

Chairman Rick Combs called the meeting to order at 10:02 a.m. Larry Heller led the Pledge of Allegiance. Board Members present were Rick Combs, Paul Campbell, Larry Heller and Ray Lembke. Also present were Judy Miller – Director, Mike Keeley – Deputy Director, Julia Carney – Deputy Director Trainee and Becky Rudd – Clerk taking record.

OTHER ATTENDEES: Beth Amand – SOS Liaison

MOTION TO ADOPT THE AGENDA AS PRESENTED:

2016-130 – Ray Lembke made the motion to Adopt the Agenda as Presented. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

PUBLIC TEST FOR THE NOVEMBER 8, 2016 GENERAL ELECTION:

At 10:04 a.m. the Board went off the Record while Paul and Rick observed Dan Shebesta (ES&S) run the Test Deck through the 850 ballot scanner.

At 10:21 a.m. the Board went back on the Record.

The Board signed the zero report. Larry read the results from the newly run test deck while Ray compared them to the control sheet and found the results to match and that the computer was counting accurately.

2016-131 – Ray Lembke made the motion to accept the Results of the Public Test for the November 8, 2016 General Election. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF MINUTES:

2016-132 – Paul Campbell made the motion to approve the minutes as submitted of the September 21, 2016 Board Meeting. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF BILLS:

2016-133 – Paul Campbell made the motion to approve and pay the bills as of October 27, 2016. Larry Heller seconded the motion. Upon discussion Paul inquired about the Router for Goshen. Mike explained that a larger Router was needed for the Goshen Polling Location due to the number of Electronic Pollbooks (EPB) used at that one location. He also inquired about the 20 stylus pens & screws for EPB’s and another entry for screws for EPB stands. Judy explained that the additional screws came for a kit for the EPB stands. He also inquired about 2 entries for thermal paper. Mike asked Kim Beard to check on the entry. Judy also explained about the AV instructions, stop sign flyers and the EPB manuals and regular training manuals. Larry inquired about the Voter View annual fee, which Judy explained. Rick inquired about the difference in the cost of background checks. Judy explained one of the workers had to be inked and that cost is a little higher. Rick asked about the projection screen. Judy explained that a Projector Screen was needed for the the Pollworker Training to show the Power Point Program on. The Chairman suspended the approval of the bills until further clarification of Paul’s inquiry about the 2 separate entries for the printer tape. Mike explained that the SOS requires a preprinted label on the in-office absentee envelopes and the entry from Uline was for these labels for the Dymo printers. The other entry was for the thermal paper for the EPB printers. Upon roll call, all Members voted “yes”.

Employee Salary Schedule:

Larry provided the Board with a perpetual Salary Schedule he and Ray thought was in line with the one the County uses, but was more detailed. They consulted with Bob Sanders (Human Resources). The salary schedule is a step program the staff would still be eligible for with each year of employment. The staff would understand what and when their next level would be. If we didn’t have the funds for a peculiar year we can suspend the steps for a year until we did have the funds.

The Board discussed the salary schedule. Larry feels this is more in line with what the county is paying. Paul doesn’t want to lose his option to give employees an increase that he, as a Board Member, finds appropriate. He advised that he has other concerns and feels we can do the same thing and increase any of the employees if they deserve it. Rick stated that he thinks we have to have a system that is signed off by

