

Chairman Tim Rudd called the meeting to order at 10:01 a.m. Rick Combs led the Pledge of Allegiance. Board Members present were Tim Rudd, Dave Lane Rick Combs and Paul Campbell. Also present were Judy Miller – Director, Mike Keeley – Deputy Director and Becky Rudd – Clerk taking Record.

**OTHER ATTENDEES:** Dave Spinney – County Administrator, arrived at 11:00 a.m.

**APPROVAL OF MINUTES:**

**2011-08** – Rick Combs made the motion to accept the Minutes of the January 27, 2011 Regular Board Meeting. Dave Lane seconded the motion. Upon roll call, all Members voted “yes”.

**APPROVAL OF BILLS:**

**2011-09** – Dave Lane made the motion to accept and pay the February Bills. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

**ACCEPTANCE OF ISSUES OF THE MAY 3, 2011, SPECIAL ELECTION BALLOT:**

Director Miller advised the Board of 5 Issues that filed for the May Special Election Ballot. There were 3 Issues filed in Clermont County and 2 overlap Issues, 1 from Warren County and 1 from Hamilton County. All of the paperwork regarding these Issues is in order. All Ballot Language has been approved by the Secretary of State. Ballot Proofs were reviewed by the Board and Monday, February 28th was set to begin the 24 Hour-Ballot Proof Inspection, per ORC 3505.14. She gave the Board a list of the precincts and polling locations involved in this Election. The election will require 360 Poll Workers with 200 having confirmed they will work via the Poll Worker Hot Line. We will be filling any vacancies with new Poll Workers developed from that area, to start getting them trained for the November Election instead of moving Substitute Poll Workers from around the county.

**2011-10** – Rick Combs made the motion to Accept the following Issues and Place them on the May 3, 2011 Special Election Ballot;

Issue 1 – Batavia Local School District – Additional Tax Levy (6.9 mills) for Current Expenses – for a continuing period of time,

Issue 2 – Little Miami Local School District (overlap from Warren County)-Additional Tax Levy (13.95 mills) for Avoiding an Operating Deficit – for 5 years,

Issue 3 – Loveland City School District (overlap from Hamilton County)-Additional Tax Levy (3.5 mills) for Current Operating Expenses – for a continuing period of time,

Issue 4 – West Clermont Local School District-Additional Tax Levy (7.9 mills) for Providing for the Emergency Requirements of the District – for 10 years,

Issue 5 – Village of New Richmond-Renewal Tax Levy (3 mills)-for Current Expenses – for 5 years.

Dave Lane seconded the motion. Upon roll call, all Members voted “yes”.

**ELECTION EQUIPMENT SOFTWARE/HARDWARE MAINTENANCE AND SUPPORT  
CONTRACT:**

Judy gave the Board copies of a packet containing quotes from ES&S and RBM for the Continued Hardware/Software Maintenance on the Election Equipment and included a County Rider regarding automatic renewals of the Maintenance Agreement. In a letter from David Frey, Assistant County Prosecutor, it was his opinion that the Board of Elections does not have to put the Maintenance Agreement out to Bid because it is a renewal contact by a single provider. (Assistant Prosecutor Frey advised earlier that he did not like the Automatic Renewal Provision; the County has a "rider" which negates automatic renewals. ES&S has agreed to attach that rider to their contract.)

Judy reviewed the ES&S Quotes. She stated that we must have the Unity Software, which is our "Ballot Definition and Tabulation Software" that is used to set up our elections.

The Board reviewed and discussed the different plans and quotes. They decided to not select the Auto Mark package because of the little use of the Auto Marks. We could save \$11,000 without the Auto Mark contract. We have 75 machines and use 64 during an election and only one or two are used each election, which gives us plenty of back up equipment. Since 2005 we have had 2 Auto Marks serviced, at which time they were under warranty. A new Auto Mark costs approximately \$5,000. ES&S has come down

from their original pricing. Tim reminded the Board that if we do not go with ES&S the contract would have to go out to bid. We don't have to put it out for bid if we stay with ES&S because it is a continuation of what we are already doing.

The package the Board is considering with ES&S contains:

*EMS Unity Software	= \$10,320
M-100 Gold	215 M-100's x \$215 = \$46,225
650 Scanners Gold	3 scanners x \$2,600 = <u>\$7,800</u>
Total	\$64,345

**2011-11** – Rick Combs made the motion to accept the bid from ES&S for \$64,345 for the Annual Software/Hardware Maintenance Agreement (\*EMS Unity Software and Gold package for the M-100s and 650 scanners) with the County Rider attached for one year with the exclusion of the Auto Mark package. Paul Campbell seconded the motion. Upon discussion Tim reminded Judy that ES&S must execute it first. Upon roll call, all members voted "yes".

Judy gave the Board the updated ES&S pricing for programming an election.

