

Minutes
Athens County Board of Elections
Regular Meeting
May 15, 2023, 3:30 pm

The Athens County Board of Elections met on May 15, 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 and Beth Ferrier.

Mr. Pettey led the pledge.

Motion 2023:05:01

Mrs. Carpenter-Colvin moved, seconded by Ms. McGuckin that the minutes for April 19, 2023 be approved by the Board as presented. Motion passed unanimously.

Motion 2023:05:02 (Attachment 1)

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin that bills from April 19, 2023 to May 15, 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

Deputy Director Brooks provided budget update information to the board.

Director Quivey provided information regarding the preparations and plans for the August 2023 Special Election.

Director Quivey and Deputy Director Brooks provided revisions of job descriptions and performance evaluations that were requested by the board at the April 19, 2023 meeting.

Motion 2023:05:03 (Attachment 2)

Mrs. Carpenter-Colvin moved, seconded by Mr. Van Meter to approve job descriptions for Director, Deputy Director and Clerks by the Board as presented. Motion passed unanimously.

Deputy Director Brooks provided updates to the board regarding PowerPoint presentation of the new Voter ID laws that were provided by the Ohio Secretary of State and Assistant Prosecutor Zach West that were requested by the Board at the April 19, 2023 meeting.

Motion 2023:05:04

Ms. McGuckin moved, seconded by Mr. Van Meter to approved the Voter ID Laws PowerPoint for use by the office for outreach to the community and on the website. Motion passed unanimously.

Motion 2023:05:05

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin to amend the agenda by moving other business before Executive Session. Motion passed unanimously.

Director Quivey gave information to the board regarding Alexander Local Schools polling location issues (such as: timing getting into the location, traffic flow and accidents) and a recommendation to move the polling location from Alexander Local Schools to Christ Community Wesleyan Church located at 6275 Kenney Memorial Ln. Albany, OH 45710.

Motion 2023:05:06

Ms. McGuckin moved, seconded by Mr. Van Meter to move the polling location located at Alexander Local Schools to the Christ Community Wesleyan Church. Motion passed unanimously.

Deputy Director Brooks gave information to the board regarding Carthage Township Fire Departments request to move the polling location back from Federal Hocking Middle School, where it is currently located. Brett Harbage, ADA Coordinator has been scheduled to complete an ADA assessment on the Carthage Township Fire Department and Federal Hocking Middle school and score both. The assessment results will be provided to the board at the next board meeting for the Board to use to help determine if the polling location should be moved back to the fire department.

Director Quivey requested the board go into Executive Session regarding personnel matters regarding compensation.

Motion 2023:05:07

Mrs. Carpenter-Colvin moved, seconded by Ms. McGuckin to go into Executive Session including the Director and Deputy Director regarding personnel matters regarding compensation of a public employee. Voting: Mrs. Carpenter-Colvin – Yes, Mr. Van Meter – Yes, Mr. Pettey – Yes and Ms. McGuckin – Yes

The Board entered into Executive Session at 4:23 pm.

The Board came out of Executive Session at 4:38 pm.

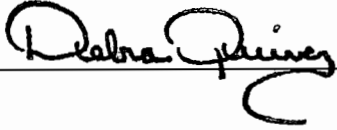
Motion 2023:05:08

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin to increase the hourly pay rate for Clerk Carol Perry by \$4.00 per hour because of her performance and years of service. Voting: Mrs. Carpenter-Colvin – Yes, Mr. Van Meter – Yes, Mr. Pettey – Yes and Ms. McGuckin – Yes

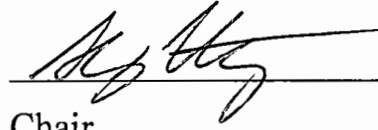
Announcement of next Regular Board meeting will be June 21, 2023 at 3:30 pm.

Motion 2023:05:09

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



Director



Chair

Expenses Paid Between April 19, 2023 and May 15, 2023

Shred-it	of Old Records	
Shred-it	Office Shredding	\$295.96
Triad Governmental Systems	Annual Software Subscription	\$18,810.00
spectrum/ time warner cable	Monthly Cable	\$103.48
Election Systems and Software	BOD License Renewal	\$5,260.50
Election Systems and Software	Expresspoll License Renewal	\$12,250.00
Election Systems and Software	Extended Warranty & Maintenance for equipment	\$15,582.51
Glacier Mt. Bottled Water	Monthly Water	\$21.50
ADT Commercial	Monthly Access Control	\$153.74
Hocking Valley Bank	Monthly Security & Dropbox	\$184.35
Fane Boys, Inc.	Correction Tape & Paper Clip Dispenser	\$23.28
Minuteman Press	New Board Signature Stamps	\$90.00
ADT Commercial	Additional Function for Secured Entry	\$1,971.05
FreedomLink	Ballot Box Camera	\$738.00
Total		\$57,751.03

Attachment 2 - Motion 2023:05:03

Job Description for Director and Deputy Director - Athens County Board of Elections.

