

**DUPAGE COUNTY ELECTION COMMISSION BOARD MEETING AGENDA
WEDNESDAY, JANUARY 10, 2018 4:00 P.M.; 3-500 A**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. PUBLIC COMMENT**

Public Comment is designed to provide the Members of the Public an opportunity to address the Board of Election Commissioners. Time is set aside in the Meeting for Public Comment. All comments from the Public must be presented at the time designated on the Agenda for Public Comment. All comments shall be directed to the Chair. Comments will be limited to three (3) minutes, unless additional time is requested and approved, in the discretion of the Chair. The Board will consider comments made during Public Comment. It is, however, within the discretion of the Chair as to whether, and how, to address any comments or inquiries made.

- E. APPROVAL OF MINUTES OF December 13, 2017**
- F. FINANCE COMMITTEE**

1. Items for Approval

- a. **Requisition E-1516**, Fluence Automation (formerly Bell & Howell) to renew the maintenance agreement for the Vote by Mail system equipment.
- b. **Change Order request**: recommend approval of Change Order to: Governmental Business Systems for (4) additional bezels needed for TSX units (touchscreen units), totaling \$180.00.
- c. **Requisition E-1517**: recommended approval of a purchase order to: Prager Moving & Storage Co. for delivery and pick up of voting equipment for Early Voting and Election Day polling locations for 2018 and 2019, total of 4 elections, per competitive bid # 17-176-BF, as the lowest responsible responsive bid.
- d. Finance Resolution F-001-18: Payment of EC Bills

G. UNFINISHED BUSINESS

- 1. Executive Director's Report
- 2. Legal Counsel Report
 - a. Litigation Report
 - b. Pending Matters

H. NEW BUSINESS

I. EXECUTIVE SESSION

- 1. Biannual 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, JANUARY 24, 2018 AT 4:00 PM

THE DU PAGE COUNTY ELECTION COMMISSION

BOARD MEETING

December 13, 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, December 13, 2017, at 10:00 a.m.

Commissioner Terrill called the meeting to order.

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

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Commissioner Terrill opened the floor for public comment. There were two (2) comments presented.

The first comment was from Ms. Jean Kaczmarek concerning preparing petitions online, and the need for Federal Ballots.

The second comment was from Mr. Stan Zegel, concerning the minutes reflecting jargon, and an amendment to the minutes from the November 15, 2017 meeting.

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Commissioner Lowe moved, seconded by Commissioner Terrill, to approve as amended, and make a matter of record the minutes of the November 15, 2017 Board meeting. Commissioners Lowe and Terrill voted "aye". Motion carried.

Commissioner Terrill directed staff to include page numbers on future minutes, and to include full names for acronyms where possible.

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

Requisition E-1514: recommended approval of a purchase order to Election Systems & Software (ES&S) to renew quote # 14-054, for a one year term, February 27, 2017 to February 26, 2018, fourth and final renewal for OS & TSX voting equipment supplies and parts. Items will be ordered on an as needed basis.

Purchase order total estimate: \$10,941.40

Requisition E-1515: recommended approval of a purchase order to Governmental Business Systems (GBS) to renew quote # 14-054, for a one year term, February 27, 2017 to February 26, 2018, fourth and final renewal for OS & TSX voting equipment supplies and parts. Items will be ordered on an as needed basis.

Purchase order total estimate: \$7,330.00

Requisition E-1513: recommended approval of a purchase order to Verizon Wireless to cover service for 275 Verizon Jet Packs to aid in implementation of ePollbooks. Contract dates 01/01/18 – 12/31/18. Pricing is based on SOIL (State of Illinois) plan. \$37.99/jet pack/month when active, \$1.00/Jet Pack/month when inactive. Purchase order total: \$65,443.20

Commissioner Lowe moved, seconded by Commissioner Terrill, to approve Requisition E-1514. On roll call, Commissioners Lowe and Terrill voted "aye". Motion carried.

Commissioner Lowe moved, seconded by Commissioner Terrill, to approve Requisition E-1515. On roll call, Commissioners Lowe and Terrill voted "aye". Motion carried.

