after a “defective” absentee ballot identification envelope is received by the CCBOE from the start of absentee voting through the third Saturday prior to the election;
- **Form 11-S** must be issued not later than one calendar day after a “defective” absentee ballot ID envelope is received by the CCBOE between the third Monday and last Friday prior to the election; and
- **Form 11-S** must be issued on the same day that a “defective” absentee ballot identification envelope is received by the CCBOE between the Saturday prior to the election and through the third day following Election Day.

The absentee voter *must* provide the necessary information in writing on **Form 11-S**, either by in-person delivery or by mail by the 4th day after the election.

PART THREE – OFFICIAL CANVASS

I. TIMELINE FOR OFFICIAL CERTIFICATION

The CCBOE *must* begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than **August 13**. It may begin the Official Canvass no earlier than **August 19** and no later than **August 23**. It must complete its Official Canvass and certify no later than **August 29**.

II. INSTRUCTIONS FOR OFFICIAL CANVASS

The CCBOE must reconcile results with records from the poll books and the voter registration system to ensure that only one ballot per voter is counted.

III. FORMS FOR OFFICIAL CERTIFICATION

All certifications and reports must be signed by the appropriate CCBOE personnel before being submitted to the SOS.

A. CERTIFICATION AND REPORTING OF OFFICIAL RESULTS

After the CCBOE completes its Official Canvass, it must email Results@OhioSoS.gov and attach the following:

1. Official Vote Total Summary Report;
2. Group Detail Report (if not included with Summary Report);
3. Signature form;
4. Report forms;
5. Electronic turnout detail by precinct;
6. Statement of Votes Cast (“SOVC”) report; and
7. Absentee and provisional ballot report.

State law requires the SOS to publish a report on the number of absentee and provisional ballots cast and counted. The CCBOE must provide this supplemental data.

B. CERTIFICATE OF OFFICIAL RESULTS TO SENATE PRESIDENT

The CCBOE must send to the President of the Senate a copy of its official election results for State Issue 1.

IV. POST-ELECTION AUDITS

The CCBOE *must* conduct a post-election audit after the August 8, 2023 Special Election. The SOS will provide additional instructions after the Unofficial Canvass.

V. VOTER HISTORY

The CCBOE *must* upload voter history to the Statewide Voter Registration Database no later than 14 days after the board’s official certification.



DIRECTIVE 2023-13

July 7, 2023

To: All County Boards of Elections
Board Members, Directors, and Deputy Directors

Re: August 8, 2023 Special Election Canvass Instructions

SUMMARY

This Directive outlines the procedures that boards of elections must follow when conducting both the Unofficial and the Official Canvasses of the August 8, 2023 Special Election.

To assist boards of elections with any problems, questions, or concerns on Election Day, the Secretary of State's Office is staffed on Election Day from 6:00 a.m. until all boards report their unofficial results to our Office. Boards should contact the Secretary of State's Office using a dedicated telephone number that will be emailed prior to August 8, 2023.

All Directors, Deputy Directors, and Board Members must ensure that they are able to receive emails via their .gov address and other communications sent from the Secretary of State's Office on August 8, 2023 (including after the polls close).

PART ONE - UNOFFICIAL CANVASS

The Unofficial Canvass of the August 8, 2023 Special Election must be conducted on Election Night in accordance with state law¹ and the processes and procedures outlined in [Chapter 10, Section 10.02](#) of the Election Official Manual. Each board must ensure all eligible Election Day and absentee ballots are tabulated and reported in its Unofficial Canvass. Boards must ensure all memory cards containing tabulated results are properly processed into its election management system. The board must have a document in place to ensure it meets this requirement (i.e., checklist or chart to check off when a memory card is processed).

The Unofficial Canvass must be conducted in full view of the members of the board of elections and any appointed observers, and the board must continuously count the ballots during the Unofficial Canvass.²

I. PROCESSING ABSENTEE BALLOTS

Boards of elections may begin processing (including scanning, but not tabulating) absentee ballots on July 11, 2023, the day after the close of voter registration. Boards must begin this process prior to Election Day to ensure the Unofficial Canvass includes all absentee ballots received by the close of polls on August 8, 2023. Ohio law prohibits boards from tabulating any absentee ballot

¹ [R.C. 3505.27](#) (counting regular ballots that were cast at precinct polling locations); [R.C. 3505.28](#) (ballots not counted); [R.C. 3509.06](#) (counting absentee ballots); [R.C. 3509.07](#) (rejection or challenge of absentee ballots); [R.C. 3511.11- 3511.13](#) (uniformed service and overseas voter absentee ballots).

² [R.C. 3505.27](#); [R.C. 3505.29](#); [R.C. 3505.30](#).

prior to 7:31 p.m. on Election Day.³ If a court orders polls to remain open later than 7:30 p.m. on Election Day, boards will receive a directive with alternate instructions.

II. ELECTION NIGHT REPORTING (“ENR”)

State law requires boards of elections to provide election results for certain contests to the Secretary of State’s Office.⁴ Election Night Reporting for the August 8, 2023 Special Election will require regular reporting of results for State Issue 1.

All counties must use the Secretary of State’s County Submission System (“CSS”) to provide summary results for State Issue 1.

Although boards of elections will have access to manually hand key the results at the time frames below, the upload tool allows each board to do this more efficiently and accurately by mitigating data entry errors. Boards must use the USB drives provided by the Secretary of State’s Office to ensure the security of the ENR system and election management system (“EMS”). The USB drives must be used only once.

For the Unofficial Canvass, boards must provide summary-level election results, rather than precinct-level results. Boards will upload precinct-level results for the Official Canvass.

A. INITIAL REPORTING

Each board must log in to the CSS no later than 7:45 p.m. on August 8, 2023. A board must immediately notify the Secretary of State personnel of delays in completing any portion of the results reporting activity.

Each board must upload vote totals for absentee ballots by 8:00 p.m., unless the voting system is technologically unable to do so. If necessary, partial absentee results may be uploaded by the county. If a board uploads partial absentee results at 8:00 p.m., it must not double-report the initial upload. Contact the board’s voting system vendor if you need technical assistance. The board must enter zero (0) precincts reporting when it uploads its absentee results.

B. REPORTING SCHEDULE

ENR begins with the first upload of absentee results by 8:00 p.m. and will continue uploading results at the assigned time throughout the night. After the board uploads its first summary election results, it must report on the following time increment assigned to the county:

1. “Half-Hour” Counties

Allen, Ashtabula, Athens, Belmont, Butler, Clark, Clermont, Columbiana, Cuyahoga, Delaware, Erie, Fairfield, Franklin, Geauga, Greene, Hamilton, Hancock, Jefferson, Knox, Lake, Lawrence, Licking, Lorain, Lucas, Mahoning, Marion, Medina, Miami, Montgomery, Muskingum, Portage, Richland, Ross, Sandusky, Scioto, Stark, Summit, Trumbull, Tuscarawas, Union, Warren, Washington, Wayne, and Wood Counties.

“Half-hour” counties must report at each half hour beginning at **8:15 p.m.** and every half hour after (e.g., 8:45 p.m., 9:15 p.m., 9:45 p.m., etc.), and must continue reporting until all precincts report results.

³ [R.C. 3509.06\(F\)](#).

⁴ [R.C. 3505.27\(C\)](#).

A board must notify the Secretary of State personnel if it will be delayed in reporting results. Once 100 percent of the precincts have reported, boards must enter final vote tallies into the ENR system. The board does not have to wait until its designated reporting time before reporting the final results.

2. “Hourly” Counties

“Top-of-the-hour” counties (e.g., 8:00 p.m., 9:00 p.m., etc.): *Ashland, Auglaize, Brown, Champaign, Clinton, Crawford, Darke, Defiance, Fulton, Guernsey, Highland, Huron, Logan, Madison, Mercer, Morrow, Ottawa, Pickaway, Preble, Seneca, Shelby, and Williams Counties.*

“Bottom-of-the-hour” counties (e.g., 8:30 p.m., 9:30 p.m., etc.): *Adams, Carroll, Coshocton, Fayette, Gallia, Hardin, Harrison, Henry, Hocking, Holmes, Jackson, Meigs, Monroe, Morgan, Noble, Paulding, Perry, Pike, Putnam, Van Wert, Vinton, and Wyandot Counties.*

Note: “Bottom-of-the-hour” counties will report once at the “Top-of-the-hour” at 8:00 p.m. and then at the bottom hour as noted above.

“Hourly” counties must report summary election results at the top *or* bottom of every hour, as specified above, and continue until all precincts have reported. If the board reports more frequently, it must still report on the hour.

A board must notify the Secretary of State personnel if it will be delayed in reporting results. Once 100 percent of the precincts have reported, boards must enter final vote tallies into the ENR system. The board does not have to wait until its designated reporting time before reporting the final results.

III. SUMMARY AND FINAL REPORTS

The Secretary of State’s Elections Division will report all report and signature forms via email prior to the election. The following reporting requirements must be followed by each board conducting an election on August 8, 2023:

1. **On Election Night**, after a board has completed its Unofficial Canvass, it must email the Secretary of State’s Office and attach a copy of the unofficial vote total report generated by the board’s election management system. This report must be clearly labeled “[County]’s Unofficial Canvass.” The Unofficial Certification of Results Signature Form must also be submitted on Election Night.
2. **By 12:00 noon on August 9, 2023** (the day after the election), each board must provide a report showing the number of absentee ballots cast and counted and the number of regular ballots cast and counted on Election Day. This report should be generated from the board’s election management system and may provide summary or precinct-level detail.
3. **By 12:00 noon on August 9, 2023** (the day after the election), each board must complete and submit an Unofficial Certification of Results Supplemental Data Form to provide the following statistics:

Counted Ballots:

- Total number of Election Day Ballots (regular ballots cast at polling locations on Election Day);

- Total number of Non-UOCAVA Absentee Ballots Counted (as reported in the board's voter registration (“VR”) system); and
- Total number of UOCAVA Absentee Ballots Counted (as reported in the board's VR system).

Outstanding Ballots (ballots issued but not yet counted):

- Total number of Outstanding Non-UOCAVA Absentee Ballots (as reported in the board's VR system as having been issued by the board but not returned or returned but not counted (for which [Form 11-S](#) is provided to the voter));
- Total number of outstanding UOCAVA absentee ballots issued by the board (as reported in the board's VR system as having been issued by the board but not returned or returned but not counted, for which [Form 11-S](#) is provided to the voter);
- Total number of provisional ballots cast on Election Day; and
- Total number of provisional ballots cast before Election Day.

The reports must be transmitted to the Elections Division via email to Results@OhioSoS.gov. Our Office will provide a signature form, which must be signed by the director, deputy director, and each board member present for the Unofficial Canvass.

PART TWO – POST-ELECTION CURE PERIOD

I. DAYS AND HOURS

Each board of elections conducting an election must be open to the public on each of the four calendar days immediately following Election Day, and during the hours specified below, to allow voters to cure a deficiency on an absentee or provisional ballot, as provided for in state law:⁵

- Wednesday, August 9, 2023 8:00 a.m. – 5:00 p.m.
- Thursday, August 10, 2023 8:00 a.m. – 5:00 p.m.
- Friday, August 11, 2023 8:00 a.m. – 5:00 p.m.
- Saturday, August 12, 2023 8:00 a.m. – 5:00 p.m.

If a board of elections has no voters with a deficiency on their absentee or provisional ballot after Election Day (i.e., there is nothing *possible* to cure for any voter that cast a ballot in the election) or all deficiencies have been cured, the board may return to its normal operating hours for the remainder of the cure period.

II. AFFIDAVITS OF RELIGIOUS OBJECTION ⁶

A provisional voter who failed to provide photo ID has four days after Election Day to either appear at the board of elections office to show photo ID or complete an affidavit of religious objection ([Form 12-O](#)). To cure a provisional ballot for lack of photo ID, it is not sufficient to provide a copy of the photo ID, the Ohio driver’s license number or state ID card number, or the last four digits of the voter’s Social Security Number. The voter must show photo ID (and not a copy) by the fourth day after Election Day. If the voter did not have a photo ID because of a religious objection to being photographed and the voter did not complete [Form 12-O](#) at the time

⁵ [R.C. 3505.181\(B\)\(7\); R.C. 3509.06\(D\)\(3\).](#)

⁶ [R.C. 3505.181, 3505.182, and 3505.183, and 3505.19.](#)

they voted a provisional ballot, the voter must appear at the board office and complete the affidavit by the fourth day after Election Day.

No later than 6:00 p.m. on the fourth day after Election Day, a board of elections must transmit the information in the completed affidavits to the Secretary of State's Office, which then must consult the Bureau of Motor Vehicles' ("BMV") database to determine whether they issued a currently unexpired photo ID to that voter. The Secretary of State's Office will complete this check no later than the seventh day after Election Day. The affidavit of religious objection is not valid if the BMV has issued a currently unexpired photo ID or if the last four digits of the voter's SSN provided on the affidavit do not match those digits in the Statewide Voter Registration Database ("SWVRD"). To compile the information for each voter, each board must supply the necessary data either by export from the voter registration system or completion of a spreadsheet that will be provided with instructions under separate cover.

III. EXAMINING AND COUNTING PROVISIONAL BALLOTS

Boards must follow the "Step-by Step Process for Examining Provisional Ballots" accompanying this Directive. Board staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election, as long as the board has adopted a provisional ballot policy allowing its staff to do so. The bipartisan teams may categorize provisional ballots into groups of like ballots (e.g., ballots that have been verified and eligible to be counted, provisional affirmations that are missing the voter's signature, etc.) for the board to consider. However, the board must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual's eligibility until the individual does so or until the eighth day after Election Day, whichever is earlier.⁷

It is important to remember that only the board members themselves can determine the validity of each provisional ballot. The board must, by a majority vote, determine whether to accept and count the provisional ballots in a properly-noticed, public meeting. No provisional ballot envelope may be opened, and no provisional ballot counted, until the board has voted on the eligibility of every provisional ballot cast in the election.⁸

IV. CURING ABSENTEE BALLOT DEFECTS

Whenever a board of elections receives an absentee ballot identification envelope that is missing required information or that contains information that does not conform to the voter's registration record, the board of elections must contact the absentee voter to provide an opportunity to supplement their identification envelope so the voter's ballot can be counted. The board must meet this requirement by issuing [Form 11-S](#) to the voter, according to the following schedule:

- [Form 11-S](#) must be issued not later than two business days after a "defective" absentee ballot identification envelope is received by the board from the start of absentee voting through the third Saturday prior to the election;

⁷ [R.C. 3505.183\(G\)](#).

⁸ [R.C. 3505.183](#).

- [Form 11-S](#) must be issued not later than one calendar day after a “defective” absentee ballot identification envelope is received by the board between the third Monday and last Friday prior to the election; and
- [Form 11-S](#) must be issued on the same day that a “defective” absentee ballot identification envelope is received by the board of elections between the Saturday prior to the election and through the third day following Election Day.

When a telephone number or email address is on file with the board of elections, boards must use that contact information to quickly notify the voter about the deficiency on their identification envelope. The absentee voter must provide the necessary information in writing on [Form 11-S](#), either by in-person delivery or by mail by the fourth day after the election (**Saturday, August 12, 2023**).⁹

PART THREE - OFFICIAL CANVASS

I. TIMELINE FOR COUNTING AND OFFICIAL CERTIFICATION

Boards of elections must begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than the fifth day after Election Day (**Sunday, August 13, 2023**). Board members and employees are prohibited from disclosing partial or final results of any contest in the election between the completion of the Unofficial Canvass and the certification of official results.¹⁰

A board must begin the official canvass no earlier than the 11th day after the election (**Saturday, August 19, 2023**) nor later than the 15th day after the election (**Wednesday, August 23, 2023**). Each board must complete its Official Canvass and certify no later than the 21st day after the election (**Tuesday, August 29, 2023**).¹¹

II. INSTRUCTIONS FOR OFFICIAL CANVASS

Each board of elections must follow the instructions for pre-canvass activity outlined in [Chapter 10, Section 10.03](#) of the Election Official Manual. Boards must also follow the rules and procedures outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual for conducting the Official Canvass. Each board must reconcile results with records from the pollbooks and voter registration system to ensure that only one ballot per voter is counted.¹² This includes ensuring that all returned absentee ballots are entered in the voter registration system and reconciling the list of voters whose ballots were returned with the number of physical ballots returned.

III. FORMS FOR OFFICIAL CERTIFICATION

After the Unofficial Canvass, our Office will provide the forms for reporting official results. All certifications and reports must be signed by the appropriate board personnel before the board submits them to our Office. Each board of elections must submit the signature form to certify the Official Election Results, including the absentee and provisional ballot reports, to the Secretary of State’s Office.

⁹ [R.C. 3509.06\(D\)\(3\)\(b\)](#).

¹⁰ [R.C. 3505.183\(F\)](#) and [R.C. 3505.32](#)

¹¹ [R.C. 3513.22\(A\)](#).

¹² [R.C. 3505.32\(D\)](#).

A. CERTIFICATION AND REPORTING OF OFFICIAL RESULTS¹³

Each board of elections must complete and provide all of the following the day it completes its official certification and no later than **Tuesday, August 29, 2023**:

1. Official Vote Total Summary Report;
2. Group Detail Report (if not included with Summary Report);
3. Signature form;
4. Report forms;
5. Electronic turnout detail by precinct;
6. Statement of Votes Cast (“SOVC”) report; and
7. Absentee and provisional ballot report.

Each board must submit these reports to Results@OhioSoS.gov as soon as the board completes its official certification. The Official Vote Total Summary Report must be clearly labeled “[County]’s Official Canvass,” and it must contain *only* vote totals for that county. Boards must not delay submitting the official certification forms because of a potential recount. Every board must maintain a copy of each of its completed certification and report forms.

State law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted for the election in each county.¹⁴ Each board of elections must provide this data for absentee and provisional ballots. Our Office will provide the reporting forms after the Unofficial Canvass.

