

**DUPAGE COUNTY ELECTION COMMISSION BOARD MEETING AGENDA
THURSDAY, JULY 13, 2017, 9:00 A.M.**

- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. PLEDGE OF ALLEGIANCE**
 - D. PUBLIC COMMENT**
 - E. APPROVAL OF MINUTES OF JUNE 14, 2017**
 - F. FINANCE COMMITTEE**
 - 1. Purchasing Update
 - 2. Items for Approval
 - a. Finance Resolution F-007-17: Payment of EC Bills
 - b. Requisition E-1488: recommend approval of Purchase Order to: **DFM Associates** to renew Software Agreement for Voter Registration & Election Management System (EIMS). Maintenance contract covers the period July 1, 2017 through June 30, 2018.
Renewal cost is: \$145,864.80
- G. UNFINISHED BUSINESS**
 - 1. Executive Director's Report
 - 2. Legislative Report – Taylor Uhe, LLC
 - 3. Legal Counsel Report
 - a. Litigation Report
 - b. Pending Matters
 - c. Precinct Modifications
- H. NEW BUSINESS**
- I. 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)
- J. MATTERS TO BE REFERRED FROM EXECUTIVE SESSION**
- K. ADJOURN TO WEDNESDAY, JULY 26, 2017 AT 3:00PM**

THE DU PAGE COUNTY ELECTION COMMISSION

BOARD MEETING

June 14, 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 Wednesday, June 14, 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 Sean Conway, Legal Counsel.

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Commissioner Terrill opened the floor for public comment. No comments or questions at this time.

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Commissioner Terrill moved, seconded by Commissioner Lowe, to approve and make a matter of record the minutes of the May 12, 2017 Board meeting. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

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Commissioner Terrill announced the appointment of Joseph H. Sobecki to the position of Executive Director. The Board unanimously agreed to ask Interim Executive Director Sobecki to step into the position and is pleased with his acceptance. The appointment is effective retroactively to May 12, 2017. A press release will go out in the next few weeks. Commissioner Terrill moved, seconded by Commissioner Lowe, to appoint Joseph Sobecki as Executive Director. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

The Board proposed to make permanent a 10% salary increase in offering the position of Executive Director, above that of Interim Executive Director. Commissioner Terrill moved, seconded by Commissioner Lowe, to set the salary of the Executive Director at \$120,234.07. During discussion, the motion was amended to set the salary of the Executive Director at \$121,000. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

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

A budget adjustment request of \$112,000 to eliminate the shortages caused by the February 28, 2017 Consolidated Primary. This election was not included in the 2017 budget. Overtime and advertising took up the majority of the costs. The vacancies in several positions allowed surplus in the regular salary budget to draw from. The transfer is budget neutral with no fiscal impact. Commissioner Terrill moved, seconded by Commissioner Lowe, to make the budget adjustment of \$112,000 to eliminate shortages caused by the February 2017 election. 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-006-17: Payment of EC Bills.

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

Motion carried.

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 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 14th day of June, 2017.

/s/ Cathy Terrill
Chairperson

ATTEST:

/s/ John Boske
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	PO 1895-0001SERV EIMS Lease June 2017

Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$5,304.00	PO 2358-0001 Serv; 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	PO 2362-0001 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	PO 862-0001 Serv; Color Printer Lease 6/1/17-6/30/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	PO E-1303; (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	PO 1943-0001 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

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In addition to the Executive Director's Report, Executive Director Sobecki provided updates to the Board as follows:

The five proposals received for the RFP for Website Election Results Reporting are now in committee. The committee is comprised of three (3) members of the Election Commission staff and County IT. The committee is currently submitting supplemental questions to the vendors.

After the initial round of Precinct modifications are completed, we will [put](#) the draft on our website and send to Township and Party chairs for review and feedback. Part of the Policy includes the acknowledgement by Party and Township Chairs prior to approval at the July meeting where we will have final changes submitted for Board approval. We will be creating additional Precincts as needed based on turnout in the 2016 General Election.

Several Bills passed both Houses: voter registrations in nursing homes and automatic voter registration, which were both supported by our Board. They will be sent to the Governor again with revisions to past issues and are expected to pass. HB3519 concerning Early Voting locations is expected to move the last day of voting up a day to the Sunday prior rather than Monday.

