

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

**Board Meeting
1-20-21**

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

Attending:

Jeff Hastings, Chairman
David Wondolowski, Member
Rob Frost, Member
Inajo Davis Chappell, Member/via teleconference
Anthony W. Perlatti, Director
Shantiel H. Soeder, Deputy Director
Mark R. Musson, Assistant Prosecutor, Cuyahoga County
Linda Walker, Clerk to the Board/via teleconference

The Cuyahoga County Board of Elections Meeting began at 9:35 am. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that all Board Members were present and Board Member Davis Chappell was present via teleconference.

Chairman Hastings recognized and presented a resolution to Robin Roy, Chief Information Officer, for being named one of Next Century Cities Local Leaders *Who Are Making a Difference*.

Agenda Item 1: Approval of the minutes from the December 21, 2020 board meeting

Chairman Hastings moved to approve the minutes from the December 21, 2020 board meeting. Board Member Wondolowski seconded. The motion passed unanimously.¹

Agenda Item 2: Acknowledgement of Secretary of State Directives: 2020-25: United States Election Assistance Commission (“EAC”) Election Administration and Voting Survey; 2020 Annual Expense Report and 2020-26: Appointments to the Board of Elections in each County for Full Terms Commencing March 1, 2021; Board’s 2021 Reorganization

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

Chairman Hastings moved to acknowledge Directives 2020-25: United States Election Assistance Commission (“EAC”) Election Administration and Voting Survey; 2020 Annual Expense Report and 2020-26: Appointments to the Board of Elections in each County for Full Terms Commencing March 1, 2021; Board’s 2021 Reorganization. Board Member Frost seconded. The motion passed unanimously.

Agenda Item 3: Protest Hearing: Village of Woodmere Recall Election

The transcript of proceedings from the protest hearings are incorporated by reference into the minutes and are available for review upon request.

Chairman Hastings moved to deny the Protest Hearing: Village of Woodmere Recall Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 4: Certification of the February 23, 2021 Village of Woodmere Recall Election

Chairman Hastings moved to approve the certification of the February 23, 2021 Village of Woodmere Recall Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 5: Acknowledgement of death in office and appointment to elected office

Chairman Hastings moved to acknowledge a death in office and appointment to elected office. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 6: Approval of the Ballot Order for the February 23, 2021 Village of Woodmere Recall Election

Chairman Hastings moved to approve the Ballot Order for the February 23, 2021 Village of Woodmere Recall Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 7: Approval of the Ballot Order for the March 16, 2021 Mayfield Village Special Election

Chairman Hastings moved to approve the Ballot Order for the March 16, 2021 Mayfield Village Special Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 8: Allocation of voting booths for the February 23, 2021 Woodmere Special Recall Election. Allocation quantities are based on social distancing and room size per polling location. A total of 5 voting booths will be allocated plus 2 DS200 precinct scanners and 1 ADA AutoMark voting unit and 3 Electronic Poll books.

Chairman Hastings moved to approve the allocation of voting booths for the February 23, 2021 Woodmere Special Recall Election. Allocation quantities are based on social distancing and room size per polling location. A total of 5

voting booths will be allocated plus 2 DS200 precinct scanners and 1 ADA AutoMark voting unit and 3 Electronic Poll books. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 9: Allocation of voting booths for the March 16, 2021 Mayfield Village Special Election. Allocation quantities are based on social distancing and room size per polling location. A total of 11 voting booths will be allocated plus 4 DS200 precinct scanners and 1 ADA AutoMark voting unit and 5 Electronic Poll books.

Chairman Hastings moved to approve the allocation of voting booths for the March 16, 2021 Mayfield Village Special Election. Allocation quantities are based on social distancing and room size per polling location. A total of 11 voting booths will be allocated plus 4 DS200 precinct scanners and 1 ADA AutoMark voting unit and 5 Electronic Poll books. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 10: Approval to send the Voter Information Guide for the February 23, 2021 Village of Woodmere Recall Election

Chairman Hastings moved to approve sending the Voter Information Guide for the February 23, 2021 Village of Woodmere Recall Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 11: Approval to send the Voter Information Guide for the March 16, 2021 Village of Mayfield Special Election

Chairman Hastings moved to approve sending the Voter Information Guide for the March 16, 2021 Village of Mayfield Special Election. Board Member Wondolowski seconded. The motion passed unanimously.

