

**HAMILTON COUNTY BOARD OF ELECTIONS  
MEETING HELD  
JANUARY 14, 2020 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 and Cooper Bowen 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 opened the meeting with the Pledge of Allegiance.

**I. APPROVE BOARD MEETING MINUTES: DECEMBER 30, 2019**

Mr. Triantafilou made a motion to approve the Board Meeting Minutes for December 30, 2019; Mr. Faux seconded. The motion passed unanimously.

**II. HEARING: REGISTERED VOTER CHALLENGES**

The Board was advised of the follow up activity regarding the Registered Voter Challenges which were heard December 30, 2019.

Challenge spreadsheet dated November 13, 2019: The Board was advised that change of address forms were received from three of the voters (#1, #13, #16) listed on the spreadsheet. Additionally, 5 pieces of mail were returned undeliverable, with two containing a forwarding order so Staff has remailed them. Furthermore, per the instruction of the Board, a Bipartisan team was sent to do an inspection and photos have been provided to the Board.

Mr. Janus, the challenger, agreed to withdraw the challenges of Voters #1, #13 and #16. The Board discussed the remainder of the voter challenges. It was noted that, based on testimony as well as Staff observation, the properties are surrounded by fencing and being made ready for demolition and future development.

Mr. Triantafilou made a motion to challenge those voters remaining on the 11/13/19 spreadsheet should they attempt to vote from this address; Mr. Faux seconded. The motion passed unanimously.

**Challenge Spreadsheet dated December 17, 2019:** The Board was advised that change of address forms were received from five of the voters (#4; #9; #10; #16; #17) listed on the spreadsheet. Additionally, 1 piece of mail containing a forwarding order was returned so Staff has remailed it. Furthermore, per the instruction of the Board, a Bipartisan team was sent to do an inspection and photos have been provided to the Board.

Mr. Janus, the challenger, agreed to withdraw the challenges of Voters #4; #9; #10; #16; #17. The Board discussed the remainder of the voter challenges. It was noted that, based on testimony as well as Staff observation, the properties are part of a vacant mobile home park.

Mr. Triantafilou made a motion to challenge those voters remaining on the 12/17/19 spreadsheet should they attempt to vote from this address; Mr. Faux seconded. The motion passed unanimously.

### **III. CERTIFICATION: MARCH 17, 2020 PRIMARY ELECTION WRITE IN CANDIDATES**

The Board was advised of the four write-in candidates who filed; one for State Representative 28<sup>th</sup> District and three Democratic Central Committee write-in candidates.

Mr. Triantafilou made a motion to certify the write-in candidates to the March 17, 2020 Primary Ballot; Mr. Faux seconded. The motion passed unanimously.

### **IV. CERTIFICATION: MARCH 17, 2020 PRIMARY ELECTION CHARTER AMENDMENTS**

The Board was advised that there were no Charter Amendments filed since the last Board meeting.

### **V. APPROVE: MARCH 17, 2020 PRIMARY ELECTION EQUIPMENT ALLOCATION**

Mr. Triantafilou made a motion to approve the March 17, 2020 Primary Election Equipment Allocation; Mr. Faux seconded. The motion passed unanimously.

**VI. APPROVE: MARCH 17, 2020 PRIMARY ELECTION BALLOT AND PROVISIONAL ENVELOPE QUANTITIES**

Mr. Triantafilou made a motion to approve the March 17, 2020 Primary Election Ballot and Provisional Envelope Quantities; Mr. Faux seconded. The motion passed unanimously.

**VII. REVIEW: MARCH 17, 2020 PRIMARY ELECTION ADMINISTRATION PLAN**

The Board was advised that an Election Administration Plan is required before every Presidential Primary Election and every even year General Election. The draft of this plan is provided for the Board review and signature and will be sent to the Ohio Secretary of State.

Mr. Triantafilou made a motion to approve the Election Administration Plan; Mr. Faux seconded. The motion passed unanimously.

**VIII. APPROVE: SALARY ADJUSTMENTS**

The Board was advised that the Hamilton County Commissioners approved a 3% increase in our salary line item. It is the recommendation that the 3% be across the Board cost of living raise for all Board of Elections full-time employees.

Mr. Triantafilou made a motion to approve the 3% salary adjustment; Mr. Faux seconded. The motion passed unanimously.

**IX. APPROVE: FULL-TIME STAFF APPOINTMENT**

The Board was advised of the resignation of a Democratic staff member and the hiring of his replacement, Stephanie Knott.

Mr. Triantafilou made a motion to approve the appointment of Stephanie Knott to the full-time position; Mr. Faux seconded. The motion passed unanimously.

**X. REVIEW: VSCAN VOTER NOTIFICATION**

The Board was advised that in the upcoming Primary Election, some areas of the county will have a two-sheet ballot. It has been the past practice of the Board

when there is a two-sheet ballot to set the vScans so they reject the blank sheet. If a voter scans a blank ballot sheet into the vScan, the ballot will be rejected and a notice will be displayed on the screen informing the voter that they have inserted a blank ballot, giving the voter the choice of casting the ballot blank or removing the ballot, voting it and then scanning the voted ballot. This process is implemented to prevent a voter from unintentionally casting a blank ballot. The Board was further advised that Poll worker training would include this notification process and it would be advised that a poll worker be stationed near the scanner so they can guide voters through this process.

#### XI. UPDATE: NEW WEBSITE DESIGN

The Board was provided an update of the website redesign; the plan is to launch the first week of February.

#### XII. OTHER BUSINESS

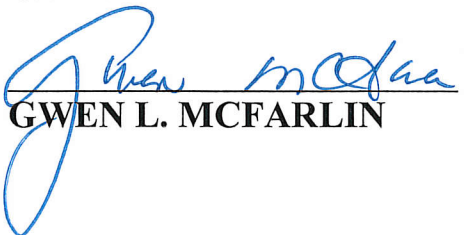
Kenny Henning, Secretary of State Liaison to the Board addressed the Board with updates on the OAEO Winter Conference.

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: February 18, 2020

CHAIR:

  
GWEN L. MCFARLIN

DIRECTOR:

  
SHERRY L. POLAND