

# Peoria County Board of Election Commissioners

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

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## The July 2022 Monthly Meeting of the Peoria County Board of Election Commissioners was held at the Election Commission Office at 4422 Brandywine Dr. on Tuesday, July 12, 2022 at 2:00 PM.

PRESENT: James Manning, Chairman  
Mark Ketterer, Vice Chairman  
Matt Bartolo, Secretary  
Jeanne Williamson, Commissioner  
Thomas Bride, Executive Director  
Elizabeth Gannon, Assistant Executive Director  
Jennie Cordis Boswell, Assistant State's Attorney

ABSENT: Sandra Burke, Treasurer

GUESTS: Irene Pritzger, Pat Drake, Laura Machetti, Becky Kelley

The meeting was called to order at 2:05 p.m.

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

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **Approval of Minutes from the June 14, 2022, Monthly Meeting**

Secretary Bartolo moved to approve the minutes from the June 14, 2022, Monthly Meeting. Commissioner Williamson seconded. Motion passed unanimously.

### **Public Comment**

No Public Comment

### **Approval of Expenditures**

Executive Director Bride explained the bills (see attached) to the Board. Vice Chairman Ketterer moved to approve the bills with approval up to \$58,000 for Election Judges. Chairman Williamson seconded. Motion passed unanimously.

## **Approval of Ballot Printing & Mail Services Contract with Runbeck Election Services**

Executive Director Bride stated a Request for Proposal was completed in 2020, Runbeck was selected, and a 2-year contract was signed. Runbeck handled the initial vote by mail mailing for the General 2020 election with around 25,000 ballots were mailed. The initial contract expires this month. Executive Director Bride stated this contract is a 2-year agreement with an option to renew each year. Executive Director Bride anticipates around 15,000 to 20,000 vote by mail ballots to be handled by Runbeck for the 2022 General election and the possibility of this to continue to increase with the permanent vote by mail option.

Vice Chairman Ketterer moved to approve the ballot printing and mail services contract with Runbeck Election Services subject to review and approval by the State's Attorney. Secretary Bartolo seconded. Motion passed unanimously.

## **Report of the Executive Director**

### **Primary Election Update**

Executive Director Bride stated today is the last day for counting ballots. There are a handful of pending provisionals ballots and outstanding challenges to vote by mail ballots that can be cured up to the close of business today. The canvass of the Primary Election will be ready tomorrow for Commissioners to sign.

Commissioner Williamson asked if the Post Office put the postmarks on returning ballots as requested. Executive Director Bride stated there were very few ballots returned with no postmark.

Chairman Manning asked what the statutory requirements are for accepting vote by mail ballots with no postmark. Executive Director Bride stated if the return envelope does not have a postmark, the law states that the date provided by the voter on the affidavit is used for validation. If the date is Election Day or before, the ballot is accepted. If there is no date, the ballot is not accepted.

Secretary Bartolo asked what feedback has been received from the public. Executive Director Bride stated feedback has been overwhelmingly positive from both voters and election judges.

Vice Chairman Ketterer inquired about the number of election judges scheduled. Assistant Executive director Gannon stated that a lot of shifting was necessary to ensure every Polling Place had at least one Republican judge so it could open on Election Day. Chairman Manning pointed out this was not for a lack of effort to recruit Election Judges.

### **Management Transition**

Executive Director Bride stated he tenured his resignation last week to the Board. He stated he has enjoyed his 17 years in elections at Peoria County. He is excited for this new chapter in his career. He leaves with confidence in the staff, equipment, and processes in place.

Chairman Manning and Commissioner Williamson thanked Executive Director Bride for his service.

## **Report of the Attorney**

No Report

## **New Business**

The next monthly meeting will be the Annual Meeting to be held on August 16<sup>th</sup> at 2:00 p.m.

Executive Director Bride presented the Commissioner's with the 2023 budget that will be presented to the County in late July. The budget will be brought to the Board at the Annual Meeting for approval.

## **Executive Session to Discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act**

Commissioner Williamson moved to go into Executive Session to discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to Section 2(c)(1) of the Open Meetings Act at 2:37 pm. Vice Chairman Ketterer seconded. Motion passed unanimously.

Vice Chairman Ketterer moved to come out of Executive Session at 3:25 pm. Commissioner Williamson seconded. Motion passed unanimously.

## **Adjournment**

Secretary Bartolo moved to adjourn. Vice Chairman Ketterer seconded. Motion passed unanimously and the meeting was adjourned 3:26 p.m.

<b>Monthly Expenses</b>	<b>Description</b>	<b>Amount</b>	<b>Acct #</b>
Ameren	Gas & Electric	\$1,084.39	53600
Ludy's Cleaning	Office Cleaning	\$316.67	54367
Digital Copy Systems	Copier Lease	\$111.00	54380
Illinois American Water	Water for Brandywine	\$89.19	54363
GFL	Garbage Service	\$13.10	54366
Stratus	Phone Service	\$292.84	54320
Verizon	Wireless Phones	\$3,552.91	54338
Ziad A. Musaitif	August 2022 Rent & CAM	\$3,679.09	54390
	<b>Total</b>	<b>\$9,139.19</b>	
<b>MISC</b>			
Election Judges	Misc	\$58,000.00	53071
Troubleshooters	Misc	\$2,736.63	53071
Polling Places	Misc	\$1,545.00	53082
Federal Companies	Election Equipment Delivery	\$8,500.00	53081
FedEx	Shipping	\$30.40	53021
Home Depot Pro	Cleaning & Paper Supplies	\$323.24	52201
Uline	Fan	\$256.02	52210
Runbeck	Ballot Paper	\$8,100.00	52081
LocaliQ	New Voting System legal notice	\$32.00	54340
LocaliQ	Early Voting Notices	\$345.62	54340
LocaliQ	Misc Election Notices	\$1,582.56	54340
Peoria Public Library	Early Voting Security	\$106.88	53081
Warehouse Direct	certificates	\$96.24	52210
Steve Small	Mileage	\$284.31	54330
Aaron Copes	Mileage	\$644.67	54330
Erica Parks	Mileage	\$321.17	54330
	<b>Total</b>	<b>\$82,904.74</b>	
<b>Pcard</b>			
Amazon	Key Hooks	\$14.88	52201
Amazon	Flash Drives	\$76.67	53081
USPS	Mailing Ballots	\$52.26	53021
		<b>\$143.81</b>	
<b>Payroll</b>			
Staff	6/3/2022	\$10,591.00	51031
Staff	6/17/2022	\$10,591.02	51031
Part-Time	6/3/2022	\$671.29	51040
Part-Time	6/17/2022	\$732.33	51040
Temp	6/3/2022	\$1,065.63	51050
Temp	6/17/2022	\$1,031.25	51050
Overtime	6/3/2022	\$478.44	51060
Overtime	6/17/2022	\$545.52	51060
Commissioners	6/3/2022	\$615.40	51145
Commissioners	6/17/2022	\$615.40	51145
Medical Benefits	6/3/2022	\$2,735.08	51241
Medical Benefits	6/17/2022	\$2,735.08	51241
	<b>Total</b>	<b>\$32,407.44</b>	

**Total Expenditures    \$124,595.18**