

AGENDA
AURORA BOARD OF ELECTION COMMISSIONERS
September 27, 2017
5:00 P.M.
Regular Board Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence – Pioneer’s breakfast
5. Public Comment (Limit: 3 minutes per person)
6. **Approval of Minutes**
Regular Meeting August 30, 2017
7. **Approval and Place on File Bank Statement(s)**
 - A. Payroll
 - B. Checking
 - C. Savings (quarterly)
 - D. Election Account
 - E. Reserve Account
 - F. Bank Card Statement
8. **Approval and Place on File-Treasure’s Report (monthly/year to date)**
9. **Approval of Commission Bills**
 - A. Approved Bills
 - B. Disputed Bills (if Any)
10. **Unfinished Business (Action Items)**
 - A. Legal Update
 - B. Legislative Update: Federal and State
 - C. Voter Registration Day Update
 - D. Election Night Vendors for Election Night Reporting
 - E. Scytl Proposal: Election Night Services and Poll Worker Training
11. **New Business (Action Items)**
 - A. 2015 Management Draft
 - B. December AECOI Conference – Rockford, IL
12. **Executive Session**
 - A. Review of the Official Record- Pursuant to 5 ILCS 120/2(C) (21)
 - B. Personnel- Pursuant to 5 ILCS 120/2(C) (1)
 - C. Pending and/or Probable Litigation- Pursuant to 5 ILCS 120/2(C) (11)
13. **Matters to be Referred from Executive Session**

Adjourn October 25, 2017 meeting at 5:00



Board of Election Commissioners

OF THE CITY OF AURORA, ILLINOIS 60506
323 WEST GALENA BOULEVARD
TEL: 630-897-4030 - FAX: 630-897-4060
www.auroravotes.org

Hon. Thomas E. Mueller
Circuit Judge

Patrick K. Bond
Legal Counsel

Linda M. Fechner
Executive Director

Commissioners:

Leah Anderson- *Chairman*
Michael McCoy-*Vice Chairman*
Lillian Perry -*Secretary*

THE BOARD OF ELECTION COMMISSIONERS OF
THE CITY OF AURORA, KANE, KENDALL, AND WILL COUNTIES, ILLINOIS

MEETING MINUTES
August 30, 2017

The Meeting of the Board of Election Commissioners of the City of Aurora is convened by Chairman Leah Anderson at the Aurora Election Commission, 323 W. Galena Blvd, in Aurora, IL at 5:00 p.m. on the 30th day of August, 2017.

Commissioner McCoy called the roll. Present are Commissioners Anderson and McCoy with Commissioner Perry absent, but in route to the Meeting. Also in attendance is the Executive Director Linda Fechner and Attorney, Pat Bond. Elizabeth Calos and Gregg Heggeland from SYCTEL, Inc. are also present.

The Meeting is opened with Commissioner McCoy leading the Pledge of Allegiance.

There is no public comment.

Correspondence regarding the Pioneer Breakfast was discussed.

Commissioner McCoy moved to approve the Minutes of the July 26, 2017 Regular Board Meeting and it is seconded by Commissioner Anderson. The motion passes by voice vote.

Commissioner McCoy moves and Commissioner Anderson seconds to approve the Bank Statements and place them on file. The motion to approve and place on file the Bank Statements passes by voice vote.

Commissioner McCoy moves and is seconded by Commissioner Anderson to place on file the Commission Treasurer's Report. The motion passes by voice vote.

Commissioner McCoy moves to approve the Commission Bills, and it is seconded by Commissioner Anderson. On the motion to approve the Commission Bills; Commissioner McCoy calls the roll and Commissioners Anderson and McCoy vote 'aye' and the Motion carries 2-0.

Commissioner Perry arrives at 5:15 pm.

Commissioner Anderson asks for a general consensus to move the presentation from Scytl from New business item # B to before the start of unfinished business. The Commissioners agree and Scytl conducts the presentation for Election Night Reporting and On Line Election Judge Training. Upon finishing the presentation, representatives left the Board Meeting and the Commissioners continued with the Agenda as presented.