Commissioner Boske asked if we know if the Governor was definitely going to sign the voter registration Bill. Executive Director Sobecki replied that the State budget impasse is where the focus is right now but will reach out to our Lobbyist for more information.

Executive Director Sobecki supplied information on the hacking of the Illinois State Board of Elections database in which nearly 100,000 records were accessed. Through the IVRS site, data from under 100 DuPage County voters was accessed. The State Board has

since sent notification letters to the individuals whose data was accessed. Due to an opening in the security, hackers were able to access names.

Elections are now considered a part of critical infrastructure by Homeland Security so we have higher priority in requesting security checks provided by the Department on our systems and infrastructure.

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

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As a matter of new business, Executive Director Sobecki submitted to the Board the 2018 Preliminary Budget. Numbers are based on estimated costs for number of judges, current election climate, days required for early voting, publication costs, and contracts that are up for renewal. Commissioner Terrill would like the minutes to reflect that the Preliminary 2018 Budget was sent to the Board in advance of this meeting as well as in advance of submission to the County. Historically this has been an issue and the Board is pleased this year.

Commissioner Terrill moved, seconded by Commissioner Lowe, to approve the 2018 Preliminary Budget as prepared by the Executive Director, with the amendment to take out the car allowance of \$5400 on account 51090.

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

Commissioner Terrill requested approval to change to two future Board Meeting dates: July 12th and September 13th. After discussion, the July 12th meeting date changes to July 13, 2017 at 9:00 am. The September 13th meeting date changes to September 18, 2017 at 11:00 am.

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Commissioner Terrill entertained a motion, seconded by Commissioner Lowe, to adjourn to Thursday, July 13, 2017, at 9:00 a.m. in Room 3-500B. Commissioners Boske, Lowe and Terrill voted "aye". Motion carried.

Secretary of the Board

Reviewed:

Approved:

RESOLUTION

F-007-17

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 13th day of July 2017



Chairperson

ATTEST:

Secretary

CDW-Government	1000-1070-52100 I.T. Equipment- Small Value	\$1,559.10	PO#E-1487 Uninterruptible Power Supply for Aurora facility
Piano Software	1000-1070-52200 Operating Supplies & Materials	\$48.00	1 year digital subscription to The Daily Herald
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$42.47	Files folder, phones message pads
AlphaGraphics	1000-1070-52200 Operating Supplies & Materials	\$220.00	4-Nameplates, 4-Name Badges
Menards-Naperville	1000-1070-52280 Cleaning Supplies	\$10.97	Production Facility supplies
Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$2,788.50	PO 2358-0001 SERV Legal Services June 2017
Taylor Uhe LLC	1000-1070-53050 Lobbyist Services	\$3,000.00	PO 1942-0001 SERV Lobbyist Services July 2017
Kalkman Investigation & Research Associates Inc	1000-1070-53090 Other Professional Services	\$40.00	1-Background Check
Kalkman Investigation & Research Associates Inc	1000-1070-53090 Other Professional Services	\$40.00	1-Background Check
Nicor	1000-1070-53200 Natural Gas	\$35.03	Natural gas @ Aurora facility 6/2/17-7/5/17
ComEd	1000-1070-53210 Electricity	\$834.46	Electricity @ Aurora Whse 05/11/17-06/14/17
Republic Services	1000-1070-53240 Waste Disposal Services	\$507.61	Waste Svc @ Aurora Facility 07/1/17-07/31/17
AT&T	1000-1070-53250 Wired Communications Svc	\$617.97	Early Voting HSI 05/05/17-06/04/17
AT&T	1000-1070-53250 Wired Communications Svc	\$42.03	Aurora Facility 911 line 6/22/17 - 7/21/17
Comcast	1000-1070-53260 Wireless Communications Svc	\$214.90	Internet service for Aurora Prod Facility 06/19/17-07/18/17

