

*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  
Minutes of the  
Regular Board Meeting  
January 12, 2024, 10:00 a.m.  
69 West Washington Street, 8th Floor, Chicago, Illinois 60602

**Board Members:**

Marisel A. Hernandez, Chair [remote]  
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  
Trish Sheehy

**Guests:**

Ed Mullins, Attorney  
John Fogarty, Counsel

- I. Call to Order: Commissioner Brown called to order the January 12, 2024 meeting of the Board of Election Commissioners for the City of Chicago at 10:03 a.m. at the offices of the Chicago Board of Elections, 69 W. Washington, Chicago, Illinois 60602 in the 8<sup>th</sup> floor conference
- II. Roll Call: Commissioner June Brown stated that for this meeting she would be chairing. Chair Marisel Hernandez joining us remotely. Commissioner Hernandez said "present" to the roll call. Commissioner William Kresse is also physically present in the 8<sup>th</sup> floor conference room and voiced "present" at the call of his name.
- III. Consideration of Agenda: no change
- IV. Approval of Minutes: Commissioner Kresse stated that there are no minutes to be presented at this meeting.
- V. Executive Director's Report  
Executive Director Charles Holiday reported:  
On Wednesday Mr. Holiday presented testimony to the Illinois House Election and Ethics Committee at a hearing on voter access and Vote-by-Mail. We were invited by Committee Chair Maurice West to be a part of a panel at this hearing. We shared the success we have seen with the growth of our Vote-by-Mail program, particularly with the Permanent Roster. Many of those present were interested and impressed to hear that Vote-by-Mail now makes up 25% of all voter turnout in Chicago, as well as our new online application for Permanent Roster.

We have continuing discussions with the Illinois Secretary of State, and the bill sponsor, ahead of proposed legislation this session in Springfield to expand Automatic Voter Registration (AVR). We have invited our language access partners to the table and we are pleased to see all involved and working towards the best possible version of this legislation.

Yesterday, along with General Counsel Adam Lasker and Pre-Election Voting and Logistics Manager Clinton Hurde, we finalized voting dates with the CCDOC (Cook County Department of Corrections) at the Cook County Jail. The first weekend of voting will be Saturday, March 3<sup>rd</sup> and Sunday, March 4<sup>th</sup>; the final weekend will be Saturday, March 9<sup>th</sup> and Sunday, March 10<sup>th</sup>.

The Board will be closed this Monday, January 15<sup>th</sup> in observance of the Martin Luther King holiday. Our office will reopen for regular hours on Tuesday, January 16<sup>th</sup>.

Commissioner Kresse asked Mr. Holiday about the location of the Illinois House Election and Ethics Committee hearing. Mr. Holiday stated that it was in Champaign County.

A. Assistant Executive Director's Report

Assistant Executive Director Sandra Aspera reported:

The current Vote-by-Mail totals are 125,347.

Nursing Home packages are being picked up January 17 through 19.

There's now a total of 4,139 active election judges; 427 of that number are High School students. There are 675 pending applications that staff will assign after the committeepersons' deadline, which is next Friday, January 19<sup>th</sup>.

The number of Election Coordinators' approved applications is 1,019.

The monthly staff meetings will now be held bi-weekly until the end of March 2024.

The Warehouse has unboxed and checked 1,400 e-pollbooks cases and is unpacking shipments of new equipment, which includes: I-pads, stylists, card encoders and printers.

The staff is also assembling new e-pollbook charging carts.

B. Public Information Director's Report

Max Bever, Director of Public Information reported:

We are continuing to incorporate suggested feedback and changes to the website. We did have some additional clarifications and improvements to our Vote-by-Mail applications especially around our Accessible ballot.

We will be continuing our mass email to all Chicago voters, letting them know about their Vote-by-Mail options, through this weekend.

We also have some additional pages and tools on our website that will appear before the March 19<sup>th</sup> Primary including: an address only voter information lookup tool; a provisional ballot lookup tool; and as soon as we have our sample ballots and accessibility tiers – once the survey is done – those will be on the website, along with precinct polling place information in our voter lookup tool.

Our Community Services team has been pretty busy. Yesterday they held two outreach events: one at the Chinatown Library and one at the Copernicus Center.

Both of those focused on bilingual judge recruitment. WBEZ has been shadowing some of these events. They are working on a larger story about election judge recruitment, and the challenges and successes that Election Authorities face. We will be having more events at which we will be working with WBEZ.

Another outreach event at Harold Washington College is scheduled for January 23<sup>rd</sup> and that will be focused on recruiting college students.

Commissioner Kresse said that he had gotten a few calls regarding the website, how to lookup information. He will send along any difficulties reported to Mr. Bever. Mr. Bever reminded everyone that the website is a work in progress and has been getting feedback. They have removed the street suffix as a required field, and it now recognizes 9-digit zip codes.

