

Minutes
Athens County Board of Elections
Regular Meeting
October 13, 2023, 3:30 pm

The Athens County Board of Elections met on October 13, 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: Deputy Director Tony Brooks, Helen King from the League of Women Voters and Zach West Assistant Prosecutor.

Mr. Pettey led the pledge.

Motion 2023:10:01

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin that the minutes for September 20, 2023 be approved by the Board as presented. Motion passed unanimously.

Motion 2023:10:02 (Attachment 1)

Ms. McGuckin moved, seconded by Mr. Van Meter for 2024 Projected Budget be approved with a 3% raise included for all staff as presented by Deputy Director Brooks. Voting: Mrs. Carpenter-Colvin – Yes, Mr. Van Meter – Yes, Mr. Pettey – Yes and Ms. McGuckin – Yes

Motion 2023:10:03 (Attachment 2)

Mrs. Carpenter-Colvin moved, seconded by Mr. Van Meter that bills from September 21, 2023 to October 13, 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

Motion 2023:10:04 (Attachment 3)

Ms. McGuckin moved, seconded by Mrs. Carpenter-Colvin to approve the 2nd allocation of voting equipment for the November 7, 2023 General Election. Motion passed unanimously.

Motion 2023:10:05 (Attachment 4)

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin to approve all poll workers and extra workers for the November 7, 2023 General Election as presented by Deputy Director Brooks. Motion passed unanimously.

Motion 2023:10:06

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin to allow the office to close on November 22nd, 2023 and all employees will be allowed to take their own time to have that day off for the Thanksgiving Holiday. Motion passed unanimously.

The Board also discussed changing the date of the Disputed Absentee Meeting from November 14th, 2023 because of the Secretary of State Election Calendar being changed because of the holiday. All members agreed to move the meeting to November 15th, 2023 at 3:30 pm.

Motion 2023:10:07 (Attachment 5)

Mr. Van Meter moved, seconded by Mrs. Carpenter-Colvin to approve the new position of Senior Clerk as presented by Deputy Director Brooks. Motion passed unanimously.

Motion 2023:10:08

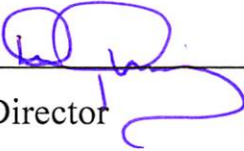
Ms. McGuckin moved, seconded by Mr. Van Meter to go into Executive Session regarding the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employees (ORC 121.22 (G)(1)) with Assistant Prosecutor Zach West and Deputy Director Brooks. Voting: Ms. McGuckin – Yes, Mrs. Carpenter-Colvin – Yes, Mr. Van Meter – Yes, Mr. Pettey – Yes.

The Board entered into Executive Session at 4:32 pm.

The Board came out of Executive Session at 5:00 pm.

Motion 2023:10:09

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



Director



Chair

BOE Budget Comparison

			2024	2020	2016	
1175	BOE					
		510100	Salaries - Officials	\$28,000.00	\$27,510.00	\$34,328.00
		510200	Salaries - Employees	\$367,000.00	\$230,230.70	\$250,000.00
		510300	Salaries - Part-Time	\$80,000.00	\$94,086.14	\$150,000.00
		520100	Medical Insurance	\$154,000.00	\$123,983.86	\$115,000.00
		520300	Dental	\$3,400.00	\$1,670.24	\$1,500.00
		520400	Vision	\$2,600.00	\$1,077.83	\$800.00
		522100	Medicare	\$7,000.00	\$6,197.68	\$5,000.00
		525100	PERS	\$70,000.00	\$65,237.92	\$50,000.00
		530100	Contract Services	\$150,000.00	\$120,000.00	\$120,000.00
		530200	Contract Repairs	\$1,000.00	\$300.00	\$500.00
		540100	Supplies	\$15,000.00	\$15,000.00	\$25,000.00
		550100	Equipment	\$15,000.00	\$10,000.00	\$15,000.00
		560100	Other Expense	\$6,000.00	\$5,746.79	\$4,000.00
		560200	Advertising/Printing	\$30,000.00	\$55,000.00	\$55,000.00
		560300	Travel	\$8,000.00	\$2,500.00	\$7,000.00
		560402	Parking	\$3,600.00	\$3,600.00	\$3,600.00
		560800	Poll Workers	\$86,000.00	\$86,000.00	\$86,000.00
			Total	\$1,026,600.00	\$848,141.16	\$922,728.00
			Increase of:	\$178,458.84	From 2020	21.04%
				\$103,872.00	From 2016	11.26%

Expenses Paid Between September 21, 2023 and October 13, 2023

ADT Commercial	Yearly Support Agreement	\$650.18
Shred-It	Office Shredding	\$118.61
Spectrum/Time Warner Cable	Monthly Cable	\$103.49
Glacier Mt. Bottled Water	Monthly Water	\$15.00
Election Systems and Software	Site Support - Programming, ReProgramming	\$5,925.00
ADT Commercial	Monthly Access Control	\$153.74
Hocking Valley Bank	Monthly Security	\$64.47
Amazon	2024 Planners, Brother Labels	\$304.57
Amazon	2024 Planners	\$35.73
Ohio University	Signs for 2023 Special	\$40.83
Amazon	Planners, PaperClips, Binder Clips	\$40.19
Quill	Dry Erase Supplies	\$9.63
Amazon	Rubber Mallets & Sanitizing Spray	\$42.04
Ohio University	Signs for Polling Location - 2023 Special	\$1,089.43
Amazon	Feather Flag Kits - Polling Locations	\$2,316.32
Amazon	Feather Flag Kits - Polling Locations	\$158.38
Election Systems and Software	Repairs on 2 E-Pollbooks	\$541.85
Quadient	Meter Rental & Maintenance	\$294.00
Election Systems and Software	Ballot Stock	\$1,056.19
Tony L. Brooks II	Parking Cards for Temp Workers	\$400.00
Ohio University	Signs for Polling Location - 2023 Special	\$195.23
Ohio SOS	Return of Unused Grant money - August 2023 Election	\$22.77
Total		\$13,577.65