- Keeping a full and true record of board proceedings and of all moneys received and expended;
- Filing and preserving in the board office all orders, records and reports pertaining to the administration of voter registrations and elections;
- Receiving and having custody of all books, papers, and property belonging to the board;
- Performing such other duties in connection with the office of director and the proper conduct of elections as the board determines;
- Reviewing all directives, advisories, memoranda, correspondence and materials issued by the Secretary of State;
- Disseminating to board members and staff the information, instructions and/or materials provided by the Secretary of State; and take action as required by those communications;
- Assisting the board in drafting and implementing personnel policies and procedures;
- Supervising and instructing board employees; assign work; coordinate activities; make recommendations concerning the hiring, responsibilities, compensation, discipline, and discharge of board employees;
- Preparing for and conducting all primary, general and special elections held in the county; 10. Processing, evaluating, and reporting election results;
- Recruiting, hiring, and training precinct election officials;
- Supervising the processing of voter records; 50 R.C. 3501.01(U)(3); R.C. 3501.
- Chapter 2: Boards of Elections Organization and Operations 39 13. Supervising the processing of and response to office correspondence including the transfer of any documents provided to the incorrect county board of elections;
- Developing an annual budget and monitor the board's budget and payroll;
- Preparing the written agenda and minutes of board meetings;
- Auditing campaign finance reports;
- Calculating chargebacks to political subdivisions;
- Assisting local liquor option petitioners; and
- Maintaining and submitting an annual report of consumable inventory.

Job Description for Clerks - Athens County Board of Elections

General Duties

- Greeting public
 - Counter
 - Assist person if they have business with our office
 - If person is looking for another office direct them to the office
 - Telephone
 - Answer questions or transfer to appropriate person, take message
- Email
 - Office email forward as needed- check clerk email
- Assisting with voter registration
 - Counter providing form and assistance completing form
 - Giving forms for voter registration drives and instructions
- Providing information on how to run for office
 - Candidate petition packet
- Providing Campaign Finance information
 - Forms and instruction on how to complete
 - Providing copies of committee reports
- Data entry
 - Voter registration – cancellations, dups
 - Paper
 - Offline
 - Questions and Issues
 - Paper filing
 - Campaign Finance Reports
 - Paper filing
 - Online filing
- Receive filings
 - Petitions
 - Campaign Finance
 - Questions and Issues
 - Local Option requests information from Department of Liquor Control

Election Pre & Post

- Absentee voting
 - In-person
 - By mail with absentee application,
 - Hand carried
- Provisional voting
 - In-person assisting with completing forms-issue ballots
 - From polls
- Precinct Election Official (PEO)recruitment/training
 - Recruit PEO
 - Create materials for PEO training
 - Teach PEO training

Job Description for Clerks - Athens County Board of Elections

Election Pre & Post Continued

- Assist with election preparation
 - Programming
 - Notify/confirm with locations of date of elections-pickup/delivery of equipment
 - Testing of equipment
 - In office voting
 - Notifying overlapping counties as most populous/least populous county
 - Prepare materials for use on election day at polls
 - Delivery/pickup of materials/voting equipment/ADA equipment/Epollbooks updates-prior to & on/after Election Day
- Election Night Reporting
 - Proof candidate lists from Secretary of State
 - Create files with test data from Secretary of State
 - Participate in mock elections
- Post-Election Activities
 - Official Count
 - Audit
 - Certificates of Election/Nomination
 - Upload Voter History
 - Empty Supply Kits

Other Duties

- Demonstrate equipment used in elections
- Elected officials list
 - Updated after each election
 - Letters to Secretary of State when officials change/certificate of appointment
 - Notify ethics commission of changes for offices required to file with them.
 - Update list on website
- Attend training/or conferences
- Website Updates, 100 & 46 day notices, board staff information, links
- EAP plan & calendar for Secretary of State
- Notify Director/Deputy Director when inventory of supplies is low and order as directed
- Duties assigned by Director/Deputy Director per Election Officials Manual (EOM)