Unfinished Business:

Attorney Bond reported that there are no legal or legislative issues at this time. He announced that the Executive Director Linda Fechner has been appointed by the International Governmental Officials Association as the Illinois Director.

There is very little going on with Legislation at this time. The Legislators are working on some limited items including SB 1933 which passed both houses and was signed by the Governor on August 28, 2017.

Executive Director Fechner reported that she submitted the parking lot estimates to the landlord to review. The church next door will remain there for services on Wednesday evening and Sunday morning. There have been several cases where a person has taken pictures of the office from outside looking in and our office with the church next door. As a solution Commissioner McCoy asked to have the windows blocked so information on desks cannot be seen. Commissioner Perry stated she would like to see all desks cleaned so that there isn't anything on desks at the end of each day. Commissioner Anderson stated the office staff have been reminded to clean off their desks and she would like to see an in basket either on the desk or on the wall for the daily work. Executive Director said there are temporary walls that we can partially block the window, but it is nice having natural light and we can see when a person is coming to the office. The Executive Director said she would remind the staff to clean their desks and try the half wall for privacy and security.

The office is starting to look for a new copier for the office. The one we currently have may have another year. This would be an expense for the 2019 budget.

New Business:

Commissioner McCoy moved to approve Resolution 2017-10 Approving the Budget Schedule and Procedures and it is second by Commissioner Perry. On a roll call vote, Commissioners Anderson, McCoy, and Perry voted 'aye' and the Motion carried 3-0.

Director Fechner informed the Board that National Voter Registration Day is September 26, 2017. We have sent notices to the community.

The executive Director reminded the board of the Commission Conference in Galesburg, IL.

With no further business at hand Commissioner McCoy moved and seconded by Commissioner Anderson to adjourn to September 27, 2017 Meeting. The Motion was carried on voice vote. Meeting ended at 6:45 pm.

Leah Anderson, Chairman

Michael McCoy, Vice-Chairman

Lillian Perry, Secretary



Board of Election Commissioners

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BANK STATEMENT RECAP
September 27, 2017

RECONCILED BALANCE AS Of 08/31/2017

CHECKING:	792,014.81	*Includes Prior Year Funds
PAYROLL:	79,966.11	
SAVINGS:	<u>121.06</u>	
SUBTOTAL:	872,101.98	\$886,750.00 Budgeted Figure for 2017

Reserve Acct:	202,992.18	Required 15% Not included in budget or available
STATE SAVINGS:	198,940.51	Federal Grant Funds available over Budget Figure

CREDIT CARD BALANCE: 0

DEPOSITS:
misc Recycle paper
transfers from Checking to Elections E.judge fund

Total Deposits

September Payroll	\$6,517.33
PAYABLES:	<u>27,522.03</u> Checks to be Written in August 2017

subtotal of expenses \$34,039.36

Budgeted CASH BALANCE: 838,062.62 (includes funds from 2016 and prior)

Cash Reserve \$202,992.18

Grant Funds Available \$198,940.51

Aurora Election Commission
Profit & Loss Budget vs. Actual
January through December 2017