Commissioner Lowe moved, seconded by Commissioner Terrill to approve Requisition E-1513. On roll call, Commissioners Lowe and Terrill voted "aye". Motion carried.

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Commissioner Lowe moved, seconded by Commissioner Terrill, to approve Finance Resolution F-013-17: payment of EC Bills. On roll call, Commissioners, Lowe and Terrill voted "aye". Motion carried.

RESOLUTION

F-013-17

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 December 2017



/s/ Cathy Terrill
Chairperson

ATTEST: /s/ James Lowe – acting secretary
Secretary

2017

Pen-Tech	1000-1070-52200 Operating Supplies & Materials	\$7,830.66	PO# 10000375 (90) Screens for TSX voting units
Menards-Naperville	1000-1070-52200 Operating Supplies & Materials	\$62.94	T8 bulb, T8 ballast, wall nuts
Quill	1000-1070-52200 Operating Supplies & Materials	\$67.56	Vote by Mail election supplies: prongs, doc holders
CDW-Government	1000-1070-52200 Operating Supplies & Materials	\$104.52	Startech DVI adapters
Warehouse Direct	1000-1070-52200 Operating Supplies & Materials	\$30.21	Shredder bags
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$454.49	2018 misc Election supplies for Vote by Mail Dept
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$173.63	Office supplies: rubberbands, steno pads,minute book, wipes
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$381.00	2018 Election supplies for Vote by Mail Dept - toner
Batteries Plus Bulbs	1000-1070-52200 Operating Supplies & Materials	\$58.68	(9)-12V batteries for OS units
Batteries Plus Bulbs	1000-1070-52200 Operating Supplies & Materials	\$136.92	(21)-12V batteries for OS units
Menards-Naperville	1000-1070-52200 Operating Supplies & Materials	\$23.84	Misc supplies for TSX repair - warehouse
Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$7,117.50	PO# 2358-0001 Legal services November 2017
Nicor Gas	1000-1070-53200 Natural Gas	\$802.43	Natural gas @ Aurora facility 11/01/17- 12/01/17
Comcast Business	1000-1070-53250 Wired Communications Svc	\$214.90	Aurora Production facility Internet 11/19/17 - 12/18/17
AT&T	1000-1070-53250 Wired Communications Svc	\$42.97	Aurora Facility 911 line 11/22/17 - 12/21/17

Governmental Business Systems	1000-1070-53370 Repair & Mtce Other Equipment	\$15,360.00	PO# 2857-0001 Repair/replace screens in (87) TSX units and replace (3) bezels
Governmental Business Systems	1000-1070-53370 Repair & Mtce Other Equipment	\$23,350.00 \$19,870.00	PO# 2856-0001 Test and maint on (106) OS units & repair (80) OS units
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$9.36	IR4570 Copier Usage 10/10/17 - 11/09/17
Pitney Bowes	1000-1070-53410 Rental of Machinery & Equipment	\$1,461.87	PO 2631-0001 Serv: Mail Machine Rental - quarterly 09/30/17 - 12/29/17
Joseph H. Sobecki	1000-1070-53500 Mileage Expense	\$11.59	Mileage to SBOE Mtg 11-20-17, Chgo.
Thomas Ulett	1000-1070-53500 Mileage Expense	\$11.77	Mileage expense for Movers meeting at Aurora PF 11/29/17
Titan Image Group Inc	100-1070-53800 Printing	\$3,130.00	80,000 Voter ID Cards PO # 10000361
Liberty Systems, LLC	1000-1070-53800 Printing	\$2,494.97	PO# 2755-0001 Precinct Change Cards for 3/20/18 election
Fedex	1000-1070-53804 Postage & Postal Charges	\$77.69	Postage to ship broken timeclock to Infinisource
United States Postal Service - Carol Stream	1000-1070-53804 Postage & Postal Charges	\$38,000.00	Postage for Bulk Mail Account Permit #6040
iSolved	1000-1070-53807 Software Maintenance Agreements	\$299.25	TimeForce monthly lease, November 2017
DuPage County Sheriff's Office	1000-1070-53808 Statutory & Fiscal Charges	\$375.00	Security Detail on First Day of Filing 11/27/17
DPCC Support Services	1000-1070-53830 Other Contractual Expenses	\$162.40	Refreshments for EIMS user group meeting 8-29-17

