

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*

CHARLES HOLIDAY, JR., *Executive Director*



Board of Election Commissioners for the City of Chicago

Regular Board Meeting

April 26, 2022, 10:00 a.m.

69 West Washington Street, 8th Floor Conference Room, Chicago, Illinois 60602
via WebEx video conference

Board Members:

Marisel A. Hernandez, Chair
William J. Kresse, Commissioner/Secretary
June A. Brown, Commissioner

Staff:

Charles Holiday, Executive Director
Sandra Aspera, Assistant Executive Director
Adam Lasker, General Counsel
Max Bever, Director of Public Information
Opal Walls, Procurement Officer/Purchasing Agent
Karen Chin, Director - Human Resources
Lance Gough, Consultant
Kimberly Carrillo Walker, Finance Director
Trish Sheehy

Guests:

Helene Gabelnick, League of Women Voters of Chicago (LWV Chicago)
Danielle Matzdorf, Arrow Messenger
C. Betty Magnus, Operation P.U.S.H.
Brian Whiteley, ES&S
Don Olson
Josh Miller, Arrow Messenger

- I. Call to Order: The Chair called the meeting to order at 10:00 a.m.
- II. Roll Call: All members of the Board were present via WebEx video conference
- III. Consideration of Agenda: The agenda was accepted as presented.
- IV. Approval of Minutes:
 - A. Minutes of the Regular Board Meeting of April 12, 2022: Commissioner Brown moved to approve the Minutes of the Regular Board meeting of April 12, 2022. Commissioner Kresse seconded the motion. The motion was approved by unanimous vote of the Board.
- V. Executive Director's Report
Executive Director Charles Holiday reported:

Last week Mr. Holiday, along with Assistant Executive Director Sandra Aspera and our Dominion representative met with the County Clerk's Director of Elections, Ed Michalowski, and their Dominion representative regarding sharing resources for audio recording, ballot tabulation, ballot proofing for the language ballots as well as for the touchscreen.

We have 135,000 second notices, from the mail canvas returns, ready to be mailed. The second notice is forwardable. It may be forwarded to the voter's new address. They can complete the form and return it to us to either cancel their Chicago registration or change the Chicago address.

On Saturday, Mr. Holiday was a panelist at a community meeting where the topics were voter education and registration. Mr. Holiday shared information on: registering to vote, Early Voting and the permanent Vote-by-Mail roster, and the need for Judges of Election and Election Coordinators. Mr. Holiday put an emphasis on the community helping to educate and spread the word about the June 28th Primary Election since voters in Chicago aren't used to voting in mid-Summer elections.

Mr. Holiday reported on Election Day voting centers and drop boxes:

By 2:30 today, Mr. Holiday will know if we can use the IBEW (International Brotherhood of Electrical Workers) Hall as an Election Day Voting Center.

Our Facilities Coordinator will be meeting with Wintrust Arena officials today regarding this matter.

We are scheduled to have drop boxes at Wrigley Field and the United Center. United Center is waiting to see if the Chicago Bulls will be eliminated from the playoffs before letting us know if it will be an Election Day Voting Center.

Mr. Holiday met with the Board's Polling Place department personnel and Chicago Public Schools officials on the use of schools and public facilities as polling places.

Commissioner Kresse asked, in order to clarify the record: If a voter has moved within the City and mails the second mailer reply back to us we will register them at the new address, but if they return it to us and they've moved outside the City, do we then remove them from the voter roster? Mr. Holiday responded that yes, we would cancel their registration because we have written notification from that voter along with their signature indicating that they no longer live in the City.

Mr. Lance Gough added to Mr. Holiday's report by stating that on Saturday he was with Mr. Holiday at the community meeting. Mr. Holiday presented and Board staff member Geneva Morris took registrations. The folks at the meeting just adored Ms. Morris. Mr. Holiday thanked Mr. Gough saying he was like the moderator – he kept things going and helped keep people, including Mr. Holiday on track. Mr. Holiday thanked him for that.

Commissioner Kresse pointed out that on Election Day, the Cubs will be playing Cincinnati at Wrigley Field. Mr. Holiday said that he's sure that Max Bever, the Board's Public Information Director, will know how to maximize that.

A. Assistant Executive Director's Report

Assistant Executive Director Sandra Aspera reported:

As of this morning, the Vote-by-Mail Department has processed 58,606 applications.

The Early Voting sites have been secured for this June 28, 2022 Election.

The Judges Department, as of yesterday, has 5,042 Election Judges assigned which includes 277 high school students. The total number of pending Election Coordinators is 1,491. The last day for Committeepersons to assign Judges is Friday, April 29th. The over-the-counter judges' assignments start April 30th.

The Language Community Service Representatives will start recording the audio ballot this week.