**IT/SYSTEMS ANALYST:**

Deputy Director Keeley reported to the Board that they had received over 200 applications to date. February 25<sup>th</sup> is the close of accepting applications. Of those already received they have narrowed them down to 65-70 applicants, 10-15 of these meet the criteria that we are looking for. Steve Rabolt (ISD) has offered his services to help in the selection process. He wants to look for someone who is familiar with hardware and software. Mike asked the Board if they want to be involved in the selection/interview process. Paul would like to know who the top 12 choices are. Dave would like to sit in on the interviews with the top applicants. The Board would like Judy and Mike to advise them of the top 3 or 4 applicants. Any new employee will need to be trained with the Unity Software.

**DIRECTOR'S REPORT:**

The Board advised Judy and Mike that they would like them to perform the staff evaluations in March. Judy updated the Board on the Special Election.

She gave the Board a copy of the "Check-Off List" that we use. The Close of Registration Advertising is ready to go to print on March 17th. The janitors have been contacted. Judy has notified all Polling Locations Facilitators to advise them of the 2011 and 2012 possible election dates. (We still don't know if we will have a March or May 2012 Primary.) We are expecting a 25% voter turnout and a 20% absentee voter turnout. We expect 3,100 absentee voters but have prepared for 5,000.

Mike reported that he has been working on redesigning the absentee envelopes. If we can cut them down it will save on postage for us (\$.66 vs. \$1.05) and the voter (\$.44 vs. \$1.05). We don't want to have too many folds in the absentee ballot to impede the ballot scanning. Rick advised he would like to know when he has reduced the size and cost of postage.

Mike also reported that Commercial Works has agreed/contracted for the election equipment deployment for this May Special Election for \$3,700. They are aware of the importance of the handling of the equipment; the equipment will be padded and strapped in the truck.

He also reported that Nick Sommer and Gregg Conrad went to the Red Barn to test the equipment that had physical damage by the Commercial Works personnel during the equipment transport of the November 2011 Election. At least 1 ballot stand and possibility 2 will have to be replaced. There are a few other ballot stands that need minor repairs. The other stands all appear to be in working order. Mike contacted Commercial Works and they have agreed to pay the labor cost of Nick and Gregg and also to replace 2 stands and whatever else needs to be repaired. The Board agreed to have Mike contact Facilities Maintenance to see if they can repair the 5 ballot stands that need minor repairs. (We have plenty of ballot stands for this May Election.)

Judy advised the Board that Lisa Turner (R) and Jill Martin (D) will again assist us with the Absentee Voting at the Nursing Homes.

She also reported that the Village of New Richmond wants to succeed from Ohio Township. If this would happen before the November 2011 Election, we will have to reprogram/reconfigure the Dims Program because the Village would no longer be eligible to vote on the Ohio Township Trustees.

Brown County Board of Elections, Kathy Jones-Director will hold a Legislative Meeting with Aaron Ockerman on February 28, 2011. They have invited the surrounding counties.

Probate Court, which was on the second floor of the Heritage Building, has moved to the Engineer's Building. They will have an Open House February 25, 2011.

Tim Rudd had an excellent article as guest columnist in the Community Journal.

Judy also advised the Board that the office and annex was renovated with the new green-eco friendly light system. The Board Room, Director and Deputy Director offices had motion detectors for the lighting installed.

**DEPUTY DIRECTOR'S REPORT:**

Mike's report was included in the IT Position, the absentee envelopes update, equipment deployment and the update on the damaged voting equipment.

The Board went off the Record at 10:55 a.m. for a short recess.

The Board went back on the Record at 11:00 a.m., at which time Dave Spinney –County Administrator entered the meeting.

**HERITAGE BUILDING –2<sup>nd</sup> FLOOR SPACE AVAILABILITY:**

The Board discussed the availability of the second floor space (vacated by Probate Court) of the Heritage Building with Dave Spinney. The first step for the space is the asbestos removal and demolition. He would like to know what the Board of Election's needs are. He knows we have storage issues. Judy and Mike looked at the space with Wade Grabowski – Facilities Management. We can definitely use the space with the upcoming Presidential Election in 2012. We could use the area for absentee ballot processing and as a training room. The board room could be moved upstairs and then use the present board room as a mail processing area. Tim would like the board room upstairs for several reasons and also stated that the Board has not sat down and discussed this matter yet. Mr. Spinney would like to know and understand our needs. He is putting together a 5-10 year capitol plan as well as a 1-2 year plan. Other departments have requests for this space also. We need to put together a plan of what we need and what do we want. He needs it soon. Judy suggested setting up a work session day and any Board Members could attend. Rick does not want to take the space away from someone else that may need it. Judy advised that we cannot use the annex as a work space on a regular basis because of the ventilation. Rick believes that if we did not have to store equipment on the first floor we would have plenty of available work space and likes having the board room on the first floor. He looks at the second floor as an equipment storage area and prefers that if it is not located here on the first floor.

