



**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

MEETING AGENDA

September 20, 2023

9:30 a.m.

THE PLEDGE OF ALLEGIANCE

ADMINISTRATIVE

1. Approval of the minutes from the August 16, 2023, Board Meeting

REGISTRATION

2. Determination of the validity of provisional ballots and authorization to count provisional ballots from the September 12, 2023, Primary Election

CANDIDATE AND PETITION SERVICES

3. Acknowledgment of appointment to elected office
4. Acknowledgment of the Early In-Person Voting PEO Performance Report from the August 8, 2023, Special Election

FISCAL

5. Discussion of the 2024-2025 biennial budget

HUMAN RESOURCES

6. Approval of the personnel agenda

NEW BUSINESS

- Update on voter cancellation dates and actions

PUBLIC COMMENT¹

EXECUTIVE SESSION

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

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

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

2023 Board Meeting Schedule

September 2023

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 19, 2024 Primary Election

January 2024

Tuesday, January 2nd @ 9:30AM Certification of remaining issues and charter amendments for the March 19, 2024 Primary Election
Certification of write-in candidates for the March 19, 2024 Primary Election

Agenda Item

#1

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Board Meeting
8/16/2023

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: Acknowledgement of the Secretary of State Directive 2023-15: Instructions Regarding the Review, Examination, and Verification of the Supplemental Part-Petitions Proposing an Initiated Statute (An Act to Control and Regulate Adult Use Cannabis)

Board Member Davis Chappell stated the Directive indicates the review was to be completed by August 15, 2023, along with the certification, and asked if it was completed. Director Perlatti stated yes. The CCBOE received one part petition with one signature; upon review, the signator lives in Elyria. Therefore, the petition was sent to Lorain County for processing. Director Perlatti stated that Cuyahoga County had zero signatures reported.

Chairman Curtis moved to acknowledge the Secretary of State Directive 2023-15: Instructions Regarding the Review, Examination, and Verification of the Supplemental Part-Petitions Proposing an Initiated Statute (An Act to Control and Regulate Adult Use Cannabis). Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 2: Challenge of Right to Vote filed by Mikhail Alterman against Briyana Folade Alexander

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

Chairman Curtis called upon Hasani Wheat, Registration Manager, to come forth. Chairman Curtis also asked if Mr. Mikhail Alterman was in attendance and noted Mr. Alterman was not present. Chairman

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

Curtis asked if Briyanna Folade Alexander, Quinten William Lyons, Carlos Reyes Portalatin, Gerald Zahler, or the Council were present. Chairmen Curtis noted none were present.

Hasani Wheat, Registration Manager, presented information outlined in the board materials regarding the Challenge of Right to Vote filed by Mikhail Alterman against Briyana Folade Alexander. The Challenge of the Right to Vote stated that Ms. Alexander is registered to vote from 23600 Merchantile Road, Suite 110, Beachwood, Ohio, 44122, a commercial property, and has been registered to vote from that address since June 14, 2023. Ms. Alexander also voted provisionally using the 23600 Merchantile Road, Suite 110, Beachwood, Ohio, address for the August 8, 2023, Special Election. Board Member Davis Chappell stated that commercial property is not a residence. Therefore, the Challenge should be upheld, and in Ms. Alexander's case, since she actually voted, this matter should be referred to the Secretary of State (SOS) Public Integrity Division, which is how the CCBOE is proceeding if there is some potential irregularity or conduct that is prohibited. Board Member Davis Chappell stated she had a different view about the other challenges in agenda items three to five, as those individuals did not vote. Board Member Davis Chappell recommended a letter go out to those individuals and remind them that they may have a business at one of these addresses, but that is not their residence, and they cannot vote from there. Board Member Stickan agreed. Chairman Curtis stated Ms. Alexander voted provisionally, which would impact agenda item six, the validity of provisional ballots and authorization to count provisional ballots from the August 8, 2023, Special Election. Chairman Curtis asked Director Perlatti to give the implications of agenda item six. Director Perlatti stated that Miss. Alexander is the only one of these individuals who did vote in the August 8, 2023, Special Election. When the CCBOE received the Voter Challenges, it was in proximity to the August Election. Therefore, all the individual's voter records were marked they must vote provisionally for the August Election, and Ms. Alexander did exercise the provisional vote. The CCBOE has isolated her provisional envelope, and will proceed depending on how the Board decides this matter, Mr. Wheat had prepared to present the report with either the provisional ballot being approved, or not. Preparations had been made to certify the provisional numbers either way, based on the determination of the Board.

Board Member Davis Chappell asked Assistant Prosecutor Musson what if someone would make an argument that they sleep at their commercial location, and is there a non-residential prohibition, therefore it cannot be used as a residence for purposes of voting? Mr. Musson stated he is not aware of any law that says that a commercial structure or something that appears to be a business operation would preclude anyone from living there other than local zoning laws. It could be legal for other purposes, but for voting purposes, it is the person's habitation, which is not defined based on the physical attributes of the building but whether or not they use it for living. Board Member Stickan stated that zoning laws prohibit it from being a legal residence. There are municipal ordinances with mixed properties where people can have both a business and residence and would be designated as such. If designated as commercial property, legally, that person cannot live there other than local ordinances. Mr. Musson stated he did not know the local ordinances in this particular situation, and he would fall back on the standard and the burden of proof that clear and convincing evidence if this is a commercial structure; it does not seem that it would be a habitation. He stated the Board needs to weigh the facts and make a determination. Board Member McCafferty said if that were the case for Ms. Alexander, she would be at the Board Meeting to provide information.

Chairman Curtis moved to uphold the challenge regarding the voter residency and cancel the voter registration of Briyana Folade Alexander. Chairman Curtis made a friendly amendment to refer this matter to the SOS Public Integrity Division, given her vote at 23600 Merchantile Road, Suite 110, Beachwood, Ohio, address. Board Member Davis Chappell stated that given the friendly amendment to the motion to uphold the challenge of her voter residence and cancel her registration. Board Member

Davis Chappell seconded. The motion passed unanimously.

Agenda Item 3: Challenge of Right to Vote filed by Mikhail Alterman against Quinten William Lyons

Mr. Wheat presented information from the board packet regarding the Challenge of Right to Vote filed by Mikhail Alterman against Quinten William Lyons. The challenger noted in the challenge that Mr. Lyons is registered at a hotel building, specifically the Residence Inn by Marriott, located at 3628 Park East Drive, Beachwood, Ohio. Mr. Lyons has been registered at the Park East Drive address since May 26, 2022, and Mr. Lyons had yet to vote from the 3628 Park East Drive address. Board Member Davis Chappell asked if someone has a temporary residence at a Residence Inn, and it is deemed commercial. Chairman Curtis stated that the Board does not have testimony from Mr. Lyons to give further insight.

Board Member Davis Chappell moved to uphold the Challenge of Right to Vote and voter residency of Quinten William Lyons and also moved to have his registration canceled. Board Member Davis Chappell stated he should be notified of the cancellation of the registration and the reasons why. Board Member Stickan seconded. The motion passed unanimously.

Agenda Item 4: Challenge of Right to Vote filed by Mikhail Alterman against Carlos Reyes Portalatin

Mr. Wheat presented information from the board packet regarding the Challenge of Right to Vote filed by Mikhail Alterman against Carlos Reyes Portalatin. The challenger noted in the Challenge that Mr. Reyes Portalatin is registered at a commercial building, specifically the Residence Inn by Marriott, located at 3628 Park East Drive, Beachwood, Ohio. Mr. Wheat stated Mr. Reyes Portalatin has been registered from the address since October 5, 2015, and has voted three times from the address. The last time was on November 3, 2020, for the Presidential Election. Board Member Davis Chappell requested a semantic change be made to the Board Materials to indicate the individuals challenged have been registered to vote from the addresses identified as commercial properties by the challenger, and there would be no eligibility to vote from a commercial address.

Board Member Davis Chappell moved to uphold the voter residency and the Challenge of the Right to Vote for Mr. Carlos Reyes Portalatin and that his registration at 3628 Park East Drive, Beachwood, Ohio, be canceled, and he is so notified. Chairman Curtis seconded. Board Member Stickan added a friendly amendment that Mr. Portalatin be referred to the SOS Public Integrity Division, as he had previously voted from the Park East Drive address three times. Chairman Curtis seconded. The motion passed unanimously.

Agenda Item 5: Challenge of Right to Vote filed by Mikhail Alterman against Gerald Zahler

Mr. Wheat presented information from the board packet regarding the Challenge of Right to Vote filed by Mikhail Alterman against Gerald Zahler. Mr. Zahler registered to vote at 3401 Enterprise Alley, Beachwood, Ohio, in October 2020 and has never voted from that address. CCBOE's GIS Technician determined that 3401 Enterprise Alley is a Class A commercial office space. Chairman Curtis noted the record should be amended to state Mr. Zahler was registered to vote in seven elections since November 3, 2020. Board Member Davis Chappell stated he would be ineligible because he is registered at a commercial address.

Board Member Davis Chappell moved to uphold the Challenge of Right to Vote and the residency of Mr. Zahler filed by Mr. Mikhail Alterman. The CCBOE will uphold the challenge and, cancel his

registration and send a notice of the same. Since Mr. Zahler has never voted at the 3401 Enterprise Alley address, there would be no need to refer him to the SOS Public Integrity Division. Board Member Stickan seconded. The motion passed unanimously.

Agenda Item 6: Determination of the validity of provisional ballots and authorization to count provisional ballots from the August 8, 2023, Special Election

Before the determination of the validity of provisional ballots and authorization to count the provisional ballots from the August 8, 2023, Special Election, the Board discussed the specific envelope for Briyana Folade Alexander to determine the status of the provisional. Director Perlatti stated Ms. Folade Alexander's provisional ballot would be considered not registered.

Chairman Curtis moved to determine the provisional ballot cast by Ms. Folade Alexander in the August 8, 2023, Special Election as invalid for not being a registered voter. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

Mr. Wheat presented the August 8, 2023, Special Election Provisional Report to the Board as provided in the board meeting materials. Board Member Davis Chappell requested that future reports include the number of voters that come to the CCBOE to cure provisional ballots.

Chairman Curtis moved to approve the determination of the validity of provisional ballots and authorization to count provisional ballots from the August 8, 2023, Special Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Final approval of the ballot order for the September 12, 2023, Primary Election

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

Agenda Item 8: Preliminary approval of the ballot order for the November 7, 2023, General Election

Chairman Curtis moved approve the preliminary ballot order for the November 7, 2023, General Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Acknowledgment of resignation from, and appointment to elected office

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

Agenda Item 10: Acknowledgment of candidates and issues withdrawn from the November 7, 2023, General Election

Chairman Curtis moved to acknowledge the candidates and issues withdrawn from the November 7, 2023, General Election, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 11: Preliminary authorization for the allocation of voting booths for the November 7, 2023, General 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

Chairman Curtis moved to acknowledge the preliminary authorization for the allocation of voting booths for the November 7, 2023, General 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. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 12: 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 an update on the September 12, 2023 Primary Election. The close of registration was Monday, August 14, 2023, for the Primary Election, and August 15, 2023, was the opening of Early In-Person Voting, which will be taking place on the second floor of the Hughes Building. The poll workers staffing the Election will be a combination of the trainers and training assistants. Director Perlatti said the CCBOE is on schedule for preparations for the September 12, 2023, Primary Election.

