

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 Judy Miller – Director, Julia Carney – Deputy Director, and Becky Rudd – Clerk taking record.

**OTHER ATTENDEES:** Chris Dennison

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

Ray Lembke requested the Board add an entry for “Personnel Matters” at the end of the Agenda. **2017-105** – Ray Lembke made the motion to adopt the Agenda as presented. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF MINUTES:**

**2017-106** – Paul Campbell made the motion to approve the Minutes of the August 15, 2017 Regular Board Meeting (Certification of Candidates & Issues) and September 6, 2017 Special Board Meeting (Candidate Petition Protests). Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF BILLS:**

**2017-107** – Ray Lembke made the motion to approve and pay the bills as of September 28, 2017. Larry Heller seconded the motion. Upon roll call, all Members voted yes.

Director Miller advised the Board that she and Deputy Director Carney attended the Commissioners Meeting where the County Commissioners reviewed the Board’s request to provide additional funding for hiring a Deputy Director Trainee and an increase for the Precinct Election Officials’ (aka Poll Workers) pay.

At 10:08 a.m. the Board went off the record for additional paperwork.  
At 10:15 a.m. the Board went back on the record.

**EXECUTIVE SESSION:**

**2017-108** – At 10:15 a.m. Larry Heller made the motion to go into Executive Session for the purpose to consider Employment and Compensation of a Public Employee, per Ohio Revised Code 121.22(G)(1). Upon roll call, all Members voted “yes”.

**2017-109** – At 10:53 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”.

**Hiring of a Deputy Director Trainee:**

**2017-110** – Paul Campbell made the motion to hire Christopher Dennison, 1083 O’Bannonville Road, Loveland, Ohio 45140, a registered Democrat in Clermont County, as Deputy Director Trainee, effective September 29, 2017, at a salary of \$58,000 annually, to include four weeks of vacation and all benefits available to any other employee which includes medical insurance (payable on a co-shared basis with the County effective the first day of the month, sixty days after hire), along with other optional medical benefits offered by the Clermont County Commissioners, PERS benefits, vacation and any other benefits for which he is eligible. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

## **DIRECTOR'S REPORT:**

### **Polling Locations:**

Judy reminded the Board that they had previously move Milford City "A" precinct from the Milford American Legion to the Pattison Elementary School. We had to bring this polling location into compliance per Brett Harbage – SOS ADA Coordinator. Judy advised that she would like to have the Board rescind that change. Brett Harbage has now amended his original request and is allowing for this location to be maintained with lesser restrictions.

**2017-111** – Ray Lembke made the motion to rescind the moving of the Milford American Legion Polling Location (MD-A) to the Pattison Elementary School that was previously made and to remain the same and not move it. Larry Heller seconded the motion. Upon roll call, all Members voted "yes".  
(The voters have not been notified of any polling location change in that precinct.)

Judy also reminded the Board that Washington Township "A" precinct needed to be moved because the firehouse that we had been using was sold. We viewed several locations and chose the Washington Township Administration Building, which is ADA compliant.

**2017-112** – Larry Heller made the motion to move Washington Township "A" from the Washington Township Firehouse #2, 2817 Mill Street to the Washington Township Administration Building, 2238 State Route 756. Ray Lembke seconded the motion. Upon roll call, all Members voted "yes".

### **Deployment:**

Planes Moving and Storage have done an excellent job of our election equipment deployment and pick-up. They sent us a contract for this year and for the May and November 2018 elections. The Board discussed the contract, which is more of an agreement. Julia stated that it read more like a bid for services; there is no contract language in it. Paul thought we might be more comfortable having Mary Lynne Birck (Prosecutor's Office) look at it. Rick agreed to send it to Mary Lynne for approval and vote on it at the next meeting. Paul had concerns that it might be too late at the next meeting; Rick suggested calling them and putting us on the calendar.

