

**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 1, 2024**

**9:30 a.m.**

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**THE PLEDGE OF ALLEGIANCE**

**ADMINISTRATIVE**

1. Approval of the minutes from the March 15, 2024, board meeting
2. Acknowledgment of Secretary of State Memorandum 2024-02: Organizational Meeting of Major Political Party County Central Committee
3. Authorization to pursue judicial declaration of the CCBOE's rights to dispose of certain records exceeding their retention period

**REGISTRATION**

4. Determination of the validity of provisional ballots and authorization to count provisional ballots from the March 19, 2024, Presidential Primary Election

**CANDIDATE AND PETITION SERVICES**

5. Acknowledgment of resignation from, and appointment to elected office
6. Approval of an update to the Cuyahoga County Board of Elections Petition Protocols

**HUMAN RESOURCES**

7. Approval of the personnel agenda

**NEW BUSINESS**

- March 19, 2024, Presidential Primary Election Update
- Cleveland Magnet School Election Day Update

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

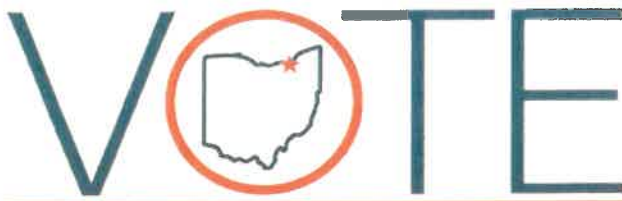
**EXECUTIVE SESSION**

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.

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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.



# CUYAHOGA COUNTY BOARD OF ELECTIONS

## 2024 Board Meeting Schedule

### April 2024

Monday, April 1 <sup>st</sup> @9:30 a.m.	Provisional verification for the March 19, 2024 Presidential Primary Election
Tuesday, April 9 <sup>th</sup> @9:30 a.m.	Certification of the March 19, 2024 Presidential Primary Election

### May 2024

Tuesday, May 7 <sup>th</sup> @9:30 a.m.	May Board Meeting
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### June 2024

Tuesday, June 11 <sup>th</sup> @9:30 a.m.	June Board Meeting
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### July 2024

Tuesday, July 16 <sup>th</sup> @9:30 a.m.	July Board Meeting
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### August 2024

Tuesday, August 6 <sup>th</sup>	August 6, 2024 Special Election
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Monday, August 19 <sup>th</sup> @9:30 a.m.	Certification of candidates and issues for the November 5, 2024 General Election
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### September 2024

Monday, September 9 <sup>th</sup> @9:30 a.m.	Certification of remaining issues, charter amendments, and write in candidates for the November 5, 2024 General Election
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### October 2024

Tuesday, October 8 <sup>th</sup> @9:30 a.m.	October Board Meeting
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### November 2024

Friday, November 1 <sup>st</sup> @ 9:30AM	Meeting for the November 5, 2024 General Election
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Tuesday, November 5 <sup>th</sup>	November 2, 2024 General Election
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Monday, November 18 <sup>th</sup> @9:30 a.m.	Provisional Verification for the November 5, 2024 General Election
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Tuesday, November 26 <sup>th</sup> @9:30 a.m.	Certification of the November 5, 2024 General Election
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### December 2024

Thursday, December 12 <sup>th</sup> @9:30 a.m.	December Board Meeting
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# Agenda Item

#1

# VOTE CUYAHOGA COUNTY BOARD OF ELECTIONS

## Board Meeting 3/15/2024

### 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  
Mark R. Musson, Assistant Prosecutor, Cuyahoga County

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.

Chairman Curtis noted that all Board Members were in attendance.

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### **Agenda Item 1: Approval of the minutes from the January 23, 2024, and February 20, 2024, board meetings**

Chairman Curtis moved to approve the minutes from the January 23, 2024, board meeting and noted that Chairman Curtis, Board Members McCafferty, and Davis Chappell were present at that meeting. Board Member Davis Chappell seconded. The motion passed. Chairman Curtis moved to approve the minutes from the February 20, 2024, board meeting and noted that Chairman Curtis, Board Members McCafferty and Stickan were present at that meeting. Board Member Davis Chappell seconded the motion and abstained from the vote. The motion passed.

### **Walk-on Agenda Item: Acknowledgement of Secretary of State Directive 2024-04: 2023 Annual Expense Report**

Chairman Curtis moved to acknowledge Secretary of State Directive 2024-04: 2023 Annual Expense Report. Board Member Davis Chappell seconded. The motion passed unanimously.

### **Agenda Item 2: Acknowledgment of removal from, resignation from, and appointments to elected office**

Chairman Curtis moved to acknowledge the removal from, resignation from, and appointments to elected office, as provided in the Board Materials. Board Member Davis Chappell 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.



### **Agenda Item 3: Acknowledgment of candidate withdrawal from the March 19, 2024, Presidential Primary Election**

Chairman Curtis moved to acknowledge the candidate withdrawal from the March 19, 2024, Presidential Primary Election, as provided in the Board Materials. Board Member Davis Chappell seconded. The motion passed unanimously.

