

VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Board Meeting
3-12-2021

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

Attending:

Jeff Hastings, Chairman
Inajo Davis Chappell, Board Member / via teleconference
Lisa M. Stickan, Board Member
Anthony W. Perlatti, Director

Mark R. Musson, Assistant Prosecutor, Cuyahoga County / via teleconference
Mary Bejjani, Clerk to the Board
Linda Walker, Clerk to the Board / via teleconference

The Cuyahoga County Board of Elections Meeting began at 9:31 a.m. Hereinafter referred to as the CCBOE/Board.

Chairman Hastings noted that Board Member Stickan, Director Perlatti, and he were present in-person. Board Member Davis Chappell was present via teleconference. Board Member Wondolowski was excused from today's meeting.

Agenda Item 1: Approval of the Ballot Proofing Procedure as required in Secretary of State Directive 2021-04

Chairman Hastings moved to approve the Ballot Proofing Procedure as required in Secretary of State Directive 2021-04. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

Agenda Item 2: Certification of the Official Results of the February 23, 2021, Woodmere Recall Election.

- Authorization to approve the remake of the optical scan ballots from the February 23, 2021 Woodmere Recall Election.
Chairman Hastings moved to authorize to approve the remake of the optical scan ballots from the February 23, 2021 Woodmere Recall Election. Board Member Stickan seconded the motion. The motion passed unanimously.
- Authorization to approve absentee ballots from the February 23, 2021, Woodmere Recall Election.

Chairman Hastings moved to approve absentee ballots from the February 23, 2021, Woodmere Recall Election. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

- Authorization to approve provisional ballots from the February 23, 2021, Woodmere Recall Election
Chairman Hastings moved to authorize to approve provisional ballots from the February 23, 2021, Woodmere Recall Election. Board Member Stickan seconded the motion. The motion passed unanimously.
- Acknowledgment of the pre & post test results of the vote tabulation system from the February 23, 2021, Woodmere Recall Election
Chairman Hastings moved to acknowledge the pre & post-test results of the vote tabulation system from the February 23, 2021, Woodmere Recall Election. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

Chairman Hastings moved to authorize and approve the certification of the official results of the February 23, 2021, Woodmere Recall Election. Board Member Stickan seconded. The motion passed unanimously.

Agenda Item 3: Acknowledgement of the date, time, and place of the post-election audit for the February 23, 2021 Recall Election and random selection of contest to be included in the audit.

Chairman Hastings moved to acknowledge the date, time, and place of the post-election audit for the February 23, 2021 Recall Election and random selection of contest to be included in the audit. Board Member Davis Chappell seconded. The motion passed unanimously.

Several contests were written on slips of paper and placed in a basket. Board Member Stickan randomly chose the contest of Jennifer Mitchell Earley to be audited.

Agenda Item 4: Certification of Candidates to the May 4, 2021 Primary Election

Chairman Hastings moved to certify the Certification of Candidates to the May 4, 2021 Primary Election. Board Member Stickan seconded the motion. The motion passed unanimously.

Agenda Item 5: Certification of Candidates for the November 2, 2021 General Election in lieu of the May 4, 2021 Primary Election

Chairman Hastings moved to certify the Certification of Candidates for the November 2, 2021 General Election in lieu of the May 4, 2021 Primary Election. Board Member Davis Chappell seconded the motion. The motion passed unanimously.

Agenda Item 6: Approval to send the Voter Information Guide to all active voters for the May 4, 2021 Primary Election

Chairman Hastings moved to approve to send the Voter Information Guide to all active voters for the May 4, 2021 Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 7: Approval to award a sole source contract with Tenex Software Solutions to provide Election Force Online Poll Worker Management Solution in the amount not-to-exceed \$250,000.00 (\$50,000 annually) for the period beginning January 1, 2021 through December 31, 2025.

Chairman Hastings moved to approve an award a sole source contract with Tenex Software Solutions to provide Election Force Online Poll Worker Management Solution in the amount not-to-exceed \$250,000.00 (\$50,000 annually) for the period beginning January 1, 2021 through December 31, 2025. Board Member Stickman seconded. The motion passed unanimously.

Agenda Item 8: Approval to award a sole source contract with Tenex Software Solutions to provide 10X University Online Poll Worker Training Solution in the amount not-to-exceed \$150,000.00 (\$30,000 annually) for the period beginning January 1, 2021 through December 31, 2025.

Chairman Hastings moved to approve an award for a sole source contract with Tenex Software Solutions to provide 10X University Online Poll Worker Training Solution in the amount not-to-exceed \$150,000.00 (\$30,000 annually) for the period beginning January 1, 2021 through December 31, 2025. Board Member Davis Chappell seconded. The motion passed unanimously.

Agenda Item 9: Approval to award a contract with CLERAC, LLC., dba Enterprise Rent-A-Car to provide van rentals in the amount not-to-exceed \$198,396.00 for the period beginning April 1, 2021 through May 5, 2023.

