

**I. Call to Order/Pledge of Allegiance**

Chairman Ray Lembke called the meeting to order at 10:00 a.m. Deputy Director Dennison led the Pledge of Allegiance.

**II. Roll Call**

Ray Lembke – Chair – Yes

Rick Combs – Yes

Gregg Conrad – Yes

Rick Grant – Yes

Also present were Director Julia Carney, Deputy Director Chris Dennison, and Becky Rudd – Clerk taking record.

**III. Other Attendees** – Kenny Henning (SOS Liaison), Mary Lynne Birck (Prosecutor's Office), and Brandon Hoeppner (ISD)

**IV. Motion to Approve the Agenda as Presented**

Director Carney advised the Board of amendments to the agenda. She would like to change the Columbus Day Holiday to (H) and add (I) Withdraw of Candidate.

**2019-127** – Mr. Conrad made the motion to approve the Agenda with the amendments as proposed by the Director. Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**V. Public Participation** – Each speaker is limited to a maximum of five minutes to address the Board

None.

**VI. Motion to go into Executive Session pursuant to R.C. 121.22 (G) (3) and (6) for the discussion of pending litigation and security matters**

The Director asked to move the Executive Session later into the meeting; Mary Lynne Birck and Brandon Hoeppner had not arrived yet.

**VII. Approval of Minutes: September 25, 2019 Regular Board Meeting**

Chairman Lembke explained the minutes were carved out into two sets, the protest hearing and the regular meeting because he did not attend the protest hearing.

**2019-128** – Mr. Grant made the motion to approve the minutes from the September 25, 2019 Regular Board Meeting, excluding the protest hearing. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**2019-129** – Mr. Combs made the motion to approve the minutes from the September 25, 2019 Protest Hearing Meeting. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Conrad asked if it was needed to have so much detail in the minutes. Director Carney advised the Board, because of the concern of litigation that we have sufficient minutes.

**VIII. Approval of Bills as of October 23, 2019**

**2019-130** – Mr. Combs made the motion to approve and pay the bills as of October 23, 2019. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**Executive Session**

**2019-131** – At 10:09 a.m., Mr. Combs made the motion to go into Executive Session pursuant to R.C. 121.22 (G) (3), to discuss pending litigation with our legal counsel. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**2019-132** – At 10:23 a.m., Mr. Grant made the motion to come out of Executive Session. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**IX. Public Test**

Deputy Director Dennison read from the control sheet while Mr. Combs compared the newly run test deck performed by Dan Shebesta (ES&S), found the results to match and that the computer was counting accurately.

**2019-133** – Mr. Combs made the motion to accept the results of the Public Test. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**X. Director's Report**

**A. Budget**

**1. 2019 year to date**

The Director gave the Board a spreadsheet of the remainder of the year budget.

**2. 2020 budget**

Director Carney gave the Board the projected budget for next year. There are increases for staff salaries, temporary staff, and over time. Access to the jail inmate program is more restricted which will require more temporary staff. Mr. Combs added that we need to start recruiting help for the next election and may need help to recruit people. He suggested finding how other counties are recruiting poll workers and help. Mr. Combs also asked how much other counties are paying their poll workers, and now is the time to add the extra part-time in the budget. Kenny Henning (SOS) will email the Director a countywide list poll worker pay list. Mr. Conrad believes we need another full-time/part-time person.

Mr. Combs added that we need to make sure the Commissioners understand that we may need to come back for additional monies if we need for the upcoming elections next year. Mr. Grant asked what the process was with the Commissioners and our budget. Director Carney stated that our request will probably be reduced. Chairman Lembke suggested talking about these election matters on Election Day. We will be training the poll workers for the primary election.

At 11:02 a.m., the Board recessed.

At 11:04 a.m., the Board returned from recess.

**Executive Session**

**2019-134** – At 11:05 a.m., Mr. Combs made the motion to go into Executive Session pursuant to Ohio Revised Code 121.22 (G) (6) to discuss security matters. Mr. Conrad seconded the motion.

Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**2019-135** – At 11:20 a.m., Mr. Grant made the motion to come out of Executive Session. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**B. Status of Election**

1. Total Registered Voters – 135,692
2. Absentee Report

Director Carney gave the Board an update on the absentee ballots.

To date 2,780 absentee ballots have been issued and 1,121 ballots returned/voted. It has been a very light turnout.

3. Election Support

Brian Hobza (ES&S) is our Election Day support, he will be here November 4-6, 2019.