Director Perlatti stated August 21, 2023, is the statutory deadline for the CCBOE to certify candidates for the November 7, 2023, General Election. There are three charter communities, South Euclid, Middleburg Heights, and Chagrin Falls Village, with a filing deadline of August 24, 2023. All other candidacies will be certified on Monday, August 21, 2023. Candidate and Petition Services are working with candidates with insufficient petitions to determine if the candidates want to withdraw to prepare for the August 21, 2023 meeting. Anyone who does not qualify nor withdraw a recommendation will be not to certify those individuals to the November 7, 2023 ballot.

Director Perlatti stated on Friday, August 11, 2023, after the filing deadline, it came to the CCBOE's attention that a protest would be filed against a candidate based on the incomplete nominating petition portion of the form. The protester provided the CCBOE with a 2019 Ohio Supreme Court ruling, which the CCBOE forwarded to Cuyahoga County Assistant Prosecutor Musson. Mr. Musson reviewed the case and determined the Supreme Court case is relevant. Based on the ruling, the CCBOE notified seven individuals by phone and email that, based on this ruling, the CCBOE would not be recommending those individuals as not having valid candidacies. Some of these individuals were not pleased with the information. However, it was a piece of case law the CCBOE was not aware of or utilized previously that is now in the CCBOE's possession. August 25, 2023, is the candidate protest deadline.

Board Member Davis Chappell asked if Mr. Jason Hubble was included as one of the seven individuals as she received an email from him regarding this issue? Director Perlatti said yes. Board Member Davis Chappell stated that based on the issues Mr. Hubble is raising, his petition was filed in July 2023 and was marked on the website as valid. Board Member Davis Chappell requested a legal opinion or understanding of what right voters have to rely on the CCBOE website. If voters or

candidates rely on our pre-check process and the CCBOE refers them to the website to check, the voters or candidates then see that there is a valid indicator that documents are in order and they are good to run. Board Member Davis Chappell said the CCBOE must follow the law, and the CCBOE is required to. She asked what right is there to rely on the CCBOE website, and maybe the CCBOE should add a disclaimer to the website, as it is disconcerting if someone sees “yes” or “valid” the documents are good to run for office because the documents are in order? Board Member Davis Chappell stated she is concerned about why the CCBOE does not know that the CCBOE is supposed to be doing something that is not being done. There is a 2019 case that says the CCBOE should be doing X and Y, and the CCBOE has not been doing it. There are many cases where the CCBOE can not follow everything, but the CCBOE does not want to harm the voters or there be prejudiced to the voters. Board Member Davis Chappell's asked for a legal opinion of what discretion, if any, the Board has to make an exception because the CCBOE never implemented this particular requirement on the petition. Board Member Davis Chappell said maybe the Board has no discretion because the law is the law, but she wants to say in good faith to the candidate and the voters that the CCBOE was bad on this, but the law is the law. She asked what right voters have to rely on the Board's representations to indicate that the petitions are valid and that the precheck has been completed satisfactorily. If the information cannot be relied on, the CCBOE needs to put a disclaimer on the website.

Board Member Stickan said if a candidate would call, the department would say the CCBOE has the candidate marked as valid. Nothing is official until the Board votes to approve the ballot, and candidates can always be challenged. Still, if this candidate had called the department, the CCBOE would have indicated the petitions looked good. That is beyond the website display as well. This is a 2019 case that is impactful; maybe the CCBOE should talk with the SOS about putting a Directive out seeking the SOS's advice on this. Board Member Stickan also added when someone files so early, and they go out and do their campaign, she would distinguish that from someone who filed the day of the deadline. Board Member Davis Chappell said she does not know what leeway the CCBOE has, but maybe this is an SOS question. Given that all seven people are in the same boat, does the Board have the discretion to say the CCBOE has not been requiring and has not been enforcing this for anybody up to now? Maybe there is a way the CCBOE can allow these individuals to move forward if the CCBOE has that discretion, and then on an ongoing forward basis, the CCBOE makes very clear this is the way the CCBOE will be treating these petitions per the requirement of the 2019 case. Board Member Davis Chappell stated there is a certain inherent unfairness in her view because the CCBOE has never enforced this particular requirement before. She stated she understood, as a lawyer, that she was not advocating doing something unlawful. Still, there may be some equitable argument in this situation that these individuals should be exempted from this particular Election. Then, on a going-forward basis, the CCBOE is very clear that this is the requirement; this has to be included, and then the CCBOE puts the disclaimers up. If people can not rely on the website information and the CCBOE already has that information, does it say that in the law somewhere? Assistant Prosecutor Mark Musson stated the law does not require what the CCBOE says on the website, but it is the candidate's obligation to know what is required to file the nominating petitions. Director Perlatti said in the past, the CCBOE has talked to the SOS office, and the SOS had suggested not to put any information on the website because nothing is official until the Board certifies the candidates. The CCBOE has put the information up for years because otherwise, the department gets hammered with many phone calls. This situation is where a candidate did file early, but this case did not come to the CCBOE's attention until last Friday, after the filing deadline. The CCBOE can change the website to indicate filed: yes, processed: yes, and not give a status. Board Member Davis Chappell stated there needs to be some disclaimer and continue to provide the information that has been the CCBOE's practice, and candidates find it helpful. But there should be a disclaimer as the CCBOE reserves the right, as the CCBOE should, that the candidate is not formally approved or valid until certification.

Chairman Curtis asked if there would be any merit to having a link? He stated it is not the CCBOE's responsibility if they read it or not, but the link is on there. Board Member Stickan said the problem is the petitions are filed early, and candidates are told the petitions are invalid, and they have time to cure it. The CCBOE is taking an affirmative step, stating this is valid because these filing deadlines are so late, especially in a municipal year. People rely on the website to say the petitions are good and then go out and order lawn signs and print campaign literature. The understanding is someone could challenge you until a certain day. Maybe there has to be communication that nothing is official until certified to the ballot.

Board Member McCafferty asked what the defects were? Assistant Prosecutor Musson said the nominating petition was blank. In the form that the SOS prescribes in non-partisan municipal elections over 2,000 people, there is a declaration of candidacy at the top and a nominating petition above the signatures at the bottom. The law requires that an individual seek that office through nominating petition so that it "shall be through nominating petition." So, it is a strict compliance with the nominating petition. The SOS prescribes the form for the nominating petition, which includes the declaration of candidacy and the nominating petition. The Supreme Court said substantial compliance with the form requires an individual to complete that nominating petition to strictly comply with what initiates an individual's effort to seek office, and substantial compliance requires the name and the office an individual is seeking. It is convoluted between strict compliance with the nominating petition and substantial compliance with the form.

Board Member Stickan asked if the Board would get the case before the August 21, 2023 Board Meeting? Mr. Musson said yes. Board Member Davis Chappell asked if Mr. Musson would have an opinion on the other questions. Mr. Musson said yes, and the law is clear; there is no reliance on what the Board says on the website. Mr. Musson said from the Ohio Election Officials Manual and is not a direct quote, states in the case of *State ex rel. McMillan v. Ashtabula Cty. Bd. of Elections*, 65 Ohio St.3d 186, 1992 -Ohio -85 (candidate's reliance on the misinformation of the board employee does not stop the Board from removing a candidate's name from the ballot). Mr. Musson stated there was another case from '91 *State ex rel Shaw, v. Lynch* (estoppel does not apply against election officials in the exercise of governmental functions). Mr. Musson also cited *State ex rel. Senn v. Cuyahoga Cty. Bd. of Elections* (1977), 51 Ohio St.2d 173 (candidate could not file necessary part petition after having filed other petition papers). That is, the cure is the recirculating petitions, that an individual can not pull their petitions back after the petitions are filed. Board Member Davis Chappell asked if there is no cure period? Mr. Musson said once the petition is filed, it is filed. A candidate must then withdraw and recirculate petitions. Mr. Musson also cited *State ex rel. Svete v. Bd. of Elections* (1965), 4 Ohio St.2d 16 (advice by Board of elections deputy clerk that nominating petition appeared to be in order does not stop the Board of elections from declaring such petitions to be invalid). Mr. Musson stated since the case law is saying what is required to fulfill the requirements of appearing on the ballot is not satisfied, he did not know what discretion the Board would have to deviate from the law.

Director Perlatti stated Brent Lawler, Candidate and Petition Services Manager, had received guidance from previous legal counsel to the Board on this. At that time, it was not the strict compliance that this case had shown, and that is what the CCBOE was following. Board Member McCafferty stated it is difficult not to err on the candidates' side in this case. Board Member Davis Chappell said the CCBOE has taken the position in the past, not when it is contrary to law, that the goal is always to keep people on the ballot. However, if there is strict compliance under the law, the Board may not have any other choice. The Board will see the legal opinion with all the case law identified. Board Member Stickan also asked what is the Board's discretion. Mr. Musson stated the OEM says the nominating petition is a

question of substantial compliance for the Board to determine in consultation with the Prosecutor's office.

Director Perlatti stated the majority of the August 21, 2023, Board Meeting will also include the updated CCBOE Ballot Remake and Adjudication Policy based on ClearBallot. The August 29, 2023, Board Meeting will consist of candidate protests.

Board Member Davis Chappell commented and thanked the CEO of ClearBallot for being at the CCBOE for the August 8, 2023 Special Election. She stated there were a few snafus, which is expected with the roll-out of new equipment. Board Member Davis Chappell asked if there would be a summary, including resolutions of the issues. Director Perlatti stated the report will be forthcoming.

PUBLIC COMMENT

Mr. Tony Walker provided public comment on candidate petitions

Ms. Cynthia Beard provided public comment on petition validity and write-in candidates

EXECUTIVE SESSION

There was no executive session

Chairman Curtis moved to recess the meeting at 10:38 a.m. Board Member Davis Chappell seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on August 16, 2023.

Henry F Curtis, IV, Chairman

Henry F Curtis, IV

Inajo Davis Chappell, Board Member

Terence M. McCafferty, Board Member

Terence M. McCafferty

Lisa M. Stickan, Board Member

Lisa M. Stickan

Anthony Perlatti, Director

Anthony N. Kaloger
Deputy Director

Anthony N. Kaloger

Agenda Item

#2

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

September 12, 2023 Primary Election

Provisional Verification Summary

A total of **5** Provisional Ballots were cast during the September 12, 2023 Primary Election. Of the **5** Provisional Ballots, **4** were confirmed to be valid Provisional Ballots and **1** Provisional Ballot was rejected as a Not Registered voter.

