

Chairman Tim Rudd called the meeting to order at 10:05 a.m. Rick Combs led the Pledge of Allegiance. Board Members present were Tim Rudd, Dave Lane, Rick Combs and Paul Campbell. Also present were Judy Miller – Director, Mike Keeley – Deputy Director and Becky Rudd – Clerk taking record.

**OTHER ATTENDEES:** Keith Corman - New Secretary of State Field Liaison and James Constable.

**APPROVAL OF MINUTES:**

**2011-23** – Paul Campbell made the motion to approve the Minutes of the March 24, 2011 Regular Board Meeting and of the March 25, 2011 Special Board Meeting. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF BILLS:**

**2011-24** – Dave Lane made the motion to accept and pay the April Bills. Rick Combs seconded the motion. Upon discussion Director Miller brought to the Board’s attention the entry for DIMS/ES&S. She stated that this was for the second year of the five year contract for the annual software maintenance. Rick inquired about the US Postal Service-postage by phone for \$15,000. He thought it was higher than usual. It is for the postage on the postage machine and is a bit higher than usual. Upon roll call, all Members voted “yes”.

**PUBLIC ATTENDEE:**

Chairman Tim Rudd addressed James Constable, a member of the public attending the meeting. Mr. Constable had taken out petitions to run for Goshen Township Trustee and stated that he had previously been in the BOE Office to ask several questions. One question was, “if he is elected can he hold office.” He stated that Deputy Director Keeley gave him a statute and according to that statute he was not able to circulate petitions. Mr. Constable thought he could circulate the petitions. He did have a felony conviction in 1999 and sentenced to 30 days for felonious assault and served 3 years Community Control. He ran in 2006 for Miami Township Trustee and was told if he won the election he could not hold office. He removed his name from the ballot, however, the ballots had already been printed. His other question is “can he circulate a petition.” Tim stated per a Directive from the Secretary of State’s Office, it states he can circulate a petition to hold public office. Tim added that there are conflicting Code Sections (2961 & 2967) regarding this issue. Tim told Mr. Constable that this Board is not prepared to answer the question of whether or not he can hold office, reasons being conflicts in the code and the Attorney General’s opinion and Directives from the SOS can change between now and election day. Mr. Constable stated that he feels this Board has the responsibility at his request to get a legal opinion from Don White (County Prosecutor) and this is what he is asking the Board to do. If he cannot hold office he doesn’t want to circulate the petitions and go on the ballot. Tim stated that the Board would take this matter under advisement and send it to the Prosecutor’s Office and have them review it. Mr. Constable thanked the Board.

**TEST DECK:**

Nick Sommer provided the Board with the Test Deck and tally sheets for the May 3, 2011 Special Election. The Board hand tallied the results as Tim read the test deck ballots for the hand count. Dave

and Rick observed Nick run the test deck thru the 650 scanner. The Board compared the computer results with the hand tally and found them to match.

**2011-25** – Dave Lane made the motion to accept the Results of the Test Deck and that the computer was counting accurately for the May 3, 2011 Special Election. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

#### **JOB DESCRIPTION FOR IT POSITION:**

Judy gave the Board copies of the Job Description for Nick Sommer as reviewed by Mary Lynne Birk and Elizabeth Mason (Prosecutor’s Office). His title is Election Technology Support Specialist and it falls under the IT Position Classification.

Judy gave the Board the Organization Chart of the Office as requested. Rick made some suggestions for the chart.

Judy gave the Board the comparison chart for salaries, sick and vacation time on the office staff. She went over and made comments on the Staff Evaluations with the Board. Rick stated that he would like to be able to reward the staff. Paul asked if Nick will be included in next year’s evaluations and Judy confirmed that he would be. Paul added he feels that the staff does a very good job!

#### **DIRECTOR’S REPORT:**

Director Miller stated everything is running on schedule for the Special Election. We had projected about 3,300 absentee voters. To date we have had 1,128 AV’s by mail, 79 AV’s voted in the office, 45 Nursing Home voters and 1 Military voter, to total 1,253 Absentee Voters. There have been 850 Absentees returned by mail. The total Registered Voters for this Election is 63,300.

We conducted the Poll Worker Training Class and 27 out of 30 Poll Workers attended.

The deployment is set and ready to go. The janitors at the polling locations have been contacted. We are ahead of where we usually are.

