

I. Call to Order/Pledge of Allegiance

Chairman Ray Lembke called the meeting to order at 10:00 a.m. Director Hemmer-Haight 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 Stephanie Hemmer-Haight and Administrative Assistant Cherie Wilson.

III. Motion to Adopt the Agenda as Presented

2022-38 – 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 – Brian Shrive (Assistant County Prosecutor). Kenny Henning (SOS Liaison) joined the first part of the meeting by phone.

V. Public participation – none

VI. Approval of Minutes

- February 23, 2022 – Regular Monthly Board Meeting
- March 9, 2022 – Certification of Candidates Special Meeting

2022-39 – Mr. Grant made the motion to accept the minutes of both meetings. 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 March 23, 2022

2022-40 – Mr. Combs made the motion to approve payment of the bills as of March 23, 2022. Mr. Grant seconded the motion. Upon discussion, Mr. Conrad inquired about the kid scissors. Director Hemmer-Haight explained that the scissors are needed to remove the temporary locks on the secured DS-200 scanners before opening the polls; we buy scissors without sharp points. Mr. Lembke asked about the extension cables listed with US Bank as the vendor. Because the cables were purchased with a county P-card, the monthly payment is remitted to U.S. Bank. Upon roll call:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

VIII. Director's report

- Election Progress
We have processed 216 absentee applications to date. The web tool that was developed to allow candidates to create labels or mailing lists of absentee voters is working. It required a slight modification to use the mailing address when it differs from the voter's residence.

Mr. Combs asked if a replacement for Barbie Hudson's position had been hired. Director Hemmer-Haight replied that we have received two additional resumes, however, we have not yet filled the full-time position. Currently, Katherine Pittman is working part-time and does a wonderful job. She is learning DIMS quickly, and is helping Terrie with the absentee ballots.

- Directive 2022-30
The most recent SOS directive prohibited boards from altering or sending ballots, or reprogramming voter registration and tabulating systems until further notice. Director Hemmer-Haight noted that we are awaiting SOS direction. Because we anticipate few changes, if any, to Clermont County General Assembly districts, we expect our ballots to be ready when we know which races to include.

Mr. Henning conveyed that the Ohio legislature had discussed alternate primary dates without reaching a consensus. He expects additional guidance from the SOS later today, and will forward any information as soon as it becomes available.

- Batavia Elementary School polling location
Director Hemmer-Haight reported that ADA compliance verification had been completed at Batavia Elementary School. We are moving five polling locations: three from the high school gym and two from the Batavia Central Joint Fire Station. Mr. Conrad voiced a concern about parking. Director Hemmer-Haight said that the school has scheduled an in-service day on Election Day, and the staff has been instructed to park at the back of the lot. The superintendent has offered to communicate the polling location changes in the school newsletter.

IX. Copy Fee to Public

Director Hemmer-Haight proposed setting a fee to be collected when photocopies are requested. People sometimes ask about payment, but normally we don't charge. For consistency, she suggested a flat rate of 10 cents per page (either single- or double-sided) after the first twenty pages (\$2.00 of free copies). Mr. Conrad asked if we could legally charge 10 cents uniformly for copies if our black-and-white single-sided copy cost would be slightly less. Mr. Shrive confirmed that 10 cents reflects the copy cost for the Prosecutor's Office; our fee would be relatively uniform with other county offices.

2022-41 – Mr. Conrad made the motion to charge 10 cents per copy, for either black and white or color copies, after our limit of free copies to the public. Mr. Combs seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

X. Executive Session

2022-42 – At 10:13 a.m., Mr. Combs made the motion to go into Executive Session to discuss compensation of a public employee or official, pursuant to Ohio Revised Code §121.22(G)(1). Mr. Grant seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

The four board members, plus the director and assistant prosecutor were present at the executive session.

2022-43 – At 10:27 a.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

The board reported that the only topic discussed in the executive session was employee compensation.

2022-44 – Mr. Conrad made the motion to increase the pay for our part-time election employees to \$12 per hour. Mr. Combs seconded the motion. Upon roll call:
Mr. Combs – Yes
Mr. Conrad – Yes
Mr. Grant – Yes
Mr. Lembke – Yes

XI. Upcoming Events and Meeting Dates

- April 4 – Voter registration deadline – *office open until 9:00 p.m.*
- April 5 – First day of early voting *based upon current schedule*
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 20 – Regular April Board Meeting
- April 22 – Deadline to file notice of observer appointments *based upon current schedule*
- May 3 – Primary Election Day (polls open 6:30 a.m. - 7:30 p.m.) *based upon current schedule*
- Tuesday, June 28 and Wednesday, June 29, 2022 – SOS Summer Conference

Mr. Conrad asked if the reservations had been made for summer conference. Director Hemmer Haight replied that the room reservations are confirmed.

Mr. Lembke commented on reports that the General Assembly has proposed delaying the election until June 28th. The board discussed the potential impact on the staff if the board was required to be open the Fourth of July weekend for the provisional cure period.

XII. Adjournment

2022-45 – At 10:32 a.m., Mr. Combs made the motion to adjourn. Mr. Grant 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 04/20/2022