the Commissioners so we can move ahead with setting starting salaries and salary increases and not have to debate it every time. He thinks it's fair and close to the county level. Judy added that OMB has micro managed our budget to the penny. Ray stated that if the Commissioners sign off on it, they can't come back on us later and will have to follow it. Larry stated that we can project what the costs will be for the next 5 to 10 years. It gives an average of 2.3 % per year. Judy agrees with the plan, but also agrees with Paul that this Board needs to have the flexibility and mobility so they are able to provide increases when it comes to peculiar employees and their performance. Paul appreciates the effort that was put into the salary schedule but doesn't think this is it, because it takes away some of the Boards prerogative on how to allocate the increases to our employees. Judy added that the Commissioners are more likely to give us the money if we have a schedule and can project our Salary Budget. This will not prohibit us from evaluating an employee and adjusting their salary accordingly. Larry asked if the Commissioners had ever suspended raises. No increases were given in 2009, 2010 or 2011. Rick suggested putting this on the agenda for the Election Day meeting. Judy advised the Board that she put in the budget a 3% for the staff, 8% for the Director and a 12% increase for the Deputy Director and a new full time employee. Ray asked when the Commissioners will approve the Budget for 2017. Judy stated that it would be sometime in December. Paul advised that he would like to see more details in the implementation of a Salary Schedule and what happens if the money isn't there.

2016-134 – Larry Heller made the motion to dispatch himself and Mr. Lembke to discuss this particular plan with the Administrator, Steve Rabolt and perhaps Bob Sanders, so we can get an understanding and conclusion to put before the Board for a vote. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

Paul asked if we were going to have a handbook setting out what to expect for a new employee. Larry stated that we can add it to the Employee Handbook. Ray added that the employees need to know and understand the schedule.

DIRECTOR'S REPORT:

Director Miller stated that the final 2016 Budget Appropriation had to be submitted yesterday (10-26-2016); she gave the Board a copy of it. We were allowed to take money from Purchase Services to pay for the employee raises; this is making our expenses tight. For the 2017 Budget the money was added back for salaries. We asked for \$82,000 for part-time salaries and they gave us \$62,000. Judy advised that she thinks we will need \$75,000.

Bonnie Carlier has indicated that she will retire after May 2017. She advised that if we have a May Special Election she would stay through that election.

Judy reported on the status of the Election.

Registered Voters:

136,477 – Total Registered Voters at the close of the books on October 24, 2016

Absentee Report:

331 – Total Requests from UOCAVA Voters

123 – Total Returned to date

22,277 – Total Request for Regular Absentee Ballots by Mail

12,797 – Total Returned to Date

3,268 – Total Walk-In Voters to date

Judy advised the Board that we could start scanning the ballots on October 20 (19 days before the election), Dan Shebesta (ES&S) will be here on November 3 to start scanning the Absentee Ballots.

Judy reviewed **Directive 2016-38** – Absentee Ballots returned without Birthdates.

There were 61 Absentee ID Envelopes that required Board review. The Board reviewed the absentee ID envelopes and found 2 envelopes in the wrong category.

2016-135 – Larry Heller made the motion to approve the 59 Absentee Ballots that have been returned without the Date of Birth on the ID envelope, and includes the other information required by the Secretary of State and therefore should be added to the Absentee Ballots to be counted. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

Judy reviewed **Directive 2016-39** – Provisional Ballots cast by Voters Cancelled since 2011 under Ohio's Supplemental Process. This Directive states that if a voter was removed in the 2007, 2009 or 2011 Supplemental (being removed in 2011, 2013 or 2015), they will be allowed to vote a provisional ballot. Their vote will count if they are at the same address/precinct or within the same County. If they moved out of County their vote will not count. We already had a voter that fit into this scenario; she was removed in the 2011 Supplemental and she came into the office to vote, was given a ballot accordingly and her ballot will count.

We used a Power Point Program for the poll worker training this year. Larry thought it went very well and was easy to follow. We tried to implement the Youth at the Booth but didn't have enough time to pursue it. That is a project for next year and Julia can help with it.

Judy advised the Board that we have to bring in additional part-time employees.

2016-136 – Paul Campbell made the motion to approve the additional Seasonal Part-Time Employees: Deborah Beck (R), Amanda Berger (NP), Ian Crawford (NP), Tiffany Desgrange (NP), Kathryn Nourse (R), Margaret Raabe (D), Ruth Saylor (D), Cherie Wilson (R), Lesley Zugelter (D) and Karen Pointer (R). Larry Heller seconded the motion. Upon roll call, all Members voted "yes".

Judy advised the Board that she had to let one person go.

