

# VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting  
2/20/2024**

**Attending:**

Henry F Curtis, IV, Chairman  
Terence M. McCafferty, Board Member  
Lisa M. Stickan, Board Member  
Anthony Perlatti, Director  
Tony Kaloger, Deputy Director  
Mark R. Musson, Assistant Prosecutor, Cuyahoga County

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

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The Cuyahoga County Board of Elections Meeting began at 9:30 a.m. Hereinafter referred to as the CCBOE/Board.

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

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**Agenda Item 1: Approval of the minutes from the January 2, 2024, and January 23, 2024, board meetings**

Chairman Curtis moved to approve the minutes from the January 2, 2024, board meeting. Board Member McCafferty seconded. The motion passed unanimously. Chairman Curtis stated the January 23, 2024, board minutes will be approved at the March 15, 2024, Board Meeting.

**Agenda Item 2: Acknowledgment of Secretary of State Directive, Advisory, and Memorandum: Directive 2024-03: March 19, 2024 Primary Election Canvass Instructions; Advisory 2024-01: House Bill 33 ("H.B. 33") and the Data Analysis Transparency Archive Act ("DATA Act") Implementation; Memorandum 2024-01: Responsibilities of Sheriffs and Police in the March 19, 2024 Primary Election (confidential – not for disclosure)**

Chairman Curtis moved to acknowledge the Secretary of State Directive, Advisory, and Memorandum: Directive 2024-03: March 19, 2024 Primary Election Canvass Instructions; Advisory 2024-01: House Bill 33 ("H.B. 33") and the Data Analysis Transparency Archive Act ("DATA Act") Implementation; Memorandum 2024-01: Responsibilities of Sheriffs and Police in the March 19, 2024 Primary Election (confidential – not for disclosure). Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 3: Acknowledgment of the Ballot Proofs for the March 19, 2024, Presidential Primary Election, in accordance with the Ballot Proofing Policy approved by the Board at the March 12, 2021, Board Meeting**

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

Chairman Curtis moved to acknowledge the Ballot Proofs for the March 19, 2024, Presidential Primary Election in accordance with the Ballot Proofing Policy approved by the Board at the March 12, 2021, Board Meeting. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 4: Final approval of the ballot order for the March 19, 2024, Presidential Primary Election**

Director Perlatti spoke to the ballot order for the March 19, 2024, Presidential Primary Election. He explained the differences between a primary and general election ballot orders and provide assurances that the CCBOE will have ample ballots for the upcoming election, as well as the contingency plans in place, if needed.

Chairman Curtis moved to approve the final ballot order for the March 19, 2024, Presidential Primary Election. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 5: Acknowledgment of resignations from and appointments to elected office**

Chairman Curtis moved to acknowledge the resignations from and appointments to elected office, as provided in the Board Materials. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 6: Authorization to pay: 290 Voting Location Managers x \$275 = \$79,750; 313 Voting Location Deputies x \$275 = \$86,075; 3,168 Precinct Election Officials x \$250 = \$792,000; 150 Election Substitute Officials x \$100 = \$15,000 for the March 19, 2024, Presidential Primary Election**

Chairman Curtis moved to authorize to pay: 290 Voting Location Managers x \$275 = \$79,750; 313 Voting Location Deputies x \$275 = \$86,075; 3,168 Precinct Election Officials x \$250 = \$792,000; 150 Election Substitute Officials x \$100 = \$15,000 for the March 19, 2024, Presidential Primary Election. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 7: Authorization to process payment in the amount not to exceed \$45,660.00 for 96 private voting locations, including four (4) CMHA properties, being used for the March 19, 2024, Presidential Primary Election**

Chairman Curtis moved to authorize to process payment in the amount not to exceed \$45,660.00 for 96 private voting locations, including four (4) CMHA properties, being used for the March 19, 2024, Presidential Primary Election. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 8: Final authorization for the allocation of voting booths for the March 19, 2024, Presidential Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 4,841 voting booths will be allocated + 705 ClearCast Go scanners + 290 ADA ClearAccess voting units and 1,169 Electronic Poll Books**

Chairman Curtis moved to authorize the final allocation of voting booths for the March 19, 2024, Presidential Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 4,841 voting booths will be allocated + 705 ClearCast Go scanners + 290 ADA ClearAccess voting units, and 1,169 Electronic Poll Books. Board Member McCafferty seconded. The motion passed unanimously.

**Agenda Item 9: Approval of Resolutions and/or vouchers for FIS-V-A) Clear Ballot Group, Inc., and FIS-V-B) Law Enforcement Management Solutions (“LEMS”)**

Shaunquitta Walker, Fiscal Services Manager, presented the information from the board materials pertaining to the Resolutions and/or vouchers.

Chairman Curtis moved to approve the Resolutions and/or vouchers for FIS-V-A) Clear Ballot Group, Inc. Board Member McCafferty seconded. The motion passed unanimously. Chairman Curtis moved to approve the voucher and/or resolution for FIS-V-B) Law Enforcement Management Solutions (“LEMS”). Board Member McCafferty seconded. The motion passed unanimously.

#### **Agenda Item 10: Approval of Resolution and contract for FIS-C-A) Runbeck Election Services**

Ms. Walker presented information from the board materials pertaining to the Resolution and contract for Runbeck Election Services.

Chairman Curtis moved to approve the Resolutions and contract for FIS-C-A) Runbeck Election Services. Board Member McCafferty seconded. The motion passed unanimously.

