

Peoria County Board of Election Commissioners

4422 Brandywine Dr., STE 1 · Peoria, IL 61614

Phone: 309.324.2300 Website: www.peoriaelections.gov

The July 2023 Monthly Meeting of the Peoria County Board of Election Commissioners was held at the Election Commission Office at 4422 Brandywine Dr. on Tuesday, July 11, 2023, at 2:00 PM.

PRESENT: James Manning, Chairman
Matt Bartolo, Vice Chairman (Present by Phone)
Valerie Timmes, Treasurer
Jeanne Williamson, Secretary
Ryan Brady, Commissioner
Elizabeth Gannon, Executive Director
Jess Joseph, Assistant Executive Director
Jennie Cordis Boswell, Assistant State's Attorney

GUESTS: Rick Fox, Craig Berger, Irene Pritzger, Kevin Stufflebeam, Susan Pan, Scott Butzin, Theresa Johanson

The meeting was called to order at 2:00 p.m.

A Roll Call of the Commissioners was taken by Chairman Manning finding all Commissioners present.

Commissioner Brady moved to allow Vice Chairman Bartolo to vote remotely via speaker phone pursuant to Section 5 ILCS 120/7 of the Open Meetings Act. Treasurer Timmes seconded. Motion passed unanimously.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Minutes

Secretary Williamson moved to approve the minutes from the May 9, 2023, Monthly Meeting and Executive Session. Commissioner Brady seconded. Motion passed unanimously. Commissioner Brady moved to approve the minutes from the June 13, 2023, Monthly Meeting. Secretary Williamson seconded. Motion passed unanimously.

Public Comment

No public comment.

Approval of Expenditures

Executive Director Gannon explained the bills (see attached) to the Board. Commissioner Brady moved to approve the bills. Secretary Williamson seconded. Motion passed unanimously.

Report of the Executive Director

2024 Budget Review

Executive Director Gannon presented the proposed 2024 Budget (attached) to the Board. She noted that the personnel line items have not yet been confirmed by County Administration. She also stated that the line item for Election Judge Pay has two options. The first option only includes \$20 increase that would be reimbursed by the State Board per the omnibus bill. This option brings starting election judge pay to \$185. The second option includes an additional \$15 increase to match what Tazwell County is currently paying. This option brings starting election judge pay to \$200. Executive Director Gannon stated that Tazwell County will likely increase starting pay to \$220 based off the updates in the omnibus bill.

2023 Budget Update

Executive Director Gannon provided a 2023 YTD budget update. She presented a YTD budget report (attached) for the Board to review. She noted that the right side of the report lists upcoming expenditures.

Approval to Purchase Opex Model72 Rapid Extraction Desk

Executive Director Gannon requested approval to purchase Opex Model72 Rapid Extraction Desk. She commented that she had sent the board information about the Opex Model72 in the past months and has discussed it at the past few meetings.

She also presented a cost-comparison analysis (attached), displaying the difference in cost between opening vote by mail ballots by hand and utilizing the Opex Model72 Rapid Extraction Desk.

Secretary Williamson moved to approve the purchase of the Opex Model72 Rapid Extraction Desk. Treasurer Timmes seconded. Motion passed unanimously.

Approval to enter contract with ElectionStats for the creation of a public facing election results database from 2006 to present

Executive Director Gannon requested approval to enter contract with Election Stats for the creation of a public facing election results database from 2006 to the present.

Executive Director Gannon explained that ElectionStats would take election results from 2006 to present and put them into this database, allowing voters to peruse election results from previous years by candidate, public question, office, year, type of election, etc.

Executive Director Gannon noted that this database would be a part of the Election Commission website and that ElectionStats can customize the election results database interface to our liking.

Assistant Executive Director Joseph pulled up an example of how the site looks for [Macoupin County, IL](#). She illustrated examples of what a voter could do with the database.

Executive Director Gannon commented that this is a much more accessible way to view election results. She stated that currently the Election Commission only has PDFs of the results posted on the Election Commission website. She further mentioned that this site can help the Election Commission become more open and transparent with its elections results data.

Chairman Manning commented that the site is pretty slick. He asked Executive Director Gannon to confirm that anyone at home could access this data and not have to come to the Election Commission to request it. Executive Director Gannon confirmed that his understanding was correct, and that the Commission would start with data from 2006 to the present.

Secretary Williamson asked how much the contract costs. Executive Director Gannon noted that annual license will cost \$6,175. The data from 2006 to 2014 will cost an additional \$2,000. She commented that it was her hope to add additional years to the database every year. She estimated that this would cost about \$3,000 per year.

