

Board of Election Commissioners Meeting
City of Galesburg, Illinois
Tuesday May 16, 2023 — 9:00 a.m.
City Hall Erickson Conference Room

Chairman Roger Williamson called the meeting to order at 9:00 a.m. Attending were Commissioners Veronica Peoples and Robert Potter, Executive Director Lisa Watson, and Assistant Bill Gohring. Also in attendance was Richard Stout.

After reviewing the minutes from the April 25, 2023, meeting, Veronica Peoples made a motion to approve the minutes. Robert Potter seconded. Motion carried.

Public Comment – There was a question about availability of funding for new equipment required for 2025. Currently the availability of Grant Funds is unknown. There is also uncertainty about the State of Illinois direction.

Old Business:

Memo Only Budget— Robert Potter provided an overview of the Memo Only Budget. The big expenditure for the month was a result of expenses for the April 2023 Consolidated Election. Expenditures for April were \$24,797.00.

DS200 Paper Ballot Tabulators and Election Software For 2025 Consolidated Election – This would be for the 2025 year. These tabulators would continue with the Gold Standard of paper ballots.

New Business:

FY 2024 Memo Only Budget – Robert Potter presented and explained the proposed 2024 Memo Only Budget. The Memo Only Budget is a guide for us and is an estimate for 2024. The current availability of Federal or State Grants for equipment is unknown. There will be Grant Funding available for Voter Registration expenditures include the processing and mailing of new voter cards to all registered voters that is required every 2 years. Robert Potter stated that the 2024 Memo Only Budget did not include money for new election equipment but did include money for new Memory Cards. Robert Potter made a motion to approve the 2024 Memo Only Budget. Veronica Peoples seconded. Motion carried.

FY 2024 Salary Review – Lisa Watson presented a salary comparison for similar-sized Illinois Election Commissions. Veronica Peoples made a motion for the Commissioners to go into Executive Session to discuss the 2024 Salary Review. Robert Potter seconded. Motion carried. Upon return to the Open Session, Veronica Peoples made a motion that the salaries of the Executive Director and the Assistant Executive Director be increased by 7.4% effective December 1, 2023. Robert Potter seconded. Roger Williamson called for a roll call vote. Veronica Peoples voted yes. Robert Potter voted yes. Roger Williamson voted yes. Motion carried. It was recommended that the salary comparison of similar-size commissions be made

available to the County. It shows that our Executive Director's salary is less than the Assistant Executive Director's salary at a similar-sized election commission.

AECOI May Webex Conference-Host – The Galesburg Commission has been asked to exchange conference dates with the Rockford Commission as their Executive Director was recently installed. The Conference will be either a one-day conference on Monday, May 22, 2023, or two ½ days on Monday, May 22, 2023, and Wednesday, May 24, 2023.

Voter Card Bulk Mailing

Polling Place Assignments Review – Robert Potter discussed the possibility of moving Precinct 16 (currently located in Bethel Baptist Learning Center) to the Bethel Baptist Gymnasium which currently houses 4 other Precincts. There is ample space in the gym, and this could result in utilization of 1 less tabulator and 1 less Automark machine. It would also be less confusing for voters. Turnout in Precinct 10 (United Way) was light. 20 people voted at that polling location. It was noted that the facility is excellent and has ample parking. This discussion will be revisited at the next meeting.

Quote – A quote in the amount of \$4,579.00 from Flores Printers for printing the envelopes and election commission brochures and preparing them for bulk mailing was presented. The Election Office will print the Voter cards. The mailing will be in late July or early August. We will see a savings in having Flores Printers bulk mail the cards. Veronica Peoples made a motion to accept Flores Printers quote. Robert Potter seconded. Motion carried.

Invoices & Supplies— Veronica Peoples made a motion to approve the supplies for the month of May. Robert Potter seconded. Motion carried. Veronica Peoples made a motion to approve the supply list for the month of May. Robert Potter seconded. Motion carried.

Schedule June meeting—The next commissioners' meeting was scheduled for June 20, 2023, at 9:00 a.m.

Veronica Peoples made a motion to adjourn the meeting. Robert Potter seconded. Motion carried. The meeting was adjourned at 9:59 a.m.