

**DUPAGE COUNTY ELECTION COMMISSION BOARD MEETING AGENDA  
WEDNESDAY, JUNE 14, 2017, 9:00 A.M.**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. PUBLIC COMMENT**
- E. APPROVAL OF MINUTES OF MAY 12, 2017**
- F. APPOINTMENT OF JOSEPH H. SOBECKI AS EXECUTIVE DIRECTOR**
- G. FINANCE COMMITTEE**
  - 1. Purchasing Update
  - 2. Items for Approval
    - a. Finance Resolution F-006-17: Payment of EC Bills
    - b. Budget Transfer
- H. UNFINISHED BUSINESS**
  - 1. Executive Director's Report
  - 2. Legal Counsel Report
    - a. Litigation Report
    - b. Pending Matters
- I. NEW BUSINESS**
  - 1. 2018 Preliminary Budget
  - 2. Precinct Modification
- J. EXECUTIVE SESSION**
  - 1. Review of the Official Record - Pursuant to 5 ILCS 120/2 (C) (21)
  - 2. Personnel - Pursuant to 5 ILCS 120/2 (C) (1)
  - 3. Pending and/or Probable Litigation - Pursuant to 5 ILCS 120/2 (C) (11)
- K. MATTERS TO BE REFERRED FROM EXECUTIVE SESSION**
- L. ADJOURN TO WEDNESDAY, JULY 12, 2017 AT 4:00PM**

THE DU PAGE COUNTY ELECTION COMMISSION

BOARD MEETING

May 12, 2017

The proceedings of the DuPage County Election Commission at a regular meeting held in Room 3-500A of the Jack T. Knuepfer Building, DuPage Center, 421 North County Farm Road, Wheaton, Illinois, on Friday, May 12, 2017, at 9:00 a.m.

Commissioner Terrill called the meeting to order. On roll call, Commissioners Terrill, Lowe and Boske were present. Commissioner Terrill led the pledge of allegiance. Also present were Joseph Sobecki, Interim Executive Director, and Patrick Bond, Legal Counsel.

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Commissioner Terrill opened the floor for public comment. There was one public comment presented concerning the idea of distributing an election guide to possibly schools, churches, libraries, etc. to increase public participation in the election process.

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Commissioner Terrill moved, seconded by Commissioner Lowe, to approve and make a matter of record the minutes of the April 24, 2017. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

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Interim Executive Director Sobecki presented the Finance Committee purchasing update regarding the Website Election Results Reporting RFP. The request went out on May 10<sup>th</sup> and is also listed on Demand Star. During the submission period vendors have a week to ask questions, to which we will two days to respond. An evaluation committee will put together the proposals received to review. Commissioner Terrill inquired about having an IT person on the evaluation committee. Interim Executive Director Sobecki confirmed that someone from IT will be involved in the process of evaluating the submissions.

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Interim Executive Director Sobecki presented items for approval to the Board as follows;

Requisition E-1485: recommend approval of purchase order to: Drake Communications, Inc., to renew annual support and maintenance for the Interactive Voice Response telephone system (IVR) for a one year term, June 3, 2017 through June 2, 2018. Purchase order total is \$6,200.00

Commissioner Terrill requested approval of Requisition E-1485 for the renewal of the annual support and maintenance for the Interactive Voice Response telephone system for one year. Commissioner Boske moved, seconded by Commissioner Lowe to approve E-1485. On roll call, Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

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Commissioner Terrill moved, seconded by Commissioner Lowe, to approve Finance Resolution F-005-17: Payment of EC Bills.

After discussion, on roll call, Commissioners Boske, Lowe and Terrill voted "aye".  
Motion carried.

RESOLUTION

F-005-17

WHEREAS, the Finance Committee of the DuPage County Election Commission, State of Illinois, has examined and approved for the payment of claims attached.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Election Commission that the DuPage County Treasurer be and is hereby directed and empowered to make payment of each of the claims contained on the attached hereto, pursuant to the approval thereof by the DuPage County Election Commission.

BE IT FURTHER RESOLVED that the Executive Director transmits a certified copy of this Resolution to the DuPage County Finance Department, the DuPage County Treasurer and to the Chief Judge, of the Eighteenth Judicial Circuit.

