

Chairman Rick Combs called the meeting to order at 10:03 a.m. Larry Heller led the Pledge of Allegiance. Board Members present were Rick Combs, Paul Campbell, Larry Heller and Ray Lembke. Also present were Director – Judy Miller, Deputy Director – Mike Keeley, and Becky Rudd – Clerk taking record. Rick asked for a moment of silence for a friend of ours who is under the weather.

**OTHER ATTENDEES:** None.

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Rick explained that he wanted another Motion to be added to the agenda as follows: “Motion to adopt the agenda as presented”. We receive our agendas early prior to the meetings and if someone wants to add a topic/discussion to the agenda this is the time to do it. It is meant to keep the meetings streamlined and keep to the agenda.

Larry wanted to clarify that this is when to talk about something (to add to the meeting) and not at the end of the meeting. Rick confirmed that it was.

**2016-09** – Larry Heller made the motion to adopt the agenda as presented. Ray Lembke seconded the motion. Paul asked if this precludes adding anything past this point and Rick stated that it did. Judy asked about her Directors Report. Rick stated it did not pertain to her report. Paul asked if there was a need for an Executive Session then we would need to state it at the beginning of the meeting and Rick confirmed yes. Rick stated that in a public meeting everything that we discuss has to be on the agenda. Mike asked if something wanted to be added then before the “vote on the agenda” we would need a motion to add/amend the motion. Larry said we could call Mike or Judy and have them add it on. Ray added that if something came up later and three Board Members wanted to discuss something a motion could be made to amend the motion to add something on. Upon roll call, all Members voted “yes”.

**APPROVAL OF MINUTES:**

**2016-10** – Paul Campbell made the motion to approve the minutes of the December 17, 2015 Regular Board Meeting and the December 28, 2015 Special Meeting for Certification of Candidates and Issues for the March 15, 2016 Primary Election. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF BILLS:**

**2016-11** – Paul Campbell made the motion to approve and pay the bills as of January 28, 2016. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**Write-In Candidate for March 15, 2016 Primary Election:**

Judy advised the Board that one person filed to be a write-in candidate for the Primary Election. Amy Brewer filed for State Representative – 65<sup>th</sup> District (Democrat)

**2016-12** – Ray Lembke made the motion to approve Amy Brewer as the Democrat Write-In Candidate for the 65<sup>th</sup> District for the March 15, 2016 Primary Ballot. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

**DIRECTOR’S REPORT:**

Judy advised the Board that the ballot proofs were sent to ES&S for ballot printing and the actual printing is subcontracted out to Barrett Bros. Judy advised that our County was one of the earliest to send them in. We have four sets of ballots: Democrat, Green, Non Partisan and Republican. UOCAVA voting starts Saturday, January 30. We will come in and have the ballots out by noon (mail, email or fax) and then fill out reports to the SOS and call in to the SOS attorney to verify that Judy and Mike are in the office that day. To date we have 19 UOCAVA requests. SOS has a tracking program for the UOCAVA voters. The voters receive a “pin number” and can track the progress of their ballot.

The absentee application turnout is a little low. We have a total of 246 to date. Judy would like to have yard signs printed to advertise the election and on our website. Rick suggested contacting communities with digital signs to get the word out for the election.

February 16, 2016 is the Close of Registration (8 am – 9 pm). Judy gave the Board a copy of the absentee voting hours whereby voting starts on February 17, 2016.

#### **Precinct Election Officials (aka Poll Workers)**

Bonnie and Stephanie have been working on recruiting poll workers, many of the poll workers do not return from Florida until later in March. We did contact schools to try and get high school students to work. Paul inquired about the poll worker pay. They receive \$105 for Election Day and \$25 for each training class. Presiding judges get an extra \$10 plus an extra \$10 for setting up the night before the election. All poll workers get trained. Rick suggested increasing the pay and Judy stated that we can't do it for this year but we could for next year. Larry asked if we have ever been in a situation where we couldn't find enough people to work. Judy stated that we get them filled, but we do have no shows on election day.

#### **Electronic Poll Books**

Judy reported about the scanning on the electronic poll book. She contacted ES&S regarding this issue and asked for a quote for the mag swiper attachment; their quote was \$14,000. ES&S has their engineers working on the tablets and they say they have the scanning problem worked out but it has to go through re-certification with the Secretary of State and will not be ready for use until the November 2016 election. She and Mike are working with ES&S for a better price and feel this is a much better way to retrieve the information from the driver's license instead of the camera. Larry doesn't feel that the camera is acceptable. The lighting in the precincts varies so much that it is too difficult and time consuming to use the camera. Larry asked if the \$14,000 was for all of the swiper attachments. Judy stated it was for all 182 tablets. Rick asked if we could see about getting the swiper attachment and testing them at the March Primary Election and if they work and we are happy with the result, we could then continue to negotiate with ES&S. He would like to try the product before we buy them. The only problem would be getting them in time for our training classes.

