

*Commissioners*

**MARISEL A. HERNANDEZ**, *Chair*  
**WILLIAM J. KRESSE**, *Commissioner/Secretary*  
**JONATHAN T. SWAIN**, *Commissioner*  
**LANCE GOUGH**, *Executive Director*



**Board of Election Commissioners for the City of Chicago**  
**Minutes of Regular Board Meeting**  
**November 26, 2019 at 9:30 a.m.**

**69 West Washington Street, 8th Floor Conference Room, Chicago, Illinois 60602**

**Board Members:**

Marisel A. Hernandez, Chairwoman  
William J. Kresse, Commissioner/Secretary  
Jonathan T. Swain, Commissioner

**Staff:**

Lance Gough, Executive Director  
Charles Holiday, Assistant Executive Director  
Adam W. Lasker, General Counsel  
James P. Allen, Communications Director  
Peter Peso, Deputy Chief Administrative Officer  
Opal Walls, Purchasing Agent  
Bill Perez, Hispanic Outreach Coordinator  
LaCretia Dandridge, Manager-Human Resources  
Sarita Villarreal, Consultant  
Geneva Morris, Videographer  
Trish Sheehy

**Guests:**

Helene Gabelnick, League of Women Voters of Chicago (LWV Chicago)  
Daniel Sheehan, Clean Cook County Counts  
Clare Tobin, II Ballot Integrity  
Jason Page, Ballot Integrity Committee and Benford Bench  
Lora Chamberlain, Clean County Cook County  
Judd Ryan, ES&S  
Chris Cleveland, Chicago Republican Party  
Stephen Boulton, Chicago Republican Party  
Danielle Matzdorf, Arrow Messenger

**I. Call to Order 9:33 am**

**II. Roll Call all present**

**III. Consideration of Agenda:**

The Chair proposed that the Board delete New Business item L (Approval of agreement with Epiq e-Discovery Solutions Inc for scanning and printing services) from today's agenda. There were no objections.

**IV. Approval of Minutes:**

**A. Minutes of the Regular Board Meeting of September 10, 2019**

Commissioner Swain moved to approve the Minutes of the Regular Board Meeting of September 10, 2019. Commissioner Kresse seconded the motion. The motion was passed and the Minutes were approved by a 3:0 vote of the Board

**V. Executive Director's Report**

Executive Director Lance Gough reported as follows:

- We are working with Dominion Voting Systems on new equipment implementation. We are starting to decommission old equipment; certain Chicago-Board related items are going to be retained and later destroyed by the Board. General Counsel Adam Lasker pointed out that we would retain enough of the old equipment for pending litigation. Commissioner Kresse inquired on method of destruction; Mr. Gough stated that it would be by incineration.
- We are reviewing the Vote by Mail envelopes for possible cost savings and improving processing.
- The physical size of ballots with the new system is smaller. However, based on current petition fillings, we may have to go to 2 ballots per voter.
- Voters will not see much difference with the new equipment. The printed-out ballot will be easier to see than the scrolling on the touchscreen. The training pressure will be on the poll workers. We received funding to increase Judges of Election pay; hopefully we will get additional people with new procedures and pay.
- Communications Director Jim Allen is working on a new equipment campaign rollout and on online training programs for poll workers; Mr. Allen gave the Board members a copy of the schedule. There was discussion about the use of online poll worker training and possible use of troubleshooting videos to supplement the Quick Reference Guides (QRGs) provided by the vendor.
- At 4:00 today we are having a meeting with the Cook County Department of Corrections regarding the setup of our first polling place within the jail.
  - We are working on poll worker processing for the Jail. We do not run background checks, but the Department of Corrections (DOC) will run background checks and will want two weeks advance notice. General Counsel Lasker has been working with DOC, as has his counterpart at the County Clerk's office, Jim Nally. Mr. Lasker pointed out that the statute that allows us to set up polling places in jails allows both the DOC and the Board to issue credentials.
- Our meetings with Equip for Equality (EFE) are going well. Meetings/contract for next year is being worked on. All is going well with the Department of Justice (DoJ).
- The City's Department of Fleet and Facilities Management (2FM) have been doing site selections and making sure buildings are ADA compliant. We are very pleased; 2FM has been helpful.