	Valid	Rejected	Total
Provisional Ballots Cast	4	1	5

0 Provisional Ballots that were cast in the wrong precinct/correct location that are eligible to be remade.

All Provisionals that were cast had valid identification listed on the Provisional Envelope.

No voters appeared at the Board of Elections to cure their Provisional Ballot during Provisional Cure Period hours.

Reason for Rejection	# Rejected
Not Registered	1
Total Rejections	1

Henry F Curtis, IV
Chairman

Inajo Davis Chappell
Member

Lisa M. Stickan
Member

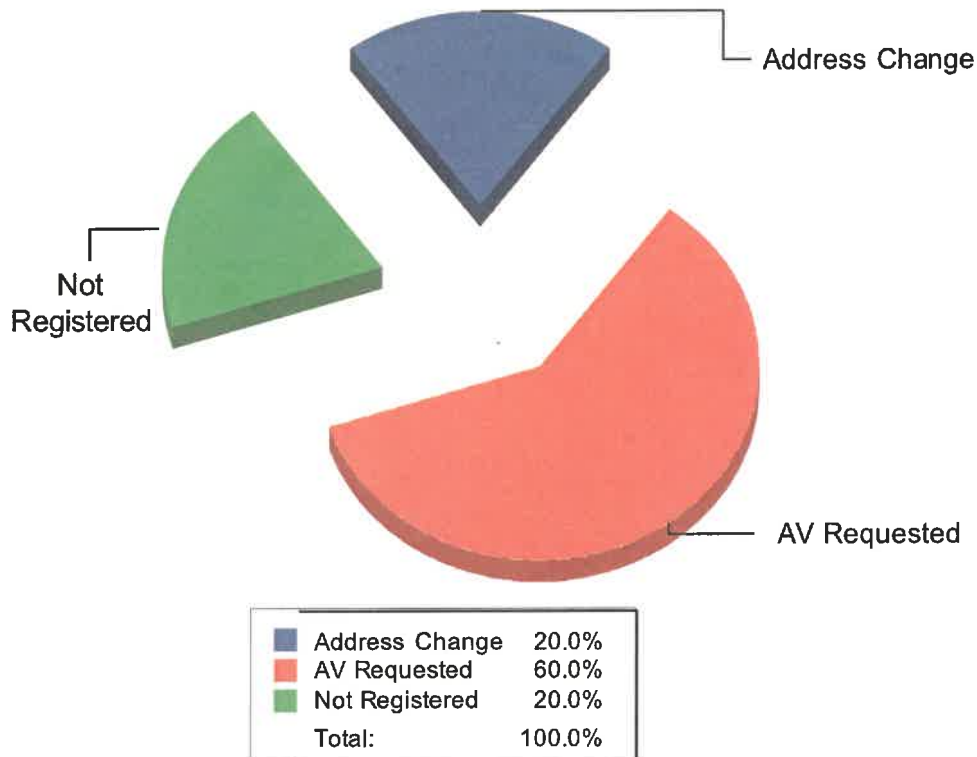
Terence M. McCafferty
Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

Reasons for Voting Provisional

SEPTEMBER 12, 2023 PRIMARY ELECTION



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

* Z-Others may include:

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

Agenda Item

#3



Appointment to Elected Office

1. Tracy Justice, Richmond Heights City Council, Member of Council (Ward 1)¹

¹ CCBOE acknowledged the resignation of former Councilmember Erron Bell at the 8-16-2023 Meeting. Term ends 12-31-2023; no special election is required.

Certification to Fill Vacancy in Elected Office

08/22/2023
(MM/DD/YYYY)

Richmond 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 Richmond Heights has occurred on 08/01/2023
(City/Village/Township/School) (MM/DD/YYYY)

due to the Resignation of Erron Bell
(Death, Resignation, Etc.) (Print name of office holder)

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

under the authority of Charter Article IV, section 8
(cite the ORC/Charter/Ordinance sections granting the appointing authority)

who is a qualified elector residing at 26662 Mulberry Circle, Richmond Hts 44143
(State full street address, city, and zip code)
216.513-0707 + justiceward1@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.

Donnie Hunter, Clerk of Council 8/22/23
(Title) (Date)

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

- 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 OFFENSE FIFTH DEGREE.

VOTE CUYAHOGA COUNTY
BOARD OF ELECTIONS
CANDIDATE & PETITIONS SERVICES


23 SEP 11 PM 1:50

The City of Richmond Heights, Ohio
Office of the Mayor

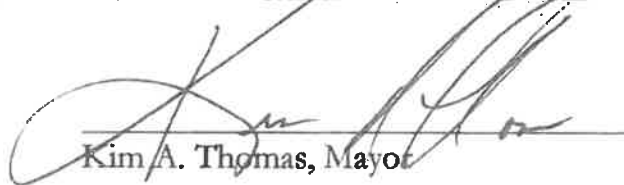


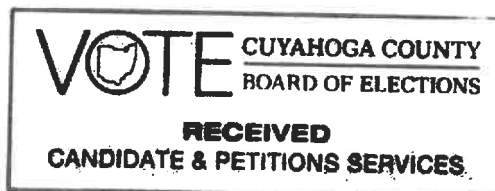
Oath of Office

I, Tracy Justice, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the Charter of the City of Richmond Heights, and all laws of said City; and that I will faithfully, honestly, and impartially discharge the duties of Member of Council in Ward 1, of the City of Richmond Heights, State of Ohio, for the remainder of the term ending December 31, 2023, as I shall answer to God.


Tracy Justice

SWORN TO BEFORE ME AND
SUBSCRIBED IN MY PRESENCE THIS
TWENTY-NINTH DAY OF AUGUST,
TWO THOUSAND TWENTY-THREE


Kim A. Thomas, Mayor



Agenda Item

#4

August 8, 2023 Special Election Early In-Person Election Officials Performance Report

I. Opening and Closing EIP Voting Location

A. Initial setup (First Day of Voting)

On the first day of Early In-Person (EIP) voting (July 11th), three Clear Cast Scanners were turned on and made ready for voting for the election. A zero report was generated to show the machines had no ballots that were scanned and tabulated for the election. At least one full-time staff member was part of a bipartisan team responsible for performing this operation. The team then signed off on the Zero Report and stored it with the respective security logbook. One Clear Cast Scanner was closed but left active to serve as a back-up scanner in the event of malfunction of the primary scanners. Meanwhile, another team prepared the Print Now ballot printing on-demand stations for voting by logging into the program, removing stored blank ballot stock from the locked cabinets and loading it into the printers.

During the four weeks of EIP voting we kept two Clear Cast Scanner operational in the room and a third scanner was opened but kept in the locked ballot room storage area so that it could be deployed immediately if needed. We added a third scanner during the weekend of voting before the election and set up a fourth scanner as a backup.

B. Daily Opening and Closing of Polling Places

Unlike Clear Cast Scanners used at the polling locations on Election Day, the Clear Cast Scanners used at the EIP voting location are “opened” (turned on) and “closed” (shut down) each day, but technically polling is open until 7:30 p.m. on Election Night. Each day the BOE was open for voting during EIP (July 11-August 6), we reviewed the Clear Cast Scanner Audit Log for the opening and closing times of each Clear Cast Scanner used. Security seals and total votes were checked for discrepancies from closing the night before. There were never any discrepancies.

The voting machine was opened and ready for voters fifteen minutes before the opening of voting each day. For closing times, we first ensured that no machine was shut down prior to closing times prescribed by SOS directive.

After the first two days of Early Voting the turnout was significantly exceeding expectations, so the agency decided to bring in additional temporary staff that had been scheduled to come in the last two weeks of voting, with full-time employees on call if needed. The weekend before the election, we had a few full-time staff members from CPS and Registration present to handle an anticipated increase in voters.

C. Signing the Oath of Office

Before Early In-Person voting began, a designee of the manager of CPS (Stephen Doell, Supervisor) administered the Oath to the Early In-Person Precinct Election Officials (EIP PEOs) orally and they, in turn, signed a written copy of the Oath.

D. Final close of Polls (Election Day 7:30 p.m.)

The final close of polls for the Early In-Person vote center was Sunday, August 6th at 5:00 p.m. All machines were put through the nightly shut down process and emptied of the ballots. The machines were then sent to the Ballot Department on Election Day by a bipartisan team. The machines were completely shut down by Ballot Department staff at 7:30 p.m. election night and the vote tally memory sticks were removed and uploaded by the Ballot Department.

II. Self-Reporting of Problems

The EIP PEOs are temporary employees hired to assist with the implementation of early voting and are directly supervised by full-time staff of the CCBOE at all times. In training, they are instructed to immediately inform the supervisors of any issues that arise. Therefore, after-the-fact reporting of incidents and ballot quantities by the temporary staff during Early In-Person Voting is not necessary.

III. Handling of Provisional Ballot

The EIP voting staff issued a total of 656 Provisional ballots to voters throughout the election cycle. Of that total, 172 provisional ballots were issued on Election Day.

Note: We did encounter some voters unable to present proper photo identification as stipulated in the new HB 458 requirements. Most of them had proper ID, but did not bring it with them and chose to return later to vote their regular ballot. Some who had expired ID went to the BMV and returned with a renewed ID. Seventeen had no ID and did not present a valid ID before the close of EIP voting or the close of the cure period.

IV. Reconciliation After Polls are Closed – Delivering Ballots to the Ballot Department

A. Completing Reconciliation Duties

The number of ballots issued cast at the CCBOE Early In-Person voting center was 22,018.

B. Delivering Ballots to the Ballot Department

Staff emptied the collection bins for each scanner every day and kept the ballots in separate stacks by scanner number. Ballots were then sorted to the precinct level daily starting at the beginning of the second week of voting. After closing the Clear Cast Scanner at the end of the EIP voting period the machine was emptied of ballots one last time and sorted to precinct level. The ballots were delivered to the Ballot Department by Election Support staff along with the Clear Cast Scanners.

