

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

April 12, 2022, 9:00 a.m.

69 West Washington Street, 8th Floor Conference Room, Chicago, Illinois 60602

via WebEx video conference

Board Members:

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

Staff:

Charles Holiday, Executive Director
Sandra Aspera, Assistant Executive Director
Adam Lasker, General Counsel
Max Bever, Director of Public Information
Opal Walls, Procurement Officer
Al Chase, Assistant Manager - IT Department
Karen Chin, Director - Human Resources
Lance Gough, Consultant
Keith Carter, Manager - Warehouse
Matthew Lin, Director – Information Technologies
Derrick Hurde, Assistant Director - Warehouse
Audra Lewicki, Manager – Community Services
Clinton Hurde, Manager – Pre-Election Voting and Logistics
Kimberly Carrillo Walker, Finance Director
Trish Sheehy

Guests:

Helene Gabelnick, League of Women Voters of Chicago (LWV Chicago)
Danielle Matzdorf, Arrow Messenger
C. Betty Magnus, Operation P.U.S.H.
Brian Whiteley, ES&S
Josh Miller

- I. Call to Order: The Chair called the meeting to order at 9:00 a.m.
- II. Roll Call: All members of the Board were present via WebEx video conference.
- III. Consideration of Agenda: The agenda was accepted as presented.
- IV. Approval of Minutes:
 - A. Minutes of the Regular Board Meeting of March 22, 2022: Commissioner Brown moved to approve the presented Board meeting minutes. Commissioner Kresse seconded the motion. Trish Sheehy of the Board's staff pointed out the scrivener's error on the agenda, insofar as while the Regular Board meeting was originally scheduled for March 22, 2022, the meeting was rescheduled and conducted on March 21, 2022. The Chair asked if there were any objections to approving the agenda and minutes to conform to the correct date of March 21,

2022; there were no objections. The motion to approve the minutes as amended was approved by unanimous vote of the Board.

V. Executive Director's Report.

Executive Director Charles Holiday reported:

On March 24th the Board hosted the Association of Election Commissions of Illinois (AECOI). Mr. Holiday thanked Community Services Manager Audra Lewicki for organizing this event.

On March 25th Mr. Holiday attended Commissioner Kresse's swearing-in ceremony and congratulated the Commissioner on his reappointment.

The mail canvass dropped ahead of schedule. We mailed approximately 1.6 million pieces, one to each registered voter. In the past, an average 100,000 – 120,000 pieces were returned. From this canvass 88,686 have been returned so far, of these 83,179 have been scanned and are ready to be mailed the second notice. The second mailing is forwardable and allows the voter to submit a change of address or cancelation of registration.

On April 23rd Mr. Holiday will be among the speakers at a voter registration event at St. Edmunds Episcopal.

We're looking for sites for Election Day voting. We have contacted Wintrust Arena and are waiting to hear back from them; if they are not able to host Election Day Voting, they would still like to have a Ballot Drop Box there. The International Brotherhood of Electrical Workers (IBEW) Union Hall at 2722 South King Drive, and Wrigley Field have each consented to have a Drop Box; United Center cannot have Election Day Voting, but they will host a Drop Box. Guaranteed Rate Field said that their site is not available for use as either a Vote Center or as a Drop Box location. Both the UIC Forum and the Plumbers Union Hall are unavailable at this time for our use on Election Day.

The staff has begun the new Security Mentor session, with new lessons on security procedures and internet use, SPAM and phishing emails.

A. Assistant Executive Director's Report.

Assistant Executive Director Sandra Aspera reported:

Our Vote-by-Mail (VBM) online application went live on March 30th. Voters may apply to receive a VBM online or submit an application to the office. As of today, our VBM department has processed a total 15,127 VBM applications.

The Community Services Department is fully staffed with Community Language Representatives including Spanish, Chinese and Hindi. We also have long time, respected Polish Community Representative Monika Galuszka on staff.

The Judges Department as, of yesterday, has 4,813 Election Judges assigned and 1,320 pending Election Coordinators based on previous Primary Elections; these numbers on the right track.

At the warehouse, ES&S along with Board staff have completed the SmartCard upgrade on the e-pollbooks. Weekly ES&S and Board staff meetings will start this week.

Ms. Aspera will be attending a Strategic Planning and Budgeting seminar hosted by Election Center. The seminar will be in Houston, Texas the weekend of April 23rd.