#### **Reorganization**

Judy advised the Board that the Board Reorganization must be done between March 2 – March 6. Judy would like to combine this meeting with the Public Test Meeting. March 3<sup>rd</sup> will work with Dan Shebesta (ES&S) to come in to run the Public Test for the Primary Election. She would like to not have a Regular February Monthly Meeting and only have one if needed. We can hold the Board Reorganization Meeting (9:30 am), adjourn from that meeting and then go into the new meeting (10:00 am).

#### **Holiday Schedule**

Judy would like to adopt the Commissioners Holiday Closure Schedule however Presidents' Day, Monday February 15, 2016, we may have to work if we would be behind. Absentee voting starts on February 17 and as long as we are caught up with the ballots, we will be fine. She advised that another day we might have to work would be Veterans Day, November 11, 2016, based on the number of Provisional Ballots we have to verify.

**2016-13** – Larry Heller made the motion to honor the 2016 Clermont County Board of Commissioners Holiday Closures as our Official Holidays at the Board of Elections. Ray Lembke seconded the motion. Upon discussion Larry asked if the employees receive overtime if they come in. Judy stated they did. Upon roll call, all Members voted "yes".

#### **DEPUTY DIRECTOR'S REPORT:**

Deputy Director Keeley advised the Board that with Edna Trees health concerns she may not be coming back to work. With the Primary Election coming up in about 6 weeks and the November Election ahead of us, he would like the Board to think about the possibility of having to replacing Edna and hiring an additional employee. Mike advised that we have had 2 part-time employees with would be interested in full time positions and that Board might consider hiring 2 full time persons. Rick advised that he was confused about hiring 2 full-time people for 1 position. Mike and Judy stated we need the extra help. Rick advised that he is not prepared to go for 2 people; he is prepared for putting someone on to absorb Edna's duties while this is going on. This would be like having 3 people with benefits. Larry asked how they came to this decision. Mike stated that ten years ago the process was much easier and the amount of work that is demanded now is overwhelming. Larry asked that Judy and Mike demonstrate on paper and show how it dictates why this is necessary. Paul added that this is not something new; that has been brought before the Board previously and he looks to Mike and Judy report on the workload. Paul advised

that he would have to think this over, but the work load is there. It is up to Judy and Mike to put something together and show it is provable. Judy added that it is very difficult to find a qualified part-time person to come in and work and when they do something wrong it wreaks havoc. Larry wanted to know how quickly they want to hire someone. Mike stated that we need someone today to fill-in for Edna. Rick will go for a temporary full time person until we find out the status on Edna and when we know the long term we can go from there. Larry agrees that we need to bring someone in to cover Edna's work and if Edna comes back, this person would go back to part-time. Ray stated that it sounds like we do need to fill Edna's spot now on a temporary basis. Paul asked if there was someone that can fill that seat that would be interested in continuing if it becomes full time. Judy stated that there was, Leann Helton. She has worked here for three and a half years. She has done an excellent job and is a registered Democrat. Mike asked what the Board wanted to pay for the part-time person filling in for Edna. He advised that right now we pay part-time employees \$10.00 an hour. Rick advised that he is fine with raising the part-time salary for a regular part-time person, but doesn't want to hire the 3<sup>rd</sup> person. Ray asked Mike, "What do you want to raise the regular part-time salary to?" and Mike advised that he wanted to make it fair.

At 11:01 a.m. the Board went off the Record to allow Paul, Ray and Judy to discuss the employment for a Democrat position.

At 11:11 a.m. the Board went back on the Record.

Paul Campbell recommended that Leann Helton be hired for the part-time position (in Edna Trees' absence) at a rate of \$15.00 per hour, since that position doesn't require benefits. Rick confirmed that it was 40 hours a week and asked how the \$15 fit with the lowest paid full time employee. Judy gave the Board the record of employees' salaries. Rick also mentioned that if this becomes a full time position we can't pay someone new more than someone old. The Board discussed that if a part-time person comes in at \$15.00 an hour, then what happens if that person gets hired full time. Judy stated that as a full time position the salary would be reset. Larry asked if this has ever happened before and Judy stated that it had not. Judy suggested putting Leann in the same category as Gregg Conrad, a regular part-time employee. Larry suggested starting her at \$13.00. Paul would like to bring everyone up to where they should be now. Without a part-time worker having benefits he doesn't think \$15.00 is out of line. He said he would hope the rest of the Board Members would feel the same and we can get this done and can deal with the lack of proper reimbursement at a later date. Ray agreed with Paul and should the regular part-time person become a full-time person then we revisit what she is being paid because she would be receiving benefits. Paul added that Leann has been a very good worker here, knows the routine. Rick advised that he would like to be able to do it, but just can't pay a part-time more than full-time employees that have been here a long time. Paul stated that we bring Leann Helton on part-time at \$15.00 an hour with the understanding that if she becomes full time it might not be that much. Rick added that would absolutely be the case.

