

Chairman Rick Combs called the meeting to order at 9:30 a.m. Judy Miller led the Pledge of Allegiance. Board Members present were Rick Combs, Paul Campbell, Larry Heller, and Ray Lembke. Also present were Judy Miller – Director, Mike Keeley – Deputy Director and Becky Rudd – Clerk taking record.

The Chairman asked for a moment of silence for our friend Edna Owens, who is continually under the weather.

**OTHER ATTENDEES:** Beth Hamad – SOS Liaison

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

**2016-18** – Paul Campbell made the motion to adopt the agenda as presented. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

**Board Reorganization**

**Select a Temporary Chair:**

Rick Combs nominated Paul Campbell as Temporary Chair. Ray Lembke seconded the nomination. Upon roll call: Rick Combs – “yes”, Ray Lembke – “yes”, Larry Heller – “yes”, Paul Campbell – “yes”.

Paul Campbell called for any further nominations for Temporary Chair, there were none and the nominations were closed.

Roll Call vote for those in favor of Paul Campbell to serve as Temporary Chairman of the Clermont County Board of Elections, Rick Combs – “yes”, Ray Lembke – “yes”, Larry Heller – “yes”, Paul Campbell – “yes”.

**Nominations for Director:**

The Temporary Chair called for nominations for Director of the Clermont County Board of Elections for the ensuing year.

Ray Lembke (D) nominated Judy Miller (D) for Director. Rick Combs seconded the nomination. There were no further nominations and the Temporary Chair closed the nominations.

Roll call vote for those in favor of Judy Miller (D) to serve as the Director of the Clermont County Board of Elections, Ray Lembke – “yes”, Rick Combs – “yes”, Larry Heller – “yes”, Paul Campbell, “yes”.

**Nominations for Deputy Director:**

The Temporary Chair called for nominations for Deputy Director of the Clermont County Board of Elections for the ensuing year.

Larry Heller (R) nominated Mike Keeley (R) for Deputy Director. Rick Combs seconded the nomination. There were no further nominations and the Temporary Chair closed the nominations.

Roll call vote for those in favor of Mike Keeley (R) to serve as Deputy Director of the Clermont County Board of Elections, Larry Heller – “yes”, Rick Combs – “yes”, Ray Lembke – “yes”, Paul Campbell – “yes”.

**Nominations for Chairperson:**

The Temporary Chair called for nominations for Chairperson (R) of the Clermont County Board of Elections for the ensuing year. Larry Heller (R) nominated Rick Combs (R) for Chairperson. Ray Lembke seconded the nomination. There were no further nominations and the Temporary Chair closed the nominations.

Roll call vote for those in favor of Rick Combs to serve as Chairman of the Clermont County Board of Elections, Larry Heller – “yes”, Ray Lembke – “yes”, Rick Combs – “yes”, Paul Campbell – “yes”.

Paul asked Judy if we need to swear in the office staff. She stated two years ago it was determined that we don’t have to swear in the staff, unless there are new employees.

Rick Combs gave the Oath of Office to Judy Miller as Director and Mike Keeley as Deputy Director of the Clermont County Board of Elections.

**2016-19** – Larry Heller made the motion to set the salary for the Director at \$60,070.40 (\$28.88 per hour) and for the Deputy Director \$59,612.80 (28.66 per hour). Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

**2016-20** – Paul Campbell made the motion to set the Regular Meeting Date for the 4<sup>th</sup> Thursday of the month at 10:00 a.m. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

**Public Test of Election Equipment and Ballots for the Primary Election of March 15, 2016:**

At 9:43 a.m. the Board went off the Record while Ray and Larry observed Dan Shebesta (ES&S) run the Test Deck for the Primary Election of March 15, 2016 through the DS 850 Ballot Scanner.

At 9:59 a.m. the Board went back on the Record.

Ray checked the results of the newly run Test Deck as Rick read the results from the control sheet and found the results matched and confirmed that the computer was counting accurately.

(All DS200's had been tested and results confirmed with Result Tapes for each.)

**2016-21** – Ray Lembke made the motion to accept the results of the Public Test Deck for the March 15, 2016 Primary Election. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF MINUTES:**

**2016-22** – Paul Campbell made the motion to approve the minutes of the January 7, 2016 Special Board Meeting and the January 28, 2016 Regular Board Meeting. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF BILLS:**

**2016-23** – Ray Lembke made the motion to approve and pay the bills as of March 3, 2016. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**Review of Ballot Allocation and Election Equipment Allocation:**

Judy explained Directive 2016-05 which states we are required to review our election equipment allocation, which includes the (1) DS200 and (1) electronic pollbook for each precinct and (1) automark for each polling location. All of the equipment has been tested and is ready.

