



**Henry F Curtis, IV, Chairman**

**Anthony W. Perlatti, Director**

**Inajo Davis Chappell, Board Member**

**Anthony Kaloger, Deputy Director**

**Terence M. McCafferty, Board Member**

**Lisa M. Stickan, Board Member**

## **MEETING AGENDA**

**April 5, 2023**

**9:30 a.m.**

### **THE PLEDGE OF ALLEGIANCE**

#### **ADMINISTRATIVE**

1. Approval of the minutes from the March 6, 2023, Board Meeting
2. Acknowledgment of Secretary of State Directive and Memorandum:
  - a. Directive 2023-06: May 2, 2023 Primary/Special Election Canvass Instructions and H.B. 458 Clarifications
  - b. Memorandum 2023-01: Responsibilities of Sheriffs and Police in the May 2, 2023 Election (confidential – not for disclosure)
3. Acknowledgment of municipal ward boundaries and corresponding precinct boundaries for Euclid
4. CCBOE Appointments to Elected Office Policy

#### **BALLOT**

5. Acknowledgment of the Ballot Proofs for the May 2, 2023, Primary Election in accordance with the Ballot Proofing Policy approved by the Board at the March 12, 2021, Board Meeting
6. Final approval of the ballot order for the May 2, 2023, Primary Election

#### **CANDIDATE AND PETITION SERVICES**

7. Acknowledgment of candidate withdrawals
8. Acknowledgment of death in, resignations from, and appointments to elected office
9. Certification of Berea Municipal Court Judge nominated without Primary Election to the November 7, 2023, General Election (primaries eliminated per ORC 3513.02)

#### **ELECTION OFFICIALS**

10. Authorization to pay: 65 Voting Location Managers x \$275 = \$17,875; 73 Voting Location Deputies x \$275 = \$20,075; 727 Precinct Election Officials x \$250 = \$181,750; 30 Election Substitute Officials x \$100 = \$3,000 for the May 2, 2023, Primary Election

#### **ELECTION SUPPORT**

11. Authorization to process payment in the amount not-to-exceed \$5,500.00 for eleven (11) private voting locations being used for the May 2, 2023, Primary Election

Video of this meeting can be viewed at <https://www.youtube.com/CuyahogaCountyBOE>

<sup>1</sup> Please email [mbejjani@cuyahogacounty.gov](mailto:mbejjani@cuyahogacounty.gov) or [dwhite1@cuyahogacounty.gov](mailto:dwhite1@cuyahogacounty.gov) with your name and the nature of your comment so we can fully assist you.

12. Final authorization for the allocation of voting booths for the May 2, 2023, Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 1,315 voting booths will be allocated + 154 DS200 precinct scanners + 65 ADA AutoMark voting units and 228 Electronic Poll Books

### **HUMAN RESOURCES**

13. Approval of the personnel agenda

### **NEW BUSINESS**

- East Cleveland Update
- Capital Project Update
- Voter Education Update
- May 2, 2023, Election Update

### **PUBLIC COMMENT<sup>1</sup>**

### **EXECUTIVE SESSION**

Discussion of personnel issues (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official) and disputes involving the public body that are the subject of pending or imminent court action.

## 2023 Board Meeting Schedule

### April 2023

**Wednesday, April 5<sup>th</sup> @ 9:30AM**

April Board Meeting

**Friday, April 28<sup>th</sup> @ 9:30AM**

Meeting for the May 2, 2023 Primary Election

### May 2023

**Tuesday, May 2<sup>nd</sup>**

May 2, 2023 Primary Election

**Wednesday, May 10<sup>th</sup> @ 9:30AM**

Provisional verification for May 2, 2023 Primary Election

**Tuesday, May 23<sup>rd</sup> @ 9:30AM**

Certification of the May 2, 2023 Primary Election

### June 2023

**Week of June 5, 2023 (Date TBD)**

Potential Audit/Recount Certification Meeting of the May 2, 2023 Primary Election

**Wednesday, June 21<sup>st</sup> @ 9:30AM**

Certification of remaining issues and charter amendments for the August 8, 2023 Special Election

Certification of candidates and issues for the September 12, 2023 Primary Election

Certification of independent candidates for the November 7, 2023 General Election

### July 2023

**Monday, July 17<sup>th</sup> @ 9:30AM**

Certification of write-ins for September 12, 2023 Primary Election

Certification of remaining issues for September 12, 2023 Primary Election

### August 2023

**Monday, August 7<sup>th</sup> @ 9:30AM**

Meeting for the August 8, 2023 Special Election

**Tuesday, August 8<sup>th</sup>**

August 8, 2023 Special Election

**Monday, August 21<sup>st</sup> @ 9:30AM**

Provisional verification for the August 8, 2023 Special Election

Certification of candidates and issues for the November 7, 2023 General Election

**Tuesday, August 29<sup>th</sup> @ 9:30AM**

Certification of the August 8, 2023 Special Election

## September 2023

	Audit/Recount Certification of the August 8, 2023 Special Election Certification of remaining candidates for the November 7, 2023 General Election
<b>Monday, September 11<sup>th</sup> @ 9:30AM</b>	Certification of remaining issues and charter amendments for the November 7, 2023 General Election Certification of write-in candidates for the November 7, 2023 General Election
<b>Tuesday, September 12<sup>th</sup></b>	September 12, 2023 Primary Election
<b>Wednesday, September 27<sup>th</sup> @ 9:30AM</b>	Provisional verification for the September 12, 2023 Primary Election Certification of the September 12, 2023 Primary Election

## October 2023

<b>Wednesday, October 18<sup>th</sup> @ 9:30AM</b>	October Board Meeting
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## November 2023

<b>Friday, November 3<sup>rd</sup> @ 9:30AM</b>	Meeting for the November 7, 2023 General Election
<b>Tuesday, November 7<sup>th</sup></b>	November 7, 2023 General Election
<b>Monday, November 20<sup>th</sup> @ 9:30AM</b>	Provisional Verification for the November 7, 2023 General Election
<b>Tuesday, November 28<sup>th</sup> @ 9:30AM</b>	Certification of the November 7, 2023 General Election

## December 2023

<b>Monday, December 18<sup>th</sup> @ 9:30AM</b>	Audit Certification of the November 7, 2023 General Election Certification of candidates and issues for the March 5, 2024 Primary Election
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## January 2024

<b>Monday, January 8<sup>th</sup> @ 9:30AM</b>	Certification of remaining issues and charter amendments for the March 5, 2024 Primary Election Certification of write-in candidates for the March 5, 2024 Primary Election
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# Agenda Item

#1

# VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

Board Meeting  
3/6/2023

**Attending:**

Henry F Curtis, IV, Chairman  
Inajo Davis Chappell, Board Member  
Terence M. McCafferty, Board Member  
Lisa M. Stickan, Board Member  
Anthony Perlatti, Director  
Tony Kaloger, Deputy Director

Mary Bejjani, Clerk to the Board  
Skip White, Clerk to the Board

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The Cuyahoga County Board of Elections Meeting began at 9:30 a.m. Hereinafter referred to as the CCBOE/Board.

Board Member Davis Chappell called the meeting to order. All Board Members were in attendance.

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Board Member Davis Chappell administered the Oath of Office to Board Members Curtis and McCafferty.

**Agenda Item 1: Reorganization of the Cuyahoga County Board of Elections pursuant to Ohio Revised Code §3501.09**

Board Member Davis Chappell stated the Board would appoint a temporary chairperson for the purpose of the reorganization of the Board. Board Member McCafferty moved to appoint Board Member Davis Chappell as the temporary chairperson. Board Member Stickan seconded. The motion passed unanimously.

Chairperson Davis Chappell acknowledged the SOS appointments of Henry F Curtis, IV, and the reappointment of Terence M. McCafferty as Board Members of the CCBOE. Board Member Stickan moved to acknowledge the SOS appointment of Henry F Curtis, IV, and the reappointment of Terence M. McCafferty as Board Members of the CCBOE. Chairperson Davis Chappell seconded. The motion passed unanimously.

Chairperson Davis Chappell stated the Board would appoint a Director. Board Member McCafferty moved to appoint Anthony Perlatti as Director. Board Member Stickan seconded. The motion passed unanimously.

Chairperson Davis Chappell stated the Board would appoint a Deputy Director. Board Member Curtis moved to appoint Anthony N. Kaloger as Deputy Director. Board Member Stickan seconded. The motion passed unanimously.

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Narrative that is underlined in the CCBOE minutes relates to a motion that was acted on by the Board.



Chairperson Davis Chappell stated the Board would nominate a permanent chairperson for the CCBOE. Board Member Stickman moved to appoint Henry F Curtis, IV as the permanent chairperson for the CCBOE. Chairperson Davis Chappell seconded. The motion passed.

Board Member Davis Chappell passed the floor to Chairman Curtis.

Chairman Curtis administered the Oath of Office to Director Perlatti and Deputy Director Kaloger.

#### **Agenda Item 2: Approval of the minutes from the February 13, 2023, Board Meeting**

Chairman Curtis moved to approve the minutes from the February 13, 2023, Board Meeting. Board Member Stickman seconded. Chairman Curtis abstained from approving the February 13, 2023, minutes. The motion passed.

#### **Agenda Item 3: Acknowledgment of Secretary of Directives and Advisories: Updated Directive 2023-03: Substitute House Bill 458 (134th General Assembly); Directive 2023-04: Ballots for May 2, 2023, Primary/Special Election; Directive 2023-05: Data Collection, Notice, and Cancellation Procedures for Completion of 2019 National Change of Address ("NCOA") Process; Advisory 2023-01: House Bill 487 and Changes Regarding Ballot Printing Requirements; Advisory 2023-02: Biennial Adjustment of Recount Charges/Campaign Contribution Limit Adjustment**

Chairman Curtis moved to acknowledge Secretary of Directives and Advisories: Updated Directive 2023-03: Substitute House Bill 458 (134th General Assembly); Directive 2023-04: Ballots for May 2, 2023, Primary/Special Election; Directive 2023-05: Data Collection, Notice, and Cancellation Procedures for Completion of 2019 National Change of Address ("NCOA") Process; Advisory 2023-01: House Bill 487 and Changes Regarding Ballot Printing Requirements; Advisory 2023-02: Biennial Adjustment of Recount Charges/Campaign Contribution Limit Adjustment. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 4: Approval of CCBOE Curbside Ballot Policy**

Director Perlatti stated the CCBOE Curbside Ballot Policy was rooted out from the 2022 Election Officials Manual and that there were additional policies that the Board should adopt. The CCBOE has been conducting curbside voting for a long time, and this policy will define what will be done at the polls on Election Day or during Early In-Person voting when someone votes curbside. Previously, when the individual was curbside voting, the ballot would be placed into an envelope and transported to the CCBOE on Election Night for the CCBOE staff to process the ballot post-election. With the approval of the CCBOE Curbside Ballot Policy, Election Officials will now scan the ballot on Election Day. The difference now is when someone votes, instead of the ballot going into an envelope to go to the CCBOE, it will go into a secrecy sleeve and then scanned by a bi-partisan election officials team.

The front part of the process stays the same, where a bi-partisan team of poll workers goes out to the curbside voter with an electronic poll book, the voter signs in, and then given a ballot to complete. The bi-partisan election officials team will take the ballot into the polling location, which will be scanned through the ballot scanning equipment, allowing those vote totals to be captured for election night reporting. If, for some reason, those poll workers go to scan the ballot and the ballot does not scan, for example, if the ballot stub tears the bottom and the scanner will not read it, or if an individual overvotes a contest, the scanner will ask a question. The poll workers will not respond and remove the ballot, and then send the ballot to the CCBOE Ballot Department. The same processes are then

followed which are used for Vote-by-Mail and the Ballot Remake Procedures. Depending on the circumstances, the ballot will be scanned or remade. The CCBOE Curbside Ballot Policy states the CCBOE will scan curbside ballots when cast by the voter, whether voting Early In-Person or on Election Day.

Board Member Davis Chappell stated the policy addresses the manner in which the ballots are scanned. She asked how it is determined that a voter is physically unable to access the polling location. Director Perlatti stated the CCBOE would not make a determination of a person's physical ability. If a person indicates they need to use curbside voting, the voter's indication is sufficient. Election Officials will be trained accordingly.

Chairman Curtis moved to approve the CCBOE Curbside Ballot Policy. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 5: Approval of Midwest contract extension**

Shaunquitta Walker, Fiscal Services Manager, stated the current contract with Midwest is through May 1, 2023. The CCBOE is requesting an extension of the Midwest contract to expire on May 31, 2023, to include printing services required for the May 2, 2023, Primary Election cycle. The CCBOE will soon accept bids for a new contract, which will commence on a date after the election cycle versus right before an election. Director Perlatti stated the new bid for printing would be for a two-year window. The Board acknowledged Advisory 2023-01, which speaks to changes in ballot printing. Also, the new CCBOE voting equipment will require different specifications, which will be included in the bid.

Chairman Curtis moved to approve the Midwest contract extension. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 6: Approval of vouchers and resolutions**

Ms. Walker stated the resolutions allow the Fiscal Department to approve a contract and to also make the payment to the vendor, which improves the vendor payment process. Ms. Walker presented the vouchers and resolutions summary from the board materials.

Chairman Curtis moved to approve the vouchers and resolutions set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 7: Approval to send the Voter Information Guide to all active voters in Cuyahoga County for the May 2, 2023, Primary Election**

Director Perlatti stated the Voter Information Guide for the May 2, 2023, Primary Election will state that voter identification is now required to vote at the polls, and a list of all acceptable forms of identification will be listed. The guide will also indicate the polling location, and any change in a polling location will have an indication alert. The Voter Information Guide will include the CCBOE website, the new Early In-Person voting hours, and the deadline dates for vote-by-mail will also be referenced.

The voter information guide for Warrensville Heights will be produced separately, pending confirmation of new polling locations. Director Perlatti stated Warrensville Heights recently advised the CCBOE that the one polling location is no longer available due to construction. New locations



should be secured by the end of the week. Warrensville Heights voters will receive the voter information guide and will also be notified by letter of the polling location changes.

Chairman Curtis moved to approve to send the Voter Information Guide to all active voters in Cuyahoga County for the May 2, 2023, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 8: Acknowledgment of resignation from and appointment to elected office**

Chairman Curtis moved to acknowledge the resignations from, and appointments to elected office, as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 9: Certification of candidates and issue for the May 2, 2023, Primary Election**

Prior to the certification of candidates, Brent Lawler, Candidate and Petition Services Manager, stated the filing deadline for Berea Council at Large was Friday, March 10, 2023. Candidate Anthony Leon Alexander filed a nominating petition for Berea Council at Large. Upon CCBOE's review of the petition, it was determined the candidate failed to complete the Acceptance of Nomination as required by the Berea City Charter. The CCBOE attempted to contact the candidate to return to the CCBOE and complete the Acceptance of Nomination and left a voice message. The CCBOE contacted Barbara Jones, the Berea Law Director, who confirmed in an email that the candidate should not be certified due to his failure to complete and sign the Acceptance of Nomination, as required in the City's Charter.

Anthony Leon Alexander addressed the Board and stated he overlooked that portion of the petition when he filed and did not hear the CCBOE voice message until after the filing deadline. Chairman Curtis thanked Mr. Alexander for availing himself for public service. However, the CCBOE is bound by the laws of the State of Ohio and the municipality. Chairman Curtis stated he would support the recommendation of the staff not to certify Mr. Alexander.

Board Member Stickman stated when city charters are involved, it is important candidates are familiar with the requirements of the charter as the distinctions can vary from the requirements of the Ohio Revised Code.

Chairman Curtis moved not to accept the certification of Anthony Leon Alexander to the ballot for the May 2, 2023, Primary Election. Board Member Davis Chappell seconded. The motion passed unanimously.

Chairman Curtis moved to certify the candidates and issue for the May 2, 2023, Primary Election as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

#### **Agenda Item 10: Certification of Berea Candidates nominated without Primary Election to the November 7, 2023, General Election (primaries eliminated per ORC 3513.02)**

Chairman Curtis moved to certify the Berea Candidates nominated without Primary Election to the November 7, 2023, General Election (primaries eliminated per ORC 3513.02), as set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

**Agenda Item 11: Authorizing the adjustment of Recount Charges to the maximum amount of \$70.00 per precinct for requested (non-automatic) recounts pursuant to Ohio Secretary of State Advisory 2023-02**

Chairman Curtis moved to authorize the adjustment of Recount Charges to the maximum amount of \$70.00 per precinct for requested (non-automatic) recounts pursuant to Ohio Secretary of State Advisory 2023-02. Board Member Davis Chappell seconded. The motion passed unanimously.

**Agenda Item 12: Approval of the personnel agenda**

Chairman Curtis moved to approve the personnel agenda set forth in the board materials. Board Member Davis Chappell seconded. The motion passed unanimously.

**NEW BUSINESS**

**Capital Projects**

Director Perlatti stated that Cuyahoga County Public Works Director Michael Dever met with the landlord at the Halle Building to discuss the replacement of the freight elevator, and the funding for the replacement elevator has been secured. Public Works will begin obtaining permits and determine if a temporary construction elevator could be used on the side of the Halle building to access the first and second floors as a safeguard to use before the permanent elevator is replaced. For the May 2023 Primary, the CCBOE does have access to a secondary passenger elevator if needed.

Director Perlatti and Deputy Director Kaloger had an introductory meeting with County Executive Ronayne. Director Perlatti stated that one of the items discussed was the CCBOE buildings, how the staff is separated, and the issues with the dated buildings and elevators. County Executive Ronayne was of the mindset that the CCBOE should operate under one location that is sufficiently sized with limited reliance on an elevator other than for humans to go to an office, and there needs to be ample parking for voters.