B. CERTIFICATE OF OFFICIAL RESULTS TO SENATE PRESIDENT

Each board of elections must send to the President of the Senate a copy of the board’s official election results for State Issue 1.¹⁵ The results must be sent to the following address:

President of the Ohio Senate
Ohio Statehouse, 1 Capitol Square, 2nd Floor
Columbus, Ohio 43215

IV. POST-ELECTION AUDITS

Boards of elections must perform a post-election audit after the August 8, 2023 Special Election. When a board conducts an audit, the board must follow the procedures outlined in [Chapter 11, Section 11.03](#) of the Election Official Manual. Additional instructions will be provided after the Unofficial Canvass.

V. VOTER HISTORY

All boards must upload voter history for the August 8, 2023 Special Election to the SWVRD no later than 14 days after the board’s official certification. Once voter history is

¹³ [R.C. 3505.30.](#)

¹⁴ [R.C. 3501.05\(Y\).](#)

¹⁵ [R.C. 3505.33.](#)

transmitted, Secretary of State staff will compare the total ballots cast to the total number of voters participating in the election.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual. The election name to submit the history for the election is **2023_AUG_SP**.

If you have any questions regarding this Directive, please contact the Secretary of State's Elections Counsel at (614) 728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State

Mandatory Step-by-Step Process for Examining Provisional Ballots

Due to recent changes in law governing provisional ballots, boards must follow the step-by-step instructions below for examining provisional ballots to determine the eligibility of a provisional ballot to be counted. These instructions are an addendum to Directive 2023-13 for the August 8, 2023 Special Election Canvass.

Step 1: Determine whether the affirmation statement on the provisional ballot envelope contains each of the following five items:

1. Voter's printed name;
 2. Voter's valid signature;
 3. Voter's date of birth;*
 4. Voter's current address; and
 5. Voter's statement that they have shown photo identification to the election official.*
- If the affirmation statement contains all five of the required items, proceed to Step 2.
 - With two exceptions below, if the affirmation statement does not contain all five of the required items, the board must reject the provisional ballot.

*** Exception 1:** If the affirmation statement contains the voter's date of birth but the month and day are different from the month and day in the Statewide Voter Registration Database, the board must reject the provisional ballot unless: 1) the voter's date of birth in the database is 1/1/1800; or 2) the board of elections finds by a vote of at least three of its members that the voter has met all of the other requirements of RC 3505.183(B)(3). If the ballot falls into this exception, proceed to Step 2.

***Exception 2:** If the voter did not provide photo identification as marked in Section 5 of the Provisional Ballot Affirmation but completed an affidavit of religious objection ([Form 12-O](#)), proceed to Step 3.

Step 2: Determine whether the provisional voter provided at least one of the following types of unexpired photo identification:

1. Driver's license, state ID card, or interim ID form issued by the Ohio Bureau of Motor Vehicles. *(Please note that the voter must also write in the full driver's license or state ID card number on the Provisional Ballot Affirmation, Section 5, in addition to showing the photo identification, if any of these identification types are used);*
2. Passport or passport card; or
3. U.S. military ID card; Ohio National Guard ID card; or U.S. Department of Veterans Affairs ID card.

Mandatory Step-by-Step Process for Examining Provisional Ballots

- If the voter indicated on the affirmation statement that they showed the precinct election official one of the acceptable forms of photo identification, and documents that fact on the *Provisional Ballot Affirmation*, proceed to Step 4.
- If the voter provided a driver's license or state ID card number, and the combination of letters and numbers provided is identical to the number that is contained in the Statewide Voter Registration Database, proceed to Step 4.
- If the voter provided a driver's license or state ID card number, and the combination of letters and numbers) provided is different from what is contained in the Statewide Voter Registration Database, the board must reject the provisional ballot.
- If the voter did not provide photo identification per the *Provisional Ballot Affirmation, Section 5*, but completed the *Registration Update*, the board shall update the voter's registration, but shall reject the provisional ballot.

****Exception for Disabled/Confined Provisional Voter:*** If a disabled/confined voter with an unreported change of address or name casts a provisional ballot pursuant to R.C. 3503.16(G), they are subject to the same ID requirements as a voter who casts an absentee ballot by mail. Therefore, if the voter provides a form of ID under either Section 5 or 6 of the Provisional Ballot Affirmation, the ballot may be eligible for counting. Proceed to Step 4.

- If the voter did not provide valid photo identification per the *Provisional Ballot Affirmation, Section 5*, but returned to the board of elections within four days after the election and provided valid photo identification, proceed to Step 4.
- If the voter did not provide photo identification per the *Provisional Ballot Affirmation, Section 5*, and did not return to the board within the four days after the election to remedy the missing item, the board must reject the provisional ballot.

Step 3: Religious Objection Exception to Photo Identification Requirement

- If a voter does not have photo identification because of a religious objection to being photographed, the precinct election official or board staff must provide the voter an affidavit of religious objection ([Form 12-O](#)). This can occur either when the voter casts the provisional ballot or at the office of the board, no later than the fourth day after Election Day. Election officials must attach this affidavit to the provisional ballot affirmation.
- If the last four digits of the voter's social security number, as provided on the affidavit, do not match those digits in the Statewide Voter Registration Database, the affidavit of religious objection is invalid and the board must reject the provisional ballot.
- If the voter has not been issued a social security number, the voter must indicate "none" on the line for last four digits of the social security number. If the voter does not have a social security number, none will appear in the statewide voter registration system, and the affidavit is still valid.

Mandatory Step-by-Step Process for Examining Provisional Ballots

- The board must transmit information from the completed affidavit of religious objection to the Secretary's Office no later than the close of business on the fourth day after Election Day.
- The Secretary's Office reviews records from the Bureau of Motor Vehicles' ("BMV's") database to determine whether the BMV issued an unexpired photo ID to that voter.

The Secretary of State will notify the board of the results no later than the seventh day after Election Day.

- If the Secretary of State determines that the BMV has issued an unexpired photo ID to the voter, the affidavit of religious objection is invalid, and the board must reject the provisional ballot.
- If the Secretary of State determines that the BMV has not issued an unexpired photo ID, the affidavit of religious objection is valid and the board must proceed to Step 4.

Step 4: Determine whether the board can verify the identity of the voter based on the information provided on the provisional ballot affirmation or provided by the voter within the four-day period.

If the board can verify the identity of the voter based upon the information provided on the provisional ballot affirmation and/or provided by the voter within four days of the election, proceed to Step 5. Otherwise, the board must reject the provisional ballot.

Important: To verify identity, the board must: 1) conduct at least one "wildcard" search of voter query, by placing the % sign after a partial name (i.e., "Jeff%" to return "Jeffrey"); 2) conduct a voter query of the Statewide Voter Registration Database using 'Search by Driver License Number'; and 3) conduct at least one voter query of the Statewide Voter Registration Database by entering as much or as little information as is available using 'Search by Name.' Once a board has successfully identified a voter with one search, it is not necessary to conduct additional queries.

Step 5: Determine whether the voter is a registered voter anywhere in the State of Ohio at least 30 days before the election.

If the voter was registered to vote anywhere in the State of Ohio at least 30 days before the election, proceed to Step 6. Otherwise, the board must reject the provisional ballot.

Important: As noted in Chapter 8, Section 8.06 of the Election Official Manual, the "APRI Exception" for unregistered voters was in effect only through December 31, 2022. The APRI Exception no longer applies to provisional voters whose registration was cancelled pursuant to the Supplemental Process.

Mandatory Step-by-Step Process for Examining Provisional Ballots

Step 6: Determine whether the voter is a resident of the county and precinct in which the voter offers to vote.

- If the voter is a resident of the county and precinct in which the provisional ballot was cast, proceed to Step 7.
- If the voter moved and provided a new address within the precinct on the affirmation statement, then the voter is considered a resident of the new precinct and the board must proceed to Step 7.
- If the voter cast the provisional ballot in the wrong precinct, but in the correct polling location, including the board of elections office, and a precinct election official did not complete and attach Form 12-D to the provisional ballot envelope, the board must remake and count the provisional ballot for only those contests for which the voter was otherwise eligible to vote.
- If the voter cast the provisional ballot in the wrong precinct, but in the correct polling location, including the board of elections office, and a precinct election official did complete and attach Form 12-D, but the board verified that the precinct to which the precinct election official directed the voter was the incorrect precinct, the board must remake and count the provisional ballot for only those contests for which the voter was otherwise eligible to vote.
- If the voter cast the provisional ballot in the wrong precinct, but in the correct polling location, including the board of elections office, and 1) a precinct election official completed Form 12-D and 2) the board verified that the precinct to which the precinct election official directed the voter was the correct precinct, the board must reject the provisional ballot.
- If the voter cast the provisional ballot in the wrong precinct and wrong polling location, the board must reject the provisional ballot.

Step 7: Determine whether the voter already requested and cast a ballot in the election.

- If the voter has not cast another ballot, count the provisional ballot.
- If the voter has requested and cast an absentee ballot, and neither of the following exceptions apply, the board must reject the provisional ballot.

Exception 1: The board of elections shall count the provisional ballot instead of the absentee ballot if the board determines that the absentee ballot is invalid because the elector's signature on the absentee voter's identification envelope does not match the signature on file with the board of elections.

Exception 2: The board of elections shall count the provisional ballot instead of the absentee ballot if the board does not receive the voter's absentee ballot by the fourth day following the election.

c)

RELEASED: July 10, 2023

SUMMARY

- *Directive 2023-14* provides instructions for the review, examination, and verification of signatures on a *supplementary* petition of an initiated statute (An Act to Control and Regulate Adult Use Cannabis).
- The CCBOE must complete its review, examination, and verification of the supplemental petition and return its certification to the SOS no later than 5 p.m. on **Thursday, July 20**.
- The signers of the petition must be qualified electors as of the date the board examines the part-petitions.
- **Specific to this supplementary petition:** The elector’s signature must not have appeared on the original Dec. 20, 2021 petition or the supplemental part-petitions filed on January 13, 2022. An elector who signed the original or supplemental part-petitions filed in 2021 and 2022 and then signs the current, supplementary part-petition must be rejected as a duplicate signature.
- The CCBOE must process all new, valid voter registrations and changes of names and addresses as of the date the petition was filed with the SOS before commencing with the verification process.
- The entire part-petition is invalid if the circulator’s statement is not completed as required by law. However, the CCBOE may **not** invalidate a part-petition solely because a circulator statement includes a number that is lower than the number of signatures the part-petition actually contains, so long as there is no indication of fraud or material misrepresentation.

INSTRUCTIONS

I. PETITION SUBMITTED

On Wednesday, July 5, the SOS received a supplementary petition to place the initiated statute “An Act to Control and Regulate Adult Use Cannabis” on the ballot in the November 7, 2023 General Election. Each person who signs an initiative petition must be a qualified elector of Ohio and registered to vote at the address provided on the part-petition as of the date the board examines it.

II. VERIFYING THE VALIDITY OF PART-PETITIONS AND SIGNATURES

1. The signers of the petition must be qualified electors as of the date the board examines the part-petitions. The CCBOE must process all new, valid voter registrations and changes of names and addresses to existing registrations received as of the date the petition was filed with the SOS before verifying the signatures on the part-petitions.
2. The CCBOE must verify all petition signatures and ensure the voter registration record is updated with voter activity credit if the signature and address match.
3. **For the Supplementary Petition Entitled “An Act to Control and Regulate Adult Use Cannabis”:** The elector’s signature must not have appeared on the original Dec. 20, 2021 petition or the supplemental part-petitions filed on January 13, 2022. An elector who signed

the original or supplemental part-petitions filed in 2021 and 2022 and then signs the current, supplementary part-petition must be rejected as a duplicate signature. The board must program its petition tracking system accordingly to properly validate signatures on the current, supplementary petition.

4. The CCBOE must check each part-petition to determine whether the circulator's statement on the part-petition was properly completed. The entire part-petition may be invalid if the circulator's statement is not completed as required by law. However, no board may invalidate a part-petition solely because a circulator statement includes a number that is different than the number of signatures the part-petition actually contains, so long as there is no indication of fraud or material misrepresentation.
5. A circulator must indicate the number of signatures on the part-petition and attest under penalty of election falsification they witnessed the affixing of every signature.

III. COMPLETING PART-PETITION SPREADSHEETS

If the CCBOE receives a part-petition with a majority of signatures from another county, it must not verify that part-petition. Instead, it must promptly follow the steps outlined in this *Directive* to ensure the proper county receives the petitions in a timely manner.

IV. SCANNING THE PART-PETITIONS

After the CCBOE finishes checking the signatures on the part-petitions, it must electronically scan each part-petition. A copy of the scanned images must be uploaded to the SOS, and a copy retained by the CCBOE.

V. FULFILLING PUBLIC RECORDS REQUESTS

The CCBOE may receive a public records request for copies of the part-petitions. It should consult with its prosecuting attorney before rejecting, fulfilling, or responding to any public records request.

VI. CERTIFICATION & RETURN OF PETITION

The certification form and scanned images of petitions must be submitted electronically to the SOS by 5:00 p.m. on Thursday, July 20. Once the certification form has been submitted, the CCBOE must promptly return the original part-petitions to the SOS via trackable delivery method. The CCBOE may choose to return the original part-petitions in-person if it chooses. All original part-petitions must be mailed to the SOS by **Friday, July 28, 2023.**



DIRECTIVE 2023-14

July 10, 2023

To: All County Boards of Elections
Board Members, Directors, and Deputy Directors

Re: Instructions Regarding the Review, Examination, and Verification of the Supplementary Petition Proposing an Initiated Statute (An Act to Control and Regulate Adult Use Cannabis)

SUMMARY

This Directive provides instructions to county boards of elections on the review, examination, and verification of signatures on the supplementary petition of an initiated statute. Each board of elections must complete its review, examination, and verification consistent with [Chapter 13](#) and [Chapter 16](#) of the Ohio Election Official Manual and return its certification to the Secretary of State's Office no later than **5:00 p.m. on Thursday, July 20, 2023.**¹

INSTRUCTIONS

I. PETITION SUBMITTED

On Wednesday, July 5, 2023, the Secretary of State's Office received a supplementary petition to place the initiated statute² "An Act to Control and Regulate Adult Use Cannabis" on the ballot in the November 7, 2023 General Election.

This supplementary petition must be kept separate from any other petition and not commingled while in storage, during review, and upon return. Boards of elections must examine each part-petition to determine the number of qualified electors who signed the petitions. Each person who signs an initiative petition must be a qualified elector of Ohio and registered to vote at the address provided on the part-petition as of the date the board examines it.³

II. VERIFYING THE VALIDITY OF PART-PETITIONS AND SIGNATURES

Each board must carefully read this Directive and [Chapters 13](#) and [16](#) of the Election Official Manual before the board examines the petitions sent to its county.

¹ [R.C. 3519.16\(E\)](#).

² The original petition proposing "An Act to Control and Regulate Adult Use Cannabis" was filed on December 20, 2021, and after the collection of additional signatures, the proposal was transmitted to the General Assembly on January 28, 2022. Due to litigation and a resulting settlement, the General Assembly's deadline to act on the proposal was extended to May 3, 2023. The General Assembly did not pass the proposed law, pass it in amended form, or take any action by that date.

³ [R.C. 3519.15](#).

1. The signers of the petition must be qualified electors as of the date the board examines the part-petitions. The board must process all new, valid voter registrations and changes of names and addresses to existing registrations received by the board or from the Secretary of State’s Office as of the date the petition was filed with the Secretary of State before verifying the signatures on the part-petitions.⁴
2. The board must verify all petition signatures, electronically record decisions on the validity or invalidity of each signature on the voter registration record, track for duplicate signatures, and ensure that the voter registration record is updated with voter activity credit if the signature and address match.⁵
3. **For the Supplementary Petition Entitled “An Act to Control and Regulate Adult Use Cannabis”:** The elector’s signature must not have appeared on the original December 20, 2021 petition or the supplemental part-petitions filed on January 13, 2022.⁶ An elector who signed the original or supplemental part-petitions filed in 2021 and 2022 and then signs the current, supplementary part-petition must be rejected as a duplicate signature. The board must program its petition tracking system accordingly to properly validate signatures on the current, supplementary petition.
4. The board must check each part-petition to determine whether the circulator’s statement on the part-petition was properly completed. The entire part-petition may be invalid if the circulator’s statement is not completed as required by law.⁷ However, no board may invalidate a part-petition solely because a circulator statement includes a number that is different than the number of signatures the part-petition actually contains,⁸ so long as there is no indication of fraud or material misrepresentation.⁹
5. A circulator must indicate the number of signatures on the part-petition and attest under penalty of election falsification that they witnessed the affixing of every signature.¹⁰ Thus, a board may invalidate a part-petition when it has evidence that a circulator committed fraud or material misrepresentation.¹¹ Moreover, the board must document and notify elections counsel through legal intake if it has evidence that a circulator committed fraud.

⁴ [R.C. 3501.38\(A\)](#), [R.C. 3519.15](#), and *State ex rel. Oster vs. Lorain Cty. Bd. of Elections*, 93 Ohio St.3d 480 (2001).

⁵ [Chapter 4](#), page 74 of the Election Official Manual.

⁶ [Article II, Section 1b](#) of the Ohio Constitution.

⁷ [R.C. 3501.38](#).

⁸ *See State ex rel. Ferrara v. Trumbull Cty. Bd. Of Elections*, 166 Ohio St.3d 64 (2021).

⁹ *See Ohio Mfrs.’ Assn. v. Ohioans for Drug Price Relief Act*, 147 Ohio St.3d 42, 2016-Ohio-3038, 59 N.E.3d 1274, ¶19.

¹⁰ [R.C. 3501.38\(E\)\(1\)](#).

¹¹ “And nothing in [*Ferrara*] disturbs the litany of caselaw providing that evidence of fraud triggers full invalidation of a part-petition.” *Ferrara* at ¶22.