**C. Office repairs and remediation**

The roof leaked in the area of Mr. Dennison's office. The cabinets started falling away from the wall. Facilities came, took the cabinets off the wall and discovered black mold behind the cabinets. There was also water damage in the hallway leading to the parking lot. A remediation company came out to test the amount of mold. The county addressed the issue, secured the area and started to remove the drywall. A spray was used to kill the mold and the office was then repaired with drywall and painted. The mold specialist came back and tested mold spores in several areas of the office. The roof was tested via a thermal gun for moisture after it had been repaired, and showed no signs of moisture. Mr. Combs suggested getting the beginning and final assessment for the files.

**D. Temporary Employees**

Director Carney received four resumes and hired one of the four to work in the office.

**E. Additional PEO's**

There are additional precinct election officials for the Board to approve.

**2019-136** – Mr. Combs made the motion to accept Democrat list of poll workers as provided except Debra A. Cook (Mr. Lembke's wife). Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**2019-137** – Mr. Combs made the motion to accept Debra A. Cook as Democrat precinct election official. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Abstain

**2019-138** – Mr. Grant made the motion to accept the Republican precinct election officials as presented by the Director. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

We have two more training classes today, a last minute class on Saturday and probably a last minute class on Monday, because we have had so many cancellations.

F. New Equipment and Processes

We have had a lot of new equipment and processes for this election. It hasn't been as smooth as we had hoped. There have been issues between our voter registration software and the new equipment purchased from ES&S. The balotar wasn't printing correctly from our voter registration program, as we are the first DIMS county to use the balotar. ES&S has been here several times to work on it. Three voters were effected by receiving the wrong precinct split; they were contacted and now have the correct precinct ballot. We also discovered that the programmer used the incorrect file which left off a write-in line on one precinct. This effected 2 ballots. Jackie Smith was very helpful dealing with ES&S and the programing problems.

Mr. Combs inquired about the problem with the new folding machine. When Mr. Grant was in the office he was told it wasn't working and a lot of man hours were used hand folding the ballots. Deputy Director Dennison stated that it wasn't working for these ballots. He researched the machines, we used old ballot stock and had some advice to adjust the machine and it seemed to work well. The balotar ballots are of a different paper stock that is of a lighter weight and this was not anticipated. There is a folder that could work, but costs \$9,000. We are hand folding the ballots now. We don't know if a different paper weight would work in the printers. We are working on a solution for the primary election.

MYY3 printers

These are the printers that are used at the polling locations to print the receipts; some need to be replaced for various reasons. New printers cost about \$250. Director Carney found 64 used printers for \$500 (they were used in another Ohio county). This gives us plenty of replacements for now. Mr. Conrad inquired about the EPB's that Brown County Board of Elections had offered us. Director Carney has not heard back from them yet.

G. OAEo Winter Conference – Wednesday, January 15 – Friday, January 17.

OREO classes January 14 & 15.

One employee requested to attend. The Director and Deputy Director will be attending the OREO classes and going on Tuesday.

**2019-139** – Mr. Conrad made the motion to approve up to \$7,500 for the Director, Deputy Director, one staff, and the Board Members to attend the 2020 OAEo Winter Conference. Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

H. Columbus Day Holiday

The Director gave the Board the Secretary of State's Directive regarding Columbus Day and early voting. We need a policy in place for odd number years, even number years we will be open. Mr. Combs' issue is that county employees receive a set number of days a year and we added an additional day, he wants to keep it consistent.

Part of a litigation is to have the same uniform absentee voting hours throughout the state. Kenny Henning added that it is not a matter of whether or not the staff is working that day. The Board needs to put together a policy. Chairman Lemke stated that for this year, the staff should get the day after Thanksgiving off and after this year, we will have a holiday policy in place. Mr. Combs suggested referring the matter to our legal counsel.

I. Withdraw of Candidate

Director Carney advised the Board, J. Nathan Jeffries withdrew his candidacy for mayor of the Village of Felicity this morning at 9:19 a.m. Notices will be posted at the polls and in the absentee voting room.

**2019-140** – Mr. Combs made the motion to accept the withdraw of candidacy from J. Nathan Jeffries, candidate for Village of Felicity mayor. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**XI. Deputy Director's Report**

Vote by mail – mail house

Deputy Director Dennison proposed using the mail house, Seachange-located in the Dayton area, for the 2020 Primary and General Election. He gave the Board handouts with cost comparisons. This company will print the ballots, allow inserts, and mail out the ballots. Nine counties in Ohio use them including Cuyahoga, Montgomery (they are very pleased with this process), and Licking. Franklin County did use them but now have their own in house printing. We create and send a file of the absentee voters three times a week and they then print the ballots, print the envelopes, place inserts and mail the ballots. The Director needs to verify if we need the approval with the Secretary of State.

