

**I. Call the Meeting to Order by Current Chair**

Mr. Lembke called the meeting to order at 9:04 a.m. Mr. Combs led the Pledge of Allegiance.

**II. Roll Call**

Ray Lembke – Yes

Rick Combs – Yes

Gregg Conrad – Yes

Richard Grant – Yes – by speakerphone

Also present were Director Julia Carney, Deputy Director Chris Dennison and Administrative Assistant Cherie Wilson.

**III. Motion to Adopt the Agenda as Presented**

**2021-20** – 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, Legal Counsel

**V. Public participation** – none

**VI. Board Reorganization**

**A. Select a Temporary Chair**

1) Call for Nominations for Temporary Chair:

Mr. Combs nominated Mr. Conrad for Temporary Chair. Mr. Grant seconded the nomination. Nominations were closed.

2) Roll call for those in favor of Mr. Conrad to serve as Temporary Chairman:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**B. Temporary Chair calls for Nominations for Director**

1) Mr. Combs (R) nominated Julia Carney (R) for Director of the Clermont County Board of Elections. Mr. Grant seconded the motion. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Julia Carney (R) to serve as Director for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**C. Temporary Chair calls for Nominations for Deputy Director**

1) Mr. Lembke (D) nominated Chris Dennison (D) for Deputy Director of the Clermont County Board of Elections. Mr. Combs seconded the nomination. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Chris Dennison (D) to serve as Deputy Director for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

**D. Appoint a Chairperson**

1) Mr. Combs (R) nominated Ray Lembke (D) for Chairperson of the Clermont County Board of Elections. Mr. Grant seconded the nomination. Mr. Conrad closed the nominations.

2) Roll call for those in favor of Ray Lembke (D) to serve as Chairperson for two years:

Mr. Combs – Yes

Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Abstain

E. Set Regular Meeting Dates

2021-21 – Mr. Grant made the motion to keep the regular Board Meeting date on the fourth Wednesday of each month at 10:00 a.m. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

The board asked about Form 308 that must be filed with the Secretary of State for the reorganization; Director Carney replied that she will submit it online.

**Other Business**

**VII. Approval of Minutes**

- February 10, 2021 – Regular Monthly Board Meeting

2021-22 – Mr. Grant made the motion to adopt the minutes of the February 10, 2021 board meeting.

Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**VIII. Approval of Bills as of March 2, 2021**

2021-23 – Mr. Grant made the motion to approve payment of the bills as of March 2, 2021. Mr. Conrad seconded the motion. Upon roll call:

Mr. Combs – Yes  
Mr. Conrad – Yes  
Mr. Grant – Yes  
Mr. Lembke – Yes

**IX. Director's report**

A. Primary Election Preparation

Director Carney reported that she had contacted Bethel-Tate Local Schools about temporarily moving the three small (partial) precincts for the May special election to Bethel-Tate Middle School. She also indicated that we would use preprinted ballots on Election Day as well as making the Express Vote machines available for voters who need to use them or want to try them. At the last meeting, the board discussed using the Express Vote machines as a less costly alternative to preprinted ballots. However, staff members expressed concerns about retraining PEOs and voters to use only the Express Vote machines for the special election, and then retraining them to use preprinted paper ballots for the November General election; this would confuse both PEOs and the public. Therefore, we need to request bids for printed ballots and schedule a meeting to review the bids; the board scheduled a special meeting for Thursday, March 11, 2021, at 9:00 a.m.

There are three voters in Brown County who are in the Bethel-Tate Local School District. We will send ballots to Brown County for these voters, and will have a separate paper poll book for them if they come to Bethel-Tate Middle School to vote on Election Day. All three voters are in confirmation status, meaning they haven't voted at that address for years. Mr. Conrad stated that other people living at that address may vote if they register before the deadline, or vote provisionally if they are registered elsewhere in Ohio.

Mr. Combs asked when the Franklin Township voters will be notified that they can vote in Bethel. Director Carney stated that the requirement is 10 days in advance; we are targeting April for mailing the postcards so voters have a timely reminder of the new location. Mr. Lembke suggested we post signs at the voters' normal Washington and Franklin Township locations in case voters come to the wrong location for the special election.

B. PEOs for special election

Director Carney requested that the board reduce the number of PEOs for the special election to three per precinct. Mr. Conrad asked if the reduced number would still provide coverage for breaks and lunches. Director Carney indicated that our PEO coordinators have been working on scheduling to ensure we have sufficient coverage, plus we expect to add 1-2 additional workers at each location for directing voters and sanitizing the booths and equipment.

**2021-24** – Mr. Conrad made the motion to reduce the PEOs to three per precinct for the Bethel-Tate Local School District special election. Mr. Combs seconded the motion. Upon roll call:

- Mr. Combs – Yes
- Mr. Conrad – Yes
- Mr. Grant – Yes
- Mr. Lembke – Yes

Director Carney provided the board with copies of the 2020 expense report we filed with the Secretary of State; per their requirements, the reported expenses excluded all grant funds.

## **X. Deputy Director's report**

### **A. Election equipment testing and deployment**

Deputy Director Dennison reported that Logic and Accuracy testing was completed on Friday at the Red Barn with the assistance of Dan Shebesta. We have five DS-200 machines and six Express Vote machines ready to deploy; each machine is set up to accept all precincts within a building. We also have backup machines ready for the rover if needed; we will have one rover for the two polling locations. If workload permits, we hope to have some of our staff at each building to encourage voters to use the Express Vote machines and become accustomed to the new technology.

Mr. Combs asked about early voting. Director Carney is working on a schedule to rotate staff; we plan to have two or three shifts per day with a Republican and Democrat on each shift. Since we expect a low turnout, the staff may work on mailing absentee ballots during slow times.