EIP Voting Election Official Performance Review August Special Election 2023

First Name	Last Name	Dependability (Attendance and Punctuality)	Assisting Voters (Quality and Efficiency)	Processing Provisional Voters (Election Day)	Clear Cast (Opening and Closing)	General Customer Service (Professionalism)	Employee Collaboration (Team Player)	Rehire (Yes or No)
		6	7	6	NA	7	7	Yes
		6	7	7	NA	7	7	Yes
		6	7	NA	NA	7	7	Yes
		6	7	NA	NA	7	7	Yes
		6	7	7	NA	7	7	Yes
		6	7	6	8	7	7	Yes
		6	7	8	8	8	7	Yes
		6	7	NA	NA	7	7	Yes
		6	6	NA	NA	7	6	Yes
		6	8	7	7	8	8	Yes
		6	8	6	NA	8	8	Yes
		6	7	7	8	8	7	Yes
		6	7	6	6	7	7	Yes
		6	7	8	NA	8	7	Yes
		6	6	NA	NA	7	6	Yes
		6	7	7	7	7	7	Yes
Grading Scale			1-2: Unsatisfactory	3-4: Needs Improvement	5-6: Meets Expectations	7-8: Area of Strength	9-10: Exceeds Expectations	

Agenda Item

#5

Discussion of the 2024-2025
Biennial Budget

2024 – 2025

Recommended Biennial Budget

For the Cuyahoga County Board of Elections

Henry F. Curtis, IV
Chairman

Inajo Davis Chappell
Board Member

Lisa Stickan
Board Member

Terence McCafferty
Board Member

Anthony W. Perlatti
Director

Anthony N. Kaloger
Deputy Director

Shaunquitta
Walker
Fiscal Manager

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Executive Summary and Highlights

The 2024 and 2025 recommended biennial budget is sufficient for the Cuyahoga County Board of Elections (CCBOE) to effectively provide election services to all voters, candidates, committees, and political subdivisions in Cuyahoga County, which has 880,000 registered voters – the most out of any county in the State of Ohio.

Recently the CCBOE has seen an increase in voter participation outside of Presidential Election years. This ever increasing voter trend is expected to continue in the two (2) known elections in 2024 and three (3) known elections in 2025. This is partly fueled by the increased likelihood that statewide issues will appear on the ballot over the next couple of years. In addition to overall increased voter participation, more voters are self-opting and are being encouraged by political parties to vote by mail or by early in-person voting at the CCBOE.

The CCBOE's 2024-2025 Recommended Biennial Budget includes a 2% for permanent employees and 1.75% for Board Members COLA in each year. An additional \$83,000.00 overall increase for Seasonal Temporary Employee wages from \$15 per hour to \$15.25 per hour for 2024 and \$15.50 per hour for 2025 is included. The Seasonal Temporary Employees do not receive the permanent staff COLA.

Per ORC Section 3501.17, the CCBOE charges back subdivisions for the wages incurred by election day workers in odd number years and returns those funds to the County general fund making the 2025 seasonal staff increase virtually cost neutral to the general fund.

In addition to wage increases for the staff necessary to conduct all elections, the budget also includes an additional \$345,200 to cover the ongoing maintenance and licensing fees needed to support election administration and voter enhancements realized from the purchase of equipment and software with grant dollars in 2020.

An additional \$200,000 was included in the Administration Budget to fund ongoing maintenance projects (non-routine) that are necessary to maintain a safe environment for staff and the public in our aging buildings. **The CCBOE would like to continue the funding of this initiative in the budget until it is confirmed whether the CCBOE will be relocated or not.**

In the new initiatives you will find the CCBOE would like to continue to enhance operations, streamline processes and most importantly create a redundancy plan by purchasing another Agilis Inbound Mail Ballot Processor and associated software. This purchase of approximately \$350,000 would improve the overall daily absentee mail operations and provide the needed safety net for when this piece of critical election equipment goes offline. The Agilis directly impacts when voters can track that their voted Vote-by-Mail Ballot has been received by the CCBOE.

Part I

Introduction

Background

The Board of Elections is responsible for conducting all official elections in Cuyahoga County, as well as for maintaining the voter registration records of the County’s registered voters and the campaign finance reports of all local candidates and political committees. With around 900,000 registered voters, Cuyahoga County is one of the **largest election jurisdictions** in the State of Ohio.

The Board of Elections consists of **four Board Members**—two Republicans and two Democrats—who are appointed by the Ohio Secretary of State to serve four-year terms. Board Members are responsible for ensuring that the agency’s duties are carried out in accordance with state and federal law, as well as in accordance with the instructions of the Secretary of State and the policies adopted by the Board Members.

The Board Members appoint a **Director** and **Deputy Director** who must be of the opposite political party and are responsible for the day-to-day operations of the agency. In addition to the Director and Deputy Director, the full-time staff of the Board of Elections includes **90 full-time employees** who serve at the pleasure of the Board Members. Full-time employees are divided into the following **ten departments**:

Ballot Preparation & Tabulation	Prepares ballots for elections and is responsible for ballot tabulation and election results. Tests all election equipment to ensure proper operation on Election Day. Process Vote by Mail ballot application requests and Vote by Mail ballot returns, including voters confined to nursing homes and hospitals.
Candidate & Petition Services	Assists candidates, political subdivisions, or any entity that wishes to have an item placed on the ballot. Processes petition filings for municipalities, candidates, and issues. Accepts, files, and audits campaign finance reports. Facilitates early in-person voting.
Community Outreach	Primary liaison with media and news organizations. Promotes voter registration and provides voter education and information at locations and events throughout Cuyahoga County and via online and social media.
Election Officials	Recruits, hires, and trains all election officials and Election Day workers according to Ohio Law.
Election Support	Responsible for voting location selection and assuring accessibility for all voters. Prepares and delivers voting equipment and supplies to voting locations prior to each election.
Executive Office	Includes the Director, Deputy Director, Elections and Compliance Administrator, and support staff.
Fiscal Services	Manages the budget, accounts payable, contracts, procurement, payroll, and overall building operations.
Human Resources	Manages recruiting, screening, interviewing, and placing Board of Elections full-time, part-time, and temporary staff. Administers comprehensive personnel program.
Information Systems	Manages voter registration database and the Board of Elections website. Draws precinct boundaries according to Ohio law. Ensures voters are assigned to their correct precincts. Provides technical support to all departments. Supports and complies with cyber security initiatives enforced by the Ohio Secretary of State
Registration	Processes voter registration cards. Verifies signatures on petitions for candidates and issues. Mail voter-registration-related notifications. Maintains and updates voter history after each election (party affiliation and voting activity).

Elections in 2024 and 2025

The Board of Elections will conduct two countywide elections in 2024 and three elections (two local and one countywide) in 2025. Additional special elections for various purposes may also be needed.

March 19, 2024 Presidential Primary Election

This **countywide** election will include party nominations for federal, state, and local offices. Voter turnout in Cuyahoga County was **22.93%** for the last Presidential Primary Election in 2020 and was **42.52%** for the 2016 Presidential Primary Election. Note: The 2020 Primary had no voting at the polls on account of the COVID pandemic.

November 5, 2024 Presidential General Election

This **countywide** election will include candidates for the federal, state, and local offices that are nominated in the Primary Election. Voter turnout in Cuyahoga County was **70.99%** for the last Presidential General Election in 2020 and was **69.24%** for the 2016 Presidential General Election.

May 2, 2025 Primary Election

This **local** election will include nominations for local offices in some municipalities and municipal court districts, if required, and can also include local issues such as charter amendments and tax levies. Below are the size and voter turnout for previous odd-year primary elections held in May:

- 2021: 196 precincts (**20.0%** of the county), **18.87%** voter turnout
- 2017: 175 precincts (**17.9%** of the county), **22.68%** voter turnout

September 12, 2025 Primary Election

This **local** election will include nominations for local offices in some municipalities and municipal court districts, if required, and can also include local issues such as charter amendments and tax levies. The City of Cleveland municipal offices are eligible for this election. Below are the size and voter turnout for the September primary election in 2017 and 2021:

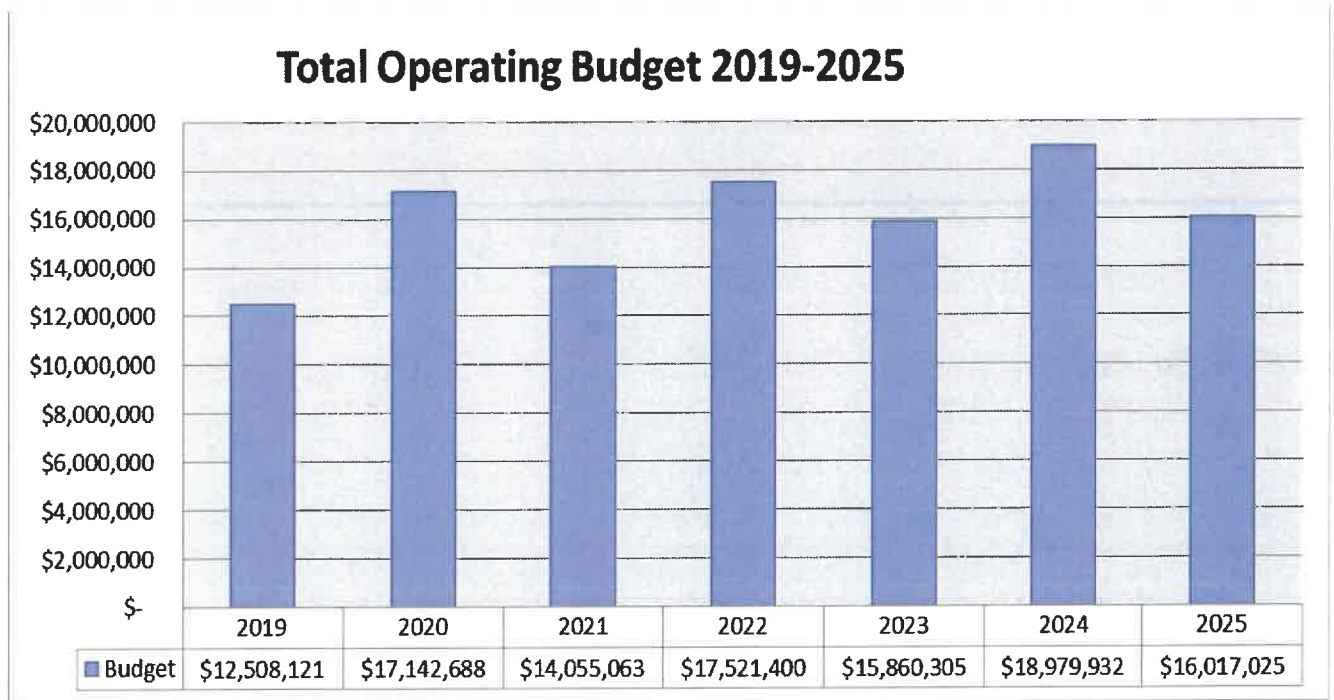
- 2021: 442 Precincts (**45.3%** of the county), **16.52%** voter turnout
- 2017: 389 Precincts (**39.9%** of the county), **13.22%** voter turnout

November 7, 2025 General Election

This **countywide** election will include candidates for local offices in municipalities, school districts, and municipal court districts. Voter turnout in Cuyahoga County was **26.45%** in the 2021 General Election, and **30.90%** in the 2017 General Election.