2018

TDI (Telecommunications for the Deaf and Hard of Hearing, Inc)	1000-1070-52200 Operating Supplies & Materials	\$100.00	2018 TDI Listing Annual Subscription
Kalkman Investigation & Research Associates Inc	1000-1070-53090 Other Professional Services	\$40.00	1-Background Check
Groot, Inc.	1000-1070-53240 Waste Disposal Services	\$504.08	Waste Svc @ Aurora Facility 12/01/17-12/31/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$321.77	PO 862-0001 Serv; Color Printer Lease 12/01/17-12/31/17
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	PO E-1303; (5) Lexmark Printers Lease, 12/01/17 - 12/31/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$862.40	IR7095 Copier Maintenance 12/06/17-01/05/18
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 11/30/17 -12/30/17
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 12/31/17 -01/30/18
Western A Midwest IL, LLC	1000-1070-53400 Rental Of Office Space	\$19,664.55	Production Facility Rent, Operation Expenses & Taxes for January 2018
Jessica Stachniak	1000-1070-53500 Mileage Expense	\$10.00	Mileage to/from ePollbook training at Aurora Production Facility
International Association of Government Officials (iGO)	1000-1070-53600 Dues & Memberships	\$200.00	iGO Annual Membership dues Executive Director Sobecki - 2018
United States Postal Service - Carol Stream	1000-1070-53804 Postage & Postal Charges	\$225.00	2018 First Class Presort Fee for Permit #6040
Robis Elections, Inc.	1000-1070-53807 Software Maintenance Agreements	\$19,000.00	PO 2861-0001 Serv AskEd Help Lic March 20, 2018
DFM Associates	1000-1070-53807 Software Maintenance Agreements	\$12,155.40	PO#2667-0001 SERV EIMS Lease December 2017

SOE Software Corporation	1000-1070-53807 Software Maintenance Agreements	\$24,524.00	PO 2862-0001 Serv; Annual Software & Support for Judges of Election on-line training 12/1/17 - 11/30/18
SOE Software Corporation	1000-1070-53807 Software Maintenance Agreements	\$21,645.00	PO 2758-0001 Serv; Annual Software & Support for Clarity Control 10/1/17 - 9/30/18
Dominion Voting	1000-1070-53807 Software Maintenance Agreements	\$35,260.00	PO 2756-0001 Serv: Annual Software License for GEMS, Security Key Card Tool, Programmer, OS & TSX 11/1/17 - 10/31/18
iSolved	1000-1070-53807 Software Maintenance Agreements	\$299.25	TimeForce monthly lease, December 2017

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Executive Director Sobecki gave an update on Budget Transfers, which are adjustments to cover expenses for the remainder of fiscal year 2017. On roll call, Commissioners Lowe and Terrill voted "aye". Motion carried.

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

In regard to the petitions the Election Commission provides online, the requirement is that they are substantially compliant to code. The forms are suggested, not

mandatory. The Election Commission uses the State Board petitions as the basis for our forms, and work with counsel to make it more user friendly and ensure it is compliant with statute.

In reference to Federal Ballots, if the voter chooses not to register to vote, there is, provided by law, the option to vote a Federal Ballot. Paper Federal Ballots are no longer printed, and the voter is directed to a touch screen machine. Staff was directed to ensure this topic will be emphasized during the future training for election judges.

942 Petitions for candidates were filed and processed, 326 on the first day of filing. We have 23 contested races and 9 at the County Board level. The lottery was held on December 12th to determine the ballot placements for simultaneous filings. There are three objections filed. The Electoral Board Hearings are scheduled for December 18, 2017.

Staff has made the addition of the public comment to the agendas. Staff has also drafted and sent a letter to the State Board regarding our concerns about voter data security. An update is expected within the next day or two as to what the state will be doing moving forward. As of now, the state is still involved with the Interstate Cross Check. Staff was directed to include the public comment paragraph to the Electoral Board Hearings materials.