Accrual Basis

	Jan - Dec 17	Budget	% of Budget
Income			
15-00 · Income			
15-01 · City of Aurora	526,750.00	484,560.19	108.7%
15-02 · Kane County Levy	402,189.81	402,189.81	100.0%
Total 15-00 · Income	928,939.81	886,750.00	104.8%
20-001 · accts receivable - Election jud	23,220.00		
20-002 · Sale of Voter List, Information	154.00		
20-004 · Miscellaneous Income	77.10		
25-001 · Savings Account Interest	168.51		
Total Income	952,559.42	886,750.00	107.4%
Gross Profit	952,559.42	886,750.00	107.4%
Expense			
10-00 · Payroll Expenses			
10-01 · Full-Time / Regular	28,695.00	30,000.00	95.7%
10-06 · Part-Time / Regular	60,418.50	70,000.00	86.3%
10-07 · Part-Time/Seasonal (early E.J.)	31,576.25	45,000.00	70.2%
10-08 · Contract Employees	7,874.32	25,000.00	31.5%
10-09 · Part-Time / Temporary	9,962.00	45,000.00	22.1%
10-17 · Election Judges			
10-17-1 · E1 - Non Certified	1,710.00		
10-17-2 · E2 - Certified	73,385.00		
10-17-3 · E3 - Nursing Home	680.00		
10-17-4 · E4 - Processing	1,800.00		
10-17 · Election Judges - Other	290.00	80,000.00	0.4%
Total 10-17 · Election Judges	77,865.00	80,000.00	97.3%
10-30 · PW - Paid No Work Office Closed	128.00		
10-31 · Overtime / Regular	2,432.00	2,000.00	121.6%
10-50 · Supplement - Vactn (Buy Back)	0.00	2,000.00	0.0%
10-52 · Supplement - Other	0.00	1,000.00	0.0%
10-55 · Supplement - Y / E Payout	0.00	0.00	0.0%
10-70 · Longevity Pay	0.00	0.00	0.0%
10-00 · Payroll Expenses - Other	1,501.25		
Total 10-00 · Payroll Expenses	220,452.32	300,000.00	73.5%

Aurora Election Commission
Profit & Loss Budget vs. Actual
January through December 2017

Accrual Basis

	Jan - Dec 17	Budget	% of Budget
20-00 · Employee Benefits			
20-01 · Employee Health Insurance	0.00	0.00	0.0%
20-04 · Retiree Health Insurance	0.00	0.00	0.0%
20-10 · FICA / Social Security	8,352.23	8,000.00	104.4%
20-11 · FICA / Medicare	1,953.33	4,000.00	48.8%
20-21 · Clothing - Damaged / Replaced	0.00	0.00	0.0%
20-37 · Unemployment Taxes	3,956.59	3,000.00	131.9%
20-39 · Insurance / WC - Year End Adj.	0.00	1,000.00	0.0%
20-00 · Employee Benefits - Other	0.00	0.00	0.0%
Total 20-00 · Employee Benefits	14,262.15	16,000.00	89.1%
25-00 · Bank Fees			
25-01 · Paper Statement Fee	0.00	0.00	0.0%
25-02 · Stop Payment Charge	36.00	200.00	18.0%
25-03 · Over Check-Limit Fee	250.45	500.00	50.1%
25-04 · Chargeback Fees	0.00	100.00	0.0%
Total 25-00 · Bank Fees	286.45	800.00	35.8%
32-00 · Professional Fees			
32-01 · Legal	22,168.24	70,000.00	31.7%
32-05 · Audit	3,000.00	12,000.00	25.0%
32-36 · Technical Assistance	0.00	1,000.00	0.0%
32-41 · Legislative Consultant	16,000.00	26,000.00	61.5%
32-99 · Other (acct)	1,275.00	8,000.00	15.9%
Total 32-00 · Professional Fees	42,443.24	117,000.00	36.3%
34-00 · Utility Services			
34-01 · Water	224.54	1,000.00	22.5%
34-02 · Sewerage	0.00	500.00	0.0%
Total 34-00 · Utility Services	224.54	1,500.00	15.0%
36-00 · Cleaning Service			
36-03 · Janitorial	2,666.25	3,600.00	74.1%
36-99 · Other	722.73	1,000.00	72.3%
Total 36-00 · Cleaning Service	3,388.98	4,600.00	73.7%

