

I. Call to Order/Pledge of Allegiance

Chairman Ray Lembke called the meeting to order at 10:04 a.m. Director Hemmer-Haight led the Pledge of Allegiance.

II. Roll Call

Ray Lembke – Chair – Yes

Rick Combs – Absent

Gregg Conrad – Yes

Richard Grant – Yes

Also present were Director Stephanie Hemmer-Haight, Deputy Director Chris Dennison and Administrative Assistant Cherie Wilson.

III. Motion to Adopt the Agenda as Presented

2022-1 – Mr. Grant made the motion to adopt the agenda as presented. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Absent

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

IV. Other attendees – Julia Carney, Assistant County Prosecutor. Kenny Henning (SOS Liaison) joined the meeting at 10:33 a.m.

V. Public participation – none

VI. Approval of Minutes

- December 6, 2021 – Post-Election Audit Opening
- December 13, 2021 – Post-Election Audit Final and Regular Monthly Meeting

2022-2 – Mr. Conrad made the motion to approve both sets of minutes. Mr. Grant seconded the motion. Upon roll call:

Mr. Combs – Absent

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VII. Approval of Bills as of January 26, 2022

Upon review of the bills, Director Hemmer-Haight noted that the highlighted gray amounts were from the 2021 budget; the rest will be paid from the 2022 budget. Mr. Conrad asked if Deputy Director Dennison had compared local vs. state-negotiated prices before purchasing the refrigerator. Deputy Director Dennison confirmed that he had shopped for the best price, and had negotiated a deal at a local merchant. Director Hemmer-Haight noted that the old refrigerator was taken to the Red Barn to be used for water and drinks for PEO training; at this point, it still works, despite leaking onto our food.

2022-3 – Mr. Grant made the motion to approve payment of the bills as of January 26, 2022. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Absent

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VIII. Director's report

A. Bids on ballots

Director Hemmer-Haight noted that we have requested ballot bids by February 22nd at 4:00 p.m. We sent a courtesy email to vendors who have submitted bids previously. We expect to receive three to five sealed bids, which will be reviewed at the February 23rd monthly board meeting.

B. Poll worker (PEO) pay

Director Hemmer-Haight informed the board that the County Commissioners had approved the 2022 PEO pay increase from \$120 to \$130; the training pay increased from \$35 to \$50, contingent on working Election Day.

C. Red Barn

Director Hemmer-Haight discussed the Red Barn contract; the lease ends March 31st. Based on a conversation with Wade Grabowski from the county Facilities department, we expect to continue the lease on a month-to-month basis. Mr. Lembke expressed concern that a 30-day notice would be insufficient to make other arrangements and move equipment, especially during an election cycle. We need detailed contingency planning to locate a building with adequate security, climate control and storage if we expect month-to-month lease terms on the Red Barn. Mr. Grabowski has mentioned the possibility of adding space to one of the county buildings on Filager Road; however the board noted that a construction project could take months or years. The board asked the directors to investigate alternate locations with sufficient security and space that we could move into on a month's notice.

IX. Deputy Director's report

A. RBMS contract

Deputy Director Dennison reported that the contract has expired for the Remote Ballot Marking System; the vendor has provided an annual addendum to the previous four-year lease with no cost increase; the price is \$1,775 per year. In the four years of the contract, no one from our county has used the system; however, per SOS directive it is required for ADA compliance. Mr. Conrad asked about testing; Deputy Director Dennison will inquire about vendor testing and other counties' experiences when he returns the renewal agreement.

B. Website

Deputy Director Dennison has been working with Sonya Fung, the new county website contact, to add functionality (user-defined parameters) to query the absentee lists and print labels. We had previously requested Butler County's internal code that creates their web interface with DIMS; however, their IT staff declined our request. Now that Ms. Fung has been hired, she believes the coding is relatively simple, and is working through the connectivity issues. Deputy Director Dennison has emphasized the priority of having the new website and label functionality available for the upcoming primary, which means a working, tested version by March 1st at the latest.

C. Poll worker training

Deputy Director Dennison indicated that we hope to use the Red Barn for PEO training; the directors have visited Batavia Township Hall and the Armory as potential alternate locations. Crossroads is another possibility, should we need a backup site. Mr. Conrad noted that training is mandatory for all PEOs, since this is a primary election. We plan to update the online training videos and the training manual with primary election information. We will ask PEOs to keep their training manuals and reuse them with the appropriate addenda for future elections.

