

**HAMILTON COUNTY BOARD OF ELECTIONS
MEETING HELD
AUGUST 5, 2019 at 8:30AM**

The meeting of the Hamilton County Board of Elections was called to order at 8:30am by Chair Gwen McFarlin. Present were members Mr. Triantafilou, Mr. Faux and Mr. Gerhardt. Also present: Director Sherry Poland and Deputy Director Sally Krisel and David Stevenson with the Hamilton County Prosecutor's office.

Ms. McFarlin noted that proper notice was duly provided as required by O.R.C. 121.22. Ms. McFarlin asked that a moment of silence be observed in honor of the victims of the recent events in Dayton, Ohio and El Paso, Texas.

I. APPROVE BOARD MEETING MINUTES: JULY 8, 2019

Mr. Triantafilou made a motion to approve the Board Meeting Minutes for July 8, 2019; Mr. Faux seconded. The motion passed unanimously.

II. DISCUSSION: REGISTERED VOTER CHALLENGES

This item is a continuation of two registered voter challenges that were before the Board at their July 8th meeting and were tabled until today. The Board was advised that each of the registered voters has submitted an update of their voter registration to change their address. In light of this fact, the challenger has submitted a letter to the Board to withdraw her challenges. The Board was advised that no further action is required.

III. RESOLUTION: MAIL HOUSE SERVICES

The Board was advised that the current contract for mail house services will expire in January, 2020. An Invitation to Bid (ITB) was issued to secure a new contract for bulk mailing services. United Mail, the firm currently in place, was the only company to respond to the ITB. Staff recommends the Board adopt Resolution 19-005 which will allow the Director to enter into a contract with United Mail Services for bulk mailing services.

Mr. Triantafilou made a motion to accept the Staff recommendation and adopt Resolution 19-005; Mr. Faux seconded. The motion passed unanimously.

IV. REVIEW: BALLOT REMAKES

The Board was advised that there were no Ballots to be remade.

V. REVIEW: LOGIC AND ACCURACY TESTING

The Board was advised that the Public Test took place on August 1, 2019 at 9:22am. The results were made available for Board signature.

VI. APPROVE: ELECTION EQUIPMENT ALLOCATION FOR THE AUGUST 6, 2019 SPECIAL ELECTION

Mr. Triantafilou made a motion to approve the Election Equipment Allocation for the August 6, 2019 Special Election; Mr. Faux seconded. The motion passed unanimously.

VII. APPROVE: BALLOT AND PROVISIONAL ENVELOPE QUANTITIES FOR THE AUGUST 6, 2019 SPECIAL ELECTION.

Mr. Triantafilou made a motion to approve the Ballot and Provisional Envelope Quantities for the August 6, 2019 Special Election; Mr. Faux seconded. The motion passed unanimously.

VIII. DECLARE POLLS OPEN FOR THE AUGUST 6, 2019 SPECIAL ELECTION.

Mr. Triantafilou made a motion to Declare the Polls open at 6:30am on August 6, 2019 for the August 6, 2019 Special Election; Mr. Faux seconded. The motion passed unanimously.

The next three items on the agenda are each tied to one another and are matters for Executive Session:

Approve: Updates to Personnel Policies

Discussion: Personnel Matter

Discussion: Security Updates

Mr. Triantafilou made a motion to enter into Executive Session for the purpose of discussing a Personnel matter and Security Updates; Mr. Faux seconded. Ms. McFarlin- aye; Mr. Triantafilou –aye; Mr. Faux –aye; Mr. Gerhardt –aye. The motion passed unanimously whereupon the Board entered into executive session at 8:40am.

Mr. Triantafilou made a motion to return to regular session; Mr. Faux seconded. Ms. McFarlin –aye; Mr. Triantafilou –aye; Mr. Faux –aye; Mr. Gerhardt –aye. The motion passed unanimously whereupon the Board returned to regular session at 9:27am.

IX. APPROVE: UPDATES TO PERSONNEL POLICIES/DISCUSSION OF PERSONNEL MATTER

The Board was advised of Staff recommendations of the following Personnel Policies:

- 2.2 Appointment of Director and Deputy Director
- 2.3 Appointment of Board of Elections Employees
- 5.7 Declared Emergency Leave (With Pay)
- 6.0 Vacation Usage
- 6.9 Employee Wellness Program
- 7.7 Information Technology
- 7.8 Social Media
- 7.9 Telephone Usage

Mr. Triantafilou made a motion to adopt the Staff recommendations with regard to the updates to the Personnel Policies as well accepting the Staff recommendation as to the Personnel Matter discussed in Executive Session; Mr. Faux seconded. The motion passed unanimously.

X. DISCUSSION: SECURITY UPDATES

The Board was advised of Directive 2019-08. The implementation is to be completed by January, 2020.

XI. OTHER BUSINESS

The Board was advised of the following:

An upgraded version of the Election Night Results Reporting Software will be used in the August 6, 2019 Special Election.

The Egress project for the front parking lot of the BOE is in process and is expected to be completed before early voting begins for the November, 2019 General Election.

Chair McFarlin provided the audience an opportunity to address the Board. Kenneth Henning from the Office of the Secretary of State provided an update of the ongoing Registration Re-Set efforts.

There being no further business to come before the Board, Mr. Triantafilou made a motion to stand in recess; Mr. Faux seconded. The motion passed unanimously and the Board will stand in recess until August 6, 2019 at 6:30pm.

**HAMILTON COUNTY BOARD OF ELECTIONS
MEETING HELD
AUGUST 6, 2019 at 6:30PM**

The meeting of the Hamilton County Board of Elections was reconvened at 6:30pm on August 6, 2019 by Chair Gwen McFarlin. Present were members Mr. Triantafilou, Mr. Faux and Mr. Gerhardt. Also present: Director Sherry Poland and Deputy Director Sally Krisel and David Stevenson with the Hamilton County Prosecutor's office.

Ms. McFarlin noted that proper notice was duly provided as required by O.R.C. 121.22.

I. REVIEW: BALLOT REMAKES

The Board was advised that there were no Ballots to be remade

II. DECLARE POLLS CLOSED FOR THE AUGUST 6, 2019 SPECIAL ELECTION.

Mr. Triantafilou made a motion to Declare the Polls closed at 7:30pm on August 6, 2019 for the August 6, 2019 Special Election; Mr. Faux seconded. The motion passed unanimously.

III. OTHER BUSINESS


The Board confirmed the date and time for the next Special Meeting of the Board: Monday, August 19, 2019 at 10am.

There being no further business to come before the Board, Mr. Triantafilou made a motion to adjourn; Mr. Faux seconded. The motion passed unanimously.

APPROVED:

DATE: August 19, 2019

CHAIR:



GWEN L. MCFARLIN

DIRECTOR:



SHERRY L. BOLAND