Aurora Election Commission

Profit & Loss Budget vs. Actual

January through December 2017

Accrual Basis

	Jan - Dec 17	Budget	% of Budget
38-00 · Repairs & Maintenance Services			
38-02 · Equipment / Non-Licensed	1,168.82	1,000.00	116.9%
38-05 · Building & Grounds	200.00	2,000.00	10.0%
38-08 · Computer	1,000.00	2,000.00	50.0%
38-11 · Computer - Software	80,864.17	70,000.00	115.5%
38-13 · Equipment - Telephone	0.00	0.00	0.0%
38-15 · Equipment - Copier	1,582.19	2,500.00	63.3%
38-40 · Insect Control	0.00	1,200.00	0.0%
38-41 · Alarm Service Fees	484.98	700.00	69.3%
Total 38-00 · Repairs & Maintenance Services	85,300.16	79,400.00	107.4%
39-00 · Rentals / Leases			
39-03 · Autos / Vans / Trucks	851.58	1,200.00	71.0%
39-10 · Copy Machines	0.00	0.00	0.0%
39-12 · Mailing Equipment	701.10	1,000.00	70.1%
39-15 · Polling Places \$40.00/pct	4,495.00	4,000.00	112.4%
39-16 · Storage	0.00	50.00	0.0%
39-20 · Office Space	48,818.70	65,100.00	75.0%
39-21 · Meetings / Display Space	0.00	100.00	0.0%
39-50 · Equipment - Other	0.00	100.00	0.0%
39-99 · Other (taxes/contingency)	7,930.92	20,000.00	39.7%
Total 39-00 · Rentals / Leases	62,797.30	91,550.00	68.6%
40-00 · Insurance - 1			
40-40 · Liability Insurance	0.00	3,500.00	0.0%
40-41 · ATCAR	1,462.03	3,000.00	48.7%
Total 40-00 · Insurance - 1	1,462.03	6,500.00	22.5%
42-00 · Travel & Professional Dvlpmt			
42-01 · Education / Training	2,219.68	8,000.00	27.7%
42-03 · Travel / Meetings	18.00	1,500.00	1.2%
42-05 · Conferences / Seminars	12,985.19	10,000.00	129.9%
42-07 · Mileage	496.05	1,000.00	49.6%
42-40 · Ed/Training - Election Judges	0.00	3,000.00	0.0%
42-00 · Travel & Professional Dvlpmt - Other	2,161.90	3,000.00	0.0%
Total 42-00 · Travel & Professional Dvlpmt	17,880.82	23,500.00	76.1%
43-00 · Insurance			
43-02 · Insurance Premium	500.00	3,000.00	16.7%
43-09 · Insurance - Notary	0.00	0.00	0.0%
43-15 · Insurance - Bonding	0.00	400.00	0.0%
Total 43-00 · Insurance	500.00	3,400.00	14.7%

Aurora Election Commission
Profit & Loss Budget vs. Actual
 January through December 2017

