

Chairman Rick Combs called the meeting to order at 10:04 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 Judy Miller – Director, Julia Carney – Deputy Director, Chris Dennison –Deputy Director Trainee, and Becky Rudd – Clerk taking record.

OTHER ATTENDEES: Beth Hamad – SOS Liaison

MOTION TO ADOPT THE AGENDA AS PRESENTED:

2017-117 – Ray Lembke made the motion to adopt the Agenda as presented. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Public Test for the November 7, 2017 General Election:

Dan Shebesta (ES&S) is here today to run the Test Deck.

At 10:05 a.m., the Board went off the record while Larry Heller and Ray Lembke observed Dan Shebesta run the test deck through the 850-ballot scanner.

At 10:16 a.m., the Board went back on the record.

Rick read from the control sheet while Ray compared the results from the newly run test deck and found them to match and that the computer was counting accurately.

2017-118 – Ray Lembke made the motion to accept the results of the Public Test. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF MINUTES:

2017-119 – Paul Campbell made the motion to approve the minutes from the September 28, 2017 Board Meeting. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF BILLS:

2017-120 – Paul Campbell made the motion to approve and pay the bills as of October 25, 2017. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

DIRECTOR’S REPORT:

Budget:

Director Miller discussed the 2017 Budget with the Board. She explained that it appears that we are short \$12, 440, but we will not be short. The Commissioners did not approve an amount for the Deputy Director Trainee but they will fund it when needed. They will transfer money into our budget when we get short on funds. We might be short on part-time employee salaries but we can transfer money to it. We should have a little extra money in the overtime budget. We projected to be open for voting on two weekends but for this election, we are only open for one weekend. We have a plus in the fringe benefits account. Printing services includes printing of the ballots, workbooks for poll worker training, and inserts for mailed absentee ballots. We still need to make upgrades to some polling locations for ADA requirements.

We have an extra 25% because we had to budget for a possible countywide Special Election.

Rick stated that we rent space to store our election equipment, is our storage problem going to have any impact on the record center/storage facility that the county is going to build. Judy added that we did have space when the building was first discussed, but has now heard that these are new plans. Judy and Rick will check into it. Rick also added that it would be nice to eliminate the rental cost to store our equipment. Judy stated that the 2018 Budget was completed in May and we submitted it as outlined. We do not know about the 3% salary increase.

Election Status:

Judy reported on the status of the election. On October 20, we closed the books with 138,072 registered voters.

We have had 4,200 absentee ballot requests to date and she gave the Board a breakdown of the absentees. Judy provided the Board with the schedule of the poll worker training classes. Gregg Conrad has done a large part of the training and we have Chris involved now.

The office has been open until 5:00 pm for absentee voting and starting next week we are open until 7:00 pm. We are open Saturday (11-4-2017) from 8:00 – 4:00 and Sunday (11-5-2017) 1:00 – 5:00. We will start with a full staff and downsize as needed for the weekend.

To date the poll worker positions are full, the pay increase (\$155) has helped.

No observers filed for this election and the deadline has passed.

Will French is assigned as our ES&S Election Support. He will be here November 6-8.

Personnel Matters:

We needed to hire a few more part-time personnel to help with nursing home voters.

2017-121 – Larry Heller made the motion to hire Evelyn Talley (R), Shelia Rhoads (D), and Barbara Dyer (R) as seasonal part-time election personnel and reimburse them for their background checks. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

Vacation Leave Policy:

Judy addressed the Board regarding the office policy for vacation leave. She stated that new employees are accruing vacation time but cannot take the time off until they have been employed for one year. Other county offices are changing the policy so employees can start taking time after six months. If the employee terminates their employment before the six months they will not receive vacation pay. Rick does not have a problem with an employee receiving and taking vacation time after six months but is unsure about the employee not receiving vacation pay if they terminate. The Board agreed to consult Mary Lynne Birck (Prosecutor’s Office) regarding their concerns and facts before they make a decision. Judy advised the Board that after the Board approves this policy, the County Commissioners must approve it. The Board will review this matter after Judy has more information.

Judy advised the Board that they will need a separate motion for Leann Helton (hired September 28, 2017) if they agree on a new policy.