III. COMPLETING PART-PETITION SPREADSHEETS

If a board receives a part-petition with a majority of signatures from another county, that board of elections must not verify that part-petition. Instead, the board must promptly follow the steps below, complete the following two spreadsheets accompanying this Directive, and return the spreadsheets in the envelopes provided when all part-petitions are returned to the Secretary of State's Office:

1. Part-Petitions Sent Spreadsheet (Original Part-Petition(s)), and
2. Part-Petitions Received from Another Board Spreadsheet (Scanned Part-Petition(s)).

If a board of elections receives a part-petition(s) that belongs to another county:

1. Contact the Director or Deputy Director at the other county board by phone to notify them that your board will forward a scanned copy of a part-petition(s).
2. Log the transfer of the part-petition(s) going to another county on the "Part-Petitions Sent" spreadsheet.
3. Send the copy of the part-petition(s) via email to the Director and Deputy Director.
4. Return the original part-petition(s) with the "Part-Petitions Sent" spreadsheet in the marked envelope included with the original part-petitions. When the board returns its reviewed part-petitions to the Secretary of State's Office, place the envelope with the part-petition and respective spreadsheet enclosed on top of the reviewed part-petitions so it can be easily located and retrieved from the box.

If a board of elections receives a scanned copy of a part-petition from another county:

1. Log the part-petition(s) that the board receives on the "Part-Petitions Received" spreadsheet.
2. Print and process the part-petition(s).
3. Return the emailed part-petition(s) with the "Part-Petitions Received" spreadsheet to the Secretary of State's Office in the marked envelope included with the original part-petitions. When the board returns its reviewed part-petitions to the Secretary of State's Office, place the envelope with the part-petitions and respective spreadsheet enclosed on top of the reviewed part-petitions so it can be easily located and retrieved from the box.

Note: Even if a board does not email a copy of a part-petition to another county and/or does not receive a copy of a part-petition from another county, the board must enter the county name and mark the box (X) in the top right-hand corner of the spreadsheet and place it in the correct envelope. When the board returns its reviewed part-petitions to the Secretary of State's Office, place both envelopes on top of the reviewed part-petitions so they can be easily located and retrieved from the box.

IV. SCANNING PART-PETITIONS

After the board finishes checking the signatures on the part-petitions, the board must electronically scan each part-petition. A copy of the scanned images must be uploaded to the Secretary of State's SharePoint site (using the instructions accompanying this Directive). Each board must retain an electronic copy of the images for the board's records.

V. FULFILLING PUBLIC RECORDS REQUESTS

Boards of elections may receive public records requests for copies of the part-petitions. Boards should consult with their statutory legal counsel, the county prosecuting attorney, before rejecting, fulfilling, or responding to any public records request.

VI. CERTIFICATION AND RETURN OF PETITIONS

As soon as the board finishes verifying the signatures on the part-petitions, the board must:

1. Complete and submit the certification form electronically by clicking the "submit" button on the bottom of the form;
2. Verify that the form received a timestamp;
3. Print and save a copy of the completed certification form containing the timestamp;
4. Have the Director and Deputy Director sign the time stamped certification form; and
5. Upload the signed certification form to the SharePoint site.¹²

If, upon submitting the form via Elect Collect, the board does not receive a timestamp, immediately contact this office at 1-614-466-2585. All certification forms and scanned images of petitions must be submitted through SharePoint by 5:00 p.m. on Thursday, July 20, 2023.¹³

After submitting the certification forms, county boards of elections must promptly return the original part-petitions to the Secretary of State's Office, Elections Division, 22 North Fourth Street, Columbus, Ohio 43215-3668 via trackable delivery method. Alternatively, county boards of elections may choose to return the original part-petitions in person by contacting the Elections Division and scheduling a time for return during business hours at (614) 466-2585. **All original supplementary part-petitions must be received by the Secretary of State's Office no later than Friday, July 28, 2023.**

¹² If a board has not appointed a Deputy Director or Director, then the Board Chairperson or a board member of the opposite party, respectively, must sign the certification forms.

¹³ [R.C. 3519.16\(E\)](#).

If you have any questions concerning this Directive, please contact the Secretary of State's elections counsel at (614) 728-8789.

Yours in service,



Frank LaRose
Ohio Secretary of State



Certification Form - Directive 2023-14

2023 Statewide Initiated Statute Petition - Filed: July 5, 2023

On behalf of the county board of elections below, we certify that the totals reported relevant to the part-petitions for the petition listed above are as follows:

County Name

1. Number of valid part-petitions	
2. Number of valid signatures on valid part-petitions	
3. Number of invalid signatures on valid part-petitions	
4. Number of invalid part-petitions	
5. Number of signatures on invalid part-petitions	
6. Total number of part-petitions received (valid and invalid)	
7. Total number of signatures on part-petitions (valid and invalid)	

Scanning Attestation

All part-petitions provided to the board of elections have been scanned and uploaded to the SharePoint site? Yes

Part-Petition(s) Sent and Received

Were any part-petitions described above **sent** to another board of elections? **If Yes, enter the county to which the parts were sent and the quantity.** Yes No

Were any part-petitions described above **received** from another board of elections? **If Yes, enter the county to which the parts were received and the quantity.** Yes No

Director's Signature _____ Date _____ Deputy Director's Signature _____ Date _____

Instructions

1. Click on the submit button below to send your data electronically.
2. This signed certification form and the scanned part-petitions must be uploaded to the SharePoint site no later than 5:00 p.m. on Thursday, July 20, 2023.
3. If the board does not have a deputy director or a director, a board member of opposite party must sign the certification form.
4. Please keep a copy of your completed Certification Form for your files.

Almost Done!

Name

Phone

E Mail

Enter (111) 222-3333 as 1112223333

Enter a valid email address e.g. name@somewhere.gov

Instructions for Upload Files to SOS

1. Select this link to access the board's document transfer via <https://ohiosos.sharepoint.com/sites/boe/Documents>;
2. Log in to the site using board's SOS Username and Password - (this is the same password used to login to your SOS county board email account);

Example:

Username: athens@sos.state.oh.us

Password: (password used for SOS email)

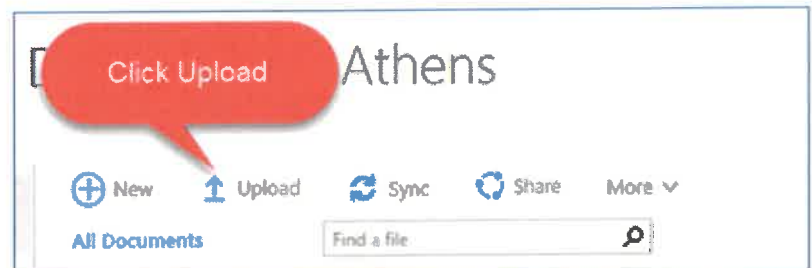
Note: *If you do not know the password for this account, please contact your Director or Deputy Director for this information.*

3. The board will only be able to view a folder with its county name (Example: Athens);
4. Select the folder to open.
5. Create a folder called "**2023 - Initiated Statute Petitions**"
6. Open the folder.
7. The board must upload the scanned part-petitions and the properly named and signed certification form into the folder created by one of the following methods:

- a. **Drag & Drop** the file: Drag the file to your county's folder into the area "Drag the file here to upload."



- b. Or select the "**Upload**" button and then the "Files" option. Locate and select the file to upload and select the "Open" button to place the files in the folder.



8. Confirm that the files appear in the folder. No other action is necessary as the SOS staff will be notified the file was uploaded.

If you need assistance using this service, please contact SOS Help Desk at 1-614-466-8467.

Agenda Item

#3

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F Curtis, IV
Chairman

Inajo Davis Chappell
Member

Lisa M. Stickan
Member

Terence M. McCafferty
Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

SUMMARY OF EAST CLEVELAND CHALLENGE OF VOTER RESIDENCY

On May 23, 2023, the voter records of Cecil King, Jr., Norma King, and Norman King were cancelled via Board Hearing after it was determined that these three individuals do not reside at the 1735 Elsinore Ave. address in East Cleveland. The Cuyahoga County Board of Elections is seeking assistance from the Office of the Ohio Secretary of State Public Integrity Division to determine if any election laws were broken.

Below are summaries for each individual:

Norma King

Norma King testified at the Board Meeting held on May 23, 2023, that she lives at 5156 Austen Lane in Richmond Heights, and has lived there for 33 years. Mrs. King also stated in her testimony that she did not currently live at the 1735 Elsinore Ave. address. Based on her testimony the Board of Elections cancelled her registration at 1735 Elsinore Ave.

Norma L. King has since re-registered at the 1735 Elsinore Ave address and has listed 5156 Austen Lane in Richmond Heights as her alternate address. We do not know if she has moved into the 1735 Elsinore Ave address.

Cecil King, Jr.

What we know: Cecil King, Jr. did not appear at the Board Meeting held on May 23, 2023. His mother, Norma King, testified that Cecil King, Jr. does not reside at the 1735 Elsinore Ave. address in East Cleveland. These facts were enough to uphold the Challenge of Voter Residency presented by Mr. Eric Brewer.

Additional investigation is needed to determine: Did Cecil King, Jr. reside at 1735 Elsinore Ave. when he voted in the November 8, 2022 election? When did he move from 1735 Elsinore Ave? Where does he currently live?

Norman King

What we know: Norman King did not appear at the Board Meeting held on May 23, 2023. His mother, Norma King, testified that Norman King does not reside at the 1735 Elsinore Ave. address in East Cleveland. These facts were enough to uphold the Challenge of Voter Residency presented by Mr. Eric Brewer.

Additional investigation is needed to determine: Did Norman King, reside at 1735 Elsinore Ave. when he voted in the November 8, 2022 election? When did he move from 1735 Elsinore Ave? Where does he currently live?

Agenda Item

#4

Black Fork Strategies

The Board of Elections (BOE) received over 11,000 registration cards from the voter registration drive group, Black Fork Strategies (BFS), from late 2022 through 2023. The cards were submitted as new voter registrations and voter address updates. Some of the address updates appeared questionable but were processed because **both** the dates of birth (DOB) and the last four numbers of the Social Security Numbers (SSN) matched the existing records while the signatures differed from those on file with the BOE. However, submitting a registration card is a way for a voter to update their signature on file with the BOE.

During the November 2022 and May 2023 Election cycles, some voters discovered that their voting registration addresses had been changed without their knowledge. BOE staff traced the source of the address changes to BFS registration cards. The BOE discovered many of the discrepancies during the Vote by Mail and the Early-In-Person Voting processes, and the identified voters were able to vote successfully and have their proper addresses restored. In addition, further research found several voters who were required to vote provisionally after an address change was initiated from a BFS registration card. Below is general summary of each category of questionable registration cards that were discovered and how the situation was resolved for each voter.

Vote by Mail:

Three (4) voters submitted Vote-by-Mail (VBM) applications for the November 2022 Election that contained a former address and not the BOE address of record. The Ballot Department issued challenge letters to the respective voters as part of the VBM application review process. The affected voters contacted the Board of Elections after receiving the challenge letter, indicating that they had not updated their addresses with the BOE. After further research, the Registration Department found the address changes occurred from processing a BFS registration card and staff subsequently reverted the voter registration addresses back to the previous address. The Ballot Department then issued the voters their VBM ballots.

Early In Person:

Like the aforementioned, two (2) voters were impacted attempting to vote Early In-Person at the BOE. Their addresses had been updated through the processing of a BFS registration card. After the matter was investigated, both voters were able to vote successfully and their proper voting registration addresses were restored.

Provisional:

Nine (9) voters entered their polling locations on Election Day in November 2022 and voted provisionally due to a change to their voter registration addresses. They completed their provisional envelopes listing their former addresses that preceded address changes made from processing a BFS registration card. The signatures on the provisional envelopes did not match the signatures on the registration cards received from BFS but did match the signatures on the previous registration cards provided by the voters. The BOE was able to accept the Provisionals ballots based on the previous

signatures provided. Some of these voters had consistently lived at the same addresses for over ten (10) years.

Deceased:

Black Fork Strategies submitted one (1) registration card that matched a voter's name, address, date of birth and the last four numbers of their SSN who had passed away in May 2020. BOE staff has not been able to reach any family members at the registered address in an effort to obtain additional information. Two (2) additional registration cards were submitted matching the names and addresses of deceased voters with slight variations of either the DOB and or SSN listed on the BFS submitted registration cards.

Referral to the Public Integrity Division

The Cuyahoga County Board of Elections (CCBOE) has experience investigating questionable registration cards provided by individual voters. However in this case the questionable actions involve an entire voter registration organization and their employees. The Secretary of State's Public Integrity Division has been created to assist boards of elections. The Public Integrity Division has assembled a dedicated team of professional experienced investigators whose primary focus is to investigate any election irregularities.

The BOE knows the questionable cards were submitted by BFS as they are identified as such in the voter registration database based and a BFS representative submitted the cards at the BOE service counter. Early on BOE staff had discussions with BFS staff on the overall quality of their registration card submissions. The BOE does not have the resources to determine the circumstances under which these cards were created and the names of the individual circulators who collected the registration cards in question. The BOE is aware that BFS utilizes an internal logging mechanism to enter voter information and track their workers who submitted those cards.

The BOE has had preliminary discussions with SOS staff in the Public Integrity Division who indicated the fact patterns surrounding the BFS registration cards are appropriate for review by the Public Integrity Division.

CCBOE staff is recommending the referral of this case, and the accompanying documents to the Secretary of State's Public Integrity Division for further investigation.

Agenda Item

#5

Agenda Item #5:

Acknowledgment of the Ballot Proofs for the
August 8, 2023, Special Election in accordance with the
Ballot Proofing Policy approved by the Board at the
March 12, 2021, Board Meeting

Agenda Item

#6

August 8, 2023 Special Election

Final Ballot Order

The following is the ballot order for the August 8, 2023 Special Election. The Cuyahoga County Board of Elections Election Day proposed ballot order is based upon 50% of active voters or 105% Election Day turnout (including 115% of Provisional Ballots) from the November 2022 General Election; whichever is greater.

The complete order can be found below.

Precinct	Portion	ED Ballots
BAY VILLAGE -01-A	01	475
BAY VILLAGE -01-B	01	505
BAY VILLAGE -01-C	01	490
BAY VILLAGE -02-A	01	475
BAY VILLAGE -02-B	01	475
BAY VILLAGE -02-C	01	550
BAY VILLAGE -03-A	01	505
BAY VILLAGE -03-B	01	480
BAY VILLAGE -03-C	01	475
BAY VILLAGE -04-A	01	505
BAY VILLAGE -04-B	01	550
BAY VILLAGE -04-C	01	575
BEACHWOOD -00-A	01	480
BEACHWOOD -00-B	01	490
BEACHWOOD -00-C	01	285
BEACHWOOD -00-D	01	515
BEACHWOOD -00-E	01	630
BEACHWOOD -00-F	01	585
BEACHWOOD -00-G	01	495
BEACHWOOD -00-H	01	595
BEACHWOOD -00-I	01	350
BEDFORD -01-A	01	300
BEDFORD -01-B	01	305
BEDFORD -02-A	01	320
BEDFORD -02-B	01	325
BEDFORD -03-A	01	240
BEDFORD -03-B	01	290
BEDFORD -04-A	01	215

BEDFORD -04-B	01	310
BEDFORD -05-A	01	285
BEDFORD -05-B	01	285
BEDFORD -06-A	01	320
BEDFORD -06-B	01	300
BEDFORD HEIGHTS -01-A	01	260
BEDFORD HEIGHTS -01-B	01	290
BEDFORD HEIGHTS -01-C	01	350
BEDFORD HEIGHTS -02-A	01	345
BEDFORD HEIGHTS -02-B	01	305
BEDFORD HEIGHTS -03-A	01	335
BEDFORD HEIGHTS -03-B	01	510
BEDFORD HEIGHTS -04-A	01	355
BEDFORD HEIGHTS -04-B	01	250
BENTLEYVILLE -00-A	01	360
BEREA -01-A	01	475
BEREA -01-B	01	530
BEREA -02-A	01	530
BEREA -02-B	01	600
BEREA -03-A	01	530
BEREA -03-B	01	550
BEREA -04-A	01	425
BEREA -04-B	01	485
BEREA -05-A	01	400
BEREA -05-B	01	450
BEREA -05-C	01	420
BRATENAHL -00-A	01	560
BRECKSVILLE -00-A	01	555
BRECKSVILLE -00-B	01	505
BRECKSVILLE -00-C	01	480
BRECKSVILLE -00-D	01	505
BRECKSVILLE -00-E	01	485
BRECKSVILLE -00-F	01	495
BRECKSVILLE -00-G	01	645
BRECKSVILLE -00-H	01	505
BRECKSVILLE -00-I	01	530
BRECKSVILLE -00-J	01	380
BROADVIEW HEIGHTS -01-A	01	530
BROADVIEW HEIGHTS -01-B	01	560
BROADVIEW HEIGHTS -01-C	01	495
BROADVIEW HEIGHTS -02-A	01	450
BROADVIEW HEIGHTS -02-B	01	415

BROADVIEW HEIGHTS -02-C	01	475
BROADVIEW HEIGHTS -02-D	01	405
BROADVIEW HEIGHTS -03-A	01	560
BROADVIEW HEIGHTS -03-B	01	335
BROADVIEW HEIGHTS -03-C	01	570
BROADVIEW HEIGHTS -04-A	01	525
BROADVIEW HEIGHTS -04-B	01	175
BROADVIEW HEIGHTS -04-C	01	445
BROADVIEW HEIGHTS -04-D	01	510
BROOK PARK -01-A	01	380
BROOK PARK -01-B	01	465
BROOK PARK -01-C	01	395
BROOK PARK -02-A	01	395
BROOK PARK -02-B	01	470
BROOK PARK -02-C	01	400
BROOK PARK -03-A	01	480
BROOK PARK -03-B	01	420
BROOK PARK -03-C	01	415
BROOK PARK -04-A	01	440
BROOK PARK -04-B	01	430
BROOK PARK -04-C	01	445
BROOKLYN -00-A	01	270
BROOKLYN -00-B	01	420
BROOKLYN -00-C	01	395
BROOKLYN -00-D	01	400
BROOKLYN -00-E	01	360
BROOKLYN -00-F	01	390
BROOKLYN -00-G	01	420
BROOKLYN -00-H	01	385
BROOKLYN HEIGHTS -00-A	01	540
CHAGRIN FALLS -00-A	01	590
CHAGRIN FALLS -00-B	01	540
CHAGRIN FALLS -00-C	01	430
CHAGRIN FALLS TWP -00-A	01	55
CLEVELAND -01-A	01	195
CLEVELAND -01-B	01	290
CLEVELAND -01-C	01	245
CLEVELAND -01-D	01	175
CLEVELAND -01-E	01	340
CLEVELAND -01-F	01	350
CLEVELAND -01-G	01	265
CLEVELAND -01-H	01	325

