

I. Call the Meeting to Order by Current Chair

Mr. Lembke called the meeting to order at 10:00 a.m. and congratulated Mr. Conrad and Mr. Grant upon their reappointments to the board. Mr. Combs led the Pledge of Allegiance.

II. Roll Call

Ray Lembke – 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

2023-17 – Mr. Combs made the motion to adopt the agenda as presented. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

IV. Other attendees – Brian Shrive (Assistant County Prosecutor), John Lipps, Alesha Hanna

V. Public participation – none

VI. Board Reorganization

A. Select a Temporary Chair

1) Call for Nominations for Temporary Chair:

Mr. Combs nominated Mr. Conrad for Temporary Chair. Mr. Lembke seconded the nomination. Nominations were closed.

2) Roll call for those in favor of Mr. Conrad to serve as Temporary Chairman:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

B. Temporary Chair calls for Nominations for Director

1) Mr. Combs (R) nominated Stephanie Hemmer-Haight (R) for Director of the Clermont County Board of Elections. Mr. Grant seconded the nomination. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Stephanie Hemmer-Haight (R) to serve as Director for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

C. Temporary Chair calls for Nominations for Deputy Director

1) Mr. Lembke (D) nominated Chris Dennison (D) for Deputy Director of the Clermont County Board of Elections. Mr. Conrad seconded the nomination. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Chris Dennison (D) to serve as Deputy Director for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

D. Appoint a Chairperson

1) Mr. Combs (R) nominated Ray Lembke (D) for Chairman of the Clermont County Board of Elections. Mr. Conrad seconded the nomination. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Ray Lembke (D) to serve as Chairman for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Abstain

E. Set Regular Meeting Dates

2023-18 – Mr. Combs made the motion to keep the regular Board Meeting date on the third Wednesday of each month at 10:00 a.m. Mr. Conrad seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

F. Administer Oaths of Office

Brian Shrive administered the oaths of office to the director and deputy director. Chairman Lembke welcomed back the reappointed directors.

Other Business

VII. Approval of Minutes

- February 8, 2023 – Regular Monthly Board Meeting

2023-19 – Mr. Combs made the motion to adopt the minutes of the February 8, 2023 board meeting. Mr. Conrad seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

VIII. Approval of Bills as of March 6, 2023

2023-20 – Mr. Grant made the motion to approve payment of the bills as of March 6, 2023. Mr. Combs seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

IX. Motion to Certify List of Clermont County Republican Central Committee Members to the Republican State Central Committee (R.C. §3517.06)

Mr. Lembke noted that the board has been presented with competing lists of members of the central committee of the Clermont County Republican Party. He asked Mr. Shrive to confirm that, based on ORC §3517.05 and §3517.06, the board's obligation is to certify both lists to the central committee of the Ohio Republican Party (the State Central Committee).

Mr. Shrive read from ORC §3517.05 "*the board of elections with which such lists are filed shall certify them to the state central committee of the party concerned. The state central committee shall ... determine and certify which committee shall be recognized as the rightful county central committee or executive committee*". Mr. Hicks & Ms. Broussard have both submitted lists to us and to the Secretary of State per ORC §3517.06. Mr. Hicks' list has removed anyone appointed to a precinct in which they do not live. In Mr. Shrive's opinion, ORC §3517.05 applies; the board's function is to certify the lists to the state central committee. Mr. Shrive will prepare a letter to submit with the board's motion.

2023-21 – Mr. Conrad made the motion to certify to the central committee of the Ohio Republican Party both lists of Clermont County Republican central committee members that have been submitted to the board of elections. Mr. Combs seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

X. Motion to Outsource Printing and Mailing of Absentee Ballots

Mr. Dennison reminded the board of the SOS requirement for a vote in a public meeting to outsource the printing and mailing of absentee ballots for each election (even if an existing contract is in place). Initially, we had planned to process these in house until the Loveland School District issue was added, increasing our potential voter pool by more than 10,000. However, Graphic Village has the packets, plus options for tracking incoming ballots as well as their current tracking of outgoing mailed ballots. They will create a barcoded return envelope that USPS can scan as it goes from station to station, so we

have more data to track voters' ballots after they mail them back to us. The cost for the additional barcode is 25 cents per ballot, which would increase the packet cost from \$1.95 to \$2.20 per ballot. Our original mail house cost savings analysis was based on a packet cost of \$2.25/packet, so we would still save money. Moreover, Graphic Village has asked us to beta test the new barcode for the May election, so they will not charge the extra 25 cents. We can try it for the May election, then make a subsequent decision for the November election.

Graphic Village has an additional option to attach a holographic sticker to each ballot (\$0.18/ballot) as a security measure. Currently, Montgomery County is the only Ohio county using the stickers, although other states have mandated similar security measures against forgery.