Tentatively, on Friday, March 10, 2023, Public Works will release a Request for Proposal (RFP) to the real estate and commercial development environment. The RFP will state the amount of space needed at ground level, the area required for additional floors for office space, and for ample parking. The architecture firm that was going to rehabilitate the Hughes building is now determining a space allocation for the Hughes, all the areas the CCBOE uses in the Halle building, and what is stored at Berman's Moving and Storage. The space required will be part of the RFP, which the CCBOE will review before it is released. The bids received will be inclusive of any build-outs the CCBOE requires for offices, storage, etc.

Director Perlatti stated this is a process and does not know how long it will take. It is not realistic for the CCBOE to be in one building for the 2024 Presidential Election unless it is the perfect property. The first goal would be to find a new location, and make Early In-Person voting available there in 2024 and then integrate other departments into the property. There is a chance the CCBOE could go from two to three buildings for a short term and then down to one. There is a lot of support for a new property, and the Board will be provided updates.

Chairman Curtis asked if the new equipment was the same size or smaller than the current equipment. Director Perlatti said the primary precinct scanner is almost identical in size. The ADA unit, called Clear Access, is a slightly bigger and self-contained unit on casters where the lid opens with one cord

and is ready for use. The units can be stacked two high if needed. The CCBOE has received four semis of equipment so far and has stacked units to maximize available space. Two more semis are delivering equipment this week.

Director Perlatti stated on Tuesday, February 28, 2023, the CCBOE did go before the County Council Committee and presented the recommendations for Clear Ballot. The County Council members were very supportive of the CCBOE's selection and voted it out of committee to the full body, which was the second reading, and March 14, 2023, will be the third and final reading.

### **PUBLIC COMMENT**

There was no public comment

### **EXECUTIVE SESSION**

At 10:08 a.m. Chairman Curtis moved to go into an executive session for the purpose of discussing personnel issues (to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official) and disputes involving the public body that are subject of pending or imminent court action. Board Member Davis Chappell seconded, a roll call was taken, and each Board Member voted in the affirmative.

At 11:15 a.m., after returning from the executive session. Chairman Curtis motioned to come out of the executive session. Board Member Davis Chappell seconded, a roll call was taken, and each Board Member voted in the affirmative. The Board was then in public session.

Director Perlatti stated the CCBOE would be posting an internal job posting for an Assistant Manager in the Candidate and Petition Services Department. There is currently a manager and no assistant manager in the department. The posting will only be eligible for the three supervisors in Candidate and Petitions Services Department. Whoever desires to apply will go through the interview process. A recommendation will come forward, and that individual will be re-classified from supervisor to assistant manager. Therefore, the CCBOE is not increasing the size of the agency or department.

Director Perlatti noted that the new election laws require that the Provisional Board Meeting be moved from thirteen days after the election (May 15, 2023) to eight days after the election, which is Wednesday, May 10, 2023. The Board canceled the meeting scheduled for Monday, May 15, 2023, and rescheduled to meet at 9:30 a.m. on Wednesday, May 10, 2023. The Certification of the Election will remain on May 23, 2023.

Chairman Curtis moved to adjourn the meeting at 11:19 a.m. Board Member Davis Chappell seconded. The motion passed unanimously.

Certification: I have reviewed the above minutes and certify that they are an accurate summary of the actions taken by the Cuyahoga County Board of Elections at its meeting held on March 6, 2023.

Henry F Curtis, IV, Chairman

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Inajo Davis Chappell, Board Member

Handwritten signature of Inajo Davis Chappell in blue ink.

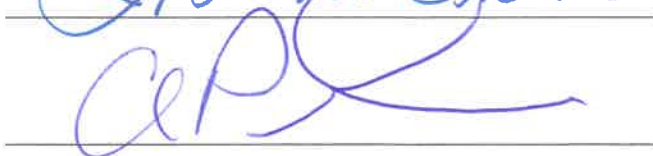
Terence M. McCafferty, Board Member

Handwritten signature of Terence M. McCafferty in blue ink.

Lisa M. Stickan, Board Member

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Anthony Perlatti, Director

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# Agenda Item #2

a)

RELEASED: March 28, 2023

## SUMMARY

- *Directive 2023-06* outlines the procedures the CCBOE must follow when conducting both the Unofficial and Official Canvasses for the May 2, 2023 Primary Election.
- *Section Five* of this Directive contains additional guidance pertaining to H.B. 458 changes, including acceptable military identification, processing voter registrations, and examining provisional ballots.
- **Important dates include:**
  - ***Post-Election Cure Period:*** May 3<sup>rd</sup> thru May 6<sup>th</sup> (8 a.m. to 5 p.m. on weekdays, 8 a.m. to 12 p.m. on Saturday, May 6<sup>th</sup>)
  - ***Official Canvass:*** The CCBOE *must* begin the Official Canvass no earlier than Saturday, May 13 and no later than Wednesday, May 17. It *must* complete the Official Canvass by Tuesday, May 23.
  - ***“Counting” Period:*** The CCBOE *must* begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than Sunday, May 7. Additionally, it *must* begin counting cured provisional ballots by Wednesday, May 10.
  - ***Voter History:*** Must be uploaded no later than 14 days after official certification.
- When curing a provisional ballot, a voter must show a valid form of photo ID. A copy of an ID or writing the Ohio driver license or state ID card number is *not* sufficient.
- By 1 p.m. on the 4<sup>th</sup> day (Saturday) after Election Day, the CCBOE must transmit information on completed affidavits of religious objection (Form 12-O) to the SOS (if there are any).
- Staff may begin examining provisional ballot envelopes the day after the election, but cannot examine the provisional ballot affirmation of any voter who must provide additional information to determine the individual's eligibility until the individual does so or until the 8<sup>th</sup> day after Election Day, whichever is earlier.
- A voter must be granted the opportunity to cure an absentee ballot ID envelope. The CCBOE must meet this requirement by issuing Form 11-S according to a specific schedule (new) outlined in this Directive.
- Veteran ID cards issued by county recorders do *not* qualify as valid photo ID for voting purposes.
- The Department of Veterans Affairs has discontinued issuing a physical Veteran ID Card (VIC), replacing it with a digital version. As H.B. 458 clearly allows voters to use an ID card issued by the Department of Veterans Affairs, election officials *must* accept the **digital VIC** as a valid form of ID for voting. This is the only digital form of ID that is acceptable for in-person voting.
- The CCBOE *may* accept a prior version of the SOS voter registration form (SEC 4010) as long as it meets with current registration requirements.
- Due to changes in the law governing provisional ballots, an instructional document will be provided prior to the Official Canvass that contains updated steps for provisional ballot examination.



## **PART ONE – UNOFFICIAL CANVASS**

The Unofficial Canvass of the May 2, 2023 Primary Election must be conducted on Election Night in accordance with processes and procedures outlined in the Election Official Manual (EOM).

### **I. SUMMARY AND FINAL REPORTS**

The CCBOE must follow the procedures for reporting summary results and submitting final summary reports in odd-numbered year elections.

The following reporting requirements must be followed by the CCBOE:

1. **On Election Night**, after it has completed its Unofficial Canvass, the CCBOE must email the SOS and attach a copy of the unofficial vote total report. The Unofficial Certification of Results Signature Form must also be submitted on Election Night.
2. **By 12:00 noon on May 3, 2023**, the CCBOE must provide a report showing the number of absentee ballots cast and counted and the number of regular ballots cast and counted on Election Day.
3. **By 12:00 noon on May 3, 2023**, the CCBOE must complete and submit an Unofficial Certification of Results Supplemental Data Form to provide the following statistics:

#### **Counted Ballots:**

- Total number of Election Day Ballots;
- Total number of Non-UOCAVA Absentee Ballots Counted; and
- Total number of UOCAVA Absentee Ballots Counted.

#### **Outstanding Ballots:**

- Total number of Outstanding Non-UOCAVA Absentee Ballots;
- Total number of outstanding UOCAVA absentee ballots; and
- Total number of provisional ballots cast on or before Election Day.

## **PART TWO – POST-ELECTION CURE PERIOD**

### **I. DAYS AND HOURS**

The CCBOE must be open to the public for four (4) calendar days immediately following Election Day, and during the hours specified below, to allow voters to cure a deficiency on an absentee or provisional ballot:

- Wednesday, May 3, 2023: 8 a.m. to 5 p.m.
- Thursday, May 4, 2023: 8 a.m. to 5 p.m.
- Friday, May 5, 2023: 8 a.m. to 5:00 p.m.
- Saturday, May 6, 2023: 8 a.m. to 12 p.m.

If the CCBOE has no voters with a deficiency, or all deficiencies have been cured after Election Day, the CCBOE may return to its normal operating hours.

## II. AFFIDAVIT OF RELIGIOUS OBJECTION AND CURING PROVISIONAL BALLOTS

A provisional voter who failed to provide photo ID has four (4) days after Election Day to either appear at the CCBOE to show photo ID or complete an affidavit of religious objection (Form 12-O). To cure a provisional ballot for lack of photo ID, it is not sufficient to provide a copy of the photo ID, the Ohio driver's license number or state ID card number, or the last four digits of the voter's Social Security Number. The voter must show photo ID (and not a copy) by the 4<sup>th</sup> day after Election Day.

No later than 1:00 p.m. on the 4<sup>th</sup> day after Election Day, the CCBOE must transmit the information in the completed affidavits to the SOS, which then must consult the BMV's database to determine whether they issued a currently unexpired photo ID to that voter.

CCBOE staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election. However, the CCBOE must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual's eligibility until the individual does so or until the 8<sup>th</sup> day after Election Day, whichever is earlier.

## III. CURING ABSENTEE BALLOT DEFECTS

The CCBOE must provide an absentee voter the ability to cure any defects in their ID envelope by issuing **Form 11-S** according to the following schedule:

- **Form 11-S** must be issued not later than two business days after a "defective" absentee ballot identification envelope is received by the CCBOE from the start of absentee voting through the third Saturday prior to the election;
- **Form 11-S** must be issued not later than one calendar day after a "defective" absentee ballot ID envelope is received by the CCBOE between the third Monday and last Friday prior to the election; and
- **Form 11-S** must be issued on the same day that a "defective" absentee ballot identification envelope is received by the CCBOE between the Saturday prior to the election and through the third day following Election Day.

The absentee voter *must* provide the necessary information in writing on **Form 11-S**, either by in-person delivery or by mail by the 4<sup>th</sup> day after the election.

## PART THREE – OFFICIAL CANVASS

### I. TIMELINE FOR COUNTING AND OFFICIAL CERTIFICATION

The CCBOE *must* begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than the 5<sup>th</sup> after Election Day (**Sunday, May 7**). Additionally, it must begin counting cured provisional ballots by the 8<sup>th</sup> day after Election Day (**Wednesday, May 10**).

The CCBOE must begin the Official Canvass no earlier than the 11<sup>th</sup> day (**Saturday, May 13**) after Election Day and no later than the 15<sup>th</sup> day (**Wednesday, May 17**) after the election. It must complete its Official Canvass and certify no later than the 21<sup>st</sup> day (**Tuesday, May 23**) after the election.

No provisional ballot envelope may be opened, and no provisional ballot counted, until the board has voted on the eligibility of every provisional ballot cast in the election. Board members must meet on the 8<sup>th</sup> day after Election Day (**Wednesday, May 10**) for that purpose.

## **II. INSTRUCTIONS FOR OFFICIAL CANVASS**

The CCBOE must follow the instructions for pre-canvass activity outlined in Chapter 10 of the EOM. It must also follow the rules and procedures outlined in Chapter 10 of the EOM for conducting the Official Canvass.

## **III. FORMS FOR OFFICIAL CERTIFICATION**

All certifications and reports must be signed by the appropriate CCBOE personnel before being submitted to the SOS; another board of elections; or another public entity.

### **A. CERTIFICATION AND REPORTING OF OFFICIAL RESULTS**

1. After the CCBOE completes its Official Canvass, it must email [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov) and attach a copy of the Official Vote Total Summary Report.
2. The CCBOE must provide data on the number of absentee and provisional ballots cast and counted for the election.
3. The CCBOE must provide a separate write-in tally that records the official canvass of the number of valid votes cast for write-in candidates using a reporting form that will be provided. (There are no write-in candidates in Cuyahoga County)
4. The board of elections for the most populous county of any multi-county jurisdiction or district must generate a separate report from its voting system. (There are no crossover races in this election)

### **B. CERTIFICATE OF OFFICIAL SUMMARY RESULTS FOR LOCAL LIQUOR OPTION QUESTIONS AND LOCAL QUESTIONS AND ISSUES**

The CCBOE must certify the results for liquor option questions, as well as local questions and issues and send notice to the entities outlined in this *Directive*.

## **IV. TIMELINE FOR REPORTS**

The SOS must receive the certification and report forms no later than the close of business on **Tuesday, May 23**.

## **V. CERTIFICATES OF NOMINATION**

The CCBOE must follow the instructions for issuing certificates of election that are contained in Chapter 10 of the EOM.

## **VI. RECOUNTS**

The deadline for a candidate or group to request a recount is five (5) days after the certification of official results. A recount must take place no later than 10 days after an application for a recount is filed or an automatic recount is declared.

## **VII. POST-ELECTION AUDITS**

The CCBOE *should* perform a post-election audit after the May 2, 2023 Primary Election.

## **VIII. VOTER HISTORY**

The CCBOE must upload voter history to the Statewide Voter Registration Database no later than 14 days after the board's official certification.

## **PART FOUR – OPEN MEETINGS DURING THE CANVASS**

Board Members must remain in session from the time of the opening of the polls on Election Day until the results of the election are received from every precinct in the county and such results are communicated to the SOS. Board members must also meet to adjudicate the validity of provisional ballots, certify the official results of the election, and certify the results of any recount or post-election audit.

## **PART FIVE – ADDITIONAL GUIDANCE ON H.B. 458 CHANGES**

### **I. CLARIFICATION REGARDING MILITARY IDENTIFICATION**

Military identification is specifically defined as one of the following:

- U.S. military ID card;
- Ohio National Guard ID card; or
- U.S. Department of Veterans Affairs ID card

The U.S. military ID card and Ohio National Guard ID card are more commonly known as the Common Access Card ("CAC"). Military IDs are issued to military personnel, dependents of military personnel, and veterans. The U.S. Department of Veterans Affairs issues Veteran ID Cards ("VIC") and Veteran Health Identification Cards ("VHIC"), both of which include a name and photograph. Veteran ID cards issued by county recorders do not qualify as valid photo ID for voting purposes.

Beginning in September of 2022, the Department of Veterans Affairs discontinued issuing physical VIC and now issues only digital VIC. As H.B. 458 clearly allows voters to use an ID card issued by the U.S. Department of Veterans Affairs, election officials must accept the digital VIC if the voter presents it.

### **II. PROCESSING VOTER REGISTRATIONS**

If the CCBOE receives a voter registration application or update on a prior version of the SOS voter registration form, it must examine the information provided and determine whether the information complies with current registration requirements. A board must **not** reject a voter registration application or update solely because it appears on a prior version of the SOS voter registration form.

### **III. DETERMINING ELIGIBILITY OF PROVISIONAL BALLOTS**

Due to changes in the law governing provisional ballots, an instructional document will be provided prior to the Official Canvass that contains updated steps for provisional ballot examination. This will replace and supersede the process currently outlined in the Election Official Manual.

## **PART SIX – PRECINCT ELECTION OFFICIAL TRAINING**

The CCBOE must instruct all poll workers on the changes to election administration from H.B. 458.



## **DIRECTIVE 2023-06**

March 28, 2023

To: All County Boards of Elections  
Board Members, Directors, and Deputy Directors

Re: May 2, 2023 Primary/Special Election Canvass Instructions and H.B. 458 Clarifications

### **SUMMARY**

This Directive outlines the procedures that boards of elections must follow when conducting both the Unofficial and the Official Canvasses of the May 2, 2023 Primary/Special Election. Note that certain deadlines and procedures have changed as a result of the passage of H.B. 458 (134<sup>th</sup> General Assembly). Section Five of this Directive contains additional guidance pertaining to H.B. 458 changes, including acceptable military identification, processing voter registrations, and examining provisional ballots.

To assist boards of elections with any problems, questions, or concerns on Election Day, the Secretary of State's Office is staffed on Election Day from 6:00 a.m. until all boards report their unofficial results to our Office. Boards should contact the Secretary of State's Office using a dedicated telephone number that will be emailed prior to May 2, 2023<sup>1</sup>.

All Directors, Deputy Directors, and Board Members must ensure that they are able to receive emails via their .gov address and other communications sent from the Secretary of State's Office on May 2, 2023 (including after the polls close).

### **PART ONE - UNOFFICIAL CANVASS**

The Unofficial Canvass of the May 2, 2023 Primary/Special Election must be conducted on election night in accordance with state law<sup>1</sup> and the processes and procedures outlined in [Chapter 10, Section 10.02](#) of the Election Official Manual. Each board must ensure all eligible Election Day and absentee ballots are tabulated and reported in its unofficial canvass. Boards must ensure all memory cards containing tabulated results are properly processed into its election management system. The board must have a document in place to ensure it meets this requirement (i.e., checklist or chart to check off when a memory card is processed).

The Unofficial Canvass must be conducted in full view of the members of the board of elections and any appointed observers, and the board must continuously count the ballots during the Unofficial Canvass.<sup>2</sup>

#### **I. SUMMARY AND FINAL REPORTS**

Boards of elections must follow the processes and procedures outlined in [Chapter 10, Section 10.02](#) of the Election Official Manual for reporting summary results and submitting final

<sup>1</sup> [R.C. 3505.27](#) (counting regular ballots that were cast at precinct polling locations); [R.C. 3505.28](#) (ballots not counted); [R.C. 3509.06](#) (counting absentee ballots); [R.C. 3509.07](#) (rejection or challenge of absentee ballots); [R.C. 3511.11- 3511.13](#) (uniformed service and overseas voter absentee ballots).