In regards to the revisions to the Electoral Board Rules of Procedure, the previous DuPage County Officer's Electoral Board Rules of procedure have been adopted, and the other items have been added. These are Supreme Court Rule 191 and descriptions of what makes up an appropriate affidavit.

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Counsel Bond provided the following updates and legal report to the Board as follows: There are three Electoral Board challenges, Gregory Abbott objector vs. James Broline for County Board Member, District 3; Joseph Amodeo objector vs. Daniel Hebreard, Forest Preserve District President; and Kathleen Abbate objector vs. Irfan Ibrahim, Forest Preserve Commissioner, District 3. The first hearing is scheduled for December 18, 2017. There is a new Chief Judge who has provided an Administrative Order of eligible possible Public Members to the Electoral Board.

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Commissioner Terrill entertained a motion, moved by Commissioner Lowe, and seconded by Commissioner Terrill, to adjourn into Executive Session for the biannual review of the official records pursuant to 5 ILCS 120/2 (C) (21). The next Board meeting will be on Wednesday, January 10, 2018 at 4:00 p.m. in Room 3-500A. Commissioners Lowe and Terrill voted "aye". Motion carried.

Secretary of the Board

Reviewed: January 10, 2018

Approved: January 10, 2018

DUPAGE COUNTY BOARD OF ELECTIONS
PROCUREMENT SUMMARY
January 10, 2018

REQUISITIONS:

- **Requisition E-1516:** recommended approval of a purchase order to **Fluence Automation (formerly Bell & Howell)** to renew the maintenance agreement for the Vote by Mail system equipment, effective 2/1/18 through 1/31/19.
Purchase order total: \$13,768.00

- **Change Order request:** recommend approval of Change Order to: **Governmental Business Systems** for (4) additional bezels needed for TSX units (touchscreen units), totaling \$180.00.
Original Purchase Order total: \$15,360.00
New Purchase Order total: \$15,540.00

- **Requisition E-1517:** recommended approval of a purchase order to: **Prager Moving & Storage Co.** for delivery and pick up of voting equipment for Early Voting and Election Day polling locations for 2018 and 2019, total of 4 elections, per competitive bid # 17-176-BF, as the lowest responsible responsive bid. Effective 1/1/18 through 6/30/19.
March 2018 total: \$59,070.00
November 2018 total: \$59,345.00
February 2019 total: \$9,750.00
April 2019 total: \$58,795.00
Purchase Order total: \$186,960.00

APPROVED BY:

CATHY TERRILL, CHAIRPERSON

JAMES S. LOWE, VICE CHAIR

JOHN BOSKE, SECRETARY

RESOLUTION

F-001-18

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 10th day of January 2018



Chairperson

ATTEST:

Secretary

2017

ComEd	1000-1070-53210 Electricity	\$779.51	Aurora facility electricity 11/07/17 - 12/08/17
Governmental Business Systems	1000-1070-53370 Repair & Mtce Other Equipment	\$180.00	PO# 2857-0001 Additional 4 bezels needed for TSX(Touchscreen) repair
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$7.61	IR4570 Copier Usage 11/10/17 - 12/09/17
John Churinoff	1000-1070-53500 Mileage Expense	\$34.99	Polling Place Visits 11/02/17 & 11/28/17
AECOI	1000-1070-53610 Instruction & Schooling	\$60.00	AECOI December 2018 Conference/Registration Fees for John Boske

2017 TOTAL \$1,062.11

2018

CDW Government	1000-1070-52100 I.T. Equipment- Small Value	\$65.94	(2) 4GB Additional PC Memory
CDW Government	1000-1070-52100 I.T. Equipment- Small Value	\$46.84	(2) 2GB Additional PC Memory
CDW Government	1000-1070-52100 I.T. Equipment- Small Value	\$145.74	(6) 2GB Additional PC Memory
AlphaGraphics	1000-1070-52200 Operating Supplies & Materials	\$245.00	(3) Desktop Name Plates & (7) Name Badges
Warehouse Direct	1000-1070-52200 Operating Supplies & Materials	\$4.21	TSX touchscreen Cleaning Wipes
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$131.11	Dymo labels, roll ink, canned air, staples, pens
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$11.79	2018 Election supplies: Registration & Judges - AA batteries
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$11.46	Alcohol wipes for monitors
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$45.12	2018 Election supplies: Registration & Judges - pocket folders