Attachment 3 - Motion 2023:10:04

**2023 General Election
2nd Allocation**

Polling Place Name	E-Pollbooks	DS200	Expressvote	Expressvote Printers
Amesville Elementary School	3	3	1	1
Athens Public Library	3	3	1	1
Baker Center (Ohio University)	6	6	1	1
Beacon School	2	2	1	1
Buchtel United Methodist Church	2	2	1	1
Carthage Twp. Volunteer Fire Dept.	2	2	1	1
Chauncey Elementary School	3	3	1	1
Christ Community Wesleyan Church	4	4	1	1
Community Center (Athens)	5	5	1	1
Coolville Elementary School	3	3	1	1
First Presbyterian Church	3	3	1	1
Nelsonville Public Library	2	2	1	1
Ohio Mean Jobs	3	3	1	1
Shade Community Center	2	2	1	1
The Dairy Barn	3	3	1	1
The Lodge at Hocking College	2	2	1	1
Trimble High School	4	4	1	1
United Methodist Church	3	3	1	1
Waterloo Community Senior Center	2	2	1	1
Wesleyan Church	2	2	1	1
Office	1	2	7	4
Extras	6	2	1	2
Total	66	63	28	26

Attachment 4 - Motion 2023:10:05

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Athens County Board of Elections
Election Worker List
ELECTION: 11/07/2023 GENERAL ELECTION

Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
AT & T 0024 I / D 14858	ADAMS, SHELLEY ELIZABETH 812 WALNUT ST NELSONVILLE OH 45764	() - (740)590-9184	11/08/22 (740)753-1494
0041 L / D 93283	ADKINS, DOROTHY A 439 W FRANKLIN ST NELSONVILLE OH 45764	() - (740)591-7527	11/08/22 () -
0046 I / 156187	ALLEN, SARA R 19 SUMMIT ST GLOUSTER OH 45732	() - (740)517-6860	11/08/22 () -
0048 I / D 29935	ARNOLD SR, GARY W 19122 CARTER RD GLOUSTER OH 45732	() - (740)856-9332	11/08/22 () -
0054 P / D 32564	BAILEY, MARY JO 10911 SR 691 ATHENS OH 45701	() - (740)856-6107	08/08/23 (740)664-2906
VERIZON 0001 L / D 36390	BAIN, GEORGE WILLIAM 110 COLUMBIA AVE ATHENS OH 45701	(740)592-3820 (740)517-8091	08/08/23 (740)592-3828
0041 L / D 92951	BARRETT, JAY TYLER 10000 ANTLE ORCHARD RD GLOUSTER OH 45732	() - (740)517-1613	08/08/23 () -
VERIZON 0015 B / D 18646	BARTLETT, JULIE LYNN 1937 BROAD ST ALBANY OH 45710	(740)854-4027 (740)517-9794	11/08/22 (740)854-4027
0002 I / D 18423	BLACK, PATRICIA LOUISE 8505 ROCK RIFFLE RD ATHENS OH 45701	() - () -	08/08/23 (740)594-3024
AT & T 0024 B / D 151136	BLACK, XANDER SCOTT 699 E HIGH ST NELSONVILLE OH 45764	(740)331-9326 (740)331-9326	11/08/22 () -
VERIZON 0014 I / R 10354	BOGER, DENNIS L 122 MAPLEWOOD DR ATHENS OH 45701	() - (740)818-8811	11/08/22 () -
VERIZON 0015 P / R 10355	BOGER, PAMELA ANN 122 MAPLEWOOD DR ATHENS OH 45701	() - (740)818-8810	08/08/23 () -

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AT& T 0012 I / D 10852	BOYD, ALAN W 63 ELMWOOD PL ATHENS OH 45701	() - (740)591-6767	05/03/22 (740)592-5433
VERIZON 0032 B / R 25129	BRANNER, CONNIE D 12500 N PEACH RIDGE RD ATHENS OH 45701	() - (740)541-0378	11/08/22 () -
0027 P / 16277	BRIGHT, KARIN SUE 145 BEAL RD ATHENS OH 45701	() - (740)591-9533	08/08/23 () -
0037 I / 21728	BROOKS, TONY LEE 22018 VARNER RD GUYSVILLE OH 45735	() - (740)541-4116	11/06/18 () -
0056 B / R 72194	BROSE JR, FRANCIS M PO BOX 87 NELSONVILLE OH 45764	() - (740)707-6632	11/08/22 ()753-1841
0011 B / D 22046	BROWN, KIMBERLY ANN 7959 N COOLVILLE RIDGE RD ATHENS OH 45701	() - () -	11/08/22 (740)593-3002
VERIZON 0008 L / D 104088	BRUMFIELD, SARA CHRISTINE 6995 SR 329 APT A GUYSVILLE OH 45735	(740)818-8456 (740)818-8456	08/08/23 () -
AT & T 0049 P / R 29993	BUCHMAN, DIANA MARIE 8811 PENN ST GLOUSTER OH 45732	(740)767-2651 (740)590-8510	08/08/23 () -
0012 B / 155132	BULSTROM, BRYCE ALEXANDER PO BOX 42 JACKSONVILLE OH 45740	() - (740)856-7089	() -
AT & T 0016 B / D 15499	BUMP, MICHAEL ALAN 31 AVON PL ATHENS OH 45701	(740)593-2858 (740)591-6333	05/03/22 () -
CONSUMER CE 0001 B / D 8743	BURT, SHARON S 8 SUNNYSIDE DR ATHENS OH 45701	() - (740)677-9540	11/08/22 (740)593-6039
0004 P / D 126586	CARPENTER, CINDI JOY 93 W UNION ST APT 305 ATHENS OH 45701	(740)361-3694 (740)361-3694	11/08/22 () -