<sup>2</sup> [R.C. 3505.27](#); [R.C. 3505.29](#); [R.C. 3505.30](#).

summary reports in odd-numbered year elections. All report and signature forms will be provided via email prior to the election.

The following reporting requirements must be followed by each board conducting an election on May 2, 2023:

1. **On Election Night**, after a board has completed its Unofficial Canvass, it must email the Secretary of State's Office and attach a copy of the unofficial vote total report generated by the board's election management system. This report must be clearly labeled "[County]'s Unofficial Canvass," and it must contain only vote totals for that county. The Unofficial Certification of Results Signature Form must also be submitted on Election Night.
2. **By 12:00 noon on May 3, 2023** (the day after the election), each board must provide a report showing the number of absentee ballots cast and counted and the number of regular ballots cast and counted on Election Day. This report should be generated from the board's election management system and may provide summary or precinct-level detail.
3. **By 12:00 noon on May 3, 2023** (the day after the election), each board must complete and submit an Unofficial Certification of Results Supplemental Data Form to provide the following statistics:

**Counted Ballots:**

- ☐ Total number of Election Day Ballots (regular ballots cast at polling locations on Election Day);
- ☐ Total number of Non-UOCAVA Absentee Ballots Counted (as reported in the board's voter registration ("VR") system); and
- ☐ Total number of UOCAVA Absentee Ballots Counted (as reported in the board's VR system).

**Outstanding Ballots (ballots issued but not yet counted):**

- ☐ Total number of Outstanding Non-UOCAVA Absentee Ballots (as reported in the board's VR system as having been issued by the board but not returned or returned but not counted (for which [Form 11-S](#) is provided to the voter));
  - ☐ Total number of outstanding UOCAVA absentee ballots issued by the board (as reported in the board's VR system as having been issued by the board but not returned or returned but not counted (for which [Form 11-S](#) is provided to the voter));
  - ☐ Total number of provisional ballots cast on Election Day; and
  - ☐ Total number of provisional ballots cast before Election Day.
4. **By 12:00 noon on May 3, 2023** (the day after the election), the board of the most populous county of any multi-county district must generate a separate summary report showing the combined vote totals for its county and the overlapping county that report to the most populous county for that contest, question, or issue. This report must be clearly labeled "[County]'s Unofficial Canvass – Most Populous County." The board may use its voting system, the relevant Secretary of State Form, or some other form to provide this information.



The reports must be transmitted to the Elections Division via email to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov). Our Office will provide a signature form, which must be signed by the director, deputy director, and each board member present for the Unofficial Canvass.

## **PART TWO – POST-ELECTION CURE PERIOD**

### **I. DAYS AND HOURS**

Each board of elections conducting an election must be open to the public on each of the four calendar days immediately following Election Day, and during the hours specified below, to allow voters to cure a deficiency on an absentee or provisional ballot, as provided for in state law:<sup>3</sup>

- Wednesday, May 3, 2023 8:00 a.m. – 5:00 p.m.
- Thursday, May 4, 2023 8:00 a.m. – 5:00 p.m.
- Friday, May 5, 2023 8:00 a.m. – 5:00 p.m.
- Saturday, May 6, 2023 8:00 a.m. – 12:00 p.m.

If a board of elections has no voters with a deficiency on their absentee or provisional ballot after Election Day (i.e., there is nothing *possible* to cure for any voter that cast a ballot in the election) or all deficiencies have been cured, the board may return to its normal operating hours for the remainder of the cure period.

### **II. AFFIDAVIT OF RELIGIOUS OBJECTION AND CURING PROVISIONAL BALLOTS**

A provisional voter who failed to provide photo ID has four days after Election Day to either appear at the board of elections office to show photo ID or complete an affidavit of religious objection ([Form 12-O](#)). To cure a provisional ballot for lack of photo ID, it is not sufficient to provide a copy of the photo ID, the Ohio driver's license number or state ID card number, or the last four digits of the voter's Social Security Number. The voter must show photo ID (and not a copy) by the fourth day after Election Day. If the voter did not have a photo ID because of a religious objection to being photographed and the voter did not complete [Form 12-O](#) at the time they voted a provisional ballot, the voter must appear at the board office and complete the affidavit by the fourth day after Election Day.

No later than 1:00 p.m. on the fourth day after Election Day, a board of elections must transmit the information in the completed affidavits to the Secretary of State's Office, which then must consult the BMV's database to determine whether they issued a currently unexpired photo ID to that voter. The Secretary of State's Office will complete this check no later than the seventh day after Election Day. The affidavit of religious objection is not valid if the BMV has issued a currently unexpired photo ID or if the last four digits of the voter's SSN provided on the affidavit do not match those digits in the Statewide Voter Registration Database.<sup>4</sup> To compile the information for each voter, each board must supply the necessary data either by export from the voter registration system or completion of a spreadsheet that will be provided with instructions under separate cover.

Board staff, working in bipartisan teams, may begin examining provisional ballot envelopes the day after the election, as long as the board has adopted a provisional ballot policy

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<sup>3</sup> [R.C. 3505.181\(B\)\(7\)](#); [R.C. 3509.06\(D\)\(3\)](#).

<sup>4</sup> [R.C. 3505.181](#), [3505.182](#), and [3505.183](#), and [3505.19](#).



allowing its staff to do so. The bipartisan teams may categorize provisional ballots into groups of like ballots (e.g., ballots that have been verified and eligible to be counted, provisional affirmations that are missing the voter's signature, etc.) for the board to consider. However, the board must not examine the provisional ballot affirmation of any provisional ballot cast by an individual who must provide photo ID, complete an affidavit of religious objection, or provide additional information to determine the individual's eligibility until the individual does so or until the eighth day after Election Day, whichever is earlier.<sup>5</sup>

### **III. CURING ABSENTEE BALLOT DEFECTS**

Whenever a board of elections receives an absentee ballot identification envelope that is missing required information or that contains information that does not conform to the voter's registration record, the board of elections must contact the absentee voter to provide an opportunity to supplement their identification envelope so the voter's ballot can be counted. The board must meet this requirement by issuing [Form 11-S](#) to the voter, according to the following schedule:

- [Form 11-S](#) must be issued not later than two business days after a "defective" absentee ballot identification envelope is received by the board from the start of absentee voting through the third Saturday prior to the election;
- [Form 11-S](#) must be issued not later than one calendar day after a "defective" absentee ballot identification envelope is received by the board between the third Monday and last Friday prior to the election; and
- [Form 11-S](#) must be issued on the same day that a "defective" absentee ballot identification envelope is received by the board of elections between the Saturday prior to the election and through the third day following Election Day.

When a telephone number or email address is available, boards must use that contact information to quickly notify the voter about the deficiency on their identification envelope. The absentee voter must provide the necessary information in writing on [Form 11-S](#), either by in-person delivery or by mail by the fourth day after the election (**Saturday, May 6, 2023**).<sup>6</sup>

## **PART THREE - OFFICIAL CANVASS**

### **I. TIMELINE FOR COUNTING AND OFFICIAL CERTIFICATION**

Boards of elections must begin counting cured absentee ballots and absentee ballots that arrive after Election Day no later than the fifth day after Election Day (**Sunday, May 7, 2023**). Additionally, boards must begin counting cured provisional ballots by the eighth day after Election Day (**Wednesday, May 10, 2023**).<sup>7</sup> However, for the official canvass, a board must begin the official canvass not earlier than the 11th day after the election (**Saturday, May 13, 2023**) nor later than the 15th day after the election (**Wednesday, May 17, 2023**). Each board must complete its Official Canvass and certify no later than the 21st day after the election (**Tuesday, May 23, 2023**).<sup>8</sup>

It is important to remember that only the board members themselves can determine the validity of each provisional ballot. The board must, by a majority vote, determine whether to accept

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<sup>5</sup> [R.C. 3505.183\(G\)](#).

<sup>6</sup> [R.C. 3509.06\(D\)\(3\)\(b\)](#).

<sup>7</sup> [R.C. 3505.183\(G\)\(2\)](#), [3509.05](#), [3509.06](#), [3511.05](#), [3511.09](#), and [3511.11](#).

<sup>8</sup> [R.C. 3513.22\(A\)](#).

and count the provisional ballots in a properly-noticed, public meeting. No provisional ballot envelope may be opened, and no provisional ballot counted, until the board has voted on the eligibility of every provisional ballot cast in the election.<sup>9</sup> Board members must meet on the eighth day after Election Day (**Wednesday, May 10, 2023**) for that purpose so that board employees may proceed to open and count the provisional ballots. The board may also vote in the same meeting to remake any absentee ballots that arrived after Election Day where the voter marked the entire ballot contrary to the instructions.<sup>10</sup>

## **II. INSTRUCTIONS FOR OFFICIAL CANVASS**

Each board of elections must follow the instructions for pre-canvass activity outlined in [Chapter 10, Section 10.03](#) of the Election Official Manual. Boards must also follow the rules and procedures outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual for conducting the Official Canvass. Each board must reconcile results with records from the pollbooks and voter registration system to ensure that only one ballot per voter is counted.<sup>11</sup> This includes ensuring that all returned absentee ballots are entered in the voter registration system and reconciling the list of voters whose ballots were returned with the number of physical ballots returned.

Board members and employees are prohibited from disclosing partial or final results of any contest in the election between the completion of the Unofficial Canvass and the certification of official results.<sup>12</sup>

## **III. FORMS FOR OFFICIAL CERTIFICATION**

After the Unofficial Canvass, our Office will provide the forms for reporting results. All certifications and reports must be signed by the appropriate board personnel before the board submits them to our Office, another board of elections, or another public entity.

Each board of elections must submit the signature form to certify the Official Election Results to the Secretary of State's Office.

### **A. CERTIFICATION OF OFFICIAL RESULTS<sup>13</sup>**

1. As soon as the board completes its official certification, it must email [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov) and attach a copy of the Official Vote Total Summary Report generated by the board's voting system. This report must be clearly labeled "<County's> Official Canvass," and it must contain *only* vote totals for that county. Boards must not delay submitting the official certification forms because of a recount for any race or issue. Every board must maintain a copy of each of its completed certification and report forms.
2. State law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted for the election in each county.<sup>14</sup> Each board of elections must provide this data for absentee and provisional ballots. Our Office will provide the reporting forms after the Unofficial Canvass.

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<sup>9</sup> [R.C. 3505.183](#).

<sup>10</sup> [R.C. 3506.21](#)

<sup>11</sup> [R.C. 3505.32\(D\)](#).

<sup>12</sup> [R.C. 3505.183\(F\)](#) and [R.C. 3505.32](#)

<sup>13</sup> [R.C. 3505.30](#).

<sup>14</sup> [R.C. 3501.05\(Y\)](#).

3. Each board must provide a separate write-in tally that records the official canvass of the number of valid votes cast for write-in candidates using a reporting form that will be provided.<sup>15</sup> The report for the official canvass of valid votes for write-in candidates does not need to be detailed to the precinct-level.
4. The board of elections for the most populous county of any multi-county jurisdiction or district must generate a separate report from its voting system, create a report outside of its voting system, or use a reporting form that will be provided after the Unofficial Canvass for this purpose. This report must be clearly labeled “<County’s> *Official Canvass – Most Populous County*.” The report must include the total number of votes recorded for the office, questions, or issues from each county in a multi-county jurisdiction and the sum total for all counties. The board must clearly mark the contest(s) for which a board is the most populous county to clearly identify it as a contest containing vote totals from other counties.

The board must email all of the reports above to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov).

**B. CERTIFICATE OF OFFICIAL SUMMARY RESULTS FOR LOCAL LIQUOR OPTION QUESTIONS AND LOCAL QUESTIONS AND ISSUES**

Each board of elections must send a copy of Secretary of State’s [Form 126-B](#) to the Secretary of State’s Office via email to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov) and a copy of the completed form to the Ohio Division of Liquor Control via email to: [localoption@com.ohio.gov](mailto:localoption@com.ohio.gov) or by mailing to the following address:

Division of Liquor Control  
6606 Tussing Road  
Reynoldsburg, OH 43068-9005

The board of elections (most populous county only if it is a multi-county issue) must certify the results of an election on tax levies and bond issues to the following offices and agencies:

- The county auditor of each county in which the election was held;
- The fiscal officer of the subdivision in which the election was held;
- The Tax Commissioner of the State of Ohio via email at [DTE@tax.state.oh.us](mailto:DTE@tax.state.oh.us); and
- The Secretary of State.

The board of elections of the most populous county must certify the results of an election on a school district income tax on [Form 125-A](#) to the following offices and agencies:

- The board of education that placed the issue on the ballot;

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<sup>15</sup> If the voter has written in part of an eligible write-in candidate’s name, the board of elections must count a vote in which a voter has written in only the first or last name of the candidate, if there is only one eligible write-in candidate with that first or last name. In either case, or if there are two or more write-in candidates with the same first or last name, the voter must provide sufficient information for election officials to determine the voter’s intent in order for the vote to be counted. See [Chapter 10, Section 10.02](#).

- The Tax Commissioner of the State of Ohio via email at [DTE@tax.state.oh.us](mailto:DTE@tax.state.oh.us); and
- The Secretary of State.

#### **IV. TIMELINE FOR REPORTS**

Our Office must receive the certification and report forms no later than the board's close of business on **Tuesday, May 23, 2023**. Each board must submit these reports as soon as the board has completed its official certification. Do not delay in submitting the official certification forms because of a recount for any race or issue. All completed reports must be submitted via email to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov).

Every board of elections must maintain at its office a copy of each of its completed certification and report forms.

#### **V. CERTIFICATES OF NOMINATION**

Each board of elections must follow the instructions for issuing certificates of nomination that are contained in [Chapter 10, Section 10.04](#) of the Election Official Manual. The candidate's name on the certificate of nomination should match the name as it appears on the ballot. Certificates of nomination should not be issued before the expiration of the time by which applications for recounts may be made. Boards of elections may not issue a certificate of nomination in a contest for which a recount is requested, or conducted automatically, until after the recount is complete.

#### **VI. RECOUNTS**

Before scheduling and conducting a recount, please review the procedures set forth in state law and the instructions and procedures outlined in [Chapter 11, Section 11.02](#) of the Election Official Manual. The deadline for a candidate or group to request a recount is five days after the certification of official results. A recount must take place no later than ten days after an application for a recount is filed or an automatic recount is declared.<sup>16</sup>

If the board must conduct a recount, they must provide the information regarding the recount in a format provided by the Secretary of State's Office in the email along with the Official Canvass Report forms. If the recount to be conducted is for a multi-county jurisdiction, the Secretary of State's Office will issue the notice of recount after receiving notice from the most populous county. If a recount changes vote totals, the board of elections must submit a properly completed and signed amended certification and abstract to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov).

#### **VI. POST-ELECTION AUDITS**

Boards of elections should perform a post-election audit after the May 2, 2023 Primary/Special Election. When a board conducts an audit, the board must follow the procedures outlined in [Chapter 11, Section 11.03](#) of the Election Official Manual.

#### **VII. VOTER HISTORY**

All boards must upload voter history for the May 2, 2023 Primary/Special Election to the Statewide Voter Registration Database no later than 14 days after the board's official certification.

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<sup>16</sup> [R.C. 3515.02](#) and [R.C. 3515.03](#).



Once voter history is transmitted, Secretary of State staff will compare the total ballots cast to the total number of voters participating in the election.

For purposes of assigning voter history, each board of elections must follow the instructions outlined in [Chapter 10, Section 10.04](#) of the Election Official Manual. The election name to submit the history for the election is **2023\_MAY\_PRIM**.

Following each primary election, a board of elections must program its county voter registration system to reflect a voter's party affiliation in accordance with [R.C. 3513.05](#), as outlined in [Chapter 4, Section 4.14](#) of the Election Official Manual.

## **PART FOUR – OPEN MEETINGS DURING THE CANVASS**

Consistent with [R.C. 3505.30](#), board members must remain in session from the time of the opening of the polls on Election Day until the results of the election are received from every precinct in the county and such results are communicated to the Secretary of State. Board members must also meet in person to adjudicate the validity of provisional ballots, authorize the remake of any absentee ballots on which the voter marked the entire ballot contrary to the instruction and identify voter intent therein, certify the official results of the election, and certify the results of any recount or post-election audit.

Boards should work with their technical points of contact (i.e., IT professionals) to determine whether, in addition to allowing members of the public to attend in person, livestreaming meetings for public viewing could be offered, including determining whether there is enough bandwidth to allow for such a public viewing. To the maximum extent possible, any livestream of board meetings should be advertised on social media and include video of the staff undertaking duties that would normally be observable by members of the public if they were physically present at the meeting.

A board must allow the presence of observers who present a valid certificate of appointment for the unofficial and official canvass and any recount.<sup>17</sup>

## **PART FIVE – ADDITIONAL GUIDANCE ON H.B. 458 CHANGES**

### **I. CLARIFICATION REGARDING MILITARY IDENTIFICATION**

As explained in [Directive 2023-03](#), one of the acceptable forms of photo ID for voting is military identification. Military identification is specifically defined as one of the following:<sup>18</sup>

- U.S. military ID card;
- Ohio National Guard ID card; or
- U.S. Department of Veterans Affairs ID card

The U.S. military ID card and Ohio National Guard ID card are more commonly known as the Common Access Card (“CAC”). Military ID’s are issued to military personnel, dependents of military personnel, and veterans. The U.S. Department of Veterans Affairs issues Veteran ID Cards (“VIC”) and Veteran Health Identification Cards (“VHIC”), both of which include a name and photograph. Veteran ID cards issued by county recorders do not qualify as valid photo ID for voting purposes.

