

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*

CHARLES HOLIDAY, JR., *Executive Director*



Board of Election Commissioners for the City of Chicago
Regular Board Meeting
January 23, 2024, 10:00 a.m.
69 West Washington Street, 8th Floor, Chicago, Illinois 60602

Board Members:

Marisel A. Hernandez, Chair
William J. Kresse, Commissioner/Secretary
June A. Brown, Commissioner

Staff:

Charles Holiday, Jr., Executive Director
Sandra Aspera, Assistant Executive Director
Adam Lasker, General Counsel
Max Bever, Director of Public Information
Kimberly Carrillo Walker, Finance Director
Clinton Hurde
Amanda Robledo, Acting Purchasing Agent
Lance Gough, Consultant
Trish Sheehy [absent]

Guests:

Helene Gabelnick, League of Women Voters Chicago
C. Betty Magness, Rainbow PUSH Coalition
Michael Dorf, Attorney (and two associates of Mr. Dorf's)
Pericles Abassi, Attorney
Ross Secler, Attorney
Michael Scotti, Attorney
Mr. Smith, Law Clerk
Electoral Board court reporter

- I. Call to Order: The Chair called the meeting to order at 10:00 a.m.
- II. Roll Call: All members were present.
- III. Consideration of Agenda: The Agenda was accepted as presented.
- IV. Approval of Minutes:
 - A. Minutes of the Regular Board Meeting of November 14, 2023. Commissioner Brown moved to approve the Minutes. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.
- V. Executive Director's Report
Executive Director Charles Holiday reported:

Early Voting is set to open at the Supersite (191 North Clark Street) and at the Board's office (69 West Washington, 6th floor) on Thursday, February 15th. Early Voting in all 50 wards is set to begin on Monday, March 4th. All schedules and locations are now up on the Early Voting page of the Board's website.

Vote-by-Mail ballots are scheduled to begin shipping to Military and Overseas voters on February 2nd and to all other voters beginning on Thursday, February 8th.

This week, Mr. Holiday, along with Polling Place Department staff, met with the Department of Justice (DoJ) and Equip for Equality to confirm our accessibility action plan ahead of the March 19th Primary Election. Polling place site surveys are nearly completed. Both our polling place list and our accessibility tier list will be updated on our website by February 19th.

Mr. Holiday, Assistant Executive Director Sandra Aspera, and Finance Manager Kimberly Carrillo-Walker had their first meeting of the year with the City of Chicago's Office of Budget Management to begin preparations of our budget.

Additionally, we are expecting to get more information and a timeline in the near future concerning the Board's operation at our Warehouse located at 1819 West Pershing.

Last week Mr. Holiday, Community Services Manager Audra Lewicki, and Director of Public Information Max Bever convened their regular meetings with 15 language access organizations and institutions across the city to discuss our plan of support ahead of the March 19, 2024 Primary Election. We gave updates, including new signage at polling places to alert voters of the presence of bilingual poll workers as well as signage alerting voters to the 13 different language options available on the touchscreen. We also discussed working to promote the Board's Limited English Proficiency (LEP) assistance for Election Day, and called additional attention to the polling places and Early Voting sites staffed with bilingual election judges fluent in Spanish, Chinese, Hindi, Korean, Tagalog and Polish. Mr. Holiday displayed a copy of the sign that will be posted at each polling place and Early Voting locations that would alert voters when they're signing in of the languages that they can choose on the touchscreens.

A. Assistant Executive Director's Report

Assistant Executive Director Sandra Aspera reported:

As of this morning the total number of Vote-by-Mail applications is 139,140. As the Executive Director mentioned, the mailing of the ballot to Military and Overseas Voters will be next Friday, February 2nd.

As of yesterday, there are 4,357 active election judges. 541 of those are high school students. There are also 704 pending applications which the staff will start assigning this week.

The total approved applications for Election Coordinators is 1,131.

In-person judges training is scheduled to start February 3rd at Block 37.

The 6th Floor will be open for Voter Registration on Saturdays starting January 27th and ending Saturday, February 17th.

The acceptance testing of the new e-pollbook equipment has started at the Warehouse.

B. Public Information Director's Report

Max Bever Director of Public Information reported:

We are continuing to make updates to the website through the next election. Right now, we are preparing for an updated election results page, and exploring different ways to display results on the homepage rather than the previous website-takeover with the scrolling PDF. We are meeting through the next month, and we'll continue to provide updates.

After we receive contract approval, we'll be ready to have the next big mailing in people's mailboxes. That mailing is to all households in the City of Chicago, about 1.2 million voters with information that shares how to Vote-by-Mail, as well as their closest Early Voting location and their assigned Election Day precinct polling place. Our household mailer is ready to be sent out and in people's mailboxes right at the beginning of Early Voting the week of March 4th. We are a bit ahead of schedule.

Community Services continues to staff tables at events across the City including today, where they have a table at Harold Washington College to register voters and recruit college students for the March election.

