

Chairman Tim Rudd called the Meeting to order at 10:00 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: Keith Corman – SOS Liaison, Mary Lynne Birck (Prosecutor’s Office) entered the meeting at 10:22 a.m.

APPROVAL OF MINUTES:

2013-07 – Paul Campbell made the motion to approve the minutes from the January 24, 2013 Regular Board Meeting. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

APPROVAL OF BILLS:

2013-08 – Paul Campbell made the motion to accept and pay the bills. Dave Lane seconded the motion. Upon roll call, all Members voted “yes”.

Directive 2013-01:

Director Miller reviewed Directive 2013-01 – Allegations of Voter Suppression or Voter Fraud. Judy, Mike, and Mary Lynne Birck had a conference call with the SOS regarding this Directive on February 25, 2013. The SOS wanted to make sure that this office and the Board was aware of this and if there was any voter suppression in our county, which there was not. Their main concern is if a county has a hearing the SOS wants to be appraised of it, before the hearing. The SOS does not have any problems with our procedures and protocol. We did advise them of the situation whereby the Board referred an Absentee Voter who also voted a Provisional Ballot to the Prosecutor’s Office for investigation. Judy updated the Board regarding the voter that was referred to the Prosecutor’s Office. The signature on the absentee application and provisional envelope appears to not be the same signature of the voter.

ACCEPTANCE OF ISSUES ON THE MAY 7, 2013 SPECIAL ELECTION BALLOT:

Director Miller advised the Board of the Issues that filed for the May 7, 2013 Special Election. The only entity to file in Clermont County was the Milford Exempted Village School District. There are two overlaps that will also be on the ballot, Forest Hills Local School District from Hamilton County BOE and Western Brown Local School District from Brown County BOE. They have all been approved by the SOS.

2013-09 – Rick Combs made the motion to verify and place on the May 7, 2013 Special Election Ballot the Milford Exempted Village School District - Additional Tax Levy (4.5 mills) – for a continuing period of time – for Current Operating Expenses – commencing in 2013, first due in 2014 (overlaps into Hamilton County), the Forest Hills Local School District – Bond Issue for \$47,000,000 (1.86 mills) – for a maximum period of 35 years – for New Construction, Improvements, Renovations and Additions and Providing Site Improvements, Safety and Security, Enhancements to the Learning Environment and Capitalized Interest – commencing in 2013, first due in 2014 (Hamilton County overlap) and the Western

Brown Local School District – Additional Tax Levy (6.1 mills) – for 8 years – for Emergency Requirements of the School District – commencing in 2013, first due in 2014 (overlap from Brown County). Paul Campbell seconded the motion. Upon discussion, Rick inquired about the two registered voters in the Forest Hills Local School District. Judy stated that she wants to contact those voters and advise them that they can vote absentee by mail or in the office. Anyone that would move into the district would vote a provisional ballot in the office. She added that currently there are no registered voters in the Western Brown Local School District and the property does not have any homes within Clermont County. Upon roll call, all Members voted “yes”.

EXECUTIVE SESSION:

2013-10 – At 10:29 a.m. Rick Combs made the motion to go into Executive Session under O.R.C. 121.22 (G)(3) to review pending litigation. Dave Lane seconded the motion. Upon roll call, all Members voted “yes”.

2013-11 – At 10:45 a.m. Rick Combs made the motion to come out of Executive Session. Paul Campbell seconded the motion. Upon roll call, all Members voted “yes”.

Coming out of Executive Session the only thing to note was that the Board was updated on the legal status of the lawsuit of Hardin vs. the Clermont County Board of Elections.

DIRECTOR’S REPORT:

Director Miller advised the Board that the Chargebacks are completed for the March 6, 2012 Primary (\$251.72) and November 6, 2012 General (\$30,576.00) Elections. The only items to chargeback for 2012 were the ballots and advertising.

2013-12 – Paul Campbell made the motion to approve the Chargebacks for the Primary and General Elections. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

Judy addressed the Board regarding precinct MI-O1O and the need to split the precinct, since it is involved in the May Special Election. This precinct exceeds the 1,400 voter limitation, per the code. A precinct can be split 25 days prior to a Primary or General Election, which this election is neither. She showed the Board the projected split; 736 voters and 861 voters in each precinct. The current polling location is the Meadowview Elementary School, 5556 Mt. Zion Road (the only precinct in that location) and both precincts would vote in that location (no voters will have to move to a new building). This would increase the number of precincts to 201. We are looking at all of the precincts countywide and there are other precincts that could be consolidated and others that may need to be split.

2013-13 – Paul Campbell made the motion that precinct MI-O1O be split and ready for the Special Election. Rick Combs seconded the motion. Upon discussion, Judy stated that the voters in the new precinct (MI-Q1Q) will be notified by new voter ID cards and a notice of the precinct split, advising the voters that they will still be in the same location. Paul Campbell amended his motion to state that MI-O1O be split and the new precinct created will be MI-Q1Q and that the appropriate notices be sent to the voters. Upon roll call, all Members voted “yes”.

Judy added that PE-B has 1,326 voters in the precinct. We sent information to GIS to help us identify the census block. A possibility is moving/merging some of the voters into another smaller precinct.

Judy reported that we still do not have a Republican person to balance the Democrat part-time worker in the office. We had Ryan Mollmann work part-time for us during the General Election. He worked out very well and has a degree in GIS. Judy would like to bring him in as a part-time person to help with the re-precincting project as well as other work in the office. He is registered as a NP. The Board discussed the situation and Tim asked for more time to look into it and that it is tabled until next month.