Pay for PEO Trainers:

Judy advised the Board that she would like the Board to think about increasing the pay for the PEO Trainers. Training the PEO’s is more complex now than in the past. Gregg Conrad (D), Lora Richards (R), Stephanie Haight (R), and Leann Helton (D) are our trainers. Lora is Gregg’s counterpart on the training. She would like to see the trainers make more than \$10.00 an hour; Gregg is at \$15 and does much more in the office than training. Rick and Larry are concerned that if Lora receives more for training but then does other work at a different classification how would that be handled. Judy said we can bonus an employee; Lora has been to all of the training. Rick suggest bringing the hours to us after the training and we bonus it. Larry asked if this includes everyone. He also stated that training is built into their jobs (Gregg, Stephanie, Leann) and existing salaries whereas the other person is compensated for the training. Judy suggested giving Stephanie and Leann a bonus. Larry stated that two issues are going on, we need to deal with the first one; compensating Lora for a job, she was not hired in for. Do we want to initiate a bonus time scheme for someone hired for training? If they receive a bonus, you are not bringing someone up from \$10 an hour to \$13 an hour and changing the pay scale and the person stays at the pay rate. Judy brought up that Leann was and Donna Brittan is part-time and each made \$13 an hour. Leann is now full time and Lora is very valuable to us. Judy suggested paying Lora \$13 (in place of Leann’s part-time position) and make her a regular part-time worker. We might want to do that next year. Rick still likes the bonus. Paul brought up the fact that Stephanie and Leann are compensated by receiving overtime pay during the training. This will be discussed at the next meeting.

Election Equipment:

Judy advised the Board that they need to approve the allocation and distribution of tabulation equipment; this includes the DS 200’s and auto-marks.

2017-122 – Ray Lembke made the motion to approve the allocation and distribution of voting machines and marking devices for each precinct in the County of one DS 200 per precinct and one auto-mark machine for each polling location. Larry Heller seconded the motion. Upon discussion, Paul inquired about the poll books and Judy stated this was just for tabulation equipment. Upon roll call, all Members voted “yes”.

Julia discussed the replacement of the Vote Remote, which validates and verifies the signatures on the voted/returned absentee ballot envelope. The existing machine was purchased ten years ago.

Approximately one third of the voters vote by absentee and this is an important piece of equipment. We are receiving a \$5,000 discount on the equipment and \$2,000 on the annual fees. We pay about \$3,000 per election per year for annual fees; the fee is based on \$0.30 per signature. Rick is OK with signing a letter for the purchase.

2017-123 – Larry Heller made the motion to submit a request through a letter to Tom Eigel to purchase a Mail Ballot Verifier from the capital improvement fund. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

Election Equipment Deployment Contract:

Judy advised the Board the contract for election equipment deployment with Planes Moving and Storage was sent and approved to Allan Edwards (Prosecutor’s Office) after changes were made. The contract includes bids for this election and the 2018 Primary and General Elections, \$9,200 per election. They have done an excellent job for us. There is a contract for each election (2) next year.

2017-124 – Ray Lembke made the motion to authorize the Chairman to sign contracts for the November 2017 and 2018 Primary and General Elections (3 total) with Planes Commercial Services to transport election equipment at the fee of \$9,200 for delivery and pickup for each election. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

DEPUTY DIRECTOR’S REPORT:

Deputy Director Carney reminded the Board of the OAEO Winter Conference January 10-12, 2017 in Columbus, Ohio. There is an Ohio Registered Election Officials Program on January 9, that she and Chris want to attend and will go up the day before; it costs \$150 for both to attend. We made reservations for all Board Members.

RESOLUTIONS:

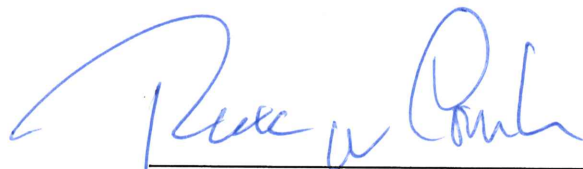
EXECUTIVE SESSION:

NEXT MEETING DATE AND TIME:

November 7, 2017 at 6:30 a.m., General Election Board Meeting,
November 20, 2017 at 9:00 a.m., Open Official Canvas,
November 28, 2017 at 10:00 a.m., Certification of General Election & Regular
Monthly Board Meeting,
December 14, 2018 at 11:00 a.m., Regular Monthly Board Meeting.

ADJOURNMENT:

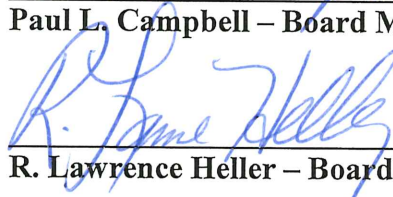
2017-125 – At 11:45 a.m. Paul Campbell made the motion to adjourn. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.



