

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

Chairman Ray Lembke called the meeting to order at 10:00 a.m. Mr. Conrad 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 Amended (Presented)**

Chairman Lembke stated that items should be added to the agenda for public participation and to officially open and close the canvass.

**2023-50** – Mr. Combs made the motion to adopt the agenda as amended. 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**

**\*\*OPENING OF THE OFFICIAL CANVASS of the May 2, 2023 SPECIAL ELECTION\*\***

**2023-51** – Mr. Conrad made the motion to open the official canvass of the May 2023 Special Election and to instruct the staff to proceed with the canvass. Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**V. Absentee Ballots to be Reviewed by Board**

As the director reported on the absentee ballots received after the unofficial Election Day count; the board reviewed the envelope information.

Valid Absentee Ballots

1 – Incorrect ID provided on ID envelope (11-S form returned on time)

**2023-52** – Mr. Conrad made the motion to accept the one additional valid absentee ballot and add it to the count. Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

Invalid Absentee Ballots

4 – Mail Ballots returned as undeliverable (not voted)

11 – Mail ballots received and postmarked after 5/1/2023

2 – UOCAVA ballots postmarked 4/24/2023 from London but not received until 5/15/2023

**2023-53** – Mr. Grant made the motion to reject the 17 invalid absentee ballots that were untimely or undeliverable. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**VI. Final Test Deck Verification for the Election (May 2, 2023)**

At 10:13 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 10:31 a.m., the board returned from recess. Deputy Director Dennison read the results from the newly run test deck 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 tabulating accurately.

**2023-54** – Mr. Conrad made the motion to accept the results of the test deck that were run prior to commencing with the official count and after the official results were recorded (as verified by the Director and Deputy Director) that the tabulator is counting accurately. Mr. Grant seconded the motion. Upon roll call:

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

#### **VII. Review of Final Election Results**

**2023-55** – Mr. Grant made the motion to certify the results of the May 2, 2023 Special Election and provide the reporting forms to the Secretary of State and other counties, offices and divisions. Mr. Conrad seconded the motion. Upon roll call:

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

#### **VIII. Review Results of Candidates and Issues to Determine Required Automatic Recounts**

Although we must wait for official word from Clinton County and Hamilton County as most populous, we do not expect any required recounts for this election.

The board signed all of the required reporting and certification documents.

**2023-56** – Mr. Conrad made the motion to close the official canvass of the May 2023 Special Election. Mr. Combs seconded the motion. Upon roll call:

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

### **\*\*REGULAR MAY MEETING OF THE BOARD\*\***

#### **IX. Approval of Minutes**

- April 19, 2023 – Regular Board Meeting and Public Test
- May 2, 2023- Special Election Day – Opening Polls
- May 10, 2023 – Mandatory Provisional Ballot Meeting

**2023-57** – Mr. Conrad made the motion to approve the minutes of the three board meetings listed above. Mr. Combs seconded the motion. Upon roll call:

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

#### **X. Approval of Bills as of May 17, 2023**

Mr. Lembke inquired as to the cost of the Moscow election, but we do not yet have all of the bills. Mr. Conrad asked about the expected cost of the August election. Director Hemmer-Haight indicated that our last estimate was roughly \$1600 per precinct, with expected increases due to inflation.

**2023-58** – After a brief discussion of ES&S and website contract costs, Mr. Combs made the motion to approve payment of the bills as of May 17, 2023. Mr. Conrad seconded the motion. Upon roll call:

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

## **XI. Director's Report**

- Website update  
Deputy Director Dennison reported that the new website has a security certificate and is now compliant with the 2022-38 cybersecurity directive per Russ Forsythe (SOS liaison).
- Polling location letters regarding August 8 special election  
Director Hemmer-Haight sent notification letters about the August election to all polling locations.
- PEO letters requesting their commitment for upcoming elections through 2024  
Director Hemmer-Haight indicated that letters and surveys were mailed to the PEOs to notify them of the next four elections through the end of 2024 and ask for their participation.
- Polling location changes  
Director Hemmer-Haight distributed and discussed the attached sheet regarding proposed polling location changes. Upon board approval, she plans to send notices in late June or early July.
  - As discussed in the April meeting, the Seipelt Elementary School precincts will move down the road to the Milford Board of Education Office.
  - The board had also discussed issues with traffic and access to Boyd E. Smith Elementary School (BES). The directors visited Miami Township Civic Center to confirm that it has sufficient space for all four BES precincts as well as the two precincts already there.
  - To address parking issues and improve equipment security, we will move two Wayne Township precincts from the Admin Building to the Firehouse; its new addition will accommodate all three Wayne Township precincts. We have legal clearance to use the firehouse for a polling location.
  - Due to the pending sale of the Market Street Building (again), we plan to move the two New Richmond Village precincts to the library; the building has an outside entrance through which we can access the meeting room and restrooms when the library is closed. We will combine OO-B with the other two Ohio Township precincts at Ohio Township Hall.
  - The Batavia Middle School precincts will remain there for the August election, then move to the new High School gym for the November election.

**2023-59** – Mr. Conrad made the motion to approve the polling location changes as presented by the director. Mr. Combs seconded the motion. Upon roll call:

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

Mr. Combs raised the possibility of asking the Sheriff Department to use their drones to monitor a polling location if an issue is reported on Election Day.

## **XII. Review of Election Equipment Allocation**

**2023-60** – Mr. Grant made the motion to allocate one DS 200 optical scanner per precinct and one ExpressVote per polling location. Mr. Conrad seconded the motion. Upon roll call:

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

## **XIII. Motion to Outsource Printing and Mailing of Absentee Ballots**

**2023-61** – Mr. Grant made the motion to outsource the printing and mailing of absentee ballots to Graphic Village for the August 2023 special election. Mr. Conrad seconded the motion.

Upon roll call:

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

**XIV. Motion to Reduce Number of PEOs at Multi-Precinct Polling Locations:**

Director Hemmer-Haight addressed the issue of several regular PEOs being on vacation during the August election. While our goal is to fill every PEO position, we believe the August election can be administered with three PEOs per precinct in multi-precinct locations.

**2023-62** –Mr. Grant made the motion to provide the director and deputy director the flexibility to reduce the number of precinct election officials from four per precinct to two based on ORC §3501.22(A)(2)(c) if necessary for the August 2023 special election. Mr. Combs seconded the motion.

Upon roll call:

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

**XV. Meetings & Special Dates:**

- May 23 (9:00 a.m.) – Open ballot bids and open recount as necessary
- June 19 (Monday) – Juneteenth holiday – office closed
- June 22 (10:00 a.m.) – Regular monthly board meeting (rescheduled from 6/21)
- June 27-28 – SOS Summer Conference – Hilton Columbus at Easton
- July 4 (Tuesday) – Independence Day (USA) – office closed
- August 8 – Special election – polls open 6:30 a.m. - 7:30 p.m.

Deputy Director Dennison commented that there were no issues in the May election resulting from the HB 458 changes. As we prepare for the August election, he highlighted additional upcoming dates and noted that the August election will again preclude the possibility of a BOE fair booth:

- May 29 (Monday) – Memorial Day holiday – office closed
- June 23 (Friday) – post FWAB (46 days prior to special election)
- July 10 (Monday) – Voter Registration closes at 9:00 p.m.
- July 11 (Tuesday) – Early Voting begins (same schedule as May; extended hours final week)

The board discussed potential meeting dates for the August canvass:

- August 16 (9:00 a.m.) – Mandatory provisional ballot review and regular monthly board meeting
- August 21 (9:00 a.m.) – Open canvass for August election and certify November petitions

Mr. Grant inquired about extra staff due to the timing of processing November petitions during the August election cycle; Director Hemmer-Haight is reaching out to potential part-time workers.

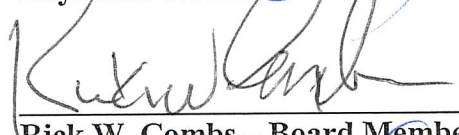
**XVI. Motion to Adjourn**

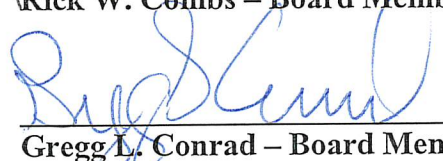
**2023-63** – At 11:18 a.m., Mr. Combs made the motion to adjourn. Mr. Grant seconded the motion.