Judy discussed the IACREOT (International Association of Clerks, Recorders, Election Officials and Treasurers) Conference in Louisville, June 27-July 1, 2013, and looked into the cost to join and of the conference. Since the conference is so close, she would like to attend. This will be the trade show to attend to see the most up-to-date election equipment. The cost is \$195 to join, \$400 to attend the conference and the hotel room is \$96 per night. Judy is looking into the cost of attending one day and possibly Mike attending also. The Board will discuss it further next meeting after Judy has more information.

Judy contacted the SOS regarding and seeking clarification on the absentee voting hours for the May Special Election. She is waiting for a reply from Matt Damschroder.

DEPUTY DIRECTOR'S REPORT:

Deputy Director Keeley advised the Board that Stephanie Haight has passed her six-month probation period, which ended January 30, 2013.

2013-14 – Rick Combs made the motion that Stephanie Haight come off probation and receive a \$0.50 per hour increase, which takes her to the first level and she make \$13.00 an hour. Dave Lane seconded the motion. Upon roll call, all Members voted “yes”.

Mike brought to the Board's attention the lack of a “Refreshment Policy”. In the past whenever the BOE office has hosted an event the staff paid for the refreshments. Just recently, we hosted an event with the Secretary of State presenting the PEO Award. The BOE Office must have a Refreshment Policy on file with the Auditor's Office. Mike has a copy of a policy used from another county office approved by the Prosecutor's Office. Rick agreed that the staff should not have to pay for events like the one we just had, but also wants it to be about business. Tim added, as the policy reads, that the Director and Deputy Director would have to bring the expense before the Board before they proceed.

2013-15 – Rick Combs made the motion to adopt the Policy presented to the Board by the Deputy Director, with the stipulation that every place where it is marked Clermont County Engineer read the Clermont County Board of Elections, and thereby adopt the Refreshment Policy. Dave Lane seconded the motion. Upon discussion, the Director inquired if it was effective immediately and the Chairman stated that it was. Upon roll call, all Members voted “yes”.

Amended Bid of Ballot Printing Contract:

Mike reminded the Board that at the last meeting when the Board accepted the Bid of Ballots from ES&S the motion read that ES&S subcontract with Dayton Legal Blank to print the ballots. Mike has since found out that DLB is going out of business.

2013-16 – Dave Lane made the motion to amend our previous motion (2013-03) to accept the ES&S bid to as presented previously. Rick Combs seconded the motion. Upon roll call, all Members voted “yes”.

Rick asked that when recommendations (office staff) are being made to let the Board know prior to them being made.

RESOLUTIONS: None.

NEXT MEETING DATE AND TIME:

March 28, 2013 at 10:00 a.m., Regular Monthly Meeting,
April 25, 2013 at 10:00 a.m., Regular Monthly Meeting and Public Test for the
May 7, 2013 Special Election.

ADJOURNMENT:

2013-17 – At 11:45 a.m. Rick Combs made the motion to adjourn. Dave Lane seconded the motion. Upon direction of the Chairman, all Members voted “aye”.



Timothy R. Rudd – Board Chairman




Dave A. Lane – Board Member



Rick W. Combs – Board Member



Paul L. Campbell – Board Member



Attest – Judith A. Miller - Director

**APPROVAL OF BILLS FOR REGULAR BOARD MEETING
FEBRUARY 28, 2013**

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
INVOICES APPROVED BY DIRECTOR OR DEPUTY DIRECTOR:		
INVOICES APPROVED BY BOARD MEMBERS:		
ALPINE VALLEY	BOTTLED WATER	\$ 42.05
DELAGE LANDEN	COPIER LEASE PYMT 01-15-13 TO 02-14-13	\$ 324.57
DONNELLON MCCARTHY	BLACK AND WHITE COPIES	\$ 170.87
DONNELLON MCCARTHY	COLOR COPIES	\$ 437.19
J. ROBERT TRUE	JANUARY PHONE BILL	\$ 427.17
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 42.99
OFFICE DEPOT	GREEN FILE BOXES FOR REGISTRATIONS	\$ 348.40
PITNEY BOWES	POSTAGE MACHINE - JULY 2012 PAYMENT	\$ 321.29
RB PRINTING	A.V. INSTRUCTIONS (3,000)	\$ 167.87
STAFF SALARIES	PAY PERIOD 12-10-12 TO 12-23-12	\$ 13,620.01
BOARD SALARIES	PAY PERIOD 12-10-12 TO 12-23-12	\$ 1,953.40
PART TIME EMPLOYEES	PAY PERIOD 12-10-12 TO 12-23-12	\$ 333.75
STAFF SALARIES	PAY PERIOD 12-24-12 TO 01-06-13	\$ 13,620.01
BOARD SALARIES	PAY PERIOD 12-24-12 TO 01-06-13	\$ 1,953.40
STAFF SALARIES	PAY PERIOD 01-07-13 TO 01-20-13	\$ 13,620.04
BOARD SALARIES	PAY PERIOD 01-07-13 TO 01-20-13	\$ 1,953.40
STAFF SALARIES	PAY PERIOD 01-21-13 TO 02-03-13	\$ 13,620.02
BOARD SALARIES	PAY PERIOD 01-21-13 TO 02-03-13	\$ 1,953.40
OVERTIME	PAY PERIOD 01-21-13 TO 02-03-13	\$ 12.72
	TOTAL:	\$ 64,922.55