**XII. Upcoming Board Meetings & Other Important Dates**

November 5, 2019 – General Election Day Meeting (6:30 a.m. – 7:30 p.m.).

November 18, 2019 at 9:00 a.m. – Open Official Canvass.

November 26, 2019 at 10 a.m. – Certification of General Election & Regular Monthly Board Meeting.

\*Recounts must be held within 6-10 days after the Declaration of the Official Results

**XII. Motion to Adjourn**

**2019-141** – At 12:51 p.m., Mr. Combs made the motion to adjourn. Mr. Conrad seconded the motion.


Upon roll call:

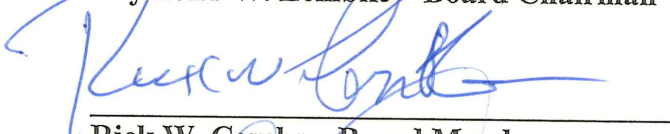
Mr. Combs – Yes

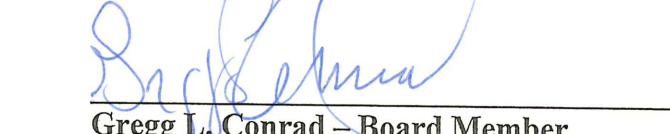
Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

  
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Raymond W. Lembke – Board Chairman

  
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Rick W. Combs – Board Member

  
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Gregg L. Conrad – Board Member

  
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Rick Grant – Board Member

Date 11-25-19

APPROVAL OF BILLS FOR BOARD MEETING  
OCTOBER 23, 2019

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BARRETT BROTHERS	RECEIPT BOOKS - CAMPAIGN FINANCE	\$ 240.00
KIM BEARD	MILEAGE - POLLING LOCATIONS	\$ 27.84
CLERMONT CTY TREASURER	WIRING FOR THE BALLOT PRINTERS IN VOTING ROOM	\$ 807.60
CULLIGAN WATER	BOTTLED WATER 9-1-19 TO 9-30-19	\$ 49.51
DONNELLON MCCARTHY	STAPLES FOR COPIER	\$ 53.81
DONNELLON MCCARTHY	COPIER LEASE 9-15-19 TO 10-14-19	\$ 849.38
DATUM	CPU LOCKER - \$153.51 GRANT MONEY	
E. S. & S.	THERMAL ROLLS - 200 ROLLS	\$ 490.23
E. S. & S.	ACTIVATION CARDS - 3,000	\$ 323.99
ESSVR	ANNUAL MAINTENANCE - VOTER VIEW	\$ 1,200.00
OFFICE DEPOT	MISC OFFICE SUPPLIES	\$ 107.68
MARGARET RAABE	MILEAGE REIMBURSEMENT - NURSING HOMES	\$ 42.92
RB PRINTING	POLLING PLACE CHANGES MAILING - MIAMI TWP. PRECINCTS	\$ 2,631.34
RB PRINTING	MANUALS, 12-H FORMS, ABSENTEE ENVELOPES, INSTRUCTIONS	\$ 5,837.17
RB PRINTING	POLLING PLACE CHANGES MAILING - CLOUGH PIKE	\$ 1,019.71
RUEBEL FAMILY	OFF SITE STORAGE FOR NOVEMBER 2019	\$ 3,300.00
US BANK	PCARD-SHELVING UNITS, LABELS, CLOCKS, PLASTIC ENVELOPES	\$ 1,217.34
STAFF SALARIES	PAY PERIOD 09-09-19 TO 09-22-19	\$ 16,795.21
BOARD MEMBERS SALARIES	PAY PERIOD 09-09-19 TO 09-22-19	\$ 2,343.84
PART TIME PAY	PAY PERIOD 09-09-19 TO 09-22-19	\$ 1,065.00
OVERTIME PAY	PAY PERIOD 09-09-19 TO 09-22-19	\$ 15.36
STAFF SALARIES	PAY PERIOD 09-23-19 TO 10-06-19	\$ 16,795.21
BOARD MEMBERS SALARIES	PAY PERIOD 09-23-19 TO 10-06-19	\$ 2,343.84
PART TIME PAY	PAY PERIOD 09-23-19 TO 10-06-19	\$ 1,845.00
OVERTIME PAY	PAY PERIOD 09-23-19 TO 10-06-19	\$ 219.38
	TOTAL:	\$ 59,621.36
	Chairman's Signature	Date