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<sup>17</sup> [R.C. 3505.21](#).

<sup>18</sup> [R.C. 3501.01\(AA\)](#).

As a general rule, an in-person voter must present photo ID in physical form. However, beginning in September of 2022, the U.S. Department of Veterans Affairs discontinued issuing physical VIC and now issues only digital VIC. As H.B. 458 clearly allows voters to use an ID card issued by the U.S. Department of Veterans Affairs, election officials must accept the digital VIC if the voter presents it.<sup>19</sup>

## **II. PROCESSING VOTER REGISTRATIONS**

If a board receives a voter registration application or update on a prior version of the Secretary of State's voter registration form ([SEC 4010](#)), the board must examine the information provided and determine whether the information provided therein complies with current registration requirements. A board must not reject a voter registration application or update solely because it appears on a prior version of the Secretary of State's voter registration form. As a reminder, Section I of [Directive 2023-03](#) explains the necessary identification for voter registration under the new law.

## **III. DETERMINING ELIGIBILITY OF PROVISIONAL BALLOTS**

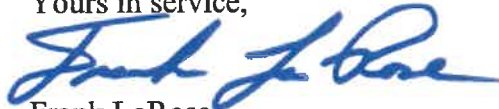
[Section 8.04 of Chapter 8](#) of the Election Official Manual outlines a step-by-step process for determining the eligibility of provisional ballots. Due to changes in the law governing provisional ballots, deriving from H.B. 458, an instructional document will be provided prior to the Official Canvass that contains updated steps for provisional ballot examination. This will replace and supersede the process currently outlined in the Election Official Manual. The Election Official Manual will be updated in the future to reflect the forthcoming changes.

## **PART SIX – PRECINCT ELECTION OFFICIAL TRAINING**

Each board conducting an election on May 2, 2023 must instruct all precinct election officials on the changes to election administration from H.B. 458. At a minimum, instruction must include the photo identification requirements, the Affidavit of Religious Objection ([Form 12-O](#)), and the changes to the provisional voting process, including the changes to the Provisional Ballot Affirmation ([Form 12-B](#)).

If you have any questions regarding this Directive, please contact the Secretary of State's Elections Counsel at (614) 728-8789.

Yours in service,



Frank LaRose  
Ohio Secretary of State

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<sup>19</sup> For more information on veteran ID cards, see <https://www.va.gov/records/get-veteran-id-cards/>.

# Agenda Item #3



## Ward and Precinct Boundary Modifications for Euclid

### Overview

Following a decennial census, all cities (municipalities with a population of 5,000 or more) must review their ward boundaries and adjust, if necessary, to maintain population balance among the wards. Cities are to follow the conditions of [O.R.C. 731.06](#) unless their charter contains provisions that differ from the Ohio Revised Code.

Each city council passes legislation to adjust ward boundaries, and this legislation (along with legal descriptions and a map) is sent to the CCBOE by the Clerk of Council.

### Role of the CCBOE

The Board will acknowledge the ward boundary modifications as the CCBOE does not have a role in creating ward boundaries. Moving a ward boundary, however, automatically impacts the precinct structure within the impacted ward. Per [O.R.C. 3501.18](#), boards of elections are responsible for defining precinct boundaries. The key criteria when determining a precinct boundary are:

- Precincts cannot exceed 1,400 registered voters.
  - The CCBOE has an internal goal of trying to keep precincts to about 1,150 registered voters to allow for population shifts.
- Precincts do **not** cross over ward boundaries.
- Precincts are grouped together by census blocks.
  - The CCBOE attempts to define precinct boundaries in a manner to minimize the creation of a split precinct.

## Euclid

- The following **changes** from the Current (Old) to Proposed (New) precinct boundaries for Euclid include:
  - Precincts – *Reduction* from 39 to 32 precincts (1 fewer precinct in Wards 1, 3, 4, 5, 6, 7, and 8)
  - Average voters per precinct – *Increase* from 865 to 1,054
- Voters impacted by ward/precinct changes – **11,668 of 33,731 (35%)**
- Key points for each ward:
  - Ward 1
    - Precinct 1A expands to include a substantial portion of the old 1C.
    - Precinct 1B expands to include the other portion of the old 1C.
    - Precinct 1C is larger, with its boundaries having shifted to now include all of old 1E and a portion of 1D.
    - Precinct 1D is smaller, with a portion moving to 1C.
    - **Precinct 1E no longer exists.**
  - Ward 2
    - Precinct 2A is slightly larger, incorporating a portion of Ward 3A.
    - Precinct 2B is slightly smaller, with a portion moving to Ward 4D.
    - Precincts 2C and 2D are unchanged.
  - Ward 3
    - Precinct 3A is slightly smaller, with a portion moving to Ward 2A.
    - Precinct 3B is significantly larger, incorporating almost all of the old 3C.
    - Precinct 3C is similar in size, but its boundaries have shifted to encompass most of the old 3D.
    - Precinct 3D has the boundaries of the old 3E.
    - **Precinct 3E no longer exists.**
  - Ward 4
    - Precinct 4A expands to include a large portion of the old 4E.
    - Precinct 4B is slightly larger, incorporating a portion of the old 4E while a portion moves to 4D.
    - Precinct 4C expands to include a portion of 4D.
    - Precinct 4D expands to include a portion of 4B, while a portion moves to 4C.
    - **Precinct 4E no longer exists.**

○ Ward 5

- Precinct 5A expands to include all of the old 5E, while a portion moves to 5B.
- Precinct 5B is larger, incorporating a portion of 5A, while a small portion moves to Ward 7B.
- Precinct 5C is unchanged.
- Precinct 5D is virtually unchanged.
- **Precinct 5E no longer exists.**

○ Ward 6

- Precinct 6A expands to incorporate a portion of 6B.
- Precinct 6B is larger overall, incorporating a large portion of 6D, while a small portion moves to 6A.
- Precinct 6C expands to include a portion of the old 6E.
- Precinct 6D is about the same size, but its boundaries have shifted to include most of the old 6E, while a portion moves to 6B.
- **Precinct 6E no longer exists.**

○ Ward 7

- Precinct 7A is unchanged.
- Precinct 7B expands to include a portion of 7D and Ward 5B.
- Precinct 7C is unchanged.
- Precinct 7D is larger overall, incorporating all of the old 7E, while a portion moves to 7B.
- **Precinct 7E no longer exists.**

○ Ward 8

- Precinct 8A is slightly larger, incorporating a portion of 8D.
- Precinct 8B is larger, incorporating a large portion of 8C.
- Precinct 8C overall is larger, incorporating most of 8D, while a portion of its old boundaries shifted to 8B.
- Precinct 8D now has the boundaries of the old 8E.
- **Precinct 8E no longer exists.**

# Cuyahoga County Board of Elections

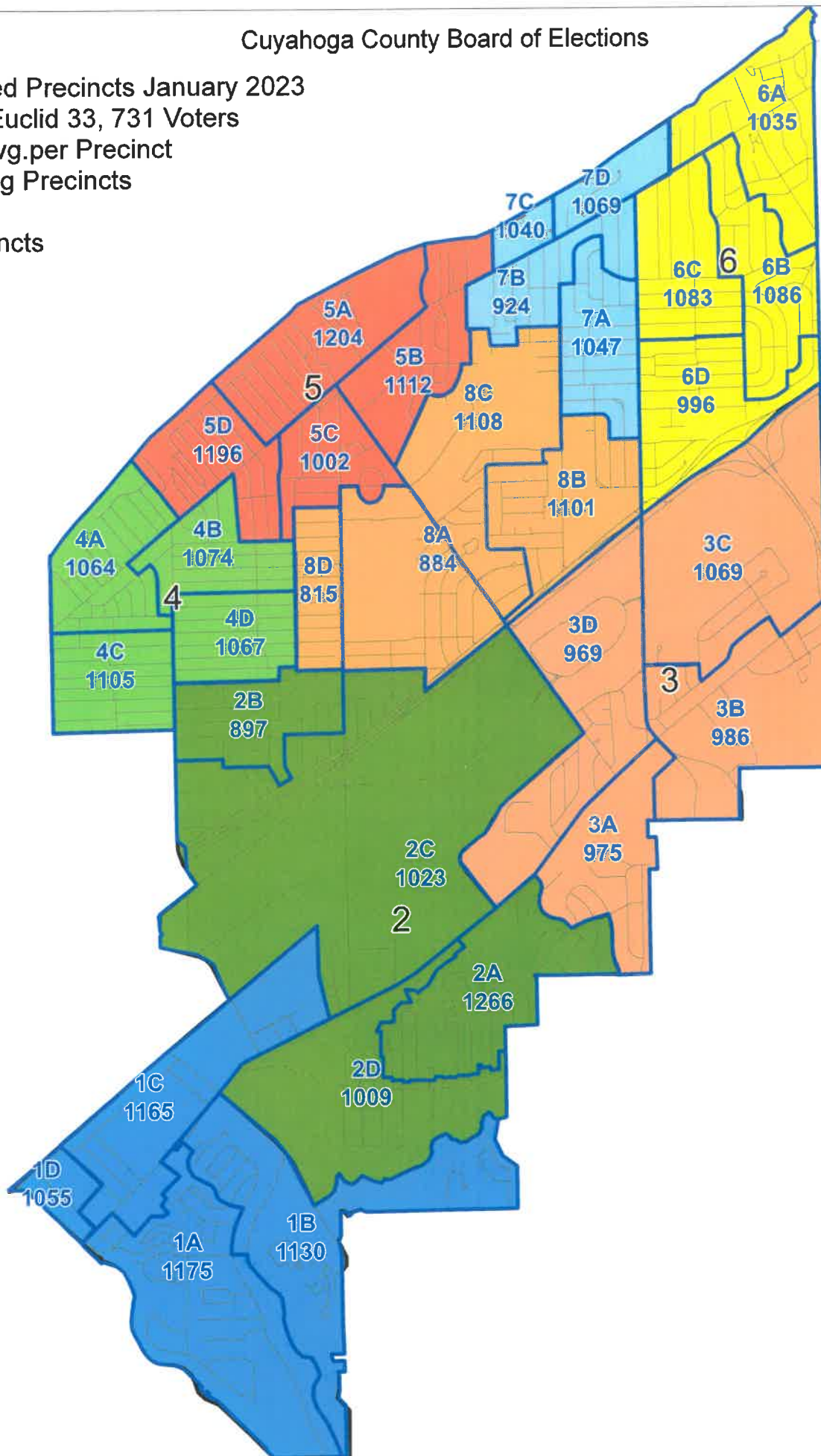
Proposed Precincts January 2023

City of Euclid 33, 731 Voters

1,054 Avg.per Precinct

32 Voting Precincts

-7 Precincts



# Agenda Item

#4



# POLICY FOR CERTIFYING AN APPOINTED OFFICE HOLDER

3/31/2023

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## Overview

As detailed in Ohio Revised Code Section 3.02(B) on filling an elective office by appointment:

*When an elective office becomes vacant and is filled by appointment, the appointing authority shall, immediately but no later than seven days after making the appointment, certify it to the board of elections and to the secretary of state. The board of elections or, in the case of an appointment to a statewide office, the secretary of state shall issue a certificate of appointment to the appointee. Certificates of appointment shall be in such form as the secretary of state shall prescribe.<sup>1</sup>*

While the form prescribed by the Secretary of State ([Form No. 155-B](#)) states the Cuyahoga County Board of Elections (CCBOE) is certifying the “duly appointed” individual, issuing a certificate of appointment to the appointee is ministerial in nature. This policy only seeks to ensure the appointment is supported with the necessary authority, and the CCBOE does **not** determine or decide the appointment of office holders.

## Appointing Authority Responsibilities

### Vacancy in Elected Office<sup>2</sup>

The individual with the appointing authority to fill a vacancy in an elective office within the territorial boundaries of Cuyahoga County should cause the CCBOE to receive notice of any such vacancy within 10 days of its occurrence. The notice to the CCBOE of the vacancy should include the following supporting documentation:

- The Clerk of Council or the School Treasurer of the impacted jurisdiction should provide a certified copy of the resignation letter, obituary, or if available a certified copy of the meeting minutes acknowledging/accepting the vacancy.
- The CCBOE, in consultation with the Law Director or School Treasurer of the impacted jurisdiction, will ascertain if the vacancy requires an election to fill the unexpired term.

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<sup>1</sup> [R.C. 3.02\(B\)](#)

<sup>2</sup> See, e.g., [R.C. 709.011](#)



### **Appointment to Fill Elected Office Vacancy**

Each appointing authority, when filling a vacancy in elective office through an appointment, is legally obligated to certify the appointment to the CCBOE within seven (7) days of issuing the appointment. This certification must be made to the Director, Deputy Director, or the Manager of the Candidate and Petition Services Department.

To demonstrate the appointee was duly appointed, the appointing authority should provide the following in support of the appointment:

1. A document showing the appointing authority has the power to make the appointment (i.e., citation to the legal authority granting the power of appointment, a declaration of facts entitling the declarant to exercise the power of appointment, and an affirmative statement representing themselves as having that appointing authority).
2. To fulfill the forgoing requirements, the appointing authority may use the suggested form to demonstrate the authority and certify of the appointment.
3. The Oath of Office of the appointee.<sup>2</sup>

### **CCBOE Responsibilities**

Once the appropriate documentation supporting the filling of an elective office by appointment has been provided to the CCBOE, an acknowledgment of receipt may occur at a public meeting of the Board. Following this acknowledgment, the CCBOE will issue a certificate of appointment to the appointee using the form prescribed by the Secretary of State. The CCBOE does not effectuate the appointment of the office holder when executing its ministerial duty in issuing the certificate of appointment.

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<sup>2</sup> [R.C. 3.22](#)

# Certification to Fill Vacancy in Elected Office

\_\_\_\_\_  
(MM/DD/YYYY)

\_\_\_\_\_, Ohio  
(City/Village/Township)

## To the Board of Elections of Cuyahoga County

The undersigned respectfully certifies that a vacancy in the office of \_\_\_\_\_, in the

\_\_\_\_\_ has occurred on \_\_\_\_\_  
(City/Village/Township/School) (MM/DD/YYYY)

due to the \_\_\_\_\_ of \_\_\_\_\_.  
(Death, Resignation, Etc.) (Print name of office holder)

The \_\_\_\_\_ has appointed \_\_\_\_\_, to fill the vacancy  
(Council/Mayor/School Board etc.) (Print name of appointee)

under the authority of \_\_\_\_\_,  
(cite the ORC/Charter/Ordinance sections granting the appointing authority)

who is a qualified elector residing at \_\_\_\_\_,  
(State full street address, city and zip code)

\_\_\_\_\_  
(State phone number and email)

to hold the office and to perform the duties thereof until a successor is elected and qualified as provided by law.

I certify the foregoing is true and accurate, and the appointing body or officer represents themselves as having the authority to make the appointment described herein.

\_\_\_\_\_, \_\_\_\_\_  
\*\*Signed by appointing authority or representative (Title) (Date)  
(Clerk of Council, School Treasurer, Mayor, etc.)

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment required action at a public meeting, list the meeting date \_\_\_\_\_ and provide a copy of the agenda or meeting minutes.
- Attach a copy of the ORC / Charter / Ordinance sections listed above.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

Agenda Item

#5

## Agenda Item #5:

Acknowledgment of the Ballot Proofs for the May 2, 2023, Primary Election in accordance with the Ballot Proofing Policy approved by the Board at the March 12, 2021, Board Meeting.

# Agenda Item

#6

## May 2, 2023 Primary Election

### Ballot Order

The following is the final ballot order for the May 2, 2023 Primary Election.

The Election Day ballot order is specific to each precinct and to each type of ballot that will appear in the election, which consists of Democratic ballots in seventy-seven (77) precincts and Nonpartisan or Question and Issue ballots for one hundred and seventy-two (172) precincts in the election. Both the number of registered voters and previous voter turnout are taken into consideration.

The order for the Democratic ballots is based off the maximum of:

- a) The highest number of ballots cast during the 2019 or 2021 Primary Elections (if applicable) plus fifteen percent.
- b) Twenty-five percent of the number of active voters.

The order for the Nonpartisan or Question and Issue ballots is:

- a) The highest number of ballots cast during the 2019 or 2021 Primary Elections (if applicable) plus fifteen percent.
- b) Thirty-five percent of the number of active registered Nonpartisan or 40% of active voters in the cities of Beachwood, Brooklyn, Garfield Heights, Independence, Parma, Parma Heights and Seven Hills. These communities have a school issue or multiple charter issues.

Lastly, the highest number of provisional ballots cast during the 2019 or 2021 Primary Elections plus five percent, has been added to all sets of ballots.

For the Early In-Person ballot order, twenty (20) ballots for each ballot type have been ordered. This was determined by researching historical Early In-Person data from the 2019 and 2021 Primary Elections.

The complete order can be found below.