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AT &T 0013 V / D 26904	CARPENTER, JO ALISON 5501 ANGEL RIDGE RD ATHENS OH 45701-9605	() - (740)590-2097	11/08/22 () -
0021 B / R 57306	CARRICK, BERNARD J 6976 GURA RD ATHENS OH 45701	() - (740)517-1837	11/08/22 () -
VERIZON 0049 L / D 70690	CARSEY, TARA L 8196 SR 78 GLOUSTER OH 45732	() - (740)274-2342	08/08/23 () -
0036 I / R 146674	CARVEY, CRAIG LEWIS 24 HOME ST APT 206 ATHENS OH 45701	(740)447-5070 (740)541-7245	11/08/22 () -
VERIZON 0006 B / R 15513	CHADWELL, JULIA ANN 4410 BATES RD ATHENS OH 45701	() - (740)277-9794	11/07/23 () -
0045 L / R 31495	CHIKI, ROXANNA D PO BOX 212 COOLVILLE OH 45723	() - (740)440-1414	08/08/23 () -
0019 B / R 5799	CLARK, NANCY JO 22 BERKELEY DR ATHENS OH 45701	() - (740)591-0475	11/08/22 () -
0034 B / D . 19977	COCHRAN, BEVERLY LYNN 18 WALNUT ST THE PLAINS OH 45780	(740)591-5074 () -	11/08/22 () -
0047 P / R 29710	COEY, RALPH K 65 BROAD ST GLOUSTER OH 45732	() - (740)856-2334	08/08/23 () -
0004 I / 160046	COLEMAN, KATHERINE IVY 47 E OXBOW TRL RM 409 ATHENS OH 45701	(216)903-9860 () -	() -
VERIZON 0055 V / R 38867	CONKEL, MELISSA L 7911 VORE RIDGE RD ATHENS OH 45701	() - (740)707-1532	08/08/23 (740)677-4168
0008 B / D 26099	CONLIFFE, BOBBI LYNN 14 BERKELEY DR ATHENS OH 45701-3850	() - (740)707-7461	11/08/22 () -

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VERIZON 0025 I / 104342	CONRAD, JULIE M 7140 SELBY RD LOT 70 ATHENS OH 45701-9291	(740)753-4419 (740)753-4419	11/08/22 () -
0049 I / R 26104	COSTANZO, CAROL A 5348 TOWNSEND RD ATHENS OH 45701	() - (740)517-1524	11/08/22 () -
AT & T 0001 I / R 5240	COULADIS, PETER GEORGE 5 WOODSHIRE CT ATHENS OH 45701	(740)592-2814 (740)707-5835	11/08/22 (740)592-2814
0044 B / D 98402	COVINGTON, NANCY LYNNE 11 SALEM ST ATHENS OH 45701	(740)590-4135 () -	08/08/23 () -
0033 P / 156464	CURNUTTE, BRIAN DAVID 10522 SR 682 THE PLAINS OH 45780	(614)749-1849 (614)749-1849	08/08/23 () -
0054 B / R 44904	DAVIES, JENNIFER D 4166 CHESSER RD ALBANY OH 45710	() - (740)707-1962	11/08/22 () -
TRACFONE 0027 I / D 15597	DEAL, JUANITA MAURITA 4672 PLEASANT HILL RD ATHENS OH 45701	() - (740)331-1058	11/08/22 (740)764-7454
0051 P / X 145295	DENNIS, BRENDA KAY 4414 N TORCH RD COOLVILLE OH 45723	() - (740)350-7740	08/08/23 () -
VERIZON 0016 I / D 19102	DENO, SHARON ELAINE 9484 HOOPER RD ATHENS OH 45701	() - (740)517-1197	11/08/22 (740)593-8780
AT & T 0034 L / D 20770	DILLINGER, CYNTHIA JANE 105 MAIN ST THE PLAINS OH 45780	() - (740)707-5377	08/08/23 (740)797-4236
VERIZON 0005 B / R 16379	DING, PATRICIA LEE 5686 RADFORD RD ATHENS OH 45701	() - (740)818-2598	11/07/23 (740)593-6445
AT & T 0022 I / D 33232	DISHONG, BEVERLY LYNN 544 JACKSON ST NELSONVILLE OH 45764	() - (740)591-0919	11/08/22 (740)753-2683

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0044 I / D 13905	DISHONG JR, JAMES HUBERT 625 OLD US 33 SHADE OH 45776	() - (740)590-8385	() -
STRAIGHT TA 0045 B / D 41152	DONNENWIRTH, ROBERTA S PO BOX 141 STEWART OH 45778	() - (740)249-5541	11/08/22 () -
VERIZON 0017 P / D 127023	DUNN, ELIZABETH 15525 MANSFIELD RD ATHENS OH 45701	() - (317)501-3526	08/08/23 () -
0025 P / R 153158	DUVERNAY, GILBERT ALAN PO BOX 75 MILLFIELD OH 45761	() - (413)575-3330	08/08/23 () -
VERIZON 0019 P / R 128575	EADS, DIANA LEE 3370 WALDEN TRL ALBANY OH 45710	() - (740)503-4493	08/08/23 () -
STRAIGHT TA 0003 I / 19999	FERREL, DEAN LOUIS 8 LAMPLITE LN THE PLAINS OH 45780	() - (740)856-0027	11/08/22 () -
AT & T 0036 L / D 27567	FERRIER, LISBETH BOTZUM 9945 NEW ENGLAND RD STEWART OH 45778	() - (740)591-4944	08/08/23 (740)662-2165
AT & T 0031 L / D 132714	FERRIER, SONYA LENORE 9945 NEW ENGLAND RD STEWART OH 45778	(740)818-9040 (740)818-9040	08/08/23 () -
AT & T 0024 L / D 14854	FICKEL, AMY LEE 699 E HIGH ST NELSONVILLE OH 45764	() - (740)591-9049	11/08/22 () -
T MOBILE 0014 V / D 36823	FINSTERWALD, VIRGINIA MARILYN 2 HARRIS DR ATHENS OH 45701	() - (740)707-1851	08/08/23 () -
AT & T 0010 L / R 148167	FLOWERS, DEBORAH L 5020 FACTORY RD ALBANY OH 45710	() - (740)605-1642	08/08/23 () -
0023 P / X 128452	FLOYD, DANIEL JEFFREY 350 S HARPER ST APT 11 NELSONVILLE OH 45764	(740)644-5479 (740)644-5479	08/08/23 () -

