

**I. Call to Order/Pledge of Allegiance**

Chairman Ray Lembke called the meeting to order at 10:00 a.m. Mr. Grant led the Pledge of Allegiance.

**II. Roll Call**

Ray Lembke – Chair – Yes

Rick Combs – Yes

Gregg Conrad – Yes

Richard Grant – Yes

Also present were Director Stephanie Hemmer-Haight, Deputy Director Chris Dennison and Administrative Assistant Cherie Wilson.

**III. Motion to Adopt the Agenda as Presented**

Mr. Lembke noted that the Moscow petition (Item VIII) is technically a petition for surrender of corporate powers, rather than dissolution of corporate powers.

**2023-9** – Mr. Combs made the motion to adopt the agenda as revised. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**IV. Other attendees** – Kathy Weaver and Jennifer Hartley (Auditor's office)

**V. Public participation** – none

**VI. Approval of Minutes**

- January 18, 2023 – Regular Monthly Board Meeting

**2023-10** – Mr. Grant made the motion to accept the January minutes. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**VII. Approval of Bills as of February 8, 2023**

Mr. Combs inquired about the U.S. Bank expense for office supplies. Director Hemmer-Haight clarified that the supplies were purchased with the county PCARD (billed through U.S. Bank).

**2023-11** – Mr. Grant made the motion to approve payment of the bills as of February 8, 2023. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**VIII. Certify Question to Special Election Ballot**

Mr. Lembke asked for confirmation that the petition has sufficient valid signatures, that it was first presented to the village of Moscow; and that no protest has been filed. Director Hemmer-Haight confirmed all three points. There are 24 verified signatures, which exceeds the 19 required.

**2023-12** – Mr. Combs made the motion to accept the petition for surrender of corporate powers of the village of Moscow and certify it to the May 2, 2023 special election ballot. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**IX. Directors' Report:**

**A. Retirement and vacation policy**

The board discussed possible scenarios for rehiring retired employees with Kathy Weaver and Jennifer Hartley, payroll and personnel contacts from the Auditor's office. The board concluded

that a comprehensive policy is not needed at this time. They asked the directors to convey that the board is very open to rehiring employees who may be considering retirement; pay and benefits will be considered on a case-by-case basis.

The board thanked Kathy Weaver for all of her years of service and for her assistance to the Board of Elections. Ms. Weaver is retiring on February 28<sup>th</sup>.

**B. County overlaps – May special election**

Director Hemmer-Haight reported on the May special election. In addition to the Moscow Village referendum, we are a least populous county for Loveland, Blanchester, and Forest Hills school district issues. The three voters in the Clermont County portion of Forest Hills School District will vote in Hamilton County for this election. We will open six polling locations for the other ballot issues. We plan to handle the absentee mail in house, so the board does not need to approve a mail house vendor for this special election.

Mr. Combs inquired about communicating the HB 458 changes to voters. Per Directive 2023-03, the SOS is preparing to launch a robust public information campaign. The board requested that the directors provide a summary (that can be shared upon request) of the points of the legislation that most affect voters; for example, the summary would include new photo ID requirements, absentee deadline changes, and elimination of early voting on the Monday immediately prior to Election Day.

**X. Executive Session**

**2023-13** – At 10:54 a.m., Mr. Combs made the motion to go into Executive Session to discuss compensation and employment of a public employee or official, pursuant to Ohio Revised Code §121.22(G)(1) and §121.22(G)(6) details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

The four board members, plus the director and deputy director were present at the executive session.

**2023-14** – At 11:59 a.m., Mr. Conrad made the motion to come out of Executive Session. Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**2023-15** – Mr. Conrad made the motion to adopt the 2023 compensation schedule that has been recommended and discussed. Mr. Combs seconded the motion. Upon discussion, Mr. Combs noted that the salary increases will be retroactive to January 1, 2023, and that each employee should be provided with the rationale for their individual pay increase based on the executive session discussion.

Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**XI. Upcoming Events and Meetings**

The board discussed the next meeting date. Based on the SOS reorganization deadline, the board decided to meet on Monday, March 6, 2023 at 10:00 a.m. for the regular monthly board meeting and reorganization.