CLEVELAND -01-I	01	305
CLEVELAND -01-J	01	365
CLEVELAND -01-K	01	195
CLEVELAND -01-L	01	345
CLEVELAND -01-M	01	365
CLEVELAND -01-N	01	375
CLEVELAND -01-O	01	285
CLEVELAND -01-P	01	380
CLEVELAND -01-Q	01	375
CLEVELAND -01-R	01	345
CLEVELAND -01-S	01	330
CLEVELAND -01-T	01	295
CLEVELAND -02-A	01	155
CLEVELAND -02-B	01	260
CLEVELAND -02-C	01	150
CLEVELAND -02-D	01	420
CLEVELAND -02-E	01	180
CLEVELAND -02-F	01	230
CLEVELAND -02-G	01	235
CLEVELAND -02-H	01	245
CLEVELAND -02-I	01	230
CLEVELAND -02-J	01	95
CLEVELAND -02-K	01	225
CLEVELAND -02-L	01	200
CLEVELAND -02-M	01	220
CLEVELAND -02-N	01	275
CLEVELAND -02-O	01	235
CLEVELAND -02-P	01	240
CLEVELAND -02-Q	01	195
CLEVELAND -02-R	01	225
CLEVELAND -02-S	01	145
CLEVELAND -02-T	01	185
CLEVELAND -02-U	01	175
CLEVELAND -02-V	01	180
CLEVELAND -02-W	01	155
CLEVELAND -03-A	01	235
CLEVELAND -03-B	01	310
CLEVELAND -03-C	01	395
CLEVELAND -03-D	01	495
CLEVELAND -03-E	01	415
CLEVELAND -03-F	01	445
CLEVELAND -03-G	01	280

CLEVELAND -03-H	01	545
CLEVELAND -03-I	01	485
CLEVELAND -03-J	01	295
CLEVELAND -03-K	01	280
CLEVELAND -03-L	01	880
CLEVELAND -03-M	01	175
CLEVELAND -03-N	01	165
CLEVELAND -03-O	01	455
CLEVELAND -03-P	01	230
CLEVELAND -03-Q	01	330
CLEVELAND -03-R	01	105
CLEVELAND -03-S	01	180
CLEVELAND -04-A	01	165
CLEVELAND -04-B	01	185
CLEVELAND -04-C	01	235
CLEVELAND -04-D	01	240
CLEVELAND -04-E	01	235
CLEVELAND -04-F	01	265
CLEVELAND -04-G	01	240
CLEVELAND -04-H	01	225
CLEVELAND -04-I	01	205
CLEVELAND -04-J	01	170
CLEVELAND -04-K	01	210
CLEVELAND -04-L	01	180
CLEVELAND -04-M	01	210
CLEVELAND -04-N	01	220
CLEVELAND -04-O	01	255
CLEVELAND -04-P	01	190
CLEVELAND -04-Q	01	460
CLEVELAND -04-R	01	295
CLEVELAND -04-S	01	360
CLEVELAND -04-T	01	175
CLEVELAND -04-U	01	310
CLEVELAND -05-A	01	230
CLEVELAND -05-B	01	225
CLEVELAND -05-C	01	130
CLEVELAND -05-D	01	230
CLEVELAND -05-E	01	120
CLEVELAND -05-F	01	205
CLEVELAND -05-G	01	225
CLEVELAND -05-H	01	275
CLEVELAND -05-I	01	245

CLEVELAND -05-J	01	210
CLEVELAND -05-K	01	150
CLEVELAND -05-L	01	285
CLEVELAND -05-M	01	200
CLEVELAND -05-N	01	205
CLEVELAND -05-O	01	175
CLEVELAND -05-P	01	205
CLEVELAND -05-Q	01	170
CLEVELAND -05-R	01	170
CLEVELAND -05-S	01	315
CLEVELAND -06-A	01	160
CLEVELAND -06-B	01	170
CLEVELAND -06-C	01	275
CLEVELAND -06-D	01	215
CLEVELAND -06-E	01	235
CLEVELAND -06-F	01	160
CLEVELAND -06-G	01	320
CLEVELAND -06-H	01	160
CLEVELAND -06-I	01	205
CLEVELAND -06-J	01	190
CLEVELAND -06-K	01	190
CLEVELAND -06-L	01	225
CLEVELAND -06-M	01	135
CLEVELAND -06-N	01	180
CLEVELAND -06-O	01	320
CLEVELAND -06-P	01	285
CLEVELAND -06-Q	01	305
CLEVELAND -06-R	01	395
CLEVELAND -06-S	01	205
CLEVELAND -06-T	01	305
CLEVELAND -06-U	01	325
CLEVELAND -07-A	01	220
CLEVELAND -07-B	01	185
CLEVELAND -07-C	01	210
CLEVELAND -07-D	01	250
CLEVELAND -07-E	01	195
CLEVELAND -07-F	01	185
CLEVELAND -07-G	01	205
CLEVELAND -07-H	01	180
CLEVELAND -07-I	01	235
CLEVELAND -07-J	01	210
CLEVELAND -07-K	01	230

CLEVELAND -07-L	01	230
CLEVELAND -07-M	01	230
CLEVELAND -07-N	01	225
CLEVELAND -07-O	01	185
CLEVELAND -07-P	01	230
CLEVELAND -07-Q	01	240
CLEVELAND -07-R	01	175
CLEVELAND -07-S	01	270
CLEVELAND -07-T	01	215
CLEVELAND -07-U	01	145
CLEVELAND -07-V	01	150
CLEVELAND -07-W	01	85
CLEVELAND -08-A	01	395
CLEVELAND -08-B	01	400
CLEVELAND -08-C	01	400
CLEVELAND -08-D	01	290
CLEVELAND -08-E	01	300
CLEVELAND -08-F	01	185
CLEVELAND -08-G	01	385
CLEVELAND -08-H	01	210
CLEVELAND -08-I	01	260
CLEVELAND -08-J	01	345
CLEVELAND -08-K	01	325
CLEVELAND -08-L	01	335
CLEVELAND -08-M	01	280
CLEVELAND -08-N	01	295
CLEVELAND -08-O	01	255
CLEVELAND -08-P	01	225
CLEVELAND -08-Q	01	290
CLEVELAND -08-R	01	190
CLEVELAND -09-A	01	210
CLEVELAND -09-B	01	215
CLEVELAND -09-C	01	225
CLEVELAND -09-D	01	120
CLEVELAND -09-E	01	215
CLEVELAND -09-F	01	190
CLEVELAND -09-G	01	170
CLEVELAND -09-H	01	255
CLEVELAND -09-I	01	180
CLEVELAND -09-J	01	185
CLEVELAND -09-K	01	170
CLEVELAND -09-L	01	280

CLEVELAND -09-M	01	185
CLEVELAND -09-N	01	190
CLEVELAND -09-O	01	200
CLEVELAND -09-P	01	315
CLEVELAND -09-Q	01	205
CLEVELAND -09-R	01	280
CLEVELAND -09-S	01	200
CLEVELAND -09-T	01	110
CLEVELAND -09-U	01	170
CLEVELAND -09-V	01	270
CLEVELAND -09-W	01	210
CLEVELAND -09-X	01	215
CLEVELAND -10-A	01	210
CLEVELAND -10-B	01	245
CLEVELAND -10-C	01	155
CLEVELAND -10-D	01	180
CLEVELAND -10-E	01	165
CLEVELAND -10-F	01	175
CLEVELAND -10-G	01	250
CLEVELAND -10-H	01	160
CLEVELAND -10-I	01	230
CLEVELAND -10-J	01	235
CLEVELAND -10-K	01	250
CLEVELAND -10-L	01	180
CLEVELAND -10-M	01	245
CLEVELAND -10-N	01	150
CLEVELAND -10-O	01	175
CLEVELAND -10-P	01	270
CLEVELAND -10-Q	01	205
CLEVELAND -10-R	01	245
CLEVELAND -10-S	01	235
CLEVELAND -10-T	01	305
CLEVELAND -10-U	01	160
CLEVELAND -10-V	01	230
CLEVELAND -11-A	01	250
CLEVELAND -11-B	01	330
CLEVELAND -11-C	01	335
CLEVELAND -11-D	01	215
CLEVELAND -11-E	01	310
CLEVELAND -11-F	01	385
CLEVELAND -11-G	01	350
CLEVELAND -11-H	01	325

CLEVELAND -11-I	01	305
CLEVELAND -11-J	01	325
CLEVELAND -11-K	01	285
CLEVELAND -11-L	01	260
CLEVELAND -11-M	01	260
CLEVELAND -11-N	01	175
CLEVELAND -11-O	01	350
CLEVELAND -11-P	01	415
CLEVELAND -12-A	01	230
CLEVELAND -12-B	01	360
CLEVELAND -12-C	01	330
CLEVELAND -12-D	01	195
CLEVELAND -12-E	01	185
CLEVELAND -12-F	01	205
CLEVELAND -12-G	01	195
CLEVELAND -12-H	01	280
CLEVELAND -12-I	01	230
CLEVELAND -12-J	01	220
CLEVELAND -12-K	01	200
CLEVELAND -12-L	01	290
CLEVELAND -12-M	01	315
CLEVELAND -12-N	01	355
CLEVELAND -12-O	01	355
CLEVELAND -12-P	01	360
CLEVELAND -12-Q	01	175
CLEVELAND -12-R	01	225
CLEVELAND -12-S	01	145
CLEVELAND -13-A	01	305
CLEVELAND -13-B	01	345
CLEVELAND -13-C	01	285
CLEVELAND -13-D	01	280
CLEVELAND -13-E	01	310
CLEVELAND -13-F	01	240
CLEVELAND -13-G	01	325
CLEVELAND -13-H	01	335
CLEVELAND -13-I	01	345
CLEVELAND -13-J	01	350
CLEVELAND -13-K	01	350
CLEVELAND -13-L	01	305
CLEVELAND -13-M	01	340
CLEVELAND -13-N	01	425
CLEVELAND -13-O	01	380

CLEVELAND -13-P	01	365
CLEVELAND -13-Q	01	330
CLEVELAND -14-A	01	215
CLEVELAND -14-B	01	210
CLEVELAND -14-C	01	255
CLEVELAND -14-D	01	230
CLEVELAND -14-E	01	250
CLEVELAND -14-F	01	285
CLEVELAND -14-G	01	205
CLEVELAND -14-H	01	210
CLEVELAND -14-I	01	235
CLEVELAND -14-J	01	295
CLEVELAND -14-K	01	220
CLEVELAND -14-L	01	285
CLEVELAND -14-M	01	240
CLEVELAND -14-N	01	190
CLEVELAND -14-O	01	210
CLEVELAND -14-P	01	190
CLEVELAND -15-A	01	365
CLEVELAND -15-B	01	395
CLEVELAND -15-C	01	475
CLEVELAND -15-D	01	345
CLEVELAND -15-E	01	230
CLEVELAND -15-F	01	200
CLEVELAND -15-G	01	345
CLEVELAND -15-H	01	325
CLEVELAND -15-I	01	225
CLEVELAND -15-J	01	325
CLEVELAND -15-K	01	255
CLEVELAND -15-L	01	200
CLEVELAND -15-M	01	315
CLEVELAND -15-N	01	450
CLEVELAND -15-O	01	280
CLEVELAND -15-P	01	295
CLEVELAND -15-Q	01	450
CLEVELAND -15-R	01	195
CLEVELAND -16-A	01	110
CLEVELAND -16-B	01	360
CLEVELAND -16-C	01	330
CLEVELAND -16-D	01	345
CLEVELAND -16-E	01	360
CLEVELAND -16-F	01	355

CLEVELAND -16-G	01	285
CLEVELAND -16-H	01	335
CLEVELAND -16-I	01	320
CLEVELAND -16-J	01	330
CLEVELAND -16-K	01	365
CLEVELAND -16-L	01	325
CLEVELAND -16-M	01	295
CLEVELAND -16-N	01	275
CLEVELAND -16-O	01	340
CLEVELAND -16-P	01	315
CLEVELAND -16-Q	01	280
CLEVELAND -17-A	01	335
CLEVELAND -17-B	01	275
CLEVELAND -17-C	01	410
CLEVELAND -17-D	01	370
CLEVELAND -17-E	01	455
CLEVELAND -17-F	01	465
CLEVELAND -17-G	01	285
CLEVELAND -17-H	01	370
CLEVELAND -17-I	01	380
CLEVELAND -17-J	01	490
CLEVELAND -17-K	01	445
CLEVELAND -17-L	01	230
CLEVELAND -17-M	01	355
CLEVELAND -17-N	01	450
CLEVELAND -17-O	01	405
CLEVELAND -17-P	01	455
CLEVELAND -17-Q	01	415
CLEVELAND -17-R	01	420
CLEVELAND -17-S	01	235
CLEVELAND HEIGHTS -01-A	01	345
CLEVELAND HEIGHTS -01-B	01	370
CLEVELAND HEIGHTS -01-C	01	365
CLEVELAND HEIGHTS -01-D	01	300
CLEVELAND HEIGHTS -01-E	01	530
CLEVELAND HEIGHTS -01-F	01	475
CLEVELAND HEIGHTS -02-A	01	425
CLEVELAND HEIGHTS -02-B	01	480
CLEVELAND HEIGHTS -02-C	01	560
CLEVELAND HEIGHTS -02-D	01	500
CLEVELAND HEIGHTS -02-E	01	510
CLEVELAND HEIGHTS -02-F	01	470

CLEVELAND HEIGHTS -03-A	01	255
CLEVELAND HEIGHTS -03-B	01	355
CLEVELAND HEIGHTS -03-C	01	330
CLEVELAND HEIGHTS -03-D	01	400
CLEVELAND HEIGHTS -03-E	01	365
CLEVELAND HEIGHTS -03-F	01	310
CLEVELAND HEIGHTS -04-A	01	445
CLEVELAND HEIGHTS -04-B	01	430
CLEVELAND HEIGHTS -04-C	01	390
CLEVELAND HEIGHTS -04-D	01	370
CLEVELAND HEIGHTS -04-E	01	420
CLEVELAND HEIGHTS -04-F	01	445
CLEVELAND HEIGHTS -04-G	01	485
CLEVELAND HEIGHTS -04-H	01	565
CLEVELAND HEIGHTS -04-I	01	400
CLEVELAND HEIGHTS -05-A	01	455
CLEVELAND HEIGHTS -05-B	01	515
CLEVELAND HEIGHTS -05-C	01	455
CLEVELAND HEIGHTS -05-D	01	440
CLEVELAND HEIGHTS -05-E	01	490
CLEVELAND HEIGHTS -05-F	01	475
CUYAHOGA HEIGHTS -00-A	01	210
EAST CLEVELAND -02-A	01	275
EAST CLEVELAND -02-B	01	250
EAST CLEVELAND -02-C	01	225
EAST CLEVELAND -02-D	01	210
EAST CLEVELAND -03-A	01	275
EAST CLEVELAND -03-B	01	225
EAST CLEVELAND -03-C	01	200
EAST CLEVELAND -03-D	01	230
EAST CLEVELAND -03-E	01	215
EAST CLEVELAND -04-A	01	160
EAST CLEVELAND -04-B	01	240
EAST CLEVELAND -04-C	01	205
EAST CLEVELAND -04-D	01	330
EAST CLEVELAND -04-E	01	240
EAST CLEVELAND -04-F	01	215
EUCLID -01-A	01	500
EUCLID -01-B	01	465
EUCLID -01-C	01	435
EUCLID -01-D	01	410
EUCLID -02-A	01	550

EUCLID -02-B	01	360
EUCLID -02-C	01	405
EUCLID -02-D	01	415
EUCLID -03-A	01	400
EUCLID -03-B	01	385
EUCLID -03-C	01	340
EUCLID -03-D	01	325
EUCLID -04-A	01	470
EUCLID -04-B	01	435
EUCLID -04-C	01	430
EUCLID -04-D	01	415
EUCLID -05-A	01	535
EUCLID -05-B	01	420
EUCLID -05-C	01	405
EUCLID -05-D	01	520
EUCLID -06-A	01	445
EUCLID -06-B	01	460
EUCLID -06-C	01	450
EUCLID -06-D	01	440
EUCLID -07-A	01	415
EUCLID -07-B	01	355
EUCLID -07-C	01	365
EUCLID -07-D	01	380
EUCLID -08-A	01	350
EUCLID -08-B	01	455
EUCLID -08-C	01	440
EUCLID -08-D	01	330
FAIRVIEW PARK -01-A	01	460
FAIRVIEW PARK -01-B	01	370
FAIRVIEW PARK -01-C	01	330
FAIRVIEW PARK -02-A	01	110
FAIRVIEW PARK -02-B	01	440
FAIRVIEW PARK -02-C	01	470
FAIRVIEW PARK -03-A	01	580
FAIRVIEW PARK -03-B	01	560
FAIRVIEW PARK -04-A	01	560
FAIRVIEW PARK -04-B	01	540
FAIRVIEW PARK -05-A	01	620
FAIRVIEW PARK -05-B	01	585
GARFIELD HEIGHTS -01-A	01	500
GARFIELD HEIGHTS -01-B	01	345
GARFIELD HEIGHTS -01-C	01	275