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0035 B / D 149590	FORD, MICHAEL THOMAS PO BOX 106 AMESVILLE OH 45711-8030	(302) 605-0359 () -	() -
0050 B / D 31198	FOWLER, CHRISTIE SUE 26449 RIDGE RD COOLVILLE OH 45723	() - (740) 707-1005	11/08/22 (740) 707-1005
SPECTRUM 0001 P / X 28287	GEHLAUF, DAVID MICHAEL 12 WARWICK LN ATHENS OH 45701	() - (740) 541-3944	11/03/20 () -
0012 P / D 146492	GIBBONS, CAROL PALMER 30 FIRST ST ATHENS OH 45701	(513) 543-8770 (513) 543-8770	08/08/23 () -
CONSUMER CE 0021 L / D 56186	GILFERT, SUSAN M 37 SUNSET DR ATHENS OH 45701	() - (740) 590-6448	08/08/23 (740) 593-7645
0019 L / R 19200	GILFERT, TED ANDREW 5396 FISHER RD ATHENS OH 45701	() - (740) 591-2783	08/08/23 () -
0041 B / R 20036	GILKEY, TERRY WAYNE 10811 SR 682 THE PLAINS OH 45780	(740) 216-9486 () -	11/06/12 () 591-1919
0029 P / R 145005	GILLESPIE, JOSEPH 16355 TICK RIDGE RD AMESVILLE OH 45711	(740) 818-9669 (740) 818-9669	08/08/23 () -
googlefi 0042 V / R 15676	GOBLE, WENDY LYNN 3070 GLENFINNAN DR ALBANY OH 45710	() - (740) 517-5016	08/08/23 (740) 698-6023
0054 V / R 127593	GREEN, KENDRA M 4232 CHESSER RD ALBANY OH 45710	(740) 707-2095 (740) 707-2095	08/08/23 () -
0041 I / D 80638	GRETZ, CHARLA DALE 99 BEAN RD LOT 53 THE PLAINS OH 45780	(740) 797-0386 (740) 274-2741	11/07/23 () -
0046 B / 159214	GROSSENBAUGH, JOHN ADAM 7140 SELBY RD LOT 70 ATHENS OH 45701	(740) 502-4663 (740) 502-4663	11/07/23 () -

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VERIZON 0044 V / R 27032	GRUESER, PEGGY LEA 13525 RAINBOW LAKE RD SHADE OH 45776	(740)696-1319 (740)517-1751	08/08/23 () -
0013 B / D 29165	GYURE, SANDRA ELAINE 57 WOODROW GLOUSTER OH 45732	() - (740)541-0956	11/02/21 (740)767-2128
0016 V / D 62188	HAMILTON, CHERYL DAVIS 5694 E CLINTON ST ALBANY OH 45710	() - () -	08/08/23 (740)591-8810
AT & T 0039 P / D 127698	HARRINGTON, MICHAEL SMITH 5295 ANGEL RIDGE RD ATHENS OH 45701-8809	() - (740)590-8277	08/08/23 () -
SPECTRUM 0033 B / R 19252	HARTMAN, TIMOTHY PRESTON 6856 BEECHWOOD ATHENS OH 45701	(740)591-6998 (740)591-6998	11/08/22 (740)593-7887
COSUMER CEL 0019 I / D 38954	HAUSER, JOHN C 5376 MARION JOHNSON RD ATHENS OH 45701	() - (740)274-0598	11/08/22 (740)592-2275
0004 V / D 16668	HOBBS, KIMBERLY ANNE 9108 WOOD RD ALBANY OH 45710	() - (740)541-0284	08/08/23 (740)698-2337
AT & T 0048 L / D 30263	HOLBERT, MARILYN J 21522 OAKDALE RD GLOUSTER OH 45732	() - (740)441-5388	08/08/23 (740)767-2663
VERIZON 0032 P / D 26314	HORVATH JR, LOUIS 4980 WOOTEN RD ATHENS OH 45701	() - (740)541-4398	11/07/23 () -
VERIZON 0032 I / D 26313	HORVATH, MICHELLE ANNE 4980 WOOTEN RD ATHENS OH 45701	() - (740)517-1398	11/08/22 (740)698-4007
VERIZON 0043 L / R 25626	HORVATH, SHAUNA LEE 1995 MACE DR ALBANY OH 45710	() - (740)591-2088	11/08/22 () -
NET 10 0053 P / D 26320	HUGHES, DIANA ANETTE 2522 MCVY RD ALBANY OH 45710	(740)698-6049 (740)517-4584	11/07/23 (740)698-6049

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0043 B / D 17861	INMAN, PAULA ANN 6300 RADFORD RD ATHENS OH 45701-3409	() - (740)707-6404	11/08/22 () -
0029 B / 80691	JACK, NATASHA D 13960 COOLVILLE RIDGE RD ATHENS OH 45701	() - (740)517-5840	() -
0039 V / D 24166	JEFFERS, WARREN A 10 CIRCLE DR THE PLAINS OH 45780	(740)797-3274 (614)531-2744	08/08/23 (740)797-3274
0047 B / D 39984	JENKINS, TINA S 6 MINE ST GLOUSTER OH 45732	() - (740)541-5726	08/08/23 (740)677-4228
VERIZON 0046 V / R 118546	JOHNSON, TANYA LYNN 13184 SWETT HOLLOW RD MILLFIELD OH 45761	(740)448-7295 (740)856-2364	08/08/23 (740)448-7295
T MOBILE 0026 B / R 25646	JONES, CAROL A 5378 WASHINGTON RD ALBANY OH 45710	() - (740)707-4078	11/08/22 (740)698-7162
0042 B / R 25648	JONES, JAMES TOM 5378 WASHINGTON RD ALBANY OH 45710	() - (740)707-4285	11/08/22 (740)698-7162
0029 B / D 132452	KARIHER, BILLIE JO 13031 CONCORD CHURCH RD GLOUSTER OH 45732	(740)448-1311 (740)448-1311	11/08/22 () -
0054 I / R 32968	KEIRNS, TERESA KAY PO BOX 41 NEW MARSHFIELD OH 45766	() - (740)591-9974	11/08/22 (740)664-2336
0039 I / D 63455	KIELISZEWSKI, LISA CATHERINE 111 E FIRST ST APT 6 THE PLAINS OH 45780	() - (740)593-3751	11/08/22 () -
0005 I / 140157	KINNISON, TRISTAN MICHAEL 88 CENTRAL AVE ATHENS OH 45701	(740)988-8155 () -	() -
0031 I / D 149162	KINSEY, THOMAS GAIL 16600 CANAANVILLE RD ATHENS OH 45701	() - (412)720-1037	11/08/22 () -