ADOPTED this 12<sup>th</sup> day of May, 2017.

/s/ Cathy Terrill  
Chairperson

ATTEST:

/s/ John Boske  
Secretary

Hewlett Packard	1000-1070-52100 I.T. Equipment- Small Value	\$2,385.46	<b>PO E-1484</b> HP EliteDesk Tower PC
CDW Government	1000-1070-52100 Operating Supplies & Materials	\$58.04	CuteFTP File Transfer Software

CDW Government	1000-1070-52200 Operating Supplies & Materials	\$51.38	Startech 2.0 USB to IDE Cable
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$48.85	Badges, Correction Tape, Pencils
Alphagraphics	1000-1070-52200 Operating Supplies & Materials	\$55.00	1-Desktop Name Plate, 1-Name Badge
DFM Associates	1000-1070-53020 Information Technology Svc	\$11,360.19	<b>PO 1895-0001SERV</b> EIMS Lease May 2017
Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$10,944.40	<b>PO 2358-0001Serv;</b> Legal Services April 2017
Taylor Uhe LLC	1000-1070-53050 Lobbyist Services	\$3,000.00	<b>PO 1942-001 SERV</b> Lobbyist Services May 2017
Election Systems & Software	1000-1070-53090 Other Professional Services	\$2,378.25	<b>PO 2331-001 SERV</b> BOD Ballots for 04/04/17 Consolidated General Election
Drake Communications, Inc	1000-1070-53090 Other Professional Services	\$6,200.00	<b>PO E1485-</b> ; Contract Renewal for Interactive Voice Phone System 6/3/17-6/2/18
Nicor Gas	1000-1070-53200 Natural Gas	\$393.69	Gas Svc @ Aurora Facility 04/03/17-05/04/17
Republic Services	1000-1070-53240 Waste Disposal Services	\$507.94	Waste Svc @ Aurora Facility 05/1/17-05/31/17
AT&T	1000-1070-53250 Wired Communications Svc	\$42.07	Aurora 911-line 04/22/17-05/21/17
Verizon Wireless	1000-1070-53260 Wireless Communications Svc	\$1,083.24	Election Phones 03/27/17-04/26/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$321.77	<b>PO 862-0001 Serv;</b> Color Printer Lease 5/1/17-5/31/17
Alco Sales & Service	1000-1070-53370 Repair & Mtce Other Equipment	\$312.82	<b>PO E-1477</b> Tech Lock Brakes for voting cabinets

Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	<b>PO E-1303;</b> (5) Lexmark Printers Lease, 5/1/17-5/31/17
Canon Solutions America	1000-1070-53370 Repair & Mtce Other Equipment	\$21.02	IR4570 Copier Usage 03/10/17-04/09/17
Jerold J. Sego	1000-1070-53500 Mileage Expense	\$127.88	Polling Place Visits 4/1, 4/2, 4/20,4/21,4/23,4/25
Fedex	1000-1070-53804 Postage & Postal Charges	\$26.57	Re-tab tapes to state board
U.S. Postal Service Wheaton IL	1000-1070-53804 Postage & Postal Charges	\$314.00	Annual Maintenance Box 1087 6/30/17 to 6/30/18
Ryder Transportation Svc	1000-1070-53805 Other Transportation Charges	\$381.51	Truck Rental 4/15/17-4/17/17
Ryder Transportation Svc	1000-1070-53805 Other Transportation Charges	\$19.12	Truck Rental 05/02/17-05/03/17
iSolved	1000-1070-53807 Software Maintenance Agreements	\$299.25	TimeForce monthly lease, May 2017

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In addition to the Executive Director's Report, Interim Executive Director Sobecki provided updates to the Board as follows; at the request of Commissioner Terrill, Interim Executive Director Sobecki will check to see if it is time to go to bid for a Lobbyist.

Only one resume was received for the open position of Regional Division Manager. Interim Executive Director Sobecki is working with HR to see if there are other locations to post openings to generate more responses. Interim Executive Director Sobecki may have an in-house candidate who is qualified for the position.

Regarding the post-election process close out – no one filed for discovery so everything is in storage.

A Registration Election Division post-election meeting took place. There are many projects to go over and Interim Executive Director Sobecki is working on assigning staff to certain projects.