#### **Agenda Item 11: Approval of the personnel agenda**

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

#### **NEW BUSINESS**

##### **March 19, 2024, Presidential Primary Election Update**

Director Perlatti provided an update on the March 19, 2024, Presidential Primary Election. He stated Tuesday, February 20, 2024 is the close of voter registration and for voters to update their address. Absentee voting starts Wednesday, February 21, 2024, for Vote-by-Mail and Early In-Person (EIP) voting at the CCBOE. EIP voting hours from February 21, 2024, to March 8, 2024, are 8:00 a.m. to 5:00 p.m. EIP staff began working on Friday, February 16, 2024, with several returning temporary employees. Voter parking is available in the CCBOE lot and will be open for ADA and non-ADA voters. Overflow parking will be available at Campus International. Both lots will have signage, and a parking map will be posted on the CCBOE website. As of Friday, February 16, 2024, the CCBOE received 17,763 Vote-by-Mail (VBM) ballot applications; those ballots should be mailed on February 20, 2024. The CCBOE received 14 additional trays of ballot applications today, which will be processed and the ballots mailed. There is currently no backlog of entering VBM applications. At the end of each day, a file goes to the print vendor, and the ballots are mailed within two days, depending on the volume. The Ballot Department has completed the approval of print testing, and approval has been given to Midwest Direct to print the ballots based on the ballot order approved by the Board. The Ballot Department is also working on logic and accuracy testing of voting equipment. Berman’s will begin picking up equipment the week of February 26, 2024. The City of Cleveland will inspect the Halle Building freight elevator on Thursday, February 22, 2024, which will be timely as the CCBOE will receive the first ballot order shipment, which typically is 14 to 15 pallets. When the elevator inspection passes, the CCBOE will have immediate use of the elevator. The Election Support Department is on schedule with packing supplies. The Election Officials Department has recruited over 100% of precinct election officials (PEOs). There is still a need for additional Republicans to work at the polls. The voting location managers and deputies are currently being trained. Chairman Curtis asked if the training was in-person or online? Director Perlatti stated the training for voting location managers and deputies is in person, and returning workers are able to complete their training online. There were six Practice Makes Perfect lessons that are voluntary for PEOs to attend, and the sessions were well attended. The Practice Makes Perfect sessions are focused on the electronic poll books, the ADA equipment, and a general overview. The CCBOE is well-positioned to execute the March

19, 2024, Primary Election. Chairman Curtis asked for a report regarding which areas and locations Republican workers are needed. Director Perlatti said a report would be prepared.

### **Voter education updates**

Mike West, Community Outreach Manager, stated on February 8, 2024, and February 9, 2024, the CCBOE held Voter Education Series at ten library branches throughout Cleveland and Cuyahoga County. The locations included the Brooklyn, Brecksville, Fairview Park, Strongsville, Fleet, East 131<sup>st</sup>, Independence, Mayfield, Solon, Warrensville Heights branches. The Series was promoted through the County Library's weekly electronic newsletter, the Democratic Women's Caucus, and the political parties. Visitors could ask questions, register to vote, and complete and submit VBM ballot applications, and poll worker applications.

Mr. West stated the CCBOE also held a public test on February 16, 2024, and 21 individuals and media from Channel 5, Channel 8, and Ideastream attended the event. The Public Test was two hours long, and demonstrated the tabulation equipment, scanners, ADA ballot printing equipment, and discussed election security. Director Perlatti added the visitors were also given a tour of the Halle Building's fifth floor. Where they toured the vote-by-mail process, showing the guests how the equipment worked and the layers of due diligence the CCBOE puts into the different processes. The feedback from the the public tests have been positive. The CCBOE will hold another public test later this year.

### **Voters registered at post office boxes**

Deputy Director Kaloger stated the GIS Department periodically reviews the voter registration database, looking for addresses where voters are registered at commercial PO Boxes. The most recent review found 16 individuals who were registered at two different UPS Stores. The CCBOE sent those individuals a voter registration card with a letter notifying them that their commercial PO Boxes cannot be used as a voter registration address. The individuals were asked to update their voter registration and return it to the CCBOE. To date, one voter has updated their voter registration to a residential address. The CCBOE will mark the remaining voters as "must vote provisional" if they appear to vote at the March 19, 2024 Primary. They will have an opportunity to cast a provisional ballot and update their voter registration to their accurate residential address. After the March 19, 2024, Primary, if the individuals do not update their voter registration, the Registration Department will send a second notice indicating that the Board will be taking further action.

### **PUBLIC COMMENT**

Maria Melinis provided public comment regarding election integrity

Alyssa Behm provided public comment regarding election integrity

### **EXECUTIVE SESSION**

Director Perlatti requested a motion to go into executive session to share information and consider the purchase or acquisition of property for public purposes since the disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Board Chairman Curtis moved to go into executive session at 10:16 a.m. Board Member McCafferty seconded and a roll call vote taken, and each Board Member voted in the affirmative.

At 10:58 a.m., after returning from the executive session, Chairman Curtis stated the Board had come out of the executive session and returning to open session.

Chairman Curtis moved to recess the meeting at 10:58 a.m. Board Member McCafferty 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 February 20, 2024.

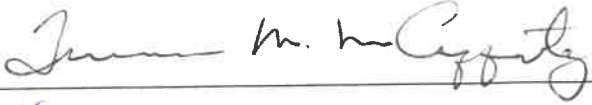
Henry F Curtis, IV, Chairman

  
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