GARFIELD HEIGHTS -02-A	01	440
GARFIELD HEIGHTS -02-B	01	455
GARFIELD HEIGHTS -03-A	01	495
GARFIELD HEIGHTS -03-B	01	435
GARFIELD HEIGHTS -04-A	01	300
GARFIELD HEIGHTS -04-B	01	365
GARFIELD HEIGHTS -04-C	01	355
GARFIELD HEIGHTS -05-A	01	405
GARFIELD HEIGHTS -05-B	01	305
GARFIELD HEIGHTS -05-C	01	370
GARFIELD HEIGHTS -06-A	01	375
GARFIELD HEIGHTS -06-B	01	380
GARFIELD HEIGHTS -06-C	01	370
GARFIELD HEIGHTS -07-A	01	370
GARFIELD HEIGHTS -07-B	01	360
GARFIELD HEIGHTS -07-C	01	370
GATES MILLS -00-A	01	440
GATES MILLS -00-B	01	490
GLENWILLOW -01-A	01	105
GLENWILLOW -02-A	01	75
GLENWILLOW -03-A	01	90
HIGHLAND HEIGHTS -01-A	01	410
HIGHLAND HEIGHTS -01-B	01	370
HIGHLAND HEIGHTS -02-A	01	460
HIGHLAND HEIGHTS -02-B	01	405
HIGHLAND HEIGHTS -03-A	01	365
HIGHLAND HEIGHTS -03-B	01	385
HIGHLAND HEIGHTS -04-A	01	335
HIGHLAND HEIGHTS -04-B	01	380
HIGHLAND HILLS -00-A	01	225
HUNTING VALLEY -00-A	01	250
INDEPENDENCE -00-A	01	515
INDEPENDENCE -00-B	01	595
INDEPENDENCE -00-C	01	575
INDEPENDENCE -00-D	01	465
INDEPENDENCE -00-E	01	590
LAKEWOOD -01-A	01	425
LAKEWOOD -01-B	01	435
LAKEWOOD -01-C	01	450
LAKEWOOD -01-D	01	450
LAKEWOOD -01-E	01	500
LAKEWOOD -01-F	01	365

LAKESWOOD -01-G	01	405
LAKESWOOD -01-H	01	570
LAKESWOOD -01-I	01	440
LAKESWOOD -02-A	01	485
LAKESWOOD -02-B	01	495
LAKESWOOD -02-C	01	520
LAKESWOOD -02-D	01	465
LAKESWOOD -02-E	01	585
LAKESWOOD -02-F	01	495
LAKESWOOD -02-G	01	380
LAKESWOOD -02-H	01	395
LAKESWOOD -02-I	01	405
LAKESWOOD -03-A	01	450
LAKESWOOD -03-B	01	405
LAKESWOOD -03-C	01	540
LAKESWOOD -03-D	01	475
LAKESWOOD -03-E	01	330
LAKESWOOD -03-F	01	400
LAKESWOOD -03-G	01	350
LAKESWOOD -03-H	01	400
LAKESWOOD -03-I	01	470
LAKESWOOD -04-A	01	400
LAKESWOOD -04-B	01	510
LAKESWOOD -04-C	01	305
LAKESWOOD -04-D	01	505
LAKESWOOD -04-E	01	345
LAKESWOOD -04-F	01	365
LAKESWOOD -04-G	01	320
LAKESWOOD -04-H	01	400
LAKESWOOD -04-I	01	405
LAKESWOOD -04-J	01	305
LINNDALE -00-A	01	30
LYNDHURST -01-A	01	335
LYNDHURST -01-B	01	400
LYNDHURST -01-C	01	475
LYNDHURST -02-A	01	545
LYNDHURST -02-B	01	525
LYNDHURST -03-A	01	480
LYNDHURST -03-B	01	415
LYNDHURST -03-C	01	375
LYNDHURST -04-A	01	375
LYNDHURST -04-B	01	440

LYNDHURST -04-C	01	430
MAPLE HEIGHTS -01-A	01	450
MAPLE HEIGHTS -01-B	01	465
MAPLE HEIGHTS -02-A	01	460
MAPLE HEIGHTS -02-B	01	425
MAPLE HEIGHTS -03-A	01	460
MAPLE HEIGHTS -03-B	01	375
MAPLE HEIGHTS -04-A	01	325
MAPLE HEIGHTS -04-B	01	310
MAPLE HEIGHTS -04-C	01	265
MAPLE HEIGHTS -05-A	01	415
MAPLE HEIGHTS -05-B	01	350
MAPLE HEIGHTS -06-A	01	435
MAPLE HEIGHTS -06-B	01	420
MAPLE HEIGHTS -07-A	01	360
MAPLE HEIGHTS -07-B	01	300
MAPLE HEIGHTS -07-C	01	335
MAYFIELD HEIGHTS -00-A	01	385
MAYFIELD HEIGHTS -00-B	01	465
MAYFIELD HEIGHTS -00-C	01	520
MAYFIELD HEIGHTS -00-D	01	460
MAYFIELD HEIGHTS -00-E	01	465
MAYFIELD HEIGHTS -00-F	01	355
MAYFIELD HEIGHTS -00-G	01	480
MAYFIELD HEIGHTS -00-H	01	305
MAYFIELD HEIGHTS -00-I	01	390
MAYFIELD HEIGHTS -00-J	01	315
MAYFIELD HEIGHTS -00-K	01	540
MAYFIELD HEIGHTS -00-L	01	540
MAYFIELD HEIGHTS -00-M	01	350
MAYFIELD VILLAGE -01-A	01	300
MAYFIELD VILLAGE -02-A	01	340
MAYFIELD VILLAGE -03-A	01	330
MAYFIELD VILLAGE -04-A	01	250
MIDDLEBURG HEIGHTS -01-A	01	555
MIDDLEBURG HEIGHTS -01-B	01	260
MIDDLEBURG HEIGHTS -01-C	01	510
MIDDLEBURG HEIGHTS -02-A	01	440

MIDDLEBURG HEIGHTS -02-B	01	385
MIDDLEBURG HEIGHTS -02-C	01	345
MIDDLEBURG HEIGHTS -03-A	01	410
MIDDLEBURG HEIGHTS -03-B	01	420
MIDDLEBURG HEIGHTS -03-C	01	465
MIDDLEBURG HEIGHTS -04-A	01	555
MIDDLEBURG HEIGHTS -04-B	01	495
MORELAND HILLS -00-A	01	540
MORELAND HILLS -00-B	01	535
MORELAND HILLS -00-C	01	310
NEWBURGH HEIGHTS -00-A	01	415
NORTH OLMSTED -01-A	01	535
NORTH OLMSTED -01-B	01	495
NORTH OLMSTED -01-C	01	545
NORTH OLMSTED -01-D	01	455
NORTH OLMSTED -01-E	01	475
NORTH OLMSTED -02-A	01	510
NORTH OLMSTED -02-B	01	445
NORTH OLMSTED -02-C	01	550
NORTH OLMSTED -02-D	01	525
NORTH OLMSTED -02-E	01	375
NORTH OLMSTED -03-A	01	500
NORTH OLMSTED -03-B	01	95
NORTH OLMSTED -03-C	01	560
NORTH OLMSTED -03-D	01	545
NORTH OLMSTED -03-E	01	450
NORTH OLMSTED -03-F	01	500
NORTH OLMSTED -04-A	01	525
NORTH OLMSTED -04-B	01	435
NORTH OLMSTED -04-C	01	380
NORTH OLMSTED -04-D	01	460
NORTH OLMSTED -04-E	01	455
NORTH RANDALL -00-A	01	255
NORTH ROYALTON -01-A	01	480
NORTH ROYALTON -01-B	01	450
NORTH ROYALTON -01-C	01	520
NORTH ROYALTON -02-A	01	445

NORTH ROYALTON -02-B	01	480
NORTH ROYALTON -02-C	01	415
NORTH ROYALTON -02-D	01	130
NORTH ROYALTON -03-A	01	420
NORTH ROYALTON -03-B	01	555
NORTH ROYALTON -03-C	01	425
NORTH ROYALTON -03-D	01	270
NORTH ROYALTON -04-A	01	495
NORTH ROYALTON -04-B	01	640
NORTH ROYALTON -04-C	01	405
NORTH ROYALTON -05-A	01	360
NORTH ROYALTON -05-B	01	405
NORTH ROYALTON -05-C	01	455
NORTH ROYALTON -05-D	01	485
NORTH ROYALTON -06-A	01	380
NORTH ROYALTON -06-B	01	505
NORTH ROYALTON -06-C	01	385
NORTH ROYALTON -06-D	01	590
OAKWOOD -01-A	01	305
OAKWOOD -02-A	01	300
OAKWOOD -03-A	01	175
OAKWOOD -04-A	01	180
OAKWOOD -05-A	01	180
OLMSTED FALLS -01-A	01	285
OLMSTED FALLS -01-B	01	315
OLMSTED FALLS -02-A	01	330
OLMSTED FALLS -02-B	01	425
OLMSTED FALLS -03-A	01	595
OLMSTED FALLS -03-B	01	245
OLMSTED FALLS -04-A	01	320
OLMSTED FALLS -04-B	01	420
OLMSTED TOWNSHIP -00-A	01	530
OLMSTED TOWNSHIP -00-B	01	445
OLMSTED TOWNSHIP -00-C	01	420
OLMSTED TOWNSHIP -00-D	01	470
OLMSTED TOWNSHIP -00-E	01	525
OLMSTED TOWNSHIP -00-F	01	550
OLMSTED TOWNSHIP -00-G	01	470
OLMSTED TOWNSHIP -00-H	01	540
OLMSTED TOWNSHIP -00-I	01	475
ORANGE -00-A	01	390
ORANGE -00-B	01	370

ORANGE -00-C	01	540
PARMA -01-A	01	300
PARMA -01-B	01	355
PARMA -01-C	01	460
PARMA -01-D	01	450
PARMA -01-E	01	415
PARMA -01-F	01	395
PARMA -02-A	01	435
PARMA -02-B	01	500
PARMA -02-C	01	480
PARMA -02-D	01	445
PARMA -02-E	01	510
PARMA -03-A	01	440
PARMA -03-B	01	470
PARMA -03-C	01	465
PARMA -03-D	01	455
PARMA -03-E	01	450
PARMA -04-A	01	470
PARMA -04-B	01	410
PARMA -04-C	01	425
PARMA -04-D	01	455
PARMA -04-E	01	470
PARMA -05-A	01	475
PARMA -05-B	01	525
PARMA -05-C	01	465
PARMA -05-D	01	435
PARMA -05-E	01	430
PARMA -05-F	01	380
PARMA -06-A	01	470
PARMA -06-B	01	525
PARMA -06-C	01	515
PARMA -06-D	01	510
PARMA -06-E	01	535
PARMA -07-A	01	485
PARMA -07-B	01	405
PARMA -07-C	01	370
PARMA -07-D	01	480
PARMA -07-E	01	485
PARMA -07-F	01	340
PARMA -08-A	01	475
PARMA -08-B	01	415
PARMA -08-C	01	525

PARMA -08-D	01	465
PARMA -08-E	01	480
PARMA -09-A	01	525
PARMA -09-B	01	470
PARMA -09-C	01	515
PARMA -09-D	01	510
PARMA -09-E	01	480
PARMA HEIGHTS -01-A	01	405
PARMA HEIGHTS -01-B	01	485
PARMA HEIGHTS -01-C	01	470
PARMA HEIGHTS -02-A	01	490
PARMA HEIGHTS -02-B	01	480
PARMA HEIGHTS -02-C	01	410
PARMA HEIGHTS -03-A	01	470
PARMA HEIGHTS -03-B	01	530
PARMA HEIGHTS -03-C	01	405
PARMA HEIGHTS -04-A	01	450
PARMA HEIGHTS -04-B	01	475
PARMA HEIGHTS -04-C	01	485
PEPPER PIKE -00-A	01	490
PEPPER PIKE -00-B	01	470
PEPPER PIKE -00-C	01	600
PEPPER PIKE -00-D	01	520
PEPPER PIKE -00-E	01	455
RICHMOND HEIGHTS -01-A	01	460
RICHMOND HEIGHTS -01-B	01	190
RICHMOND HEIGHTS -02-A	01	395
RICHMOND HEIGHTS -02-B	01	385
RICHMOND HEIGHTS -03-A	01	350
RICHMOND HEIGHTS -03-B	01	350
RICHMOND HEIGHTS -03-C	01	255
RICHMOND HEIGHTS -04-A	01	550
RICHMOND HEIGHTS -04-B	01	385
ROCKY RIVER -01-A	01	540
ROCKY RIVER -01-B	01	520
ROCKY RIVER -01-C	01	360
ROCKY RIVER -01-D	01	550
ROCKY RIVER -02-A	01	440
ROCKY RIVER -02-B	01	475
ROCKY RIVER -02-C	01	500
ROCKY RIVER -02-D	01	475
ROCKY RIVER -03-A	01	590

ROCKY RIVER -03-B	01	435
ROCKY RIVER -03-C	01	465
ROCKY RIVER -03-D	01	420
ROCKY RIVER -04-A	01	355
ROCKY RIVER -04-B	01	425
ROCKY RIVER -04-C	01	425
ROCKY RIVER -04-D	01	560
SEVEN HILLS -01-A	01	505
SEVEN HILLS -01-B	01	555
SEVEN HILLS -02-A	01	490
SEVEN HILLS -02-B	01	530
SEVEN HILLS -03-A	01	525
SEVEN HILLS -03-B	01	495
SEVEN HILLS -04-A	01	510
SEVEN HILLS -04-B	01	455
SHAKER HEIGHTS -00-A	01	400
SHAKER HEIGHTS -00-B	01	440
SHAKER HEIGHTS -00-C	01	520
SHAKER HEIGHTS -00-D	01	505
SHAKER HEIGHTS -00-E	01	415
SHAKER HEIGHTS -00-F	01	295
SHAKER HEIGHTS -00-G	01	400
SHAKER HEIGHTS -00-H	01	465
SHAKER HEIGHTS -00-I	01	470
SHAKER HEIGHTS -00-J	01	530
SHAKER HEIGHTS -00-K	01	425
SHAKER HEIGHTS -00-L	01	465
SHAKER HEIGHTS -00-M	01	455
SHAKER HEIGHTS -00-N	01	385
SHAKER HEIGHTS -00-O	01	570
SHAKER HEIGHTS -00-P	01	390
SHAKER HEIGHTS -00-Q	01	570
SHAKER HEIGHTS -00-R	01	515
SHAKER HEIGHTS -00-S	01	480
SHAKER HEIGHTS -00-T	01	480
SHAKER HEIGHTS -00-U	01	580
SOLON -01-A	01	425
SOLON -01-B	01	445
SOLON -01-C	01	325
SOLON -02-A	01	445
SOLON -02-B	01	480
SOLON -03-A	01	590

SOLON -03-B	01	545
SOLON -04-A	01	365
SOLON -04-B	01	340
SOLON -04-C	01	530
SOLON -05-A	01	555
SOLON -05-B	01	540
SOLON -05-C	01	135
SOLON -06-A	01	480
SOLON -06-B	01	270
SOLON -06-C	01	375
SOLON -07-A	01	535
SOLON -07-B	01	475
SOUTH EUCLID -01-A	01	390
SOUTH EUCLID -01-B	01	400
SOUTH EUCLID -01-C	01	500
SOUTH EUCLID -01-D	01	450
SOUTH EUCLID -02-A	01	470
SOUTH EUCLID -02-B	01	485
SOUTH EUCLID -02-C	01	505
SOUTH EUCLID -02-D	01	400
SOUTH EUCLID -03-A	01	385
SOUTH EUCLID -03-B	01	365
SOUTH EUCLID -03-C	01	370
SOUTH EUCLID -03-D	01	380
SOUTH EUCLID -04-A	01	460
SOUTH EUCLID -04-B	01	300
SOUTH EUCLID -04-C	01	300
SOUTH EUCLID -04-D	01	425
STRONGSVILLE -01-A	01	530
STRONGSVILLE -01-B	01	345
STRONGSVILLE -01-C	01	485
STRONGSVILLE -01-D	01	595
STRONGSVILLE -01-E	01	440
STRONGSVILLE -01-F	01	680
STRONGSVILLE -01-G	01	470
STRONGSVILLE -02-A	01	450
STRONGSVILLE -02-B	01	400
STRONGSVILLE -02-C	01	460
STRONGSVILLE -02-D	01	405
STRONGSVILLE -02-E	01	270
STRONGSVILLE -02-F	01	410
STRONGSVILLE -02-G	01	470

STRONGSVILLE -02-H	01	400
STRONGSVILLE -02-I	01	500
STRONGSVILLE -03-A	01	565
STRONGSVILLE -03-B	01	540
STRONGSVILLE -03-C	01	600
STRONGSVILLE -03-D	01	705
STRONGSVILLE -03-E	01	630
STRONGSVILLE -03-F	01	470
STRONGSVILLE -03-G	01	415
STRONGSVILLE -04-A	01	665
STRONGSVILLE -04-B	01	550
STRONGSVILLE -04-C	01	630
STRONGSVILLE -04-D	01	380
STRONGSVILLE -04-E	01	535
STRONGSVILLE -04-F	01	475
STRONGSVILLE -04-G	01	505
UNIVERSITY HEIGHTS -00-A	01	405
UNIVERSITY HEIGHTS -00-B	01	385
UNIVERSITY HEIGHTS -00-C	01	390
UNIVERSITY HEIGHTS -00-D	01	470
UNIVERSITY HEIGHTS -00-E	01	370
UNIVERSITY HEIGHTS -00-F	01	360
UNIVERSITY HEIGHTS -00-G	01	455
UNIVERSITY HEIGHTS -00-H	01	495
UNIVERSITY HEIGHTS -00-I	01	395
VALLEY VIEW -00-A	01	385
VALLEY VIEW -00-B	01	365
WALTON HILLS -00-A	01	460
WALTON HILLS -00-B	01	425
WARRENSVILLE HTS -01-A	01	310
WARRENSVILLE HTS -01-B	01	280
WARRENSVILLE HTS -02-A	01	255
WARRENSVILLE HTS -02-B	01	240
WARRENSVILLE HTS -03-A	01	580
WARRENSVILLE HTS -04-A	01	205
WARRENSVILLE HTS -04-B	01	315
WARRENSVILLE HTS -05-A	01	320
WARRENSVILLE HTS -05-B	01	220
WARRENSVILLE HTS -06-A	01	485
WARRENSVILLE HTS -07-A	01	195
WARRENSVILLE HTS -07-B	01	255
WESTLAKE -01-A	01	560

WESTLAKE -01-B	01	475
WESTLAKE -01-C	01	540
WESTLAKE -01-D	01	420
WESTLAKE -02-A	01	425
WESTLAKE -02-B	01	495
WESTLAKE -02-C	01	485
WESTLAKE -02-D	01	475
WESTLAKE -03-A	01	480
WESTLAKE -03-B	01	355
WESTLAKE -03-C	01	515
WESTLAKE -03-D	01	335
WESTLAKE -04-A	01	460
WESTLAKE -04-B	01	470
WESTLAKE -04-C	01	495
WESTLAKE -04-D	01	445
WESTLAKE -05-A	01	465
WESTLAKE -05-B	01	395
WESTLAKE -05-C	01	495
WESTLAKE -05-D	01	425
WESTLAKE -06-A	01	410
WESTLAKE -06-B	01	515
WESTLAKE -06-C	01	505
WESTLAKE -06-D	01	490
WOODMERE -00-A	01	200

Agenda Item

#7

Resignations from Elected Office

1. John M. Licastro, Village of Bratenahl, Mayor¹
2. Barbara Blankfeld, University Heights City Council, Member of Council²
3. Justin Gould, University Heights City Council, Member of Council³

Appointment to Elected Office

1. Keith A. Benjamin, Village of Bratenahl, Mayor
2. Threse Marshall, University Heights City Council, Member of Council⁴
3. Winifred J. Weizer, University Heights City Council, Member of Council⁵

¹ Term ends 12-31-2023; no special election is required.