### **Agenda Item 4: Challenge of voter residency filed by Steven J. Scullen against Patrick B. Scullen**

*A transcript of the hearings can be obtained by contacting Mary Bejjani, CCBOE Clerk to the Board at 216-443-6430/mbejjani@cuyahogacounty.gov.*

Hasani Wheat, Registration Department Manager, presented the challenged Voter Packet for Patrick B. Scullen, as set forth in the board materials. Challenger Steven J. Scullen provided a statement regarding the challenge. Board Member Davis Chappell asked the challenger if Patrick Scullen lived at 1149 Webb Road, Lakewood, Ohio, and if he had any belongings or resided there. Steven Scullen stated Patrick Scullen lived there many decades ago but did not currently reside there or have permission to use the 1149 Webb Road address. Chairman Curtis said the date on the voter registration card for Patrick B. Cullen was January 18, 2024, and asked the challenger if Patrick Scullen had spent the night or been at the address listed since that date. Steven Scullen said no. The Board and Assistant Prosecutor Musson discussed the challenge. Chairman Curtis noted that neither Patrick B. Scullen nor legal counsel representing him were present for the hearing.

Board Member Davis Chappell stated given the testimony and the documentation received in the board materials and moved that the CCBOE cancel the registration of Patrick Scullen and make permanent any activity of his voter registration at the Webb Road address because it is clear from the testimony and the law that it is not his fixed place of habitation or settled abode. Patrick Scullen could not have an intent to return, as he has no right to be there in the first instance. Board Member Stickan seconded. The motion passed unanimously.

### **NEW BUSINESS**

#### **March 19, 2024, Presidential Primary Election Update**

Deputy Director Kaloger provided an update on the March 19, 2024, Presidential Primary Election. He stated the March 19, 2024, Presidential Primary is a countywide election with 967 precincts and 290 polling locations. There are 406 candidates and 26 issues, including one countywide issue and five school levies. The CCBOE anticipates a 30% to 40% voter turnout on Election Day. The Election Officials Department will have the last poll worker training on Saturday, March 16, 2024. The CCBOE will have over four workers on average for each precinct, and there are 91 standby workers in place for any no-shows. There are 60 attorneys who will be working at the polls, and they will be able to earn continuing education credits for serving at the polls. Additionally, 117 Cuyahoga County workers are participating in the County Poll worker program, an increase of 30% from the November 2023 General Election. Deputy Director Kaloger said Early-in-Person (EIP) voting has had 5,941 voters. EIP voting hours are until 7:30 p.m. on March 15, 2024, and 8:00 a.m. to 4:00 p.m. on Saturday, March 16, 2024. EIP voting ends on Sunday, March 17, 2024; the hours will be from 1:00 p.m. until 5:00 p.m. Voter parking is available in the rear lot behind the CCBOE building and at Campus International. There will be no EIP voting on Monday, March 18, 2024, and voters must go to their polling locations to vote on Tuesday, March 19, 2024. The days and hours of voting will be repeated through press releases, social media, and at a press conference on Monday, March 18, 2024. If voters are unsure of their polling location, they can call the CCBOE and receive the information through an automated system or speak to an operator. They can also go to the website at [www.443vote.com](http://www.443vote.com). Election Day voting hours at the polls will be 6:30 a.m. until 7:30 p.m.

Voters are reminded to bring photo identification: driver's license, state ID, passport or passport card, US military ID, Ohio National Guard ID, or US Department of Veterans Affairs ID. The Ballot Department has processed over 62,000 vote-by-mail applications, and 42,000 have been returned. Voters can check the status of vote-by-mail ballots by going on the CCBOE website or calling the Board. The Election Support Department and Berman's are on schedule with the final deliveries of voting location equipment. The Electronic Poll Books will be updated after Sunday's close of EIP voting. He stated the CCBOE did have eight polling location changes in five municipalities, and those voters were notified in December and January, in addition to an extra message on their Voter Information Guide. The Outreach Department has also worked with the local mayors to get the changes out to the voters in the impacted municipalities, which include Maple Heights, Mayfield Heights, North Randall, North Royalton, and Walton Hills.

Director Perlatti stated that an unknown online entity published that the CCBOE website was allegedly hacked, which is not true. The entity said that sensitive information was obtained. However, the information they obtained is publicly available through self-serve features or from a public records request for voter registration information name, address, and voter history. That information is publicly available not only on the CCBOE website but also on the Secretary of State's website. Mike West, Community Outreach Manager, said at the bottom of the story it stated it is not credible news, like clickbait. The Board discussed the matter. The CCBOE is ready to respond to any inquiries and has communicated with the SOS office.

Director Perlatti clarified that the withdrawal of a candidate from a contest is different than that of a candidate who suspends their candidacy. For a candidate who withdraws, votes are suppressed and not reported on Election Night. When a candidate suspends their campaign, those votes are tallied, and the results are reported on Election Night.

### **March 19, 2024, Election Administration Enhancements**

Director Perlatti spoke on six election administration enhancements. He stated after each election, the CCBOE takes the lessons learned and proactively develops and prepares for the upcoming election. The first enhancement is how the election night tabulation is completed. In the November 2023 election, the results took double the time anticipated because the ballot images were being simultaneously saved on election night. The CCBOE worked with Clear Ballot and the SOS and agreed that the numeric results would be uploaded on election night and the ballot scans would be uploaded after election night. The enhancement has been tested by both the CCBOE and Clear Ballot. He also explained how the Democratic race for Ohio State Representative District 20 had two write-in candidates, and those images would be uploaded on election night so the results could be reported. That district includes 148 precincts with 52 polling locations and 105 memory sticks. The second enhancement is the scanning of Vote-by-Mail (VBM) applications. He explained how scanning the VBM applications will increase output and provide reports, which staff proofs for accuracy. Scanning will also allow the CCBOE to capture images of the applications for easier reference when needed. Thirdly, he stated that this is the first countywide election in which the CCBOE will use the new electronic poll books, which run on the same application as the previous poll books. The new poll book units are larger and easier for poll workers and voters to read, allowing a larger area for signatures. The units also have the latest processors and cameras, so when the poll worker scans voter identification or the ballot bar code, the new units easily scan the information. Director Perlatti stated the fourth enhancement is a series of videos now available on the CCBOE website. The Community Outreach Department created informational videos for voters explaining how to: "Track Your Vote-By-Mail Ballot," "Find Your Polling Location Online," and "The Proper Way to Cast Your Ballot". There is also a video created by Clear Ballot on "How to Mark Your Ballot Using Clear Access (ADA)" and an SOS video on "Changes to Ohio Voting Laws Starting in 2023." Director Perlatti said Cuyahoga County is one of the only counties that have multiple page ballots. While scanning the ballots, voters need to pause a few seconds between each ballot page to allow the scanner to process the