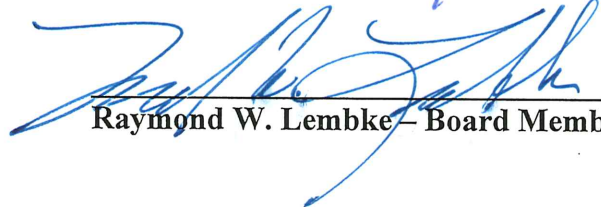
Rick W. Combs – Board Chairman



Paul L. Campbell – Board Member



R. Lawrence Heller – Board Member



Raymond W. Lembke – Board Member



Attest – Judith A. Miller – Director

Minutes signed on November 28, 2017

APPROVAL OF BILLS FOR BOARD MEETING
OCTOBER 26, 2017

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
KIM BEARD	MILEAGE - POLLING LOCATIONS - ADA SURVEY	\$ 109.15
KIM BEARD	MILEAGE - POLLING LOCATIONS - ADA SURVEY	\$ 30.50
CLERMONT SUN	ADV - CLOSE OF REGISTRATION 9-28-17	\$ 346.00
CLERMONT SUN	ADV - CLOSE OF REGISTRATION 10-1-17	\$ 346.00
DONNELLON MCCARTHY	COPIER LEASE 9-15-17 TO 10-14-17	\$ 748.24
ENQUIRER MEDIA	ADV. CLOSE OF REGISTRATION/DIRECTOR JOB	\$ 1,453.78
E. S. & S.	ELECTION SUPPORT-DAN -SEPT. 6TH, 13TH, 20TH	\$ 4,575.00
FLAGGS USA	24 - 2X3 COTTON FLAGS ON A STICK	\$ 181.80
STEPHANIE HAIGHT	MILEAGE - POLLING LOCATIONS - ADA SURVEY	\$ 117.70
STEPHANIE HAIGHT	SUPPLIES FOR POLLWORKER TRAINING CLASSES	\$ 225.90
LOVELAND GRAPHIX	2 BANNERS FOR POLLING PLACE CHANGES	\$ 120.00
JUDY MILLER	SUPPLIES FOR POLLWORKER TRAINING CLASSES	\$ 235.46
OFFICE DEPOT	OFFICE SUPPLIES	\$ 67.39
PITNEY BOWES	POSTAGE FOR OUR MACHINE	\$ 6,000.00
PITNEY BOWES	POSTAGE MACHINE LEASE 9-28-17 TO 10-27-17	\$ 350.00
RB PRINTING	ENVELOPES	\$ 1,110.26
RB PRINTING	EPOLL BOOK MANUELS, TRAINING MANUALS	\$ 7,227.99
RB PRINTING	POLLING PLACE CHANGE MAILING/PRINTING	\$ 708.53
RB PRINTING	PROVISIONAL HOTLINE SHEETS 15 SHEETS/200 PADS	\$ 175.00
READY FRESH	BOTTLED WATER	\$ 54.20
RUEBEL FAMILY	OFF SITE STORAGE NOVEMBER 2017	\$ 2,906.25
SPECTRUM	CABLE 9-22-17 TO 10-21-17	\$ 74.96
THE ELECTION CENTER	REO TRAINING WINTER CONFERENCE JULIA & CHRIS	\$ 150.00
USPS - BATAVIA POSTMASTER	FUNDS FOR BUSINES REPLY MAIL PERMIT	\$ 8,000.00
U.S. BANK	PCARD (OFFICE CREDIT CARD) TRAINING EXPENSES	\$ 161.00
STAFF SALARIES	PAY PERIOD 09-11-17 TO 09-24-17	\$ 14,602.49
BOARD MEMBERS SALARIES	PAY PERIOD 09-11-17 TO 09-24-17	\$ 2,343.72
PART TIME	PAY PERIOD 09-11-17 TO 09-24-17	\$ 1,874.00
OVERTIME	PAY PERIOD 09-11-17 TO 09-24-17	\$ 210.73
STAFF SALARIES	PAY PERIOD 09-25-17 TO 10-08-17	\$ 16,556.54
BOARD MEMBERS SALARIES	PAY PERIOD 09-25-17 TO 10-08-17	\$ 2,343.72
PART TIME	PAY PERIOD 09-25-17 TO 10-08-17	\$ 1,668.00
	TOTAL:	\$ 75,074.31