

Chairman Rick Combs called the meeting to order at 10:00 a.m. Paul Campbell led the Pledge of Allegiance. Board Members present were Rick Combs, Paul Campbell, Larry Heller, and Raymond Lembke. Also present were Judy Miller - Director, Mike Keeley – Deputy Director, and Becky Rudd – Clerk taking Record.

OTHER ATTENDEES: Beth Hamad – SOS Liaison, Mary Lynne Birck – Prosecutor’s Office

Election Equipment Storage Lease Agreement:

Deputy Director Keeley reviewed his negotiations for the Lease Agreement for the storage facility, for our Election Equipment, located at 299 Haskell Lane, Batavia, Ohio 45103, aka the Red Barn. His final agreement with the Ruebel Family Limited Partnership was for three (3) years for 4,500 square feet at \$7.75 per square at, to include use of the Reception Hall for Poll Worker Training at no rental fee other than utilities during periods of usage. The contract is to run from 4/1/2016 and ending 3/31/2019. Rick confirmed that this price includes the use of the Reception Hall (aka Bingo Hall) for training for free, climate controlled, lock changes and alarm system and the alarm fee. We currently pay \$785 plus utilities (3,000 sq ft) and will be paying \$2,906 for 4,500 sq ft. Paul asked if the Jail had any space and Rick stated that they did not have any available space. Mike added that the space at “Juvenile” was not safe to use.

2016-01 – Paul Campbell made the motion to enter into the Lease Agreement with the Ruebel Family Limited Partnership, LLC for 4,500 square feet (temperature controlled) at 299 Haskell Lane, Batavia, Ohio 45103 effective April 1, 2016 for 3 years at \$2,906.25 per month, with the Lessor to provide the alarm system, utilities, any lock changes, insurance on the building and we carry the insurance liability and coverage on our contents in the building. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Resource Allocation Plan:

Judy explained that we are required to have a Resource Allocation Plan. She also explained how she came up with the information for the Voting Devices and Paper Ballot Allocation for the 2016 Primary Election. Larry asked if we ever ran out of ballots on Election Day. Judy and Mike stated that we did at the 2008 Primary Election, but we will not for this election. We printed the ballots as needed and had Sheriff Deputies take the ballots out to the precincts.

2016-02 – Ray Lembke made the motion to adopt the Resource Allocation Plan effective December 16, 2015 for Election Equipment and Ballots for the March 15, 2016 Primary Election which was prepared and reviewed and established by the Director and Deputy Director. Larry Heller seconded the motion. Upon discussion Judy realized that she had left off the Minor Party, the Green Party, from the Allocation. Rick stated we would hold the motion until Judy revises the document.

At 10:28 a.m. the Board went off the Record for the Director to correct the Allocation Plan.
At 10:40 a.m. the Board went back on the Record.

2016-03 – Ray Lembke made the motion to withdraw his previous motion to approve the Allocation Plan that was presented to us. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

At 10:41 a.m. the Board went off the Record for a short Recess.
At 10:51 a.m. the Board went back on the Record

2016-04 – Ray Lembke made the motion to accept the Resource Allocation Plan effective December 16, 2015 for Election Equipment and Ballots for the March 15, 2016 Primary Election with the addition of the added section for the Minor Party, which was just added by the Director. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Election Administration Plan:

Judy advised the Board that the Board must adopt the Election Administration Plan for the March Primary and send it to the SOS by January 14. We have been working on it and making changes from the previous plan.

2016-05 – Larry Heller made the motion to direct the Director and Deputy Director to complete the Election Administration Plan and to add any changes that need to be made and forward to the Secretary of State by January 14, 2016. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.

Clermont County Automatic Data Processing Board:

Rick explained that in the past we appointed the Director and Deputy Director to the Automatic Data Processing Board. No County Office may purchase, lease or contract the use of Electronic Data Processing Equipment, Service or Software without prior approval of this Board.