Commissioner Brown asked if the event at Harold Washington College is for recruitment of Judges of Election or Registration. Mr. Bever said that Voter Registration is a part of all outreach events, but this is specifically reaching out to college students to serve as March and November Judges of Election.

#### VI. Old Business

- A. Infrastructure Projects and Changes in Election Administration: Nothing new to report.
- B. Electronic Poll Books: Mentioned in the Assistant Executive Director's report.
- C. Voting Equipment: Mentioned in the Assistant Executive Director's report.
- D. Legislation: General Counsel Adam Lasker said that the General Assembly will be going back into session next week, so he has nothing to report at this time

#### VII. New Business

- A. Approval of a contract with ADP for payroll processing services for pollworkers.

Mr. Lasker presented:

As we discussed in the past, the IRS is implementing new guidelines for payroll and tax withholdings from poll workers. So, in order to comply with those requirements, we are going to have to be collecting and reporting that information to the City which then in turn processes our payroll, so we have to have a system that's compatible with the City's system. The City uses ADP. So, our staff members have reached out to ADP and obtained a contract for the services for this 2024 tax year.

Commissioner Kresse moved to approve a contract with ADP for payroll services for poll workers in relation to the 2024 tax year, with a cost of \$295,386.00.

Commissioner Hernandez seconded the motion. The motion passed by majority vote of the Board.

- B. Approval of a contract extension with Johnson & Quin for the printing of precinct ballots.

Mr. Lasker presented:

Approximately two years ago the Board conducted an IFB (Invitation for Bid) for the printing of precinct ballots. That contract was awarded to Johnson & Quin.

They have been doing an amicable job. Everything's worked very well. We've had no complaints or compatibility problems of any sort with the ballots. The contract allows for an extension. We're here to request that we extend this contract for the 2024 election cycle.

Commissioner Kresse made a motion to authorize the Executive Director to execute the Board's contract extension option with Johnson & Quin, Inc. for precinct ballot printing for the 2024 elections, at a cost not to exceed \$860,000 for each of the two elections. Commissioner Hernandez seconded the motion. The motion passed by unanimous vote of the Board.

- C. Approval of an amendment to Charles Holiday's employment contract.

Mr. Lasker spoke to this item:

Executive Director Charles Holiday worked with our staff members and the City Budget Office to obtain across-the-board salary increases for our employees. However, pursuant to the Election Code, as the Executive Director, Mr. Holiday is paid by Cook County. So, he was not a part of that increase, and we are therefore proposing that he be entitled to a cost of living adjustment (COLA) to his employment contract with the Board. That is what we are now requesting.

Commissioner Kresse said that the COLA is reasonable to the inflation rate.

Commissioner Hernandez made a motion to approve a 3.2% cost-of-living salary adjustment to the Board's current employment contract with its Executive Director, Charles Holiday, Jr. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

Mr. Holiday thanked the Board.

- D. Approval of a professional services agreement with Maritza Buendia for Spanish language and community services.

Mr. Lasker presented this item:

Maritza Buendia has been providing services as a Spanish language translator and community outreach liaison for the Board for a couple of years now. Her current contract expires at the end of this month. She is secondary in this role, as we do have a full-time employee that leads that position in the Community Services Department. The staff is requesting a contract renewal with Ms. Buendia for the 2024 election cycle at the same rates as her old, pre-existing contract.

Commissioner Kresse confirmed with Mr. Lasker that Ms. Buendia has been giving the Board great service.

Commissioner Kresse moved to approve a professional services agreement with Maritza Buendia for Spanish language translation and community outreach services, at the rate of \$50 per hour, not to exceed \$100,000 over the term of the agreement, which shall begin on January 25, 2024, and continue through and including January 24, 2025. Commissioner Hernandez seconded the motion. The motion passed by unanimous vote of the Board.

- E. Approval of a contract with Arrow Messenger for messenger services.

Acting Purchasing Agent Amanda Robledo presented:

The Procurement Office is asking the Board's approval of a contract for Arrow Messenger for messenger services.

Arrow Messenger has provided the Board with messenger services for many years.

We will be piggybacking on - i.e., subcontracting off of - the City of Chicago's contract with Arrow that was duly procured by the City through a competitive bidding process back in 2012. We call this the "City contract with Arrow" and in March of 2022 the City modified the City's contract by extending their durational term through January 15, 2023. In August 2023 the City again modified their contract to extend the durational term through January 15, 2024 or until such time as the City executes a new contract with Arrow Messenger.

Arrow Messenger's messenger services include but are not limited to pickup and delivery, and driver services for the Board's: Early Voting sites, Nursing Home voting sites, and University and Election Day voting sites; and as requested by the Board's Pre-Election Voting and Logistics Department and the Warehouse.

