

Peoria County Board of Election Commissioners

4422 Brandywine Dr., STE 1 - Peoria, IL 61614

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The August 2019 Annual Meeting of the Peoria County Board of Election Commissioners was held at the Election Commission Office at 4422 Brandywine Dr. on Tuesday, August 16, 2019 at 2:00 PM.

PRESENT: Chief Judge Paul P. Gilfillan
Matt Bartolo, Commissioner
Mark Ketterer, Commissioner
LaColis Reed, Commissioner
Sandra Burke, Commissioner
James Manning, Commissioner
Thomas Bride, Executive Director
Elizabeth Gannon, Assistant Executive Director
Alex Kurth, Assistant State's Attorney

GUESTS: Cheryl Budzinski, Becky Kelly, Jackie Petty, Selena Ruffin

Prior to the Meeting Chief Judge Gilfillan swore Sandra Burke in to a new three-year term as Commissioner.

Prior to the Meeting Chief Judge Gilfillan swore Mark Ketterer in to a new three-year term as Commissioner.

The meeting was called to order at 2:00 p.m.

A Roll Call of the Commissioners was taken by Commissioner Bartolo finding all Commissioners present.

Nomination and Election of Commission Officers

Commissioner Bartolo asked for nominations for the election of New Officers for the Commission.

Commissioner Ketterer nominated Commissioner Bartolo for Chairman.

Commissioner Bartolo nominated Commissioner Ketterer for Vice-Chairman.

Commissioner Ketterer nominated Commissioner Reed for Treasurer.

Commissioner Ketterer nominated Commissioner Burke for Secretary.

Commissioner Manning motioned to accept the slate for offices as nominated. Commissioner Reed seconded. Motion passed unanimously.

The Board recited the Pledge of Allegiance.

Introduction of Intern Selena Ruffin

Assistant Executive Director Gannon introduced Selena Ruffin, the summer intern, to the Board and thanked her for her time and dedication.

Approval of Minutes

Commissioner Manning moved to approve the minutes for the July 9th monthly meeting. Vice Chairman Ketterer seconded. Motion passed unanimously.

Approval of Expenses

Executive Director Bride explained the bills (see attached) to the Board. Treasurer Reed moved to approve the bills. Secretary Burke seconded. Motion passed unanimously.

Purchase of cyber security system and associated equipment for Peoria County using HAVA Security Grant

Deferred until next meeting.

Approval of 2019 Peoria County Election Commission Budget

Executive Director Bride gave a presentation of the 2020 County Election Commission Budget (see attached) explaining there may be a need for an amended budget due to the ongoing budget preparation at the County. Assistant State's Attorney Kurth asked if the proposed budget includes potential payment of back taxes from 2017 and 2018. Executive Director Bride, stated the proposed budget does not account for this expense. Commissioner Manning inquired into the \$9500 budgeted for 2019 taxes. Executive Director Bride stated that amount covers the small increase in rent and the property taxes for our portion of the building. Vice Chairman Ketterer moved to approve the proposed budget as presented. Commissioner Manning seconded. Motion passed unanimously.

Discussion and Approval of Proposed Election Commission Outreach and Training Videos

Assistant Executive Director Gannon informed the Board a videographer has been selected for training and outreach videos for 2020 elections. There are a handful of election judge training videos that need updating due to changes in procedure and software. Outreach videos specifically addressing signature verification, vote by mail and election judge recruitment will also be created to share via social media to assist in informing the general public. Secretary Burke asked if the Board would have the opportunity review the videos and offer feedback. Assistant Executive Director Gannon encouraged the Board's involvement. Commissioner Manning moved to approve an expense of up to \$4000 for the creation of training and outreach videos. Treasurer Reed seconded. Motion passed unanimously.