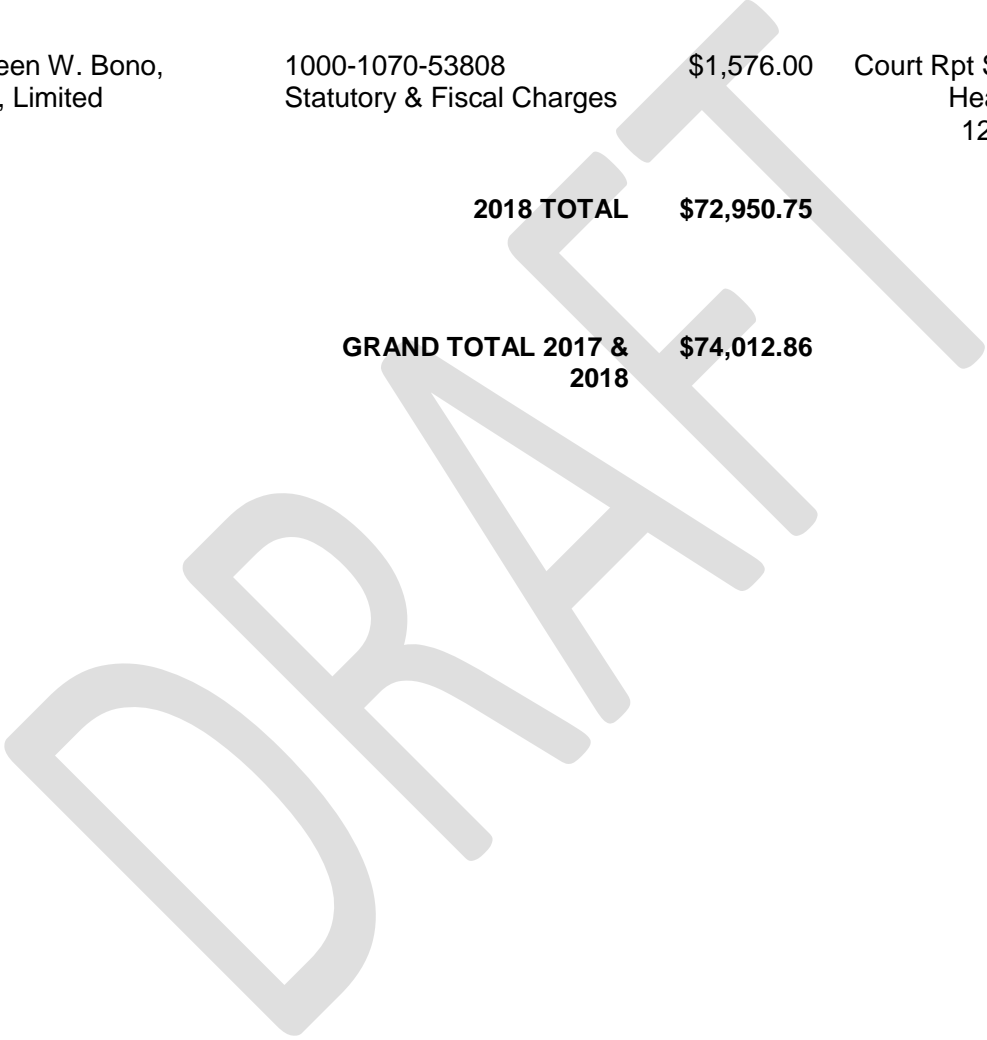
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$47.16	AA batteries
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$2.82	2018 Election supplies: Registration & Judges - mechanical pencils
Office Depot	1000-1070-52200 Operating Supplies & Materials	\$731.63	2018 Election supplies: Registration & Judges- whiteout, banker boxes, name badge inserts, quart ziploc bags, orange paper, pens, markers
Quill	1000-1070-52200 Operating Supplies & Materials	\$29.16	2018 Election supplies: Judges - Salmon colored paper
Quill	1000-1070-52200 Operating Supplies & Materials	\$115.43	2018 Election supplies: Registration - document holders
Fluence Automation (formerly Bell & Howell)	1000-1070-53020 Information Technology Svc	\$16,916.67	PO# 2795-0001 Vote by Mail Sorting Software Subscription 12/1/17 - 1/31/19
Bond, Dickson & Associates	1000-1070-53030 Legal Services	\$13,227.80	PO# 2358-0001 Legal services December 2017
Kalkman Investigation & Research Associates, Inc.	1000-1070-53090 Other Professional Services	\$40.00	Background Check
Nicor Gas	1000-1070-53200 Natural Gas	\$1,336.53	Natural gas @ Aurora facility 12/01/17- 01/03/18
Groot, Inc.	1000-1070-53240 Waste Disposal Services	\$506.21	Waste Svc @ Aurora Facility 01/01/18-01/31/18
AT&T	1000-1070-53250 Wired Communications Svc	\$42.97	Aurora Facility 911 line 12/22/17 - 01/21/18
Comcast Business	1000-1070-53250 Wired Communications Svc	\$214.90	Aurora Production facility Internet 12/19/17 - 01/18/18
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$862.40	IR7095 Copier Maintenance 01/06/18-02/05/18
Canon Solutions America, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$370.73	IR5075 Copier Maintenance 1/31/18 - 2/27/18
Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$127.44	PO E-1303; (5) Lexmark Printers Lease, 01/01/18 - 01/31/18