Meetings are taking place to complete the planning of the mock election for both systems: the e-poll book and the voting equipment.

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Ms. Aspera continues to monitor projects at the warehouse.

B. Public Information Director's Report

Director of Public Information Max Bever reported:

We are working on the second notice, which is a follow-up to our canvass, and on our household mailing. The household mailing will be going out both in May and June for our next major communication to voters.

The Communications Department is also working on holding a press conference on May 19th as we get ready for Early Voting and to announce the locations of all the Early Voting sites, as well as announce all the other ways that people can vote ahead of the June 28th election.

VI. Old Business

A. Infrastructure Projects and Changes in Election Administration: No updates.

B. Electronic Poll Books: We've been working on those with our vendor.

C. Voting Equipment: Already discussed what we're doing with Dominion, there are no other updates.

D. Legislation

General Counsel Adam Lasker reported:

The State Legislature is not in session. However, news out of the Chicago City Council yesterday indicated that there is a proposal being floated by the Latino Caucus to have the City Council adopt the United Coalition Ward Map proposal as an ordinance which would allow the Latino Caucus to refile an amended Latino Caucus Ward Map plan for a referendum. We will be keeping our eyes on this and keep the Board informed.

The Chair asked about the deadline by which this would have to be done. Mr. Lasker said that statutorily the deadline is 40 days before the election. (Of course, this deadline was drafted long before Early Voting was enacted.)

VII. Mr. Lasker has been speaking with the attorneys who are working with both the City Council and the City Clerk's Office. Everybody has promised Mr. Lasker that they're not going to wait until the end. So, hopefully if anything is going to happen it will either happen this week or not at all. New Business

A. Approval of Agreement with Meeting Tomorrow for computer rentals and services

Purchasing Agent Opal Walls spoke to this item.

This is a recommendation to enter into a contract with Meeting Tomorrow to lease laptops for our upcoming elections in 2022. They will supply us with 350 customized laptops for 3-month rental period beginning May 2022 ending in July 2022. The total fees for this contract are \$57,744.25; that amount has been confirmed and authorized by Kimberly Walker, our Finance Director.

Commissioner Kresse noted that we have worked with Meeting Tomorrow before and asked if everything had been satisfactory. Ms. Walls replied, absolutely, we have utilized them for the last several elections and we've had no issues or complaints.

Commissioner Kresse moved to approve a rental agreement with Meeting Tomorrow LLC for laptop computers and associated equipment and services for the total of \$57,744.25 with a lease term of May 9, 2022 through July 18, 2022. Commissioner Brown seconded the motion. The motion passed by unanimous vote of the Board.

B. Approval of bid awards for Temp Staffing Central Office RFP

Procurement Officer Opal Walls presented this item to the Board, stating that this is a request to approve a contract for temporary staffing service for our Central Office

Headquarters. Ms. Walls reminded the Board that we have a separate contract for temp staffing for our warehouse services, and that this is the first time that we are entering into contracts for central office headquarters. Further, we have gone through the RFP (Request for Proposal) procurement process.

The request is to enter into contracts with four agencies: Robert Half – Protiviti, Mack & Associates, LaSalle Network, and HB Staffing - which is a certified Minority Business Enterprise (MBE)

Ms. Walls provided the following background. The Board's Central Office Headquarters will need temporary staffing for the upcoming 2022 and 2023 elections. These assignments will consist primarily of administrative positions, including phone operators, data entry clerks, clerical staff, mailroom assistants, assistant trainers, customer service representatives, and technical support personnel. Ms. Walls issued an RFP for these services on March 15, 2022. A pre-proposal meeting was held on March 23, 2022. Proposals were due March 31, 2022, no later than 10:00 a.m. As a result of this solicitation, Ms. Walls received 9 proposals for these services. 2 of the 9 were late and deemed non-responsive. The remaining 7 proposals were reviewed, evaluated, scored and ranked by our evaluation team. 4 of the 7 scored high enough to move forward for this recommendation of award.

The term of this contract will begin April 27, 2022 and expire June 30, 2023 with 3 1-year options to renew.

The contract's not-to-exceed amount is \$750,000. That amount has been confirmed and authorized by our Finance Manager, Kimberly Walker.

Commissioner Brown asked about the \$750,000, specifically, how much are each of the 4 vendors going to receive and what are their particular scopes of services that they're providing? Commissioner Brown pointed out that the contract seems a little less detailed than the others and that's why she has a concern. Mr. Walls explained, that this would be a pool of vendors that the Board's Department Managers could select from on an as needed basis. Each of the four vendors here specialize in different types of services. That dollar amount will then be spread among the vendors as the purchase orders are issued.

Commissioner Brown asked if Robert Half is the vendor we're using for the warehouse. Ms. Walls replied that yes, they are, under a separate budget.

