

I. Call to Order/Pledge of Allegiance

Chairman Ray Lembke called the meeting to order at 10:00 a.m. Mr. Combs led the Pledge of Allegiance.

II. Roll Call

Ray Lembke – Chair – Yes

Rick Combs – Yes

Gregg Conrad – Yes

Richard Grant – Yes

Also present were Director Julia Carney, Deputy Director Chris Dennison, Cherie Wilson – Administrative Assistant taking record, and Becky Rudd.

III. Motion to Adopt the Agenda as Presented

2020-120 – Mr. Combs made the motion to adopt the agenda as presented. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

IV. Other Attendees – Kenny Henning (SOS Liaison)

V. Public Participation – none

VI. Approval of August Minutes

2020-121 – Mr. Combs made the motion to approve the minutes from the August 17, 2020 regular monthly board meeting and the August 31, 2020 special board meeting. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VII. Approval of Bills as of September 23, 2020

Mr. Combs asked if we had shopped printing costs for the training manuals. Director Carney confirmed that we had compared costs, and other vendors' quotes were similar. Mr. Conrad asked about the US Bank bill for election supplies and about the One Call system. Director Carney explained that the US Bank bill was for the PCard, which acts as a "credit card" for immediate payment of small online supply purchases that do not require a separate purchase order, and are reported to the county monthly. She also updated the board on the use of the One Call mass calling system for contacting voters and PEOs more efficiently. Due to the heavy absentee volume, we have used the One Call system multiple times to contact voters and cure issues with their absentee ballot applications. We will also be using it to contact PEOs and potential PEOs.

2020-122 – Mr. Combs made the motion to approve and pay the bills as of September 23, 2020. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VIII. Polling Location Changes

Due to prior concerns about space limitations and accessibility issues with the Monroe Township Building, Director Carney contacted the pastor of Monuments Baptist Church about moving the polling location there. The pastor is a consistent voter and was very supportive. The church hierarchy will be voting tonight (9/23) to approve the use of the church. Mr. Lembke asked if the church was an improvement over the current township building; Director Carney said that it is a brand new building that is larger and more ADA accessible.

2020-123 – Mr. Grant made the motion to transfer the polling location for precincts Monroe Township A, B and I from Monroe Township Building located at 2828 State Route 222, Bethel to Monuments Baptist Church located at 2831 State Route 222, Bethel, upon approval of the church, effective at the

General Election of November 3, 2020 and all elections thereafter. Mr. Conrad seconded the motion.

Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

Mr. Grant asked about Wayne Township. WE-A will stay at the Wayne Township firehouse; they are opening the bays and giving the PEOs access to the restrooms. WE-B and WE-C will remain at their current location. Director Carney will verify that the prior issue with leaking has been resolved.

Mr. Lembke asked about the Miami Township firehouse, given previous concerns about PEOs being in the building. Director Carney said the fire department will secure the building, but give PEOs access to the restrooms. She also said that there had been concerns about the Batavia Central Joint firehouse, which we are working through with assistance of the prosecutor's office. We will use the firehouse for this election, and may revisit the topic for future elections.

IX. Salaries

A. Precinct Election Officials

Based on previous board inquiries about PEO pay, Director Carney obtained surveys other counties had conducted, plus a SOS report listing PEO pay back to 2008. Current PEO pay is \$155, which includes \$130 for Election Day plus \$25 for training. Our PEO pay is in line with most of the counties closest to us and similar in size, although some counties pay their Voting Location Managers (VLMs) more than their other PEOs. We do pay our VLMs for supply pickup and drop-off. Since the local media is generally based in Hamilton County, the board hears multiple comments about their PEOs being paid more than ours. Hamilton County does pay their PEOs more for training. We did increase PEO pay about two years ago. Kenny advised the board that PEO pay is determined for the entire year. Per the board, this proposed pay increase would be for next year and must be approved by October to be included by the county in the 2021 budget. Our rover pay, currently a \$275 flat rate, is lower than other counties. Rovers use their personal vehicles, and we do not reimburse mileage.

