

I. Call to Order/Pledge of Allegiance

Chairman Ray Lembke called the meeting to order at 10:02 a.m. Deputy Director Dennison 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

2023-29 – Mr. Grant 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 – Julia Carney, Assistant County Prosecutor

V. Public Test for Special Election – May 2, 2023

At 10:03 a.m., the board recessed while Mr. Grant and Mr. Conrad observed the director, deputy director and assistant run the test deck through the DS-850 ballot scanner.

At 10:08 a.m., the board returned from recess. Deputy Director Dennison read the results from the newly run report while Mr. Combs compared them to the control sheet. The board found that the results matched and that the DS-850 ballot scanner was counting accurately. The board signed and dated the reports.

2023-30 – Mr. Combs made the motion to accept the results of the Public Test for the May 2, 2023 special election. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VI. Public participation – none

VII. Approval of Minutes

- March 6, 2023 – Reorganization and Regular Monthly Board Meeting

2023-31 – Mr. Grant made the motion to approve the March 2023 meeting minutes. 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 April 19, 2023

Mr. Grant inquired about the two Red Barn bills on the list. Deputy Director Dennison noted that we usually receive those invoices on the 15th of each month. The March invoice was sent after the March 6th reorganization meeting, and we received the April invoice this week.

2023-32 – Mr. Grant made the motion to approve payment of the bills as of April 19, 2023. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

IX. Software Management Policy

Our final action step to complete SOS security directive 2022-38, is a software management policy. Deputy Director Dennison presented a proposed policy based on a template from our SOS Cybersecurity Liaison. The policy has been approved by counsel and by ISD, who will regularly query

BOE computers to provide the required software inventory. ISD maintains countywide software products like Microsoft Office; we are responsible for the election-specific software like DIMS.

2023-33 – Mr. Conrad made the motion to adopt the attached software management policy. Mr. Grant seconded the motion. Upon roll call:

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

X. Review of Election Equipment Allocation – RC 3506.12(A)

By statutory requirement, the board must vote on equipment allocation for each election. The directors plan to deliver equipment to the Moscow polling location (1 precinct). Our regular vendor (PLANES) will deploy the other route.

2023-34 – Mr. Combs made the motion to allocate one Express Vote marking device to each of 6 polling locations and

- o one DS200 optical scanner to the River Valley Community Center;
- o three DS200 optical scanners and one ExpressVote marking device to Loveland City Hall;
- o four DS200 optical scanners to Loveland Presbyterian Church,
- o three DS200 optical scanners to Loveland Early Childhood Development Center,
- o one DS200 optical scanner to Wayne Township Community Building, and
- o one DS200 optical scanner to Goshen High School

Mr. Conrad seconded the motion. Upon roll call:

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

XI. Campaign Finance Referrals

Director Hemmer-Haight shared the attached list of candidates and committees for the board to consider for campaign finance referrals.

2023-35 – Mr. Combs made the motion refer the candidates and committees on the attached list to the Ohio Elections Commission. Mr. Conrad seconded the motion. Upon roll call:

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

XII. Directors' report

- a. Clermont County fair booth (reserve booth and allocate staff during fair week)

Deputy Director Dennison reminded the board of the 2022 discussions regarding a BOE booth at the Clermont County Fair; the August primary derailed those plans. Assuming no special election in August 2023, the fair would be an excellent opportunity to educate voters regarding photo ID requirements, other legislative changes in HB 458, and bipartisan measures to ensure election integrity. The cost would be \$225 to \$275 for the booth, plus possible part-time or overtime pay for staffing bipartisan shifts. Mr. Grant expressed his concern about extra demands on the personnel, and his desire to ensure that everyone has opportunities for vacation time. However, the board concluded that a fair presence is a higher priority this year, due to the legislative changes, and could be a successful prototype to prepare for voter outreach during the 2024 presidential election year. Mr. Conrad stressed the need for consistent bipartisan messaging at the BOE booth and the booths of both parties.

2023-36 – Mr. Conrad made the motion, contingent on no August 2023 election, to authorize the directors to create a staffing and communication plan for a 2023 fair booth, and to approve the related expenses. Mr. Combs seconded the motion. Upon roll call:

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

- b. Report of CPR/AED class

Director Hemmer-Haight reported on the March 13th CPR/AED training. All personnel were trained at a cost of \$29/person. Due to the changing recommendations of the American Heart Association and the Red Cross, the training should be repeated every two years.