- March 6 at 10:00 a.m. – March Regular Monthly Board Meeting and Reorganization
- March 17 – UOCAVA ballots must be ready (46 days before special election)
- April 3 (Monday) – Voter registration deadline – office open normal hours
- April 4 (Tuesday) – Early in-person voting begins
- April 12 – committees for/against issues must file to appoint observers
- April 21 – political parties and issue committees must file notice of observer appointments
- May 2 – Special Election Day – polls open 6:30 a.m. - 7:30 p.m.
- June 27 (Tuesday) and June 28 (Wednesday) – Secretary of State Annual Conference (Easton)

**XII. Adjournment**

2023-16 – At 12:04 p.m., Mr. Grant made the motion to adjourn. Mr. Combs seconded the motion.

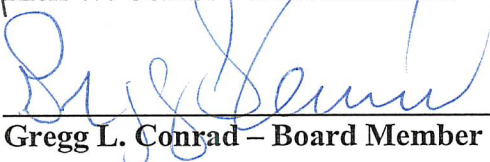
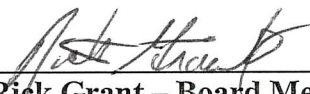
Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

  
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Raymond W. Lembke – Board Chairman  
\_\_\_\_\_  
Rick W. Combs – Board Member  
\_\_\_\_\_  
Gregg L. Conrad – Board Member  
\_\_\_\_\_  
Rick Grant – Board Member

Date 3-6-23

**APPROVAL OF BILLS FOR BOARD MEETING  
FEBRUARY 8, 2023**

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
<b>INVOICES APPROVED BY BOARD MEMBERS:</b>		
BALLOTSYNC	ANNUAL SUBSCRIPTION FOR BALLOT SYNC	\$ 5,626.00
BATAVIA POST OFFICE	DEPOSIT FOR BULK RATE ACCOUNT #28	\$ 10,000.00
CHRIS DENNISON	REIMBURSEMENT FOR POSTAGE - PETITIONS TO S.O.S.	\$ 5.41
CULLIGAN WATER	BOTTLED WATER - 2-1-23 TO 2-28-23	\$ 92.95
PITNEY BOWES	POSTAGE MACHINE LEASE - 11-28-22 TO 2-27-23	\$ 824.31
RB PRINTING	VOTER REGISTRRTION CARDS	\$ 411.35
RUEBEL FAMILY PARTNERSHIP	OFF SIGHT STORAGE - FEBRUARY 2023	\$ 3,800.00
US BANK	PCARD - STEPHANIE HAIGHT - MISC OFFICE SUPPLIES	\$ 1,821.27
STAFF SALARIES	PAY PERIOD 01-09-23 TO 01-22-23	\$ 18,535.20
BOARD MEMBERS SALARIES	PAY PERIOD 01-09-23 TO 01-22-23	\$ 2,572.48
STAFF SALARIES	PAY PERIOD 01-23-23 TO 02-05-23	\$ 18,535.20
BOARD MEMBERS SALARIES	PAY PERIOD 01-23-23 TO 02-05-23	\$ 2,572.48
	<b>TOTAL:</b>	\$ 64,796.65

**Cherie Wilson**

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**From:** Cherie Wilson  
**Sent:** Monday, January 23, 2023 10:36 AM  
**To:** legals@clermontsun.com  
**Cc:** Stephanie Haight  
**Subject:** Feb 2023 Board Meeting Schedule  
**Attachments:** Feb 8 2023 chg reg mtg & certify petitions.doc

Good morning!

Please be advised and post as a PSA (no cost) the attachment regarding the rescheduled February board meeting. My direct phone number is 732-7485 if you have any questions.

Thank you!

Cherie Wilson, Administrative Support Specialist  
Clermont County Board of Elections  
76 S. Riverside Dr.  
Batavia, OH 45103

**Clermont County Board of Elections  
Notice of Change of Meeting Date**

The Clermont County Board of Elections has re-scheduled the February 2023 Monthly Board Meeting for:  
**Wednesday, February 8, 2023 at 10:00 a.m.**

The monthly meetings are for general purposes, including review of minutes and finances, election status, and any and all other matters that may come before the board. The February meeting agenda will include certification of petition(s) for the May 2023 special election.

The meeting will be held at the Board Office, 76 S. Riverside Dr., Batavia, 45103.

Ray Lembke – Chairman  
Stephanie Hemmer-Haight – Director