Upon roll call:

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

  
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Raymond W. Lembke – Board Chairman

  
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Rick W. Combs – Board Member

  
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Gregg L. Conrad – Board Member

  
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Rick Grant – Board Member

Date 6/22/2023

APPROVAL OF BILLS FOR BOARD MEETING  
MAY 17, 2023

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BATAVIA POST OFFICE	BRM ANNUAL MAINTENANCE FEE #100001	\$ 860.00
BATAVIA POST OFFICE	BRM PERMIT #100000 FEE	\$ 290.00
CHAMPION MEDIA	PROCLAMATION & BID FOR BALLOT PRINTING	\$ 182.18
CULLIGAN WATER	BOTTLED WATER - 5-1-23 TO 5-30-23	\$ 99.95
E. S. & S.	BALLOTS - ELECTION DAY - 5-2-23	\$ 2,404.80
E. S. & S.	PB SETUP - VOTER SIGNATURE & HISTORY UPDATE	\$ 4,347.53
ESSVR	DIMS & VOTER VIEW MAINT., RESALE DIMS AMORTIZATION	\$ 52,592.00
GRAPHIC VILLAGE	PRECINCT KITS - 5-2-23 SPECIAL ELECTION	\$ 1,372.00
GRAPHIC VILLAGE	NCOA PROJECT	\$ 4,699.44
GRAPHIC VILLAGE	MAILHOUSE - 5-2-23 SPECIAL ELECTION	\$ 3,328.50
LEANN HELTON	REIMBURSEMENT FOR PEO SNACKS - TRAINING CLASSES	\$ 55.48
O.A.E.O.	2023 ANNUAL MEMBERSHIP DUES	\$ 2,460.00
O.A.E.O.	REO CLASSES - ALESHA HANNA	\$ 220.00
PITNEY BOWES	POSTAGE MACHINE LEASE - 2-28-23 TO 5-27-23	\$ 824.31
REVIZE LLC	ANNUAL SOFTWARE SUBSCRIPTION - WEBSITE	\$ 2,400.00
RUEBEL FAMILY	OFF SITE STORAGE - JUNE 2023	\$ 3,800.00
US BANK	PCARD - CHRIS - POSTERS & FRAMES	\$ 68.98
STAFF SALARIES	PAY PERIOD 04-17-23 TO 04-30-23	\$ 20,623.42
BOARD MEMBERS SALARIES	PAY PERIOD 04-17-23 TO 04-30-23	\$ 2,572.48
PART TIME SALARIES	PAY PERIOD 04-17-23 TO 04-30-23	\$ 180.00
OVERTIME SALARIES	PAY PERIOD 04-17-23 TO 04-30-23	\$ 2,470.54
STAFF SALARIES	PAY PERIOD 05-01-23 TO 05-14-23	\$ 21,003.31
BOARD MEMBERS SALARIES	PAY PERIOD 05-01-23 TO 05-14-23	\$ 2,572.48
OVERTIME SALARIES	PAY PERIOD 05-01-23 TO 05-14-23	\$ 1,923.79
	TOTAL:	\$ 131,351.19

**Cherie Wilson**

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**From:** Cherie Wilson  
**Sent:** Wednesday, May 10, 2023 10:51 AM  
**To:** legals@clermontsun.com  
**Cc:** Stephanie Haight  
**Subject:** REVISED May 2023 Board Meeting Schedule  
**Attachments:** REVISED 2023 May Special Election meetings.docx

Good morning,

Our May meeting schedule has been updated – see attached. Please post as a PSA (no cost).  
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 Meetings**

The Clermont County Board of Elections has scheduled Board Meetings for

**May 15, 2023 at 9:00 a.m. – MEETING CANCELLED**

**May 17, 2023 at 10:00 a.m.** – Open Canvass and Certification of the May 2023 special election and regular monthly board meeting.

**May 23, 2023 at 9:00 a.m.** – Special meeting to commence recount (if necessary) and to review ballot bids.

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

Ray Lembke – Chairman  
Stephanie Hemmer-Haight – Director

May 2, 2023 Primary/Special Election  
Official Certification of Results  
Signature Form

We, the undersigned Members of the Board of Elections of County indicated below, do hereby certify that the Official Results of the Election (county specific and most-populous, if applicable) submitted to the Secretary of State's Office are valid and accurate, and the number of absentee voters reconciles with the number of absentee ballots cast and counted.