The term of the service will begin January 24, 2024 and extend through January 23, 2025 with an amount not to exceed one-million dollars over the term of the agreement.

Commissioner Kresse confirmed with Ms. Robledo that Arrow Messenger has been providing very good service to the Board.

Commissioner Hernandez moved to approve a contract for messenger and driver services with Arrow Messenger Service, Inc., as a subcontract under City of Chicago Contract # 26588, with a value not to exceed \$1,000,000 over the term of the contract, which begins on January 24, 2024, and continues through January 23, 2025. Commissioner Kresse seconded the motion. The motion passed by unanimous vote of the Board.

- F. Approval of a contract with LHH Recruitment Solutions for professional trainers.  
Ms. Robledo presented this item.

At the last Board meeting there were concerns regarding the LHH contract. Since then, Ms. Robledo has expressed the Board's concerns to LHH. LHH has agreed to the requested terms, and signed the contract.

Ms. Robledo requested the Board's approval of a contract with LHH Recruitment Solutions for professional trainer services. This term of the contract will be January 12, 2024 through January 11, 2025. The compensation will be \$50.00 per hour of services provided by each of the professional trainers supplied by LHH.

Commissioner Kresse thanked Ms. Robledo and General Counsel Lasker. The Commissioner knows that they both have been working on this and that we had some difficulties with regards to language in that contract. Commissioner Kresse asked if everything that the Board requested has been provided. Mr. Lasker said that that is correct. Mr. Lasker asked Ms. Robledo if LHH has already signed the contract and submitted the Economic Disclosure Statement (EDS). Ms. Robledo said that the Economic Disclosure Statement is still pending. Mr. Lasker said that

he’s seen that the EDS has been sent to them and there’s communications that they’re agreeing, and that they’re definitely going to submit it very soon.

Commissioner Brown had a question regarding term 10 of the contract which deals with the Illinois Human Rights Act (IHRA). It’s a little different than what we usually do. Mr. Lasker explained that that is one of the elements where they had wanted it completely removed from the contract. We usually have people sign an acknowledgement. We are going to provide them with notice of the Illinois Human Rights Act (IHRA) and that it is a State statute that apply to them, whether or not they want to sign our acknowledgement. Mr. Lasker said that he made the judgment call that because those are binding statutes regardless, we do not need them to sign the acknowledgement. We’re going to give them the notice anyway because that’s our standard practice. We are not required to do that, but we will still serve them with a notice of it. It will apply to them as a State law.

Commissioner Kresse made a motion to approve a professional services agreement with LHH Recruitment Solutions for professional trainer services at the rate of \$50 per hour per trainer, and with a durational term beginning on January 12, 2024, and continuing through January 11, 2025. Commissioner Hernandez seconded the motion. The motion passed by unanimous vote of the Board.

VIII. Legal Report

General Counsel Lasker reported:

As Mr. Lasker had discussed with the Board members individually, last week Friday there was a lawsuit filed by several groups of real estate professionals challenging the citywide tax referendum. At least at this moment, the referendum is going to be appearing on our ballots. It is a referendum that was initiated by resolution of the Chicago City Council. It was the Chicago City Clerk that then certified that to us. Mr. Lasker will obviously continue to discuss with the individual Board members the case as it moves through the system.

We have the Electoral Board meeting coming up right after this meeting. We are getting very close to completing all the cases. There are 18 cases remaining. We will take 9 of them this week, the following 9 next week, and Mr. Lasker wants the Board to know that it looks like all of those 9 cases for next week are continuing to be on target for final resolution. So, we should be all done next week Friday at the Electoral Board level.

IX. Financial Report

- A. Balance Sheet and Voucher Listings for the City of Chicago – 2023 Appropriation – 23-09 dated January 12, 2024, in the amount of \$5,918,795.89
- B. Balance Sheet and Voucher Listings for the County of Cook – 2023 Appropriation – 23-05 dated January 12, 2024, in the amount of \$29,301.57

Commissioner Hernandez moved to approve both vouchers. Commissioner Kresse seconded the motion to approve both the balance sheets and voucher listings. The motion passed by unanimous vote of the Board.

X. Public Comment: None.

- XI. Executive Session: Mr. Lasker said that there is no need for Executive Session, but he wanted to point out that for some of the New Business items that the Board did just approve, he has the documents that need to be signed. The motions were passed unanimously, but of course, Chair Hernandez is having to participate remotely today. So, he wanted to point out that if only Commissioners Brown and Kresse sign the contracts, that is still the majority, and that will bind the Board. It was so noted by meeting Chair Commissioner Brown.
- XII. Adjournment: Commissioner Kresse moved to adjourn the meeting until the next Regular Board meeting. Commissioner Hernandez seconded the motion. The Board voted unanimously to pass the motion. The meeting was adjourned at 10:29 a.m.

Submitted,

  
William J. Kresse, Secretary