### **B. Website development**

Deputy Director Dennison has been meeting twice a month with Josh Valentine, our SOS cybersecurity liaison. He has consulted with Mr. Valentine about specific cybersecurity questions for Revize, the proposed website developer. Revize has provided security documentation to the SOS; we are waiting on SOS approval. Mr. Combs stated that the board wants a professional looking page that meets security requirements and will facilitate reporting by voters and the public to relieve staff load, especially during busy periods. Mr. Lembke added that the web site should be as user-friendly as possible to minimize any voter perception of opaqueness. Mr. Grant asked if the vendor would provide a test site so we can assess functionality and maneuverability before it goes live; Deputy Director Dennison said that the site will be available for testing and debugging before the domain is published.

Mr. Combs asked if we have heard from the new county ISD director. Director Carney replied that we have not yet been notified. The board suggested that we put the county ISD director, once announced, in touch with Mr. Valentine to establish a working relationship between the county IT and the SOS security staff.

## **XI. Upcoming Meetings and Events**

- A. March 19** - UOCAVA absentee ballots / FWAB for May 4 special election must be ready (46 days before special election)
- B. April 5** – Deadline for voter registration for May 4 special election (30 days before special election)
- C. April 6** – Early in-person / absentee by mail voting begins

### *VOTING HOURS FOR APRIL*

April 6-9: 8:00 a.m. – 5:00 p.m.

April 12-16: 8:00 a.m. – 5:00 p.m.

April 19-23: 8:00 a.m. – 5:00 p.m.

April 26-30: 8:00 a.m. – 7:00 p.m.

### *VOTING HOURS FOR MAY*

May 1 (Saturday): 8:00 a.m. – 4:00 p.m.

May 2 (Sunday): 1:00 p.m. – 5:00 p.m.

May 3 (Monday): 8:00 a.m. – 2:00 p.m.

Mr. Conrad recommended creating a checklist and timeline of required election tasks for each station. The board wants to facilitate redundancy if a staff member becomes ill or retires and someone else needs to fill in; however, the board is also concerned about overloading staff with additional paperwork and reporting while pulling off an election. Director Carney stated that the Election Administration Plan covers election tasks and timing by department (e.g., Registration, Absentee, PEOs). We have a Republican/Democrat pair assigned to each area; if one of the two is unavailable, the other person could train someone to assist with that work. Director Carney will review the checklists in the Election Administration Plan and Election Official Manual to see if they need further refinement.

**XII. Motion to Adjourn**

2021-25 – At 9:44 a.m., Mr. Combs made the motion to adjourn. Mr. Conrad seconded the motion.


Upon roll call:

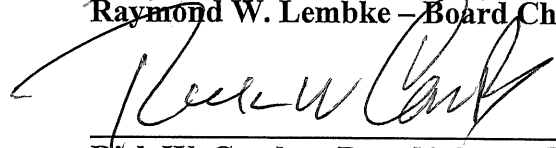
Mr. Combs – Yes

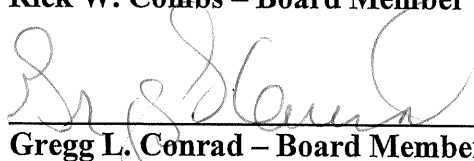
Mr. Conrad – Yes

Mr. Grant – Yes

Mr. Lembke – Yes

  
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Raymond W. Lembke – Board Chairman

  
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Rick W. Combs – Board Member

  
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Gregg L. Conrad – Board Member

  
\_\_\_\_\_  
Richard K. Grant – Board Member

Date April 14, 2021

**APPROVAL OF BILLS FOR BOARD MEETING  
MARCH 2, 2021**

VENDOR	DESCRIPTION OF PAYMENT	AMOUNT
<b>INVOICES APPROVED BY BOARD MEMBERS:</b>		
DONNELLON MCCARTHY	COPIER LEASE	\$ 907.66
OFFICE DEPOT	OFFICE SUPPLIES	\$ 38.97
OFFICE DEPOT	OFFICE SUPPLIES	\$ 11.66
RUEBELL FAMILY PART.	OFF SITE STORAGE - MARCH 2021	\$ 3,300.00
STAFF SALARIES	PAY PERIOD 02-08-21 TO 02-21-21	\$ 18,494.41
BOARD MEMBERS SALARIES	PAY PERIOD 02-08-21 TO 02-21-21	\$ 2,426.60
	<b>TOTAL:</b>	<b>\$ 25,179.30</b>

**Cherie Wilson**

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**From:** Cherie Wilson  
**Sent:** Friday, February 26, 2021 10:34 AM  
**To:** legals@clermontsun.com  
**Cc:** bmilam@clermontsun.com  
**Subject:** Notice of board reorganization meeting and regular meeting date change  
**Attachments:** 2021 march 2-Reorg and chg reg mtg.doc

Good afternoon,

Please be advised and post as a PSA (no cost) the attachment regarding the board reorganization meeting and date change for the regular monthly board meeting. Please let me know if you have any questions.

Thank you,

Cherie Wilson, Administrative Support Specialist  
Clermont County Board of Elections  
76 S. Riverside Dr.  
Batavia, OH 45103  
513-732-7485

**Clermont County Board of Elections  
Notice of Board Reorganization Meeting  
and Monthly Meeting Date**

The Clermont County Board of Elections will hold a Reorganization Meeting on **Tuesday, March 2, 2021 at 9:00 a.m.** The board has also rescheduled the March 2021 Regular Monthly Board Meeting for **Tuesday, March 2, 2021** as part of the meeting.

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

Ray Lembke – Chairman  
Julia Carney – Director