The Directive also states we must have 20% more ballots cast than in previous primary years. Judy advised that we have exceeded our quota for ballots and are in compliance.

**2016-24** – Ray Lembke made the motion to approve the Allocation of Equipment and Ballot Quantities. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**Employment Matters:**

Judy gave the Board copies of job descriptions for the Deputy Director and clerk positions. Mary Lynne Birck (Prosecutor's Office) is working on the ad for the Deputy Director position and Rick wants to keep it a professional job rather than a political job even though it is political. He would like to get the Director and Deputy Director position ads as close as possible.

Paul inquired about the office clerk position.

**Hiring of a Democrat Part-Time Position:**

Judy reminded the Board of the need to hire a Democrat Temporary Clerk during the election cycle. Judy consulted with Kathy Weaver (Auditor's Office) for the correct terminology for our part-time staffing.

Kathy said to classify them as part-time and election workers as part-time seasonal.

Paul brought to the Board's attention former full time employee Donna Brittan. Judy explained that Donna worked full-time for six years and has been coming in and working as a seasonal worker part-time for \$10.00 an hour. Donna knows the absentee voting process and has been a great assistant and she has been very dependable. We currently have four part-time workers, Leann Helton, Susan Brown, Donna Brittan, and Mark Keitel; we also have several nursing home workers. Rick asked if there was a Republican serving that same amount of hours as Gregg Conrad (1020 hours). Judy advised that we do not. Rick asked if Donna could work those hours. He would like a Republican for the parity. Judy doesn't want to place Donna in that position as she is needed strictly for Absentee Voting; we need someone to help with Poll Worker Training. Larry asked if there is a need and the work load for a Republican to equal the hours that Gregg works and not just for parity. Judy said there would be for the November Election, but we haven't found the right person yet. Ray added that it sounds like Donna brings a great understanding of the absentee process and we need her to handle that piece of the process and make sure that she comes back for the November Election.

Larry's concern is why some part-time workers would be making more than other newer part-time workers. Mike stated that Donna has worked part-time for the last 5 years and has been very loyal and if another part-time person continued to come back then we can bring that to the Board and determine if they should make more. Ray added that we are setting a precedent which is a standard but there is also an element of what worker is more valuable and doing more sophisticated work, and that is what we are getting paid to decide. Paul added that he hopes someday our part-time workers won't be starting at \$10.00 an hour!

**2016-25** – Ray Lembke made the motion to employ Leann Helton at \$13.00 an hour, beginning March 7, 2016, as a 40 hour part-time employee, covering the vacancy that we have now until that situation resolves itself and raise Donna Brittian to \$13.00 per hour in her current role based upon her skill set and experience at the Board of Elections as a clerical "Seasonal Part-Time Employee." Paul Campbell seconded the motion. Upon roll call, Mr. Lembke – "yes", Mr. Campbell – "yes", Larry Heller – "yes", Mr. Combs – "no".

Judy advised the Board that we had requested \$1.6 million for our 2016 Annual Budget. The Commissioners came back and allotted us \$1.491 which allowed for no raises in 2016. She contacted Steve Rabolt and he said that he would meet with her after January 2016. She and Mike prepared salaries and met with Steve, Suki Scheetz, Mary Rains and Tom Eigel and told them we needed to bring our employees in parity with other county employees and they said they were going to take it up with the Commissioners. The Commissioners met yesterday and approved a revised appropriation of \$1.501 million for this Board, which included some other adjustments. Rick wanted to verify that the Commissioners know the Pay Plan, and Judy stated that they do. Judy brought to the Commissioners attention the Deputy Director trainee position and they said they wanted to wait until that position came up. They had no problem funding it, but they didn't want to put it in the allocation at this time until it became a reality.

Rick inquired about how the raises were decided and Judy stated it was on performance, merit and responsibility.

#### **EXECUTIVE SESSION:**

**2016-26** – At 11:00 a.m. Larry Heller made the motion to go into Executive Session to discuss Compensation of a Public Employee or Official per Ohio Revised Code 121.22 (G)(1). Paul Campbell seconded the motion. Upon roll call, all Members voted "yes".