information. Director Perlatti said the fifth enhancement is providing the polling locations with an additional ballot bag for return of voted ballots on election night. The additional bag will help distribute the weight of returning ballots versus excessive weight in one bag. The sixth enhancement is regarding the distribution of additional ballots on Election Day. The CCBOE has ordered plenty of ballots for the polling locations. The ballot bags for the locations will be packed to hold 35 pounds of ballots. The additional ballot packs for the polling locations are then inventoried, organized, and packed in bins. The ballot bins will be centralized at the six field zone stations for distribution. The CCBOE has created an extensive Excel spreadsheet that will track ballot issuing by utilizing the electronic poll books system data. Peter James, the Election Compliance Administrator, will track the data. The CCBOE can then monitor through the system where the precincts are at with their ballot inventory. If a location runs low, the CCBOE will email the Zone captain and instruct them which ballot type to pull and transfer the ballots to the polling location. Director Perlatti said the CCBOE has plans to print ballots at the Hughes Building's first floor and deliver ballots to the polling location. Previously, the CCBOE was beholden to Midwest Direct, but now the CCBOE has more control over providing additional ballots to the polling location. Midwest will also be able to print ballots, but the CCBOE will utilize them as a last tier. Board Member Davis Chappell stated the CCBOE did have ballot shortages at a couple of locations in the November 2023 election. She said the CCBOE needs to make sure there is a chain of custody and security in place. Director Perlatti stated the CCBOE has a multi-layered system to secure and track the ballots. He said the CCBOE has ordered over 600,000 ballots for election day, equating to about 1.2 million sheets of paper, which the CCBOE will store for 22 months. Board Member McCafferty asked if there were instances where the voter received the wrong precinct ballot. Director Perlatti stated that should not happen and explained how the precinct is determined when scanning identification or manually retrieving the information. Prior to giving out the ballot the barcode is scanned to verify it matches the voter information. If there is a mismatch, the poll book will give a message as a safeguard, and the poll worker can provide the correct ballot. Deputy Director Kaloger stated the wrong precinct wrong location would be during the provisional process, which does not use the electronic poll books.

Board Member Davis Chappell commented on the positive election administration enhancements that resulted from the lessons learned. She said it is good to know that the CCBOE takes all that information and comes up with ways to make things more efficient and will benefit the voters. Chairman Curtis thanked the staff for preparing the CCBOE for the March 19, 2024, Presidential Primary Election.

### **PUBLIC COMMENT**

Maria Melinis provided public comment regarding election integrity.

### **EXECUTIVE SESSION**

Director Perlatti requested a motion to go into executive session to share information and consider the purchase or acquisition of property for public purposes since the disclosure of the information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest, and also to discuss pending legal litigation issues. Board Chairman Curtis moved to go into executive session at 10:34 a.m. Board Member Davis Chappell seconded, a roll call vote was taken, and each Board Member voted in the affirmative.

At 11:29 a.m., after returning from the executive session, Chairman Curtis stated the Board had come out of the executive session and returning to open session.

Chairman Curtis moved to recess the meeting at 11:29 a.m. Board Member McCafferty 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 15, 2024.

Henry F Curtis, IV, Chairman

Henry F Curtis, IV

Inajo Davis Chappell, Board Member

Inajo Davis Chappell

Terence M. McCafferty, Board Member

Terence M. McCafferty

Lisa M. Stickan, Board Member

Lisa M. Stickan

Anthony Perlatti, Director

Anthony Perlatti



# Agenda Item #2

RELEASED: March 22, 2024

Main Points:

- *Memorandum 2024-02* serves as a reminder to political party officials of certain statutory requirements for county central committee members following the 2024 Primary Election.
- The topics covered in this Memorandum include:
  - Organizational Meeting
  - Notice of Organizational Meeting
  - Committee Roster (*must be submitted to the CCBOE and the SOS by May 3, 2024*)
  - Vacancies
  - Party Constitution and By-Laws
- The major political party *primarily* impacted by this Memorandum is the **Republican party**.

**SUMMARY**

**I. ORGANIZATIONAL MEETING**

Ohio law requires members-elect of major political party county central committees to hold an organizational meeting not earlier than 6 days or later than 15 days after the county board of elections certifies the results of an election for county central committee members, including results of any recounts conducted in a county central committee race. Cuyahoga County is scheduled to certify the results of the March 19, 2024 Presidential Primary Election on April 9, 2024. Any recounts involving Republican central committee members would occur after April 9th. Whether there are recounts will determine when the 6 thru 15-day window to hold an organizational meeting would occur.

An organizational meeting is not required if a county's central committee members were not on the ballot in the March 19, 2024 Presidential Primary Election (Democratic party).