2020-124 – Mr. Conrad made the motion to increase the training pay for our poll workers by \$10 to make it \$35 and increase pay for our rovers by \$50 to \$325.

Mr. Combs seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

B. Part Time Staff

Director Carney asked the board to consider pay increases for 4 members of the part time staff who have worked numerous elections. Specifically, Christine Freyhof and Colleen Hettman have worked 4 years or more, and are experienced with DIMS and resolving issues; she recommended increasing their pay from \$11/hour to \$12/hour. Also, Megan Schermbeck and Sarah Fancher have worked several elections and have DIMS and other skills exceeding the other part-time staff; she recommended increasing their pay from \$10/hour to \$11/hour. The current budget, including the grant funds, will cover the increased pay. The grant money will cover additional payroll above our normal presidential election costs.

2020-125 – Mr. Grant made the motion to increase the pay for Christine Freyhof and Colleen Hettman from \$11/hour to \$12/hour and to increase the pay for Megan Schermbeck and Sarah Fancher from \$10/hour to \$11/hour, with all 4 pay increases starting at the 9/20/2020 pay period. Mr. Combs seconded the motion. The board discussed whether or not the pay increase should be retroactive to August, since we have grant money; however, the motion was not amended. Mr. Combs suggested budgeting for part-time pay increases every two years. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

X. Director's Report

A. General election update

a. Registered voters: 142,606 (as of 21SEP2020). This is approximately 4,000 more than 2016. Tonia Blackburn has been working on the registrations and working with Jackie Smith on the duplicates. The online SOS registration system causes multiple duplicates that must be manually resolved.

b. Absentee ballot requests to date: 24,225 (as of 18SEP2020)

This is a higher rate than previous elections. The high duplicate rate (roughly 30 percent) is slowing down the application processing. We need to ask the media to encourage voters to send only one application per person. The total absentee count in 2016 was 32,000, including approximately 10,500 early in-person voters. We have already surpassed the 2016 mail-in count, and 25% of the total 2016 votes cast (approximately 100,000). The applications mailed by the Secretary of State have bar codes, which can be scanned to improve the efficiency over hand-entering these applications. We entered over 11,000 applications quickly via this process; after they are scanned, part-time workers can verify the reports. The part-time staff without DIMS access are also opening mail and filing. The experienced part-time staff are doing data entry and problem-solving.

c. UOCAVA: 263 (transmitted 18SEP2020)

d. Early voting

With social distancing restrictions, we will be limited to three early voting computer stations and only 12 voters in the room concurrently; we will re-confirm the room capacity. The early voting line will be outside, and we expect long lines during the two weekends prior to the election. Following building improvements for security and ADA accessibility, the early voting line will go down the new ramp toward Spring Street. We also expect steady traffic from voters dropping off voted ballots.

We expect higher turnout for this election than prior elections. The board expressed concerns about lines of voters being intimidated or harassed by campaigners, and suggested that staff and/or law enforcement walk the lines to deter potential encroachment and to remind voters to have identification ready.

The board discussed the best location for voter lines -- queueing through the county parking lot(s) and/or public sidewalks -- and the simultaneous traffic of vehicles dropping off voted ballots. Director Carney will consult with Captain Kamphaus about the best plan for managing voter lines, parking and drop-off traffic.

We will have signs on the door regarding state rules about social distancing, sanitizing, building capacity limitations, and masks. We are investigating signs for the polling locations, and the board suggested moving quickly on this due to sign companies seeing high demand this year.

B. Directives

a. 2020-17 – Ballots for November General Election

b. 2020-18 – Processing Absentee Ballot Requests

c. 2020-19 – Certified Candidates for President and Vice-President

d. 2020-20 – Ohio Democratic Party, et al. v. LaRose Litigation.

According to the SOS directives, we are not to change anything we are currently doing until we hear from the courts.

C. Building improvement updates

a. main office

Construction is still in process. The ADA door has been installed in the early voting area; there are security improvements being installed in both the office and early voting areas.

b. early voting room

We are also having additional security cameras installed. Each camera can be monitored. Director Carney will verify how long the camera footage is retained.