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Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
0056 L / D 13960	KOON, CHRISTOPHER LEE 488 PLEASANTVIEW AVE NELSONVILLE OH 45764	(513)271-0117 (513)271-0117	08/08/23 () -
0009 I / R 30324	KOONS, GREGORY ALAN 6 LAMAR DR ATHENS OH 45701	() - (740)856-8498	11/08/22 () -
0021 P / D 8900	KOTSES, PETER ANTHONY 1 BRYAN RD ATHENS OH 45701	() - (740)590-8765	08/08/23 () -
AT & T 0035 L / D 17180	KRUSE JR, EDWARD ROBERTS 13173 CONCORD CHURCH RD GLOUSTER OH 45732	(740)448-3400 (740)591-4638	11/07/23 (740)448-3400
0020 B / D 93485	LAMBERT, ERIN M 186 MILL ST APT 209 ATHENS OH 45701	(740)856-5118 (740)856-5118	11/08/22 () -
VERIZON 0040 V / D 64067	LANDRUM, ERIC MATTHEW 700 CONNETT RD NELSONVILLE OH 45764	() - (740)590-3454	08/08/23 () -
AT & T 0025 V / R 33970	LAUDERBACK, KATHY S 11 PINE GROVE DR NELSONVILLE OH 45764	(740)753-9364 (740)753-9364	08/08/23 () -
VERIZON 0022 P / R 25271	LAX, RUTH C 507 MADISON ST NELSONVILLE OH 45764	() - (740)818-1219	11/08/22 (740)753-4531
AT & T 0020 L / D 3284	LEWIS, ANDREA R 50 AVON PL ATHENS OH 45701	() - (740)591-4661	11/08/22 () -
0015 I / 100726	LOCKE, NANCY E 91 CENTRAL AVE ATHENS OH 45701-1503	(740)447-4777 (740)764-6087	05/03/22 () -
AT & T 0027 B / R 26393	LOVE, HARRY WILLARD 5232 BAKER RD NEW MARSHFIELD OH 45766	(740)698-7041 (740)591-2527	11/08/22 (740)698-7041
0035 I / D 21561	LUCAS, MALINDA A 21039 SR 550 AMESVILLE OH 45711	() - () -	11/08/22 (740)551-2212

Athens County Board of Elections
Election Worker List
ELECTION: 11/07/2023 GENERAL ELECTION

Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
VERIZON 0010 B / D 36570	LUCE, RONALD WILSON 15 W HILLS DR ATHENS OH 45701	(740)594-2442 (740)517-8647	11/08/22 () -
0014 B / D 23628	LYONS, JANE ELLEN 306 E STATE ST ATHENS OH 45701	() - (740)707-8039	11/08/22 () -
0017 I / D 56970	MARCUS, REBECCA ILAN 18202 S CANAAN RD ATHENS OH 45701	(740)591-4762 (740)764-1810	11/08/22 (740)662-2591
0026 I / R 15850	MARTIN, LYNDA LOU 2517 PLEASANT HILL RD ATHENS OH 45701	() - () -	11/08/22 (740)593-3750
0041 B / D 93614	MARTINEZ, ELIAS 11577 SR 550 ATHENS OH 45701	() - (740)541-2283	05/03/22 () -
0004 B / R 32646	MASH, LONETTA LYNN 11571 SR 691 NELSONVILLE OH 45764	(740)594-2533 (740)707-4838	11/08/22 () -
VERIZON 0037 B / D 27961	MATISI, CATHERINE ROSE PO BOX 87 STEWART OH 45778	() - (740)591-0974	11/08/22 () -
SPECTRUM 0011 L / D 71744	MATTSON, VICKY S 32 SUNNYSIDE DR ATHENS OH 45701	() - (740)818-6737	08/08/23 () -
CONSUMER CE 0034 I / D 24235	MAZE, BONITA JANE 12 CIRCLE DR THE PLAINS OH 45780	() - (740)856-9046	11/08/22 (740)797-2440
0033 I / R 18651	MCADOO, SUE E 7167 POSTON RD APT 100 ATHENS OH 45701	() - (740)707-2528	11/08/22 () -
STRAIGHT TA 0025 B / R 15258	MCDONALD, VICKI LYNN 46 HARPER WAY NELSONVILLE OH 45764	() - (740)591-7168	05/03/22 (740)753-4544
0028 L / R 21594	MCKIBBEN, PATRICIA LYNN 18350 SR 550 AMESVILLE OH 45711	(740)448-2215 () -	08/08/23 (740)448-2215

Athens County Board of Elections
Election Worker List
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Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
AT &T 0013 I / D 117523	MCKINLEY, HOWARD L 19 E CARPENTER ST APT 121 ATHENS OH 45701	(740)594-7045 (740)590-6871	11/08/22 (740)594-7045
0036 B / 157776	MILLER, EMMA RIANN 14 SMITH ST ATHENS OH 45701	(513)630-0604 (513)630-0604	08/08/23 () -
FLASH WIREL 0003 B / D 56174	MILLER, MILENA S 25 GRAHAM DR ATHENS OH 45701	() - (740)818-1207	11/03/20 (740)592-4385
VERIZON 0019 L / R 92581	MITCHELL, CARMEN J 18 PINE GROVE DR NELSONVILLE OH 45764	() - (740)856-2440	08/08/23 () -
AT & T 0012 L / D 91071	MOHLENKAMP, ADRIANE MOSER 13 UTAH PL ATHENS OH 45701	() - (740)590-4102	08/08/23 () -
VERIZON 0017 L / R 28726	MOLESKI, LORI LYNN 18444 TAYLOR RIDGE RD GLOUSTER OH 45732	() - (740)343-3527	08/08/23 (740)343-3527
CONSUMER CE 0026 P / D 25715	MONTLE, DAVID HENRY 5632 VIRGINIA ST ALBANY OH 45710	() - (740)591-8528	08/08/23 (740)698-4185
CONSUMER CE 0042 I / D 25717	MONTLE, TRUDY MARIE 5632 VIRGINIA ST ALBANY OH 45710	() - (740)591-2580	05/03/22 (740)698-4185
0020 P / X 103897	MOORE, CYRUS JOSEPH 135 CENTRAL AVE ATHENS OH 45701	(740)215-5194 (740)215-5194	11/08/22 () -
T MOBILE 0030 P / D 118757	MORELAND, DEBRA LYNN 5423 SHAWNEE DR ALBANY OH 45710	() - (740)707-7455	08/08/23 (740)698-2743
0023 B / 91391	MORGAN, TABITHA N 300 W STATE ST APT F7 ATHENS OH 45701-1562	() - (740)517-9176	08/08/23 () -
VERIZON 0055 B / D 130867	MORMAN, KELLY PATRICIA 16-1/2 W FRANKLIN ST APT 5 NELSONVILLE OH 45764	(419)706-0216 (419)706-0216	11/08/22 () -