² *Ibid.*

³ *Ibid.*

⁴ Replaces Justin Gould on Council.

⁵ Replaces Barbara Blankfeld on Council.



June 26, 2023

Effective July 1, 2023, I will be retiring as Mayor of the Village of Bratenahl. This will end my 22 years as Mayor of this community and 40 years of involvement in Bratenahl government.

John M. Licastro
Mayor of Bratenahl
411 Bratenahl Road
Bratenahl, Ohio 44108

216-681-4266 office
216-681-3811 fax
216-570-3194 cell
jlicastro@bratenahl.org

www.bratenahl.org



From: [Barbara Blankfeld](#)
To: [Michele Weiss](#); [John Rach](#); [Sheri Sax](#); [Christopher Cooney](#); [Brian King](#); [Threse Marshall](#)
Cc: [Luke McConville Foward](#); [Michael Cicero Forward](#); [Dennis Kennedy](#); [Geoff Englebrecht](#); [Dustin Rogers](#); [Bob Perko](#); [Susan Drucker](#); [Kelly Thomas](#); [Jeune Drayton](#)
Subject: My resignation from University Heights City Council effective May 31, 2023.
Date: Wednesday, May 31, 2023 11:41:40 PM
Attachments: [OutlookEmoji-1578601918884a5cab89a-7223-4bcd-8496-c25daaf6d8e3.png](#)

This message was sent from the City of University Heights.

Good Evening All -

Harvey and I have decided to move out of University Heights. You have become respected colleagues and trusted friends, and you know that this was not an easy, although essential, decision. Your support has meant everything to us.

During the seven years that we have lived here, we went from being regular attendees at every council meeting and active resident committee members that earned us Civic Award Volunteers of the Year in 2019 to the great honor of my humbly serving as a member of this City Council.

Serving alongside you and having the mentorship and support of former Councilmembers Sue Pardee, Mark Wiseman, and Steve Sims to guide my work on Council and my subsequent campaign has been an incredible privilege and not one I will soon forget. I am forever grateful for this opportunity to selflessly and joyfully serve our residents and to have been a voice for my neighbors. Additionally, I am confident that you will choose a worthy successor to complete the last months of this unexpired term, and I wish them every possible success.

We know that it has very often been unnecessarily challenging, and regretfully that may not soon change; however, I take comfort in knowing that the decisions made that impact the lives of our residents will continue to spring from a well of ethics, intelligence, experience, fairness, genuine collaboration, and sensible and sound reasoning - free from being clouded by selfish and unprofessional influences. Always remember that kindness is essential: We may not always know what battle others may be fighting that we know nothing about. You are the salt of this earth, and I am grateful to have worked and served with you all. Stay the course!

Thank you.

All the Best,

Barbara Blankfeld

23 JUN 26 AM 9:47



Barbara Blankfeld | Councilmember

City of University Heights

2300 Warrensville Center Road, University Heights, Ohio 44118-3895

Personal Mobile: (216) 215-0210

bbankfeld@universityheights.com



Please consider the environment before printing



**UNIVERSITY
HEIGHTS**

April 17, 2023

Kelly M. Thomas
Clerk of Council
2300 Warrensville Center Road
University Heights, Ohio 44118

RE: Council at Large Resignation

Dear Ms. Thomas:

As noted in my remarks at this evening's council meeting, the most joyous of personal commitments compel me to move to North Carolina. Accordingly, with gratitude for the opportunity to serve, and pride in the work we have accomplished, by this letter I resign my position as Councilperson At-Large for the city of University Heights with immediate effect.

Please record this letter and forward a copy of the same to Mr. McConville.

Sincerely,

CERTIFICATION

I Kelly M. Thomas, Clerk Of Council of the City of University Heights, Ohio, do hereby certify that the foregoing is a true and correct copy of Ordinance-Resolution No. Presented, passed by the Council of said City at its meeting held on April 17, 2023.


Justin Gould

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of said City this 20th day of April, 2023.


Clerk of Council
City of University Heights

Certification to Fill Vacancy in Elected Office

07/01/2023

(MM/DD/YYYY)

Bratenahl, Ohio

(City/Village/Township)

To the Board of Elections of Cuyahoga County

The undersigned respectfully certify/affirm that a vacancy in the office of Mayor, in the

Bratenahl

(City/Village/Township/School)

has occurred on

06/30/2023

(MM/DD/YYYY)

due to the retirement

(Death, Resignation, Etc.)

of John M. Licastro

(Print name of office holder)

The Council/ORE

(Council/Mayor/School Board etc.)

has appointed

Keith A. Benjamin

(Print name of appointee)

in accordance with law (ORE 733.25),

(State applicable ORC/Charter sections)

who is a qualified elector residing at 10017 Burton Ave. Bratenahl 44108

(State full street address, city and zip code)

216-288-6378 kbenjamin@bratenahl.org

(State phone number and email)

to hold the office and to perform the duties thereof until a successor is elected and qualified as provided by law.

[Signature]

Clerk of Council

7/1/23

*Signed by appointing authority or representative
(Clerk of Council, School Treasurer, Mayor, etc.)

(Title)

(Date)

****This document shall be certified or notarized to the Board of Elections**

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment required action at a public meeting, list the meeting date _____ and provide a copy of the agenda or meeting minutes.
- Attach a copy of the ORC / Charter sections listed above.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

23 JUL 3 PM 2:02



Ohio Revised Code

Section 733.25 Vacancy in office of mayor of village.

Effective: February 17, 1972

Legislation: House Bill 194 - 109th General Assembly

When the mayor is absent from the village, or is unable for any cause to perform his duties, the president pro tempore of the legislative authority shall be acting mayor. In case of the death, resignation, or removal of the mayor, such president pro tempore shall become the mayor and shall hold the office until his successor is elected and qualified. Such successor shall be elected to the office for the unexpired term, at the first regular municipal election that occurs more than forty days after the vacancy has occurred; except that when the unexpired term ends within one year immediately following the date of such election, an election to fill such unexpired term shall not be held and the president of the legislative authority of the city shall hold the office for such unexpired term.



OATH OF OFFICE

STATE OF OHIO
COUNTY OF CUYAHOGA
VILLAGE OF BRATENAHL

I, Keith Ari Benjamin, do solemnly swear that I will support, uphold, defend, and protect The Constitution of the United States, the Constitution of the State of Ohio, and the Laws and Ordinances of the Village of Bratenahl.

I will faithfully, honestly, diligently, and impartially discharge all of the powers and duties incumbent upon me as Mayor in the Village of Bratenahl, Cuyahoga County and State of Ohio, according to the best of my abilities and understanding.

So, Help Me God.

Keith Ari Benjamin

Sworn to and subscribed to me this 1st day of July, 2023

Honorable Georgine Welo
Mayor of South Euclid

Certified by:
Diana Cooks

Clerk of Council Village of Bratenahl

Certification to Fill Vacancy in Elected Office

0516/2023

(MM/DD/YYYY)

City of University Heights, Ohio

(City/Village/Township)

To the Board of Elections of Cuyahoga County

The undersigned respectfully certifies that a vacancy in the office of City Council, in the City of University Heights has occurred on 04/18/2023
(City/Village/Township/School) (MM/DD/YYYY)

due to the Resignation of Justin Gould
(Death, Resignation, Etc.) (Print name of office holder)

The City Council has appointed Threse Marshall, to fill the vacancy
(Council/Mayor/School Board etc.) (Print name of appointee)

under the authority of City Charter Section 3,
(cite the ORC/Charter/Ordinance sections granting the appointing authority)

who is a qualified elector residing at 3594 Northcliffe Road, University Heights, 44118,
(State full street address, city, and zip code)

(216) 544-4653 thmarshall1@yahoo.com
(State phone number and email)

to hold the office and to perform the duties thereof until a successor is elected and qualified as provided by law.

Through my signature below, represent and warrant that I have full and complete authority to issue this certification and that the Cuyahoga County Board of Elections may rely upon the information disclosed herein. I further declare that the foregoing covenants of authority and the described appointment are valid, true and accurate based on my own personal knowledge.



Clerk of Council

5/16

**Signed by appointing authority or authorized representative (i.e., Clerk of Council, School Treasurer, Mayor, etc.)

(Title)

(Date)

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment requires action at a public meeting, list the meeting date _____ and provide a copy of the agenda or meeting minutes.
- Attach a copy of the ORC / Charter / Ordinance sections listed above.

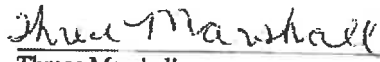
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

23 JUN 26 AM 9:47

OATH OF OFFICE

STATE OF OHIO)
)
COUNTY OF CUYAHOGA)

I, **THRESE MARSHALL**, do solemnly swear to support the Constitution and laws of the United States of America, the Constitution and Laws of the State of Ohio, and the Charter and Ordinances of the City of University Heights to the best of my ability as Council Member of the City of University Heights, so help me God.


Threse Marshall
Council Member of the
City of University Heights, Ohio

SWORN TO BEFORE ME and signed in my presence this
17th day of May, 2023.


Mayor Michael Dylan Brennan
City of University Heights, Ohio

Certification to Fill Vacancy in Elected Office

06/30/2023

(MM/DD/YYYY)

City of University Heights, Ohio

(City/Village/Township)

To the Board of Elections of Cuyahoga County

The undersigned respectfully certifies that a vacancy in the office of City Council, in the

City of University Heights

(City/Village/Township/School)

has occurred on

05/31/2023

(MM/DD/YYYY)

due to the Resignation of Barbara Blankfeld.
(Death, Resignation, Etc.) (Print name of office holder)

The Council has appointed Winifred J. Weizer, to fill the vacancy
(Council/Mayor/School Board etc.) (Print name of appointee)

under the authority of Charter Article 3 Section 3,
(cite the ORC/Charter/Ordinance sections granting the appointing authority)

who is a qualified elector residing at 2177 Jackson Blvd., University Heights 44118,
(State full street address, city, and zip code)

216-702-8300 | winfud@gmail.com

(State phone number and email)

to hold the office and to perform the duties thereof until a successor is elected and qualified as provided by law.

Through my signature below, represent and warrant that I have full and complete authority to issue this certification and that the Cuyahoga County Board of Elections may rely upon the information disclosed herein. I further declare that the foregoing covenants of authority and the described appointment are valid, true and accurate based on my own personal knowledge.



Clerk of Council

6/30

**Signed by appointing authority or authorized representative (i.e., Clerk of Council, School Treasurer, Mayor, etc.)

(Title)

(Date)

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment requires action at a public meeting, list the meeting date 06/28/2023 and provide a copy of the agenda or meeting minutes.
- Attach a copy of the ORC / Charter / Ordinance sections listed above.

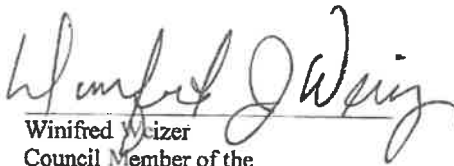
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

23 JUN 30 PM 12:05


OATH OF OFFICE

STATE OF OHIO)
)
COUNTY OF CUYAHOGA)

I, **WINIFRED WEIZER** do solemnly swear to support the Constitution and laws of the United States of America, the Constitution and Laws of the State of Ohio, and the Charter and Ordinances of the City of University Heights to the best of my ability as Council Member of the City of University Heights, so help me God.


Winifred Weizer
Council Member of the
City of University Heights, Ohio

SWORN TO BEFORE ME and signed in my presence this
28th day of June, 2023.


~~Luke F. McConville~~
~~Law Director~~
~~City of University Heights, Ohio~~
Magistrate Mark Wiseman, Esq., Notary
My commission has no expiration
date (Bar No 0059637)

23 JUN 30 PM 12:05



**NOTICE OF
SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 27, 2023 MEETING CANCELLED**

**MEETING CANCELLED &
RESCHEDULED BY VICE MAYOR
WEISS AND COUNCILPERSON SAX
TO:
WEDNESDAY, JUNE 28, 2023 - 6:00PM**

**LOCATION:
City Meeting Room
(former Wiley Middle School Library
next door to Board of Education)
2181 Miramar Blvd.
University Heights, Ohio**

**NOTE: Executive Session may follow meeting to discuss legal, personnel and real estate matters.
(Motion Required)**

1. Roll Call
2. Agenda Item:
 - A. Renewal of Nominations for Vacant Council Seat
3. Adjournment

23 JUN 30 PM 12:05

ARTICLE 3. COUNCIL

SECTION 1. Powers, Number and Term. The legislative power of the City, except as limited by this Charter, and such additional powers as may be expressly granted by this Charter, shall be vested in a Council of seven members elected at large. The terms of the members of the Council shall begin the first day of January next following their election, and they shall serve for a term of four years or until their successors are chosen and qualified except that of the seven members elected in 1941 the three receiving the highest number of votes shall serve for four years and the remaining four shall serve for two years.

SECTION 2. Organization. At the first Council meeting in January, but not later than the 7th day of January in the year 1958, and in January of each second year thereafter the Council shall meet in the Council Chamber and organize. At such organization meeting the Council shall elect by a majority vote one Councilman, Vice-Mayor, and Councilmen members of boards and commissions required by this Charter or by ordinance, each to serve until the next organization meeting unless he shall cease in the meantime to be a councilman.

(11-5-1957)

SECTION 3. Vacancy. Any vacancy in the Council, except as otherwise provided in this Charter, shall be filled by appointment by a majority vote of the remaining members of the Council. If the vacancy be not so filled within thirty (30) days, the Mayor shall fill it by appointment. Such appointee shall hold office for the unexpired term of the member in whose office the vacancy occurs or until a successor is elected and qualified.

A successor shall be elected at the next general municipal election if:

1. More than two (2) years remain in the unexpired term when the vacancy occurs; and if
2. The vacancy occurs more than seventy-five (75) days prior to such election.

At such election each candidate for Council, in his declaration of candidacy and nominating petition, shall designate the term of office to which he seeks election by stating therein, if a full term, the date of commencement of said term as follows: "Full term commencing (DATE)" or by stating therein, if an unexpired term, the date on which it will end, as follows: "Unexpired term ending (DATE)". The term of no councilman shall be lengthened by his resignation and subsequent appointment, but an appointee may be a candidate for subsequent election.

(11-6-1979)

SECTION 4. Clerk of Council. The Council shall appoint a Clerk who shall be the Clerk of the Council and Secretary of the City Planning Commission, the Civil Service Commission, the Board of Zoning Appeals, and such other boards and commissions as the Council may establish by ordinance. He shall give all notices of meetings, keep the records and minutes of the Council and of the boards and commissions of which he is secretary, authenticate all records, documents and instruments of the City on which authentication is proper, and for that purpose shall have and use a seal.

The Clerk shall examine warrants and disbursement checks approved by the Director of Finance and shall countersign checks in the manner provided by ordinance. He shall perform all such other duties as the Council may require.

(11-6-1979)

SECTION 5. Procedure. A majority of the members elected to the Council shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time and compel the attendance of absent members. The Council shall keep a journal of its proceedings.

All regular and special meetings of Council and Council committees shall be publicly announced and shall be open to the public in accordance with the provisions of the Ohio "Sunshine Law" as it may be amended from time to time, presently codified at Section 121.22 of the Ohio Revised Code. Council may hold an executive session at any regular or special meeting of Council, upon the majority roll call vote of a quorum of Council, for the sole purpose of the consideration of any matter specified in Ohio Revised Code Section 121.22, as it may be amended from time to time.