- c. Polling location changes for November – New Richmond, Batavia
Director Hemmer-Haight informed the board of the need to find a new polling location in New Richmond; the Market Street building has been sold again. The board discussed potential locations, parking issues, and the flood risk for locations near the river. The directors will scout some potential locations and solicit input from contacts in the area.
- Batavia schools will have the high school gym ready for the November election, so we plan to move from the temporary elementary school polling location back to the HS gym.
- d. Milford Schools – Boyd / Seipelt
At the request of the Milford superintendent, Director Hemmer-Haight met to consider options for relocating two polling locations. Boyd E. Smith and Seipelt are the only two Milford schools that do not have a separate outside entrance to the gym. Per the meeting discussion, the Seipelt Elementary precincts could move to the Milford Board of Education building down the road. There are 4 precincts currently at Boyd E. Smith Elementary; the directors are working with the Milford schools and community to pursue alternate locations for those precincts..
- e. Twitter account establishing per SOS
Per Russ Forsythe (SOS Cybersecurity Liaison), each county BOE should establish a government Twitter account to protect the “real board of elections” name; it is not a straightforward process to prove we are a government entity. While a placeholder name is acceptable, the board noted that the county prosecutor has repeatedly advised against active social media accounts. Potentially, the account could be used for emergency notifications (e.g., a location change due to a facility hazard). Ideally, however, it should be setup initially as unmonitored with comments disallowed.
- f. Election hardware/software destruction
Deputy Directory Dennison indicated that he will work with Mr. Forsythe to create a policy regarding destruction of old USB drives and backup media; per SOS guidance, these should be limited to one time, one direction, then destroyed (no reuse).

Director Hemmer-Haight reported that the mail house has issued approximately 800 ballots; we have received 338 back to date. As of close of business on 4/18, we have had 111 early voters, mostly from Loveland, plus two UOCAVA voters.

Mr. Combs asked for an update on the web site; Deputy Director Dennison indicated that it was ready to go live in 48 to 72 hours.

Mr. Combs noted that the front doors need to be scraped, sanded and repainted. Director Hemmer-Haight will contact the Facilities department.

XIII. Upcoming Board Meetings & Important Dates

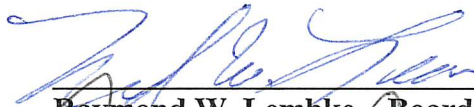
- April 4 – Early in-person / absentee by mail voting began
EARLY IN-PERSON VOTING HOURS
April 17-21: 8:00 a.m. - 5:00 p.m. April 26-28: 7:30 a.m. - 7:30 p.m.
April 24: 7:30 a.m. - 7:30 p.m. April 29: 8:00 a.m. - 4:00 p.m.
April 25: 7:30 a.m. - 8:30 p.m. April 30: 1:00 p.m. - 5:00 p.m.
- April 25 – Absentee 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
- May 10 – Provisional ballot meeting (mandatory) at 9:00 a.m.
- Open official canvass – Monday, May 15th at 9:00 a.m.
- Close official canvass – Wednesday, May 17th at 10:00 a.m. (including regular meeting)
- Commence recount or audit – Tuesday, May 23rd at 9:00 a.m.
- June 27-28 – SOS Summer Conference – Hilton Columbus at Easton
- July 17-18 – DIMS conference sponsored by ES&S – Put-In-Bay, Ohio

XIV. Adjournment

2023-37 – At 11:13 a.m., Mr. Grant made the motion to adjourn. Mr. Combs seconded the motion.

Upon roll call:

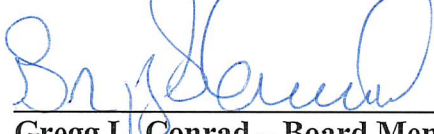
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes



Raymond W. Lembke - Board Chairman



Rick W. Combs - Board Member



Gregg L. Conrad - Board Member



Rick Grant - Board Member

Date 5/17/2023

Clermont County Board of Elections Software Management Policy

Overview:

This policy describes how the software running on the Clermont County Board of Elections systems is managed. It addresses the process to identify, install, and maintain software. This policy is applicable to all software used to conduct board of elections business.