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As a matter of new business, there will be a precinct split. The first discussions will take place in June. Interim Executive Director Sobecki will have information for the next meeting.

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Counsel Bond provided the following updates and legal report to the Board as follows; there are no pending litigations at this time.

There needs to be a semi-annual review of the executive minutes to be approved. Reviews are generally done in June and December. There are only 4 sessions to approve. Need to put on agenda for June or July meeting.

The City of Chicago is working with the Justice Department in regards to the number of voting sites that are not all fully ADA compliant. They are entering into a settlement agreement to bring those sites to full accessibility, either by making them compliant or finding alternative sites. We need to keep this in mind when finding polling sites. Commissioner Terrill offered her assistance in auditing/determining if our sites are compliant.

There is a bill in Springfield concerning the State Board of Elections and the office of the Secretary of State using automatic voter registration. When applying for other services, an individual would automatically be registered to vote. There is an issue with this purpose of the bill, possible legal issues, as well as issue with FOIA. It is a first amendment right to vote or not to vote. The bill makes sense from an administrative standpoint but has other issues. This legislation wants the registration to be automatic but there is an amendment for an opt out provision. More names on the voter rolls does not necessarily mean that more people will vote. It may look like poor voter turnout, which could create financial implications for the Election Commission as well.

In regards to the Salt Creek School District, Counsel Bond will speak individually with Board members. There is no threat of litigation.

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Commissioner Terrill entertained a motion, seconded by Commissioner Lowe, to adjourn from the Open Board Meeting to Executive Session, Pursuant to 5 ILS 120/2 (C) (1). No further action will be required and the next Board meeting will be on Wednesday, June 14, 2017, at 9:00 a.m. in Room 3-500A. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

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Secretary of the Board

Reviewed:

Approved:



**RESOLUTION**

F-006-17

WHEREAS, the Finance Committee of the DuPage County Election Commission, State of Illinois, has examined and approved for the payment of claims attached.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Election Commission that the DuPage County Treasurer be and is hereby directed and empowered to make payment of each of the claims contained on the attached hereto, pursuant to the approval thereof by the DuPage County Election Commission.

BE IT FURTHER RESOLVED that the Executive Director transmit a certified copy of this Resolution to the DuPage County Finance Department, the DuPage County Treasurer and to the Chief Judge of the Eighteenth Judicial Circuit.

ADOPTED this 14<sup>th</sup> day of June 2017



\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

Office Depot	1000-1070-52200 Operating Supplies & Materials	\$68.10	Bankers Storage Boxes
Pitney Bowes	1000-1070-52200 Operating Supplies & Materials	\$186.19	Red ink cartridge for Mail Machine
DFM Associates	1000-1070-53020 Information Technology Svc	\$11,360.19	<b>PO 1895-0001SERV</b> EIMS Lease June 2017
Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$5,304.00	<b>PO 2358-0001Serv;</b> Legal Services May 2017
Taylor Uhe LLC	1000-1070-53050 Lobbyist Services	\$3,000.00	PO 1942-001 SERV Lobbyist Services June 2017
Kalkman Investigation & Research Associates, Inc.	1000-1070-53090 Other Professional Services	\$40.00	Background Check
Kalkman Investigation & Research Associates, Inc.	1000-1070-53090 Other Professional Services	\$80.00	2 Background checks
Kalkman Investigation & Research Associates, Inc.	1000-1070-53090 Other Professional Services	\$40.00	Background Check
Nicor Gas	1000-1070-53200 Natural Gas	\$431.65	Natural Gas @ Aurora Facility 5/4/17 - 6/2/17
ComEd	1000-1070-53210 Electricity	\$609.83	Electricity @ Aurora Whse 04/14/17-05/11/17
Republic Services	1000-1070-53240 Waste Disposal Services	\$508.53	Waste Svc @ Aurora Facility 06/1/17-06/30/17
AT&T	1000-1070-53250 Wired Communications Svc	\$627.17	Early Voting Phones 05/04/17-06/03/17
AT&T	1000-1070-53250 Wired Communications Svc	\$42.03	Aurora 911-line 05/22/17-06/21/17
Comcast	1000-1070-53260 Wireless Communications Svc	\$284.10	Internet service for Aurora Prod Facility 05/19/17-06/18/17