B. Public Information Director's Report.

Director Max Bever reported:

VBM has been going successfully. We did a media push on March 30th when the online VBM application went live. We got 15 different news stories with our links.

We are working on the second notice as a follow up to the canvass, along with the household mailing which will be sent to all registered voters; it will include their polling place and Early Voting information.

We are putting together press and social media materials ahead of Early Voting in order to get the word out about locations, times and drop boxes.

Mr. Bever will be taping later today our next podcast with General Counsel Adam Lasker; it will be a primer on the Chicago Electoral Board. The podcast will be out later this week.

The Chair stated she was glad that Mr. Bever did the big media push for the VBM, but was wondering if there might be a way of providing the media with updated information. Mr. Bever responded that we will soon be issuing daily updates on VBM and Early Voting numbers for reporters; they're already starting to ask about this.

VI. Old Business

- A. Infrastructure Projects and Changes in Election Administration: This was reported on during Ms. Aspera's report.
- B. Electronic Poll Books: This was covered in Ms. Aspera's report.
- C. Voting Equipment: Nothing new to report.
- D. Legislation:

General Counsel Adam Lasker reported that the legislative session ended last week. There was no omnibus election bill.

The only real election-related bill that was passed deals with disabled voters being able to access the electronic ballot marking system. The Chicago Board of Election Commissioners is already providing this. We have already been meeting with our vendor Dominion to make sure that this will be running smoothly for the upcoming election cycle.

There were no other election bills. Mr. Lasker believes the next legislative session begins towards the end of summer, perhaps August or September, but it is not posted on the General Assembly's website. The Chair confirmed that there is no chance of any legislative action before the June election.

VII. New Business

- A. Approval of a Professional Services Agreement with SKU Corporation for new developments of various software and computer system enhancements.

Mr. Lasker explained that this is a sole source agreement with SKU, which is headed by Mr. Jong Lee, for new software development because it is based on proprietary software developed by SKU. This Professional Services Agreement touches on several departments throughout the Board. There are 9 new projects that involve computer system enhancements related to redistricting matters, VBM help desk, Early Voting manuals, and the VBM permanent roster. The flat rate fees for each of the individual projects add up to \$180,000. The sole-source Professional Services Agreement is approved by the Procurement Officer.

Commissioner Kresse added for the record that we have received very good service from SKU in the past. Mr. Lasker agreed and stated that Jong Lee and his team work on site, and they respond to issues immediately. They're pleasant to work with and it appears that all the

staff members who deal with them directly have very good experiences; and we have very good results in the products that they create for the Board.

Commissioner Kresse moved to approve a sole-source Professional Services Agreement with SKU Corporation for several new development projects at various flat-rate fees with total compensation not to exceed \$180,000 over the term of the agreement which begins on April 12, 2022, inclusive of any authorized services prior thereto, and concluding on October 31, 2023. Commissioner Brown seconded the motion. The motion passed by unanimous vote of the Board.

- B. Ratification of a short-term property use agreement with 108 North State Street (Chicago) Owner, LLC (a/k/a “Block 37”) for training facilities for judges of election and election coordinators, as well as on Election Day.

Mr. Lasker presented this item.

The property use agreement is for space where we traditionally hold Judges of Election training and for Election Day staging for standby Judges and other. The term of this lease won’t start until May 1st, but Block 37 contacted us and wanted us to sign the lease ahead of time so that they could rely on that and start preparing the space for our needs. We won’t take occupancy until May 1st, but Mr. Holiday has signed the agreement so that they can begin the preparation work at Block 37. We now request the Board to ratify and formally execute the agreement. Occupancy would be from May 1 through November 13th of this year. The Board’s Community Services Manager, Audra Lewicki, did ask Block 37 if we could have an agreement that would span the next several election cycles, but Block 37 stated that they would prefer to rent to us one cycle at a time as we are short-term tenants.

Commissioner Brown moved to ratify the execution of a short-term lease agreement with 108 North State Street for occupancy during the period of May 1, 2022 through November 13, 2022 with a one-time base rental fee of \$100,000. Commissioner Kresse seconded the motion. The motion passed by 3:0 vote of the Board.