Verizon Wireless	1000-1070-53260 Wireless Communications Svc	\$504.00	Election Phones 5/27/17 - 6/26/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$862.40	IR7095 Copier Maintenance 07/06/17-08/05/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$11.67	IR4570 Copier Usage5/10/17 - 6/9/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 7/31/17 - 8/30/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$862.40	IR7095 Copier Maintenance 08/06/17-09/05/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$321.77	PO 862-0001 Serv; Color Printer Lease 7/1/17- 7/31/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	PO E-1303; (5) Lexmark Printers Lease, 7/1/17- 7/37/17
Western A Midwest IL, LLC	1000-1070-53400 Rental Of Office Space	\$18,885.20	Production Facility Rent, Operation Expenses & Taxes for July 2017
Pitney Bowes	1000-1070-53410 Rental of Machinery & Equipment	\$1,461.87	PO 2631-0001 Serv: Mail Machine Rental 12/30/16-03/29/17
Joseph H. Sobecki	1000-1070-53500 Mileage Expense	\$144.13	Mileage expense to and from IACCR Zone IV meeeting in Rock Island, IL 6/22/17
Joseph H. Sobecki	1000-1070-53600 Dues & Memberships	\$100.00	IACCR Zone IV annual dues-2017/2018
Joseph H. Sobecki	1000-1070-53610 Instruction & Schooling	\$240.00	Online Courses: Social Media, EL Website, Communication, EL Data
Alphagraphics	1000-1070-53800 Printing	\$178.73	Front door lettering- Executive Director Joe Sobecki
iSolved	1000-1070-53807 Software Maintenance Agreements	\$299.25	TimeForce monthly lease, June 2017

DFM Associates

1000-1070-53807
Information Technology
Svc

\$12,155.40

PO E-1488
EIMS Lease July 2017

GRAND TOTAL \$46,526.03

DRAFT

Executive Director's Report

July 13, 2017, Board Meeting

Action Items

- *Submit preliminary budget to Finance*
The approved preliminary budget was submitted to the County Finance Department on June 26th.
- *Invite Legislative Consultant to Election Commission Board Meeting*
A representative from Taylor Uhe LLC has agreed to attend the July 13, 2017, Board Meeting.

Administrative Division

- Staff has completed preliminary Precinct Modifications and communicated those proposed changes to each Party and Township Chair for feedback.
- On May 27th staff attended Technology Committee Meeting.
- On July 7, 2017 we were notified by the State Board of Elections that no appropriation was made for the 2017 IVRS Lump Sum State Grant. DuPage County was eligible to receive up to the amount of \$130,796.
- In light of the age of the vehicle, County Division of Transportation has recommended the Election Commission replace the 2001 Chevy Suburban for FY2018. In consideration of its relatively good condition, no Fall election, and infrequent use expected for the remainder of 2017, Transportation has agreed to an extension of an additional year for replacement. In the interim, staff will perform a needs assessment in order to evaluate the best approach for the future.

Personnel

- Interviews are being conducted for the posting of the vacant Executive Assistant position. Vacancies in the Assistant Executive Director, Administrative Division Manager, Election Division Manager, and Assistant Supervisor of Registrations is currently on hold until the final Administrative Division staff position is filled.
- Staff is coordinating with local schools and community centers to secure additional sources for temporary and election labor.

Purchasing Update:

- P17-107-BF Website Election Results Reporting: On June 26th, based on individual scoring, the Committee chose to elevate two of the five vendors to provide presentations to the Committee. The first presentation was conducted on July 10th.
- 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

Executive Director's Report

July 13, 2017, Board Meeting

Election Ballot Management, Election Mover, and Legislative Consultant. The Application to Vote contract is eligible for one additional annual renewal.

Items for Approval:

- **Requisition E-1488:** recommend approval of Purchase Order to: **DFM Associates** to renew Software Agreement for Voter Registration & Election Management System (EIMS). Maintenance contract covers the period July 1, 2017 through June 30, 2018.
Renewal cost is: \$145,864.80

Election Division

- Staff is revising department calendars in the project management system to comply with legislative changes and timelines.
- Staff is reworking Judge and Election Worker recruitment, method of training online and in-person, and documentation.
- Staff is creating the 2017 Judge of Election Newsletter. This newsletter is useful in providing Judges of Election with up to date election news and information.

Registration Division

- Staff is processing registration records, IVRS transactions and Reports to Election Authority from Judges of Election.
- Staff is streamlining procedures for Voter Registrars.