Verizon Wireless	1000-1070-53260 Wireless Communications Svc	\$10,282.45	<b>PO 2362-0001</b> Serv; Jetpacks 4/13/17-5/12/17
Verizon Wireless	1000-1070-53260 Wireless Communications Svc	\$504.00	Election Phones 4/27/17 - 5/26/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 05/31/17-06/29/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 06/30/17-07/30/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$862.40	IR7095 Copier Maintenance 06/06/17-07/05/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$15.80	IR4570 Copier Usage 4/10/17 - 5/9/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$321.77	<b>PO 862-0001</b> Serv; Color Printer Lease 6/1/17- 6/30/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	<b>PO E-1303</b> ; (5) Lexmark Printers Lease, 6/1/17- 6/30/17
Ellis Systems	1000-1070-53370 Repair & Mtce Other Equipment	\$2,285.00	PO E-1486 Annual Maintenance Agreement for Lektrovers 6/1/17 - 5/31/18
Western A Midwest II	1000-1070-53400 Rental Of Office Space	\$18,885.20	Production Facility Rent, Operation Expenses & Taxes for June 2017
Pitney Bowes	1000-1070-53410 Rental of Machinery & Equipment	\$1,461.87	<b>PO 1943-0001</b> Serv: Mail Machine Rental - quarterly 03/30/17 - 06/29/17
David Lindstrom	1000-1070-53510 Travel Expense	\$27.40	Travel 5/11/2017 to and from AECOI meeting
Ryder Transportaion Service	1000-1070-53510 Travel Expense	\$8.37	Toll incurred during truck rental on 3/23/17
Karin Huber	1000-1070-53610 Instruction & Schooling	\$27.52	Running Quickbooks in Non-Profit Instruction Book

IAoGO	1000-1070-53610 Instruction & Schooling	\$100.00	2017 June GWU Online course - JHS
Ryder Transportaion Service	1000-1070-53805 Other Transportation Charges	\$94.41	Truck Rental 05/16/17 - 05/16/17

**GRAND TOTAL    \$58,326.88**

DRAFT

Minute Traq # \_\_\_\_\_

**DuPage County, Illinois**  
**BUDGET ADJUSTMENT**  
 Effective March 1, 2016

Request for Transfer of Funds

Election Commission  
 Company/Accounting Unit Name

From: 1000      1070  
 Company #      Accounting Unit #

Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
			Prior to Transfer	After Transfer	
50000	REGULAR SALARIES	\$ 45,000.00			
53808	STATUTORY & FISCAL CHARGES	\$ 52,000.00			
Total		\$ 97,000.00			

To: 1000      1070  
 Company #      Accounting Unit #

Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
			Prior to Transfer	After Transfer	
50010	OVERTIME	\$ 42,000.00			
50050	TEMPORARY SALARIES/ON CALL	\$ 25,000.00			
53801	ADVERTISING	\$ 28,750.00			
53830	OTHER CONTRACTUAL EXPENSES	\$ 1,250.00			
Total		\$ 97,000.00			

Reason for Request:

To eliminate shortages caused by the Consolidated Primary Election, February 28, 2017.

\_\_\_\_\_  
 Department Head      Date

\_\_\_\_\_  
 Chief Financial Officer      Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year \_\_\_\_\_ Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released By/Date \_\_\_\_\_ Posted By/Date \_\_\_\_\_

Minute Traq # \_\_\_\_\_

**DuPage County, Illinois**  
**BUDGET ADJUSTMENT**  
 Effective March 1, 2016

Request for Transfer of Funds

Election Commission

Company/Accounting Unit Name

From: 1000      1070  
 Company #      Accounting Unit #

Finance Dept Use Only  
 Available Balance

Account	Title	Amount	Available Balance		Date of Balance
			Prior to Transfer	After Transfer	
53804	POSTAGE & POSTAL CHARGES	\$ 15,000.00			
Total		\$ 15,000.00			

To: 1000      1070  
 Company #      Accounting Unit #

Finance Dept Use Only  
 Available Balance

Account	Title	Amount	Available Balance		Date of Balance
			Prior to Transfer	After Transfer	
52100	DATA PROCESSING EQUIP-SM VALUE	\$ 5,000.00			
52280	AUTO/MACH/EQUIP PARTS	\$ 1,500.00			
53805	OTHER TRANSPORTATION CHARGES	\$ 7,250.00			
53807	SOFTWARE MAINT AGREEMENTS	\$ 1,250.00			
Total		\$ 15,000.00			

Reason for Request:

To eliminate shortages caused by the Consolidated Primary Election, February 28, 2017.