**II. MEETING NOTICE**

The Republican county central committee's outgoing secretary must mail written notice to each member-elect to inform them of the time and place of the organizational meeting. The Republican county central committee must provide a copy of the organizational meeting notice to the Cuyahoga County Board of Elections (CCBOE) at least 5 days before the organizational meeting, and the CCBOE must publicly post the notice.

**III. COMMITTEE ROSTER**

Ohio law requires each county political party to file with its county board of elections and with the Secretary of State (SOS) the names and addresses of each member and officer of the county central and executive committees. The roster must be completed and returned to the county board of elections and the SOS promptly after the organization of committees and no later than **May 3, 2024**.

**IV. VACANCIES**

If the county central or executive committee fills a vacancy in membership any time after the organizational meeting, the committee must promptly report to the CCBOE and the SOS the names and addresses of any new member appointed to fill the vacancy.

**V. PARTY CONSTITUTION AND BY-LAWS**

Ohio law requires each political party to file with the SOS a copy of its constitution and by-laws, if any, within 30 days after adoption or amendment. Even if the party's bylaws have not changed, please enclose the most recent version of the party's bylaws when the roster is submitted to the CCBOE and the SOS.

**MEMORANDUM 2024-02**

To: All Major Political Party County Central Committee Chairmen and Secretaries

From: Frank LaRose, Ohio Secretary of State

CC: All County Boards of Elections  
Board Members, Directors, and Deputy Directors  
State Central Committee Chairmen and Secretaries

Date: March 22, 2024

Re: Organizational Meeting of Major Political Party County Central Committee

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**BACKGROUND**

This Memorandum is to remind political party officials of certain statutory requirements for county central committee members of the major political parties following the 2024 Primary Election. This information is also available in [Chapter 15 of the Election Official Manual](#).

**SUMMARY**

**I. ORGANIZATIONAL MEETING**

Ohio law requires members-elect of major political party county central committees to hold an organizational meeting not earlier than six days or later than 15 days after the county board of elections certifies the results of an election for county central committee members, including results of any recounts conducted in a county central committee race.<sup>1</sup> An organizational meeting is not required if a county's central committee members were not on the ballot in the March 19, 2024 Presidential Primary Election.

**II. MEETING NOTICE**

The county central committee's outgoing secretary must mail written notice to each member-elect to inform them of the time and place of the organizational meeting. For this purpose the "outgoing" secretary is the individual who currently serves in that capacity even if they plan to stand for re-election at the organizational meeting. The county central committee must provide a copy of the organizational meeting notice to the county board of elections at least five days before the organizational meeting, and the county board of elections must publicly post the notice.

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<sup>1</sup> [R.C. 3517.04](#).

### **III. COMMITTEE ROSTER**

Ohio law requires each county political party to file with its county board of elections and with the Secretary of State the names and addresses of each member and officer of the county central and executive committees. An Excel spreadsheet accompanies this Memorandum as a template for the committee roster. Though the Excel spreadsheet format is preferred, the roster need not be in any particular form so long as the required information (*i.e.*, name and address), designations (*e.g.*, district represented), and titles (*e.g.*, chairman, secretary, etc.) are included.<sup>2</sup>

The roster must be completed and returned to the county board of elections and the Secretary of State's office promptly after the organization of committees and no later than May 3, 2024. To file the county political party's roster with the Secretary of State's Office, please email the file to [PartyCommittees@OhioSoS.gov](mailto:PartyCommittees@OhioSoS.gov).

### **IV. VACANCIES**

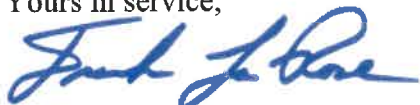
If the county central or executive committee fills a vacancy in membership any time after the organizational meeting, the committee must promptly report to the board of elections and the Secretary of State's office the names and addresses of any new member appointed to fill the vacancy.<sup>3</sup> Changes to the county political party's roster must be emailed to [PartyCommittees@OhioSoS.gov](mailto:PartyCommittees@OhioSoS.gov).

### **V. PARTY CONSTITUTION AND BY-LAWS**

Ohio law requires each political party to file with the Secretary of State's office a copy of its constitution and by-laws, if any, within 30 days after adoption or amendment.<sup>4</sup> Even if the party's by-laws have not changed, please enclose the most recent version of the party's by-laws when the roster is submitted to the county board of elections and Secretary of State's office. A copy of the political party's constitution, current by-laws, and any amendments must be emailed to [PartyCommittees@OhioSoS.gov](mailto:PartyCommittees@OhioSoS.gov).

If the county political party has any questions regarding the completion of these forms or its obligation under the sections of Ohio law described above, 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>2</sup> [R.C. 3517.06](#).

<sup>3</sup> [R.C. 3517.02](#) and [R.C. 3517.06](#).

<sup>4</sup> [R.C. 3517.02](#).