Agenda Item 12: Approval of Personnel Agenda

Director Perlatti summarized the items presented in the board packet and an additional agenda item regarding reorganization of the Ballot Department.

As to the proposed re-organization, Director Perlatti stated that in an effort to improve efficiencies the CCBOE recently transferred the Vote-By- Mail, Nursing Home and Jail Voting to the Ballot Department. Director Perlatti stated that management is requesting authority to appoint one of the five (5) supervisors in the Ballot Department to the position of Assistant Manager, who would be responsible for managing Vote-By-Mail, Nursing Home and Jail Voting. Director Perlatti and Deputy Director Soeder proposed to limit the internal job posting to the current five (5) supervisors in the Ballot Department. Once the interview process is complete they will follow-up with the Board.

Chairman Hastings moved to approve item one (1) of the personnel agenda which was the reassignment of an election official I position for Registration to Fiscal Services and item (2) which was the extension of FFCRA benefits.

Prior to discussion of item #3. of the personnel agenda (the Exempt Employee Maximum Exchange Time Payout) at 12:41 p.m., Chairman Hastings moved to go into Executive Session as this item relates to compensation of staff. The motion was seconded by Board Member Wondolowski and a roll call vote taken and all board members voted in the affirmative. The motion passed unanimously.

At 1:00 p.m. after returning from Executive Session, Chairman Hastings moved to come out of Executive Session and the motion was seconded by Board Member Wondolowski. A roll call vote taken and all board members voted in the affirmative. The motion passed unanimously. Chairman Hasting then moved to approve the Exempt Employee Maximum Exchange Time Pay Out for four (4) staff members and the motion was seconded by Board Member Wondolowski. The motion passed unanimously.

NEW BUSINESS

Agency Goals

Director Perlatti stated that he and Deputy Director Soeder, have set six (6) agency goals for 2021:

- *Implementing a new agency website
- *Developing a comprehensive PEO on-line training program
- *Update the Policy and Procedures Manual
- *Review the CCBOE Organizational Structure
- *Staff Development
- *New Voting Equipment Acquisition

Chairman Hastings requested that a copy of the agency goals for 2021 be submitted to all board members.

Voting Equipment Acquisition Update

Deputy Director Soeder stated that earlier in 2020 the CCBOE had discussed with the board voting equipment acquisition which management had planned to purchase by the end of 2021. However, due to the pandemic and the complexities of the 2020 primary and general elections the CCBOE delayed its due diligence on the acquisition of voting equipment. The CCBOE will now resume with the selection process and contract negotiations this calendar year with a goal of completing voting equipment acquisition by the May 2022 Primary Election. Deputy Director Soeder further stated there will be a security summit with vendors on February 5th whereby CCBOE will hold a virtual public session in the morning and an afternoon session for CCBOE staff

only. Invitations are being prepared and will be sent out soon. The sessions will be video recorded and regular updates will be provided to the board members beginning with the February board meeting.

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 special meeting held on January 20, 2021.

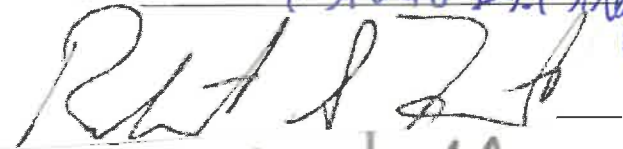
Jeff Hastings, Chairman



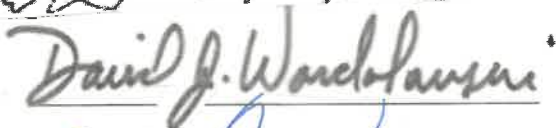
Inajo Davis Chappell, Member



Robert S. Frost, Member



David J. Wondolowski, Member



Anthony Perlatti, Director