Paul inquired about the working conditions of the annex and why we cannot work there. Judy stated that it needs heating/cooling ventilation and an air exchanger. The absentee voting area has ventilation. This is a building department regulation.

It was the Board's consensus for the Director and Deputy Director to follow up with Facilities Management and see if they will bring the annex up to standards to where we can have employees work in there on a permanent basis. Also the Director and Deputy Director need to come up with a needs assessment for the second floor and the realistic needs of the Board to present to the Board of County Commissioners.

Mike asked the Board's consensus of moving the board room. Tim advised that we need make it understood that the area used for the Board Room could be better used for election processing needs.

The second floor will be gutted and then constructed to fill the needs for the department(s) that occupy it.

Paul doesn't prefer a 2 level operation but understands the needs of the election process. If necessary could we temporarily use the board room for mail operations? Judy reiterated the inevitable need in 2012 for additional space for Absentee Processing and Poll Worker Training as well as equipment storage.

**NEXT MEETING DATE AND TIME:**

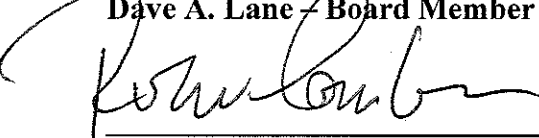
March 24, 2011 at 10:00 a.m., Regular Monthly Meeting  
April 21, 2011 at 10:00 a.m., Regular Monthly Meeting and Public Test for  
the May 2, 2011 Special Election.

**ADJOURNMENT:**

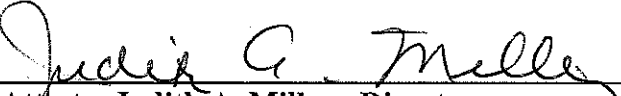
2011-12 – At 11:28 a.m. Dave Lane made the motion to adjourn. Rick Combs seconded the motion. Upon direction from the Chairman, all Members answered “aye”.

  
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Timothy R. Rudd – Board Chairman

  
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Dave A. Lane – Board Member

  
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Rick W. Combs – Board Member

  
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Paul L. Campbell – Board Member

  
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Attest – Judith A. Miller - Director

**APPROVAL OF BILLS FOR REGULAR BOARD MEETING  
FEBRUARY 24, 2011**

<b>VENDOR</b>	<b>DESCRIPTION OF PAYMENT</b>	<b>ACCT.</b>	<b>AMOUNT</b>
<b>INVOICES APPROVED BY BOARD MEMBERS</b>			
ALPINE VALLEY WATER	BOTTLED WATER		\$ 51.70
PAUL CAMPBELL	REIMBURSEMENT FROM WINTER CONF.		\$ 223.45
DE LAGE LADEN	RENTAL ON COPIER		\$ 147.00
DONNELON MCCARTHY	COPIER MAINTENANCE		\$ 35.50
ELECTION ADMIN. REPORT	ANNUAL SUBSCRIPTION - 24 ISSUES		\$ 219.00
E. S. & S.	SOFTWARE MAINT. ON BALLOT ON DEMAND		\$ 1,157.63
MIKE KEELEY	REIMBURSEMENT FROM WINTER CONF.		\$ 173.88
JUDY MILLER	REIMBURSEMENT FROM WINTER CONF.		\$ 181.21
OFFICE DEPOT	MISC. OFFICE SUPPLIES		\$ 32.76
OFFICE DEPOT	TONER FOR PRINTER		\$ 808.16
OFFICE DEPOT	MISC. OFFICE SUPPLIES		\$ 30.40
OFFICE DEPOT	MISC. OFFICE SUPPLIES		\$ 198.30
EDNA OWENS	REIMBURSEMENT FROM WINTER CONF.		\$ 51.00
EDNA OWENS	REIMBURSEMENT FOR MILEAGE		\$ 23.03
PITNEY BOWES	RENTAL ON POSTAGE MACHINE		\$ 321.29
QUILL CORPORATION	COPY PAPER		\$ 119.60
BECKY RUDD	REIMBURSEMENT FROM WINTER CONF.		\$ 17.86
SAMS CLUB	ANNUAL MEMBERSHIP DUES		\$ 35.00
STAPLES	MISC. OFFICE SUPPLIES		\$ 57.98
J. ROBERT TRUE	PHONE BILL - JANUARY		\$ 561.52
STAFF SALARIES	PAY PERIOD 01-10-11 TO 01-23-11	5112	\$ 13,131.74
BOARD SALARIES	PAY PERIOD 01-10-11 TO 01-23-11	5116	\$ 1,953.40
STAFF SALARIES	PAY PERIOD 01-24-11 TO 02-06-11	5112	\$ 13,548.79
BOARD SALARIES	PAY PERIOD 01-24-11 TO 02-06-11	5116	\$ 1,953.40
	<b>TOTAL:</b>		<b>\$ 35,033.60</b>