- Regarding the County Board resolution regarding ballots in Tagalog and Korean, Mr. Gough provided to the Board Members a map of Tagalog and Korean areas/precincts.
- We are planning on having a financial audit for 2020.

**A. Assistant Executive Director**

**Assistant Executive Director Charles Holiday reported as follows:**

- Mr. Holiday provided a summary of the new equipment that has been delivered.
- The “2<sup>nd</sup> mailing” of the voter registration household mail canvass, based on returns from the 1<sup>st</sup> mailing, is targeted to go out December 3<sup>rd</sup>.
- Word from the Illinois State Board of Elections (ISBE) indicates that the e-poll book will be approved for activating cards on Election Day.
- The tentative schedule for new system training and implementation was discussed.
- The hours for the Board’s public record viewing area was noted because this week and next week petition checks will be going on.

**B. Communications Director**

**Communications Director Jim Allen reported as follows:**

- We have been working on the budget presentation and following up on questions.
- As the Assistant Executive Director mentioned, the 2<sup>nd</sup> household canvass mailing will go out on December 3<sup>rd</sup>. Based on the National Change of Address (NCOA) system we found a segment that moved within Chicago; we can move these registrations without additional work by staff.
- We are working on ballot design, trying to determine the best possible layout. We have tried various versions and have had graphic designers review them.
- Video companies will update our videos.
- We will be interviewing a Korean translator tomorrow; we haven’t found a Tagalog translator yet.

**VI. Old Business**

- A. Infrastructure Projects and Changes in Election Administration: already discussed**
- B. Electronic Poll Books: on agenda at item VII. K. below.**
- C. Voting Equipment: already discussed.**
- D. Legislation**

**General Counsel Adam Lasker reported:**

- There has been no movement in Springfield on the omnibus bill.
- During the City Budget process we received questions and had discussions re universal vote centers and permanent voter by mail roster. It seems that there is some support for this legislation.

**VII. New Business**

**A. Reconsideration of Ward Committeeperson signature requirements in the Board's 2020 Election Calendar at the request of the Chicago Republican Party**

The Chicago Republican Party requested that the Board reconsider the Ward Committeeperson signature requirements in the Board's 2020 Election Calendar. General Counsel Lasker explained that there has been discussion as to which prior election should be used for the calculation of the signature requirements, based on interpretation of Section 7-10 of the Election Code.

Mr. Chris Cleveland spoke on behalf of the Chicago Republican Party for reconsideration.

As there was no motion to reconsider signature requirements in the Board's 2020 Election Calendar, the discussion was ended.

**B. Contract for ballot printing with Lake County Press Inc. for ballot printing services for the 2020 elections**

Lake County Press, Inc. is the sole qualified printer in Illinois for the needed ballot printing services. We have a proposed contract with the estimated costs for both the Primary and General Elections in the amount of \$1,710,602: \$949,676 for the Primary for an estimated 3,689,255 ballots, and \$760,926 for the General election with an estimated 4,159,348 ballots. (The reason for the lower cost but larger quantity of ballots for the General Election is because there are less ballot styles in a general election.)

Commissioner Swain moved to approve the contract for a term of date of execution through December 31, 2020. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

**C. Approval of Lease Agreement with Meeting Tomorrow for Laptop Lease, 2020 Primary Election.**

Purchasing Director Opal Walls and General Counsel Adam Lasker explained that Meeting Tomorrow could provide approximately 300 customized laptops for a three month rental period from February 2020 to April 2020. They further explained that it was more effective to lease than to buy for the time frame and that we would use the same lease as we had in the past, through the City of Chicago, at the same government rates. We are only leasing for the Primary elections, because the City of Chicago must rebid.

Commissioner Kresse asked if the software will be scrubbed before returning to the vendor. Executive Director Gough answered in the affirmative.

Commissioner Kresse moved to approve the lease agreement with Meeting Tomorrow for the laptop lease, for the 2020 Primary with the term being February 7, 2020 through April 3, 2020 with a capped rate of \$41,213.94. Commissioner Swain seconded the motion. The motion passed by unanimous vote of the Board.