Procedures:

Prior to purchasing or installing any software on board of elections equipment, the board will review the software and determine if it is needed. If it is needed the board and/or its technical point of contact will research the software package and its manufacturer to verify the legitimacy of the software product and software publisher. The board will also validate that the manufacturer maintains the software, providing security updates/patches when necessary.

When it is determined the software is needed, the board will seek the appropriate approvals required (Director, Deputy Director, Board Members, County IT, County Data Processing Board...) to purchase the software.

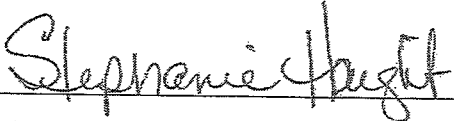
Upon receipt of the software the Technical Point of Contact will verify the malware status of the software.

The board of elections Technical Point of Contact will install the software on the board of elections equipment and ensure all required updates are completed before board staff use the software. If a vulnerability is identified with software, the Technical Point of Contact will ensure updates or patches are applied in accordance with all current patch management policies. The board of elections will maintain a Software Inventory list identifying the following information:

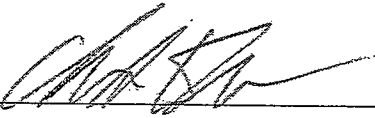
- Software/Product name
- Type of software
- Description of the software
- Version
- Manufacturer
- Vendor the software is purchased from
- License type
- License key
- Date of purchase
- End of life
- Justification

This policy is hereby adopted by the Clermont County Board of Elections and shall go into effect on the date of signing.

DATED THIS 19th DAY OF April 2023



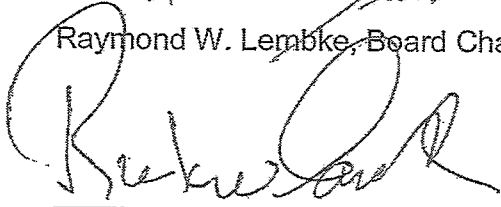
Stephanie Hemmer-Haight, Director



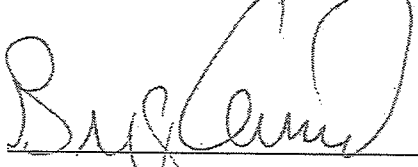
Chris A. Dennison, Deputy Director



Raymond W. Lembke, Board Chair



Rick W. Combs, Board Member



Gregg Conrad, Board Member



Rick Grant, Board Member

April 2023 Campaign Finance referrals to the Ohio Elections Commission

An annual report must be filed by a campaign committee that was not required to file a post-general election report from the previous year.

These candidates/committees failed to file the 2022 annual report.

The annual report was due January 31, 2023 by 4:00 pm, to date no reports have been filed.

Jennifer Broadwell

Renee Gerber

Melissa Hendricks-Nolan

Jim Rudy

Jon Tharpe

These candidates/committees filed the 2022 annual report late.

The report was due January 31, 2023 by 4:00 pm.

Jara Bonner – the report was filed March 10, 2023

Clermont County Democrat Party General – the report was filed March 8, 2023

Clermont County Democrat Party – Judicial – the report was filed February 27, 2023

Ralph Vilardo – the report was filed March 17, 2023

**This candidate filed the 2022 post general report late, the report was due
December 16, 2022**

Claire Corcoran – the report was filed April 12, 2023

**This committee received funds before filing the Designation of Treasurer in the
office.**

**Bechmann for Judge – the DOT was filed on November 14, 2022, the candidate made
a loan to the committee on November 3, 2022 – which was the same day she signed
the DOT.**

Cherie Wilson

From: Cherie Wilson
Sent: Wednesday, March 15, 2023 11:06 AM
To: 'legals@clermontsun.com'
Cc: Stephanie Haight
Subject: RE: April Board meeting and PUBLIC TEST
Attachments: 2023 Apr 19 PUBLIC TEST notice.docx

Good morning,

Please be advised and post as a PSA (no cost) the attachment regarding the PUBLIC TEST during the April monthly 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 Date for Public Test**

The Public Test for the May 2, 2023 Special Election will be held during the April Monthly Board Meeting, scheduled for Wednesday, April 19, 2023 at 10:00 a.m.

Meetings are held at the Board office: 76 S. Riverside Dr.,
Batavia, Ohio 45103.

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.

Ray Lembke – Chairman
Stephanie Hemmer-Haight – Director