Commissioner Kresse confirmed with Ms. Walls that our Managers will decide from which of the agencies to draw workers on an as-need basis.

Commissioner Kresse moved to approve the bid awards from the RFP for Temporary Staffing at the Central Offices to Robert Half-Protiviti, to Mack & Associates, to LaSalle Network and to HB Staffing for the 2022 and 2023 election cycles, with a durational term of April 27, 2022 through June 30, 2023 with a total compensation not to exceed \$750,000 and to authorize the Executive Director and Procurement Officer to take any necessary action to secure these services from these respondents to the RFP. Commissioner Brown seconded the motion. The motion passed by 3:0 vote of the Board.

C. Approval of Professional Services Agreement with Susan Casey for e-pollbook and Election Central support.

Executive Director Holiday stated that Ms. Casey was on contract with us in 2020. She assisted with the tabulation and testing of voting equipment with the e-poll book. She assisted with training for the e-poll book, helped manage the e-poll book, post-election reconciliation of files at the warehouse and she is also creating documentation for transitioning to our staff at the warehouse.

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Mr. Holiday feels that this being his and Ms. Aspera's first election as Executive Director and Assistant Executive Director, they want the additional support that Ms. Casey can provide.

Commissioner Kresse added that Ms. Casey is not only familiar with the e-poll book system, but she is familiar with us. She's worked with us in the past. Mr. Holiday said yes, she has. Commissioner Kresse asked if the interactions with Ms. Casey have all been satisfactory, to which Mr. Holiday replied in the affirmative.

Commissioner Brown made a motion to approve a Professional Services Agreement with Susan Casey for services related to the Board's e-pollbook system, at a rate of \$100 per hour, not to exceed \$100,000 over the term of the agreement, which shall run from May 2, 2022 through April 28, 2023. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

VIII. Legal Report

General Counsel Adam Lasker reported:

The Board's Ballot Department has done nice job in handling petitions for local precinct referenda. The department has done an "apparent conformity" review. They brought that review to Mr. Lasker this week. Mr. Lasker was able to assess their work and they're all in agreement that of the few petitions that we've received this election cycle that everything is in apparent conformity with the Election Code. So, those questions will be going on the ballots without any further conformity action needed by the Board.

Mr. Lasker wanted to let the Board know that he's been talking with attorneys from the County Clerk's Office and we're all moving forward cohesively with Nursing Home Voting. The Board's staff did a survey of the nursing homes in Chicago to see how they felt about us coming in for the in-person Nursing Home Voting. As the Board will recall, for both elections in 2020, because of the severity of the Coronavirus pandemic, we went to court to get orders relieving us from in-person duties at nursing homes. Mr. Lasker is happy to report that everyone is comfortable now in-person voting in the nursing homes for the June Election. So, that's what we're going to do there.

We are preparing for an Electoral Board meeting this Friday afternoon. Mr. Lasker is pleased to report that it appears we will be dealing with all seven of the remaining cases. So, it's been a quiet cycle and we hope it will stay that way.

IX. Financial Report

- A. Balance Sheet and Voucher Listings for the City of Chicago – 2022 Appropriation – 22-03 dated April 26, 2022 in the amount of \$ 606,456.83

Commissioner Kresse moved to approve the Balance Sheet and Voucher Listings for the City of Chicago – 2022 Appropriation – 22-03 dated April 26, 2022 in the amount of \$ 606,456.83. Commissioner Brown seconded the motion. The motion passed by 3:0 vote of the Board.

- B. Balance Sheet and Voucher Listings for the County of Cook – 2022 Appropriation – 22-03 dated April 26, 2022 in the amount of \$ 524,626.05

Commissioner Brown moved to approve the Balance Sheet and Voucher Listings for the County of Cook – 2022 Appropriation – 22-03 dated April 26, 2022 in the amount of \$524,626.05. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

X. Public Comment

Mr. Don Olson asked to make Public Comment.

Mr. Olson said he wanted to bring up a subject that he and Mr. Lasker discussed several times during the 2020 elections, and that was having the poll watchers receive results tapes that would include

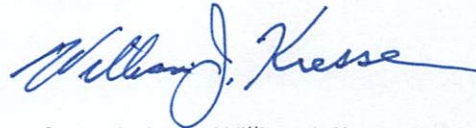
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Election Day as well as Early Voting results in the Election Day voting centers. Colloquy ensued between Mr. Olson and General Counsel Lasker.

XI. Executive Session: none

XII. Adjournment: Commissioner Brown moved to adjourn until the next scheduled Board meeting. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board. The meeting was adjourned at 10:39 a.m.

Submitted,

A handwritten signature in blue ink that reads "William J. Kresse". The signature is fluid and cursive, with a long horizontal stroke at the end.

Commissioner William J. Kresse
Secretary