Mr. Grant inquired about prior mail house issues with return envelopes for the wrong county. Graphic Village has implemented an extra barcode to avoid this issue during their internal processing.

2023-22 – Mr. Grant made the motion to outsource the printing and mailing of absentee ballots to Graphic Village for the May 2023 special election. Mr. Conrad seconded the motion. Upon roll call:

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

XI. Quotes for Election Day Ballot Printing for May 2, 2023 Special Election

Director Hemmer-Haight presented the ballot quotes that we had received from four vendors: ElectionIQ, ES&S, IVS, and Oregon Printing. HB 458 will change the ballot bid requirements for the November 2023 election; at this time we are selecting a vendor to print only the Election Day ballots for the May 2023 special election. The cost will be less than \$25,000 for the May election, so a formal bid was not required.

The board discussed recent issues with IVS ballots, our satisfaction with absentee ballots from Graphic Village (who would print ballots for ES&S), and whether the May election would be an appropriate time to audition a new printing vendor. The board concurred that the quotes were close enough to select ES&S/Graphic Village printing for their experience, for process simplification (only one ballot vendor, one set of ballot proofs, and one setup charge), and for guaranteed access to their proprietary ballot stock.

2023-23 – Mr. Combs made the motion to accept the quote from ES&S to print Election Day ballots for the May 2023 special election. Mr. Grant seconded the motion. Upon discussion, Mr. Grant recommended that we solicit feedback from Kenny Henning prior to reviewing bids for November regarding other counties' experience with different ballot printers. Upon roll call:

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

XII. Motion to countenance Hamilton County to Host Voters (~3) from Clermont County

As discussed during the February meeting, Hamilton County has tentatively agreed to host the 3 Clermont County voters who reside in the Forest Hills Local School District. A motion is required per SOS guidelines.

Mr. Lembke asked whether the three Forest Hills voters would be allowed to vote by mail. Director Hemmer-Haight indicated that Hamilton County will provide us ballots for early in-person voting here, but Hamilton County will mail absentee ballots to the voters if they choose to vote by mail.

Mr. Grant requested and received confirmation from the directors that the Blanchester School District (WE-A) voters will vote in Clermont County.

2023-24 – Mr. Grant made the motion to request that Hamilton County accept and assign the Clermont County voters from the Forest Hills School District to the adjoining precinct in Hamilton County. Mr. Combs seconded the motion. Upon roll call:

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

XIII. Directors' report

A. Special Election Preparation

Director Hemmer-Haight reported that we have received 93 applications from Loveland City School District voters. Registration will close on April 3rd and early voting begins April 4th for this election. We have filled the PEO spots for all 13 precincts; we have six PEO classes scheduled for late April to retrain these PEOs for HB 458. We have also been invited to attend a Hamilton County training session to facilitate sharing of knowledge. The directors plan to deliver equipment to the Moscow polling location (1 precinct). Our regular vendor (PLANES) will deploy the other route.

B. Transition to updated website

Deputy Director Dennison indicated that the website is closer to going live. The vendor has been providing training sessions via Zoom, so that he and various others can use their software to populate the calendar, load election results, load the FWAB, and other edits that will be required from our end.

C. Directive for drop box camera video accessibility

Deputy Director Dennison reviewed the drop box requirements from HB 458. We are still trying to understand the technical details and implications. We have 24-hour surveillance, but the daily footage must be publically available within 24 hours for viewing or download. TRIAD has a commercial option available. Mr. Combs suggested requesting that ISD provide a solution to the HB 458 requirements.

D. Disseminating information on HB 458 effects

Director Hemmer-Haight shared a draft press release regarding HB 458 changes; we edited a copy that Kenny Henning had forwarded from another county. Deputy Director Dennison will ask Bob Nichols (SOS Media contact) to review the draft release before sending it to the press.

The board recessed at 10:57 a.m.

The board reconvened at 11:17 a.m.

XIV. Executive Session

2023-25 – At 11:18 a.m., Mr. Conrad 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 (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. Combs 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, deputy director and legal counsel were present at the executive session.

2023-26 – At 12:02 p.m., Mr. Combs made the motion to come out of Executive Session. Mr. Conrad seconded the motion. Upon roll call:

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

2023-27 – Mr. Conrad made the motion to hire Alesha Hanna at a rate of \$18/hour with a four-month probationary period. Mr. Combs seconded the motion. Upon discussion, Director Hemmer-Haight noted that the pay would increase to \$18.50/hour after the probationary period. Upon roll call:

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

XV. Upcoming Meetings and Events

- March 17 – UOCAVA absentee ballots / FWAB for May 2 special election must be ready (46 days before special election)

- April 3 – Voter registration deadline for May 2 special election – office open normal business hours (30 days before special election)
- April 4 – Early in-person / absentee by mail voting begins

EARLY IN-PERSON VOTING HOURS

April 4-7:	8:00 a.m. – 5:00 p.m.
April 10-14:	8:00 a.m. – 5:00 p.m.
April 17-21:	8:00 a.m. – 5:00 p.m.
April 24:	7:30 a.m. – 7:30 p.m.
April 25:	7:30 a.m. – 8:30 p.m.
April 26-28:	7:30 a.m. – 7:30 p.m.
April 29:	8:00 a.m. – 4:00 p.m.
April 30:	1:00 p.m. – 5:00 p.m.

