

**Minutes**  
**Athens County Board of Elections**  
**Regular Meeting**  
**April 19, 2023, 3:30 pm**

The Athens County Board of Elections met on April 19, 2023 at 3:30 pm at the board office. The meeting was called to order by Board Chair Pettey, Roll Call – Aundrea S. Carpenter-Colvin, Gary Van Meter, Sky Pettey and Kate McGuckin all present. Also present at the meeting: Director Debra Quivey, Deputy Director Tony Brooks, Helen King from the League of Women Voters, Debbie Perry, Beth Ferrier and Secretary of State Liaison Caleb Pierce.

Mr. Pettey led the pledge.

Motion 2023:04:01

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin that the minutes for March 6, 2023 be approved by the Board as presented. Motion passed unanimously.

New Signature stamp will be order to reflect the new structure of the board and all signatures were collected from board members.

Motion 2023:04:02

Ms. McGuckin moved, seconded by Mr. Van Meter to allow the Director, Deputy Director and Board Members or their designee to approve infrequent and minimally values expenditures for food/snacks/non-alcoholic drinks for elections workers, poll workers and training in which the community is involved for April 19,2023 through December 31,2023. Pursuant to IRS reg 1.132-6 and IRS Reg. 1.119-1, all expenses meet the de Minimis Exclusion and/or Meals for the convenience of the Employers and will be excludable as taxable fringe. Motion passed unanimously.

Motion 2023:04:03

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin to reimburse the Director, Deputy Director, Board Members and staff for travel involving office

business for April 19, 2023 through December 31, 2023. Motion passed unanimously.

Motion 2023:04:04 (Attachment 1)

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin that bills from March 6, 2023 to April 18, 2023 be approved as presented by Deputy Director Brooks. Voting: Mrs. Carpenter-Colvin – Yes, Mr. Van Meter – Yes, Mr. Pettey – Yes and Ms. McGuckin – Yes

Director Quivey and Deputy Director Brooks provided examples of job descriptions and performance evaluations that were requested by Ms. McGuckin at the March 6, 2023 meeting.

Motion 2023:04:05

Ms. McGuckin moved, seconded by Mr. Van Meter to approve job descriptions and performance evaluations for Director, Deputy Director and Full-Time and Part-Time Clerks by the Board as presented.

A lengthy discussion regarding the job descriptions and performance evaluations by the Board.

Motion 2023:04:06

Ms. McGuckin moved, seconded by Mr. Van Meter to rescind the motion 2023:04:05 regarding the approval of job descriptions and performance evaluations for Director, Deputy Director and Full-Time and Part-Time Clerks. Motion passed unanimously.

Motion 2023:04:07

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin to table any decision on the approval job descriptions and performance evaluations for Director, Deputy Director and Full-Time and Part-Time Clerks for further edits and corrections that were in the discussion. Motion passed unanimously.

Deputy Director Brooks gave the board the PowerPoint presentation of the new Voter ID laws. A discussion was had regarding the presentation. The Board requested that we get input from Assistant Prosecutor Zach West and the Ohio Secretary of State regarding this presentation before we start using this presentation as an office.

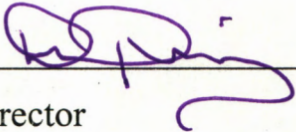
Helen King from the League of Women Voters asked if our office would like to have a representative at a Local Candidate Forum Panel to help give information on how to file for a local office. The board decided not to have a representative attend due to a concern that misconstrued information could be passed along outside the forum. Information including the Local Candidate Guide and other resources from the Ohio Secretary of State were offered for their use.


Secretary of State Liaison Caleb Pierce provided updates from the Secretary of State's office. Caleb stated that the Secretary of State has reviewed videos and presentations other county offices have prepared and advised that we send the presentation.

Announcement of next Regular Board meeting will be May 17, 2023 at 3:30 pm.

Motion 2023:03:07

Ms. McGuckin moved, seconded by Mr. Van Meter to adjourn. Motion passed unanimously.

  
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Director

  
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Chair



**Expenses Paid Between March 6, 2023 and April 18, 2023**

Glacier Mt. Bottled Water	Monthly Water	\$21.50
Net Data	Overage Hours for Contract	\$1,160.00
Pitney Bowes	Letter Opener Lease	\$391.86
Election Systems and Software	Expressvote Printers	\$19,550.00
HVB Cardmember Services	Monthly Security System	\$64.47
Ohio University	Truck Rental	\$3,540.00
ADT Commercial	Access Control	\$153.74
Spectrum/Time Warner Cable	Monthly Cable	\$103.48
ADT Commercial	Monthly Access Control	\$153.74
Glacier Mt. Bottled Water	Monthly Water	\$15.00
Quadient	Quarterly Rental and Maintenance	\$294.00
Hocking Valley Bank	Monthly Security	\$64.47
NetData	Repair to Camera Computer	\$80.00
Net Data	Camera Computer Power Supply	\$70.00
Intab, Inc.	Red Locks for Bags	\$36.97
Athens County Commissioners	Lumber for Shelving	\$188.28
Triad GSI	2023 Cancellation Letters	\$55.50
City of Athens	Quarterly Parking	\$900.00
<b>Total</b>		<b>\$26,843.01</b>