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chief Financial Officer

\_\_\_\_\_  
 Date

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year \_\_\_\_\_ Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released By/Date \_\_\_\_\_ Posted By/Date \_\_\_\_\_

## **Executive Director's Report**

June 14, 2017, Board Meeting

### **Administrative Division**

- Staff is currently evaluating Precinct Modifications for 2017. Due to pending data matching with National Change of Address (NCOA) and the Electronic Registration Information Center (ERIC) data by the State Board through IVRS the proposed modifications are expected to address areas with high voter turnout.
- May 18-22: Staff attended the County Accounts Payable ERP refresher training.
- May 19 staff took part in the County Technology Roundtable. Key items discussed were County equipment purchasing and technology needs of the Commission moving forward.
- Staff attended the County 2018 Budget Kick-off meetings on May 24, 2017.

### *Legislation*

Several Bills passed both Houses in the Spring Session and will be presented to the Governor for approval. These include many supported by the DuPage County Election Commission. They include:

- SB1933 Automatic voter registration - *Support*.
- HB0539 Election judges - authorizes county boards outside of the jurisdiction of boards of election commissioners to reduce the number of judges of election from 5 to 3 for primary elections. *No position*.
- HB0512 Timing of election notices - changes the timeframe for EAs to publish notices on referenda to no more than 60 (now 30), nor less than 10 days. *Support*.
- SB1479 Voter registration at nursing homes - allows for grace period registration and changes of address to be conducted at nursing homes. *Support*.
- HB0348 Constitutional amendments - changes the method of posting information by the SOS on constitutional amendments. *No position*.
- SB2068 Public library referendum - authorizes public library to place a specific advisory questions on the ballot in areas in which it is located. *No position*.

### *Personnel*

- Jessica Stachniak has been promoted to the vacant position of Registration Division Manager. She was previously serving as the Assistant Supervisor of Registrations.
- Thomas Ulett has been hired to fill the vacant position Supervisor of Voting Locations.
- Charles Walker has been hired to fill the vacant position of Administrative Assistant I (HR).
- We have received and are currently evaluating in excess of fifty applications for the posting of the vacant Executive Assistant position. We will also explore additional options for posting on external websites in order to reach a wider pool of potential applicants.

## **Executive Director's Report**

June 14, 2017, Board Meeting

- Filling the vacant Assistant Executive Director, Administrative Division Manager, Election Division Manager, and Assistant Supervisor of Registrations is currently on hold until the Administrative Division staff positions are filled.

### *Purchasing Update:*

- P17-107-BF Website Election Results Reporting: On June 2, 2017, the Election Commission received five (5) proposals for the Website Election Results Reporting. The Committee is currently evaluating the proposals and a list of questions for the vendors for supplemental information. The County IT Department has agreed to the Committee's request for consultation on the more technical aspects of the proposal.
- Staff is reviewing the Bid documentation for Election Kits & Supplies, Election Notice Publication, and GEMS Licensing and Maintenance in addition to the RFP documentation for Election Ballot Management, Election Mover, and Legislative Consultant. The Application to Vote contract is eligible for one additional annual renewal.

### **Election Division**

- Staff has been assigned to project groups for off-election projects. The emphasis of this period will be Judge and Election Worker recruitment, method of training, and documentation.
- On June 2, staff met with Hart InterCivic for a 2017 debrief and to discuss a success plan for 2018.
- On June 6, staff attended a webinar demonstration of Election Help Desk and tracking software.
- On June 12, temporary staff will begin work at the Election Production Facility. Tasks will include inventory, then maintenance of equipment and supplies used in the November 2016, February 2017 and April 2017 elections.

### **Registration Division**

- Staff continues to process the nearly 10,000 records matched to the National Change of Address file from the statewide database.