

# Peoria County Board of Election Commissioners

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

Phone: 309.324.2300 Website: [www.peoriaelections.gov](http://www.peoriaelections.gov)

## The August 2022 Annual Meeting of the Peoria County Board of Election Commissioners was held at the Election Commission Office at 4422 Brandywine Dr. on Tuesday, August 16, 2022 at 2:00 PM.

PRESENT: Chief Judge Kate Gorman  
James Manning, Commissioner  
Matt Bartolo, Commissioner  
Valerie Timmes, Commissioner  
Jeanne Williamson, Commissioner  
Ryan Brady, Commissioner  
Elizabeth Gannon, Executive Director  
Jenni Cordis Boswell, Assistant State's Attorney

GUESTS: Irene Pritzger  
Becky Kelly  
Jackie Petty  
Theresa Johnson  
Pat Drake  
Steve Rieker  
Mark Ketterer  
Breanna Del Toro  
Sherry Carter-Allen

The meeting was called to order at 2:01 p.m.

Chief Judge Gorman swore Valerie Timmes and Ryan Brady into three-year terms as Commissioners.

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

### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

## **Nomination and Election of Commission Officers**

Commissioner Manning asked for nominations for the election of New Officers for the Commission. Commissioner Bartolo nominated Commissioner Manning for Chairman. Commissioner Williamson seconded.

Commissioner Manning nominated Commissioner Bartolo for Vice-Chairman. Commissioner Brady seconded.

Commissioner Manning nominated Commissioner Timmes for Treasurer. Commissioner Bartolo seconded.

Commissioner Manning nominated Commissioner Williamson for Secretary. Commissioner Brady seconded.

The nominees were elected by acclamation.

## **Approval of Minutes**

Vice Chairman Bartolo moved to approve the minutes for the July 12, 2022, monthly meeting. Secretary Williamson seconded. Motion passed unanimously.

Vice Chairman Bartolo moved to approve the minutes for the Executive Session from the July 12, 2022, monthly meeting. Secretary Williamson seconded. Motion passed unanimously.

Secretary Williamson moved to approve the minutes for the July 27, 2022, Special Meeting. Commissioner Brady seconded. Motion passed unanimously.

## **Public Comment**

No public comment

## **Approval of Expenses**

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

## **Approval of 2023 Peoria County Election Commission Budget Request to Peoria County**

Executive Director Gannon gave a presentation of the 2023 County Election Commission Budget (see attached). Secretary Williamson moved to approve the proposed budget. Treasurer Timmes seconded. Motion passed unanimously.

## **Selection of bid for Permanent Vote by Mail Mass Mailing**

Executive Director Gannon explained to the Board that per statute every registered voter not currently enrolled in the permanent vote by mail program must be mailed an application prior to the General Election. A bid request was sent to Quicksilver, Rapid Print, and Leonard Unes Printing. Quicksilver was the only company to respond. Executive Director Gannon asked the Board for approval to move forward with the bid submitted by Quicksilver in the amount of \$10,000. Vice Chairman Bartolo made a motion to approve the bid from Quicksilver for the Permanent Vote by Mail mass mailing. Commissioner Brady seconded. Motion passed unanimously.

## **Report of the Executive Director**

### **2022 Budget Update**

Executive Director Gannon presented the 2022 budget to the Board as it currently stands. She stated with known encumbrances for the upcoming election, the budget could be tight. Executive Director Gannon stated county administration and the budget committee are aware of the possibility of exceeding allocated budget funds and has been assured the County will be able to assist if necessary.

### **General Election Update**

Executive Director Gannon informed the Board that two public questions will appear on the ballot in November with the potential for a third question. Board's have until Monday, August 22<sup>nd</sup> to file any public questions. The republican party has filled two vacancies; candidates have filed for County Board 9 and County Board 8. Executive Director Gannon stated the Illinois State Board of Elections has until August 26<sup>th</sup> to certify the ballot to local election jurisdictions. Chairman Manning asked when the ballot needs to be ready. Executive Director Gannon stated military and overseas voting begins September 23<sup>rd</sup>.

Executive Director Gannon informed the Board she has requested on site support from Hart Intercivic for the General Election.

## **Report of the Attorney**

No Report

## **New Business**

The next Board meeting will be on Tuesday, September 13<sup>th</sup> at 2 pm at the Election Commission office.

## **Adjournment**

Secretary Williamson moved to adjourn. Treasurer Timmes seconded. Motion passed unanimously and the meeting was adjourned at 2:38 pm.