Discussion and Approval of Proposal for Ballot Envelope Scanner

Executive Director Bride stated due to the increase in vote by mail the ability to scan the image of the returned ballot and capture signature from the image, the process for signature verification would be

less manual and more time efficient. Executive Director Bride stated around 15,000-20,000 Vote by Mail ballots are expected for 2020 elections. Vice Chairman Ketterer moved to approve the request for Proposal for a ballot envelope scanner. Secretary Burke seconded. Motion passed unanimously.

Report of the Executive Director

Summer Office Activity Update

Executive Director Bride informed the Board over 119,000 voter registration cards have been mailed to all Peoria County registered voters. Of that 119,000 cards, 9,400 have been returned as either undeliverable or with a forwarding address. There has been a 1.4% drop in returns from the 2017 mailing. Executive Director Bride stated he hopes that due to automatic voter registration this trend will continue. The 2nd notification to voter's will be mailed in the coming week.

Request for Proposal for Vote by Mail Web Application

Executive Director Bride stated this proposal is no longer needed as the County Information Technology Department will be building the application for us at no cost.

Report of the Attorney

No report

Old Business

No old business

New Business

The next Board meeting will be on Tuesday, September 10th at 2 pm at the Election Commission office.

Public Comment

Cheryl Budzinski asked if the number of Polling Places will be decreased. Executive Director Bride stated the staff is recommending no changes to Polling Places and Early Voting sites. Polling Place consolidation was done in 2017. Jackie Petty asked what triggers the voter registration card mailing. Executive Director Bride stated the National Voter Registration Act requires new cards be mailed every two years. Ms. Petty asked if a card is mailed to every registered voter. Executive Director Bride stated the federal law requires a new registration card be mailed to all registered voters. Ms. Petty asked if Polling Places are paid. Executive Director Bride stated public buildings are not paid, but there are a handful of Polling Places receive a nominal fee to allow us to use their facility. Ms. Petty asked if a mail slot might be added to the front entrance. Executive Director Bride stated he has considered a drop box for ballots but security would be a high priority.

Adjournment

Commissioner Manning moved to adjourn. Vice Chairman Ketterer seconded. Motion passed unanimously and the meeting was adjourned at 2:56 pm.

Monthly Expenses	Description	Amount	Acct #
Ameren Illinois	Gas & Electric	\$711.62	53600
Central Cleaning	Office Cleaning	\$240.00	54367
Digital Copy Systems	Copier Lease & Staples	\$112.90	54380
Illinois American Water	Water for Brandywine	\$70.44	54363
PDC Services	Garbage Service	\$34.72	54366
Stratus	Phone Service	\$288.36	54320
Verizon Wireless	Wi-Fi Hotspots & Phones	\$69.93	54338
Ziad A. Musaitif	August 2019 Rent & CAM for Brandywine	\$3,430.68	54390
	Total	\$4,958.65	
Misc.	Description	Amount	Acct #
Bradforads	HP LaserJet Color Printer	\$639.00	52210
IACCR	IACCR Fall Conference	\$70.00	54000
	Total	\$709.00	
PCard	Description	Amount	Acct #
Pinmart	Election Judge Service Pins	\$269.00	52210
HyVee	Cake & Ice EJ Picnic	\$80.30	53071
GFS	Food & Supplies EJ Picnic	\$151.47	53071
Marriott	IGO Conference Hotel	\$646.80	54000
Amereican Airlines	Bag Charge & Seat Change	\$50.33	54330
Uber	IGO Conference Transportation	\$59.81	54000
	Total	\$1,257.71	
Payroll	Description	Amount	Acct #
Staff	7/5/2019	\$10,229.88	51031
Staff	7/19/2019	\$10,229.88	51031
Part Time Staff	7/5/2019	\$628.72	51040
Part Time Staff	7/19/2019	\$628.72	51040
Commissioners	7/5/2019	\$615.40	51145
Commissioners	7/19/2019	\$615.40	51145
Medical Benefits	7/5/2019	\$2,186.73	51241
Medical Benefits	7/19/2019	\$2,186.73	51241
	Total	\$27,321.46	
	Monthly Total	\$34,246.82	