Chairman Hastings moved to approve an award a contract with CLERAC, LLC., dba Enterprise Rent-A-Car to provide van rentals in the amount not-to-exceed \$198,396.00 for the period beginning April 1, 2021 through May 5, 2023. Board Member Stickman seconded. The motion passed unanimously.

Agenda Item 10: Approval of Personnel Agenda

Chairman Hastings moved to approve the personnel agenda as presented in the board packet. Board Member Stickman seconded. The motion passed unanimously.

NEW BUSINESS

Director Perlatti provided an update on the March 16, 2021, Mayfield Village Special Election. Currently, there has been one early in-person voter and 307 requests for the Vote-by-Mail ballots, and the CCBOE has received 247 returned ballots, approximately an 80% return. Early in-person voting hours are in effect. The Election is four precincts in one voting location. On Monday, March 15th, Election Support will deliver the equipment to the polling location at 3:00 p.m., serving as the organizational meeting. On March 16th Election Day, there will be a 50/50 combination of CCBOE full-time or temporary employees, in addition to PEO's staffing the polling location. Election night results are anticipated to be ready by approximately 9:30 p.m.

The next item Director Perlatti addressed was the polling location update specific to the May 4, 2021 Election. There are changes in four municipalities, Fairview Park, Parma, Rocky River, and Seven Hills. These four cities together are thirteen precincts and impact twelve thousand eight hundred voters. The voters who reside in Rocky River and Seven Hills have already received their letters in the mail, making them aware of the polling place change. The voters in Fairview Park and Parma who were impacted, will be mailed their letter at the beginning of next week, as those changes more recently came about.

- In Fairview Park, the CCBOE is moving from the Fairview Village Apartments to the American Legion Post. The Fairview Park Apartments is the location Board Member Davis Chappell requested an update of further details concerning why Fairview Park Apartments were not happy with how the CCBOE handled the PPE situation at the poll place. Through further discussions with the staff, the apartments thought that the polling location would be deep cleaned and sanitized. However, the location did not inquire in advance if a professional cleaning service would be contracted. Deep cleaning services were not provided to any polling location in November. The location is not interested in being a location in the future.
- The location in Parma is a temporary move. St. Bridget's is in session on May 4th, and they typically close when there is an election. The school is interested in resuming as a polling location in November when there are no students. The Parma location will be moved to Greenbrier Middle School for May, then return to St. Bridget's for November.
- Rocky River United Methodist Church has been a polling location for some time. However, the location was not interested in November of 2020 due to COVID. The five precincts impacted were moved to the Rocky River Civic Center, which made that a twelve-precinct location. There were issues with voter lines at the Civic Center location. United Methodist is interested in being a polling place again and will again host five precincts.
- Lastly, Hillside Middle School also had a significant turnout in November for the six-precinct location. The CCBOE was able to secure NEO Church in Seven Hills as a polling location. The CCBOE will be relocating two (2) precincts from Hillside and relocating these precincts to the NEO Church. This change will facilitate processing voters on Election Day. In addition, adding more electronic poll books into some polling places will improve service. Additional locations, including Broadview Heights, and Brook Park, which do not have an Election in May, will be discussed at future meetings. For Broadview Heights, the CCBOE has secured another location, so three (3) precincts will be relocated from the Community Center and moved to a church in the northern part of the city. In Brook Park, the CCBOE has worked closely with the Mayor to go from two (2) to four (4) locations, making it four (4) wards per location.

Chairman Hastings indicated there were initially ten locations that needed to be addressed, and now staff has addressed about half of these locations. Chairman Hastings requested Director Perlatti continue to update the Board at the appropriate time before the November Election and how the CCBOE has addressed the issues. Hence, the CCBOE is able to explain to the public how it has taken steps to remediate the long lines.

Director Perlatti indicated that this week's meetings took place with Election Support Department and the Registration Department Electronic Poll Books staff to identify all locations with high turnout and high curbside voting and identify changes that the CCBOE is making.

Board Member Davis Chappell thanked Director Perlatti for the update and wants to hear more about how the CCBOE is addressing Curbside Voting, as there are likely several reasons why people chose Curbside Voting. Going forward, what will the staffing allocation and logistics of handling Curbside Voting be. Director Perlatti indicated that some of the highest volume locations are in the May 2021 Election. This will give the CCBOE an opportunity to see how some of these adjustments work.

The last item Director Perlatti addressed was about our voter registration maintenance. This item is in response to our previous meeting. Chairman Hastings wanted to ensure the CCBOE has addressed the issues concerning that caused the Summit County Board of Elections to be placed on the administrative oversight. Specifically, the maintenance of the voter rolls as it pertains to deceased voters, and voters who have felonies. Director Perlatti recognized Hasani Wheat, Program Coordinator from the Registration Department.