**D. Approval of a lease agreement with 175 Washington LLC for an early-voting super site at 175 W. Washington St. for the 2020 elections.**

Mr. Gough explained that we have used the facility for the past 2-3 years and have had a good relationship, that it has worked out well and that we are getting ready to put in the necessary electrical for the new equipment.

Mr. Lasker stated that the rates have gone up from \$50,000 per election to \$53,000 per election because we will be using the location for slightly longer periods per election, and we may consider doing some training there because of the new equipment. The agreement will be suspended for the period between the Primary and General election.

Commissioner Swain moved to approve a lease agreement with 175 Washington LLC for \$53,000 per election with a grand total of \$106,000 for the periods of January 1, 2020 through March 31, 2020 and September 1, 2020 through November 30, 2020. Commissioner Kresse seconded the motion and the motion was approved by a 3:0 vote of the Board.

**E. Option to extend the Cartage agreements with the Chicago Board of Election Commissioners**

The Board performed a successful public bidding procurement process for cartage for the 2019 elections. Each of the agreements allowed for contract extensions. The services during the 2019 elections was good. Each of the vendors: Pickens Kane; Midwest Moving and Storage; and Big "O" Movers have agreed to perform the same services for the same rates in relation to the 2020 primary and general elections.

Commissioner Swain moved to extend each of the cartage agreements (with Pickens Kane; Midwest Moving and Storage; and Big "O" Movers) through November 30, 2020

under the same conditions and at the same rates as 2019. Commissioner Kresse seconded the motion. The motion passed by a 3:0 vote of the Board.

**F. Approval of Professional Services Agreement for artistic services with Jane Ignacio**

Ms. Ignacio has provided these services for the Board for many years. She is a graphic designer, and exempt from bidding because of the rate cap. This year's cap is \$10,000 higher than the last agreement. There will be significant new artwork because of the new equipment and the reworking of the Judges of Election manual and other publications. The hourly rate will remain the same.

Commissioner Kresse moved to approve the Professional Services Agreement for artistic services with Jane Ignacio at a rate of \$85.00/hour with a compensation cap of \$95,000 for the term of December 1, 2019 through December 31, 2020. Commissioner Swain seconded the motion. The motion was passed by unanimous vote of the Board.

**G. Second Amendment to contract with Arrow Messenger Service Inc. for messenger and driver services for the 2020 Primary Election.**

The Board is partnering with Arrow Messenger Service, Inc. for messenger and driver services included but not limited to pick-up, delivery and driver services for the Board's Early Voting, Nursing Home Voting, University Voting and Election Day Voting, and as requested by the Board's Pre-Election Voting and Logistics Department and Warehouse Department; this includes two vehicles per ward as service provider and tech-drivers.

This is a subcontract of the City of Chicago's agreement with Arrow Messenger which that expires in June of 2020.

Commissioner Swain moved to approve the Second Amendment to contract with Arrow Messenger Service Inc. for messenger and driver services for the 2020 Primary Election for a term of December 1, 2019 through June 30, 2020 not to exceed \$680,000. Commissioner Kresse seconded the motion and the motion passed by 3:0 vote of the Board.

**H. Approval of contracts for Judges of Election and Election Coordinator Trainers for the 2020 elections**

These contracts are for the Judges of Election and Election Coordinators trainers.

Mr. Gough explained that Mr. Joseph Lyons' hourly rate is lower than the other trainers because this is his first election and the others are experienced.

Commissioner Kresse moved to approve the contract with Joseph Lyons at a rate of \$50/hour with a \$35,000 cap for a term of December 1, 2019 through November 30, 2020. Commissioner Swain seconded the motion. The motion was approved by unanimous vote of the Board.

The following individuals have served as Judges of Election trainers in the past. Commissioner Swain moved to approve the contracts for the following individuals, at a rate of \$65.00 per hour with a \$35,000 cap, for the term of December 1, 2019 through November 30, 2020: Luis Martinez, Timothy Thomas, Ed Mazur of The Mazur Group,

George Muñoz and Kelly Bateman. Commissioner Kresse seconded the motion. The motion was passed by unanimous vote of the Board.