Toshiba Financial Services	1000-1070-53370 Repair & Mtce Other Equipment	\$321.77	PO 862-0001 Serv; Color Printer Lease 01/01/18- 01/31/18
Neopost USA Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$1,626.24	PO E-1508; AS-940 Address Printer Maintenance Agrmnt 1/1/18 - 12/31/18
Neopost	1000-1070-53370 Repair & Mtce Other Equipment	\$760.27	PO E-1509 TA12 Tabber annual maintenance 1/1/18 - 12/31/18
Nextime, Inc	1000-1070-53370 Repair & Mtce Other Equipment	\$95.00	Annual Mtce for Rapidprint Time Stamp 2/1/18 - 1/31/19
Western A Midwest IL, LLC	1000-1070-53400 Rental Of Office Space	\$19,664.55	Production Facility Rent, Operation Expenses & Taxes for February 2018
John Churinoff	1000-1070-53500 Mileage Expense	\$49.11	Polling Place Inspections 12/7, 12/11 & 12/19
Joseph Sobecki	1000-1070-53510 Travel Expense	\$28.00	Travel for press conference 12/15/17
Zone IV	1000-1070-53600 Dues & Memberships	\$100.00	Zone IV, 2018 Dues
Illinois Association of County Clerks and Recorders	1000-1070-53610 Instruction & Schooling	\$60.00	Conference Registration for Winter Conference Jan 15- 17, 2018
Alphagraphics	1000-1070-53800 Printing	\$82.04	Business Cards: 250 ea for Karin, Charles, Lucy and Lori
Lori Kantner	1000-1070-53804 Postage & Postal Charges	\$41.70	Certified mail for Election hearings
Fedex	1000-1070-53804 Postage & Postal Charges	\$467.69	Shipping charges to send (39) ePollbooks to Hart for repair
Fedex	1000-1070-53804 Postage & Postal Charges	\$23.98	Postage to ship broken time clock to Infinisource
Ryder Transportation Svc	1000-1070-53805 Other Transportation Charges	\$117.69	Truck Rental for Board approved destruction 12/19/17