The ballots and printing equipment are ready to go. We printed some ballots for UOCAVA. We are working on our ballot order for preprinted Election Day ballots. We plan to do Logic & Accuracy testing next Tuesday through Thursday (9/29-10/1).

Mr. Conrad asked about the repairs for the Red Barn damage. Director Carney reported that there was no equipment damage, and that the ceiling damage repair is almost complete; one more coat of mud will be applied this week. We have staff at the Red Barn monitoring the workers to ensure the security of our equipment. Mr. Conrad and Mr. Lembke asked if we are sending the Red Barn a bill, especially for staff compensation for cleanup and monitoring workers. Director Carney will check with the facilities personnel (Wade) about how the county is handling billing. Our staff was doing other work while they were onsite monitoring the construction workers.

XI. Deputy Director's Report

A. Training update

a. training calendar

Per the Secretary of State, veteran PEOs are not required to have in-person training. Training manuals are printed and will be mailed to all PEOs with a thank-you letter and their code for secure access to the training video. Mr. Lembke asked how many new PEOs we have. Deputy Director Dennison said we have over 150 new PEOs, plus some existing PEOs without internet access. Along with the online training, we will have an opportunity for new PEOs to train on the equipment. We have appointment slots at the Red Barn with staff available for hands-on training with the EPB, DS200, and Express Vote machines. We can clean between appointments and provide for social distancing. The hands-on training is mandated for new PEOs and optional for others.

b. online training

We have 4 training videos for the 4 types of PEOs; each has a knowledge quiz with a code to prove they watched the video. Once a PEO receives their code to access the secure video, they will have access to all 4 videos, and are encouraged to watch the videos for the other PEO roles as well as theirs. We are using Survey Monkey, and plan to use it going forward to save money on PEO questionnaires. We will also be doing WebEx sessions which will serve as live training: it includes live trainers, shared screens and PEO participation. Richard Raabe, a part-time worker who was a former GE trainer, is helping Stephanie with the training. Mr. Conrad asked how many WebEx seminars are scheduled; we have eight scheduled at various days and times to accommodate PEO work schedules.

B. Temporary staffing –

a. work space

We will have 16 part-time workers by Monday, 9/28 – not all working simultaneously due to individual schedules. This doubles the part-time staff of prior elections. We have moved some of the part-time staff to the back work areas to accommodate increased staff and social distancing. We plan to ask the post office to drop mail in the back area in the future. We also have county staff coming in for a second shift starting tonight, 9/23. We also have a new letter opener that shaves the edge of the envelope; it is much better and faster than our other opener.

Deputy Director Dennison also reported on the mail house. They have already dropped off a sample deck of the folded and flat ballots that we are verifying against the relational table. We must ensure the duplicates have been eliminated from our records before sending files to them. We will send three files to them on 9/25, 10/2 and 10/5 to begin printing ballots. They are determined to have ballots sitting at the post office on 10/6, so the voters who have already submitted applications can receive their ballots as soon as legally allowed. The legal restriction is that a voter cannot receive a ballot before 10/6.

Mr. Conrad also asked about the full-time staff and directors – the board is concerned about the long hours, burn out, and that Election Day 11/3 will not be the end of this election; the board asked if there was something they can do to help. Director Carney and Deputy Director Dennison explained that they are trying to balance the workload, have doubled part-time staff, and are trying to avoid working Sundays unless absolutely necessary.

The board discussed voter procrastination and the concern about a heavy volume of incoming ballots just prior to Election Day and within the 10 days afterward. Voters still in line at 7:30 p.m. on election night may delay PEOs returning everything to Batavia by potentially an hour or two.

Director Carney plans a heavy media push to ask voters to mail their ballots ASAP; Mr. Lembke said he is suggesting to people that they try to mail their ballots by 10/19 to give the post office additional time to keep up with the volume. The board discussed the public perception that the Election Day results are official, and that the state has not communicated well to voters that Election Night results are unofficial: they are an indication, but subject to change. Voter expectations of "final results" on election night lead to public fears about election manipulation when there are additional ballots still being counted after Election Day. However, Election Day results have not been the official results for most of the country's history.