Athens County Board of Elections
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Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
0027 L / D 28679	MYERS, CRYSTAL LYNN 4922 WASHINGTON RD ALBANY OH 45710	() - (740)591-3127	08/08/23 (740)677-0097
SPRINT 0011 I / R 10613	NEASON, DANIEL 32 MEADOW LN ATHENS OH 45701	() - (740)707-0222	11/08/22 (740)592-2823
0024 P / D 14742	NUNNALLY, KURT THOMAS 554 JACKSON ST NELSONVILLE OH 45764	() - (740)818-7476	11/08/22 (740)753-2114
0005 L / D 110334	OLBERS, LAURA A 13676 STROUDS RUN RD ATHENS OH 45701	(740)856-8473 (740)856-8473	08/08/23 () -
T MOBILE 0002 V / D 125820	OLSON, TRISTAN DERECK 14616 E SCATTER RIDGE RD ATHENS OH 45701	(740)703-6694 (740)703-6694	08/08/23 () -
VERIZON 0006 P / D 71838	ONEIL, LAURA COLLEEN PO BOX 1179 ATHENS OH 45701-2058	() - (740)591-5358	08/08/23 (740)591-9918
0007 I / D 5489	PARKER, WILLIAM PRESTON 15088 RUTH RD ATHENS OH 45701	(740)590-2708 (740)590-2708	11/08/22 () -
AT & T 0053 L / D 20841	PARTEE, TRACY LYNN 1422 SR 56 NEW MARSHFIELD OH 45766	() - (740)274-1094	08/08/23 (740)664-6041
VERIZON 0056 V / R 121938	PATTON, GREGORY ALAN 6870 LUHRIG RD ATHENS OH 45701	() - (740)856-8045	08/08/23 () -
0056 I / R 119837	PATTON, REBECCA J 6870 LUHRIG RD ATHENS OH 45701	() - (740)856-8328	11/08/22 () -
0049 B / 129970	PECK, CAMERON AUSTIN 649 POPLAR ST NELSONVILLE OH 45764	(740)299-3066 () -	() -
VERIZON 0030 I / R 112408	PETERSON, EDWARD H 7177 BEECHWOOD ATHENS OH 45701	(713)502-1942 (713)502-1942	11/08/22 () -

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Vendor Prec Job/Pty County ID	Name Address	Employee # Home Phone Cell Phone	Start Date Last Trained Work Phone
0006 L / D 41656	PHILLIPS III, JOHN R 135 FRANKLIN AVE ATHENS OH 45701	() - (740)331-1622	08/08/23 () -
0009 V / D 95683	PHILLIPS, SARAH J 4950 ANGEL RIDGE RD ATHENS OH 45701	() - (740)590-8660	08/08/23 () -
0030 V / D 27581	PIDCOCK, REBECCA SUE 7140 SELBY RD LOT 148 ATHENS OH 45701	() - (940)445-4053	11/07/23 () -
0045 P / D 23087	PIERCE, NANCY ELIZABETH 3016 S RODEHAVER RD GUYSVILLE OH 45735	() - (740)591-3655	() -
0034 P / R 152242	PILGRIM, JAMES CLAUDE 7200 N COOLVILLE RIDGE RD ATHENS OH 45701	() - (703)659-7851	11/08/22 () -
AT & T 0056 P / R 155994	POTTS, BRENDA MCCLAIN 14946 SR 691 NELSONVILLE OH 45764	() - (812)801-6920	08/08/23 () -
0055 P / R 15292	POTTS, LEEANNA JOE 1038 POPLAR ST NELSONVILLE OH 45764	() - (740)517-1451	08/08/23 () -
TRAC FONE 0044 P / R 15972	PRATT, PAMELA SUE 2971 FISHER RD ATHENS OH 45701	() - (740)517-9695	11/08/22 (740)593-5470
VERIZON 0051 I / D 27725	PUGH, RUTH MARIE 6309 BETHANY RIDGE RD GUYSVILLE OH 45735	() - (740)541-3388	11/08/22 (740)662-5088
0029 V / D 26860	RADFORD, LISA BELL 2255 HOGUE HOLLOW RD GUYSVILLE OH 45735	(740)541-0996 (740)541-0996	08/08/23 () -
CONSUMER CE 0043 P / D 15979	RAE, CHAROLETTE C 155 PETTIT RD ALBANY OH 45710	(740)593-1947 (740)818-5479	08/08/23 (740)698-9829
VERIZON 0016 P / D 22382	RAMBO, MADELINE 11755 SIMMS RD ATHENS OH 45701	() - (740)594-7989	11/07/23 () -