Impact of Four-Year Election Cycle

The total recommended budget of \$19 million for 2024, a presidential election year, is an increase of \$1.9 million (11%) from 2022, the last gubernatorial election year. The total recommended budget of \$16 million for 2025, a municipal election year, is an increase of \$156,720 (0.99%) from 2023. The nature of the CCBOE’s business model causes the upcoming budgets to be based on both the previous year’s budget as well as the similar election budget from four years prior.



- 2021, 2022 and 2023 does not include the additional appropriations for the unplanned elections.

The yearly fluctuations in the operating budget displayed in the chart above are mostly due to the varying size of the elections (i.e., turnout and total precincts) conducted within a given year.

The annual percentage increases in the 2024-2025 biennial budget recommendations are consistent with the percentage increases the CCBOE has witnessed in the recent past. The landscape and requirements for conducting safe, fair and transparent elections has changed.

The increase or decrease in turnout and total precincts generally corresponds to the **four-year election cycle** described below.

Type	Years	Elections
Presidential Election Year	2020, 2024, 2028, etc.	One countywide primary election (average turnout) and one countywide general election (highest turnout).
Municipal Election Year (including the City of Cleveland)	2017, 2021, 2025, etc.	Two non-countywide municipal primary elections (average turnout) and one countywide general election (average turnout). However, Cleveland Council/Mayor candidates are elected in these years which can result in more precincts/higher turnout than other municipal election years.
Gubernatorial Election Year	2018, 2022, 2026, etc.	One countywide primary election (average turnout) and one countywide general election (average to high turnout).
Municipal Election Year (without the City of Cleveland)	2019, 2023, 2027, etc.	Two non-countywide municipal primary elections (average turnout) and one countywide general election (average turnout).

Budget Overview by Category

As indicated in the chart below, full-time staff payroll and benefits represent approximately half of the budget in both 2024 and 2025. An additional third of the budget consists of funding for election officials, ballot printing, and temporary staff.

Other significant budget categories include county building service charge backs (security, custodial, and maintenance) for the Board of Elections Building, postage and mailing services, county lease and utility chargebacks for the Halle Warehouse, paper and printed materials, voting equipment maintenance, and election-related rentals or other services.

Budget Category	2024	%	2025	%
Full-Time Staff Payroll	\$ 6,172,240	38.58%	\$ 6,233,971	32.92%
Temporary Staff	\$ 1,455,300	9.10%	\$ 2,197,553	11.60%
Election Officials and Election Day Workers	\$ 1,657,450	10.36%	\$ 2,446,750	12.92%
Full-Time Staff Benefits	\$ 2,098,984	13.12%	\$ 2,394,648	12.65%
Ballot Printing	\$ 1,148,740	7.18%	\$ 1,210,928	6.39%
County Building Services	\$ 955,955	5.98%	\$ 1,022,872	5.40%
Halle Warehouse Lease	\$ 556,176	3.48%	\$ 543,853	2.87%
Postage and Mailing Services	\$ 344,181	2.15%	\$ 487,313	2.57%
Voter Equipment Maintenance	\$ 97,100	0.61%	\$ 173,220	0.91%
Supplies and Miscellaneous	\$ 225,000	1.41%	\$ 285,650	1.51%
Paper and Printed Materials	\$ 248,471	1.55%	\$ 220,000	1.16%
Administrative Agreements	\$ 190,528	1.19%	\$ 225,875	1.19%
Rentals and Other Services	\$ 165,951	1.04%	\$ 236,404	1.25%
Electronic Pollbook Maintenance	\$ 10,000	0.06%	\$ 250,000	1.32%
Voting Locations	\$ 64,000	0.40%	\$ 774,000	4.09%
Building Maintenance	\$ 100,000	0.63%	\$ 100,000	0.53%
Furniture and Equipment	\$ -	0.00%	\$ -	0.00%
Miscellaneous Vendor Costs	\$ 22,500	0.14%	\$ 22,500	0.12%
Voter Registration System	\$ 434,440	2.72%	\$ -	0.00%
Cybersecurity Enhancements	\$ 50,000	0.31%	\$ 50,000	0.26%
Electronic Pollbook Supplies	\$ -	0.00%	\$ 61,352	0.32%
Grand Total:	\$ 15,997,015	100.00%	\$ 18,936,888	100.00%

Additional Budget Initiatives

The table below lists a summary of new budget initiatives that are included in the 2024-2025 Biennial Budget.

For additional details regarding each proposed initiative, see Part 3 - New Initiatives and Part 4 -Initiatives.

New Initiatives Category	2024 Budget	2025 Budget
Purchase of Agilis® In-Bound Mail Sorting Equipment	\$ 350,000.00	\$ -
Increases for Seasonal Temporary Employee Wages	\$ 41,000.00	\$ 42,000.00
Purchase of Electronic Pollbooks and Ancillary Equipment	\$ 250,000.00	\$ -
Employee Election Cycle Overtime	\$ 100,000.00	\$ 100,000.00
Grand Total:	\$ 741,000.00	\$ 142,000.00

Continued Initiatives Category	2024 Budget	2025 Budget
New Election Systems Maintenance and Licensing	\$ 148,600.00	\$ 148,600.00
Off-Site Retention Material Storage	\$ 22,000.00	\$ 22,000.00
Maintenance Projects	\$ 100,000.00	\$ 100,000.00
Cybersecurity Enhancements	\$ 50,000.00	\$ 50,000.00
Grand Total:	\$ 320,600.00	\$ 320,600.00

In order to recruit Election Day Staff and Temporary Employees to assist in conducting elections, the Board must offer competitive wages. The CCBOE more than doubles the size of its workforce during countywide elections and cannot execute the necessary administrative job functions without this increase in workforce. The CCBOE continues to encounter challenges in meeting its seasonal temporary employee needs and retaining tenured temporary employees. The current hourly rate of \$15.00 is now more competitive with the external job market, but factors such as the cost of gas and time needed to commute downtown impact individuals willingness to take employ with the CCBOE. The CCBOE intends to increase the hourly rate by 1.7% for 2024 and 2025 from \$15.00 to \$15.25 per hour effective January 1, 2024 and from \$15.25 to \$15.50 per hour effective January 1, 2025. This will incrementally aide the CCBOE in maintaining the current employees and remain competitive in the market.

The CCBOE in the current budget cycle has also encountered budgetary challenges in compensating two election day temporary job classifications, Rover and Drop Off Captain. These positions had previously been compensated through pay warrants issued through the Fiscal Office Accounts Payable Division without added pension deductions withheld. These positions now require OPERS wage withholdings resulting in the two job classifications having wages processed through the Fiscal Office Payroll Division. These added withholdings create multiple challenges and make it difficult to recruit and fill these essential election day positions. Going forward, the CCBOE must budget for OPERS and Medicare charges in addition to these classifications hourly rates of pay.

Budget Accounting Units

The operating budget for the Board of Elections is divided into the five budget accounting units listed below.

Budget Name	Accounting Unit	Budget Description
Election Administration	BE100100	Provides funding for full-time staff payroll and benefits; lease chargebacks for the Halle Warehouse space; custodial and security chargebacks for the Board of Elections Main Building; and printing, postage, service, and supply expenditures for administrative (i.e. non-election-specific) purposes.
Primary Election	BE100105	Provides funding for temporary staff, election officials, ballot printing, postage, services, and consumables related specifically to the primary election(s) conducted each year. A countywide primary election is held in March for presidential election years and in May for gubernatorial election years. Municipal primary elections are held in May and September in odd years but typically are not countywide
General Election	BE100115	Provides funding for temporary staff, election officials, ballot printing, postage, services, and consumables related specifically to the annual countywide General Election held in November.
Special Election	BE100120	Provides funding for temporary staff, election officials, ballot printing, postage, services, and consumables related specifically to special elections conducted each year. Regular special elections are held on an as-needed basis in August. Special elections to fill necessary vacant offices or for local communities or subdivisions under fiscal emergency, or held at any time as dictated by state law.
Election Equipment	BE100125	Provides funding for the voting equipment maintenance contract, electronic pollbooks maintenance contract, voter registration system annual license, and various purchases of election equipment and durable goods.

Appropriated funds **cannot** be transferred from one accounting unit to another unless approved by the County Council.

Further, appropriated funds for personnel (payroll and benefits) **cannot** be transferred to non - personnel categories within the same accounting unit (and vice versa) unless approved by County Council.

Part 2

Budget Summary

Budget Overview by Accounting Unit and Category (2019-2025)

Presented below is the recommended operating budget for 2024 and 2025 compared to actual and projected expenditures for 2019 to 2025. The budget is broken down by both accounting unit and category.