Chairman Manning asked why the cost was lower this year. Executive Director Gannon stated that the cost would be prorated for 2023. He further questioned if there would be an annual license fee every year. Executive Director Gannon confirmed that the annual license would cost \$6,175 each year and that this number would not increase. Secretary Williamson confirmed that we would be looking at around \$9,000 per year, including adding additional years to the database. Executive Director Gannon confirmed that to be an accurate estimate.

Chairman Manning commented that the price seemed a bit high at first, but after reviewing the example, he believed it to be a worthy investment. He commented that the database would be an incredible tool for voters and candidates.

Secretary Williamson commented that the database also seems like a useful tool to help minimize data and FOIA requests as the public would have easy access to the information. Chairman Manning concurred.

Commissioner Brady moved to approve entering contract with ElectionStats for the creation of a public facing election results database from 2006 to the present. Treasurer Timmes seconded. Motion passed unanimously.

Approval to extend contract with SOE Software Company by one year for Online Poll Worker Training

Executive Director Gannon requested approval to extend the contract by one year for the Election Commission's current online poll worker training site. She stated the Commission entered the contract in 2020 and that the contract currently ends in the middle of the Presidential year (July 2024)., She commented that she would rather have it reconsidered in 2025 as it would be a huge undertaking to create new training materials for a for a new site in the middle of a presidential year. Thus, she is requested that the Board extend the contract by one more year. She stated that she would like to re-evaluate what is on the market for online poll worker training sites in 2025.

Secretary Williamson moved to approve to the extend the contract with SOE Software Company by one year for Online Poll Worker Training. Commissioner Brady seconded. Motion passed unanimously.

Report of the Attorney

No Report. However, Assistant State's Attorney Cordis-Boswell requested copies of all contracts approved at this meeting.

New Business

Chairman Manning noted that a committee has been created to discuss the future of the Brandywine building. He remarked that the Commission is running out of room, so either more of the building needs to be leased or the building needs to be purchased. He commented that although the purchase was approved previously, the current County Board has some members opposed to the purchase. Thus, a committee has a been created to find a solution. Chairman Manning noted that he would keep the Board apprised of updates from this committee. He commented that he may not have anything to present next month as the committee will be starting up in August/September and reviewing alternative ideas and proposals.

Secretary Williamson commented that she had the opportunity to speak with a County Board member. She stated that the position that she took in this conversation was that the money spent on rent and property taxes is not a fiscally responsible use of tax-payer dollars. She remarked that the Commission has essentially already purchased the building once with the amount of money spent on rent and property taxes over the years. She also found it surprising that the Election Commission/County handles most of the day-to-day repairs and maintenance.

Chairman Manning concurred with Secretary Williamson's sentiments and stated he would keep the board up to date as he has more information.

Chairman Manning proposed the next Board meeting as August 8th. Executive Director Gannon commented that she would be out of town that week. She requested the meeting be moved to the following Tuesday, August 15th. The Board agreed to this request. Thus, the next Board meeting will be on Tuesday, August 15th at 2 pm at the Election Commission Office. Treasurer Timmes noted she might be late or may have to call in to the meeting due to personal circumstances.

Executive Session to discuss the Appointment, Employment, Compensation, Discipline, and Performance of Specific Employees pursuant to Section 2(c)(11) of the Open Meetings Act.

Commissioner Brady moved to enter Executive Session to discuss the pending litigation and the appointment, employment, compensation, discipline, and performance of specific employees pursuant to Section 2(c)(11) of the Open Meetings Act. Secretary Williamson seconded. Motion passed unanimously. The Board entered Executive Session at 2:49 pm.

Commissioner Brady moved to come out of the Executive Session. Treasurer Timmes seconded. Motion passed unanimously. The Executive Session was adjourned at 3:14 pm.

Adjournment

Vice Chairman Bartolo moved to adjourn. Secretary Williamson seconded. Motion passed unanimously and the meeting was adjourned at 3:15 pm.