The filing deadline for the Municipal Court Judge is May 2, 2011 by 4:00 p.m. and petitions must be certified by July 15, 2011.

In the odd numbered years the NCOA (National Change of Address) List is prepared and mailed out. The Secretary of State has re-prescribed the procedure; we will download the names from SOS and then send the file to Dayton Legal Blank to mail out. This is the most economical method of mailing out the cards. The cards have been re-prescribed and can be used as a registration card to update information.

DIMS is holding a User Training Meeting in Richland County and will cover processing the NCOA cards in the DIMSNeT system. Judy would like to send Jackie Smith and Terrie Latham, the night before because the meeting starts at 9:00 a.m. There is no cost for the training. The conference is being taped which will allow Judy and Mike to review it. They will be doing more conferences by Webinar in the future.

**2011-26** – Dave Lane made the motion to send Jackie Smith and Terrie Latham to Richland County for training on May 12, 2011 and to spend the night of May 11, 2011 on site. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

**DEPUTY DIRECTOR'S REPORT:**

Deputy Director Keeley reported that we are ready to go for the May 3, 2011 Special Election. The equipment deployment is ready to go. The ballots for the precincts have been checked and packed. The bins have not been packed yet. The presiding judges will be in on Saturday May 30<sup>th</sup> to pick up their supplies.

Mike updated the Board regarding the equipment damage (from the November 2010 General Election) by the Commercial Works Company. There was one ballot can/stand that could not be repaired out of the 7 damaged. Mike sent them a letter outlining the bills for repairs, materials and time/wages to repair and replace the damages. We will order a refurbished ballot can for \$850, a new one costs \$1,200; we have been assured that the refurbished can is as good as the new one. Mike did receive an email stating that the money will be forthcoming.

**RESOLUTIONS:** None.

**EXECUTIVE SESSION:** None.

**NEXT MEETING DATE AND TIME:**

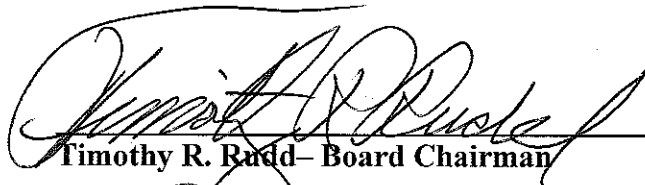
May 3, 2011 at 6:30 a.m., Special Election Day Meeting.

May 16, 2011 at 10:00 .m., Open Official Canvass.

May 24, 2011 at 10:00 a.m., Certification of May 3, 2011 Special Election and Regular Board Meeting.

**ADJOURNMENT:**

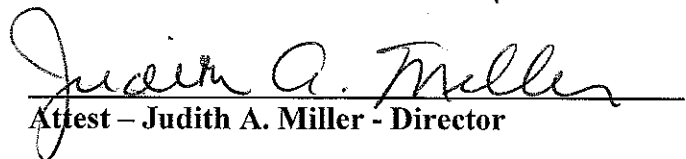
2011-27 – At 11:13 a.m. Dave Lane made the motion to adjourn. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

