

The Bloomington Board of Election Commissioners met at 10:00 a.m. on Tuesday, February 5, 2019. Commissioner Felton, Commissioner Tim Mitchell, Commissioner Denise Williams, Executive Director Paul Shannon, Assistant Director Lindsey Smith, and Attorney Steve Mahrt were present.

Commissioner Felton called the meeting to order at 10:00 a.m. and called for a motion to approve the January 3, 2019 minutes. Commissioner Williams motioned to approve the January 3, 2019 minutes. Commissioner Mitchell seconded and the motion passed.

Commissioner Felton asked for approval of the bills and checks shown below and drawn on the PNC Bank. Commissioner Mitchell moved that the financial report and checks be approved as shown. Commissioner Williams seconded the motion and the motion passed.

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| Lee Enterprises | \$514.21 |
| AECOI | \$750.00 |
| City of Bloomington | \$501.00 |
| City of Bloomington | \$203.00 |
| Rkdixon | \$1,454.09 |
| Staples | \$44.41 |
| McLean County Treasurer | \$1,382.86 |
| Election System & Software | \$133.97 |
| Ancil, Glink, Diamond, Bush, DiCianni, & Krafthefer | \$2,042.50 |
| PNC Bank | \$8.57 |
| Culligan Water Conditioning | \$58.90 |
| Frontier | \$960.18 |
| | |
| Totals | \$8,053.69 |

Commissioner Felton called for public comment. No one was present to comment.

Mr. Shannon introduces Lindsey Smith as the new Assistant Director. She started on January 17.

Mr. Shannon requested that Ms. Smith be allowed to attend CERA courses to become a certified Election Administrator. Commissioner Mitchell motioned that Ms. Smith be allowed to attend all requirements to obtain her CERA certification. Commissioner Williams seconded the motion and the motion passed.

Mr. Shannon reminded the commissioners of the planned work sessions for today. All commissioners will be allowed to attend because the meeting will be reconvened.

Mr. Shannon informed the commissioners that the Bloomington City IT would take over the IT functions of the Commission, once an Intergovernmental Agreement had been completed.

A brief discussion was held concerning the Assistant Director expectations for job functions.

A discussion was held concerning replacing the five polling location identified as noncompliant for ADA. Four locations have been identified as possible replacement locations. A possible replacement for Union Park has not been found. All of the new locations need to be under contract by August so new voter cards can be sent out.

A discussion was held concerning Early Voting for all General Elections. The Commission's conference room is not large enough to accommodate Early Voting for these elections. The County Administration has been informed that a room the size of the Community room would be required for all General Elections. If the County cannot accommodate the request the Commission would look outside of the County buildings for a location to rent.

A discussion was held concerning the May AECOI conference. The Bloomington Commission will be hosting the conference at Eastland Suites. Commissioner Williams is finalizing those arrangements. Mr. Shannon is scheduling speakers for the conference on the topics of Media Relations, Petition challenges, and State Board of Elections updates. Mr. Shannon will also request sponsorship for the Commission's vendors.

Mr. Shannon informed the Commissioners that the County Clerk is requesting space at Eastland Mall for Early Voting for both 2020 General Elections. Mr. Shannon requested the Election Commission join the County Clerk and split cost as needed.

Mr. Shannon inquired on the policy for paying hourly employees should the Commission be closed due to weather. The Commission does not currently have a policy concerning the issue. The Commissioners directed Mr. Shannon to write a policy that states the Commission will only close if the County closes and that hourly employees would be paid for a normal work day hours for such closures.

At 10:45 am Commissioner Williams motioned the meeting be recessed to 11 am. Commissioner Mitchell seconded the motion and the motion passed.

At 11:00 am Commissioner Williams motioned the meeting be reconvene. Commissioner Mitchell seconded the motion and the motion passed.

At 11:43 Commissioner Williams motioned the meeting be recessed to 1pm. Commissioner Mitchell seconded the motion and the motion passed.

At 12:50 pm Commissioner Williams motioned the meeting be reconvened. Commissioner Mitchell seconded the motion and the motion passed.

None present having further business to discuss, Commissioner Felton asked for a motion to adjourn the meeting. Commissioner Williams moved to adjourn the meeting at 1:48 pm. Commissioner Felton seconded and the motion passed.

The next meeting will be held Tuesday March 5, 2019 at 10:00 AM.

Tim Mitchell, Secretary