Monthly Expenses

Monthly Expenses	Description	Amount
Calpine Energy Solutions	Energy Charges	\$202.23
Calpine Energy Solutions	Energy Charges	\$151.91
Ameren	Gas & Electric	\$211.29
Ameren	Gas & Electric	
Ludy's Cleaning	Office Cleaning	\$316.67
Ludy's Cleaning	Office Cleaning	\$316.67
Digital Copy Systems	Copier Lease	\$111.00
Digital Copy Systems	Copier Lease	
Illinois American Water	Water for Brandywine	\$321.86
Illinois American Water	Water for Brandywine	
GFL	Garbage Service	\$34.76
GFL	Garbage Service	\$34.76
Stratus	Phone Service	\$284.25
Stratus	Phone Service	\$288.72
Verizon	Wireless Phones	\$151.26
Verizon	Wireless Phones	\$120.12
Verizon	Mifis / Polling Place Cell Phones	\$43.10
Verizon	Mifis / Polling Place Cells	\$91.28
Ziad A. Musaitif	July Rent	\$3,655.22
Ziad A. Musaitif	August Rent	\$3,655.22
Ziad A. Musaitif	July CAM	\$200.00
Ziad A. Musaitif	August CAM	\$200.00
	Total	\$10,390.32
Misc		
Peoria Public Library	Security Coverage for Early Voting	\$160.32
Election Center	Yearly Membership Cost for Election Center	\$275.00
Federal	Equipment Delivery for Consolidated Election	\$5,900.00
Heart Technologies	Reconfiguring Office Cameras	\$336.00
Uline	Additional Rolling Racks for Election Equipment	\$998.90
Warehouse Direct	Break Room Supplies	\$34.24
Amazon Business	Thermal Roll Paper	\$784.00
Hart Intercive	V-Drives and Receipt Tape	\$5,981.03
	Total	\$14,469.49
Pcard		
Avantis	Avantis for State Board of Elections Training	\$53.70
	Total	\$53.70
Payroll		
Staff	5/19/2023	\$11,532.49
Staff	6/2/2023	\$11,532.47
Staff	6/16/2023	\$11,451.96
Staff	6/30/2023	\$11,532.49
Overtime	5/19/2023	\$36.27
Overtime	6/30/2023	\$108.79
Part-Time	5/19/2023	\$700.56
Part-Time	6/2/2023	\$700.56
Part-Time	6/16/2023	\$700.56
Part-Time	6/30/2023	\$700.56
Commissioners	5/19/2023	\$615.40
Commissioners	6/2/2023	\$615.40
Commissioners	6/16/2023	\$615.40
Commissioners	6/30/2023	\$615.40
Medical Benefits	5/19/2023	\$2,593.68
Medical Benefits	6/2/2023	\$2,593.68
Medical Benefits	6/16/2023	
Medical Benefits	6/30/2023	
	Total	\$56,645.67
	Total Expenditures	\$81,559.18