- April 25 – Absentee ballot applications must be received by 8:30 p.m.
- May 1 – Mailed absentee ballots must be postmarked by this date
- May 2 – Special election – polls open from 6:30 a.m. – 7:30 p.m.
- May 6 – Last day to receive mail-in ballots postmarked on or before May 1
- June 27-28 – SOS Summer Conference – Hilton Columbus at Easton
- July 17-18 – DIMS conference sponsored by ES&S – Put-In-Bay, Ohio

The next board meeting will be the monthly meeting Wednesday, April 19th at 10 a.m. and will include the Public Test.

XVI. Motion to Adjourn

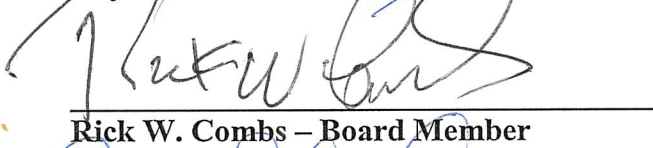
2023-28 – At 12:28 p.m., Mr. Combs made the motion to adjourn. Mr. Grant seconded the motion.

Upon roll call:

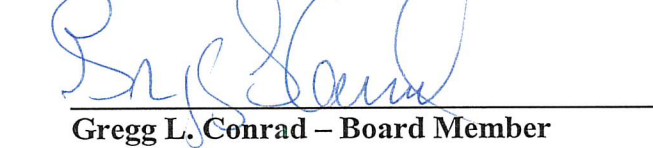
- Mr. Combs – Yes
- Mr. Conrad – Yes
- Mr. Grant – Yes
- Mr. Lembke – Yes



Raymond W. Lembke – Board Chairman



Rick W. Combs – Board Member



Gregg L. Conrad – Board Member



Richard K. Grant – Board Member

Date 4-19-23

**APPROVAL OF BILLS FOR BOARD MEETING
MARCH 6, 2023**

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BATAVIA POST OFFICE	ANNUAL PERMIT FEE - PERMIT #28	\$ 290.00
ELECTIONSOURCE	30 DUO VOTING BOOTHS - (2022 BUDGET)	\$ 8,956.03
HATHAWAY	SELF INKING STAMP - "FORWAD SERVICE REQUESTED"	\$ 35.45
RUEBEL FAMILY PARTNERSHIP	OFF SITE STORAGE - RED BARN - MARCH	\$ 3,800.00
US BANK	PCARD - KIM - GORILLA TAPE SUMMER CONF. HOTEL	\$ 1,785.84
STAFF SALARIES	PAY PERIOD 02-06-23 TO 02-19-23	\$ 19,798.45
RETRO PAY	PAY PERIOD 02-06-23 TO 02-19-23	\$ 3,158.00
BOARD MEMBERS SALARIES	PAY PERIOD 02-06-23 TO 02-19-23	\$ 2,572.48
STAFF SALARIES	PAY PERIOD 02-20-23 TO 03-05-23	\$ 19,363.02
BOARD MEMBERS SALARIES	PAY PERIOD 02-20-23 TO 03-05-23	\$ 2,572.48
	TOTAL:	\$ 62,331.75

Cherie Wilson

From: Cherie Wilson
Sent: Wednesday, February 8, 2023 3:35 PM
To: legals@clermontsun.com
Cc: Stephanie Haight
Subject: March Board Meeting Schedule
Attachments: 2023 march 6 Reorg and chg reg mtg.doc

Jamie,

Please be advised and post as a PSA (no cost) the attachment regarding the rescheduled March board meeting (to include the reorganization mandated by the SOS every two years).

Also, would you please remind what time your Monday deadline is for legal notices. I have another notice (specifications for ballot bids) to send as soon as we get some clarification from Columbus).

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 Board Reorganization Meeting
and Change of Monthly Meeting Date**

The Clermont County Board of Elections has scheduled the biennial Reorganization Meeting and March 2023 Monthly Board Meeting for: **Monday, March 6, 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 meeting will be held at the Board Office, 76 S. Riverside Dr., Batavia, 45103.

Ray Lembke – Chairman
Stephanie Hemmer-Haight – Director