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0028 P / R 17288	RAMEY, JOE CECIL 13326 SR 550 ATHENS OH 45701	() - (740)591-5914	11/07/23 (740)448-1682
0005 P / 154586	RANNELLS, ROBERT T 5116 ALTON ST ALBANY OH 45710	() - (740)270-9084	() -
AT & T 0022 L / D 79885	ROBB, TERRY L 22 OLD COACH RD ATHENS OH 45701	() - (740)590-4372	08/08/23 (740)592-5755
VERIZON 0051 L / R 23121	ROBINSON, REBA BELL 21071 W ROBINSON RD COOLVILLE OH 45723	() - (740)525-8736	08/08/23 (740)667-0017
0014 P / D 10672	RYAN HIRST, CARLA ANN 76 OHIO AVE THE PLAINS OH 45780	() - () -	08/08/23 (740)797-1400
VERIZON 0040 B / R 24987	SANDERS, SANDRA J 16130 MAIN ST MILLFIELD OH 45761	(740)856-9346 (740)856-9346	11/08/22 () -
0051 B / R 30973	SEALS, RITA JEAN PO BOX 314 COOLVILLE OH 45723	(740)667-6236 (740)590-7426	11/08/22 () -
VERIZON 0037 V / R 28061	SECOY, LINDA ANN PO BOX 91 STEWART OH 45778	() - (740)541-0433	08/08/23 (740)662-5505
CRICKET 0026 L / R 135020	SEMENTILLI, MARISSA J 2420 BAILEY RD ALBANY OH 45710	() - (740)591-0377	08/08/23 (740)698-9515
VERIZON 0030 B / R 25827	SERBONICH, WILLIAM JOHN 2165 CLARA DR ALBANY OH 45710	() - (740)698-6316	11/08/22 () -
0053 B / D 33088	SHARPE, NINA LINETTE 3147 OLD SR 56 NEW MARSHFIELD OH 45766	() - (740)590-3693	11/08/22 () -
STRAIGHT TA 0032 L / D 9725	SHUST, TRACY RENE 8116 SALEM RD ATHENS OH 45701	() - (740)331-1945	08/08/23 () -

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TRAC PHONE 0050 V / R 31527	SIGMAN, JACK A 27787 W BELPRE PIKE RD COOLVILLE OH 45723	() - (740)331-2442	08/08/23 (740)667-6345
PURE TALK 0037 P / R 127363	SIROIS, EILEEN M 4940 BETHANY RIDGE RD GUYSVILLE OH 45735	(910)545-8783 (910)545-8783	11/08/22 () -
T MOBILE 0047 L / D 47006	SMATHERS, CINDY MARIE PO BOX 19 TRIMBLE OH 45782	(740)767-2536 (740)408-3884	08/08/23 (740)767-2536
0006 I / R 75054	SMITH, GERALD M 7075 N BLACKBURN RD ATHENS OH 45701	() - (740)707-4011	11/08/22 () -
0013 P / D 112851	SNOW, KRISTINA KANIECKI 60 ELMWOOD PL ATHENS OH 45701	() - (740)590-3483	11/08/22 () -
0040 I / 127667	SPILLMAN, SARAH LOUISE 613 JACKSON ST NELSONVILLE OH 45764	() - (513)266-5151	11/07/23 () -
VERIZON 0052 L / R 92294	STIEFFEL, PATRICIA HARBO 321 LYNDON RD COOLVILLE OH 45723	(740)667-0053 (740)610-6864	08/08/23 () -
STRIAGHT TA 0007 L / 64387	SULLIVAN, JULIE EILEEN PO BOX 247 BUCHTEL OH 45716	() - (740)603-1005	11/08/22 () -
0036 P / D 79797	TABLER, ANDREA L 22705 MAYLES RIDGE RD STEWART OH 45778	(740)551-9346 (740)517-5337	08/08/23 (740)551-9346
0029 I / D 21661	TABLER, MARY EDITH 21515 SR 550 AMESVILLE OH 45711	() - (740)551-2464	11/08/22 () -
AT & T 0033 L / D 21305	TEDROW, TERESA ANN 11401 VALLEY DR THE PLAINS OH 45780	() - (740)591-9945	11/08/22 () -
0052 B / R 31938	THOMAS, OLGA MARLENE 26601 SMITH RD COOLVILLE OH 45723	() - (740)707-2133	(740)667-6367

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0050 I / R 31939	THOMAS, PHILIP WILLIAM 26601 SMITH RD COOLVILLE OH 45723	() - (740)707-0542	11/03/20 (740)667-6367
BOOST 0008 P / D 150923	THORNTON, TEENA KAY PO BOX 282 THE PLAINS OH 45780	(937)876-9004 (937)876-9004	08/08/23 () -
0041 P / D 152469	TOKARZ, KATHY J 61 ELMWOOD PL APT B ATHENS OH 45701	(614)580-1448 (614)580-1448	08/08/23 () -
VERIZON 0002 P / R 892	TONG, BRENDA DIANE 7749 HOOVER RD ATHENS OH 45701	() - (740)818-3000	08/08/23 () -
VERIZON 0002 B / 895	TONG, LARRY EUGENE 7749 HOOVER RD ATHENS OH 45701	() - (740)818-2173	11/08/22 () -
AT & T 0039 B / R 41426	TONG, VICTORIA Y 3 PLEASANTVIEW DR ATHENS OH 45701	() - (740)591-4416	11/08/22 () -
0044 L / D 48372	ULBRICH, RACHEL ANNE 175 OLD US 33 SHADE OH 45776	() - () -	08/08/23 (740)591-5794
0055 I / D 127354	WATKINS, ELIZABETH W 4299 WOODLANE DR NELSONVILLE OH 45764	() - (740)438-0884	11/08/22 () -
0023 I / R 152569	WEBERT, KATHY J 14 JAMES DR NELSONVILLE OH 45764	(440)503-6564 (440)503-6564	11/08/22 () -
0038 B / R 61467	WELCH, MARY ANNE 8007 VORE RIDGE RD ATHENS OH 45701	() - (740)818-8820	08/08/23 () -
0041 P / 152177	WHITLATCH, DERRECK LEWIS 5930 FISHER RD UNIT B ATHENS OH 45701-8966	() - (312)545-3597	11/07/23 () -
0038 L / 60728	WHITLATCH, JORDAN LEE 16170 CANAANVILLE RD ATHENS OH 45701	(602)373-4129 (602)373-4129	08/08/23 () -