2024 Requested Budget with Past Year Comparables

	Account Description	2024 Budget	2023 Budget	2023 Actuals	2020 Budget	2020 Actuals
Personnel	WAGES: TEMPORARY EMPLOYEES	\$36,900.00	\$7,500.00	\$0.00	\$24,000.00	\$23,793.95
	WAGES: OVER-TIME	\$20,000.00	\$5,500.00	\$4,579.07	\$14,000.00	\$13,248.17
	HOLIDAY PAY	\$0.00	\$0.00	\$0.00		
	SALARY: COUNTY COMMISSIONER	\$16,000.00	\$16,000.00	\$6,154.00	\$11,400.00	\$11,761.80
Commodities	NON-CAPITAL:OFFICE EQUIPMENT	\$4,900.00	\$4,910.00	\$0.00	\$61,800.00	\$61,770.00
	NON-CAPITAL:OTHER EQUIPMENT	\$0.00	\$90.00	\$89.99		
	SUPPLY: BLDG & GROUNDS MAINT	\$100.00	\$33.00	\$32.92		
	SUPPLY: FOOD AND BEVERAGES	\$700.00	\$400.00	\$169.76	\$350.00	\$375.00
	SUPPLY: CLOTHING/UNIFORM/APPRL	\$300.00	\$0.00	\$0.00		
	SUPPLY: ELECTION RELATED COST	\$40,000.00	\$40,000.00	\$35,088.32	\$4,800.00	\$4,348.93
	SUPPLY: OFFICE SUPPLIES	\$1,500.00	\$1,267.00	\$552.18	\$1,500.00	\$674.33
	SUPPLY: BOOKS & PERIODICALS	\$650.00	\$636.00	\$635.80	\$350.00	\$364.00
Contractual	RENTAL: BUILDINGS	\$53,000.00	\$51,670.00	\$29,731.03	\$50,230.00	\$48,035.91
	RENTAL: POLLING	\$3,200.00	\$2,615.00	\$0.00	\$3,560.00	\$3,540.62
	RENTAL: OFFICE-EQUIPMENT	\$2,000.00	\$0.00	\$0.00		
	MAINT/REPAIR: OFFICE EQUIPMENT	\$1,000.00	\$0.00	\$0.00		
	MAINT/REPAIR: DUPLICATNG EQUIP	\$0.00	\$1,150.00	\$965.00	\$1,550.00	\$1,520.26
	UTILITIES: GAS/ELECTRIC	\$9,600.00	\$9,400.00	\$3,750.25	\$8,400.00	\$8,350.34
	UTILITIES: WATER	\$1,500.00	\$960.00	\$591.61	\$960.00	\$987.64
	COLLECTION: REFUSE AND GARBAGE	\$450.00	\$420.00	\$173.80	\$420.00	\$518.47
	SERVICE: SNOW REMOVAL	\$3,000.00	\$3,000.00	\$1,200.00	\$2,400.00	\$2,400.00
	SERVICE: HOUSEKEEPING	\$3,850.00	\$3,850.00	\$1,583.35	\$5,350.00	\$3,965.01
	ANNUAL MAINTENANCE CONTRACTS	\$8,151.00	\$0.00	\$0.00		
	ANNUAL SOFTWARE LICENSE	\$105,125.00	\$104,810.00	\$72,538.17	\$134,965.00	\$134,182.89
	SERVICE: ELECTION RELATED COST	\$84,000.00	\$28,000.00	\$16,026.92	\$339,272.00	\$162,908.33
	SERVICE: CONSULTANT	\$244,566.30	\$123,000.00	\$55,390.74	\$187,640.00	\$218,089.31
		\$257,286.30				
	COMMUNICATION: TELEPHONE	\$3,600.00	\$3,460.00	\$1,178.40	\$3,460.00	\$3,450.58
	COMMUNICATION: CELLULAR	\$11,900.00	\$7,000.00	\$144.04	\$10,000.00	\$6,630.84
	COMMUNICATION: POSTAGE	\$500.00	\$250.00	\$15.14	\$200.00	\$95.58
	ADVERTISING: LEGAL NOTICES	\$20,000.00	\$16,714.00	\$1,859.79	\$20,740.00	\$20,781.53
	TRANSPORT: EMPLOYEE TRAVEL	\$5,300.00	\$1,000.00	\$277.00	\$1,000.00	\$118.45
DUES AND MEMBERSHIP FEES	\$965.00	\$750.00	\$0.00	\$750.00	\$690.00	
CONFERENCE & SEMINAR REG FEES	\$2,000.00	\$2,000.00	\$200.00	\$800.00	\$356.96	
TRAINING: EDUCATIONAL	\$2,000.00	\$1,000.00	\$0.00			
SERVICE: MISCELLANEOUS	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	
	Total without EJ pay increase:	\$686,857.30	\$437,485.00	\$232,927.28	\$889,997.00	\$732,958.90
	Total with EJ pay increase:	\$699,577.30				

2024 Revenues

Account Description	2024 Request Budget	2023 Budget
GRANT: CURES REIMBURSEMENT	\$0.00	\$0.00
GRANT: STATE OPERATING	\$0.00	(\$18,000.00)
GRANT: PROCEEDS OTHER	\$0.00	\$0.00
REIMBURSEMENT: OTHER EXPENSES	\$38,025.00	(\$20,000.00)
FEE: RISK MANAGEMENT	\$0.00	\$0.00
FEE: MISC. SERVICES	\$100.00	(\$100.00)
RESTITUTION	\$0.00	\$0.00