The Council shall, by ordinance, make provision for the following:

- a. The time and place of regular meetings, providing for at least two regular meetings in each calendar month excepting the months of July and August;
- b. The manner of calling special meetings;
- c. The enforcement of attendance at its meetings and punishment of disorderly conduct thereat;
- d. The form and method of enacting ordinances and resolutions, but no ordinance or resolution except general appropriation ordinances shall contain more than one subject which shall be clearly stated in the title; and general appropriation ordinances shall be confined to the subject of appropriations;
- e. The manner of giving public notice of the enactment of ordinances and of any other of its acts or proceedings which it deems proper to publish;
- f. The reduction of unpaid installments and the return of paid installments of assessments levied in larger amounts than necessary to pay for public improvements, to the extent that such reductions and returns are authorized by the general law of Ohio;

29 JUN 30 PM 12:05

g. The procedure for making public improvements and for levying assessments, provided that two or more public improvements, including the levying of assessments therefor, may be combined in one proceeding if the Council finds that it will be economical and practical to undertake said improvements jointly;

h. The advertising and awarding of contracts;

i. The employment of expert consultants to advise and assist the city officials and employees with respect to municipal problems and such other general regulations as the Council may deem necessary;

j. The printing, publishing and distribution of financial reports and such other reports of general interest as the Council shall determine, at City expense, providing that such reports shall be factual only and do not express an opinion or promote any person, position, group of persons, or any idea, theory or viewpoint of a political or controversial nature.

(11-5-1957), (11-6-1979), (11-3-2009)

SECTION 6. When Ordinances and Resolutions Take Effect.

a. A resolution which is approved by not less than two-thirds (2/3) of the members of Council shall take effect upon the signature of the Mayor, if it so provides, and no second reading thereof shall be required.

b. An emergency ordinance necessary for the immediate preservation of public peace, health or safety, which sets forth the reasons for emergency action and which has the approval of not less than two-thirds (2/3) of the members of Council shall take effect at the time provided therein upon the signature of the Mayor, or at the expiration of the time within which it may be disapproved by the Mayor, or upon the Council's override of the Mayor's disapproval.

c. No action of the Council in authorizing any change of the boundaries of the City, or the surrender or joint exercise of any of its powers, or in granting any franchise, or in contracting for the supply to the City or its inhabitants of the product or service of any utility, whether municipally owned or not, shall be taken as an emergency measure.

d. Ordinances for the appropriation of money and those providing for an annual tax levy, or for improvements petitioned for by the owners of a majority of the feet front of the property benefitted and to be specially assessed therefor, shall take effect at the time stated therein upon signature by the Mayor, or at the expiration of the time within which it may be disapproved by the Mayor, or upon the Council's override of the Mayor's disapproval.

e. All other resolutions and ordinances shall be read on two (2) separate days before they may be approved by the Council, and no such ordinance or resolution shall go into effect until thirty (30) days after passage by the Council.

(11-6-1979)

SECTION 7. Mayor's Veto. Every ordinance or resolution of the Council shall be signed by the Clerk or two members of the Council and presented to the Mayor forthwith for consideration before it goes into effect. The Mayor, if he approves it, shall sign it and file it with the Clerk. The Mayor may approve or disapprove the whole or any item of an ordinance appropriating money, but otherwise his approval or disapproval shall be addressed to the entire ordinance or resolution. If he disapproves it or any item of it, he shall file it with written notice of the disapproval with the Clerk. Unless an ordinance or resolution is filed with the Clerk with written notice of disapproval, within seven days after its passage by the Council, it shall take effect as though the Mayor had signed it. When the Mayor has disapproved an ordinance or resolution or item of it, as herein provided, the Council may, at its next regular meeting thereafter, reconsider it and if upon such reconsideration the ordinance, resolution or item is approved by the votes of five or more of the members of the Council, it shall take effect notwithstanding the disapproval of the Mayor.

Agenda Item

#8

Candidate Withdrawal Acknowledgment

Candidates Withdrawn from the November 7, 2023 General Election

<u>Office</u>	<u>Name</u>	<u>Party</u>
Bedford Member of Council (Ward 6)	Harry Carter	Nonpartisan
Euclid Mayor	Christopher Litwinowicz	Nonpartisan

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Date: 10/23/23

I, Harry Carter, withdraw my candidacy for

(check one):

- May 2, 2023 Primary Election
- September 12, 2023 Primary Election
- November 7, 2023 General Election
- Other: _____

Party (if applicable): _____

Office: Council Wards 6 Precinct

Term date (if applicable): _____

Signature: 

Printed Name: Harry Carter

Street Address: 1129 Bryan Drive

City / Zip Code: Beachwood 44146

Phone: 440-796 3427

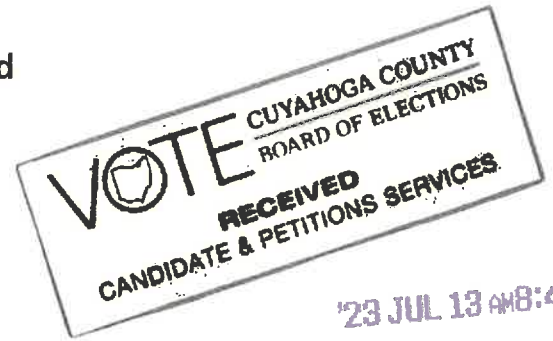
Email: HCarter8@kent.edu

Re: Notice: Signatures insufficient for Mayor of Euclid

Mike Litwinowicz <mikelitwinowicz@yahoo.com>

Thu 7/13/2023 1:20 AM

To: Cory Milne <cmilne@cuyahogacounty.gov>



1 attachments (51 KB)

Screenshot_20230712-175841.png;

Please send me that form asap so I can print it and sign it thanks respectful summited Chris also no questions to withdrawing as you know I withdrew as of July 12 2023 cml but you put me out smh on that move and I got voter registration cards yesterday while nobody wanted to give them out smh I am repulling my candidate petition for mayor again and again and again but I expect to be on the ballot this third time..... Enough time to make it put me in coach I been ready to play quote old movies and sayings.....a marine never quits on himself so I will not quite on you but a boyscout is always prepared.... For this type of stuff so I'm requesting a voter list for Euclid by precient and by street I will repay for my new mayor petition now I want my full name on the ballot and I have white card too please take down the no next to my name respectful asked I be in to file write in candidate and pay another \$45 to boe thank you Chris litwinowicz I am with Drewing my nominations petition s for mayor of Euclid Ohio for Nov 7 2023 that was filed on July 3 2023 . Cml July 12 2023 but sent on July 13 2023 at 1:19am

On Tuesday, July 11, 2023 at 04:44:39 PM EDT, Cory Milne <cmilne@cuyahogacounty.gov> wrote:

Hi Chris,

Please be advised that the petition you submitted for Mayor of Euclid contained only 175 valid signatures; 85 short of the number necessary to make the ballot. We suggest that you withdraw your candidacy, otherwise you petition will be submitted to the Board for rejection due to insufficient signatures. If you withdraw your candidacy, you may re-file a completely new petition prior to the deadline if you wish including the filing fee.

You may withdraw your candidacy by filing a letter of withdrawal at our office. You can also use a form available at our office.

Thank you,

Cory C. Milne, Assistant Manager
Candidate & Petition Services Dept.
Phone: 216-443-3230 | www.443vote.us



Agenda Item

#9



CUYAHOGA COUNTY BOARD OF ELECTIONS

Agenda Item Request

Requested By: Victor Rush Department: Election Support

Requested Action: Approval
 Authorization
 Other

Type of Request

- RFP/contract
- Travel/Training
- Personnel
- Certification
- Protest
- Other _____
- Provisional Rejections
- Absentee Rejection

Specific description of request:

Allocation of voting booths for the August 8, 2023, Special Election. Allocation quantities are based on 1 voting booth for every 175 registered voters per polling location. A total of 4941 voting booths will be allocated + 706 ClearCast Go scanners + 291 ADA ClearAccess voting units and 1074 Electronic Poll books.

Estimated Expense: _____

Budgeted Item: Yes _____ No _____

Requestor Signature: Victor Rush

Date: 6-1-23

Manager Signature: Victor Rush

Date: 6-1-23

Deputy Director: Anthony D. K... [Signature]

Date: 7/10/23

Director Approved: Yes No _____

Director's Signature: [Signature]

Date: 7-10-23

Please enclose all associated documentation along with this request form to the Clerk of Board.

Forward to the Clerk of the Board: Date: 7/7/2023

Received by the Clerk of the Board: Date: 7/10/2023

Agenda Item

#10

Resolution No. R2023-7-17-10-A

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 enter the contract with Clerac , LLC dba Enterprise Rent-A -Car for rental of cargo vans and mini vans for the purpose of conducting elections in an amount not to exceed \$209,715.00 for the period of July 17, 2023 through December 31, 2024 (contract 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: July 17, 2023

Agenda Item: Fiscal Services 10-A

Vendor: Clerac , LLC dba Enterprise Rent-A -Car

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

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- Board Member Davis Chappell

Vote of the Board Members:

Henry F. Curtis, IV, 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. Stikkan, 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 July 17th, 2023

Signature of Chairman Henry F. Curtis, IV

Signature of Director [Signature]



CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F Curtis, IV
Member

Inajo Davis Chappell
Member

Lisa M. Stickan
Member

Terence M. McCafferty
Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

Memorandum

To: Board Members

Cc: **Anthony W. Perlatti, Director**
Anthony N. Kaloger, Deputy Director

From: Shaunquitta Walker, Fiscal Services Manager

Date: July 17, 2023

Re: Contract Award Recommendation for CLERAC, LLC. DbA Enterprise Rent-A-Car

In accordance with Section 3501.301 of the Ohio Revised Code, a Public Notice for Request for Proposals (RFP) for the rental of cargo vans and mini vans, for the period April 26, 2023 to April 28, 2023 in the Plain Dealer and the Board of Elections website.

An unrestricted, informal bid was conducted through the Cuyahoga County's procurement system, INFOR, to 8 registered suppliers. Please note that five efforts were attempted, we received one response Penske on the first effort which was non-compliant, two responses Penske and Enterprise on the second effort and no responses on the third effort, no response the fourth effort and two responses on the fifth effort. Of the two responses on the second effort both vendors were missing some component of the bid which made both non-compliant, however Enterprise was considered the least non-compliant vendor as they submitted more information during the previous effort. The fourth effort there were no responses and in the fifth effort we received two responses, Enterprise was the most responsive and the lowest bidder.

Enterprise Rent-A-Car has proven to be a reliable vendor since the Board of Elections began renting vans for its election night transportation needs. Further, its prices are in line with the prices submitted for bids in past elections.

Therefore, a contract award is recommended to Enterprise Rent-A-Car in the amount of \$209,715.00 for the rental of cargo vans and mini vans for the period July 17, 2023 through May 31, 2025. A 10% contingency was included in the total contract to allow for fluctuations in van quantities.

See summary of the bid responses of costs for the rental of cargo vans and mini vans for the period July 17, 2023 through May 31, 2025.

Rank	Bidder Name	Total
1	CLERAC, LLC. Dba Enterprise Rent-A-Car	\$ 209,715.00
2	Penske Truck	\$ 88,000.00
3	Fleet One Leasing & Rental	\$ 1,304,061.00

Please note that although Penske was the low bidder with a flat rate provided for the van rental, the vendor would not agree to a bid or performance bond for the contract term. In addition they could only guarantee twenty vans which would not meet the needs of the board during an election.

Necessary funds were allocated in the 2023 BOE Election Budget for this purpose.

Bid Opening Form

Event Name: BOE Rental of Cargo & Minivans Event #: 4620 5th Effort




Open: 7/10/23 Close: 7/11/23

Bid Type: RFB Bid Estimate: 200,000

2nd Effort Required?: Yes / No 2nd Effort Event #: _____

2nd Effort Open: _____ 2nd Effort Close: _____

CCBOE Staff in Attendance

Printed Name	Title	Party Affiliation	Signature
Lauren Hodges	Fiscal Officer	D	
Pat McAlea	Fiscal	R	
Shaunquitta Wells	Fiscal mgr	D	

Event Responses

Supplier Name	Supplier #	Bid Amount
Clerac, LLC		\$ 209,715
Fleet One Leasing and Rental		\$ 1,384,061.00

Comments: Clerac is the lowest most responsive bidder. Postcontract negotiations will proceed w/ Clerac, who also was the prior vendor.

CONTRACT
By and between the
CUYAHOGA COUNTY BOARD OF ELECTIONS
and
CLEARAC LLC dba
Enterprise Rent-A-Car

THIS CONTRACT (the "Contract") is made and entered into as of July ____, 2023, by and between the Cuyahoga County Board of Elections ("BOARD"), a body politic and a political subdivision of the State of Ohio organized and existing under Title 35 of the Ohio Revised Code (ORC), at 2925 Euclid Avenue, Cleveland, Ohio 44115, and CLEARAC LLC. dba ENTERPRISE RENT-A-CAR, ("CONTRACTOR") having principal place of business at 8246 Mohawk Drive, Strongsville, Ohio 44136. The BOARD and CONTRACTOR may hereafter be referred to singularly as a "Party", or jointly as "Parties".

WHEREAS, the BOARD has issued a request for bid ("RFB"), attached and incorporated as Exhibit A in accordance with Ohio Revised Code 3501.301 for the rental of cargo vans and minivans for the purpose of conducting elections occurring from August 8, 2023 through May 31, 2025; and

WHEREAS, the CONTRACTOR has submitted an official bid (the "Bid"), attached and incorporated as Exhibit B, for such RFB; and

WHEREAS, the BOARD has determined, by majority affirmative vote, that CONTRACTOR submitted the "lowest and best bid" per Ohio Revised Code Section 3501.301.

NOW, THEREFORE, in consideration of mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR and the BOARD agree as follows:

I. **Term; Amount**

- A. **Initial Term:** The initial term of this Contract shall commence on the first day appearing above and continue through May 31, 2025, unless earlier terminated or canceled (the "Initial Term"). Payments made by the BOARD to CONTRACTOR during this Initial Term shall not exceed two hundred nine thousand, seven hundred fifteen dollars (**\$209,715.00**), including the contingency, in accordance with the pricing set forth in Exhibit B.
- B. **Renewal Options.** The contract may be renewed by mutual agreement between the parties ("Renewal Term") at least 30 days prior to the expiration of the Initial Term or the then current Renewal Term.

II. **Scope of Services**

- A. **Generally.** By executing this Contract, the BOARD accepts and the CONTRACTOR agrees to be bound by the CONTRACTOR's Bid, incorporated herein as Exhibit B, and the BOARD's RFB, incorporated herein as Exhibit A with "CONTRACTOR" substituted for "Vendor" or "selected vendor," and the subject to any deviations that may be contained in this Contract, which shall control over any conflicting provision in the RFB. Subject to the preceding sentence, Exhibit A and Exhibit B are incorporated as if fully rewritten herein whether or not physically attached to this Contract. In the event of any conflict between provisions contained in the Exhibit A and the Exhibit B, the Exhibit A

shall control. Silence in one contract document shall not constitute a conflict with another containing a provision on any given matter.

B. **Specific Services.** The CONTRACTOR shall furnish the BOARD's requirements for the vehicles the described in Exhibit A, including but not limited to those set forth in SECTION I: SCOPE OF SERVICES, as follows:

1. Van Rentals. The Board shall rent from Vendor various cargo vans and minivans for the purpose of transporting election materials for the elections to be held during the Term. The quantities of cargo vans and minivans required for each election shall be determined by the Board. Vendor shall deliver and pick up the vans on the dates specified by the Board.
2. Cargo Vans. Cargo vans provided by the Vendor to the Board shall be Chevrolet Express Cargo Vans or similar make/models as approved by the Board. Requests for cargo vans must be fulfilled by cargo vans. The CONTRACTOR may fulfill requests for minivans by all minivans, all cargo vans, or a combination of the two as provided in subsection II. B. 5, below.
3. Minivans. Minivans provided by the Vendor to the Board shall be Dodge Grand Caravans or similar make/models as approved by the Board.
4. Estimated Van Quantities. Listed below are the estimated van quantities that will be required for the elections currently scheduled during the Term, as well as the anticipated delivery dates:
 - a. August 8, 2023 Special Election
 - i. Thursday Delivery (August 3, 2023)
 - 7 cargo vans
 - ii. Monday Delivery (August 7, 2023)
 - 21 cargo vans
 - 27 minivans
 - b. November 7, 2023 General Election
 - i. Thursday Delivery (November 2, 2023)
 - 7 cargo vans
 - ii. Monday Delivery (November 6, 2023)
 - 21 cargo vans
 - 27 minivans
 - c. March 19, 2024 Presidential Primary Election
 - i. Thursday Delivery (March 14, 2024)
 - 7 cargo vans
 - ii. Monday Delivery (March 18, 2024)
 - 21 cargo vans
 - 27 minivans
 - d. November 5, 2024 Presidential General Election
 - i. Thursday Delivery (October 31, 2024)
 - 7 cargo vans
 - ii. Monday Delivery (November 4, 2024)
 - 21 cargo vans
 - 27 minivans

- e. May 6, 2025 Primary Election
 - i. Thursday Delivery (May 1, 2025)
 - 4 cargo vans
 - ii. Monday Delivery (May 5, 2025)
 - 8 cargo vans
 - 26 minivans
- 5. Actual Van Quantities. The actual quantities of vans the Board shall require for each election are subject to change. Increases or decreases in the actual quantities compared to the estimated quantities shall have no effect on pricing. Further, the CONTRACTOR shall not charge the Board any penalties or fees if the Board determines that no vans are needed for an election. If vendor rents both cargo vans and minivans and, due to availability, must substitute cargo vans for minivans, vendor shall provide the cargo vans at whichever price point is lower – cargo van or minivan. Minivans cannot be substituted for cargo vans. If vendor rents a variety of vehicles and, due to availability, must substitute another vehicle type for either a cargo van or a minivan, vendor shall provide a vehicle from the list of reasonable substitutions or seek approval from the Board before making the substitution. Approved substitutions shall be billed at the lowest price point of the three options – cargo van, minivan, or substitute vehicle.
- 6. Deadlines. The Board shall notify the CONTRACTOR of the actual quantity of vans needed for an election at least 30 calendar days prior to such election. If the 30-day deadline for notification occurs on a weekend or state-observed holiday, then the deadline shall be the subsequent business day. The Board shall update the CONTRACTOR 14 days prior to the election (two Tuesdays prior) to confirm/modify its requested quantities. At this time, the CONTRACTOR shall acknowledge the updated order and give preliminary confirmation of availability on the day of its receipt. If unable to meet the minimum needs that the CCBOE conveyed in the 14-day advanced notice, the CONTRACTOR must notify the CCBOE no later than 11 days prior to the election (two Fridays prior). Note: Inability to provide the necessary vehicles or acceptable substitutions will result in the value of 200% the price of each vehicle not furnished being deducted from the invoice payment at time of processing. The actual deadlines for the currently scheduled elections are as follows:
 - a. August 8, 2023 Municipal Primary Election
 - i. CCBOE Notification Deadline: 07/10/2023 (30 days before Election Day)
 - ii. CCBOE Modification/CONTRACTOR Confirmation: 07/25/2023 (14 days before Election Day)
 - iii. CONTRACTOR Confirmation Deadline: 07/28/2023 (11 days before Election Day)
 - b. November 7, 2023 General Election
 - i. CCBOE Notification Deadline: 10/09/2023 (30 days before Election Day)
 - ii. CCBOE Modification/CONTRACTOR Confirmation: 10/24/2023 (14 days before Election Day)
 - iii. CONTRACTOR Confirmation Deadline: 10/27/2023 (11 days before Election Day)
 - c. March 19, 2024 Presidential Primary Election
 - i. CCBOE Notification Deadline: 02/19/2024 (30 days before Election Day)
 - ii. CCBOE Modification/CONTRACTOR Confirmation: 03/05/2024 (14 days before Election Day)
 - iii. CONTRACTOR Confirmation Deadline: 03/08/2024 (11 days before Election Day)