# Republican Executive Committee Officers

County, Ohio

## Names and Addresses of the Officers of the Republican County Executive Committee

Terms Ending ☐ 2026 ☐ 2028 (check appropriate box)

**Chair**

Mr. Ms. Mrs. Miss

☐ ☐ ☐ ☐

Name:

Address:

City:

Zip Code:

**Vice Chair**

Mr. Ms. Mrs. Miss

☐ ☐ ☐ ☐

Name:

Address:

City:

Zip Code:

**Treasurer**

Mr. Ms. Mrs. Miss

☐ ☐ ☐ ☐

Name:

Address:

City:

Zip Code:

**Secretary**

Mr. Ms. Mrs. Miss

☐ ☐ ☐ ☐

Name:

Address:



City:

Zip Code:

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I hereby certify that the foregoing are the names and addresses of the officers of the Republican  
County Executive Committee chosen at the organizational meeting held on the   
day of  2024, and who will serve a ☐ ☐ year term.  
2 4 *(check appropriate box)*

Secretary, Republican County Executive Committee

County, Ohio

Date

# Agenda Item #3

### Agenda Item #3:

Authorization to pursue judicial declaration of the CCBOE's rights to dispose of certain records exceeding their retention period

# Agenda Item

#4

# VOTE 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. Kaloger  
Deputy Director

## March 19, 2024 Presidential Primary Election

### Provisional Verification Summary

A total of **1,054** Provisional Ballots were cast during the March 19, 2024 Primary Election. Of the **1,054** Provisional Ballots, **887** were confirmed to be valid Provisional Ballots and **167** were rejected for various reasons.

		*Valid	Rejected	Total
Provisional Ballots Cast		887	167	1,054

\*Includes: **11** Provisional Ballots that were cast in the wrong precinct/correct location that are eligible to be remade.

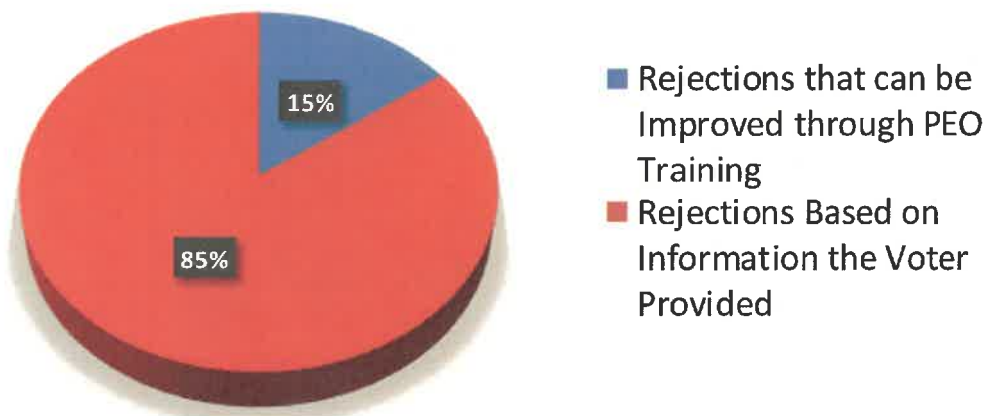
Reason for Rejection	# Rejected
Not Registered	85
Missing Identification	28
Voted Absentee	13
Non-Matching Identification	9
Wrong Precinct Wrong Location	8
Empty Envelope	8
Invalid Address	5
Missing Address	4
Non-Matching Signature	2
No Signature	2
Voted Absentee- Challenge	1
Missing Date of Birth	1
No Printed Name	1
<b>Total Rejections</b>	<b>167</b>



Number of Voters	Additional Provisional Data
375	Number of voters who had a name and/or address change
366	Number of voters who requested and did not return a Vote-By-Mail Ballot
3	Number of voters who cured their Provisional Ballot

**17% (28/167)** were rejections attributed to missing Identification.

## Provisional Rejections Comparison



### Rejections that can be Improved through PEO Training

- Wrong Precinct Wrong Location
- Missing Date of Birth
- Missing Address
- No Printed Name
- No Signature

### Rejections Based on Information the Voter Provided

- Not Registered
- Voted Absentee
- Voted Absentee- Challenge
- Non-Matching ID
- Missing ID
- Non-Matching Signature
- Non-Matching Address
- Voted in Wrong County

# Agenda Item #5



### **Resignation from Elected Office**

1. Janine Boyd, Cleveland Heights City Council, Member of Council<sup>1</sup>

### **Appointments to Elected Office**

1. Peter L. Drago, Hunting Valley Village Council, Clerk of Council<sup>2</sup>

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<sup>1</sup> ***Term ends 12/31/2027. A special election is required to fill the remaining three years of the term at the 11-5-2024 General Election pursuant to the Cleveland Heights City Charter.***

<sup>2</sup> Clerk Drago fills a vacancy created when no candidate filed qualifying petitions for the 11-7-2023 General Election. Term ends 12-31-2027; no special election required pursuant to the Village Charter.

## *Resignation Documents*

Councilperson Janine R. Boyd

3/4/2024

Council President:

Please accept this letter as my notice to vacate and resign from the seat I've had the privilege of resuming and retaining over the last one year and one month, on City Council in Cleveland Heights, effective Monday 3/18/2024.

I am grateful to have had another opportunity to craft and pass comprehensive legislation from this honorable position in our local government. Legislation that further protects victims of domestic violence, members of our LGBTQI+ community, and women's health. Legislation that creates new partnerships and leads the county and state by example. Legislation that ensures equity in our jails for detainees and advances the professionalization of our law enforcement through modern, evidence based, and culturally competent training protocols.

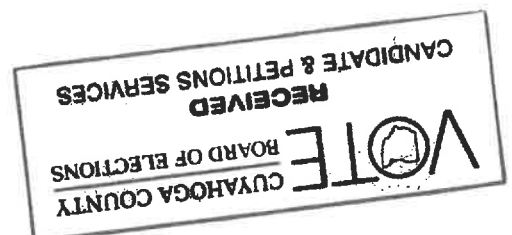
As I turn the page towards the next chapter of servant leadership in my career, I will forever carry everything I've ever loved about growing up in Cleveland Heights and giving back to it, in the Boyd tradition.

Never hesitate to reach out to me if I can be of any assistance.

I wish you God's best.