Current 2023 Budget Numbers

	Description	2023 Budget	2023 Actual	2023 Encumbrances	2023 Available	Additional Encumbrances	
Personnel	WAGES: FULL-TIME EMPLOYEES	311,195.00	141,004.17	0.00	\$170,190.83	ballot paper	\$3,955.00 does not include shipping
	WAGES: PART-TIME EMPLOYEES	18,216.00	8,538.08	0.00	\$9,677.92	voter registration cards	\$1,057.50 does not include shipping
	WAGES: TEMPORARY EMPLOYEES	2,839.00	294.00	0.00	\$2,545.00	R-26 cards	\$1,310.00 does not include shipping
	WAGES: OVER-TIME	5,500.00	4,687.86	0.00	\$812.14	deputy registrar packets	\$825.00 does not include shipping
	BENEFITS: MEDICAL HEALTH	75,490.00	29,455.13	0.00	\$46,034.87	receipt tape for verity	\$648.00 does not include shipping
	BENEFITS: MEDICAL HEALTH INS	0.00	0.00	0.00	\$0.00	labels for Brother	
	HOLIDAY PAY	0.00	0.00	0.00	\$0.00	receipt tape for pollbooks	\$784.00
	BONUS: LONGEVITY	1,900.00	600.00	0.00	\$1,300.00	scytll contract	\$7,100.00
	SALARY: COUNTY COMMISSIONER	16,000.00	8,000.20	0.00	\$7,999.80	scanner	\$2,000.00 does not include shipping
Commodities	NON-CAPITAL:OFFICE EQUIPMENT	4,910.00	0.00	0.00	\$4,910.00	opex	\$44,750.00
	NON-CAPITAL:OTHER EQUIPMENT	90.00	89.99	0.00	\$0.01	electionstats contract	\$5,923.00
	SUPPLY: BLDG & GROUNDS MAINT	33.00	32.92	0.00	\$0.08	voter card mailing	
	SUPPLY: FOOD AND BEVERAGES	400.00	223.46	0.00	\$176.54	vbm envelopes	
	SUPPLY: CLOTHING/UNIFORM/APPRL	100.00	0.00	0.00	\$0.00	v-drives	\$5,280.00 does not include shipping
	SUPPLY: ELECTION RELATED COST	40,000.00	36,087.22	0.00	\$3,912.78	panic buttons	
	SUPPLY: OFFICE SUPPLIES	1,267.00	552.18	0.00	\$714.82	RMA's	
	SUPPLY: BOOKS & PERIODICALS	636.00	635.80	0.00	\$0.20		
						Total:	\$73,632.50
Contractual	RENTAL: BUILDINGS	51,670.00	33,386.25	18,276.10	\$7.65	Remaining 2023 Budget:	\$64,251.63
	RENTAL: POLLING	2,615.00	1,595.00	0.00	\$1,020.00		
	MAINT/REPAIR: DUPLICATNG EQUIP	1,150.00	1,076.00	0.00	\$74.00		
	UTILITIES: GAS/ELECTRIC	9,400.00	4,163.77	0.00	\$5,236.23		
	UTILITIES: WATER	960.00	913.47	0.00	\$46.53		
	COLLECTION: REFUSE AND GARBAGE	420.00	208.56	0.00	\$211.44		
	SERVICE: SNOW REMOVAL	3,000.00	1,400.00	1,000.00	\$600.00		
	SERVICE: HOUSEKEEPING	3,850.00	1,900.02	0.00	\$1,949.98		
	ANNUAL SOFTWARE LICENSE	104,810.00	72,538.17	0.00	\$32,271.83		
	SERVICE: ELECTION RELATED COST	28,400.00	22,423.24	5,900.00	\$76.76		
	SERVICE: CONSULTANT	115,100.00	56,170.74	0.00	\$58,929.26		
	COMMUNICATION: TELEPHONE	3,460.00	1,462.65	0.00	\$1,997.35		
	COMMUNICATION: CELLULAR	7,000.00	338.40	0.00	\$6,661.60		
	COMMUNICATION: POSTAGE	250.00	15.14	0.00	\$234.86		
	ADVERTISING: LEGAL NOTICES	16,714.00	1,859.79	0.00	\$14,854.21		
	TRANSPORT: EMPLOYEE TRAVEL	1,000.00	277.00	0.00	\$723.00		
	DUES AND MEMBERSHIP FEES	750.00	275.00	0.00	\$475.00		
	CONFERENCE & SEMINAR REG FEES	2,000.00	200.00	0.00	\$1,800.00		
TRAINING: EDUCATIONAL	1,000.00	0.00	0.00	\$1,000.00			
							\$137,884.13

Staff Opening Outer and Secrecy Envelopes

Opening Baseline	General Election	Primary Election
44 hours	1,833 hours	1,173.33 hours
1,200 envelopes (600 VBM)	50,000 envelopes (25,000 VBM)	32,000 envelopes (16,000 VBM)
\$14.00 minimum wage	\$14.00 minimum wage	\$14.00 minimum wage
\$616.00 cost of opening 1,200 envelopes	\$25,666.67 cost of opening 50,000 envelopes	\$16,426.67 cost of opening 32,000 envelopes
Total for Two Elections:	\$42,093.33	

Opex and Operater Opening Outer and Secrecy Envelopes

Opening Baseline	General Election	Primary Election
1 hours	25 hours	16 hours
2,000 envelopes (1,000 VBM)	50,000 envelopes (25,000 VBM)	32,000 envelopes (16,000 VBM)
\$14.00 minimum wage	\$14.00 minimum wage	\$14.00 minimum wage
\$14.00 cost of opening 2,000 envelopes	\$350.00 cost of opening 50,000 envelopes	\$224.00 cost of opening 32,000 envelopes
Total for Two Elections:	\$574.00	
Estimated Personnel Savings Costs for 2024:	\$41,519.33	
Cost of Opex Opener & Extractor:	\$44,570.00	