Precinct Name	Portion	Election Day (ED)		Early In-Person (EIP)		Nursing Home (NH)		Hospital (HOS)	
		DEM	NON	DEM	NON	DEM	NON	DEM	NON
BEACHWOOD -00-A	01	0	385	0	20	0	0	0	2
BEACHWOOD -00-B	01	0	385	0	20	0	0	0	2
BEACHWOOD -00-C	01	0	225	0	20	0	150	0	2
BEACHWOOD -00-D	01	0	420	0	20	0	0	0	2
BEACHWOOD -00-E	01	0	460	0	20	0	30	0	2
BEACHWOOD -00-F	01	0	465	0	20	0	0	0	2



BEACHWOOD -00-G	01	0	395	0	20	0	0	0	2
BEACHWOOD -00-H	01	0	475	0	20	0	0	0	2
BEACHWOOD -00-I	01	0	275	0	20	0	0	0	2
BEDFORD -01-A	01	55	0	20	0	0	0	2	0
BEDFORD -01-B	01	50	0	20	0	10	0	2	0
BEDFORD -02-A	01	50	0	20	0	0	0	2	0
BEDFORD -02-B	01	50	0	20	0	0	0	2	0
BEDFORD -03-A	01	50	0	20	0	20	0	2	0
BEDFORD -03-B	01	50	0	20	0	0	0	2	0
BEDFORD -04-A	01	50	0	20	0	0	0	2	0
BEDFORD -04-B	01	60	0	20	0	0	0	2	0
BEDFORD -05-A	01	65	0	20	0	0	0	2	0
BEDFORD -06-A	01	60	0	20	0	0	0	2	0
BEDFORD HEIGHTS -01-A	01	50	0	20	0	0	0	2	0
BEDFORD HEIGHTS -01-B	01	65	0	20	0	0	0	2	0
BEDFORD HEIGHTS -01-C	01	50	0	20	0	0	0	2	0
BEDFORD HEIGHTS -02-A	01	55	0	20	0	0	0	2	0
BEDFORD HEIGHTS -02-B	01	50	0	20	0	0	0	2	0
BEDFORD HEIGHTS -03-A	01	50	0	20	0	0	0	2	0
BEDFORD HEIGHTS -03-B	01	120	0	20	0	0	0	2	0
BEDFORD HEIGHTS -04-A	01	85	0	20	0	0	0	2	0
BEDFORD HEIGHTS -04-B	01	50	0	20	0	0	0	2	0
BENTLEYVILLE -00-A	01	50	0	20	0	0	0	2	0
BEREA -01-A	01	0	225	0	20	0	0	0	2
BEREA -01-B	01	0	260	0	20	0	20	0	2
BROADVIEW HTS -01-B	01	0	195	0	20	0	0	0	2
BROOKLYN -00-A	01	0	215	0	20	0	0	0	2
BROOKLYN -00-B	01	0	335	0	20	0	0	0	2
BROOKLYN -00-C	01	0	320	0	20	0	0	0	2
BROOKLYN -00-D	01	0	315	0	20	0	0	0	2
BROOKLYN -00-E	01	0	290	0	20	0	0	0	2
BROOKLYN -00-F	01	0	315	0	20	0	0	0	2
BROOKLYN -00-G	01	0	335	0	20	0	10	0	2
BROOKLYN -00-H	01	0	305	0	20	0	0	0	2
CHAGRIN FALLS -00-A	01	90	0	20	0	0	0	2	0
CHAGRIN FALLS -00-B	01	75	0	20	0	0	0	2	0

CHAGRIN FALLS -00-C	01	55	0	20	0	10	0	2	0
CHAGRIN FALLS TWP -00-A	01	50	0	20	0	0	0	2	0
CLEVELAND -14-I	01	0	145	0	20	0	0	0	2
GARFIELD HTS -01-A	01	0	400	0	20	0	0	0	2
GARFIELD HTS -02-A	01	0	350	0	20	0	0	0	2
GARFIELD HTS -02-B	01	0	365	0	20	0	30	0	2
GARFIELD HTS -03-A	01	0	385	0	20	0	0	0	2
GARFIELD HTS -03-B	01	0	345	0	20	0	0	0	2
GARFIELD HTS -04-A	01	0	240	0	20	0	0	0	2
GARFIELD HTS -04-B	01	0	290	0	20	0	0	0	2
GARFIELD HTS -04-C	01	0	280	0	20	0	0	0	2
GARFIELD HTS -05-A	01	0	320	0	20	0	0	0	2
GARFIELD HTS -05-B	01	0	245	0	20	0	0	0	2
GARFIELD HTS -05-C	01	0	180	0	20	0	50	0	2
GARFIELD HTS -06-A	01	0	300	0	20	0	0	0	2
GARFIELD HTS -06-B	01	0	305	0	20	0	0	0	2
GARFIELD HTS -06-C	01	0	300	0	20	0	0	0	2
GARFIELD HTS -07-A	01	0	295	0	20	0	0	0	2
GARFIELD HTS -07-B	01	0	290	0	20	0	0	0	2
GARFIELD HTS -07-C	01	0	300	0	20	0	0	0	2
GLENWILLOW -01-A	01	50	0	20	0	0	0	2	0
GLENWILLOW -02-A	01	50	0	20	0	20	0	2	0
GLENWILLOW -03-A	01	50	0	20	0	0	0	2	0
HIGHLAND HILLS -00-A	01	50	0	20	0	0	0	2	0
INDEPENDENCE -00-A	01	0	410	0	20	0	0	0	2
INDEPENDENCE -00-B	01	0	475	0	20	0	0	0	2
INDEPENDENCE -00-C	01	0	455	0	20	0	0	0	2
INDEPENDENCE -00-D	01	0	370	0	20	0	10	0	2
INDEPENDENCE -00-E	01	0	475	0	20	0	0	0	2
MAPLE HEIGHTS -01-A	01	0	190	0	20	0	0	0	2
MAPLE HEIGHTS -01-B	01	0	205	0	20	0	0	0	2
MAPLE HEIGHTS -02-A	01	0	205	0	20	0	0	0	2
MAPLE HEIGHTS -02-B	01	0	195	0	20	0	0	0	2
MAPLE HEIGHTS -03-A	01	0	240	0	20	0	0	0	2
MAPLE HEIGHTS -03-B	01	0	195	0	20	0	0	0	2
MAPLE HEIGHTS -04-A	01	0	165	0	20	0	0	0	2
MAPLE HEIGHTS -04-B	01	0	145	0	20	0	0	0	2
MAPLE HEIGHTS -04-C	01	0	130	0	20	0	0	0	2
MAPLE HEIGHTS -05-A	01	0	200	0	20	0	0	0	2
MAPLE HEIGHTS -05-B	01	0	185	0	20	0	0	0	2
MAPLE HEIGHTS -06-A	01	0	220	0	20	0	10	0	2

MAPLE HEIGHTS -06-B	01	0	210	0	20	0	0	0	2
MAPLE HEIGHTS -07-A	01	0	165	0	20	0	0	0	2
MAPLE HEIGHTS -07-B	01	0	140	0	20	0	0	0	2
MAPLE HEIGHTS -07-C	01	0	145	0	20	0	10	0	2
MORELAND HILLS -00-A	01	75	0	20	0	0	0	2	0
MORELAND HILLS -00-B	01	70	0	20	0	0	0	2	0
MORELAND HILLS -00-C	01	50	0	20	0	0	0	2	0
NORTH RANDALL -00-A	01	50	0	20	0	20	0	2	0
NORTH ROYALTON -03-D	01	0	140	0	20	0	0	0	2
OAKWOOD -01-A	01	60	120	20	20	0	0	2	2
OAKWOOD -02-A	01	90	95	20	20	0	0	2	2
OAKWOOD -03-A	01	50	65	20	20	20	20	2	2
OAKWOOD -04-A	01	50	80	20	20	0	0	2	2
OAKWOOD -05-A	01	50	85	20	20	0	0	2	2
ORANGE -00-A	01	75	0	20	0	0	0	2	0
ORANGE -00-B	01	75	0	20	0	0	0	2	0
ORANGE -00-C	01	95	0	20	0	0	0	2	0
PARMA -01-A	01	75	240	20	20	0	0	2	2
PARMA -01-B	01	140	285	20	20	0	0	2	2
PARMA -01-C	01	95	365	20	20	0	0	2	2
PARMA -01-D	01	160	360	20	20	0	0	2	2
PARMA -01-E	01	175	330	20	20	0	0	2	2
PARMA -01-F	01	75	315	20	20	0	0	2	2
PARMA -02-A	01	0	350	0	20	0	0	0	2
PARMA -02-B	01	0	400	0	20	0	0	0	2
PARMA -02-C	01	0	380	0	20	0	0	0	2
PARMA -02-D	01	0	355	0	20	0	0	0	2
PARMA -02-E	01	0	410	0	20	0	0	0	2
PARMA -03-A	01	0	350	0	20	0	0	0	2
PARMA -03-B	01	0	380	0	20	0	0	0	2
PARMA -03-C	01	0	370	0	20	0	0	0	2
PARMA -03-D	01	0	360	0	20	0	0	0	2
PARMA -03-E	01	0	360	0	20	0	0	0	2
PARMA -04-A	01	0	370	0	20	0	70	0	2
PARMA -04-B	01	0	325	0	20	0	0	0	2
PARMA -04-C	01	0	345	0	20	0	30	0	2
PARMA -04-D	01	0	360	0	20	0	0	0	2
PARMA -04-E	01	0	375	0	20	0	0	0	2
PARMA -05-A	01	0	380	0	20	0	0	0	2
PARMA -05-B	01	0	415	0	20	0	40	0	2
PARMA -05-C	01	0	370	0	20	0	0	0	2
PARMA -05-D	01	0	340	0	20	0	40	0	2

PARMA -05-E	01	0	345	0	20	0	0	0	2
PARMA -05-F	01	0	305	0	20	0	0	0	2
PARMA -06-A	01	0	380	0	20	0	60	0	2
PARMA -06-B	01	0	415	0	20	0	0	0	2
PARMA -06-C	01	0	410	0	20	0	10	0	2
PARMA -06-D	01	0	405	0	20	0	0	0	2
PARMA -06-E	01	0	430	0	20	0	0	0	2
PARMA -07-A	01	0	390	0	20	0	0	0	2
PARMA -07-B	01	0	325	0	20	0	10	0	2
PARMA -07-C	01	0	290	0	20	0	0	0	2
PARMA -07-D	01	0	385	0	20	0	0	0	2
PARMA -07-E	01	0	385	0	20	0	0	0	2
PARMA -07-F	01	0	270	0	20	0	0	0	2
PARMA -08-A	01	0	375	0	20	0	0	0	2
PARMA -08-B	01	0	325	0	20	0	0	0	2
PARMA -08-C	01	0	415	0	20	0	0	0	2
PARMA -08-D	01	0	370	0	20	0	10	0	2
PARMA -08-E	01	0	375	0	20	0	0	0	2
PARMA -09-A	01	0	420	0	20	0	0	0	2
PARMA -09-B	01	0	380	0	20	0	0	0	2
PARMA -09-C	01	0	410	0	20	0	0	0	2
PARMA -09-D	01	0	405	0	20	0	10	0	2
PARMA -09-E	01	0	380	0	20	0	0	0	2
PARMA HEIGHTS -01-A	01	0	315	0	20	0	0	0	2
PARMA HEIGHTS -01-B	01	0	390	0	20	0	0	0	2
PARMA HEIGHTS -01-C	01	0	375	0	20	0	0	0	2
PARMA HEIGHTS -02-A	01	0	390	0	20	0	0	0	2
PARMA HEIGHTS -02-B	01	0	380	0	20	0	10	0	2
PARMA HEIGHTS -02-C	01	0	330	0	20	0	0	0	2
PARMA HEIGHTS -03-A	01	0	370	0	20	0	0	0	2
PARMA HEIGHTS -03-B	01	0	420	0	20	0	0	0	2
PARMA HEIGHTS -03-C	01	0	320	0	20	0	0	0	2
PARMA HEIGHTS -04-A	01	0	360	0	20	0	0	0	2
PARMA HEIGHTS -04-B	01	0	380	0	20	0	0	0	2
PARMA HEIGHTS -04-C	01	0	390	0	20	0	10	0	2
PEPPER PIKE -00-C	02	0	25	0	20	0	0	0	2
ROCKY RIVER -03-A	01	0	295	0	20	0	0	0	2
SEVEN HILLS -01-A	01	0	400	0	20	0	10	0	2
SEVEN HILLS -01-B	01	0	445	0	20	0	0	0	2
SEVEN HILLS -02-A	01	0	385	0	20	0	0	0	2
SEVEN HILLS -02-B	01	0	420	0	20	0	0	0	2
SEVEN HILLS -03-A	01	0	420	0	20	0	0	0	2

SEVEN HILLS -03-B	01	0	395	0	20	0	0	0	2
SEVEN HILLS -04-A	01	0	405	0	20	0	0	0	2
SEVEN HILLS -04-B	01	0	365	0	20	0	0	0	2
SOLON -01-A	01	50	0	20	0	0	0	2	0
SOLON -01-B	01	50	0	20	0	0	0	2	0
SOLON -01-C	01	50	0	20	0	0	0	2	0
SOLON -02-A	01	55	0	20	0	0	0	2	0
SOLON -02-B	01	75	0	20	0	0	0	2	0
SOLON -03-A	01	55	0	20	0	0	0	2	0
SOLON -03-B	01	55	0	20	0	0	0	2	0
SOLON -04-A	01	50	0	20	0	0	0	2	0
SOLON -04-B	01	65	0	20	0	0	0	2	0
SOLON -04-C	01	85	0	20	0	0	0	2	0
SOLON -05-A	01	75	0	20	0	0	0	2	0
SOLON -05-B	01	50	0	20	0	60	0	2	0
SOLON -05-C	01	65	0	20	0	0	0	2	0
SOLON -06-A	01	50	0	20	0	40	0	2	0
SOLON -06-B	01	60	0	20	0	0	0	2	0
SOLON -06-C	01	55	0	20	0	0	0	2	0
SOLON -07-A	01	50	0	20	0	0	0	2	0
SOLON -07-B	01	50	0	20	0	10	0	2	0
SOUTH EUCLID -04-A	01	0	190	0	20	0	0	0	2
WARRENSVILLE HTS -01-A	01	60	130	20	20	0	0	2	2
WARRENSVILLE HTS -01-B	01	65	115	20	20	0	0	2	2
WARRENSVILLE HTS -02-A	01	65	105	20	20	0	0	2	2
WARRENSVILLE HTS -02-B	01	50	120	20	20	0	0	2	2
WARRENSVILLE HTS -03-A	01	110	255	20	20	0	0	2	2
WARRENSVILLE HTS -04-A	01	30	120	20	20	0	0	2	2
WARRENSVILLE HTS -04-B	01	50	160	20	20	0	0	2	2
WARRENSVILLE HTS -05-A	01	90	100	20	20	0	0	2	2
WARRENSVILLE HTS -05-B	01	50	90	20	20	0	0	2	2
WARRENSVILLE HTS -06-A	01	100	210	20	20	20	20	2	2
WARRENSVILLE HTS -07-A	01	50	95	20	20	0	0	2	2
WARRENSVILLE HTS -07-B	01	50	140	20	20	0	0	2	2
WESTLAKE -01-A	01	0	215	0	20	0	0	0	2
WESTLAKE -01-B	01	0	180	0	20	0	0	0	2
WESTLAKE -01-C	01	0	195	0	20	0	0	0	2
WESTLAKE -01-D	01	0	180	0	20	0	0	0	2
WESTLAKE -02-A	01	0	185	0	20	0	0	0	2
WESTLAKE -02-B	01	0	235	0	20	0	0	0	2
WESTLAKE -02-C	01	0	205	0	20	0	20	0	2
WESTLAKE -02-D	01	0	185	0	20	0	0	0	2

WESTLAKE -03-A	01	0	130	0	20	0	0	0	2
WESTLAKE -03-B	01	0	240	0	20	0	10	0	2
WESTLAKE -03-C	01	0	235	0	20	0	60	0	2
WESTLAKE -03-D	01	0	195	0	20	0	0	0	2
WESTLAKE -04-A	01	0	160	0	20	0	0	0	2
WESTLAKE -04-B	01	0	205	0	20	0	50	0	2
WESTLAKE -04-C	01	0	235	0	20	0	0	0	2
WESTLAKE -04-D	01	0	210	0	20	0	10	0	2
WESTLAKE -05-A	01	0	240	0	20	0	0	0	2
WESTLAKE -05-B	01	0	190	0	20	0	0	0	2
WESTLAKE -05-C	01	0	190	0	20	0	20	0	2
WESTLAKE -05-D	01	0	170	0	20	0	10	0	2
WESTLAKE -06-A	01	0	190	0	20	0	10	0	2
WESTLAKE -06-B	01	0	245	0	20	0	20	0	2
WESTLAKE -06-C	01	0	255	0	20	0	0	0	2
WESTLAKE -06-D	01	0	220	0	20	0	0	0	2
WOODMERE -00-A	01	50	0	20	0	0	0	2	0
TOTALS		5010	49810	1540	3440	230	880	154	344

Total Ballots Ordered

61410

ED Ballots Ordered

54820

EIP Ballots Ordered

4980

NH Ballots Ordered

1110

HOS Ballots Ordered

498



# Agenda Item

#7



**Candidate Withdrawal Acknowledgment**

**Candidate Withdrawn from the May 2, 2023 Primary Election**

<b><u>Office</u></b>	<b><u>Name</u></b>	<b><u>Party</u></b>
Berea Municipal Court Judge FTC 1/2/2024	Christopher Greene	Democrat
Parma Member of Council Ward 1	Mark A. Schneider	Democrat

## Berea Municipal Court Race May 2023

Christopher Greene <Christopher.Greene@sctoday.edu>

Tue 3/14/2023 3:05 PM

To: Brent Lawler <blawler@cuyahogacounty.gov>; Cory Milne <cmilne@cuyahogacounty.gov>

Dear Mr. Lawler and Mr. Milne,

I hereby withdraw my candidacy for Berea Municipal Court Judge in the May 2023 Democratic Primary.

Thank you in advance for your assistance. If you have any questions, please contact me at (440) 749-9285.