In continued service,

Janine R. Boyd



'24 MAR 25 AM 10:05



**RE: Boyd's resignation****Addie Balester** <ABalester@clevelandheights.gov>

Mon 3/25/2024 10:02 AM

To: Brent Lawler <blawler@cuyahogacounty.gov>; William R. Hanna <WHanna@clevelandheights.gov>  
Cc: Cory Milne <cmilne@cuyahogacounty.gov>

 1 attachments (157 KB)

Resignation Letter - Janine Boyd.pdf;

Would you like me to send the draft minutes as well where Council voted to accept her resignation?

Thanks,

'24 MAR 25 AM 10:05

**Addie Balester**

Clerk of Council  
City of Cleveland Heights  
40 Severance Circle  
Cleveland Heights, OH 44118  
P: 216-291-2304  
ABalester@clevelandheights.gov  
[www.ClevelandHeights.gov](http://www.ClevelandHeights.gov)

**From:** Brent Lawler <blawler@cuyahogacounty.gov>**Sent:** Monday, March 25, 2024 9:08 AM**To:** Addie Balester <ABalester@clevelandheights.gov>; William R. Hanna <WHanna@clevelandheights.gov>**Cc:** Cory Milne <cmilne@cuyahogacounty.gov>**Subject:** Boyd's resignation

 STOP -- THIS IS AN EXTERNAL EMAIL -- This Email originated outside of The Cleveland Heights system -- THINK  
Before You Click the Link

Good morning

Can one of you send us Ms. Boyd's resignation so we can get it on our Board agenda

tks

bel

Brent E. Lawler, Manager

Candidate &amp; Petition Services

Cuyahoga County Board of Elections

2925 Euclid Avenue

Cleveland, OH 44115-2497

**RE: Boyd resignation Council election in November****William R. Hanna** <WHanna@clevelandheights.gov>

Wed 3/20/2024 1:16 PM

To: Brent Lawler &lt;blawler@cuyahogacounty.gov&gt;

Cc: Cory Milne &lt;cmilne@cuyahogacounty.gov&gt;; Addie Balester &lt;ABalester@clevelandheights.gov&gt;

Hi Brent –

I agree with you regarding the special election. I'll take a look at the attachment asap and follow up with you.

Thanks!

Bill

**William R. Hanna**

Director of Law

City of Cleveland Heights

40 Severance Circle

Cleveland Heights, OH 44118

P: 216-291-4314 F: 216-291-3731

WHanna@clevelandheights.gov

[//www.ClevelandHeights.gov/Law](http://www.ClevelandHeights.gov/Law)

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**From:** Brent Lawler <blawler@cuyahogacounty.gov>**Sent:** Wednesday, March 20, 2024 10:40 AM**To:** William R. Hanna <WHanna@clevelandheights.gov>**Cc:** Brent Lawler <blawler@cuyahogacounty.gov>; Cory Milne <cmilne@cuyahogacounty.gov>; Addie Balester <ABalester@clevelandheights.gov>**Subject:** Boyd resignation Council election in November

 STOP -- THIS IS AN EXTERNAL EMAIL -- This Email originated outside of The Cleveland Heights system -- THINK Before You Click the Link

Good morning Bill

Hoping all is well with you and yours.

With Councilwoman Boyd's resignation, we believe there will be a special election at the November General election to fill the vacancy.

Let us know if you agree. If so, we have attached a copy of the 2024 Cleveland Hts UTE Council election for your review and approval.

Addie is providing us with the resignation as well as the documentation once a replacement is found.

Thank you,

## *Appointment Documents*

# Certification to Fill Vacancy in Elected Office

03/12/2024

(MM/DD/YYYY)

Hunting Valley

Ohio

(City/Village/Township)

## To the Board of Elections of Cuyahoga County

The undersigned respectfully certifies that a vacancy in the office of Clerk of Council in the

Village of Hunting Valley

(City/Village/Township/School)

has occurred on 03/12/2024

(MM/DD/YYYY)

due to the resignation - moved to councilman of  
(Death, Resignation, Etc.)

Harry Hawkes Jr.

(Print name of office holder)

The Mayor has appointed  
(Council/Mayor/School Board etc.)

Peter L. Drago

(Print name of appointee)

to fill the vacancy

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

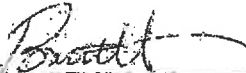
who is a qualified elector residing at 2710 Chagrin River Rd. Hunting Valley 44022  
(State full street address, city, and zip code)

720-935-9005 petedrago@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.

Through my signature below, represent and warrant that I have full and complete authority to issue this certification and that the Cuyahoga County Board of Elections may rely upon the information disclosed herein. I further declare that the foregoing covenants of authority and the described appointment are valid, true and accurate based on my own personal knowledge.



Mayor

3/12

\*\*Signed by appointing authority or  
authorized representative (i.e., Clerk of Council,  
School Treasurer, Mayor, etc.)

(Title)

(Date)

- Provide the Board of Elections with the Appointees executed Oath of Office
- If the appointment requires action at a public meeting, list the meeting date 3/12/2024 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.