We are releasing a new podcast today, in Hindi, hosted by our Community Service Representative Kimico Mehta who speaks to the community and lets them know about their Vote-by-Mail options as well as our new translation options on our website.

Commissioner Kresse said that he is very pleased to see that we have all of the Early Voting sites listed on the website now. He is also glad to see that we have several universities that are Early Voting sites.

Commissioner Kresse asked if the household mailer will only show the Early Voting site for their home ward or others in their area. Mr. Bever said that it will show the 2 closest sites. We do what we can to remind people that they don't have to go to their specific ward's Early Voting site, they can go to any Early Voting site. The website lookup tool gives the voter the 4 closest sites. Our website also has links to a map for the Early Voting sites. We do have 3 university partners for University Early Voting this year which will be March 12th, 13th and 14th from 10:00 a.m. to 5:00 p.m. The universities are Chicago State University, Northeastern Illinois University and the University of Chicago, but that is in addition to the two regular Early Voting sites that are at universities: the University of Illinois at Chicago (UIC) Student Center East and Northeastern Illinois El Centro University. Commissioner Kresse also mentioned that we have Early Voting Sites at Truman College and Olive-Harvey College.

Commissioner Brown noted that Mr. Bever mentioned a podcast about language translations, and asked whether there is any other podcast lined up. Mr. Bever said yes, he's working on one that's a call for election judge recruitment that he is working on with Community Services. Also, we are working with our Community

Service Representatives on doing a few more language podcasts. Specifically, Mr. Bever is interested in releasing one in Spanish over the next couple of weeks.

VI. Old Business

- A. Infrastructure Projects and Changes in Election Administration: nothing new to report.
- B. Electronic Poll Books: moving ahead on the programming and the maintenance of the e-pollbooks.
- C. Voting Equipment: Nothing new to report.
- D. Legislation:

Mr. Lasker said that Springfield is in session. He had provided the Board members with a list of bills from the Legislative Liaison-Lobbyist Derek Blaida. We have a number of bills we are watching that are relevant to the Open Meetings Act (OMA), the Freedom of Information Act (FOIA), and the Election Code. Mr. Lasker said that they have a nice summary, prepared by Mr. Blaida, that the Board should look at. Mr. Lasker told the Board members to feel free to communicate with Mr. Blaida, Mr. Lasker, Mr. Holiday, Ms. Aspera or Mr. Bever on any of these bills. The Chair said that she thinks Board members should communicate with Mr. Lasker because we need to have some kind of consensus, and if there's a change recommended by one commissioner then there has to be a consensus, and that should go through Mr. Lasker. Mr. Lasker said that's great. He's in touch with Mr. Blaida, and he's happy to play that role.

VII. New Business

- A. Approval of a bid award and purchase order agreement with Lindenmeyr Munroe for ballot paper for the touchscreen voting machines.

Acting Purchasing Agent Amanda Robledo presented:

The Procurement Office issued a Small Bid Request for Quote (RFQ) for Ballot Paper for the 2024 Elections. The paper will be used in the touchscreen ballot printers for the 2024 Elections. The Procurement Office has reviewed, evaluated and recommends award for the Small Bid Request for Quote: Ballot Paper for the 2024 Elections. The Procurement Office is recommending the award to Lindenmeyr Munroe.

The Small Bid was competitively bid, the award selection was based on comparative total cost meeting the lowest bidder's requirements. In response to the Small Bid, the Board received a total of three responses from the following vendors: Lindenmeyr Munroe, Modern Litho, and Johnson & Quin, Inc. Lindenmeyr Munroe is the apparent lowest bidder to provide the Board with Ballot Paper for the 2024 Elections. Lindenmeyr Munroe has proven to be reliable and responsible with providing the Board with various paper.

Ms. Robledo provided the Board members with the bid tabulation documentation supporting the recommendation to award the contract to Lindenmeyr Munroe, which appears to meet all the requirements for this Small Bid.

Ms. Robledo asked the Board to consider granting the award for the Small Bid (RFQ) Request for Quote: Ballot Paper for the 2024 Elections to Lindenmeyr Munroe in the amount not to exceed \$41,600.00.

Commissioner Kresse asked if the specifications are such that the paper is compatible with both our printers and with the ballot readers, to which Ms. Robledo said it was.

Commissioner Kresse moved to approve the purchase of ballot paper for touchscreen voting machines for the 2024 elections with Lindenmeyr Munroe at a cost not to exceed \$41,600. Commissioner Brown seconded the motion. The motion passed by unanimous vote of the Board.

B. Approval of a legal services agreement with Tressler LLP.

Mr. Lasker said that as he discussed individually with each of the Board members, we need legal representation for Cook County Court case number 2024-COEL-01. We have obtained a “conflicts check” with no problems from Tressler LLP, so we’re requesting that legal services agreement be authorized.

