

Union County Board of Elections
Board Meeting
November 13, 2023

The November meeting of the Union County Board of Elections was called to Order at 10:00 am by Chair Libby Stephens.

A Quorum was established. Board members in attendance: Libby Stephens, Pat Christ, Riccardo Rivas, Jim Fitzgerald and Linda Hill. A number of people from the voting public were in attendance.

The Agenda was provided verbally due to technical issues. Minutes for the October meeting were approved as presented.

OLD BUSINESS:

- Website updates: updates thus far look good. Additional work to be done on the ORR request form. This will simplify the submission of requests and our ability to receive, track, respond more timely.

NEW BUSINESS:

- No meeting in December due to question of location for our offices. The Board will be at Conference on our regular meeting date. With holidays and the move, not able to select a date that we know will work. Libby will put notice of cancelled meeting in the paper; Linda will update the website.
- Conference: Reports will be delivered in January on the learnings from Conference.
- Move: Will be setting up the new location to function with the most efficient processes for each election cycle. Each board member has an area assigned and are bringing efficiencies to our business. Linda is responsible for Forms/Supplies. Improvements have been made and the work room for preparation of the forms will be set up to maximize the process. Jim manages the Calendar for the year. Has prepared a 2024 calendar to include all tasks so we can at a glance know what/when things are scheduled for completion to be in compliance with SOS requirements. Riccardo will manage the space/equipment set-up to ensure access and space for performing functions is maximized in our offices (i.e., L&A, equipment distribution for early voting and Election Day, and storage between elections).
- Meeting time: Article in paper has requested meetings be set up at a time working people can attend. Libby recommended that 4:00 pm beginning in January. Remains as the 2nd Monday each month. The Board agreed to change the meeting time.
- Relocation: Still no move-in date. December 1st at best. No effort will be made in 2024 to adjust precinct locations. We will be monitoring how the new building supports early voting; how people get in and out of the building, workflows are effective, etc.
- Libby raised an issue with the BOO Bash at the Park. At issue: UCGOP set up a booth at the event in the name of 2 precincts. Had it not referenced the precincts, the actions would have been acceptable.

- Electronically capturing L&A seal numbers on forms (L&A, Scanner and BMD Recap forms): Potential process of using a hand-held scanner to capture the seal numbers placed on equipment for L&A. Linda is learning more about the process and will determine how we might be able to do this to same time in capturing this data for each election.
- Fentanyl: Riccardo requested to see what is done for Union County – is it EMT or Sheriffs Dept that would have Narcan and know how to administer? If they don't, how do we ensure protection for materials that may be introduced at polling locations.

The next board meeting is Monday, January 8, 2024 at 10:00 am.

There being no further business, the meeting was adjourned at 10:20 am.

Respectfully submitted by:

Linda Hill
Secretary