MAR 13 PM 3:56

# **AGENDA**

## **HUNTING VALLEY COUNCIL MEETING**

**March 12<sup>th</sup>, 2024**


1. ROLL CALL.
2. APPROVAL OF MINUTES OF A REGULAR COUNCIL MEETING OF JANUARY 9<sup>th</sup>, 2024.
3. DISCUSSION REGARDING VILLAGE'S BILLS – JANUARY AND FEBRUARY 2024.
4. DISCUSSION REGARDING JANUARY AND FEBRUARY 2024 INVESTMENT SUMMARY AND FINANCIAL STATEMENTS.
5. LEGISLATION/MOTIONS: Introduction and consideration/reconsideration:
  - A) **ORDINANCE NO. 2023-11 - AN ORDINANCE AMENDING CHAPTER 1156, U-3, INSTITUTIONAL DISTRICT, OF THE CODIFIED ORDINANCES OF HUNTING VALLEY TO AUTHORIZE CELL TOWERS TO BE CONSTRUCTED IN THE U-3 DISTRICT OF THE VILLAGE.**
  - B) **ORDINANCE NO. 2024-2 - AN ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO ACCEPT NORTHEAST OHIO PUBLIC ENERGY COUNCIL (NOPEC) 2024 ENERGIZED COMMUNITY GRANT(S), AND DECLARING AN EMERGENCY.**
  - C) **ORDINANCE NO. 2024-3 – AN ORDINANCE AUTHORIZING AN AGREEMENT WITH CHAGRIN VALLEY GIG, LLC, TO PROVIDE HIGH-SPEED BROADBAND SERVICES, GRANTING A LEASE TO CHAGRIN VALLEY GIG, LLC, AUTHORIZING THE VILLAGE TO TAKE ALL ACTIONS THAT ARE NECESSARY IN FURTHERANCE OF THE AGREEMENT, AND DECLARING AN EMERGENCY.**
  - D) **MOTION - TO CONFIRM THE APPOINTMENT OF PETER L. DRAGO AS CLERK OF COUNCIL FOR THE VILLAGE OF HUNTING VALLEY.**
  - E) **MOTION - TO CONFIRM AND RATIFY THE APPOINTMENT OF STEVE CRANDALL AS SUCCESSOR ESCROW AGENT FOR THE PURPOSES OF THE AGREEMENT BETWEEN AND AMONG THE CHAGRIN FALLS SUBURBAN VOLUNTEER FIREMAN'S ASSOCIATION, INC., DBA CHAGRIN VALLEY FIRE DEPARTMENT, THE VILLAGE OF HUNTING VALLEY, AND OTHER AREA POLITICAL SUBDIVISIONS.**

'24 MAR 13 PM3:56



- F) DISCUSSION - THE PROCEDURES AND ACTIONS OF THE CONSERVATION AND OPEN SPACE COMMISSION.**
- 6. MAYOR'S ANNOUNCEMENTS AND OTHER BUSINESS.**
  - 7. REPORTS BY DEPARTMENT HEADS.**
    - A. Police Chief - Michael J. Cannon.**
    - B. Building Inspector – Michael Clements.**
    - C. Service Director – Victor Strauss.**
  - 8. MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS PENDING OR IMMINENT LITIGATION, THE POSSIBLE ACQUISITION OR DISPOSITION OF REAL PROPERTY, AND THE APPOINTMENT AND COMPENSATION OF EMPLOYEES AND VILLAGE OFFICIALS.**
  - 9. RECONVENE FROM EXECUTIVE SESSION.**
  - 10. MOTION TO ADJOURN.**

STATE OF OHIO )  
 ) SS:  
COUNTY OF CUYAHOGA )

  
**Peter L. Drago**  
**Clerk of Council**  
**Village of Hunting Valley**

  
Steve Byron  
Law Director - Village of Hunting Valley

24 MAR 13 PM 3:58

- (2) With respect to all other officers and employees of the municipality, the Mayor shall have the power to discipline, suspend, transfer, reduce in rank, or discharge from employment any such officer or employee. However, if such officer or employee so requests in writing within ten days thereafter, such discharge from employment shall take effect only after being confirmed by four members of Council at the meeting of Council next following the expiration of such ten-day period, which meeting may be attended by such officer or employee.
- (3) All actions taken pursuant to the foregoing subparagraphs (1) and (2) shall be final and conclusive, and no reason, notice, written charge or public hearing shall be required, except as otherwise provided by laws governing the discharge of police officers pursuant to Section (1)(B) hereof.

(c) Legislative Powers. The Mayor shall be President of Council and preside at all Council meetings but shall have no vote therein except in case of a tie. He shall have the right to recommend and introduce legislation and to take part in the discussion of all matters coming before Council. Every ordinance or resolution adopted by Council shall be signed by the President of Council or other presiding officer and attested by the Clerk. The votes shall be taken by yeas and nays and entered upon the journal.

(d) Judicial Powers. The Mayor shall have all the judicial powers granted from time to time by the general laws of the State of Ohio to mayors of municipalities of the class of this municipality. (Amended November 2, 2010)

## ARTICLE V CLERK

### SECTION 1. TERM.

The Clerk shall be elected for a term of four years, commencing on the first day of January next following his election, and shall serve until his successor is duly elected and qualified.

### SECTION 2. QUALIFICATIONS.

The Clerk shall have been a resident and a qualified elector of the municipality for at least two continuous years prior to his election and shall continue to be a resident of the municipality throughout his term of office. He shall not hold any other public office, except that of Notary Public or member of the State Militia or Reserve Corps of the United States, unless otherwise provided in this Charter or by ordinance enacted thereunder.

If he shall cease to possess or if he violates any of the qualifications herein enumerated, he may be removed from office, but failure to maintain said qualifications shall not render void or ineffective any action in which he participated.

### SECTION 3. REMOVAL.

Council may remove the Clerk for the same reasons and under the same procedure provided in Section 3 of Article IV of this Charter for the removal of the Mayor.