### **Training Poll Workers/PEO's on Electronic Pollbooks & DS-200:**

Judy advised the Board that poll worker training has been scheduled; it is three-hour training and starts October 10. The schedule was sent to the Secretary of State's Office. We can now tell the poll workers at the training classes that the Commissioners approved a raise for them. The base pay was raised from \$105 to \$120 and training class increased from \$25 to \$35. Mileage reimbursement is now based on the IRS standard of \$0.535 per mile; Judy gave the Board the schedule of reimbursement for the county. After reviewing the schedule, the Board suggested that the base of reimbursement should be \$10.

**2017-113** – Ray Lembke made the motion to approve and accept the PEO reimbursement schedule for the pick-up and delivery of election supplies to and from the polls, by those people responsible, making a minimum of \$10 per reimbursement and to follow the schedule before us and presented to the Commissioners for payment. Larry Heller seconded it. Upon discussion, Larry suggested putting an asterisk by those that are \$10 but will be receiving \$15 for clarification. Upon roll call, all Members voted "yes".

### **Ballots:**

Judy advised the Board that the absentee ballots were delivered and ready to be checked and set up in the Absentee Room. To date we have 323 absentee requests and 5 UOCAVA ballots went out Saturday. The 24-hour look has passed with no problems. Judy went over the absentee voting office hours.

The last day to register is October 10; Tonia Blackburn and Becky Rudd will stay till 9:00 pm.

Part-time employees scheduled are: Donna Brittain (R), Krista Fields (I), Christine Freyhof (D), Mike Keeley (R), Linda Shinkle (R), Carol Oetzel (R), Colleen Hettman (R), Mary Jo Waits (R), Becky Miller (D), Maggie Raabe (D), Lesley Zugelter (D), and Lora Richards (R) as needed.

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

Deputy Director Carney advised the Board that she had a request to attend an Election Law Update at the Cincinnati Bar Association on October 6, 2017. The cost is \$150.

**2017-114** – Paul Campbell made the motion to allow Julia Carney to attend the Election Law Update in Cincinnati on October 6, 2017 and to pay expenses not to exceed \$225. Ray Lembke seconded the motion. Upon roll call, all Members voted "yes".



**RESOLUTIONS:** None.

At 11:28 a.m. the Board went off the Record for a short recess.

At 11:35 a.m. the Board went back on the Record.

**Personnel Issue:**

Ray Lembke addressed the Board regarding the Democrat clerk position that is open on the Board. Leann Helton is currently working that position and has been a part-time worker for many years. Ray requested that the Board fill that position with Leann Helton starting Friday, September 29, 2017. The person previously staffed in this position started at \$14.50 with a \$0.25 increase after four-month probation with all benefits. Ray further advised that Leann has been a good worker for us for years and she has a security check.

**2017-115** – Ray Lembek made the motion to hire Leann Helton (D) as a full-time clerk effective September 29, 2017 at the rate of \$14.50, with an increase of \$0.25 after a successful probation period of four months, with health benefits effective after 60 days of employment starting the first day of the month thereafter and all benefits available to any other employee. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Judy and Julia will research vacation time prior to one-year service and report to the Board at the next meeting.

Ray thanked his Republican colleagues for working with Paul and him in the recent hirings.

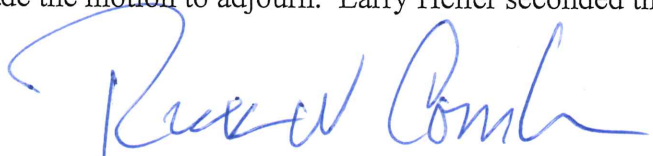
The Board requested copies of the poll worker training schedule.

**NEXT MEETING DATE AND TIME:**

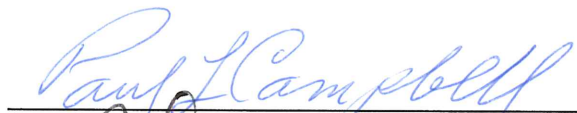
October 26, 2017 at 10:00 a.m., Regular Monthly Board Meeting & Public Test of  
The November General Election,  
November 7, 2017 at 6:30 a.m., General Election Day Meeting.