First, Director Perlatti spoke about deceased voters. The Nation Center for Health Statistics (NCHS) gathers information on deceased individuals. It compiles information from 57 different jurisdictions, including all fifty states, the five other U.S. territories, the District of Columbia, and New York City. The NCHS gathers deceased individual's information, including the name, date of birth, last four of the social security number, and provides the combined information. There is a report generated that is called the State and Territorial Exchange of Vital Events (STEVE Report). On a monthly basis, all eighty-eight counties are required to go to the Secretary of State's website and download the STEVE Report. The CCBOE's Information Systems (IS) Department has a program or script that matches the list against the CCBOE's voter registration database, looking for exact matches on a name, date of birth, and social security number. When it has an exact match, the voters record is cancelled. If there is not an exact match, the program produces a report that Hasani, and Betty Edwards, and their Registration team go through those on an individual basis. The Registration department conducts more research by going into the registration database looking for historical registration cards, seeing if there was a typo, if numbers were flipped on the social or the date of birth, or was there a data entry error on the name. They then do a manual cancellation of those records. However, if there is not a match, that record does not get canceled at that point. For those who are canceled, whether through the automatic script or manually, a letter is mailed to those who the CCBOE believes are deceased in an effort to make certain that is the case. Chairman Hastings asked if this is the process the SOS wants us to follow, or does each county develop their own process? Director Perlatti responded that the SOS provides the report and expects the counties to get it done. For Cuyahoga County we determined this is how we best get it done in the most efficient and accurate manner.

Chairman Hastings asked Hasani Wheat if the process is done once a month, and Mr. Wheat indicated yes. Chairman Hastings inquired how long the process takes, and Wheat suggested the non-exact matches can take about a hour to work the reports, about another hour to do the research and make sure the records that need to be canceled are. The records which cannot be canceled are left alone. Chairman Hastings inquired how many deceased names need to be

researched. Mr. Wheat indicated most recently there are about a thousand names on the STEVE report, and approximately 95% to 98% can be canceled because they are exact matches. The remainder of the names are researched through the Registration Department. Chairman Hastings asked when the report is received. Mr. Wheat indicated that it depends on when the file is received on the BOE portal from the SOS. Generally, the report comes anywhere from the beginning of the month to mid-month. The last report was received on March 3, 2021. Chairman Hastings remarked there is always going to be a situation where you will have deceased voters on the voter rolls due to the process. Director Perlatti indicated the BOE could not cancel a voter with only a confirmation of death through an obituary. It is required that the family's survivors have to complete a form and send it in with the death certificate documentation, and then the CCBOE can process the cancelation. Chairman Hastings inquired if we deal with the County Health Department who issues the death certificate. Mr. Wheat indicated we deal with reports from the Ohio Department of Health and other municipalities.

Chairman Hastings inquired if the Ohio Association of Election Officials (OAE) has held a seminar or best practices on the subject of processing deceased voters. The topic may be a suggestion at some point in the future for the OAE. Director Perlatti, who serves as a Trustee of the OAE, will be attending a two-day retreat from March 25th through March 26th. Director Perlatti will bring up the suggestion then.

Director Perlatti then addressed voter status related to the processing of felons. In Cuyahoga County, we receive a felony report monthly from the Criminal Division of the County Clerk's office. The report gives the CCBOE the names of the individuals convicted of a felony and indicates if a prison term is imposed. Both of those elements need to be on the report. The SOS also provides a felon's report. The process to cancel the registration of an incarcerated felon is similar to canceling a deceased voter. The reports are provided to Information Systems, and if there are exact matches, the registration is canceled. If not, a report is generated, which is sent to Registration. Registration then, conducts research and makes determinations if the registration should be canceled. The CCBOE every month also mails a letter to felons stating that their voter registration was canceled. The CCBOE also includes information advising them that when they are no longer incarcerated; they are re-eligible to vote by re-registering.

Chairman Hastings inquired if the CCBOE is provided information about individuals sentenced by the Federal Court of the Northern District of Ohio. Currently, the CCBOE does not receive reports from the Federal Court. Chairman Hastings recommended the CCBOE contact the Clerk of Courts to begin that process.

Chairman Hastings asked if cross-training was also taking place. For example, an assistant manager would be expected to step into a manager's job if they had to. Director Perlatti indicated that was correct. Especially in Registration.

Board Member Davis Chappell indicated she is glad to know at least one department has a formal process to identify individuals who can do certain functions. Still, she would hope the CCBOE would make sure that we have that kind of flexibility in every department, To the extent that the CCBOE can make sure it has cross-training opportunities in every department, that would be important.

PUBLIC COMMENT

There was no public comment.

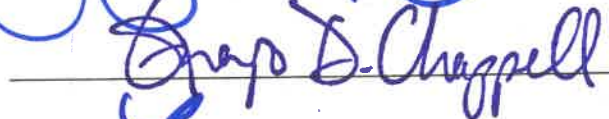
Chairman Hastings moved to recess at 10:38 a.m. Board Member Stickan seconded. The motion passed unanimously.

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 March 12, 2021.

Jeff Hastings, Chairman



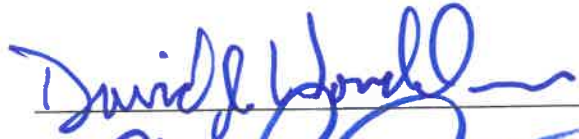
Inajo Davis Chappell, Member



Lisa M. Stickan, Member



David J. Wondolowski, Member



Anthony Perlatti, Director