DFM Associates	1000-1070-53807 Software Maintenance Agreements	\$12,155.40	PO#2667-0001 SERV EIMS Lease January 2018
iSolved	1000-1070-53807 Software Maintenance Agreements	\$299.25	TimeForce monthly lease, January 2018
DuPage County Sheriff's Office	1000-1070-53808 Statutory & Fiscal Charges	\$98.00	Service of Call Notice/ Objections on 12/17/17
DuPage County Sheriff's Office	1000-1070-53808 Statutory & Fiscal Charges	\$105.00	Service of Call Notice/ Objections on 12/12/17
Kathleen W. Bono, CSR, Limited	1000-1070-53808 Statutory & Fiscal Charges	\$1,576.00	Court Rpt Svc/ Electoral Bd Hearings -12/18/17, 12/22/17, 12/27/17

2018 TOTAL \$72,950.75

GRAND TOTAL 2017 & 2018 \$74,012.86



Executive Director's Report

January 10, 2018 Board Meeting

Action Items

- *Include page numbers in the Minutes of the Election Commission Board meetings.*
All future minutes will include page numbers.
- *Spell out acronyms wherever possible.*
Staff will include full names along with the acronyms in Board documents.

Administrative Division

- Executive Director Sobecki participated in an Election Protection Press Conference on December 15th with Congressman Quigley; Kenneth Menzel, General Counsel for Illinois State Board of Elections; David Orr, Cook County Clerk, and Jim Allen, Director of Communications for the Chicago Board of Elections.
- Executive Director Sobecki participated in a Cybersecurity 101 for Government Officials webinar on December 19th.
- Executive Director Sobecki will attend the Illinois Association of County Clerks and Recorders (IACCR) Winter Conference on January 15-17 in East Peoria, Illinois. Cybersecurity, legislation, and the League of Women Voters Campaign for Political Reform Project will be some of the topics covered.
- On Tuesday, January 9th, staff will meet with Shaw Media to finalize notice requirements and dates for the 2016 General Primary Election.
- On Tuesday, January 9th, Executive Director Sobecki will meet with the legislative consultant to discuss the Commissions legislative agenda.

Personnel

- Recruitment for the position of Election Division Manager continues.
- The position of Registration Assistant has been filled, and David Skrivan has started on January 8th.
- Vacancies in the Assistant Executive Director, and Assistant Supervisor of Registration are on hold. Staff is recruiting temporary personnel for election production and data entry in addition to Election Day workers.

Items for Approval:

- Requisition E-1516: recommended approval of a purchase order to Fluence Automation (formerly Bell & Howell) to renew the maintenance agreement for the Vote by Mail system equipment, effective 2/1/18 through 1/31/19.
- Change Order request: recommend approval of Change Order to: Governmental Business Systems for (4) additional bezels needed for TSX units (touchscreen units), totaling \$180.00.
- Requisition E-1517: recommended approval of a purchase order to: Prager Moving & Storage Co. for delivery and pick up of voting equipment for Early Voting and Election Day polling locations for 2018 and 2019, total of 4 elections, per competitive bid # 17-176-BF, as the lowest responsible responsive bid. Effective 1/1/18 through 6/30/19.

Election Division

Executive Director's Report

January 10, 2018 Board Meeting

Administration

- The initial Election Division kickoff meeting was held on Thursday, January 4th.
- Ballot Certification by the State Board of Elections is January 11th with the last day to file to be a Write-In Candidate on the 18th. The official ballot can then be finalized for testing. The deadline for military ballots is February 2nd with Vote by Mail and Early Voting beginning February 8th.

Production Facility

- Staff and temporary personnel have begun the election production phase beginning with ePollBook updates the last week of December.

Voting

- Staff is finalizing Judge of Election Manuals and Training materials for the upcoming Primary.
- Staff is reviewing Election Kits and supplies for print.
- Healthcare Judges training begins on Tuesday, January 9th.

Judge of Election

- Staff is currently focusing on recruitment of Judges of Election, Healthcare Judges, Early Voting Judges, and Student Judges.
- Temporary staff have been employed to assist in coordinating assignment of Judges to trainings and voting locations.

Voting Facilities

- Election Day voting locations have been finalized; the polling place change mailing will be sent within the next couple of weeks.
- Early Voting locations are finalized. The Election Commission location will be in the cafeteria of the 421 Building.

Registration Division

- Staff is processing 21,283 records received Electronic Registration Information Center (ERIC) via the State Board's Illinois Voter Registration System (IVRS).