

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

Chairman Ray Lembke called the meeting to order at 2:33 p.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 and Becky Rudd – Clerk taking record.

**III. Motion to Adopt the Agenda as Presented**

**2020-93** – Mr. Conrad made the motion to adopt the agenda as presented. Mr. Grant 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 Minutes – June 23, 2020**

**2020-94** – Mr. Combs made the motion to approve the minutes from the June 23, 2020 regular monthly board meeting. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**VII. Approval of Bills as of July 20, 2020**

Mr. Conrad inquired about the ES&S bill for \$340, the Director explained it was for DS200 batteries that needed replacing for the upcoming election. Mr. Combs inquired what the ESSVR entry was for, the Director stated it was the voter registration software fee.

**2020-95** – Mr. Combs made the motion to approve and pay the bills as of July 20, 2020. Mr. Grant seconded the motion. Upon roll call:

Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**VIII. Director's Report**

**A. Red Barn**

The Director gave the board pictures of water damage caused by a leak/breakage of a water pipe in the HVAC system at the Red Barn that happened on July 10. It was the unit in the ceiling, which caused several water soaked tiles to fall on the DS200 units. Director Carney called Amy Brewer, who was out of town, the call was forwarded to Nick (owner of the facility), and he was also out of town. The Director called Wade Grabowski (Facilities) and he went down and started working on the problem. Dan Shebesta happened to be here that day and went down with us to help move the units (12 to 15 units had debris on them). She needs to meet with Dan and test the equipment to see if an insurance claim is needed. The Director will follow up with Amy Brewer for repairs.

Upgraded security requirements are needed for the building that we do not own. The Director will follow up with Wade and perhaps there is another county owned facility we could move into. She has also been stopping in at the building each day to check on the HVAC. Mr. Combs added that we now have funds associated with the damage and suggested listing costs to be reimbursed from those damages. Chairman Lembke encouraged the Director to not wait on filing a claim. The Director discussed several other options for poll worker training classes instead of the Red Barn.

B. COVID-19 policies

The office policy is to wear face covering when in an open space unless you are in an office (by yourself) with four walls and a door. We have a schedule for end of day office cleaning. This will be in effect as long as we have orders from the Governor. The Director is looking into purchasing laptops with some of the funding money, the staff can distance themselves or work from home. It is a major concern if someone in the office is diagnosed with COVID. Mr. Combs does not like the idea of the staff working from home for no reason unless it is related to the COVID. We will need the laptops within the office to social distance when the temporary help begins working. Kenny Henning added that other counties are also purchasing laptops.

C. D3P – Defending Digital Democracy Training

The Director attended Defending Digital Democracy Training every morning last week, put on by the Kennedy School at Harvard. Topics covered were crisis management, communications, having a game plan and implementing it, dealing with misinformation on social media, it was very helpful and at no cost. This program was recommended by the Secretary of State's Office.

D. Poll worker update

We are currently 200-250 poll workers short. We sent letters to the poll workers scheduled to work the March election to ask if they are working the general election. Per the Secretary of State's directive, we also had to send out questionnaires to anyone who had worked for us in the last three years. The Director had an interview with the Clermont Sun, has a Facebook interview with Miami Township TV, she is scheduling an interview with the Chamber of Commerce, and is reaching out to Union Township also as an outreach to get new poll workers. We are putting an insert in the clermont county water bills. She will contact the areas with different water companies. Mr. Combs suggested a reward program that rewards people for referring new poll workers.

F. Part-time staff update

The Director has been checking with our temporary staff to see if they are going to work in November, several cannot because of the COVID. We will be advertising for help and hope to start them September 12, there will be multiple job duties.

G. SOS Directives – 2020-11, 2020-12, and 2020-13

2020-11 – Cares Act Funding – \$166,700

The Directive requires new outgoing mail, ID, and return election mail envelopes. Deputy Director Dennison will contact the mail house to advise of the changes and prices. Jackie Smith is working on a mock up provisional envelope to mail ballots to provisional voters. Mr. Combs asked why they are changing and adding colors to the envelopes. Kenny Henning advised the board that other counties had concerns of the multiple colors on the envelopes and the SOS is still deciding on the final product. Chairman Lembke added if the thought of the enhancements might be more effective in the mailing process. We can also use the funds for mailing equipment; we are looking at a new envelope openers and also looking at a ballot flattener. We were required to send a letter to the schools that we use as polling locations to advise that we will be using them in November. Leann Helton is working on the Youth at the Booth program and will be contacting the schools for that purpose. We could use students in other ways other than poll workers. Poll workers must be appointed by September 15 and training must be completed by October 15. We can have virtual/online training for those that have already worked the polls.

