

Board of Election Commissioners Meeting
City of Galesburg, Illinois
January 21, 2025 — 9:00 a.m.
City Hall Basement Conference Room

Chairman Roger Williamson called the meeting to order at 9:00 a.m. Attending were Commissioners Veronica Peoples and David Christensen, Executive Director Lisa Watson, and Assistant Bill Gohring. Also in attendance were Jeannette Chernin, Darla Krejci, Richard Stout, and Tony Franklin.

After reviewing the minutes from the December 19, 2024 meeting, Veronica Peoples made a motion to approve the minutes. David Christensen seconded. Motion carried.

Public Comment – None

Old Business:

Memo Only Budget— David Christensen provided an overview of the Memo Only Budget. Total expenses for December were \$44,177.00. The largest expense item was for the election judge payroll, and it amounted to \$37,779.00. Total revenue was \$525.00.

2025 Election – April 1, 2025

Ballot Order Recommendation – Lisa Watson presented a ballot purchase proposal of \$3441.00 based on past election experience and ballot issues for the upcoming election. Ballots are a critical need, and cost is significantly less than payroll or election software. David Christensen made a motion to accept the recommended amount for the purchase of the ballots. Veronica Peoples seconded. Motion carried.

Early Voting Hours – Lisa Watson presented an Early Voting Hours proposal for the upcoming election. Veronica Peoples made a motion to accept the proposed Early Voting Hours schedule. Dave Christensen seconded. Motion carried.

Overtime Hours – Lisa Watson presented an estimate of Required Overtime Hours for the Executive Director and the Assistant for the upcoming election with the recommendation that they be set up as future comp time hours at the rate of time & one-half. David Christensen made a motion to accept the recommended Required Overtime Hours be set up as future comp time at the rate of time & one-half. Veronica Peoples seconded. Motion carried.

Look Up Stations –The Election Judges felt that the Look Up Stations were a tremendous help and lightened there load greatly. Voter turnout for the upcoming election is expected to be much lighter than the November election was, and the feeling is that the Look Up Stations would still be beneficial, but that staffing could be reduced by several people.

Roving Patrol – The Roving Patrol was well received by the Election Judges and functioned as was planned. As the upcoming election will be a lower turnout election,

and there are no outside influences, the general feeling was that the Roving Patrol inside the polling places would not be needed for this election. Instead a request would be made for Patrol to drive-by the polling places as part of their workday.

Personnel Protective Equipment – Usage of Personal Protective Equipment (hand sanitizer, gloves, masks, disinfectant) has continued to decrease with each election. For the upcoming election we will just provide hand sanitizers for the judges but also make them aware that requests for Personal Protective Equipment can be made on an individual basis and will be honored. Hand sanitizer will continue to be available for voters.

2024 General Election Reflections

City Manager – As the regular City Council Meeting fell on Election Day, Early Voting Lines presented a problem with getting the City Council Meeting started on time. This issue will not need to be addressed again until the 2026 Primary Election.

Election Judges – Judges asked that the unvoted ballots be bundled in quantities of 100 for easier counting. Judges also requested more training. Provisional Ballots created some confusion with closing out the polls at the end of the voting day.

New Voting Equipment Update – The new equipment has arrived. Our vendor sent a technician to unpack, set up, and check out the new equipment. The vendor also sent a trainer to conduct key staff training and to set up the stand-alone PC and supplemental ballot printer included in the purchase.

New Business:

Invoices & Supplies— Veronica Peoples made a motion to approve the invoices for the month of January. David Christensen seconded. Motion carried. Veronica Peoples made a motion to approve the supply list for the month of January. David Christensen seconded. Motion carried.

Schedule February meeting—The next commissioners' meeting was scheduled for Tuesday, February 18, 2025 at 9:00 a.m. in the Erickson Conference Room.

Other: None

David Christensen made a motion to adjourn the meeting. Veronica Peoples seconded. Motion carried. The meeting was adjourned at 9:50 a.m.