**2016-27** – At 11:31 a.m. Paul Campbell made the motion to come out of Executive Session. Larry Heller seconded the motion. Upon roll call, all Members voted "yes".

After the Board came out of Executive Session the following motion was made:

**2016-28** – Ray Lembke made the motion that the Board approve the 2016 compensation for our existing staff, having already addressed the Director and Deputy Director salaries, as approved by the County Commissioners and as recommended by the Director and Deputy Director set forth by the document that was given in this meeting. Larry Heller seconded the motion. Upon roll call, all Members voted "yes".

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

Judy reported on the status of the Election. At the close of registration we have 138,131 total registered voters.

To date we have 4,092 absentee ballot requests and 1,773 ballots have been returned. The Secretary of State emails a statewide report on the numbers.

We still need Democratic Poll Workers to fill cancellations. There are three more training classes for new poll workers.

We are still working on the Mag Card Scanner Attachment for the Electronic Pollbooks to swipe the driver's license. Rick asked about ES&S letting us try the attachment before we would buy it.

The staff will have overtime because of voting on Saturday March 5 & 12 (8-4:30) and Sunday March 13 (1-5). The poll workers pick up their supplies on March 12. Starting March 7 we will be open until 7 pm for walk in voting.

Observers must file eleven days before the election and to date no one has filed. Rick suggested reminding the Party Chairs of the deadline.

ES&S is scheduled for Election Day Support starting March 14-16 and is sending Kevin Horvath again.

Judy prepared the required letter from the Board for the Electronic Pollbook Reimbursement from the State of Ohio; we also have to have a Memorandum of Understanding. The Board signs the letter and then it is forwarded for the Commissioners signature.

**DEPUTY DIRECTOR'S REPORT:**

Mike reported that we again contracted with Planes Moving & Storage for the election equipment deployment. The deployment starts March 9-11 and the equipment pick-up is scheduled for March 16-18. Poll workers pick up their supplies on March 12 (8 am-11:30 am) and the Election Day ballots are ready for deployment.

Security cameras (with a video tape deck) have been installed in the absentee voting room, computer room and office lobby; the monitor is in Mikes office. Panic buttons were installed in the absentee voting room. Larry inquired about the panic button; Mike explained that it rings in to the police department. The Summer Conference is scheduled for June 22-23 in Cleveland.

Larry stated that a polling location in Miami Township didn't have enough voting booths; he asked if someone can check and make sure there are enough booths at each location.

Ray added that on our website we have the wrong address for Pierce M. He also stated at the Pierce Township Hall location we need a sign to advise voters of the overflow parking lot.

Paul asked about the reconfiguration of the new equipment storage space. Mike said it was underway and hopes when the equipment is picked up after the election it will go into the new area.

Larry asked if there were any elections before November to where we could try out the swipe attachment on the pollbook. Judy advised that was probably not an option but she will continue talking with ES&S.

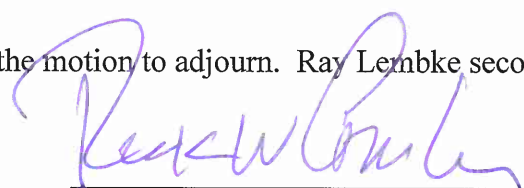

**RESOLUTIONS:** None.

**NEXT MEETING DATE AND TIME:**

March 15, 2016 at 6:30 a.m., Primary Election Day Board Meeting,  
March 29, 2016 at 9:00 a.m., Opening of Official Canvas Board Meeting,  
April 5, 2016 at 10:00 a.m., Certification of Official Canvass Board Meeting.

**ADJOURNMENT:**

**2016-29** – At 11:49 a.m. Paul Campbell made the motion to adjourn. Ray Lembke 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 April 26, 2016