### SECTION 4. VACANCY.

A vacancy in the office of Clerk shall be filled by appointment by the Mayor subject to confirmation of such appointee by a majority vote of the members of Council. If the Clerk-elect fails to qualify for office, a vacancy shall be deemed to exist which shall be filled in accordance with this section.

**RE: Certification of Filling a Vacancy in Elected Office****Sherri Gambrill** <sgambrill@huntingvalley.net>

Wed 3/13/2024 3:40 PM

To: Cory Milne &lt;cmilne@cuyahogacounty.gov&gt;

Cc: Brent Lawler &lt;blawler@cuyahogacounty.gov&gt;

 2 attachments (233 KB)

SKM\_C360i24031315090.pdf; SKM\_C360i24031315080.pdf;

Good afternoon Cory,

Attached are all the documents necessary for the appointment of our new Clerk of Council. Please let me know if you have any questions.

Thank you,

**Sherri Gambrill**  
Administrative Assistant

The Village of Hunting Valley  
38251 Fairmount Blvd.  
Chagrin Falls, Oh 44022-6690  
(440)247-6106 Phone  
(440)247-6110 Fax

[www.huntingvalley.net](http://www.huntingvalley.net)

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**From:** Cory Milne <cmilne@cuyahogacounty.gov>**Sent:** Wednesday, January 17, 2024 9:57 AM**To:** Sherri Gambrill <sgambrill@huntingvalley.net>**Cc:** Brent Lawler <blawler@cuyahogacounty.gov>**Subject:** Certification of Filling a Vacancy in Elected Office

Hello,

Thanks for talking to me this morning about the vacancy in the Clerk's office. Once an appointment is made, please have the appropriate official fill out the attached form and provide a copy of the oath of office when available. Also attached for more information is the Board's policy on filling vacancies. Please let me know if you have any questions, etc.

Thanks and have a good day,

**Cory C. Milne**, Assistant Manager

# Agenda Item

## #6

## **Petition Criteria**

Prior to circulating petitions, the Cuyahoga County Board of Elections (CCBOE) will provide candidates who pull petitions from the CCBOE with general information regarding what needs to appear on petitions as well as information about the process of filing. Additionally, candidates are directed to review the Secretary of State's (SOS) free publications, especially the [Ohio Candidate Requirement Guide](#).

*It is critical that candidates review the municipal charter for the jurisdictions they are seeking prior to circulating petitions.* Not every municipality has the same petition criteria. The Law Department for each municipality is the subject matter expert for their municipality's charter.

If duplicate signatures are received in municipalities with elector signature limitations, the official petition filing timestamp is utilized to rank the order of petitions received. This timestamp and not the date the elector signed the petition will be reviewed to process duplicate signatures on multiple candidate petition filings.

## **No Petition Pre-Checks**

Pursuant to SOS Directive<sup>1</sup>, no board of elections shall pre-check any petition to determine the petition's validity and sufficiency before such time as the original petition has been filed, along with the appropriate filing fee, with a board of elections, the SOS Office, or other public office as provided by law.

While pre-checks may appear to be a public service that potential candidates might rely on to improve their chances of being certified to the ballot pre-checks provide a false sense of security for candidates and issue groups. It is a well-established principle of Ohio election law that the candidate is solely responsible for ensuring that his or her own petition satisfies the requirements of law. Candidates and issue groups are obligated to investigate, learn, and know the law governing the election process.

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<sup>1</sup> <https://www.sos.state.oh.us/globalassets/elections/directives/2022/eom/dir2022-17-ch13.pdf>

## Official Time and Location of Filing

The CCBOE accepts petition filings at its offices at 2925 Euclid Avenue, Cleveland, OH 44115. To be considered as timely filed, candidates must obtain an official CCBOE timestamp no later than 4:00 p.m. on the date of the filing deadline. The timestamp clock(s) located in the CCBOE's Candidate and Petition Services Department holds the official time for petition filings.

Simply being on the Board's property (e.g., CCBOE parking lot) prior to the time of the filing deadline does not constitute a timely filing. Candidates' petitions must contain an official timestamp on or before the time of the filing deadline to be considered timely filed.

Petition filings will be accepted through mail/delivery service; however, the petition must arrive at the CCBOE offices by 4:00 p.m. on the date of the filing deadline with the applicable filing fee. A postmark is not a timestamp for the purpose of determining if a petition is timely filed. Any petition received via mail/delivery service without the applicable filing fee is considered an incomplete petition filing.

**No petition filed *in person* shall be timestamped or accepted for filing after 4:00 p.m. on the date of the filing deadline.**

## Initiative, Referendum, and Recall Petitions for Signature Review<sup>2</sup>

General law provides that signatures on petitions for local ballot initiatives, referendums, and recalls of elected officials are to be reviewed by the Board of Elections for validity and sufficiency. However, sometimes local villages and cities adopt in their charters provisions that require other public officers of their municipalities to fulfill the responsibility of certifying the validity and sufficiency of the petition. For those instances in which the responsibility does not rest with the CCBOE to certify the validity and sufficiency of the petition, the city or village may still consult the Board of Elections to assist in said determination. Such assistance may include, but is not limited to, reviewing signatures, attesting to the number of valid and invalid signatures contained in the petition, and reviewing the petition for general compliance according to the relevant statutes of the State of Ohio.

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<sup>2</sup> LaRose, Frank. "Chapter 6: Municipal and Township Initiative and Referendum; and Chapter 11: Advisory Elections, Recall and Removal." Two chapters in *Ohio Questions and Issues Handbook*, 53-65 and 127-130. Columbus, OH: Ohio Secretary of State, 2023.