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
Election Administration - BE100100	\$ 9,006,218	\$ 8,895,053	\$ 8,566,321	\$ 9,546,813	\$ 9,692,163	\$ 10,956,638	\$ 11,227,828
Administrative Agreements	\$ 164,918	\$ 147,402	\$ 96,374	\$ 55,735	\$ 190,528	\$ 225,875	\$ 236,258
County Building Services	\$ 1,167,090	\$ 1,164,810	\$ 833,082	\$ 1,260,188	\$ 955,955	\$ 1,022,871.85	\$ 1,074,015.44
Full-Time Staff Benefits	\$ 1,937,667	\$ 2,113,683	\$ 1,848,290	\$ 1,969,248	\$ 2,098,984	\$ 2,394,648	\$ 2,506,600
Full-Time Staff Payroll	\$ 4,545,605	\$ 4,667,326	\$ 4,784,479	\$ 5,112,660	\$ 5,386,252	\$ 6,172,240	\$ 6,233,971
Furniture and Equipment	\$ 281,946	\$ 49,728	\$ 14,992	\$ 27,513	\$ -	\$ -	\$ -
Halle Warehouse	\$ 528,220	\$ 454,465	\$ 484,177	\$ 501,765	\$ 556,176	\$ 543,853	\$ 569,750
Paper and Printed Materials	\$ 25,288	\$ 27,250	\$ 128,988	\$ 96,227	\$ 100,000	\$ 100,000	\$ 100,000
Postage and Mailing Services	\$ 124,631	\$ 168,733	\$ 213,504	\$ 183,900	\$ 160,267	\$ 175,500	\$ 180,000
Supplies and Miscellaneous	\$ 230,853	\$ 101,657	\$ 162,435	\$ 144,680	\$ 164,000	\$ 171,650	\$ 177,233
Maintenance Projects	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Cybersecurity Enhancements	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Primary Election - BE100105	\$ 752,217	\$ 2,696,140	\$ 1,094,607	\$ 2,377,768	\$ 1,109,980	\$ 3,680,926	\$ 1,626,921
Ballot Printing	\$ 56,130	\$ 607,248	\$ 125,706	\$ 335,313	\$ 545,300	\$ 578,420	\$ 189,999
Election Officials and Election Day Workers	\$ 235,219	\$ 267,247	\$ 518,291	\$ 925,989	\$ 395,250	\$ 1,260,840	\$ 401,390
Paper and Printed Materials	\$ 90,034	\$ 117,815	\$ 81,098	\$ 34,686	\$ 56,171	\$ 60,000	\$ 50,000
Postage and Mailing Services	\$ 89,468	\$ 179,298	\$ 37,667	\$ 173,141	\$ 31,329	\$ 140,222	\$ 52,963
Rentals and Other Services	\$ 21,562	\$ 73,531	\$ 92,915	\$ 161,289	\$ 64,289	\$ 118,202	\$ 93,009
Supplies and Miscellaneous	\$ 35,359	\$ 218,307	\$ 11,162	\$ 16,041	\$ 30,500	\$ 57,000	\$ 57,000
Temporary Staff	\$ 199,185	\$ 1,198,055	\$ 201,307	\$ 682,331	\$ 361,200	\$ 1,080,743	\$ 654,260
Voting Locations	\$ 25,258	\$ 34,639	\$ 26,461	\$ 48,977	\$ 12,000	\$ 385,500	\$ 128,300
General Election - BE100115	\$ 2,038,159	\$ 4,275,171	\$ 2,128,648	\$ 3,177,052	\$ 3,388,785	\$ 3,730,520	\$ 3,152,067
Ballot Printing	\$ 217,239	\$ 815,560	\$ 218,543	\$ 580,328	\$ 603,440	\$ 632,508	\$ 454,990
Election Officials and Election Day Workers	\$ 746,167	\$ 1,498,981	\$ 688,127	\$ 1,028,624	\$ 1,262,200	\$ 1,185,910	\$ 1,185,910
Paper and Printed Materials	\$ 109,389	\$ 124,639	\$ 62,634	\$ 121,384	\$ 92,300	\$ 60,000	\$ 60,000
Postage and Mailing Services	\$ 175,551	\$ 284,774	\$ 80,693	\$ 46,883	\$ 152,584	\$ 171,591	\$ 85,900
Rentals and Other Services	\$ 72,735	\$ 86,184	\$ 179,735	\$ 193,798	\$ 101,662	\$ 118,202	\$ 77,157
Supplies and Miscellaneous	\$ 43,748	\$ 232,340	\$ 45,184	\$ 22,898	\$ 30,500	\$ 57,000	\$ 57,000
Temporary Staff	\$ 597,556	\$ 1,198,055	\$ 821,641	\$ 1,118,892	\$ 1,094,100	\$ 1,116,810	\$ 1,099,810
Voting Locations	\$ 75,774	\$ 34,639	\$ 32,090	\$ 64,246	\$ 52,000	\$ 388,500	\$ 131,300
Special Election - BE100120	\$ -	\$ 20,163	\$ 1,506,766	\$ 2,012,547	\$ -	\$ -	\$ -
Ballot Printing	\$ -	\$ 7,692	\$ 89,827	\$ 191,394	\$ -	\$ -	\$ -
Election Officials and Election Day Workers	\$ -	\$ 9,528	\$ 402,494	\$ 952,171	\$ -	\$ -	\$ -
Paper and Printed Materials	\$ -	\$ 2,943	\$ 49,236	\$ 63,260	\$ -	\$ -	\$ -
Postage and Mailing Services	\$ -	\$ -	\$ 1,218	\$ 145,750	\$ -	\$ -	\$ -
Rentals and Other Services	\$ -	\$ -	\$ 99,685	\$ 137,716	\$ -	\$ -	\$ -
Supplies and Miscellaneous	\$ -	\$ -	\$ 408,795	\$ 18,365	\$ -	\$ -	\$ -
Temporary Staff	\$ -	\$ -	\$ 439,285	\$ 453,008	\$ -	\$ -	\$ -
Voting Locations	\$ -	\$ -	\$ 16,226	\$ 50,883	\$ -	\$ -	\$ -
Election Equipment - BE100125	\$ 711,528	\$ 1,256,162	\$ 758,721	\$ 957,971	\$ 799,290	\$ 874,939	\$ 645,231
Election Equipment and Supplies	\$ -	\$ 557,160	\$ -	\$ -	\$ -	\$ -	\$ -
Electronic Pollbook Maintenance	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 190,313
Electronic Pollbook Supplies	\$ 4,322	\$ 2,750	\$ -	\$ 1,250	\$ 10,000	\$ 250,000	\$ -
Voter Registration System	\$ 61,352	\$ 61,352	\$ 61,352	\$ 61,352	\$ -	\$ 61,352	\$ 64,420
Voter Equipment Maintenance	\$ 297,187	\$ 232,000	\$ 429,440	\$ 462,052	\$ 434,440	\$ -	\$ -
Miscellaneous Vendor Costs	\$ 167,416	\$ 221,650	\$ 24,679	\$ 137,567	\$ 97,100	\$ 173,220	\$ 178,481
Runbeck Agilis - Maintenance	\$ -	\$ -	\$ -	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500
Asset Inventory Management System	\$ -	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ 38,000
Online Poll Worker Training	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Live Results Election Night Reporting	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Opex Model 72 mail extraction desk (10) Ten Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,150	\$ 25,150
Pitney Bowes Folding/Inserting machine Halle Warehouse Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,318	\$ 4,318
Pitney Bowes Postage Meter Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,810	\$ 3,810
Pitney Bowes Folding/Inserting machine Hughes Building Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,233	\$ 2,233
Pitney Bowes Envelope Slicers Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,097	\$ 1,097
Software license renewal for managing projects and election task calendar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,235	\$ 2,347
Call center on premises software support for 12 months	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,825	\$ 48,116
Remote Ballot Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,950	\$ 10,448
Grand Total:	\$ 12,508,121	\$ 17,142,688	\$ 14,655,063	\$ 18,072,150	\$ 14,990,219	\$ 19,243,024	\$ 16,652,047

Election Administration Budget Summary

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
Election Administration - BE100100	\$ 9,006,218	\$ 8,895,053	\$ 8,566,321	\$ 9,546,813	\$ 9,692,163	\$ 10,956,638	\$ 11,227,828
Administrative Agreements	\$ 164,918	\$ 147,402	\$ 96,374	\$ 55,735	\$ 190,528	\$ 225,875	\$ 236,258
County Building Services	\$ 1,167,090	\$ 1,164,810	\$ 833,082	\$ 1,260,188	\$ 955,955	\$1,022,871.85	\$ 1,074,015.44
Full-Time Staff Benefits	\$ 1,937,667	\$ 2,113,683	\$ 1,848,290	\$ 1,969,248	\$ 2,098,984	\$ 2,394,648	\$ 2,506,600
Full-Time Staff Payroll	\$ 4,545,605	\$ 4,667,326	\$ 4,784,479	\$ 5,112,660	\$ 5,386,252	\$ 6,172,240	\$ 6,233,971
Furniture and Equipment	\$ 281,946	\$ 49,728	\$ 14,992	\$ 27,513	\$ -	\$ -	\$ -
Halle Warehouse	\$ 528,220	\$ 454,465	\$ 484,177	\$ 501,765	\$ 556,176	\$ 543,853	\$ 569,750
Paper and Printed Materials	\$ 25,288	\$ 27,250	\$ 128,988	\$ 96,227	\$ 100,000	\$ 100,000	\$ 100,000
Postage and Mailing Services	\$ 124,631	\$ 168,733	\$ 213,504	\$ 183,900	\$ 160,267	\$ 175,500	\$ 180,000
Supplies and Miscellaneous	\$ 230,853	\$ 101,657	\$ 162,435	\$ 144,680	\$ 164,000	\$ 171,650	\$ 177,233
Maintenance Projects	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Cybersecurity Enhancements	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

The Election Administration Budget provides funding for salaries and fringe benefits of the 90 full-time staff and 4 Board members of the Cuyahoga County Board of Elections, as well as building maintenance, lease agreements and other non-election specific operational services.

The current budget proposal includes a 2% Cost of Living Adjustment (COLA) for full-time employees at a cost of \$105,817.35 in salaries and \$46,832.96 in benefits for 2024 and \$107,933.69 in salaries and \$50,956 in benefits for 2025. The budget also includes a statutory salary increase of 1.75% for each Board Member. The increase in funding to full-time staff payroll also includes approximately \$160,000 for retirement vacation payouts for the nine (9) employees eligible to retire during the 2024-2025 budget cycle. Unused funds will be returned to the County general fund.

The lease of the Halle Warehouse space appears in this section at a cost of \$ \$543,852.52 in 2024 and \$ \$569,750.26 in 2025. Additional County Building Charges at both BOE buildings for utilities, custodial services, security, etc., are projected at \$ \$1,602,719.97 in 2024 and \$ \$1,649,401.14 in 2025.

For the first time in the 2022-2023 budget, a \$100,000 per year allowance was included for building Maintenance Projects, performed by Public Works' staff, to address non-routine building repairs and other small projects to improve the building work environment (i.e., new water fountains). **This is reflected in the budget as a continued initiative, contingent upon whether the CCBOE will be relocated. Unused funds will be returned to the County general fund.**

An additional \$100,000 is also included for ongoing Cybersecurity Enhancements. The CCBOE has strong cybersecurity protocols in place and will utilize the new funding for routine enhancements required by the Department of Homeland Security and Secretary of State. This is reflected in the budget as a continued initiative to maintain funding for routine enhancements required by the Department of Homeland Security and Secretary of State.

The remaining items in the Election Administration Budget include administrative postage and mailing services, printed materials, vehicle maintenance, supplies, and other miscellaneous business costs. In addition to routine inflationary cost increases, we are also providing better services to the public such as ADA accessible sample ballots and voting location change letters as opposed to postcards.

Primary Election Budget Summary

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
Primary Election - BE100105	\$ 752,217	\$ 2,696,140	\$ 1,094,607	\$ 2,377,768	\$ 1,109,980	\$ 3,680,926	\$ 1,626,921
Ballot Printing	\$ 56,130	\$ 607,248	\$ 125,706	\$ 335,313	\$ 545,300	\$ 578,420	\$ 189,999
Election Officials and Election Day Workers	\$ 235,219	\$ 267,247	\$ 518,291	\$ 925,989	\$ 395,250	\$ 1,260,840	\$ 401,390
Paper and Printed Materials	\$ 90,034	\$ 117,815	\$ 81,098	\$ 34,686	\$ 56,171	\$ 60,000	\$ 50,000
Postage and Mailing Services	\$ 89,468	\$ 179,298	\$ 37,667	\$ 173,141	\$ 31,329	\$ 140,222	\$ 52,963
Rentals and Other Services	\$ 21,562	\$ 73,531	\$ 92,915	\$ 161,289	\$ 64,289	\$ 118,202	\$ 93,009
Supplies and Miscellaneous	\$ 35,359	\$ 218,307	\$ 11,162	\$ 16,041	\$ 30,500	\$ 57,000	\$ 57,000
Temporary Staff	\$ 199,185	\$ 1,198,055	\$ 201,307	\$ 682,331	\$ 361,200	\$ 1,080,743	\$ 654,260
Voting Locations	\$ 25,258	\$ 34,639	\$ 26,461	\$ 48,977	\$ 12,000	\$ 385,500	\$ 128,300

Funding for the Primary Election Budget is based on one countywide election in 2024 for the statewide presidential primary, and two local municipal primary elections including the City of Cleveland in 2025.