- C. Approval of a contract award from the RFP for Redistricting Services to Larry Hanson LLC. Procurement Officer Opal Walls spoke to this matter and requested approval of the contract award from the RFP for Redistricting Services to Larry Hanson LLC (“LH LLC”).

Ms. Walls provide the following background:

LH LLC was awarded a contract to begin working on the Redistricting project for the Board in September 2021. As a result, the first phase of this project has been completed. LH LLC has put forth a planned and thoughtful approach to create new district geographies, leveraging our existing ArcGIS technology. LH LLC’s methodologies and project management practices has provided results that our Information Technology Department and Executive Management team are very pleased with, and the knowledge transfer and training has been exceptional. LH LLC is planning to use the same proven methodology developed in the first phase to complete this project.

Ms. Walls’ recommendation is based on the following:

The Procurement Officer issued a Request for Proposals (RFP) for Redistricting Services on Thursday, March 3, 2022. A Pre-proposal meeting was held on March 10, 2022, and proposals were due on March 23, 2022, no later than 10:00 a.m. As a result of the solicitation, the Procurement Officer received three proposals for these services. However, only one was responsive. The other two proposals were late, thereby rendering them both non-responsive. Even though the other proposals were deemed non-responsive, Ms. Walls noted that LH LLC’s proposal was both responsive and responsible. LH LLC’s proposal met all

requests detailed in the Scope of Work and provided information that clearly demonstrated they are capable to fully perform the contracts requirements. LH LLC also presented a very fair and reasonable cost proposal.

Ms. Walls stated that Mr. Alan Chase of the Board's IT department was on this video conference and that he could provide more details regarding the Scope of Work.

Ms. Walls pointed out that this recommendation comes with the full support of the evaluation team, the Executive Director, and the Assistant Executive Director.

The term of this project will begin April 13, 2022, and expire December 31, 2022, and the contract award is not to exceed \$200,000.

Commissioner Brown asked for clarification as to whether the contract was to begin April 13th or May 1st. Mr. Walls believed it was to start April 13th.

Commissioner Kresse asked Ms. Walls about our experience with LH LLC. Ms. Walls deferred to Mr. Chase, who has been working directly with Larry Hanson.

Mr. Chase noted his own redistricting experience, which included approximately 20 redistricting projects. Mr. Chase stated that following Ms. Walls' guidance we did an extensive search and found the perfect person to do this project in Mr. Larry Hanson. Mr. Chase stated that Mr. Hanson exceeded Mr. Chase's own "outrageously high expectations". Mr. Chase noted that Mr. Hanson is smart, has government experience, and has a Master's Degree in Geographic Information Systems.

Mr. Lasker replied to the question regarding the contract start date. It can be tomorrow (April 13th) or May 1st, whatever the Board and the staff desires or needs. One issue is that Mr. Hanson's current contract is through the end of April. Mr. Chase recommended terminating the old contract and starting this agreement on April 13th. The Chair questioned whether that should be done as there might be funds still in that contract for payment. Executive Director Holiday recommended that LH LLC finish out the current contract and then start the other. The Chair concurred that the new contract should begin May 1st.

Commissioner Kresse moved to approve a contract award to Larry Hanson LLC as the lowest responsive and responsible bidder for the RFP for Redistricting Services, at a total cost of \$200,000 to be paid in monthly installments throughout the term of the Agreement, from May 1, 2022, through December 31, 2022. Commissioner Brown seconded the motion. The motion passed by unanimous vote of the Board.

- D. Approval of a contract award from the RFP for Temp Staffing (Warehouse) to Protiviti Government Services, Inc. (through its staffing division – Robert Half Governmental).

Procurement Officer Walls requested approval for a contract with Protiviti Government Services, Inc. through their staffing division - Robert Half Government, ("RHG") for temporary staffing support for the 2022 and 2023 Elections at our Warehouse Location.

The Board's Warehouse needs temporary staffing help for the upcoming 2022 and 2023 elections to assist with various tasks during our election cycles. These tasks will consist of lifting and/or moving heavy loads; assisting with packing, shipping, receiving, and unloading voting equipment; pulling, testing and inventorying materials, etc. RHG provided these same services to the Warehouse during the November 2020 election cycle. Even with the uncertainties and challenges of the COVID 19 Pandemic, RHG stepped up and performed a commendable job.