Accrual Basis

	Jan - Dec 17	Budget	% of Budget
44-00 · Communication Charges			
44-01 · Telephone	136.45	1,000.00	13.6%
44-04 · Telephone - Mobile	0.00	0.00	0.0%
44-09 · Fee - Internet Access	7,341.47	14,000.00	52.4%
44-00 · Communication Charges - Other	0.00	0.00	0.0%
Total 44-00 · Communication Charges	7,477.92	15,000.00	49.9%
45-00 · Other Services & Charges			
45-01 · Dues	1,220.00	4,000.00	30.5%
45-02 · Subscriptions	219.00	1,000.00	21.9%
45-03 · Postage	20,000.00	25,000.00	80.0%
45-04 · UPS / Fed Ex	0.00	0.00	0.0%
45-07 · Copier Costs	0.00	2,000.00	0.0%
45-12 · Advertising / Publication	10,779.18	50,000.00	21.6%
45-18 · Promo Materials / Services	0.00	100.00	0.0%
45-22 · Notary Registration / Stamp	0.00	0.00	0.0%
45-23 · Copying Services	0.00	0.00	0.0%
45-32 · Licenses / Permits	565.00	100.00	565.0%
45-92 · Election Comm. Oper Costs	0.00	100.00	0.0%
Total 45-00 · Other Services & Charges	32,783.18	82,300.00	39.8%
61-00 · Supplies - General			
61-01 · Office - Direct	1,304.01	2,500.00	52.2%
61-02 · Office - Central Stores	0.00	0.00	0.0%
61-09 · Custom Printing	1,567.69	15,000.00	10.5%
61-10 · Books / Periodicals / Videos	621.00	500.00	124.2%
61-35 · Election	112,399.16	90,000.00	124.9%
61-36 · Voting Equipment	0.00	10,000.00	0.0%
61-40 · Expendable Tools / Equipment	0.00	5,000.00	0.0%
61-41 · Furniture / Fixtures	0.00	1,100.00	0.0%
61-80 · Other	5,855.13	5,000.00	117.1%
Total 61-00 · Supplies - General	121,746.99	129,100.00	94.3%
62-00 · Supplies - Energy			
62-01 · Natural Gas	-55.99	3,000.00	-1.9%
62-04 · Electricity	2,706.86	5,000.00	54.1%
Total 62-00 · Supplies - Energy	2,650.87	8,000.00	33.1%
63-00 · Supplies - Mach/Equip			
63-02 · Equipment - Copy Machines	0.00	0.00	0.0%
63-99 · Other	0.00	500.00	0.0%
Total 63-00 · Supplies - Mach/Equip	0.00	500.00	0.0%

Aurora Election Commission
Profit & Loss Budget vs. Actual
 January through December 2017

Accrual Basis

	Jan - Dec 17	Budget	% of Budget
64-00 · Supplies - Computer			
64-22 · Imaging Equipment / Systems	0.00	1,000.00	0.0%
Total 64-00 · Supplies - Computer	0.00	1,000.00	0.0%
65-00 · Supplies - Repairs / Maint.			
65-02 · Equipment - Non-Licensed	0.00	1,000.00	0.0%
65-05 · Buildings & Grounds	1,607.32	5,000.00	32.1%
65-13 · Equipment - Telephone	0.00	500.00	0.0%
65-15 · Equipment - Copier/Fax	0.00	100.00	0.0%
65-00 · Supplies - Repairs / Maint. - Other	27.45		
Total 65-00 · Supplies - Repairs / Maint.	1,634.77	6,600.00	24.8%
Total Expense	615,291.72	886,750.00	69.4%
Net Income	337,267.70	0.00	100.0%

**Aurora Election Commission
Bill Payments for All Vendors
August 2017**

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Amount</u>
Aug 17				
AECOI	Bill Pmt -Check	9501	08/30/2017	240 00
Aurora Fastprint	Bill Pmt -Check	9502	08/30/2017	480.46
Bond, Dickson & Con ..	Bill Pmt -Check	9503	08/30/2017	839.17
Bruce Harris & Assoc.	Bill Pmt -Check	9504	08/30/2017	400.00
Derrall Moore	Bill Pmt -Check	9505	08/30/2017	2,161 90
EJ - Jillings, Christop .	Bill Pmt -Check	9506	08/30/2017	29 96
Election Systems &S ..	Bill Pmt -Check	9507	08/30/2017	16,998 00
Fechner, Linda M	Bill Pmt -Check	9508	08/30/2017	2,147 63
First Communications	Bill Pmt -Check	9509	08/30/2017	901 29
I.A.C C.R.	Bill Pmt -Check	9510	08/30/2017	345.00
Illinois dept. of emplo. .	Bill Pmt -Check	9511	08/30/2017	301.37
Illinois Dept. of Reven..	Bill Pmt -Check	9512	08/30/2017	1,546.86
KKC Imaging Systems	Bill Pmt -Check	9513	08/30/2017	75 00
M J M. Medina Maint..	Bill Pmt -Check	9514	08/30/2017	300 00
National Pen Company	Bill Pmt -Check	9515	08/30/2017	103 68
old second	Bill Pmt -Check	9516	08/30/2017	376.63
PCM	Bill Pmt -Check	9517	08/30/2017	1,168 82
Realtor Association of	Bill Pmt -Check	9518	08/30/2017	5,424 30
Roger C Marquardt &	Bill Pmt -Check	9519	08/30/2017	2,000 00
Verizon Wireless	Bill Pmt -Check	9520	08/30/2017	2,494 19
Wally's Printing	Bill Pmt -Check	9521	08/30/2017	343 00
Willy's Cleaning Servi...	Bill Pmt -Check	9522	08/30/2017	300 00
Aug 17				38,977.26