Sincerely,

Christopher Greene

8001 KATHERINE BOULEVARD

BRECKSVILLE, OH 44141

M: 440.838.1999

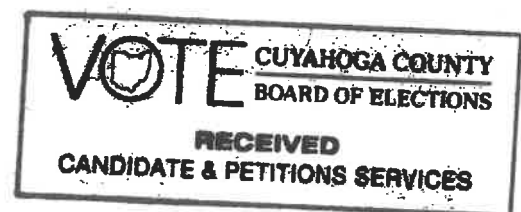
C: 440.749.9285



**STAUTZENBERGER  
COLLEGE**

[www.sctoday.edu](http://www.sctoday.edu)

'23 MAR 14 PM3:19





# CUYAHOGA COUNTY BOARD OF ELECTIONS

Date: 3/13/23

I, MARK A. SCHWEIDER, withdraw my candidacy for

(check one):



May 2, 2023 Primary Election



September 12, 2023 Primary Election



November 7, 2023 General Election



Other: \_\_\_\_\_

Party (if applicable):

Democratic

Office:

Parma Ward 1 City Council

Term date (if applicable):

beginning 1/1/24

Signature:

Mark A. Schneider

Printed Name:

MARK A. SCHWEIDER

Street Address:

8203 Newport Ave

City / Zip Code:

Parma OH 44129

Phone:

216 337-2608

Email:

mark-a-schneider@yahoo.com

# Agenda Item #8

**Deaths in Elected Office**

1. Kay Gary, Bedford Heights City Council, Member of Council (Ward 4)<sup>1</sup>
2. Daniel T. Fritz, Village of Moreland Hills, Mayor<sup>2</sup>

**Resignations from Elected Office**

1. Josie Moore, Cleveland Heights City Council, Member of Council<sup>3</sup>
2. John R. Kulju, Seven Hills City Council, Member of Council at Large<sup>4</sup>

**Appointments to Elected Office**

1. Danielle Henderson, Bedford Heights City Council, Member of Council (Ward 4)
2. Janine R. Boyd, Cleveland Heights City Council, Member of Council
3. Heidi Mallory Webber, North Royalton City Council, Member of Council (Ward 5)<sup>5</sup>
4. Justin Funk, Olmsted Falls Board of Education, Board Member<sup>6</sup>
5. Justin Costanzo, Seven Hills City Council, Member of Council at Large

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<sup>1</sup> Term ends 12-31-23. Election is already set for the November 7, 2023 General Election; no special election is necessary.

<sup>2</sup> *Ibid.*

<sup>3</sup> *Ibid.*

<sup>4</sup> *Ibid.*

<sup>5</sup> CCBOE acknowledge vacancy at the 3-6-23 Meeting. Term ends 12-31-23; no special election required.

<sup>6</sup> CCBOE acknowledge vacancy at the 12-20-23 Meeting. Term ends 12-31-23; no special election required.



# The City of Bedford Heights



5661 PERKINS ROAD

BEDFORD HEIGHTS, OHIO 44146-2597

PHONE (440) 786-3200  
FAX (440) 735-7528

MAYOR FLETCHER D. BERGER

**WARD COUNCIL**

HARVEY L. BROWN – WARD 2

MICHAEL WILLIS – WARD 3

DANIELLE HENDERSON - WARD 4

LLOYD ANDERSON – WARD 1  
COUNCIL PRESIDENT

**COUNCIL AT LARGE**

KATHIE KELSO-PEREZ

PHIL STEVENS

ALTON A. TINKER

PATRICIA F. STAHL  
CLERK OF COUNCIL

March 24, 2023

Cuyahoga County Board of Elections  
Attn: Brent E. Lawler, Manager  
Candidate & Petition Services  
2925 Euclid Avenue  
Cleveland, OH 44115-2497

Dear Mr. Lawler:

Enclosed please find the requested certified documents including the Certification to Fill Vacancy in Elected Office form, a copy of the Oath of Office for the new Ward 4 Councilperson Danielle Henderson, the Council meeting agenda from March 21, 2023, the Bedford Heights Charter Section 6.08, and the Resolution of condolence for the family of Verlene K. Gary.

As always, thank you for the work that you do and for your assistance over the years.

Sincerely,

A handwritten signature in blue ink that reads "Patricia F. Stahl".

Patricia F. Stahl  
Clerk of Council

/ps

Enclosures



'23 MAR 29 PM2:15

RESOLUTION NO.: 2023-017  
INTRODUCED BY: Mayor Berger and Council Members Anderson,  
Tinker, Brown, Henderson, Kelso-Perez, Stevens, Willis

**A RESOLUTION OF CONDOLENCE FOR  
THE FAMILY AND FRIENDS OF  
WARD 4 COUNCILWOMAN V. KAY GARY**

WHEREAS, it is with deep regret that the Mayor and Council learned of the passing of Ward 4 Councilwoman and Council Vice-President V. Kay Gary on February 24, 2023; and

WHEREAS, Kay Gary was born on April 18, 1942; she graduated from The Plains High School in Athens County, Ohio in 1960; Kay furthered her education at Ohio University, where she earned a Bachelor of Science in Sociology in 1965; and

WHEREAS, Kay Gary and her beloved husband Glyn Gary were residents of Bedford Heights, residing on Balsam Road for over fifty (50) years; Kay and Glyn raised their family on Balsam and were active in the community and in their neighborhood; and

WHEREAS, during her tenure, Kay Gary served as Bedford Heights Ward 4 Councilwoman, beginning in January 2013 and again from October 2014 until her death on February 24, 2023; Kay Gary served on multiple committees of Council including as member and chairwoman of the Legislative Committee, member and chairwoman of the Finance Committee, member and Chairwoman of the Infrastructure and Capital Improvements Committee, member of the Cable TV, and the Safety and Building Committee; Kay Gary also served as the council representative to the Civil Service Commission, and as ex-officio member of the Board of the Bedford Heights Educational Foundation; and

WHEREAS, Kay Gary was active in the Homeowners of Metro Estates, Inc. (H.O.M.E., Inc.) and served as H.O.M.E. Inc.'s Newsletter Editor, where she was responsible for soliciting articles from the President of the group, as the Ward 4 Councilwoman, various chairpersons of the group as well as including other pertinent articles of interest to the membership, such as articles on annual activities including the Spring Fling and the Party in the Park; As editor Kay Gary also included articles concerning PACT (Police and Community Together), an outreach program of the Bedford Heights Police Department and about the City's K9 officers; and

WHEREAS, Kay Gary served as a member and Chairwoman of the Bedford Heights Civil Service for over 12 years; she also served as the Newsletter editor for W.O.W women's ministry for many years; and was a Manager of Ancillary Services at St. Vincent Charity Hospital for nearly 22 years; and

WHEREAS, Kay Gary was a valued member of the Bedford Heights community who served the city, civic and religious organizations, her neighbors and her colleagues with decorum and respect.

'23 MAR 29 PM 2:16

NOW THEREFORE, Be It Resolved by the Council of Bedford Heights, Ohio that:

Section 1: Mayor Berger and Council hereby express their sincere condolences to the family, friends, and colleagues of Kay Gary, with the hope that they can take consolation in the fact that she will always live in the hearts and memories of those who loved her, and she will always be remembered as a woman who served others with grace and dignity, and lived her life with a deep and abiding faith.

Section 2: The Clerk of Council is hereby authorized and requested to forward a signed copy of this Resolution to the family of Kay Gary as an expression of the city's deepest sympathy.

Section 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: MARCH 21, 2023

APPROVED: MARCH 21, 2023

EFFECTIVE: APRIL 19, 2023

PUBLISHED: MARCH 30, 2023

Fletcher D. Berger  
Fletcher D. Berger, Mayor

ATTEST:

Patricia F. Stahl  
Patricia F. Stahl, Clerk of Council

Lloyd D. Anderson, Council President

Alton Tinker, Council Vice-President

Danielle Henderson, Councilwoman

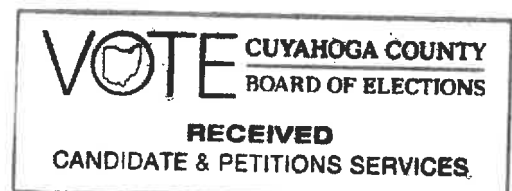
Michael Willis, Councilman

Harvey Brown, Councilman

Kathie Kelso-Perez, Councilwoman

Philip Stevens, Councilman

'23 MAR 29 PM 2:16



# Daniel T. Fritz



Send Flowers

 Share

## FUNERAL HOME

[DeJohn Funeral Home & Celebrations Center](#)

12811 Chillicothe Road

Chesterland, OH

## UPCOMING SERVICE

Memorial Gathering

Mar. 25, 2023

12:00 p.m. - 2:00 p.m.

DeJohn Funeral Home &amp; Celebrations Center

[Send Flowers](#)

## DANIEL FRITZ OBITUARY

age 55, beloved husband for 30 years of Colleen (nee Perko); loving father of Jarrod, Jakob, and Hadlie; cherished son of Gail (nee Gorney) and the late Frederick (retired Fire Chief of Orange Village); dearest brother of Traci Gambino (husband Joe), Ryan (wife Jessi), and the late David (wife Marina); devoted son-in-law of Karen and the late Charles Perko and brother-in-law of Wendy (husband Mark) Demetrios; dearest nephew, uncle, great-uncle of many and friend to everyone. Dan died suddenly March 16, 2023; Dan was the current Mayor of Moreland Hills, Assistant Fire Chief for Orange Village and a Fire Captain for the City of Bedford Heights. In lieu of flowers, contributions suggested in memory of Dan to IAFF Center of Excellence or LifeAct. Celebration of Life Service Saturday, March 25, 2023 at 2 PM at the FUNERAL HOME (live-stream via the funeral home website). Informal gathering to pay tribute to and celebrate the life of Dan SATURDAY 12 Noon - 2 PM at THE DeJOHN FUNERAL HOME & CELEBRATIONS CENTER OF CHESTERLAND, 12811 CHILLICOTHE RD (Rt. 306, just south of Mayfield Rd.). Online obituary, guestbook, and live-stream at

[www.DeJohnCares.com](http://www.DeJohnCares.com)

Published by The Plain Dealer from Mar. 21 to Mar. 22, 2023.



## Brent Lawler

---

**From:** Josie Moore <JMoore@clevelandheights.gov>  
**Sent:** Friday, December 16, 2022 11:11 AM  
**To:** William R. Hanna  
**Subject:** resignation

Law Director Hanna,

Effective today, December 16, 2022, I resign from the Cleveland Heights City Council.

Be well,  
Josie Moore



**Josie Moore (she/her)**  
Council Member  
City of Cleveland Heights  
40 Severance Circle  
Cleveland Heights, OH 44118

JMoore@clevelandheights.gov  
[www.ClevelandHeights.gov](http://www.ClevelandHeights.gov)



23 MAR 17 PM 12:54



Memo

To: Human Resources

From: Addie Balester, Clerk of Council

Date: December 21, 2022

Re: Resignation of Councilor Josie Moore

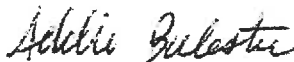
On December 16, 2022 during a regular Council Meeting, Councilor Josephine Moore declared her resignation from her position on City Council. According to the City Charter, Council must vote to approve a member's resignation. During a Committee of the Whole meeting on December 21, 2022, Council voted to accept Councilor Moore's resignation.

Therefore, effective December 21, 2022 Josephine Moore has vacated her position of Council Member with the City of Cleveland Heights. The Clerk asks that Human Resources complete the appropriate steps of separation in order to remove her from active employment and pay status.

Thank you.

**Clerk of Council Certification**

I, Addie Balester, Clerk of Council for the City of Cleveland Heights, do hereby certify that the foregoing is a true and accurate copy of a memo of resignation for Josephine Moore (Councilmember), on December 16, 2022 as accepted by the Council of the City of Cleveland Heights on December 21, 2022 and recorded in the minutes of the December 27, 2022 Special Council Meeting.



---

ADDIE BALESTER  
Clerk of Council



23 MAR 17 PM 12:53



# CLEVELAND HEIGHTS

**December 27, 2022**

## **SPECIAL CITY COUNCIL MEETING**

Start: 11:00am

End: 11:03am

### **President Hart Presiding**

**Roll Call:** Present: Mattox, Hart, Cobb, Cuda, Larson

Excused: Russell

Also Present: Mayor Seren, Assistant Director Wagner

\*President Hart announced that the remaining Council members voted to accept Councilor Moore's resignation (announced at the December 16, 2022 meeting) during a Committee of the Whole Meeting on December 21, 2022.

## **LEGISLATION**

### **b. Second Readings**

**RESOLUTION NO. 183-2022(AS): Second Reading.** A Resolution authorizing the Mayor to execute an intergovernmental contract with the Public Entities Pool of Ohio for the calendar year 2023; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion by Vice President Cobb, Seconded by Councilor Larson

Voice Vote: Ayes: 5  
Nays: 0

**Legislation Passed**

## **ADJOURNMENT**

**NEXT MEETING OF COUNCIL: TUESDAY, JANUARY 3, 2023**

*Melody Joy Hart*

---

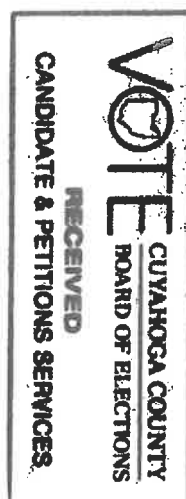
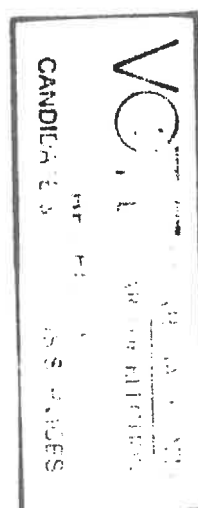
Melody Joy Hart  
President of Council

*Addie Balester*

---

Addie Balester  
Clerk of Council

23 MAR 17 PM 12:54



**Fw: John Kulju resignation**

**Brent Lawler**

Wed 3/15/2023 2:54 PM

**To:** Cory Milne <cmilne@cuyahogacounty.gov>

 1 attachments (21 KB)

Kulju resignation letter 3.24.23.docx;

Brent E. Lawler, Manager  
Candidate & Petition Services  
Cuyahoga County Board of Elections  
2925 Euclid Avenue  
Cleveland, OH 44115-2497  
Phone: 216.443.6509  
Fax: 216.443.6466  
Email: [blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)

---

**From:** Judy Goslin <JGoslin@sevenhillsohio.org>  
**Sent:** Wednesday, March 15, 2023 2:49 PM  
**To:** Brent Lawler <blawler@cuyahogacounty.gov>  
**Subject:** RE: John Kulju resignation

Hi Mr. Lawler, please find attached Mr. Kulju's resignation letter from Seven Hills City council.

Judy



'23 MAR 15 PM3:13

**From:** Brent Lawler <blawler@cuyahogacounty.gov>  
**Sent:** Tuesday, March 14, 2023 8:59 AM  
**To:** Judy Goslin <JGoslin@sevenhillsohio.org>  
**Cc:** Brent Lawler <blawler@cuyahogacounty.gov>; Cory Milne <cmilne@cuyahogacounty.gov>  
**Subject:** John Kulju resignation

Good morning Judy  
We see in the paper that Councilman Kulju has resigned.

When you get his resignation letter, please forward it to us.

tk  
Brent

Brent E. Lawler, Manager

**JOHN R. KULJU**  
**3400 Wynde Tree Drive**  
**Seven Hills, Ohio 44131**

March 10, 2023

To the City Council of Seven Hills, Ohio

Dear Council President and Council Members:

It is with much sadness that I am asking for you to please accept my resignation as your City Council-at- Large Representative, due to my relocation to explore a new passion.

As I have watched the progress in our City grow, this was a very tough decision and it has been my honor to serve the Mayor, yourself and the residents of Seven Hills.

With much gratitude to all Council, Administration and Staff members of our wonderful City for all the information and help given through my years of service. My thoughts and prayers will always be with the City.

Please consider my resignation effective March 28th, 2023.

Sincerely,

John R. Kulju



'23 MAR 15 PM3:13

# The City of Bedford Heights



5661 PERKINS ROAD

BEDFORD HEIGHTS, OHIO 44146-2597

PHONE (440) 786-3200

FAX (440) 735-7528

MAYOR FLETCHER D. BERGER

WARD COUNCIL

HARVEY L. BROWN – WARD 2

MICHAEL WILLIS – WARD 3

DANIELLE HENDERSON - WARD 4

LLOYD ANDERSON – WARD 1  
COUNCIL PRESIDENT

COUNCIL AT LARGE

KATHIE KELSO-PEREZ

PHIL STEVENS

ALTON A. TINKER

PATRICIA F. STAHL

CLERK OF COUNCIL

## CERTIFICATION

I, PATRICIA F. STAHL, Clerk of Council of the City of Bedford Heights, State of Ohio, hereby certify that the foregoing is a true and correct copy of the Certification to Fill Vacancy in Elected Office form provided by the Cuyahoga County Board of Elections as well as requested documents.

Sincerely,

A handwritten signature in blue ink that reads "Patricia F. Stahl".

Patricia F. Stahl  
Clerk of Council

DATE: March 24, 2023



'23 MAR 29 PM2:15

# Certification to Fill Vacancy in Elected Office

March 24, 2023  
(MM/DD/YYYY)

Bedford Heights, Ohio  
(City/Village/Township)

## To the Board of Elections of Cuyahoga County

The undersigned respectfully certify/affirm that a vacancy in the office of Ward 4 Councilperson, in the  
City of Bedford Heights has occurred on February 24, 2023  
(City/Village/Township/School) (MM/DD/YYYY)

due to the death of Verlene K. Gary.  
(Death, Resignation, Etc.) (Print name of office holder)

The Bedford Heights City Council has appointed Danielle Henderson,  
(Council/Mayor/School Board etc.) (Print name of appointee)

in accordance with law (Bedford Heights Charter Section 6.08),  
(State applicable ORC/Charter sections)

who is a qualified elector residing at 24840 Woodline Drive Bedford Heights, OH 44146,  
(State full street address, city and zip code)

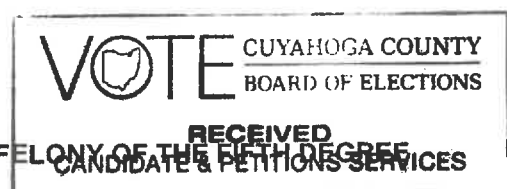
(330) 348-6922 daniellegilliam24@gmail.com  
(State phone number and email)

to hold the office and to perform the duties thereof until a successor is elected and qualified as provided by law.