2016-06 – Paul Campbell made the motion to appoint the Director and Deputy Director to be our representatives to the Clermont County Automatic Data Processing Board per Ohio Revised Code 307.84. Larry Heller seconded the motion. Upon roll call, all Members voted “yes”.

Approval of Write-In Candidate:

Rick explained that one write-in candidate filed for the March 15, 2016 Primary Election, Amy L. Brewer (Democrat) for State Representative – 65th District.

2016-07 – Ray Lembke made the motion to approve Amy L. Brewer as the Democrat Write-in Candidate for State Representative – 65th District. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

Other Business:

Larry asked if there is a process in place or what the process is to replace Judy and Mike as they have indicated they will be retiring at the end of the year. Rick stated that he had spoken with them and Judy and Mike stated that when they leave we would have adequate time to find a replacement. He stated the Secretary of State does have prescribed rules as how to hire a Director and Deputy Director. He would direct a job announcement to be written, post it, interview and make a recommendation to the Board. Judy added that she would like to leave December 31, 2016 but would stay until Reorganization 2017. Mike will be leaving December 31, 2016. Rick would like an email from them with their plans, talk to Mary Lynne Birck (Prosecutor’s Office) so she can get an advertisement written (for Mike’s position) so we can post it on our webpage. Larry asked if we have the flexibility to bring the new person in several months in advance for a smooth transition, Rick stated we do. Paul wants to establish how much lead time we need to afford the new persons to bring them up to speed. Rick doesn’t think we need 6 or 7 months, 30 to 40 days should be adequate. Larry agreed with September so they can shadow the process of a large election. Judy thinks someone should be brought in by September because there is so much to be done prior to an election that needs to be learned. Rick would like Judy to stay until March 2017 and is very happy with the way this Board works.

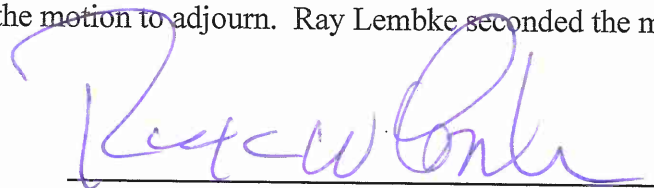
Judy advised the Board that Dan Shebesta (ES&S) has the first set of ballot proofs printed if the Board wants to review them.

NEXT MEETING DATE AND TIME:

January 28, 2016 at 10:00 a.m., Regular Monthly Board Meeting

ADJOURNMENT:

2016-08 – At 11:12 a.m. Paul Campbell made the motion to adjourn. Ray Lembke seconded the motion. Upon roll call, all Members voted “yes”.



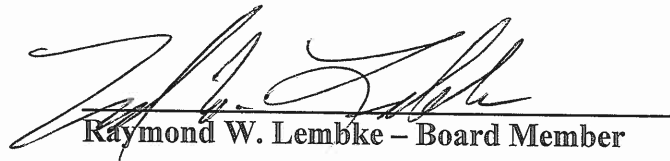
Rick W. Combs – Board Chairman



Paul L. Campbell – Board Member



R. Lawrence Heller – Board Member



Raymond W. Lembke – Board Member



Attest – Judith A. Miller – Director
Minutes signed on March 3, 2016

Rudd, Rebecca

From: Rudd, Rebecca
Sent: Tuesday, December 29, 2015 8:57 AM
To: 'clermont sun legals'; rmaloney@communitypress.com
Subject: notice of bd mtg date
Attachments: 2016 jan 7 - special mtg.doc

Good Morning,

Please be advised and post as a PSA (no cost) the attached notice regarding an upcoming Special Board Meeting for the Clermont County Board of Elections. Please let me know if you have any questions.

Thank you,

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

Clermont County Board of Elections Notice of Special Board Meeting Date

The Clermont County Board of Elections has scheduled the following meeting.

Thursday January 7, 2016 at 10:00 a.m. – Special Board Meeting to discuss the election equipment storage facility and any other business the Board deems necessary.

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

Rick Combs – Chairman
Judy Miller – Director