2020-12 – Security

HAVA Funds \$40,000

\$25,000 of the grant money must be used for physical and cyber security and \$15,000 towards the voter accessibility requirements. Tonia Blackburn has been getting quotes (need 3) for window film on all windows, sensors for windows and doors, motion sensors, special fire extinguishers (clean agent), and make the absentee voting room handicap accessible, both entry doors and improve the ramps. We will consult with the Veteran's Office should they need improvements in these areas also.

2020-13 – Preparation for the Statewide Absentee Ballot Applications

This Directive requires each board of elections to update its voter registration database to resolve duplicate records in preparation for the Secretary of State's statewide mailing. Mr. Conrad asked if we need to remove the voters that already sent in absentee applications, the Director stated that we are not. Kenny Henning added that the applications will have a bar code on them, the Director was not sure if our voter registration is compatible with the bar codes, she will check.

Referrals to Ohio Elections Commission

The Director explained the campaign finance referrals to the Ohio Elections Commission.

**2020-96** – Mr. Combs made the motion to refer the following campaign committees to the Ohio Elections Commission: for late filings – Dave Ausman (Felicity Village Council), Kelly Ausman (Felicity Village Council), Julie Schmidt (CNE School Board), for activity before the Designation of Treasurer from was filed – Glenn Ewing (New Richmond Village Mayor), Dave Meranda (Milford School Board), Jason Ritter – Wayne Township Trustee), Sabrina Schnarrenberg (Franklin Township Trustee, Acacia Uible (Clermont County Clerk of Courts), for failure to file reports – Jennifer Broadwell (Felicity Franklin School Board), Randy Wayne Myers (Felicity Village Mayor), and refunded contribution money – Tim Dufau – New Richmond School Board). Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

Mr. Combs stated that we have been inundated with a lot of information from the SOS, and one piece of information that was changing the date on the absentee applications and mailing the ballots. This would move the deadline date to Tuesday instead of Saturday so the boards have more time to mail out the ballots before the deadline to return/mail the voted ballots. Kenny Henning stated that was in HB 680. Mr. Lembke would like to see the election night reporting deadlines relaxed especially with the lines of voters at the office and the amount of mail to go through and then scan the ballots.

**Executive Session**

**2020-97** – At 3:31 p.m., Mr. Grant made the motion to go into Executive Session pursuant to §121.22(G) (1) to consider the appointment, employment, or compensation of a public employee. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**2020-98** – At 4:08 p.m., Mr. Conrad made the motion to come out of Executive Session. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**2020-99** – Mr. Combs made the motion based upon the concern about security and work that is going into the November election to authorize the Director and Deputy Director to hire an individual at the rate of \$16.00 an hour, to be their assistant when it comes to coordinating the office security issues, payroll, grants, and to assist with all general work for the Director and Deputy Director, the position description of Administrative Support Specialist, as provided by the Director, with all benefits that are equated to a full time position after ninety days. We will let the Director work this out with the Administrator in terms of funding and let us know if she needs any further assistance. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**IX. Deputy Director's Report**

A. Vote by mail cost breakdown

Deputy Director Dennison gave and explained the mail house costs and savings. We saved some money on the postage by using first class bulk mail prices through the mail house. The savings by using the mail house for this election is \$59,830.

**X. Upcoming Events and Meeting Dates**

August 5, 2020 at 4:00 p.m. – Deadline for filing nominating petitions and local questions & issues.

August 17, 2020 at 2:30 p.m. – Deadline for Board to certify the validity and sufficiency of candidates' petitions and local questions & issues.

**XI. Motion to Adjourn**

2020-100 – At 4:23 p.m., Mr. Grant made the motion to adjourn. Mr. Conrad seconded the motion.

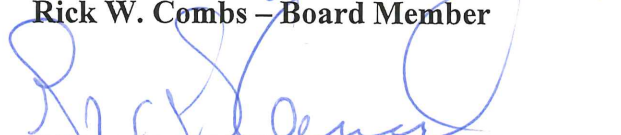
Upon roll call:

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 August 17, 2020

## APPROVAL OF BILLS FOR BOARD MEETING JULY 20, 2020

[illegible]

**Rebecca Rudd**

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**From:** Rebecca Rudd  
**Sent:** Monday, July 13, 2020 3:15 PM  
**To:** clermont sun  
**Subject:** notice of mtg date change  
**Attachments:** 2020 july 20 chg date for reg mtg.doc

Good Afternoon,

Please be advised and post as a PSA (no cost) the attachment regarding the date change for the July regular monthly board meeting. Please let me know if you have any questions.

Thank you,

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

**Clermont County Board of Elections  
Notice of Change of Meeting Date**

The Clermont County Board of Elections has re-scheduled the July 2020 Regular Monthly Board Meeting for:

**Monday, July 20 at 2:30 p.m.**

The meeting will be held at the Board Office, 76 S. Riverside Dr., Batavia, 45103.

Julia Carney – Director