Commissioner Brown moved to approve a legal services agreement with Tressler LLP at the rate of \$295 per hour for representation in Cook County Circuit Court case No. 2024-COEL-01. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

C. Approval of a bid award to Marquee Event Rentals for polling place furniture rental and delivery for the 2024 primary and general elections.

Ms. Robledo presented:

The Purchasing Department is requesting the Board’s consideration and approval of a bid award and contract to Marquee Event Rentals for furniture rental of tables and chairs for our polling place locations: Early Voting sites, Vote Centers, and Election Day precincts. The furniture rental services are for the 2024 General Primary and General Elections.

During the election cycle the Board rents various sites for Early Voting and Election Day. These various sites require the Board to provide furniture according to the intended use of each site.

Purchasing issued a Small Bid for the furniture rentals on January 5, 2024. The bid was sent out to five vendors. Those vendors are Marquee Event Rentals, Rose Party Rental & Service Inc., AA Rental Center, and Chicago Party Rentals. In response to the IFB, the Board received one bid. It was from Marquee Event Rentals.

The Board has worked with Marquee Event Rentals in the past and therefore is confident that Marquee has the capacity to secure the quantity of tables and chairs required for the 2024 General Primary and General Elections. Marquee has confirmed their capacity to fulfill the Board’s furniture requirements in preparation of the elections. Marquee most recently provided the Board with furniture rental services for the 2023 Elections.

Purchasing recommends that a contract be awarded to Marquee Event Rentals for the 2024 Elections in the dollar amount not to exceed \$205,361.94 per election.

In response to Commissioner Kresse’s question, Ms. Robledo said Marquee Event Rentals provided satisfactory service for the last election.

A motion to authorize the Executive Director to execute a furniture rental and delivery contract with Marquee Event Rentals at a cost not to exceed \$205,361.94 for each of the two elections in 2024, with a term beginning on January 23, 2024, and continuing through November 15, 2024 was made by Commissioner Kresse. Commissioner Brown seconded the motion. The motion passed by 3:0 vote of the Board.

- D. Approval of a bid award to Johnson & Quin, Inc., for printing and mailing of the Board’s Pre-Election Household Mailer for the March 2024 primary election.

Ms. Robledo presented:

The Procurement Office has reviewed, evaluated and recommends award for the Invitation for Bid (IFB): Printing/ Mailing for March 2024 Household Pre-Election Mailing. The Procurement Office is recommending Johnson & Quin, Inc.

The IFB was competitively bid, the award selection was based on comparative total cost meeting the lowest bidder’s requirements. In response to the IFB, the Board received a total of ten responses. They were from the following vendors: Johnson & Quin, Inc.; JJ Collins Sons, Inc.; Cardinal Color Group; The Envelope Connection, Inc.; The Schiele Group; Liberty Creative Solutions, Inc.; Fort Orange Press, Inc.; Grace Printing & Mailing; Know Ink/ Modern Litho, and Aztec Graphics Group.

Johnson & Quin, Inc. is the apparent lowest bidder to provide the Board with Printing and Mailing Services for the March 2024 Household Pre-Election Mailing.

Johnson & Quin has performed various printing projects and recently provided the Board with Ballot Printing for the April 2023 Runoff Election. The Board staff has been very satisfied with their services and products.

The Purchasing Office provided the Board with the bid tabulation documents supporting the recommendation to award the contract to Johnson & Quin, Inc., which appears to meet all the requirements for this Invitation for Bid.

Ms. Robledo asked the Board to consider granting the award to Johnson & Quin, Inc. for fifty-six days, beginning January 23, 2024 through March 19, 2024 in the amount not to exceed \$62,460.00.

Commissioner Brown made the motion to authorize the Executive Director to execute a printing and mailing contract with Johnson & Quin, Inc., for the Board’s Pre-Election Household Mailer for the March 2024 primary at a cost not to exceed \$62,460, with a term beginning on January 23, 2024, and continuing through March 19, 2024. Commissioner Kresse seconded the motion. The motion passed by 3:0 vote of the Board.

VIII. Legal Report

General Counsel Lasker reported that the Board currently has one Electoral Board decision that's under Judicial Review at the Circuit Court.

We are also named as nominal defendants in three cases that are Cook County Officer Electoral Board matters.

We are monitoring another three cases that involve the State Board of Elections that are being heard in Cook County. The State Board is informing us of other cases which are downstate.

We will be convening our Electoral Board meeting immediately after this Regular Board meeting.

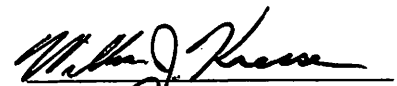
IX. Financial Report: None

X. Public Comment: None

XI. Executive Session: None

XII. Adjournment: Commissioner Kresse moved to adjourn to the next regularly scheduled meeting. Commissioner Brown seconded the motion. All members voted in favor of the motion. The motion passed. The meeting was adjourned at 10:24 a.m.

Submitted,



William J. Kresse, Secretary