Mr. Grant asked if there is still a possibility of the primary being rescheduled due to pending redistricting litigation. Mr. Henning reported that the OAE0 held legislative sessions the previous week; both parties advocated against delaying the primary. There is legislation pending in the Ohio General Assembly (HB 93) to adjust some of the administrative deadlines (e.g., protest hearings) to accommodate delays caused by the contested redistricting maps. *(Clerk's note: HB 93 passed 1/26/2022 and gave the SOS discretion to adjust some administrative deadlines).*

D. OAE0 winter conference

Deputy Director Dennison reported that the winter OAE0 conference began with virtual training sessions on January 11th, then REO classes in Columbus on January 12th for marketing, PEO recruitment and elections administration. Both Deputy Director Dennison and former director Julia Carney had completed enough credit hours to receive REO certification. Mr. Henning reported that Brian Sleeth and the OAE0 education team are finalizing credit hours for the Thursday sessions; they had not received enough information about the content of the discussion sessions prior to the conference to assign credit hours to them. Mr. Lembke asked how the board members could check the status of their CE hours to avoid discovering after the fact that they were deficient for a particular year. Mr. Henning assured the board that no one in Clermont County was deficient; the board members can contact him or Myra Hawkins if they needed an updated total of their hours.

Mr. Henning pointed out that one of the proposed updates to the Election Official Manual is a requirement for each board member to attend the SOS Summer Conference. However, if COVID or another emergency prevents on-site attendance, the SOS plans to provide an online component to obtain the required credit hours.

E. Clermont County Fair outreach

During the June 2021 meeting, the board discussed the possibility of staffing a County Fair booth, but decided to wait until the 2022 fair. Deputy Director Dennison reopened the discussion for preliminary planning. He suggested that bipartisan teams staff a booth during shifts of 10 a.m. to 5 p.m. and 5 p.m. to 9 p.m. The cost would be \$175 for a booth in the commercial building, plus \$30 per weekly pass purchased for the booth staff, and overtime pay for the evening staff. Mr. Conrad suggested that part-time and full-time personnel could be paired for the shifts; this could alleviate some of the load on the full-time employees, depending on other election deadlines at the time. The board suggested using PEO coordinators, trainers, rovers, and/or experienced PEOs on the teams to capitalize on the opportunity to recruit more PEOs.

The board discussed the proposed schedule and whether we should take voting equipment. Mr. Grant suggested consulting other counties. Mr. Henning said that many counties focus on the fair days that are targeted to seniors or veterans. Director Hemmer-Haight commented that we can do a “favorite things” election; we have one already setup for training classes. Mr. Lembke suggested trying the proposed shifts this year, then adjusting the staffing in the future as needed.

X. Upcoming Events and Meeting Dates

- February 2 – Declarations of candidacy for partisan candidates must be filed by 4 p.m.
- February 2 – Local questions and issues for May 3 primary election, including local option petitions, must be certified to or filed with boards of elections by 4 p.m.
- **February 14** – Boards of elections must certify the validity and sufficiency of partisan candidates’ petitions and local option petitions (78 days before primary election)
- February 22 – Deadline for write-in candidates to file
- **February Monthly Board Meeting – Wednesday, February 23, 2022 at 10:00 a.m.**
- March 18 – UOCAVA absentee ballots to be ready (46 days before primary election)
- April 4 – Voter registration deadline – *office open until 9:00 p.m.*
- April 5 – First day of early voting
W1: 8-5; W2: 8-5; W3: 8-5; W4: 8-7; Sat April 30: 8-4; Sun May 1: 1-5; Mon May 2: 8-2
- April 22 – Deadline to file notice of observer appointments
- May 3 – Primary Election Day (polls open 6:30 a.m. - 7:30 p.m.)
- Tuesday, June 28 and Wednesday, June 29, 2022 – SOS Summer Conference

Director Hemmer-Haight proposed Friday, January 11th for a special meeting to certify petitions; the deadline is February 14th. The board agreed to a 9:00 a.m. meeting on January 11th.

XI. Adjournment

2022-4 – At 10:58 a.m., Mr. Grant made the motion to adjourn. Mr. Conrad seconded the motion.