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0048 B / 160366	WILE, FRANKIE ANNETTE 189 FAYETTE ST APT 203 NELSONVILLE OH 45764-1284	(740)988-0682 (740)978-8210	() -
0023 V / R 19795	WILLIFORD, SUSAN HANEY 6627 FRUM RD ATHENS OH 45701	() - (740)591-2132	11/08/22 () -
STRAIGHT TA 0017 B / R 39544	WILSON, FAYE DIANE 1008 CARRIAGE HILL DR ATHENS OH 45701	(740)517-8451 (740)541-4317	11/08/22 () -
0018 B / 157551	WILSON, PHOEBE ELISABETH 1008 CARRIAGE HILL DR ATHENS OH 45701	(740)517-8268 (740)517-8268	() -
0003 L / R 77462	WITHAM, KEVIN L 158 COLUMBIA AVE ATHENS OH 45701	() - (740)503-7384	08/08/23 () -
0007 P / R 45720	WRIGHT, ELIZABETH BREE 22 PLEASANTVIEW DR ATHENS OH 45701	(740)592-5874 (740)517-0644	08/08/23 () -
0035 P / R 40095	WRIGHT, LLOYD D 6145 SR 144 COOLVILLE OH 45723	() - () -	08/08/23 (740)667-9703
0008 I / D 74300	ZARATE, STEVEN AURELIO PO BOX 1177 ATHENS OH 45701	(740)707-4075 (740)707-4075	() -

200 Workers Listed Total .

Extra Workers 11/07/2023 General

Matthew Crawford

Tina Norris

Jane Forrest Redfern

Adam Safran

Lawrence Mages

Maria Freer

Allyssa Mefford

Mary Ann Reeves

Riley McCune

Chris Easton

Marta Brooks

Nicole Reynolds

Levi Brown

Michael Spradlin

REF: 09/20/2023

TR2052309	S MOON	CHRISTOPH LEE	488	PLEASANT AVE	NELSONVILLE OH	45764 (513) 271-0117	ORGBLMB D
TR2052309	S MOORE	JENNIFER E	19479	WALNUT ST	TRIMBLE OH	45782 (740) 343-3051	MOOREJENNIFERS@GMAIL.COM
TR2052309	S WALKER	MICHAEL	88	CENTRAL AVE	ATHENS OH	45701 (740) 988-9155	TR2052309@GMAIL.COM
TR2052308	S QUICSTAD	ANGELA L	13315	ROCKY FORD	ATHENS OH	45701 (765) 618-8323	PARIGIKI@HOTMAIL.COM
TR2052308	S CHINI	DESTINY ANNETTE FATE	12720	MILL CREEK RD	MILFIELD OH	45761 (220) 224-1061	DESTINYANNETTES@GMAIL.COM
TR2052308	S SNODDY	JASON MICHAEL	6245	AVARUELE DR	ATHENS OH	45701 (740) 580-3261	JASONSNODDY@YAHOO.COM
REF: 10/04/2023							
TR2052310	S BECK	DEVIN J	649	POPLAR ST	NELSONVILLE OH	45764 (740) 299-3066	GATZBECK@GMAIL.COM
TR2052310	S BRIGT	CLARESSA L	546	LAKE HORN DR	NELSONVILLE OH	45764 (740) 517-5786	DEVINBRIGT@GMAIL.COM
TR2052309	S RILEY	DEBORAH ELAINE	37	HAMILTON DR	ATHENS OH	45701 (614) 607-1978	CLARESSAPAGE@GMAIL.COM
TR2052309	S COCHRAN	VICKI L	560 W	FRANKLIN ST	ATHENS OH	45764 (740) 249-8736	RILEYDEBORAH77@GMAIL.COM
TR2052309	S LANCE	MICHAEL WARREN JR	4717	ANGEL RID RD	ATHENS OH	45701 (740) 517-3247	COCHRANV30@GMAIL.COM
TR2052309	S HUNTER	MARK ANTHONY	225	SR 7	COOLVILLE OH	45723 (740) 846-0079	SPANKR257A@GMAIL.COM
TR2052309	S LIMO	ROSEMARY	28796	TORCH RD	COOLVILLE OH	45723 (740) 440-1269	HUNTERM R
TR2052309	S OODD	KAITLIN ELAINE	1	KOKER LN	NELSONVILLE OH	45764 (740) 517-1606	ROSEMARY R
TR2052309	S DUDASH	KAITLIN KATHRYN	6	WALKER ST	ATHENS OH	45701 (936) 745-5274	KAITLINEDOOD@GMAIL.COM
TR2052309	S DUDASH	OLIVIA KATHRYN	51	ORSON TRL	ATHENS OH	45701 (614) 753-8755	OLIVADUDASH@GMAIL.COM
REF: 10/10/2023							
TR2052310	S EBERT	TAYLOR M	202 W	UNION ST	ATHENS OH	45701 (740) 703-0059	TAYLOREBERT3@YAHOO.COM
TR2052310	S HUNTER	LORINZA RASHAD	6	BROWN AVE	ATHENS OH	45701 (740) 818-2802	HUNTERL78@AOL.COM
TR2052310	S MCMAULEN	DARNEEL MAURICE II	57 E	GREEN DR	ATHENS OH	45701 (216) 609-2745	MCMAULENDARNEEL@GMAIL.COM
TR2052310	S MIRANDA	ESMERALD PIERCE	9	FRANKLIN AVE	ATHENS OH	45701 (513) 580-9925	MESMEL102@GMAIL.COM
TR2052310	S VANBROCKLIN	SARAH A	5	MILLIRON ST	ATHENS OH	45701 (937) 710-2413	SV0854191 D

Attachment 5 - Motion 2023:10:07

Job Description for Senior Clerk - 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 Senior Clerk - 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)

Job Description for Senior Clerk - Athens County Board of Elections

Leadership Duties

- **Leadership of Clerks – full time, part time and temporary**
- **Coordination and management of Campaign Finance.**
- **Respond to Public Records requests.**
- **Field questions and concerns from staff regarding elections, voter registration, office procedures and other various topics of concern to the office.**
- **Provide project and time management of staff general and election duties.**
- **Report to Director and Deputy Director on a weekly basis on the status of projects, tasks and duties that are in the process of completion.**
- **Organize, coordinate and provide staff training sessions regarding various election and office topics.**
- **Communicate with Director and Deputy Director on a regular basis regarding problems, questions, concerns and needs of the staff.**
- **Other duties as assigned by the Director and Deputy Direction on an as needed basis.**