**2016-15** – Paul Campbell made the motion to start Leann Helton to be a "permanent part-time employee" at 40 hours a week without benefits to begin immediately at \$15.00 per hour. Ray Lembke seconded the motion. Upon roll call, Paul Campbell – "yes", Ray Lembke – "yes", Larry Heller – "no", Rick Combs – "no".

**2016-16** – Larry Heller made the motion to hire Leann Helton for \$13.00 an hour as opposed to \$15.00 an hour as a permanent part-time employee at 40 hours a week without benefits to begin immediately, with no benefits.

The motion died for lack of a second.

## **RESOLUTIONS:**

## **EXECUTIVE SESSION:**

## **NEXT MEETING DATE AND TIME:**

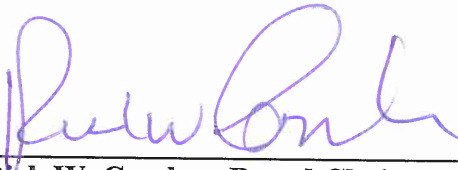
March 3, 2016 at 9:30 a.m., Reorganization of the Board for 2016 – 2017

March 3, 2016 at 10:00 a.m., Regular Board Meeting – Public Test for Election & Review of Equipment and Ballot Allocation.

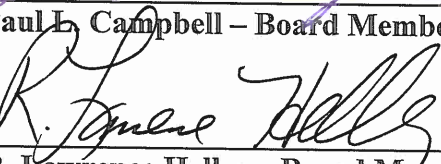


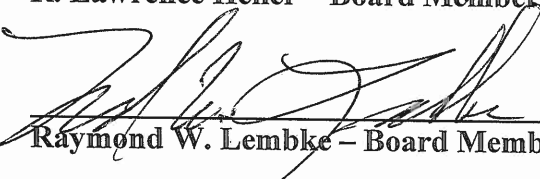
**ADJOURNMENT:**


2016-17 – At 11:27 a.m. Larry Heller made the motion to adjourn. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

  
Rick W. Combs – Board Chairman

  
Paul L. Campbell – Board Member

  
R. Lawrence Heller – Board Member

  
Raymond W. Lembke – Board Member

  
Attest – Judith A. Miller – Director  
Minutes signed on March 3, 2016

# APPROVAL OF BILLS FOR BOARD MEETING

## JANUARY 28, 2016

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
<b>INVOICES APPROVED BY BOARD MEMBERS:</b>		
DE LAGE LANDEN	COPIER LEASE	\$ 324.57
DONNELLON MCCARTHY	COPIES	\$ 286.81
E. S. & S.	ELECTION SUPPORT - DAN SHEBESTA	\$ 1,485.00
LARRY HELLER	REIMBURSEMENT - WINTER CONF.	\$ 140.12
MIKE KEELEY	REIMBURSEMENT - WINTER CONF.	\$ 159.12
TERRIE LATHAM	REIMBURSEMENT - WINTER CONF.	\$ 45.00
OFFICE DEPOT	EXPANDING WALLETS	\$ 106.20
OFFICE DEPOT	CALCULATOR	\$ 68.59
OFFICE DEPOT	WALL CALENDARS	\$ 69.98
OFFICE DEPOT	FOLDERS, COPY PAPER, 6 X 9 ENVELOPES	\$ 230.62
OFFICE DEPOT	PACKING TAPE	\$ 50.39
PITNEY BOWES	POSTAGE MACHINE RENTAL	\$ 350.00
READY FRESH	BOTTLED WATER	\$ 26.32
BECKY RUDD	REIMBURSEMENT - WINTER CONF.	\$ 24.76
RUEBEL FAMILY LIMITED	OFF SIGHT STORAGE - FEBRUARY 2016	\$ 725.00
TIME WARNER	CABLE BILL	\$ 30.22
UNITED PARCEL SERVICE	SHIPPING CHARGES TO SEND PETITIONS TO S.O.S.	\$ 31.98
UNITED PARCEL SERVICE	SHIPPING CHARGES TO SEND PETITIONS TO S.O.S.	\$ 15.28
STAFF SALARIES	PAY PERIOD 12-21-15 TO 01-3-16	\$ 14,592.01
PART TIME EMPLOYEES	PAY PERIOD 12-21-15 TO 01-3-16	\$ 165.00
OVERTIME	PAY PERIOD 12-21-15 TO 01-3-16	\$ 24.27
STAFF SALARIES	PAY PERIOD 01-04-16 TO 01-17-16	\$ 14,592.01
PART TIME EMPLOYEES	PAY PERIOD 01-04-16 TO 01-17-16	\$ 922.50
	<b>TOTAL</b>	<b>\$ 34,465.75</b>