Upon roll call:

Mr. Combs – Absent

Mr. Conrad – Yes

Mr. Grant – Yes

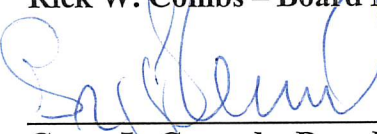
Mr. Lembke – Yes



Raymond W. Lembke – Board Chairman



Rick W. Combs – Board Member



Gregg L. Conrad – Board Member



Rick Grant – Board Member

Date 23 FEB 2022

APPROVAL OF BILLS FOR BOARD MEETING JANUARY 26, 2022

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY BOARD MEMBERS:		
BANKSUPPLIES	CLEAR VINYL ZIPPER BAGS (100)	\$ 226.50
BATAVIA POST OFFICE	DEPOSIT TO BULK RATE ACCT. #28	\$ 4,770.00
CHAMPION MEDIA	ADV. - PROCLAMATION FROM GENERAL 11-2-21	\$ 338.63
GREGG CONRAD	WINTER CONFERENCE REIMBURSEMENTS	\$ 118.98
CULLIGAN	BOTTLED WATER - 12-1-21 TO 12-31-21	\$ 52.25
CULLIGAN	BOTTLED WATER - 1-1-22 TO 1-31-22	\$ 43.22
DELL	MONITOR, 2 PRINTERS & TONER	\$ 895.58
CHRIS DENNISON	SHIPPING CHARGES - PETITIONS BACK TO COLUMBUS	\$ 113.83
CHRIS DENNISON	MILEAGE TO COLUMBUS TO GET PETITIONS	\$ 123.20
CHRIS DENNISON	WINTER CONFERENCE REIMBURSEMENTS	\$ 251.75
ELECTION SOURCE	20 DUO VOTING BOOTHS	\$ 5,466.39
E. S. & S.	BALLOTS - B. O. D. - GENERAL ELECTION	\$ 2,888.50
GOVERNMENT SUPPLIES	MINUTE BOOK PAPER	\$ 270.00
RICK GRANT	WINTER CONFERENCE REIMBURSEMENTS	\$ 177.61
GRAPHIC VILLAGE	POSTCARD MAILING	\$ 438.62
STEPHANIE HAIGHT	WINTER CONFERENCE REIMBURSEMENTS	\$ 133.74
HATHAWAY	NAME PLATE FOR CRYSTAL	\$ 29.90
INTAB	TAMPER EVIDENT LOCKS AND SEALS	\$ 442.02
LEE & JACKS	REFRIGERATOR FOR KITCHEN	\$ 927.00
RAY LEMBKE	WINTER CONFERENCE REIMBURSEMENTS	\$ 202.12
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 36.78
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 22.96
OFFICE DEPOT	CALENDARS	\$ 14.99
OFFICE DEPOT	CALENDARS	\$ 61.43
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 531.28
PITNEY BOWES	DEPOSIT FOR POSTAGE MACHINE	\$ 20,000.00
RB PRINTING	ENVELOPES - 5,000	\$ 316.31
RB PRINTING	VOTER REGISTRATION CARDS - 5,000	\$ 752.90
RUEBEL FAMILY PART.	OFF SITE STORAGE - RED BARN - FEB. 2022	\$ 3,300.00
TOTAL OFFICE SOURCE	THERMAL PAPER FOR MY3 PRINTERS	\$ 1,200.00

APPROVAL OF BILLS FOR BOARD MEETING

JANUARY 26, 2022

US BANK	PCARD - KIM - LABOR LAW POSTER, MINUTE BOOKS	\$ 264.42
US BANK	PCARD - CHRIS - PLASTIC TAGS, WALL CLOCK	\$ 138.20
US BANK	PCARD - CHRIS - TELEVISIONS AND CABLES	\$ 1,334.96
CHERIE WILSON	WINTER CONFERENCE REIMBURSEMENTS	\$ 271.76
STAFF SALARIES	PAY PERIOD 12-13-21 TO 12-26-21	\$ 17,652.85
RETRO PAY	PAY PERIOD 12-13-21 TO 12-26-21 - LATHAM	\$ 179.52
BOARD MEMBERS SALARIES	PAY PERIOD 12-13-21 TO 12-26-21	\$ 2,426.60
STAFF SALARIES	PAY PERIOD 12-27-21 TO 01-09-22	\$ 17,652.81
BOARD MEMBERS SALARIES	PAY PERIOD 12-27-21 TO 01-09-22	\$ 2,541.60
	TOTAL:	\$ 86,609.21
** LINES HIGHLIGHTED IN GRAY WERE PAID FROM THE 2021 BUDGET		