A proposed raise in wages for office temporary staff and election day officials/workers accounts for an increase in the Primary Election Budget compared to past years. Other items including voting location costs, paper and printed materials, and postage costs are seeing slight increases.

It should be noted, most costs associated with the Primary Election Budget are charged back to the subdivisions within Cuyahoga County in odd numbered years (in accordance with Ohio Election Law). This includes the costs of ballots, temporary staff, election day officials/workers, and postage costs. The money will be returned to the Cuyahoga County General Fund. In essence, the increased funding requests for seasonal temporary employee wages and the staff overtime charges in 2025 are cost neutral on the Cuyahoga County General Fund.

During even numbered years, only the cost of ballots and advertising will be charged back to subdivisions placing an issue on the ballot.

General Election Budget Summary

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
General Election - BE100115	\$ 2,038,159	\$ 4,275,171	\$ 2,128,648	\$ 3,177,052	\$ 3,388,785	\$ 3,730,520	\$ 3,152,067
Ballot Printing	\$ 217,239	\$ 815,560	\$ 218,543	\$ 580,328	\$ 603,440	\$ 632,508	\$ 454,990
Election Officials and Election Day Workers	\$ 746,167	\$ 1,498,981	\$ 688,127	\$ 1,028,624	\$ 1,262,200	\$ 1,185,910	\$ 1,185,910
Paper and Printed Materials	\$ 109,389	\$ 124,639	\$ 62,634	\$ 121,384	\$ 92,300	\$ 60,000	\$ 60,000
Postage and Mailing Services	\$ 175,551	\$ 284,774	\$ 80,693	\$ 46,883	\$ 152,584	\$ 171,591	\$ 85,900
Rentals and Other Services	\$ 72,735	\$ 86,184	\$ 179,735	\$ 193,798	\$ 101,662	\$ 118,202	\$ 77,157
Supplies and Miscellaneous	\$ 43,748	\$ 232,340	\$ 45,184	\$ 22,898	\$ 30,500	\$ 57,000	\$ 57,000
Temporary Staff	\$ 597,556	\$ 1,198,055	\$ 821,641	\$ 1,118,892	\$ 1,094,100	\$ 1,116,810	\$ 1,099,810
Voting Locations	\$ 75,774	\$ 34,639	\$ 32,090	\$ 64,246	\$ 52,000	\$ 388,500	\$ 131,300

The General Election Budget is based on one November countywide General Election in 2024 for the statewide presidential election, and one November countywide General Election in 2025.

As with the Primary Election Budget, the proposed raise in wages for office temporary staff and select election day officials/workers accounts for an increase in the General Election Budget compared to past years. Other items including voting location costs, paper and printed materials, and postage costs are seeing slight increases.

It should be noted, most costs associated with the General Election Budget are charged back to the subdivisions within Cuyahoga County in odd numbered years (in accordance with Ohio Election Law). This includes the costs of ballots, temporary staff, election day officials/workers, and postage costs. The money will be returned to the Cuyahoga County General Fund. In essence, the increased funding requests for seasonal temporary employee wages and the staff overtime charges in 2025 are cost neutral on the Cuyahoga County General Fund.

During even numbered years, only the cost of ballots and advertising will be charged back to the subdivisions placing an issue on the ballot.

Special Election Budget Summary

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
Election Equipment - BE100125	\$ 711,528	\$ 1,256,162	\$ 758,721	\$ 957,971	\$ 799,290	\$ 874,939	\$ 645,231
Election Equipment and Supplies	\$ -	\$ 557,160	\$ -	\$ -	\$ -	\$ -	\$ -
Electronic Pollbook Maintenance	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 190,313
Electronic Pollbook Supplies	\$ 4,322	\$ 2,750	\$ -	\$ 1,250	\$ 10,000	\$ 250,000	\$ -
Voter Registration System	\$ 61,352	\$ 61,352	\$ 61,352	\$ 61,352	\$ -	\$ 61,352	\$ 64,420
Voter Equipment Maintenance	\$ 297,187	\$ 232,000	\$ 429,440	\$ 462,052	\$ 434,440	\$ -	\$ -
Miscellaneous Vendor Costs	\$ 167,416	\$ 221,650	\$ 24,679	\$ 137,567	\$ 97,100	\$ 173,220	\$ 178,481
Runbeck Agilis - Maintenance	\$ -	\$ -	\$ -	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500
Asset Inventory Management System	\$ -	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 38,000	\$ 38,000
Online Poll Worker Training	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Live Results Election Night Reporting	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Opex Model 72 mail extraction desk (10) Ten Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,150	\$ 25,150
Pitney Bowes Folding/inserting machine Halle Warehouse Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,318	\$ 4,318
Pitney Bowes Postage Meter Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,810	\$ 3,810
Pitney Bowes Folding/inserting machine Hughes Building Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,233	\$ 2,233
Pitney Bowes Envelope Slicers Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,097	\$ 1,097
Software license renewal for managing projects and election task calendar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,235	\$ 2,347
Call center on premises software support for 12 months	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,825	\$ 48,116
Remote Ballot Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,950	\$ 10,448

No funds will be requested for special elections in 2024 or 2025.

Since special elections are typically infrequent, small, and revenue-neutral—the Board of Elections will request appropriations for special elections on an **as-needed** basis in 2024 and 2025 if a special election is required. This approach will allow the County to divert financial resources elsewhere that would otherwise be reserved for special elections that may not be needed. The CCBOE conducted one (1) special election in 2022 and one (1) special election in 2023. These were unrepresented unique elections created by the state legislature. Requesting the funds on an as needed basis worked well.

It should be noted, special election costs are charged back entirely to the subdivisions holding a special election and the money returned to the Cuyahoga County General Fund.

Election Equipment Budget Summary

Accounting Unit and Category	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected	2025 Projected
Election Equipment - BE100125	\$ 711,528	\$ 1,256,162	\$ 758,721	\$ 957,971	\$ 799,290	\$ 778,939	\$ 905,443
Election Equipment and Supplies	\$ -	\$ 557,160	\$ -	\$ -	\$ -	\$ -	\$ -
Electronic Pollbook Maintenance	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 181,250	\$ 190,313
Electronic Pollbook Supplies	\$ 4,322	\$ 2,750	\$ -	\$ 1,250	\$ 10,000	\$ 250,000	\$ 262,500
Voter Registration System	\$ 61,352	\$ 61,352	\$ 61,352	\$ 61,352	\$ -	\$ 61,352	\$ 64,420
Voter Equipment Maintenance	\$ 297,187	\$ 232,000	\$ 429,440	\$ 462,052	\$ 434,440	\$ -	\$ -
Miscellaneous Vendor Costs	\$ 167,416	\$ 221,650	\$ 24,679	\$ 137,567	\$ 97,100	\$ 24,720	\$ 25,956
Runbeck Agilis - Maintenance	\$ -	\$ -	\$ -	\$ 22,500	\$ 22,500	\$ 68,000	\$ 68,000
Asset Inventory Management System	\$ -	\$ -	\$ 38,000	\$ 38,000	\$ -	\$ 75,000	\$ 78,750
Online Poll Worker Training	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 5,775
Live Results Election Night Reporting	\$ -	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 23,625
Opex Model 72 mail extraction desk (10) Ten Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,150	\$ 39,900
Pitney Bowes Folding/inserting machine Halle Warehouse Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,318	\$ 31,500
Pitney Bowes Postage Meter Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,810	\$ -
Pitney Bowes Folding/inserting machine Hughes Building Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,233	\$ 25,200
Pitney Bowes Envelope Slicers Annual Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,097	\$ 26,408
Software license renewal for managing projects and election task calendar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,235	\$ 4,534
Call center on premises software support for 12 months	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,825	\$ 48,116
Remote Ballot Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,950	\$ 10,448

The overall funding increases by 22% in 2024 and remains flat for 2025. Almost all the additional expenses are attributed to new software and equipment implemented in 2020 with grant funding to administer the Presidential Elections cycles. The CCBOE and voters realized positive enhancements from these new products that need to continue through the next budget cycle and beyond.

The newly purchased voting equipment includes 5 years of maintenance and licensing, this will need appropriation beginning 2027 and funding will be needed.

Part 3

New Initiatives

New Initiatives

Listed below are new initiatives for 2024 and 2025 that will impact the operating budget for the Board of Elections.

Agilis® In-Bound Mail Sorting Equipment
2024: \$350,000
2025: \$0
The Cuyahoga County Board of Elections (CCBOE) received multiple grant awards in 2020 to improve administrative processes in a pandemic election environment. The CCBOE put emphasis on procuring equipment and software systems that not only enhanced operations in 2020 but would increase operations for several years into the future. The CCBOE would like to continue to enhance operations, streamline processes and create a redundancy plan by purchasing another Agilis Inbound Mail Ballot Processor Equipment and associated software and purchase of two (2) additional Sorting Stackers. Each Stacker contains four (4) pockets for sorting mail, which would provide twelve output pockets. With the one-time purchase of this equipment and installation expenses, the CCBOE would like the funding to include the purchase and ongoing maintenance and licensing fees for this system that is critical to the Vote-by-Mail program.
Seasonal Temporary Employee Wages
2024: \$41,000
2025: \$42,000
The CCBOE relies on seasonal temporary employees to execute the numerous processes in election administration. Where once the CCBOE wage rate for these employees was market leading, it now lags the compensation rate of multiple retail establishments. It has been difficult to recruit new employees and retain existing seasonal temporary employees who can find higher wages in businesses closer to where they reside. Employee retention is critical to maintain institutional knowledge in our operations. The CCBOE intends to increase the hourly rate by 1.7% for 2024 and 2025 from \$15.00 to \$15.25 per hour effective January 1, 2024 and from \$15.25 to \$15.50 per hour effective January 1, 2025. This will allow CCBOE to maintain the current employees and remain competitive in the market.
Electronic Pollbooks and Ancillary Equipment
2024: \$250,000
2025: \$0
January 6, Governor DeWine signed Substitute House Bill 45, which includes an appropriation of \$7.5 million for county boards of elections to procure electronic pollbooks and ancillary equipment. The Secretary of State's Office is working with the Ohio Department of Administrative Services (DAS) to develop the procurement process. Each county will be allocated a share of the total appropriation based on the number of registered voters in the county compared to the State's total registered voters (as recorded in SWVRD as of July 1, 2022). The payment will be either the County's total allocation, or 85% of the purchase(s), whichever is less. The CCBOE has been awarded \$821,449.00 toward the acquisition of new equipment. The CCBOE is in regular discussions with the Secretary of State's Office regarding purchase and implementation timelines. It is likely vendor selection will occur in 2023 with implementation and invoicing occurring in 2024.