Judy reported that Observers from each of the major parties sent in the appropriate forms to Observe at the Office Prior to the Official Canvass and she expected them to come in at some time. The Republican Party also submitted a name to observe at each polling location and in this office.

Kevin Horvath (ES&S) will be here for Election Support on November 7, 8 & 9, 2016.

The OAEO Winter Conference will be January 11-13, 2017 in Columbus at the new Hilton Hotel. The reservations are in place for all Board Members. The Board Members were asked to please advise Kim if any of them have to cancel since she handles the reservations.

Judy discussed with the Board the upcoming Veterans Day Holiday, Friday November 11, 2016, which is a state/county holiday and we are scheduled to be off that day. Due to the work load Judy and Mike would like to work Veterans Day and exchange that day off for another day, being Friday December 23, 2016 (a regular work day) which would not cost any additional money. Judy advised that we might have to come in the day after Thanksgiving (Friday, November 25), but only if we need to in order to be prepared for Certification. Judy spoke with Kathy Weaver (Auditor's Office) and Kathy advised her on how to process it. Larry asked why we would have to work on Veterans Day. Judy and Mike advised that there will be election equipment being returned from the Polls, the Provisionals will need to be verified and we will need to clean out the supply bags.

2016-137 – Larry Heller made the motion that due to the fact that the Board had accepted and approved all County Holidays as approved by the County Commissioners – the Board has now chosen to deviate from some of those specified Holiday Dates. With regard to Columbus Day, Monday, October 10, 2016, the Board was required to observe that Holiday by the Ohio Secretary of State, since it is a State Holiday, and agreed further to require the Staff to work that day, and be closed to the public, and to pay the Staff for the Holiday. With regard to Veterans Day, Friday November 11, 2016, this is a State Holiday which the Ohio Secretary of State required the Board to be closed to the Public and which the County Commissioners have approved as a paid holiday, but the Board will require the Staff to work that day due to the demands of the Presidential Election and allow this holiday to be worked in exchange for allowing the staff to be off and the Office Closed as a holiday on Friday December 23, 2016. The Board of Elections will continue to observe the Holiday Schedule set by the County Commissioners with regard to Thanksgiving, Thursday, November 24, 2016 and the day after Thanksgiving, Friday, November 25, 2016. The Board will allow and staff to work the day after Thanksgiving as deemed necessary by the Director and Deputy Director in order to complete the process for Certification of the Election on Tuesday, November 29, 2016. The Board will further accept the Holiday of Monday, December 26, 2016 set by the County Commissioners in observance of Christmas which falls on Sunday, December 25, 2016. We are making these changes to accommodate the election process. Ray Lembke seconded the motion. Upon roll call, all Members voted "yes".

DEPUTY DIRECTOR’S REPORT:

Deputy Director Keeley did not have a report.

Mike did address the Board regarding his sick leave which he believes he is entitled to upon his retirement. The County Payroll Department advised that upon Board approval this could be paid if so reflected in the Board Minutes. Rick asked Mike to check with Mary Lynne Birck (Prosecutor’s Office) about this and report back to the Board.

Deputy Director Trainee Carney stated that she has had a good couple of weeks and is learning and meeting new people.

Judy reminded the Board that we must commence with the Post-Election Audit after Certification if we don’t have any recounts.

RESOLUTIONS: None.

EXECUTIVE SESSION: None.

NEXT MEETING DATE AND TIME:

November 8, 2016 at 6:30 a.m., General Election Day Board Meeting,
November 21, 2016 at 9:00 a.m., Open Official Canvas,
November 29, 2016 at 10:00 a.m., Certification of General Election and Regular
Monthly Board Meeting.

ADJOURNMENT:

2016-138 – At 12:21 p.m. Larry Heller made the motion to adjourn. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

Rick W. Combs – Board Chairman

Paul L. Campbell – Board Member

R. Lawrence Heller – Board Member

Raymond W. Lembke – Board Member

Attest – Judith A. Miller – Director
Minutes signed on November 22, 2016