Proposed 2023 Budget

	BUDGET CODE	Account	Account Title	2022 Budget	YTD Expenses	Encumbrances	Balance	2023 Requested	% Change	\$ Ch	
Personnel	Monthly P	00110277813	51031	FULL-TIME EMPLOYEES	\$275,365	\$100,477	\$174,751	\$137	\$292,911	106%	\$17,5
	Ameren	00110277813	51040	PART-TIME EMPLOYEES	\$16,925	\$6,269	\$10,740	(\$85)	\$17,339	102%	\$4
	*Ludy's C	00110277813	51050	TEMPORARY EMPLOYEES	\$15,000	\$1,697	\$0	\$13,303	\$7,500	50%	\$7,5
	Digital Co	00110277813	51060	OVERTIME PREMIUM	\$12,000	\$505	\$0	\$11,495	\$5,500	46%	\$6,5
	Illinois An	00110277813	51080	LONGEVITY BONUS	\$1,900	\$0	\$0	\$1,900	\$1,900	100%	
	GFL	00110277813	51145	COUNTY COMM SALARY	\$16,000	\$5,846	\$10,154	\$0	\$16,000	100%	
			51241	MEDICAL HEALTH BENEFITS	\$70,195	\$28,869	\$38,291	\$3,035	\$75,488	108%	\$5,2
				Garbage Service			\$47.34				
	Stratus	00110277813	52041	FOOD	\$350	\$0	\$0	\$350	\$400	114%	\$
	Verizon 1	00110277813	52081	ELECTION RELATED SUPPLIES	\$83,214	\$12,320	\$69,396	\$1,498	\$40,000	48%	\$43,2
	Verizon 5	00110277813	52201	OFFICE SUPPLIES	\$1,200	\$611	\$0	\$589	\$1,300	108%	\$
Commodities	Ziad A. M	00110277813	52203	BOOKS & PERIODICALS	\$350	\$0	\$0	\$350	\$400	114%	\$
		00110277813	52207	CLOTHING/UNIFORMS	\$394	\$0	\$0	\$394	\$0	0%	\$3
		00110277813	52210	SPECIALIZED OFFICE SUPPLY	\$5,000	\$1,258	\$0	\$3,742	\$5,000	100%	
		00110277813	52350	COMPUTER NON CAPITAL EQUIP	\$0	\$0	\$0	\$0	\$0	0%	
		00110277813	52351	CAPITAL-NON DEPRECIATION	\$0	\$0	\$0	\$0	\$0	0%	
		00110277813	52352	NON CAPITAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0	0%	
	Runbeck			Ballot Stock for November			\$18,052.62				
	Runbeck	00110277813	53021	POSTAGE	\$200	\$286	\$0	(\$86)	\$250	125%	\$
	Warehouse	00110277813	53071	CONSULTANT SERVICES	\$173,640	\$0	\$0	\$173,640	\$130,000	75%	\$43,6
	Nixon Insu	00110277813	53081	ELECTION RELATED SERVICES	\$28,000	\$9,714	\$0	\$18,286	\$28,000	100%	
	Joan's Trop	00110277813	53082	POLLING PLACE RENTAL	\$2,615	\$0	\$0	\$2,615	\$2,615	100%	
	LocaliQ	00110277813	53600	UTILITIES GAS/ELECTRIC	\$8,400	\$3,185	\$0	\$5,215	\$9,400	112%	\$1,0
		00110277813	54000	CONFERENCES & SEMINARS	\$2,400	\$120	\$0	\$2,280	\$2,000	83%	\$4
		00110277813	54320	TELEPHONE	\$3,460	\$1,401	\$0	\$2,059	\$3,460	100%	
Contractual	Pcard	00110277813	54330	TRAVEL	\$1,000	\$397	\$0	\$603	\$1,000	100%	
	Amazon	00110277813	54338	CELLULAR PHONE	\$6,000	\$311	\$0	\$5,689	\$7,000	117%	\$1,0
	Amazon	00110277813	54340	PUBLISHING LEGAL NOTICES	\$17,500	\$9	\$0	\$17,491	\$17,550	100%	\$
	Amazon	00110277813	54363	WATER	\$960	\$305	\$0	\$655	\$960	100%	
	Amazon	00110277813	54366	GARBAGE COLLECTION	\$420	\$197	\$0	\$223	\$420	100%	
		00110277813	54367	HOUSEKEEPING SERVICE	\$3,850	\$1,583	\$0	\$2,267	\$3,850	100%	
		00110277813	54379	SNOW REMOVAL	\$3,000	\$1,200	\$1,200	\$600	\$3,000	100%	
		00110277813	54380	DUPLICATING EQUIP MAINTEN	\$1,550	\$555	\$0	\$995	\$1,550	100%	
		00110277813	54388	SOFTWARE MAINT/LEASE	\$34,804	\$34,804	\$0	\$0	\$104,807	301%	\$70,0
		00110277813	54390	BUILDINGS RENTAL	\$51,000	\$28,955	\$20,875	\$1,170	\$51,070	100%	\$
	00110277813	54401	DUES, MEMBERSHIPS & FEES	\$690	\$0	\$0	\$690	\$750	109%	\$	
	00110277813	54402	EDUCATIONAL TRAINING	\$1,000	\$0	\$0	\$1,000	\$1,000	100%		
	00110277813	54407	MISCELLANEOUS	\$100	\$100	\$0	\$0	\$100	100%		
	Part-Time			7/15/2022	\$838,482	\$240,976	\$829,95	\$272,100	\$832,520	99%	\$5,9
	Part-Time			7/29/2022			\$569.59				
	Temp			7/1/2022			\$24,400.00				
	Temp	BUDGET	Acc #	Account Title	2022 Budget	2022 Est	2023 Requested	% Change			
Revenues	Overtime	110277813	33550	EXPENSE REIMB-OTHER	\$25,500	\$25,500	\$20,000	78.43%			
	Overtime	110277813	34655	MISC. FEES FOR SERVICES	\$100	\$100	\$100	100.00%			
	Overtime	110277813	36050	GRANT PROCEEDS	\$0	\$8,374	\$18,000	0			
	Overtime	110277813	37020	RISK MANAGEMENT FEES	\$0	\$0	\$0	0			
	Longevity Bonus			7/1/2022	\$25,600	\$33,974	\$38,100				
	Longevity Bonus			7/29/2022			\$500.00				
	Commissioners			7/1/2022			\$615.40				
	Commissioners			7/15/2022			\$615.40				
	Commissioners			7/29/2022			\$615.40				
	Medical Benefits			7/1/2022			\$2,735.08				
	Medical Benefits			7/15/2022			\$2,735.08				

\* Awaiting Invoice

<b>Total</b>	<b>\$70,143.04</b>
<b>Total Expenditures</b>	<b>\$100,965.52</b>