Patricia F. Stahl, Clerk of Council March 24, 2023  
\*\*Signed by appointing authority or representative (Title) (Date)  
(Clerk of Council, School Treasurer, Mayor, etc.)

\*\*This document shall be certified or notarized to the Board of Elections

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment required action at a public meeting, list the meeting date March 21, 2023 and provide a copy of the agenda or meeting minutes.
- Attach a copy of the ORC / Charter sections listed above.



23 MAR 29 PM 2:15



## **SECTION 6.08 VACANCY.**

Any vacancy in the Council, except as otherwise provided in this Charter, shall be filled by appointment, by a majority vote of the remaining members of the Council.

If the vacancy is not so filled within thirty (30) days, the Mayor shall fill it by appointment.

The appointee shall hold office for the unexpired term of the member in whose office the vacancy occurred or until a successor to such vacant office is elected and qualified as hereinafter required.

A successor to the vacated council seat shall be elected by the electors of the Municipality in the event the vacancy occurs for the seat of a Councilman-at-Large, or by the electors of the Ward in the event the vacancy occurs for the seat of a Ward Councilman, at the next regular municipal election for such seat provided that:

1. Such election occurs more than two (2) years prior to the expiration of the term of the office vacated; and
2. Such vacancy occurs more than sixty (60) days prior to such election.

In the event there be more than one vacancy to be so filled by election, the same provisions shall apply.

The term of a councilman shall not be lengthened by his resignation and subsequent appointment, but any appointee may be a candidate for such subsequent election.

(Amended June 2, 1981)

'23 MAR 29 PM 2:16

**CITY OF BEDFORD HEIGHTS  
COUNCIL MEETING  
AGENDA**

**IN-PERSON  
March 21, 2023  
6:00 P.M.**

**1. PLEDGE OF ALLEGIANCE TO THE FLAG.**

**ROLL CALL AND ABSENTEES NOTED.**

**MOTION TO EXCUSE ABSENT MEMBERS.**

**2. CONSIDERATION OF MINUTES OF PREVIOUS MEETINGS NOT YET APPROVED.**

1. Minutes of the March 7, 2023 Regular Council meeting as received.

All matters listed under Item 3, Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion in the form listed below. Items of legislation will receive approval by motion to suspend the rules requiring two separate readings of legislation, wherever appropriate. There will be no separate discussion of these items when so adopted.

If discussion is desired by any Councilman, the particular items will be removed from the Consent Agenda and will be considered separately by Council with full discussion.

**3. CONSENT AGENDA:**

1. RESO. NO. 2023-017      A RESOLUTION OF CONDOLENCE FOR THE FAMILY AND FRIENDS OF WARD 4 COUNCILWOMAN V. KAY GARY.

**4. CONSIDERATION OF PETITIONS, REMONSTRANCES, COMMUNICATIONS AND PROPOSED LEGISLATION AND REFERRAL OF THE SAME TO COMMITTEE OR TO COUNCIL FOR IMMEDIATE ACTION:**

1. RESO. NO. 2023-018      A RESOLUTION ACKNOWLEDGING THE APPOINTMENT OF DANIELLE HENDERSON TO COMPLETE THE UNEXPIRED TERM FOR THE WARD 4 COUNCIL SEAT.
2. ORD. NO. 2023-019      AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AND THE UPDATING AND ENACTING OF PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF BEDFORD HEIGHTS, OHIO.
3. RESO. NO. 2023-020      A RESOLUTION ACCEPTING RECOMMENDATIONS OF THE CITY OF BEDFORD HEIGHTS' WASTE WATER TREATMENT PLANT PHASE 1 ADMINISTRATIVE EVALUATION COMMITTEE REGARDING THE THREE CONSTRUCTION FIRMS, DESIGNATED AS THE "SHORT LIST" OF MOST QUALIFIED FIRMS TO PROVIDE REQUIRED PHASE 1 IMPROVEMENTS, PURSUANT TO THE CRITERIA ESTABLISHED BY OHIO REVISED CODE CHAPTER 153 AND THE CRITERIA OUTLINED IN OHIO ADMINISTRATIVE CODE SECTION 153:6-01, FURTHER AUTHORIZING THE NOTIFICATION TO THE "SHORT LIST" FIRMS OF

23 MAR 29 PM 2:16



**CITY OF BEDFORD HEIGHTS  
COUNCIL MEETING  
AGENDA**

THE CITY'S REQUEST FOR PROPOSALS (RFPs), AND  
DECLARING AN EMERGENCY.

4. ORD. NO. 2023-021      AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER AN AGREEMENT WITH HEIGHTS BUILDING COMPANY FOR THE PURCHASE OF APPROXIMATELY 1.41 ACRES OF VACANT LAND LOCATED ON SOLON ROAD KNOWN AS CUYAHOGA COUNTY PERMANENT PARCEL NUMBERS 792-17-001 AND 792-17-003, BEDFORD HEIGHTS, OHIO, AND DECLARING AN EMERGENCY.

**5.    CONSIDERATION OF ORDINANCES AND RESOLUTIONS:**

**6.    REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES:**

1.    MAYOR'S REPORT, Mayor Berger:
2.    SAFETY COMMITTEE, Chairman Brown:
3.    FINANCE COMMITTEE, Chairman Anderson:
4.    COMMUNITY LIFE COMMITTEE, Chairman Anderson:
5.    PUBLIC SERVICE/WATER RECLAMATION COMMITTEE, Chairman Willis:
6.    PLANNING COMMISSION, Chairman Berger:
7.    BUILDING & HOUSING COMMITTEE, Chairwoman Kelso-Perez:
8.    INFRASTRUCTURE AND CAPITAL IMPROVEMENTS COMMITTEE:
9.    LEGISLATIVE/EDUCATION COMMITTEE, Chairman Stevens:
10.   ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE, Chairman Tinker:
11.   COUNCIL CABLE T.V. COMMITTEE, Chairman Brown:
12.   COMMITTEE OF THE WHOLE:

**7.    UNFINISHED BUSINESS:**

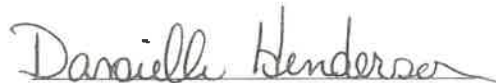
**8.    NEW BUSINESS:**

**9.    MISCELLANEOUS:**


**10.   ADJOURNMENT:**

STATE OF OHIO                    )  
  ) SS:                   OATH OF OFFICE  
COUNTY OF CUYAHOGA        )

I, Danielle Henderson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the Charter of the City of Bedford Heights, and all laws of said City; and that I will faithfully, honestly, and impartially discharge the duties of Ward Four Council Member of the City of Bedford Heights, State of Ohio, during my continuance in said office, as I shall answer to God.

  
Danielle Henderson

SWORN TO BEFORE ME and subscribed in my presence this 21<sup>st</sup> day of March, 2023.

  
Ross S. Cirincione  
Law Director  
City of Bedford Heights, Ohio

'23 MAR 29 PM 2:15



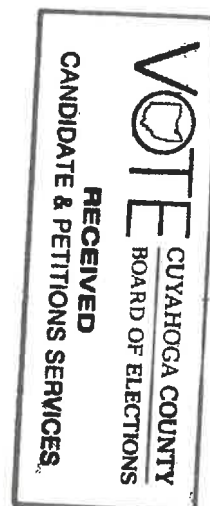
Office of Mayor Kahlil Seren  
City of Cleveland Heights  
40 Severance Circle  
Cleveland Heights, OH 44118

Executive Order EO2023-001  
February 10, 2023

Re: Filling a vacant, unexpired term on Cleveland Heights City Council (vacancy effective 12/21/2022)

In accordance with Article III, Section 4 of the Charter of the City of Cleveland Heights, I hereby appoint Janine R. Boyd to fill the vacant, unexpired term on Cleveland Heights City Council ending 12/31/2023.

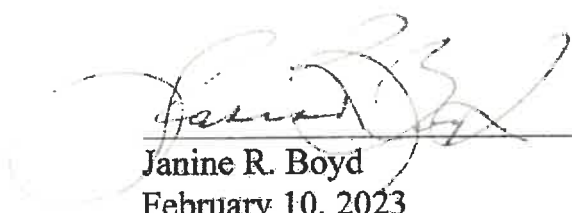
Mayor Kahlil Seren  
City of Cleveland Heights




23 MAR 17 PM 12:54

OATH OF OFFICE FOR CLEVELAND HEIGHTS CITY COUNCIL

I, JANINE BOYD, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION AND LAWS OF THE UNITED STATES OF AMERICA, THE CONSTITUTION AND LAWS OF THE STATE OF OHIO, AND THE CHARTER AND ORDINANCES OF THE CITY OF CLEVELAND HEIGHTS; AND THAT SO LONG AS I CONTINUE TO HOLD A POSITION AS COUNCIL MEMBER, I WILL HONESTLY, FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THAT OFFICE TO THE BEST OF MY ABILITY.

  
\_\_\_\_\_  
Janine R. Boyd  
February 10, 2023

SWORN TO BEFORE me on this tenth day of February, 2023.

  
\_\_\_\_\_  
Notary Public/ Public Official



23 MAR 17 PM 12:54



**City of North Royalton**  
Office of the City Council

***OATH OF OFFICE***

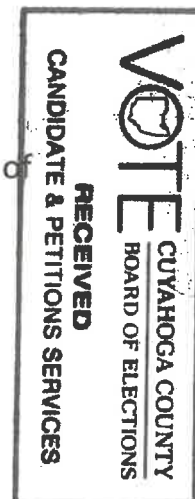
I, **HEIDI MALLORY WEBBER**, do hereby solemnly swear that I will support and defend the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Ohio, the Charter, Ordinances and Resolutions of the City of North Royalton, Ohio, and will faithfully, honestly, and impartially discharge the duties of the office of **WARD 5 COUNCIL REPRESENTATIVE** of the City of North Royalton, to the best of my ability, as I shall answer to God.

Effective Date of Office: March 13, 2023.

Heidi Mallory Webber  
Heidi Mallory Webber

SWORN BEFORE ME and subscribed in my presence this 13th day of March, 2023.

Thomas D Kelly



23 MAR 14 PM 1:18



## Re: Carbone-McDonald resignation

Cory Milne <cmilne@cuyahogacounty.gov>

Tue 3/14/2023 1:11 PM

To: Dana Schroeder <dschroeder@northroyalton.org>; Brent Lawler <blawler@cuyahogacounty.gov>

 1 attachments (88 KB)

Acknowledgement Form- Appt Unexpired Term 2023.pdf;

Hi Dana -

Received; thanks for the update!

If you haven't already, please remind her that she needs to file with the Ohio Ethics Commission within 15 days of appointment (flyer attached for reference).

Thanks again and have a nice week,

**Cory C. Milne**, Supervisor

Candidate & Petition Services Dept.

Phone: 216-443-3230 | [www.443vote.us](http://www.443vote.us)



---

**From:** Dana Schroeder <dschroeder@northroyalton.org>

**Sent:** Tuesday, March 14, 2023 11:42 AM

**To:** Cory Milne <cmilne@cuyahogacounty.gov>; Brent Lawler <blawler@cuyahogacounty.gov>

**Subject:** RE: Carbone-McDonald resignation

Cory/Brent

Please see attached Oath of Office for Heidi Mallory Webber. She was appointed March 13, 2023 filling the Ward 5 vacancy.

Her contact info is as follows:

Heidi Mallory Webber  
12201 Woodridge Drive  
North Royalton, Ohio 44133

Personal cell: 419-651-4495  
Council cell: 440-728-4651

Thank you

*Dana*

Dana A. Schroeder, MMC 

Director of Legislative Services  
Council Office  
City of North Royalton  
14600 State Road  
North Royalton, OH 44133  
440-237-4260  
Fax 440-237-0470

**From:** Cory Milne <[cmilne@cuyahogacounty.gov](mailto:cmilne@cuyahogacounty.gov)>  
**Sent:** Thursday, March 2, 2023 8:50 AM  
**To:** Dana Schroeder <[dschroeder@northroyalton.org](mailto:dschroeder@northroyalton.org)>; Brent Lawler <[blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)>  
**Subject:** Re: Carbone-McDonald resignation

Received; thank you! We'll keep a look out for the new councilperson's info.

Have a good weekend,

**Cory C. Milne**, Supervisor

Candidate & Petition Services Dept.

Phone: 216-443-3230 | [www.443vote.us](http://www.443vote.us)



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**From:** Dana Schroeder <[dschroeder@northroyalton.org](mailto:dschroeder@northroyalton.org)>  
**Sent:** Tuesday, February 28, 2023 1:42 PM  
**To:** Brent Lawler <[blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)>  
**Cc:** Cory Milne <[cmilne@cuyahogacounty.gov](mailto:cmilne@cuyahogacounty.gov)>  
**Subject:** RE: Carbone-McDonald resignation

Brent,

I apologize that this was overlooked on my part. It's been a little crazy around here the last couple of weeks. I have attached her resignation. Council will be appointing (per Charter) a new member to fill the vacancy on March 13, 2023. When I receive signed copies of the Oath I will send your way the next day, with contact information.

You would think I'd be used to all of this by now since I have had 3 in 2 ½ years 😊

Thanks again,

*Dana*

  
Dana A. Schroeder, MMC  
Director of Legislative Services  
Council Office  
City of North Royalton  
14600 State Road  
North Royalton, OH 44133  
440-237-4260  
Fax 440-237-0470



## OATH OF OFFICE BOARD MEMBER

I, Justin Funk, do solemnly swear that I will support the Constitution of the United States and the constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as a member of the Board of Education of the Olmsted Falls City School District, counties of Cuyahoga and Lorain, State of Ohio, to the best of my ability and in accordance with the laws now in effect and hereafter to be enacted, during my continuance in said office and until my successor is chosen and qualified.

  
Signature of Board Member

1/11/23

Date

**VOTE** CUYAHOGA COUNTY  
BOARD OF ELECTIONS  
**RECEIVED**  
**CANDIDATE & PETITIONS SERVICES**

'23 MAR 6 PM 2:47

**Re: New board member for OFCS****Brett Robson** <brobson@ofcs.net>

Mon 3/6/2023 2:02 PM

**To:** Brent Lawler <blawler@cuyahogacounty.gov> 1 attachments (172 KB)

Xerox Scan\_01232023094740 (1).pdf;

Justin Funk

9256 Patterson Lane

Olmsted Falls, OH 44138

PH: 440-263-6619

On Mon, Mar 6, 2023 at 12:36 PM Brent Lawler <[blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)> wrote:  
also address and phone number please

Brent E. Lawler, Manager  
Candidate & Petition Services  
Cuyahoga County Board of Elections  
2925 Euclid Avenue  
Cleveland, OH 44115-2497  
Phone: 216.443.6509  
Fax: 216.443.6466  
Email: [blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)

---

**From:** Brent Lawler  
**Sent:** Friday, March 3, 2023 6:16 PM  
**To:** Brett Robson <[brobson@ofcs.net](mailto:brobson@ofcs.net)>  
**Subject:** Re: New board member for OFCS

Can u send their oath of office

Brent E. Lawler, Manager  
Candidate & Petition Services  
Cuyahoga County Board of Elections  
2925 Euclid Avenue  
Cleveland, OH 44115-2497  
Phone: 216.443.6509  
Fax: 216.443.6466  
Email: [blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)

**From:** Brett Robson <[brobson@ofcs.net](mailto:brobson@ofcs.net)>  
**Sent:** Friday, March 3, 2023 5:36 PM  
**To:** Brent Lawler <[blawler@cuyahogacounty.gov](mailto:blawler@cuyahogacounty.gov)>  
**Subject:** New board member for OFCS

**Brent,**

The following member was appointed at our January Organization meeting:

Justin Funk  
[jfunk@ofcs.net](mailto:jfunk@ofcs.net)  
 Term expires 12/31/2023

Please let me know if you need additional information

448-449

**Brett D. Robson**  
Treasurer/CFO  
Olmsted Falls City Schools  
440-427-6040

● 2014 年 12 月 1 日

www.oup.com

**Brett D. Robson**  
Treasurer/CFO  
Olmsted Falls City Schools  
440-427-6040

1

## Seven Hills Council at Large replacement

Teri Matson <TMatson@sevenhillsohio.org>

Thu 3/30/2023 5:58 PM

To: Brent Lawler <blawler@cuyahogacounty.gov>

Cc: Cory Milne <cmilne@cuyahogacounty.gov>;pkiriazis@att.net <pkiriazis@att.net>;The Office of the Mayor <officeofthemayor@sevenhillsohio.org>;justincostanzo1479@yahoo.com <justincostanzo1479@yahoo.com>;Judy Goslin <JGoslin@sevenhillsohio.org>

 1 attachments (21 KB)

Oath of Office - Costanzo Council at Large 7 Hills.pdf;

Good Morning Mr. Lawler

Please find above attached a copy of the Oath of Office for Justin Costanzo who is fulfilling the remainder of John Kulju's term as Council-at-Large in the City of Seven Hills. Mr. Costanzo's contact information is

Justin Costanzo  
1190 Scenic Lane  
Seven Hills, Ohio 44131  
216-408-2314

justincostanzo@sevenhillsohio.org(city email)

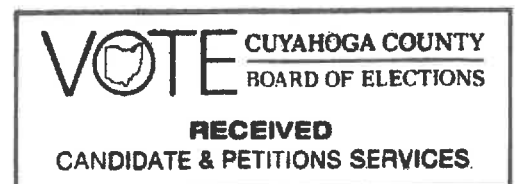
justincostanzo1479@yahoo.com (personal email)

We will notify Mr. Costanzo that he needs to complete the Ethics filing within the next 15 days of his appointment and that he can file online at <https://ethics.ohio.gov/fds/iondes.html>. Also, let this email confirm that the City will not need to hold an Unexpired Term Ending election in November since his term ends at the end of 2023.