New Initiatives (Cont.)

Employee Election Cycle Overtime

2022: \$100,000

2023: \$100,000

The normal workweek for full-time employees consists of thirty-five (35) hours usually worked Monday through Friday from 8:30 AM to 4:30 PM. During the election cycle employees are often required to work additional hours.

In accordance with the Fair Labor Standards Act (FLSA), employee classifications are defined as exempt or non-exempt based on the nature of the job duties. At the Cuyahoga County Board of Elections (CCBOE) exempt employees accrue non-monetary straight rate Exchange Time for overtime hours worked and non-exempt employees accrue Compensatory Time in a combination of straight rate and time and one-half rate for overtime hours worked. To facilitate reasonable employee time management and to reduce the amount of accrued Exchange and Compensatory Time that often employees have difficulty using because of the demands of multiple election cycles; the CCBOE would like to authorize straight rate paid overtime not to exceed five (5) hours per week for the six (6) weeks (three pay periods) surrounding an election. This authorized straight pay overtime is for the three (3) countywide elections scheduled in calendar years 2024 and 2025. Weekly overtime hours worked above the five (5) hours would be eligible for Exchange and Compensatory Time accrual.

New CCBOE Operations Center

Following the November 2022 Gubernatorial General Election, the CCBOE began working with County Public Works to identify a new CCBOE Operations Center to address the substantial lack of voter parking available to the Cuyahoga County voters. Additionally, the new facility would ideally combine operations into one building to improve operational efficiencies further boosting the integrity of Cuyahoga County elections. Since the CCBOE's initial occupancy at the Hughes and Halle Buildings, election laws have changed which drastically have impacted the space utilization needs of the operation. Most significantly is the expansion of the absentee voting program. **A permanent solution is needed for the benefit of the Cuyahoga electorate and candidates.**

Part 4

Continued Initiatives

During the previous 2022-2023 budgeting cycle the CCBOE asked for several new initiatives that were approved by the Cuyahoga County Council. The CCBOE would like to request continued funding of the below initiatives to maintain the positive enhancements from these new products that need to continue through the next budget cycle and beyond.

Election Equipment Maintenance and Licensing
2022: \$148,600
2023: \$148,600
The CCBOE received multiple grant awards in 2020 to improve administrative processes in a pandemic election environment. The CCBOE put emphasis on procuring equipment and software systems that not only enhanced operations in 2020 but would improve operations for several years into the future. The CCBOE also used the grant funding to cover the routine annual maintenance costs in 2021. With the one-time purchase of equipment and installation expenses already covered, the CCBOE has included ongoing maintenance and licensing fees for various products that enhance processes such as the Vote-by-Mail program and online Precinct Election Official training. The CCBOE needs this funding to continue that was included in the 2022-2023 budget in order to maintain the ongoing maintenance and licensing fees for various products core to its operations.
Off-Site Retention Material Storage
2022: \$22,000
2023: \$22,000
The CCBOE is required to retain election materials from federal elections for 22-months pursuant to the Secretary of State’s Retention Schedule. This includes voted and unvoted ballots, Vote-by-Mail envelopes, and various other election specific items. The August 2, 2022 Special Election and August 8, 2023 Special Election are unexpected elections that the CCBOE must comply with SOS retention requirements. Additionally the CCBOE is receiving public records requests that require longer retention of materials. The CCBOE will need to rent or lease an offsite facility for these materials until they can be destroyed. The CCBOE would like to continue the funding of this initiative in the budget until it is confirmed whether the CCBOE will be relocated to a space with greater storage capacity.
Maintenance Projects
2022: \$100,000
2023: \$100,000
The CCBOE’s buildings are aging and in need of ongoing maintenance updates in addition to larger capital improvement projects. Adding a specific budget line item for building maintenance facilitates the CCBOE being proactive in planning building maintenance instead of it being a reactive measure to building infrastructure failures. The CCBOE would like to continue the funding of this initiative in the budget until it is confirmed whether the CCBOE will be relocated or not.

Cybersecurity Enhancements

2022: \$50,000

2023: \$50,000

The CCBOE is defined as critical infrastructure by the Department of Homeland Security (DHS). The Secretary of State's and DHS' ever increasing cybersecurity requirements impute unexpected cybersecurity requirements on our systems. The CCBOE needs to continue to plan for and procure hardware and software to comply with cybersecurity initiatives. The Secretary of State recently published its fourth cybersecurity directive in August 2023.

Part 5

**Voter Turnout
Projections**

March 2024 Primary Election

Category	2016	2020	2024 Projection
Registered Voters	849,206	858,057	896,000
Precincts	975	975	967
Voting Locations	390	301	291
Vote By Mail Ballots Cast	81,695	183,182	100,000
Early In-Person Ballots Cast	6,307	10,849	30,000
Provisional Ballots Cast	10,401	2,760	10,000
Election Day Ballots Cast	262,695	NA	263,200
Total Turnout	361,098	196,791	403,200
Total Turnout %	42.52%	22.93%	45%

November 2024 General Election

Category	2016	2020	2024 Projection
Registered Voters	891,568	889,095	896,000
Precincts	975	975	967
Voting Locations	386	295	291
Vote By Mail Ballots Cast	192,761	318,214	200,000
Early In-Person Ballots Cast	38,413	52,826	53,000
Provisional Ballots Cast	16,159	15,739	18,000
Election Day Ballots Cast	370,023	244,420	365,160
Total Turnout	617,356	631,199	636,160
Total Turnout %	69.24%	70.99%	71%

May 2025 Primary Election

Category	2017	2021	2025 Projection
Registered Voters	205,318	203,030	300,000
Precincts	205	196	300
Voting Locations	76	56	291
Vote By Mail Ballots Cast	14,764	16,175	20,000
Early In-Person Ballots Cast	211	202	3,000
Provisional Ballots Cast	265	209	1,000
Election Day Ballots Cast	31,329	21,721	51,000
Total Turnout	46,569	38,307	75,000
Total Turnout %	22.68%	18.87%	25%

September 2025 Primary Election

Category	2017	2021	2025 Projection
Registered Voters	318,396	353,806	500,000
Precincts	389	442	500
Voting Locations	150	138	291
Vote By Mail Ballots Cast	9,320	17,601	20,000
Early In-Person Ballots Cast	1,242	3,289	5,000
Provisional Ballots Cast	692	744	3,000
Election Day Ballots Cast	30,823	36,803	97,000
Total Turnout	42,077	58,437	125,000
Total Turnout %	13.22%	16.52%	25%

November 2025 General Election

Category	2017	2021	2025 Projection
Registered Voters	884,768	877,625	896,000
Precincts	975	975	967
Voting Locations	372	295	291
Vote By Mail Ballots Cast	73,761	74,567	100,000
Early In-Person Ballots Cast	4,805	6,711	10,000
Provisional Ballots Cast	3,009	1,891	5,000
Election Day Ballots Cast	191,818	148,980	198,600
Total Turnout	273,393	232,149	313,600
Total Turnout %	30.90%	26.45%	35%



2024 – 2025 Recommended Biennial Budget Overview

For the Cuyahoga County Board of Elections

Henry F. Curtis, IV
Chairman

Inajo Davis Chappell
Board Member

Lisa Stickan
Board Member

Terence McCafferty
Board Member

Anthony W. Perlati
Director

Anthony N. Kaloger
Deputy Director

Shaunquitta Walker
Fiscal Manager

2024-2025 Budget Timeline

- BOE met with OBM and County Exec representative Aug 11 to begin process
- BOE Board introduction and review September 20th
- BOE Board approval on September 27th
- Review period for County Office of Budget Management and County Executive September 28th
- County Council first Reading October 10th
- BOE County Council meeting Nov 2nd
- Budget Consideration/Adoption December 5th

Overall Budget Recommendation

- The total recommended budget of \$19 million for 2024, a presidential election year, is an increase of \$1.9 million (11%) from 2022, the last gubernatorial election year. The total recommended budget of \$16 million for 2025, a municipal election year, is an increase of \$156,720 (0.99%) from 2023.
- The nature of the CCBOE's business model causes the upcoming budgets to be based on both the previous year's budget as well as the similar election budget from four years prior.

New Initiatives

The CCBOE has identified the following initiatives to continue to enhance operations, streamline processes:

- 1. Agilis® In-Bound Mail Sorting Equipment**-The purchase of another Agilis Inbound Mail Ballot Processor and associated software and purchase of two (2) additional Sorting Stackers. Each Stacker contains four (4) pockets for sorting mail, which would provide twelve output pockets.
- 2. Seasonal Temporary Employee Wages**-To allow CCBOE to maintain the current employees and remain competitive in the market. The CCBOE intends to increase the hourly rate from \$15.00 to \$15.25 per hour effective January 1, 2024, and from \$15.25 to \$15.50 per hour effective January 1, 2025.
- 3. Electronic Pollbooks and Ancillary Equipment**- The CCBOE has been awarded \$821,449.00 toward the acquisition of new electronic pollbooks and ancillary equipment. The payment will be either the County's total allocation, or 85% of the purchase(s), whichever is less. The CCBOE will need approximately \$250,000 in 2024 to complete this purchase. It is likely vendor selection will occur in 2023 with implementation and invoicing occurring in 2024.

New Initiatives

4. **Employee Election Cycle Overtime-** The CCBOE would like to authorize straight rate paid overtime not to exceed five (5) hours per week for the six (6) weeks (three pay periods) surrounding an election. This authorized straight pay overtime is for the three (3) countywide elections scheduled in calendar years 2024 and 2025. Weekly overtime hours worked above the five (5) hours would be eligible for Exchange and Compensatory Time accrual.

Continued Initiatives

During the previous 2022-2023 budgeting cycle the CCBOE asked for several new initiatives that were approved by the Cuyahoga County Council. The CCBOE would like to request continued funding of the below initiatives to maintain the positive enhancements from these new products that need to continue through the next budget cycle and beyond.

- 1. Election Equipment Maintenance and Licensing** - The CCBOE needs this funding to continue the maintenance that was included in the 2022-2023 budget to maintain the ongoing maintenance and licensing fees for various products core to its operations.
- 2. Off-Site Retention Material Storage**- The CCBOE will need to rent or lease an offsite facility to retain election materials until they can be destroyed.
- 3. Maintenance Projects**- The CCBOE would like to continue the funding of this initiative in the budget until it is confirmed whether the CCBOE will be relocated or not.
- 4. Cybersecurity Enhancements**- The CCBOE needs to continue to plan for and procure hardware and software to comply with cybersecurity initiatives. The Secretary of State recently published its fourth cybersecurity directive in August 2023.

Questions?