Commissioner Kresse moved to approve an agreement with Laura Grimm at a rate of \$65/hr with a cap of \$17,500 with a term of December 1, 2019 through March 31, 2020. Commissioner Swain seconded the motion. The motion was passed by 3:0 vote of the Board.

**I. Approval of outside counsel to serve as Electoral Board Hearing Officers in relation to the 2020 elections.**

These outside counsel are all attorneys who will be hearing objections to nomination papers, serving as Hearing Officers for the Electoral Board for the City of Chicago.

Commissioner Kresse moved to approve the outside counsel to serve as electoral board hearing officers in relation to the 2020 elections at a rate of \$200/hour for a term of December 1, 2019 through November 30, 2020, and authorize the Executive Director to execute the contracts. Commissioner Swain seconded the motion. The motion was approved by unanimous vote of the Board.

**J. Approval of a professional services agreement with Susan Casey for management of the Board's e-pollbook re-imaging processes, assistance with e-poll book administration and other related matters.**

Mr. Lasker and Mr. Holiday noted that contracting directly with Susan Casey would be economical and practical. The Chair questioned whether it is the responsibility of ES&S to provide someone with those skills since Ms. Casey had formerly worked for ES&S. Mr. Holiday explained that Ms. Casey has worked with both ES&S and the Board in the past and that she has the needed expertise, particularly with the new equipment and the e-poll book compatibility issues. Ms. Casey will train our staff and provide a performance plan for our staff for the future. ES&S may provide us with staff, but they will be less experienced with the Board. The Chair stated that we should look closer to ES&S to see what services will be provided by them.

Commissioner Kresse moved to approve a professional services agreement with Susan Casey for management of the Board's e-poll book re-imaging processes, assistance with e-poll book administration and other related matters with a term of December 1, 2019 through November 30, 2020 at a rate of \$90 per hour capped at \$100,000. Commissioner Swain seconded the motion. The motion passed by 3:0 vote of the Board.

**K. Approval of a contract with Election Systems & Software for an upgrade to the Board's e-pollbook stands.**

ES&S representative Judd Ryan reported to the Board as to the purpose and function of the upgrade with its integration/compatibility with the Dominion card activator/read/writer. The E-pollbook card activation software modification was already completed.

Mr. Ryan explained the connections and stand configuration differences between the current models and the upgrade. Mr. Ryan displayed the stand ports and design. Mr.

Ryan also explained the voter file upload/download times and power consumption needs as well and that the new model will have less cords involved.

Mr. Holiday also explained that the upgrades would be done on-site at the Board's warehouse.

Commissioner Kresse moved to approve a contract with Election Systems & Software for an upgrade to the Board's e-pollbook stands, the term from the date of execution through the end of the 2020 election cycle with a total cost of all goods and services of \$1,314,600.00. Commissioner Swain seconded the motion. The motion was passed by 3:0 vote of the Board.

**L. Approval of agreement with Epiq e-Discovery Solutions Inc for scanning and printing services. – Stricken per item III of the Agenda.**

**VIII. Legal Report: none.**

**IX. Financial Report: none.**

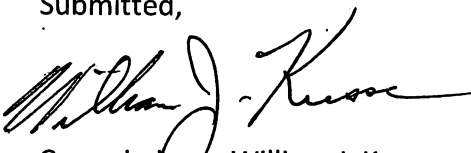
**X. Public Comment**

- Lora Chamberlain of Clean Count Cook County spoke on ballot marking devices and the new voting system.
- Ms. Clare Tobin of Illinois Ballot Integrity submitted a Public Comment Request Form, but left before this section of the meeting. Ms. Chamberlain gave copies of what Ms. Chamberlain referred to as Ms. Tobin's "observations with new equipment in Suburban [Cook] County last election".
- Jason Page of Benford Bench commented on the fault in transparency with proprietary firmware and testing digital forensics model.

**XI. Executive Session: none**

**XII. Adjournment:** Commissioner Swain moved to adjourn until the next Regular Board Meeting of December 10<sup>th</sup> at 9:30 a.m. Commissioner Kresse seconded the motion. The Board voted unanimously to approve the motion. The motion passed and the meeting was adjourned at 11:01 a.m.

Submitted,



Commissioner William J. Kresse  
Secretary