# APPROVAL OF BILLS FOR BOARD MEETING

## MARCH 3, 2016

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
<b>INVOICES APPROVED BY BOARD MEMBERS:</b>		
BARRETT BROTHERS	PREECINCT KITS FOR MARCH PRIMARY	\$ 5,312.00
BARRETT BROTHERS	VOTER I.D. CARDS - 10,000	\$ 1,357.60
CLERMONT SUN	ADVERTISING CLOSE OF REGISTRATION	\$ 332.00
DE LAGE LANDEN	COPIER LEASE	\$ 324.57
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DONNELLON MCCARTHY	COPIES	\$ 1,204.67
E. S. & S.	ELECTION SUPPORT - DAN SHEBESTA 1-4-16 & 1-16-16	\$ 2,970.00
E. S. & S.	ELECTION SUPPORT - DAN SHEBESTA FEB.2ND - 5TH	\$ 4,455.00
FLAGGS USA	30 AMERICAN FLAGS FOR POLLING LOCATIONS	\$ 221.20
MIKE KEELEY	MILEAGE REIMBURSEMENT TO LEBANON, OHIO	\$ 35.64
OFFICE DEPOT	GEL PEN AND MAILING LABELS	\$ 125.78
OFFICE DEPOT	CLIP ON LIGHTS FOR POLL BOOTHS	\$ 105.45
OFFICE DEPOT	PAPER AND GLUE STICKS	\$ 58.05
OFFICE DEPOT	LETTER OPENERS	\$ 50.90
PITNEY BOWES	POSTAGE MACHINE RENTAL - FEBRUARY	\$ 350.00
QUILL	LETTER OPENERS	\$ 47.88
RB PRINTING	WINDOW ENVELOPE, HOT LINE SHEETS, TRAINING MANUALS	\$ 4,779.87
RB PRINTING	ABSENTEE "SPECIAL NOTICES" (10,000)	\$ 325.00
RB PRINTING	ABSENTEE INSTRUCTIONS, STOP SIGN FLYER 12A I.D. ENVELOPES	\$ 2,066.05
READY FRESH	BOTTLED WATER	\$ 38.95
RUEBEL FAMILY LIMITED	OFF SIGHT STORAGE - MARCH 2016	\$ 725.00
SUPPLY POST	SPECIAL SIZE ENVELOPES - WHITE	\$ 79.52
ED STOBBER	TRAINING	\$ 20.00
TIME WARNER	CABLE BILL	\$ 30.22
TIME WARNER	CABLE BILL	\$ 37.72
STAFF SALARIES	PAY PERIOD 01-18-16 TO 01-31-16	\$ 14,592.01
PART TIME EMPLOYEES	PAY PERIOD 01-18-16 TO 01-31-16	\$ 1,332.50
OVERTIME	PAY PERIOD 01-18-16 TO 01-31-16	\$ 72.81
STAFF SALARIES	PAY PERIOD 02-01-16 TO 02-14-16	\$ 14,592.05
PART TIME EMPLOYEES	PAY PERIOD 02-01-16 TO 02-14-16	\$ 2,552.50
OVERTIME	PAY PERIOD 02-01-16 TO 02-14-16	\$ 67.50
STAFF SALARIES	PAY PERIOD 02-15-16 TO 02-28-16	\$ 14,592.00
PART TIME EMPLOYEES	PAY PERIOD 02-15-16 TO 02-28-16	\$ 3,085.00
OVERTIME	PAY PERIOD 02-15-16 TO 02-28-16	\$ 1,503.30
	<b>TOTAL</b>	<b>\$ 77,768.31</b>



**Rudd, Rebecca**

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**From:** Rudd, Rebecca  
**Sent:** Friday, February 19, 2016 12:17 PM  
**To:** 'clermont sun legals'; rmaloney@communitypress.com  
**Subject:** bd mtg dates  
**Attachments:** 2016-no feb-march 3 reorg and reg mtg-REVISED.docx

Good Afternoon,

Please be advised of the addition to the PSA notice regarding the revised Clermont County Board Meeting notice.

This notice has the addition that we will also be holding the Public Test for the March 15, 2015 Primary Election.

Please post as a PSA.

Thank you,

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

### **Notice of Meetings**

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

**The Clermont County Board of Elections will not be holding a Regular Monthly Meeting for February.**

**The Board will Reorganize on Thursday March 3, 2016 at 9:30 a.m. and hold a Regular Monthly Meeting thereafter and also will be holding the Public Test for the March 15, 2016 Primary Election.**

**The meetings are held at the Board Office, 76 S. Riverside Dr., Batavia, OH 45103.**

**Judy Miller-Director**

**Rudd, Rebecca**

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**From:** Rudd, Rebecca  
**Sent:** Thursday, February 18, 2016 8:43 AM  
**To:** 'clermont sun legals'; rmaloney@communitypress.com  
**Subject:** bd mtg dates  
**Attachments:** 2016-no feb-march 3 reorg and reg mtg.docx

Good Morning,

Please be advised and post as a PSA (no cost) the attached notice regarding upcoming Board Meeting dates for the Clermont County Board of Elections. Please let me know if you have any questions.

Thank you,

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

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