  
Timothy R. Radd – Board Chairman

  
Dave A. Lane – Board Member

  
Rick W. Combs – Board Member

  
Paul L. Campbell – Board Member

  
Attest – Judith A. Miller - Director

# APPROVAL OF BILLS FOR REGULAR BOARD MEETING

**APRIL 21, 2011**

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
<b>INVOICES PRE-APPROVED BY DIRECTOR OR DEPUTY:</b>		
ALPINE VALLEY	BOTTLED WATER	\$ 77.10
CLERMONT SUN	ADV. FOR MAY SPECIAL - CLOSE OF REG.	\$ 444.00
DAYTON LEGAL BLANK	BALLOTS (\$10,995.40), TEST BALLOTS (\$236.60) - MAY SPECIAL	\$ 11,232.00
DAYTON LEGAL BLANK	ABSENTEE BALLOTS - FOR MAY SPECIAL	\$ 6,658.40
DAYTON LEGAL BLANK	WHITE ENVELOPES FOR VOTE REMOTE	\$ 1,056.66
DE LAGE LANDEN	MONTHLY LEASE ON COPIER	\$ 147.00
DONNELLON MCCARTHY	STAPLE REFILLS FOR COPIER	\$ 163.09
DONNELLON MCCARTHY	MONTHLY MAINT. ON COPIER	\$ 35.50
ENQUIRER MEDIA	ADV. FOR MAY SPECIAL - COMMUNITY JOURNAL	\$ 902.50
MIKE KEELEY	MILEAGE REIMBURSEMENT TO DISTRICT MEETING	\$ 48.96
TERRIE LATHAM	MILEAGE REIMBURSEMENT TO DISTRICT MEETING	\$ 43.35
JUDY MILLER	REGISTRATION REIMBURSEMENT FOR DISTRICT MEETING	\$ 126.00
OFFICE DEPOT	LABELS FOR DISKS	\$ 24.94
RB PRINTING	LETTERHEAD (3,000 @ \$109.56) & WINDOW ENVELOPES (5,000 @ \$317.90)	\$ 427.46
RB PRINTING	FLYERS (500) & POLL WORKER MANUELS (40)	\$ 253.10
US POSTAL SERVICE	POSTAGE BY PHONE	\$ 15,000.00
<b>INVOICES APPROVED BY BOARD MEMBERS</b>		
BARRETT BROTHERS	10 V POSTERS	\$ 57.58
DAYTON LEGAL BLANK	FORM 11 A.V. SUPPLY ENVELOPES - VOTE REMOTE	\$ 1,707.51
DIMS/E.S. & S.	ANNUAL SOFTWARE MAINTENANCE	\$ 42,702.00
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 168.19
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 27.72
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 22.10
PITNEY BOWES	POSTAGE MACHINE RENTAL - APRIL	\$ 321.29
J. ROBERT TRUE	MARCH PHONE BILL INCLUDING 3 NEW PHONES	\$ 1,278.66
LISA TURNER	MILEAGE REIMBURSEMENT FOR NURSING HOMES	\$ 21.42
STAFF SALARIES	PAY PERIOD 03-07-11 TO 03-20-11	\$ 13,165.22
BOARD SALARIES	PAY PERIOD 03-07-11 TO 03-20-11	\$ 1,953.40
STAFF SALARIES	PAY PERIOD 03-21-11 TO 04-03-11	\$ 13,571.21
BOARD SALARIES	PAY PERIOD 03-21-11 TO 04-03-11	\$ 1,953.40
TEMP EMPLOYEES	PAY PERIOD 03-21-11 TO 04-03-11	\$ 55.00
	<b>TOTAL:</b>	<b>\$ 113,644.76</b>

Clermont County Board of Elections  
Notice of Change of Meeting Date  
for the April Regular Board Meeting  
and Notice of Date for Public Test

The Regular Monthly Board Meeting of the Clermont County Board of Elections has been rescheduled for Thursday, April 21, 2011 at 10:00 a.m. The Board will be conducting the Public Test for the May 3, 2011 Special Election at this meeting.

Tim Rudd - Board Chairman  
Judy Miller - Director

Dated, March 24, 2011

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**Rudd, Rebecca**

**From:** Rudd, Rebecca  
**Sent:** Wednesday, March 30, 2011 9:51 AM  
**To:** 'bbrunsman@enquirer.com'  
**Subject:** mtg date chg  
**Attachments:** 2011 april 21 2011 reg mtg public test.doc

Barrett,  
Please see attached notice regarding the date change for the April Board Meeting. Please let me know if you have any questions.

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**Rudd, Rebecca**

**From:** Rudd, Rebecca  
**Sent:** Wednesday, March 30, 2011 9:49 AM  
**To:** 'therron@communitypress.com'  
**Subject:** mtg date chg  
**Attachments:** 2011 april 21 2011 reg mtg public test.doc

Teresa,  
This is to advise you and please post the attached notice as a PSA (no cost) regarding the date change for the April Board Meeting. Please let me know if you have any questions.  
Thank you,

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**Rudd, Rebecca**

**From:** Rudd, Rebecca  
**Sent:** Wednesday, March 30, 2011 9:45 AM  
**To:** 'clermontsun@fuse.net'  
**Subject:** mtg date chg  
**Attachments:** 2011 april 21 2011 reg mtg public test.doc

This is to advise you and please post the attached notice as a PSA (no cost) regarding the date change for the April Board Meeting. Please let me know if you have any questions.  
Thank you,

Becky Rudd  
Clermont County Board of Elections  
76 S. Riverside Dr.  
Batavia, OH 45103  
513-732-7275