- d. November 5, 2024 Presidential General Election
 - i. CCBOE Notification Deadline: 10/07/2024 (30 days before Election Day)
 - ii. CCBOE Modification/CONTRACTOR Confirmation: 10/22/2024 (14 days before Election Day)
 - iii. CONTRACTOR Confirmation Deadline: 10/25/2024 (11 days before Election Day)
 - e. May 6, 2025 Primary Election
 - i. CCBOE Notification Deadline: 04/07/2025 (30 days before Election Day)
 - ii. CCBOE Modification/CONTRACTOR Confirmation: 04/22/2025 (14 days before Election Day)
 - iii. CONTRACTOR Confirmation Deadline: 04/25/2025 (11 days before Election Day)
7. Additional Elections. During the Term, the Board may be required to conduct additional elections other than those listed in Section III(D). These additional elections shall also be subject to the specifications, requirements, and terms of this Contract. The Board shall notify the CONTRACTOR of the actual quantity of vans needed for such election at least 30 calendar days prior to the election, or otherwise as soon as reasonably possible. If the 30-day deadline for notification occurs on a weekend or state-observed holiday, then the deadline shall be the subsequent business day. The Board shall touch base with the CONTRACTOR 14 days prior to the election (2 Tuesdays before) to confirm/modify its requested quantities. At this time the CONTRACTOR is expected to acknowledge and give preliminary confirmation of availability. If unable to meet the minimum needs that the CCBOE conveys at 14 days, the CONTRACTOR must notify the CCBOE no later than 11 days prior to the election (2 Fridays before). Due to the inability to ascertain actual damages for the CONTRACTOR'S failure to provide all the vehicles needed will result in the value of 200% the price of each vehicle not furnished being deducted from the payment of any amounts owing the CONTRACTOR time of processing of any outstanding invoices as liquidated damages, which shall not be the Board's exclusive remedy for such a breach, and the Board may further recover its costs to obtain cover for the CONTRACTOR'S inability to furnish its requirements.
8. Thursday Deliveries. Vans required by the Board on the Thursday before the date of an election shall be delivered by the CONTRACTOR by 3:00 p.m. (ET) to the dock of the Board's warehouse location ("Warehouse") at 3951 Perkins Avenue, Cleveland, Ohio 44114. The dock is located on the east side of the building along E. 40th Street.
9. Monday Deliveries. Vans required by the Board on the Monday before the date of an election shall be delivered by the CONTRACTOR by 3:00 p.m. (ET) to the Cuyahoga County parking lot ("Upper Perkins Lot") located at 1901 E 40th St, Cleveland, OH 44103. Park vans in the upper portion of this lot only.
10. Wednesday Pickup. The CONTRACTOR shall pick up all vans from the Upper Perkins Lot on the Wednesday after the date of an election. Pickup shall be completed by 2:00 p.m. (ET) on such date.
11. Alternate Delivery/Pickup Locations. For any election, the Board may stipulate that a delivery or pickup shall be made at an alternate location. In such instance, the Board shall notify the CONTRACTOR of the alternate location at least one full business day in advance of the delivery or pickup. Any alternate delivery or pickup location shall be within Cuyahoga County, Ohio.

12. Gasoline. All vans will be delivered with at least a half tank of gasoline and will be returned with "as-is" fuel tank level. The CONTRACTOR shall not charge the Board any refueling fees.
 13. Seats Removed. All vehicles will be delivered without the middle and back-row(s) of seats in order to maximize storage capacity.
 14. GPS Tracking. The CONTRACTOR shall allow the Board to utilize the Board's own GPS tracking units on all vans provided by the CONTRACTOR.
 15. Sanitized. All vans will be tendered to the Board in a clean and sanitized condition.
 16. Mechanical Failure. The CONTRACTOR shall be responsible for all mechanical repair services and charges should the rental vehicle experience down time during the rental period or the CONTRACTOR shall deliver a replacement vehicle, same or similar model, and/or offer emergency roadside assistance at no additional cost to the Board. The CONTRACTOR is responsible for retrieving the rental vehicle in the event it must be abandoned. In this event, the Board will only be charged for the use of one (1) vehicle.
- C. **Contract Termination:** If CONTRACTOR fails to perform any of its obligations under the Contract, it will be in default and the BOARD may terminate the Contract in accordance with this section. The termination will be effective on the date delineated by the BOARD.
1. Termination for Default: If CONTRACTOR's default is unable to be cured in a reasonable time based on the circumstances at the time of CONTRACTOR's default, the Board may terminate the Contract by written notice to the CONTRACTOR.
 2. Termination for Unremedied Default: If CONTRACTOR's default may be cured within a reasonable time based on the circumstances at the time of CONTRACTOR's default, the Board will provide written notice to CONTRACTOR specifying the default and the time within which CONTRACTOR must correct the default. If CONTRACTOR fails to cure the specified default within the time required, the Board may terminate the Contract. If the Board does not give timely notice of default to CONTRACTOR, the Board has not waived any of its rights or remedies concerning the default.
 3. Termination for Persistent Default: The Board may terminate this Contract by written notice to CONTRACTOR for defaults that are cured but are persistent. "Persistent" means three or more defaults. After the Board has notified CONTRACTOR of its third default, the Board may terminate this Contract without providing CONTRACTOR with an opportunity to cure if CONTRACTOR defaults for a fourth time. The four defaults are not required to be related to each other in any way.
 4. Termination for Endangered Performance: The Board may terminate this Contract by written notice to CONTRACTOR if the Board determines that the performance of CONTRACTOR is endangered through no fault of the Board.
 5. Termination for Financial Instability: The Board may terminate this Contract by written notice to CONTRACTOR if a petition in bankruptcy or similar proceeding has been filed by or against the CONTRACTOR.

6. Termination for Delinquency, Violation of Law: The Board may terminate this Contract by written notice if it determines that CONTRACTOR is delinquent in its payment of federal, state, or local taxes, workers' compensation, insurance premiums, unemployment compensation contributions, child support, court costs, or any other obligation owed to a state agency or political subdivision. The Board may also cancel this Contract, if it determines that CONTRACTOR has violated any law during the performance of this Contract. However, the Board may not terminate this Contract if CONTRACTOR has entered into a repayment agreement with which CONTRACTOR is current.
 7. Termination for Subcontractor Default. The Board may terminate this Contract for the default of CONTRACTOR or any of its subcontractors. CONTRACTOR is solely responsible for satisfying any claims of its subcontractors for any suspension or termination and will indemnify the Board for any liability to them. CONTRACTOR will hold the Board harmless for any damage caused to the subcontractors from a suspension or termination. The subcontractors will look solely to the CONTRACTOR for any compensation to which they may be entitled, and this provision shall be incorporated into the CONTRACTOR's agreements with any subcontractors.
 8. Termination for Convenience: The Board may terminate this Contract for its convenience after issuing written notice to CONTRACTOR. In such case, CONTRACTOR will be entitled to compensation for any supplies or products that CONTRACTOR has delivered, or services rendered before the termination. Such compensation will be the CONTRACTOR's exclusive remedy in the case of termination for convenience and will be available to the CONTRACTOR only after submitting a proper invoice for the services, products, or supplies, with the invoice reflecting the amount determined by the Board to be owing to CONTRACTOR. The CONTRACTOR shall provide all services and/or materials required by the contract and the specifications through the date of termination. Under no circumstances shall the CCBOE be responsible for any type of additional payment upon the termination of the contract. The CONTRACTOR, however, shall be paid for all services and/or materials provided through the date of termination.
 9. CONTRACTOR Responsibilities at Termination: Upon receipt of the notice of termination, CONTRACTOR will immediately cease all work related to the Contract, if applicable, and refuse any additional orders and take all steps necessary to minimize the costs the CONTRACTOR will incur related to this Contract.
- D. **Contract Suspension.** If CONTRACTOR fails to perform any one of its obligations under this Contract, it will be in default and the BOARD may suspend rather than terminate this Contract where the BOARD believes that doing so would better serve its interest. In the case of suspension for the BOARD's convenience, the amount of compensation due to CONTRACTOR for work performed before the suspension will be determined in the same manner as provided in this section for termination for the BOARD's convenience or CONTRACTOR may be entitled to compensation for work performed before the suspension, less any damage to the BOARD resulting from the CONTRACTOR's breach of this Contract or other fault. The notice of suspension, whether with or without cause, will be effective immediately on CONTRACTOR's receipt of the notice.

III. Contract Remedies

- A. **Actual Damages.** CONTRACTOR is liable to the BOARD for all actual and direct damages caused by CONTRACTOR's failure to secure, protect and return the property of the BOARD in substantially similar condition as when the property was tendered to the CONTRACTOR. The BOARD may buy

substitute supplies or equipment, from a third party, for those that were in the custody of the CONTRACTOR. The BOARD may recover the costs associated with acquiring substitute supplies or equipment, less any expenses or costs saved by CONTRACTOR's default, from CONTRACTOR.

- B. **Liquidated Damages.** If actual and direct damages are uncertain or difficult to determine, the Board may recover liquidated damages in the amount of 1% of the value of the services, products, or supplies that is the subject of the default, for every day that default is not cured by the CONTRACTOR.
- C. **Deduction of Damages from Contract Price.** The BOARD may deduct all or any part of the damages, including liquidated damages, resulting from CONTRACTOR's default from any part of the price still due on the Contract, upon prior written notice to being issued to CONTRACTOR by the BOARD.
- D. **Performance Bond.** Pursuant to Ohio Revised Code Section 3505.13, CONTRACTOR shall maintain a performance bond with a surety company or companies licensed to do such business in the State of Ohio in the sum equal to not less than \$209,715.00 conditioned upon the faithful performance of the Contract and for the payment as damages by CONTRACTOR to the BOARD of any excess of cost which it may be obliged to pay for such work by reason of the failure of CONTRACTOR to complete the Contract.
- E. **Insurance.** The CONTRACTOR shall procure, maintain and pay premiums for the insurance coverage and limits of liability up to the full amount of coverages at least in the following amounts with respect to products, services, work and/or operations performed in connection with this Contract :

- 1. Commercial General Liability Insurance with limits of liability not less than:

- \$1,000,000 each occurrence bodily injury & property damage;
 - \$1,000,000 personal & advertising injury;
 - \$2,000,000 general aggregate;
 - \$2,000,000 products/completed operations aggregate.

- Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

- 2. Business Automobile Liability Insurance covering all owned, non-owned, hired, and leased vehicles. Such insurance shall provide a limit of not less than \$1,000,000 combined single limit (bodily injury & property damage) each accident; Such insurance shall be written on an occurrence basis on the Insurance Services Office (ISO) form or its equivalent.

- 3. Umbrella/Excess Liability Insurance to provide additional insurance limits for commercial general liability and/or automobile liability, with limits of liability not less than:

- \$1,000,000 each occurrence
 - \$1,000,000 general aggregate
 - \$1,000,000 products/completed operations aggregate

- Such insurance shall be written on an occurrence basis and shall sit in excess of the limits and terms set forth in the preceding items 1.(b)-(c).

- 4. Form. The insurance policies of the Contractor required for this Contract, shall:

- a. Include the "Cuyahoga County Board of Elections, Ohio and its employees" as an Additional Insured. Cuyahoga County Board of Elections and its employees shall be named as Additional Insured and/or loss payee to the extent of the full amount of coverages as stated in all existing policies issued to the Contractor as of the effective date of this contract and at least in the amounts and coverages indicated above.
- b. Contain a waiver of subrogation provision wherein the insurer(s) waives all rights of recovery against the Cuyahoga County Board of Elections.
- c. Be primary and not in excess or contingent on any other basis.
- d. Provide 30 days prior notice of cancellation, non-renewal, or material change.
- e. The Certificates of Insurance evidencing the required coverages and limits shall contain the following additional insured and waiver of subrogation language where applicable:
 - i. "Cuyahoga County Board of Elections and its employees are additional insureds; and,
 - ii. "Waiver of subrogation in favor of the Cuyahoga County Board of Elections."
- f. The insurance required for this Contract shall be provided by insurance carrier(s) licensed to transact business and write insurance in the state(s) where operations are performed and shall carry a minimum A.M. Best's rating of A-VII or above.
 - i. The terms of this Contract shall be controlling and shall not be limited by any insurance policy provision.
 - ii. These insurance provisions shall not affect or limit the liability of the Contractor stated elsewhere in this Contract or as provided by law.
 - iii. The Contractor shall require any and all of its subcontractors to procure, maintain, and pay premiums for the insurance coverages and limits of liability outlined above with respect to products, services, work and/or operations performed in connection with this Contract.
 - iv. The County reserves the right to require insurance coverages in various amounts or to modify or waive insurance requirements on a case-by-case basis whenever it is determined to be in the best interest of the County.
 - v. If the Bid/Proposal/RFQ specifies the need for higher limits of liability for any applicable insurance provision, the Bid/Proposal/RFQ specifications shall govern.
 - vi. Where coverages are made on a claims-made basis the claims-made retroactive date on the policy shall be prior to the commencement of professional activity related to this Contract.
- g. The CONTRACTOR shall participate in the State of Ohio workers compensation program and make all necessary payments to furnish a Worker's Compensation Certificate and Certificate of Insurance evidencing the insurance coverages required herein are in full force and effect. Acceptance of a non-conforming certificate of insurance by the County shall not constitute a waiver of any rights of the parties under this Contract.

Agenda Item

#11

Resolution No. R2023-7-17-11-A

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 purchase order for the printing of Provisional Envelopes in an amount not to exceed \$54,000 (PO 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: July 17, 2023

Agenda Item: Fiscal Services

Vendor: Election IQ 11-A

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

Motion made by: ----- *CHAIRMAN CURTIS*

Motion seconded by: ----- *BOARD MEMBER DAVIS CHAPPELL*

Vote of the Board Members:

Henry F Curtis, IV, 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 17th
July 2023

Signature of Chairman *Henry F Curtis, IV*

Signature of Director *[Signature]*

DEPARTMENT APPROVAL
CUYAHOGA COUNTY BOARD OF ELECTIONS

Vendor Name: ElectionIQ

Vendor Number: 39535

PO Number: 23003046 EXTB

Requested By: Vicki Racette

Date: 6/26/23

DELIVER TO:
 Board of Elections
 2925 Euclid Avenue
 Cleveland, OH 44115

Item	Quantity	UOM	Description	Unit Price	Total Price
1	1	LO	60,000 Provisional Voting Envelopes (70# / 9.5" x 18.5" with Barcode, Slot Window & Drill Hole) Includes Delivery to BOE by 07/12/2023	\$48,000.00	\$ 48,000.00
2	1	LO	Rush Processing Fee for Above	\$ 6,000.00	\$ 6,000.00
PO TOTAL:					\$ 54,000.00

Justification for not receiving three quotes:
 N/A - Only one bidder responded to RFB Event # 4547 with no responses to second effort. Bidder could not meet delivery deadline so assigned the job to ~~current~~ vendor who could meet the deadline requirements.

Accounting Unit:	BE100105
Account:	52700
Sub-Account:	0
Type:	X
Asset:	No



 Authorized Department Signature

Resolution No. R2023-7-17-11-B

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 purchase order for the election day drivers in an amount not to exceed \$30,452.50 (PO 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: July 17, 2023

Agenda Item: Fiscal Services

Vendor: Willo Security 11-B

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

Motion made by: ----- Chairman Curtis

Motion seconded by: ----- Board Member Davis Chappell

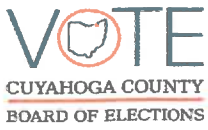
Vote of the Board Members:

Henry F Curtis, IV, 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 17th, July 2023

Signature of Chairman Henry F Curtis, IV

Signature of Director [Signature]



DEPARTMENT APPROVAL

CUYAHOGA COUNTY BOARD OF ELECTIONS

FEDERAL ID # 34-6000817

STATE OF OHIO # 29

Vendor Name: Willo Security

Vendor Number: 25895

PO Number: 23003207 EXTB

Requested By: Dane Thomas, Election Support

Date: 7/14/23

BILL TO:
Board of Elections 2925 Euclid Avenue Cleveland, OH 44115
DELIVER TO:
Board of Elections 3951 Perkins Avenue Cleveland, OH 44114

Item	Quantity	UOM	Description	Unit Price	Total Price
1	1	LO	71 Drivers and 1 Supervisor for the August 8, 2023 Special Election	\$ 30,452.50	\$ 30,452.50
PO TOTAL:					\$ 30,452.50

Accounting Unit:	BE100105
Account:	55140
Sub-Account:	0
Type:	Service
Asset:	N/A


 Authorized Department Signature