With this contract RHG will provide temporary staffing support for our Warehouse Operations for both the 2022 and 2023 Elections. Ms. Walls pointed out that the Board's

warehouse Manager Keith Carter and Assistant Manager Derrick Hurde are on this video conference if the Board has any questions for them.

Procurement Officer Walls noted that a Request for Proposals (RFP) for Temporary Staffing for our Warehouse Location was issued on Thursday, March 3, 2022. A Pre-proposal meeting was held on Friday, March 11, 2022 at our Warehouse for all interested vendors and contractors. Proposals were due on Friday, March 18, 2022 no later than 10:00 a.m. The Procurement Officer received three proposals for these services. These proposals were reviewed, evaluated, scored, and ranked by our evaluation team. RHG's proposal was the highest ranked proposal of the three submitted. RHG also submitted a fair cost proposal.

The term of this contract is from April 13, 2022 to June 30, 2023; the contract award is not to exceed \$1.8 million. Ms. Walls verified that amount with the Board's Finance Director Kimberly Carrillo Walker, and she has approved that amount for this contract.

The Chair mentioned that we have used Robert Half before and that we have been satisfied with their work.

Commissioner Brown moved to approve a contract award to Protiviti Government Services, Inc., through their staffing division Robert Half Governmental, for temporary staffing support for the 2022 and 2023 elections at the Board's Warehouse location with the contract term of April 13, 2022, through June 30, 2023, with 3 1-year options to renew, in the total amount not to exceed \$1,800,000. Commissioner Kresse seconded the motion. The motion passed by 3:0 vote of the Board.

- E. Approval of Professional Services Agreement with ADP, Inc., for various human resources services.

Mr. Lasker began by stating the Board's new HR Director Karen Chin is on this video conference and could answer any questions about the specific services provided by ADP, but that he would give an overview of this agreement.

ADP handles systems that the Board uses for its short-term hires who join us during our busy seasons. As we have not needed such short-term services for some months as there have been no elections, the services lapsed. As such, a new contract is requested.

Commissioner Kresse moved to approve a Professional Services Agreement with ADP, Inc. for Human Resources tracking, reporting and payroll services with an estimated annual cost of \$61,100, but in no event exceeding \$100,000, with the term beginning April 12, 2022 and ending on April 11, 2023. Commissioner Brown seconded the motion. The motion passed by unanimous vote of the Board.

VIII. Legal Report

General Counsel Adam Lasker Reported:

Mr. Lasker is looking forward to participating in the podcast with Mr. Bever.

We are in the midst of the Electoral Board hearings. Last week we addressed some cases where there were subpoenas requested. Mr. Lasker and Trish Sheehy are keeping a close eye on all of the cases as they are proceeding. Mr. Lasker had originally proposed a Friday schedule for the Electoral Board to meet, but he's not sure that the Electoral Board will actually need to meet this Friday. We will continue to monitor, but as there appears to be no

urgency in any of the cases, unless something comes up that would require an Electoral Board hearing this week, Mr. Lasker thinks that we can wait until next week.

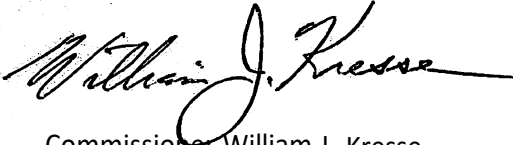
Mr. Lasker is working with all the departments to make sure that everything's moving smoothly as we head into the election. There's a lot of work going on with a lot of preparatory work with a lot of the managers and staff. We're really kicking into gear and election mode, and it feels good to be back in the swing of things.

- IX. Financial Report: none.
- X. Public Comment: none.
- XI. Executive Session: none needed.

The Chair noted that a number of the Board's managers were on the video conference so she thanked all of the managers. She said that they always come through. She stated that we have just a few months before the next election, and she wanted to thank the managers in advance for everything they have done and will be doing.

XII. Adjournment: Commissioner Brown said, "ditto to what the Chairman said," and then moved to adjourn until the next regular scheduled meeting of the Board. Commissioner Kresse seconded both the Chair's sentiments to the managers and the motion to adjourn. The motion to adjourn passed by unanimous vote of the Board. The meeting was adjourned at 9:34 a.m.

Submitted,

A handwritten signature in black ink that reads "William J. Kresse". The signature is written in a cursive style with a long horizontal line extending to the right.

Commissioner William J. Kresse
Secretary