

**RICHLAND COUNTY BOARD OF ELECTIONS REGULAR MEETING MINUTES 08-04-2020**

Chairman Bill Freytag called the meeting to order in the Lower Level Classroom at the Longview Center at 3:21 P.M. on Tuesday August 4<sup>th</sup>, 2020. The Roll Call was as follows: Bill Freytag, present, Joseph H. Mudra, excused, Lydia Reid, present, and Karen Browning, present. Also present at this meeting were Director Paulette Hankins and Deputy Director Jane Zimmermann.

Chairman Freytag asked for a motion to approve the minutes from the 07-07-2020 regular meeting. Mrs. Browning made the motion to approve the minutes as submitted. The motion was seconded by Mrs. Reid and passed by voice vote 3-0. Director Hankins next reviewed the bills for the month of July in the amount of \$3597.91 from the General Fund, and \$10,563.09 from the CARES Grant Fund, and two pay periods totaling \$27,673.18. A motion to approve the bills as presented was made by Mrs. Browning, seconded by Mrs. Reid and passed by voice vote 3-0.

Under old business, Director Hankins stated that Troy Lanier from ESS had informed her through an email that the certification process had taken place and that we should be receiving approval soon to upgrade all of our EP's to facilitate the creation of the audio cards for the ICX units. She also informed the board members that Dominion was proceeding to the certification process within the week and were hoping to have their VC Programmer comparable application ready in time for Early Voting in October.

Under new business, Director Hankins reviewed the CARES grant progress report and expense report with the board members. Deputy Director Zimmermann explained the HAVA Security Grant progress report and expense report to the members.

The Directors notified the board members that postcards notifying the voters of their polling place change had been sent to the voters in Mifflin B & E precincts and Perry Township. Director Hankins informed the members that the Fall PEO Training was proceeding as originally planned so far, since no response had been delivered from the Secretary of State, and the training dates had been listed in the CARES progress report.

Deputy Director Zimmermann next reviewed the Issues for the November 3<sup>rd</sup>, 2020 ballot which had been filed to date, including issues from the City of Ontario, 2 from the Village of Plymouth, Madison Township, Mifflin Township, 2 from Monroe Township, Perry Township, Plymouth Township, Sandusky, Sharon, Washington, Weller and Worthington Townships. 2 overlapping issues were also received, one each from Crawford for the Galion City Schools and from Ashland for the Ashland City School District. She stated that there could possibly be a local option issue filed by the August 5<sup>th</sup> deadline which would be certified at next month's meeting. A motion to certify the issues filed to date was made by Mrs. Browning and seconded by Mrs. Reid. The motion passed by voice vote 3-0.

The next issue to come before the board was the submission/approval of the full time staff members' buyout requests. In accordance with the Office Policy, written requests were submitted as follows: John Makley requested 160 hours of comp time with regular PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Debbie Obenour requested 80 hours of comp time and 80 hours of vacation with no PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Carrie Hill requested 156 hours of comp time and 4 hours of vacation with no PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Daniel O'Brien requested up to 80 hours of comp time with no PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Paulette Hankins requested 160 hours of vacation with no PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Jane Zimmermann requested 100 hours of vacation with no PERS taken out, to be paid on the October 23<sup>rd</sup> pay date. Director Hankins informed the board that sufficient funds were in the salary conversion line item to cover these buyouts. Mrs. Reid made a motion to approve the requested buyouts and the motion was seconded by Mrs. Browning. A voice vote was taken and the motion passed 3-0.

The Directors next discussed their proposal to offer an online training course for the seasoned PEO's as an option to replace or supplement the in-person training requirement. After sharing the details of the webinars for two different vendors, Tenex and Mindflash for this service, and another webinar scheduled for the following day, the board members decided to give the Directors the authority to choose the best quote from the three vendors. A motion to this effect was made by Mrs. Browning, seconded by Mrs. Reid and passed by voice vote 3-0. The Directors added that they, along with staff members Debbie Obenour and Carrie Hill had also viewed a webinar on the Tenex EP's in addition to the EP Demonstration provided previous to this board meeting by KnowInk.

Director Hankins informed the members that Mark Beckstrand had communicated last week they would be submitting their application for testing and certification next week and were still trying to have it ready for purchase in time for the Early Voting period. The next item to be reviewed by the board was the purchase with CARES funds of a higher capacity letter opener for the office. Three quotes were received, and the lowest and best quote was from Quadrient for their Omaton 210 model for \$6299.00. A motion to approve the purchase from Quadrient was offered by Mrs. Browning, seconded by Mrs. Reid, and passed by voice vote 3-0.

Under other business, Director Hankins informed the board of a meeting that the Directors had with Prosecutor Gary Bishop, Asst. Prosecutor Andrew Keller, and EMA Director Rick Evans. She stated that the Health Department was also invited but did not attend or send a representative. Ms. Hankins stated that they discussed what procedures concerning COVID-19 should be followed at the polls and Early Voting. Several specific topics included the security of Early Voting, with the Prosecutors agreeing that the Early Voting room should remain in the Lower Level Classroom to prevent the public traffic upstairs from possibly spreading to the occupied offices and considering the security requirements. It was also recommended that coordinators, or controllers be stationed at each polling location if possible to direct the flow of the voters and to assist in the sanitization of the voter access cards and styli. EMA Director Rick Evans mentioned that his Crisis Volunteers may be a source for stand-by poll workers. The Directors suggested creating a condensed version of the new PEO training specifically directed towards these citizens, and reserving these volunteers for last minute replacement workers. Andrew Keller stated that he would research the legality of having these volunteers work for no pay and with no training. Both Prosecutor Bishop and Keller stressed that the bottom line was the fact that all voters needed to be allowed access to voting. They also stated that the board could definitely require that the PEO's wear masks and/or shields while working the polls unless they presented a medical reason as to why they would be exempt from this requirement.

The last item under other business was the discussion of the Kehoe Center voting location for Shelby precincts 4-A and 4-B. The facility had contacted our office to tell us they weren't doing any public rentals for the rest of 2020, so they wouldn't be able to allow the use of their building for voting on Election Day. Deputy Director Zimmermann stated that a conference call with Dr. Dorey Diab –President NCSC, Christine Copper -Executive Director NCSC Foundation & Government Relations, Bill Freytag -Chair of Richland County BOE, Director Paulette Hankins and myself, Deputy Director Jane Zimmermann. Dr. Diab was concerned that the voters couldn't adhere to the entrance requirements to the building that their foundation had implemented. He suggested using the Room #155 that had previously been used for voting. This room has poor lighting, a few steps to access the room, plus limited parking, but has a separate entrance which wouldn't require the requirement checkpoint to enter. After discussion among the board members, it was decided to gather more information from the Rovers in regards to the parking availability and possibly contacting the Secretary of State and Prosecutor's Office as to the feasibility of using this room.

With no further business to come before the board, Mrs. Browning made a motion to adjourn, seconded by Mrs. Reid, and passed by voice vote 3-0. Chairman Freytag adjourned the meeting at 4:01 P.M.

Date approved \_\_\_\_\_

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Bill Freytag

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Joseph H. Mudra

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Lydia J. Reid

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Karen J. Browning

Attest:  
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Paulette Hankins

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Jane Zimmermann