Clermont

County Name

IN WITNESS WHEREOF, we have subscribed our names officially on the date indicated below:

5/17/2023

Today's Date

Director

Deputy Director

Board Member

Board Member

Board Member

Board Member

The Board must complete and sign, scan, and email the signed form to [Results@OhioSoS.gov](mailto:Results@OhioSoS.gov) along with the *Official Vote Total Summary Report with Group Detail*.

Summary Results Report - Group Detail  
2023 Special Election  
May 2, 2023

OFFICIAL RESULTS  
  
Clermont County, Ohio

Blanchester Local School District - Income Tax  
Vote For 1

	TOTAL	VOTE %		Election Day	Absentee Mail	Absentee In-Person	Provisional
Against the Tax	125	56.31%		121	4	0	0
For the Tax	97	43.69%		96	1	0	0
Total Votes Cast	222	100.00%		217	5	0	0
Overvotes	0			0	0	0	0
Undervotes	0			0	0	0	0
Precincts Reporting	1 of 1						

Blanchester Local School District - Tax Levy (Additional)  
Vote For 1

	TOTAL	VOTE %		Election Day	Absentee Mail	Absentee In-Person	Provisional
Against the Tax Levy	137	61.71%		133	4	0	0
For the Tax Levy	85	38.29%		84	1	0	0
Total Votes Cast	222	100.00%		217	5	0	0
Overvotes	0			0	0	0	0
Undervotes	0			0	0	0	0
Precincts Reporting	1 of 1						

Loveland City School District  
Vote For 1

	TOTAL	VOTE %		Election Day	Absentee Mail	Absentee In-Person	Provisional
For the Tax Levy	2,987	59.23%		2,254	528	171	34
Against the Tax Levy	2,056	40.77%		1,697	219	131	9
Total Votes Cast	5,043	100.00%		3,951	747	302	43
Overvotes	0			0	0	0	0
Undervotes	2			2	0	0	0
Precincts Reporting	11 of 11						

Village of Moscow  
Vote For 1

	TOTAL	VOTE %		Election Day	Absentee Mail	Absentee In-Person	Provisional
No	83	93.26%		71	5	2	5
Yes	6	6.74%		6	0	0	0
Total Votes Cast	89	100.00%		77	5	2	5
Overvotes	0			0	0	0	0
Undervotes	0			0	0	0	0
Precincts Reporting	1 of 1						

Original Location	Precincts	Voters	New Location	Total voters	Total Precincts
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New Richmond (Current)	New Richmond Library				Two
	NR-A	735	NR-A (735)	1932	
	NR-B	1197	NR-B (1197)		
	OO-B	407			
		2339	1932		

Ohio Township Hall (Current)	Ohio Township Hall				Three
	OO-A	665	OO-B (407)	1652	
	OO-C	580			
		1245		Approx. Postcards 10,353	

Batavia Middle School  This move will occur for the November General Election	Batavia High School Gym				Eight
	BAV-A	1154	BAT- A (1448)	8102	
	BAT-H	1132	BAT-C (571)		
	BAT-I	736	BAT-J (1059)		
		3022	BAT-M (1164)		
				Approx. Postcards 3,022	
				5080	

Polling Location Changes 2023

Original Location      Precincts      Voters      New Location      Total voters      Total Precincts

Seipelt Elementary	Milford Bd of Ed Office		2183	Three
	MI-N	685	MI-N (685)	
	MI-R	792	MI-R (792)	
	MI-C1C	706	MI-C1C (706)	
		2183		

Boyd Smith Elem.	Miami Twp Civic Center		5439	Six
	MI-F1F	1022	MI-G (613)	
	MI-G1G	753	MI-H (990)	
	MI-H1H	1149		
	MI-P1P	912		
		3836	1603	

Wayne Township	Wayne Twp Firehouse		3033	Three
Admin. Building	WE-B	823	WE-A (1044)	
	WE-C	1166		
		1989	1044	