**Aurora Election Commission
Bills for All Vendors
All Transactions**

<u>Vendor</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Due Date</u>	<u>Amount</u>
Bond, Dickson & Co .	Bill	15798	09/08/2017	10/08/2017	1,502.17
Bruce Harris & Asso	Bill	77756	09/28/2017	10/08/2017	400.00
Derrall Moore	Bill	917gal	09/15/2017	09/25/2017	449.05
Fechner, Linda M	Bill	917gal	09/15/2017	09/25/2017	280.20
First Communications	Bill	11451 .	09/01/2017	09/11/2017	901.95
Jeffrey P. Fechner, Jr	Bill	917 mi..	09/15/2017	09/25/2017	39.59
Leah Anderson	Bill	917gal	09/15/2017	09/25/2017	332.10
M J M. Medina Main .	Bill	817dv	09/07/2017	10/07/2017	300.00
National Pen Comp	Bill	917re ..	09/12/2017	09/22/2017	246.95
PCM	Bill	r1521 ..	09/11/2017	09/21/2017	349.23
Pitney Bowes	Bill	00515	09/10/2017	09/20/2017	180.00
Realtor Association .	Bill	1017r	10/01/2017	10/11/2017	5,424.30
Realtor Association .	Bill	461862	09/11/2017	09/21/2017	4,989.19
Robis Elections, Inc.	Bill	106661	08/24/2016	09/23/2016	10,000.00
Roger C. Marquardt	Bill	2404	09/01/2017	09/11/2017	2,000.00
Wally's Printing	Bill	73728	09/01/2017	09/11/2017	71.00
Wally's Printing	Bill	73729	09/01/2017	09/11/2017	56.30
Total					27,522.03

Aurora Election Commission Bills for All Vendors

All Open Transactions

Vendor	Type	Num	Date	Amount	
Bond, Dickson & Conway, P C	Bill	15798	09/08/2017	1,502.17	legal
Bruce Harris & Assoc., Inc	Bill	77756	09/28/2017	400.00	consult
Derrall Moore	Bill	917galesburg	09/15/2017	449.05	education
Fechner, Linda M	Bill	917galesburg	09/15/2017	280.20	education
First Communications	Bill	114517573	09/01/2017	901.95	internet
Jeffrey P. Fechner, Jr	Bill	917 mileage	09/15/2017	39.59	mileage
Leah Anderson	Bill	917galesburg	09/15/2017	332.10	education
M. J.M Medina Maintenance	Bill	817dvces	09/07/2017	300.00	cleaning
National Pen Company	Bill	917registratio	09/12/2017	246.95	supplies
PCM	Bill	r152188850101	09/11/2017	349.23	supplies
Pitney Bowes	Bill	005155835	09/10/2017	180.00	postage
Realtor Association of the Fox Valley	Bill	1017rent	10/01/2017	5,424.30	rent
Realtor Association of the Fox Valley	Bill	461862	09/11/2017	4,989.19	utilities
Robis Elections, Inc.	Bill	106661	08/24/2016	10,000.00	supplies
Roger C Marquardt & Company, Inc	Bill	2404	09/01/2017	2,000.00	consult
Wally's Printing	Bill	73728	09/01/2017	71.00	printed
Wally's Printing	Bill	73729	09/01/2017	56.30	printed
Total				<u>27,522.03</u>	