**ADJOURNMENT:**

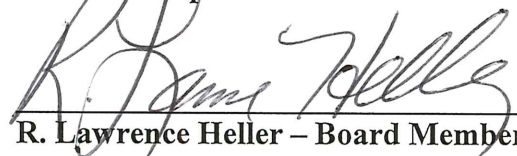
**2017-116** – At 11:45 a.m. Paul Campbell made the motion to adjourn. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.



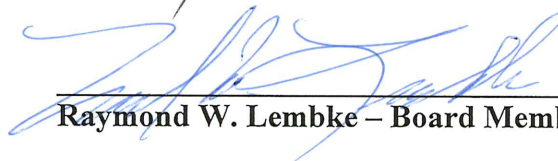
Rick W. Combs – Board Chairman



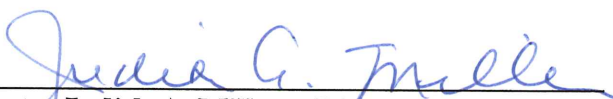
Paul L. Campbell – Board Member



R. Lawrence Heller – Board Member



Raymond W. Lembke – Board Member



Attest – Judith A. Miller – Director  
Minutes signed on October 26, 2017

APPROVAL OF BILLS FOR BOARD MEETING  
SEPTEMBER 28, 2017

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BARRETT BROTHERS	REFERENDUM PETITIONS - MUNI	\$ 58.00
KIM BEARD	POLLING LOCATIONS - ADA SURVEY	\$ 63.67
KIM BEARD	POLLING LOCATIONS - ADA SURVEY	\$ 87.75
CLERMONT SUN	ADVERTISING FOR DEPUTY DIRECTOR	\$ 507.45
DONNELLON MCCARTHY	COPIER LEASE/COPIES 8-15-17 TO 9-14-17	\$ 748.25
GIGLIO REPORTING SERVICES	REPORTER FOR PROTEST HEARING 9-6-17	\$ 120.00
OFFICE DEPOT	OFFICE SUPPLIES	\$ 186.03
RB PRINTING	AV INSTRUCTIONS, LETTERHEAD, QUESTIONS/ISSUES HANDBOOK, LIQUOR OPTIONS HANDBOOK	\$ 906.75
READY FRESH	BOTTLED WATER	\$ 52.49
RUEBEL FAMILY PARTNERSHIP	OFF SITE STORAGE - SEPTEMBER	\$ 2,906.25
RUEBEL FAMILY PARTNERSHIP	OFF SITE STORAGE - OCTOBER	\$ 2,906.25
SPECTRUM	CABLE	\$ 74.96
STAPLES	3 PORT USB FOR TABLET	\$ 41.79
USPS - BATAVIA POSTMASTER	ANNUAL BUSINES REPLY MAIL PERMIT	\$ 685.00
U.S. BANK	PCARD (OFFICE CREDIT CARD) TRAVEL EXPENSES	\$ 328.77
STAFF SALARIES	PAY PERIOD 08-14-17 TO 08-27-17	\$ 15,551.56
BOARD MEMBERS SALARIES	PAY PERIOD 08-14-17 TO 08-27-17	\$ 2,343.72
PART TIME	PAY PERIOD 08-14-17 TO 08-27-17	\$ 645.00
STAFF SALARIES	PAY PERIOD 8-28-17 TO 9-10-17	\$ 14,543.81
BOARD MEMBERS SALARIES	PAY PERIOD 8-28-17 TO 9-10-17	\$ 2,343.72
PART TIME	PAY PERIOD 8-28-17 TO 9-10-17	\$ 630.00
OVERTIME	PAY PERIOD 8-28-17 TO 9-10-17	\$ 88.02
	TOTAL:	\$ 45,819.24

*Patricia A. O'Neil* 10/27/17