If you have any questions, please forward them to the City of Seven Hills' Council Office.

Have a good day  
Teri Matson  
City of Seven Hills  
Law Department  
City of Seven Hills  
216-525-6237

'23 MAR 31 AM 9:19





# City of Seven Hills Ohio

7325 SUMMITVIEW DRIVE • SEVEN HILLS, OHIO 44131 • PHONE 216/524-4421

## OATH OF OFFICE


STATE OF OHIO       )  
                                  )  
CUYAHOGA COUNTY    )

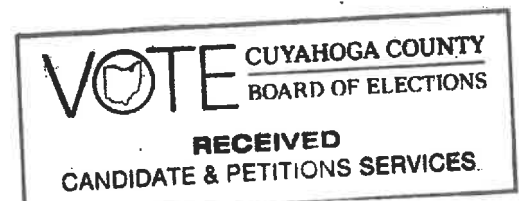
I, JUSTIN COSTANZO, DO SOLEMNLY SWEAR THAT I WILL SUPPORT AND UPHOLD THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE CONSTITUTION OF THE STATE OF OHIO, THE CHARTER AND THE ORDINANCES AND RESOLUTIONS OF THE CITY OF SEVEN HILLS, OHIO, AND THAT I WILL FAITHFULLY, HONESTLY, AND IMPARTIALLY DISCHARGE THE DUTIES AS COUNCILMAN AT LARGE OF THE CITY OF SEVEN HILLS, STATE OF OHIO, DURING MY CONTINUANCE IN SAID OFFICE.

  
JUSTIN COSTANZO

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THE

29 DAY OF MARCH 2023.

  
ANTHONY D. BIASIOTTA  
MAYOR  
CITY OF SEVEN HILLS



23 MAR 31 AM 9:19



# Agenda Item #9



**Certification of Candidate Nominated without Primary Election to the Nov. 7, 2023 General Election (primary eliminated per ORC 3513.02)**

<u>Office</u>	<u>Name</u>	<u>Last Name</u>	<u>Party</u>
Berea Municipal Court Judge (FTC 1/2/24)	Sean	Kilbane	Democratic

4-5-23 Board Meeting

# Agenda Item #10

# VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

## Agenda Item Request

Requested By: Becky Brake

Department: Election Officials

Requested Action: ☐ Approval  
☒ Authorization  
☐ Other \_\_\_\_\_

Type of Request ☐ RFP/contract  
☐ Travel/Training  
☐ Personnel  
☐ Provisional Rejections  
☐ Absentee Rejection

☐ Certification  
☐ Protest  
☐ Other \_\_\_\_\_

Requested for the 04/05/2023 Board Meeting Agenda.  
Date

### Specific description of request:

Authorization to Pay: 65 Voting Location Managers x \$275 = \$17,875; 73 Voting Location Deputies x \$275 = \$20,075;

727 Precinct Election Officials x \$250 = \$181,750; 30 Election Substitute Officials x \$100 = \$3000

for the May 2, 2023 Primary Election

Estimated Expense: \$222,700

Budgeted Item: Yes ☐ No ☐

Requestor Signature: Becky Brake

Date: 3/23/2023

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy Director: Anthony Tulgan

Date: 4/3/2023

Director Approved: Yes ☒ No ☐

Director's Signature: Anthony Tulgan

Date: 4.27.23

\*Please enclose all associated documentation along with this request form to the Clerk of Board.\*

Forward to the Clerk of the Board:

Date: 3/23/2023

Received by the Clerk of the Board:

Date: 3/23/2023

# Agenda Item

#11



# CUYAHOGA COUNTY BOARD OF ELECTIONS

Henry F. Curtis, IV  
Chairman

Inajo Davis Chappell  
Member

Lisa M. Stickan  
Member

Terence M. McCafferty  
Member

Anthony W. Perlatti  
Director

Anthony N. Kaloge  
Deputy Director

## Agenda Item Request

Requested By: Dane R. Thomas Department: Election Support

Requested  
Action:

☒ Approval

☐ Authorization

☐ Other Signature

Type of  
Request

☐ RFP/contract

☐ Travel/Training

☐ Personnel

☐ Provisional Rejections

☐ Absentee Rejection

☐ Certification

☐ Protest

☒ Other - Private  
Locations Payroll

Requested for the available Board Meeting Agenda

Specific description of request: Authorization to process payment in the amount not-to-exceed \$5,500.00 for 11 private voting locations being used for the May 2, 2023 Election.

Estimated Expense: \$5,500.00

Budgeted Item: Yes ☒ No ☐

Requestor Signature: [Signature]

Date: 3/21/2023

Manager Signature: [Signature]

Date: 3-27-23

Business Administrator

Manager Signature: [Signature]

Date:                     

Deputy Director: [Signature]

Date: 4/3/2023

Director Approved: Yes ☐ No ☐

Director's Signature: [Signature]

Date: 4.3.23

\*Please enclose all associated documentation along with this request form to the Clerk of Board.\*

Forward to the Clerk of the Board: Date: 3/27/23

Received by the Clerk of the Board: Date: 3/27/23

# Agenda Item #12





# CUYAHOGA COUNTY BOARD OF ELECTIONS

## Agenda Item Request

Requested By: Victor Rush Department: Election Support

Requested Action: ☒ Approval  
☐ Authorization  
☐ Other \_\_\_\_\_

### Type of Request

☐ RFP/contract  
☐ Travel/Training  
☐ Personnel  
☐ Certification  
☐ Protest  
☐ Other \_\_\_\_\_  
☐ Provisional Rejections  
☐ Absentee Rejection

### Specific description of request:

Final authorization for the allocation of voting booths for the May 2, 2023, Primary Election. Allocation quantities are based on one voting booth for every 175 registered voters per polling location. A total of 1315 voting booths will be allocated + 154 DS200 precinct scanners + 65 ADA AutoMark voting units and 228 Electronic Poll books.

Estimated Expense: \_\_\_\_\_

Budgeted Item: Yes \_\_\_\_\_ No \_\_\_\_\_

Requestor Signature: Victor Rush

Date: 3-27-23

Manager Signature: Victor Rush

Date: 3-27-23

Deputy Director: Anthony Rudge

Date: 4/3/2023

Director Approved: Yes ☒ No ☐

Director's Signature: [Signature]

Date: 4.3.23

**\*Please enclose all associated documentation along with this request form to the Clerk of Board.\***

Forward to the Clerk of the Board: Date: 3/27/23

Received by the Clerk of the Board: Date: 3/27/23

# May 2, 2023 Primary Election Unit Allocation

poll_code	Polling Location	Address	Municipality	Registered Voters	Total_Precincts	Number of Precinct Scanners at Location	AutoMark A#D#A# Unit	Number of Voting Booths	EPBs@_Location	EPB Cases
8133	ABRAHAM LINCOLN ELEMENTARY SCHOOL	6009 DUNHAM ROAD	MAPLE HTS	4429	4	3	1	26	4	2
7470	ADVENT LUTHERAN CHURCH SOLON	5525 HARPER ROAD	SOLON	2668	3	2	1	16	3	2
8115	AMERICAN LEGION POST 572	6483 STATE ROAD	PARMA	2126	2	2	1	13	4	2
8199	ATHLETIC WING OF ORANGE HIGH SCHOOL	32000 CHAGRIN BOULEVARD	PEPPER PIKE	5496	4	3	1	32	5	3
8326	BEACHWOOD COMMUNITY CENTER	25325 FAIRMOUNT BLVD	BEACHWOOD	3304	3	2	1	19	4	2
1120	BEACHWOOD HIGH SCHOOL	25100 FAIRMOUNT BLVD	BEACHWOOD	4140	4	3	1	24	6	3
1190	BEDFORD HEIGHTS COMMUNITY CENTER	5615 PERKINS ROAD	BEDFORD HTS	7421	9	3	1	43	6	3
1280	BEDFORD HIGH SCHOOL	481 NORTHFIELD ROAD	BEDFORD	1405	2	2	1	9	3	2
1390	BENTLEYVILLE VILLAGE HALL	6253 CHAGRIN RIVER ROAD	BENTLEYVILLE	752	1	2	1	5	2	1
8296	BEREA RECREATION CENTER	451 FRONT STREET	BEREA	2406	2	3	1	12	2	1
8112	BETHEL CHRISTIAN	12901 WEST PLEASANT VALLEY ROAD	PARMA	3013	3	2	1	18	3	2
8206	BROADVIEW HEIGHTS BAPTIST CHURCH	9850 BROADVIEW ROAD	BROADVIEW HTS	915	1	2	1	9	2	1
1640	BROOKLYN HIGH SCHOOL	9200 BIDDULPH ROAD	BROOKLYN	2873	3	2	1	17	3	2
1630	BROOKLYN SENIOR COMMUNITY CENTER	7727 MEMPHIS AVENUE	BROOKLYN	2570	3	2	1	15	2	1
1130	BRYDEN ELEMENTARY SCHOOL	25501 BRYDEN ROAD	BEACHWOOD	2669	2	2	1	16	4	2
1670	CHAGRIN FALLS HIGH SCHOOL	400 EAST WASHINGTON STREET	CHAGRIN FALLS	3560	4	3	1	21	6	3
7870	CLAGUE CABIN	1500 CLAGUE ROAD	WESTLAKE	3257	3	2	1	19	3	2
6750	DENTZLER ELEMENTARY SCHOOL	3600 DENTZLER ROAD	PARMA	5043	5	3	1	29	4	2
6680	DONNA SMALLWOOD ACTIVITIES CENTER	7001 WEST RIDGEWOOD DRIVE	PARMA	3211	3	2	1	19	3	2
1600	DR MARTIN LUTHER EVANGELICAL LUTHERAN CH	4470 RIDGE ROAD	BROOKLYN	1849	2	2	1	11	2	1
6720	ELKS HALL	2300 SNOW ROAD	PARMA	2296	2	2	1	14	2	1
1240	ELLENWOOD CENTER	124 ELLENWOOD AVENUE	BEDFORD	4232	5	3	1	25	4	2
8325	FRANK L WILEY SCHOOL	2181 MIRAMAR BOULEVARD	UNIVERSITY HTS	739	1	2	1	7	3	2

# May 2, 2023 Primary Election Unit Allocation

8198	GARFIELD HEIGHTS BRANCH LIBRARY	5409 TURNEY ROAD	GARFIELD HTS	2662	3	2	1	1	16	2	1
5280	GARFIELD HEIGHTS HIGH SCHOOL	4900 TURNEY ROAD	GARFIELD HTS	10063	8	3	1	1	58	6	3
1260	GLENDALE PRIMARY SCHOOL	400 WEST GLENDALE AVENUE	BEDFORD	3044	3	2	1	1	18	3	2
5410	GLENWILLOW VILLAGE HALL	29555 PETTIBONE ROAD	GLENWILLOW	600	3	2	1	1	4	2	1
7485	GRANTWOOD GOLF COURSE	38855 AURORA ROAD	OLON	2673	3	2	1	1	16	3	2
6730	GREEN VALLEY ELEMENTARY SCHOOL	2401 WEST PLEASANT VALLEY ROAD	PARMA	2296	2	2	1	1	14	3	2
6630	GREENBRIAR MIDDLE SCHOOL ANNEX	11810 HUFFMAN ROAD	PARMA	2716	3	2	1	1	16	2	1
5420	HIGHLAND HILLS VILLAGE HALL	3700 NORTHFIELD ROAD	HIGHLAND HILLS	511	1	2	1	1	3	2	1
8233	INDEPENDENCE CIVIC CENTER	6363 SELIG DRIVE	INDEPENDENCE	5894	5	3	1	1	34	6	3
6700	JOHN MUJR ELEMENTARY SCHOOL	5531 WEST 24TH STREET	PARMA	2368	2	2	1	1	14	2	1
3430	LINCOLN WEST HIGH SCHOOL	3202 WEST 30TH STREET	CLEVELAND	737	1	2	1	1	5	4	2
8160	MAPLE LEAF ELEMENTARY SCHOOL	5764 TURNEY ROAD	GARFIELD HTS	5426	6	3	1	1	32	5	3
6770	MICHAEL A RIES RINK	5000 FORESTWOOD DRIVE	PARMA	4409	4	3	1	1	26	3	2
6740	NORMANDY HIGH SCHOOL	2500 WEST PLEASANT VALLEY ROAD	PARMA	2169	2	2	1	1	13	2	1
6370	NORTH RANDALL VILLAGE HALL	21937 MILES ROAD	NORTH RANDALL	635	1	2	1	1	4	2	1
6532	OAKWOOD COMMUNITY CENTER	23035 BROADWAY AVENUE	OAKWOOD	2654	5	3	1	1	16	3	2
6580	ORANGE VILLAGE HALL	4600 LANDER ROAD	ORANGE	2868	3	2	1	1	17	3	2
6790	PARMA EVANGELICAL LUTHERAN CHURCH	5280 BROADVIEW ROAD	PARMA	2004	2	2	1	1	12	2	1
6660	PARMA HEIGHTS BAPTIST CHURCH	8971 WEST RIDGEWOOD DRIVE	PARMA HTS	9878	9	3	1	1	57	8	4
6930	PARMA LIBRARY	6996 POWERS BOULEVARD	PARMA	3412	3	2	1	1	20	2	1
6940	PLEASANT VALLEY ELEMENTARY SCHOOL	9906 WEST PLEASANT VALLEY ROAD	PARMA	3847	4	3	1	1	22	5	3
6710	RIDGE-BROOK ELEMENTARY SCHOOL	7915 MANHATTAN AVENUE	PARMA	3069	3	2	1	1	18	3	2
6890	RIDGEWOOD UNITED METHODIST CHURCH	6330 RIDGE ROAD	PARMA	3515	3	2	1	1	21	2	1
7030	ROCKY RIVER UNITED METHODIST CHURCH	19414 DETROIT ROAD	ROCKY RIVER	916	1	2	1	1	8	6	3
6410	ROYAL VIEW ELEMENTARY SCHOOL	13220 RIDGE ROAD	NORTH ROYALTON	632	1	2	1	1	9	2	1
8316	SEVEN HILLS RECREATION CENTER	7777 SUMMITVIEW DRIVE	SEVEN HILLS	6708	6	3	1	1	39	6	3
6880	SHILOH MIDDLE SCHOOL	2303 GRANTWOOD DRIVE	PARMA	2152	2	2	1	1	13	4	2
8079	SOLON CITY HALL	34200 BAINBRIDGE ROAD	SOLON	1669	2	2	1	1	10	3	2
8249	SOLON COMMUNITY CENTER	35000 PORTZ PARKWAY	SOLON	10546	10	3	1	1	61	8	4

# May 2, 2023 Primary Election Unit Allocation

7890	ST LADISLAS CHURCH	2345 BASSETT ROAD	WESTLAKE	5292	5	3	1	31	4	2
7240	ST PETER UNITED CHURCH OF CHRIST	125 EAST RIDGEWOOD DRIVE	SEVEN HILLS	2191	2	2	1	13	3	2
6810	THOREAU PARK ELEMENTARY SCHOOL	5401 WEST 54TH STREET	PARMA	3313	3	2	1	19	2	1
6670	VALLEY FORGE HIGH SCHOOL	9999 INDEPENDENCE BOULEVARD	PARMA HTS	3211	3	2	1	19	3	2
7750	WARRENSVILLE HEIGHTS MIDDLE SCHOOL	23401 EMERY ROAD	WARRENSVILLE HTS	3798	5	3	1	22	4	2
7780	WARRENSVILLE HTS BRANCH LIBRARY	4415 NORTHFIELD ROAD	WARRENSVILLE HTS	1384	2	2	1	8	2	1
8170	WARRENSVILLE HTS SENIOR CENTER	4567 GREEN ROAD	WARRENSVILLE HTS	4102	5	3	1	24	4	2
8321	WESTLAKE BOE AT HILLIARD	24365 HILLIARD BOULEVARD	WESTLAKE	3579	4	3	1	21	3	2
8056	WESTLAKE CITY HALL	27700 HILLIARD BOULEVARD	WESTLAKE	1983	2	2	1	12	2	1
8313	WESTLAKE CTR FOR COMMUNITY SERVICES	28975 HILLIARD BOULEVARD	WESTLAKE	6721	6	3	1	39	5	3
8196	WESTLAKE RECREATION CENTER	28955 HILLIARD BOULEVARD	WESTLAKE	4158	4	3	1	24	4	2
7860	WOODMERE TOWN HALL	27899 CHAGRIN BOULEVARD	WOODMERE	488	1	2	1	3	2	1
6170	WYLIE ATHLETIC CENTER AT MAPLE HTS HIGH	1 MUSTANG WAY	MAPLE HTS	11318	12	3	1	65	6	3

Registered Voters	Total Precincts	Precinct Scanners at Location	AutoMark A.D.A. Unit	Number of Voting Booths	Numbers of EPB's at Location+ CS	Number of EPB Cases
221,985	226	154	65	1315	228	125