XII. Upcoming Calendar

Monday, October 5, 2020 – voter registration deadline, office open until 9:00 pm.

Tuesday, October 6, 2020 - early in-person voting begins

Wednesday, October 28, 2020 at 10:00 a.m. – regular monthly board meeting & public test

XIII. Motion to Adjourn

2020-126 – At 11:20 a.m., Mr. Grant made the motion to adjourn. Mr. Combs seconded the motion.

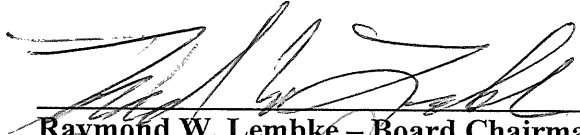
Upon roll call:

Mr. Combs – Yes

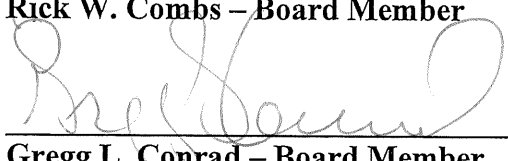
Mr. Conrad – Yes

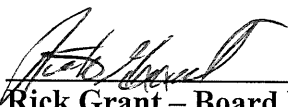
Mr. Grant – Yes

Mr. Lembke – Yes



Raymond W. Lembke – Board Chairman

Rick W. Combs – Board Member

Gregg L. Conrad – Board Member

Rick Grant – Board Member

Date 10/20/2020

APPROVAL OF BILLS FOR BOARD MEETING
SEPTEMBER 23, 2020

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
B & H PHOTO	EPSON WORKFORCE DOCUMENT SCANNER	\$ 268.64
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CULLIGAN WATER	BOTTLED WATER - 8-1-20 TO 8-31-20	\$ 50.25
CULLIGAN WATER	BOTTLED WATER - 9-1-20 TO 9-30-20	\$ 23.03
DONNELLON MCCARTHY	COPIER LEASE - 08-15-20 TO 09-14-20	\$ 907.66
ESSVR	VOTER VIEW MAINT. FEE 9-1-20 TO 4-30-21	\$ 800.00
GRAPHIC VILLAGE	RERCORDERS BOOK	\$ 1,251.00
ONE CALL NOW	MASS CALLING SYSTEM	\$ 315.00
RB PRINTING	750 TRAINING MANUALS	\$ 4,272.41
RB PRINTING	1,000 CATALOG ENVELOPES	\$ 189.90
RUEBELL FAMILY PARTNER.	OFF SITE STORAGE - OCTOBER 2020	\$ 3,300.00
US BANK	ELECTION SUPPLIES	\$ 3,632.66
STAFF SALARIES	PAY PERIOD 08-10-20 TO 08-23-20	\$ 17,550.44
BOARD MEMBERS SALARIES	PAY PERIOD 08-10-20 TO 08-23-20	\$ 2,296.52
PART TIME EMPLOYEES	PAY PERIOD 08-10-20 TO 08-23-20	\$ 865.00
OVERTIME	PAY PERIOD 08-10-20 TO 08-23-20	\$ 584.09
STAFF SALARIES	PAY PERIOD 08-24-20 TO 09-06-20	\$ 18,508.64
BOARD MEMBERS SALARIES	PAY PERIOD 08-24-20 TO 09-06-20	\$ 2,296.52
PART TIME EMPLOYEES	PAY PERIOD 08-24-20 TO 09-06-20	\$ 4,033.75
OVERTIME	PAY PERIOD 08-24-20 TO 09-06-20	\$ 1,167.21
STAFF SALARIES	PAY PERIOD 09-07-20 TO 09-20-20	\$ 18,515.40
BOARD MEMBERS SALARIES	PAY PERIOD 09-07-20 TO 09-20-20	\$ 2,296.52
PART TIME EMPLOYEES	PAY PERIOD 09-07-20 TO 09-20-20	\$ 5,600.75
OVERTIME	PAY PERIOD 09-07-20 TO 09-20-20	\$ 3,966.47
	TOTAL:	\$ 92,960.50