

**Marion County Board of Elections**  
**Board Meeting Minutes**

January 17, 2018

**I. Call to Order**

Chair Phyllis Eshman-Thomas called to order the regular meeting of the Board of Elections at 4:00PM on January 17, 2018 at the Board of Elections office.

**II. Roll Call**

The following board members were present: Chair Phyllis Eshman-Thomas, Tom Frericks, Steve Chaffin, and Jackie Smith. The Director and Deputy Director were present (guest sign in sheet copy attached).

**III. Approval of Meeting Minutes**

- Review and Approve (copies attached)
  - November 27 - Special Meeting – Personnel Matter
  - November 27 – Special Meeting – 2017 General Election Official Canvass Certification
  - December 8 – Special Meeting – Prospect Township Recount Certification
  - December 13 - Regular Meeting – Review and Approve

The Deputy Director requested that her comments from the November 27 Special Meeting – Personnel Matter regarding not being involved in the negotiating process be added to section III after the first paragraph.

Mr. Frericks requested the following corrections:

- November 27 – Special Meeting – Position Change for Jackie Fields
  - In Section II, line 1, remove the words, “absent but”
  - In Section IV, line 3, correct the spelling from “voce” to “voice”
- November 27 – Special Meeting – Official Canvass Certification – in Section IV, second line, remove “with”
- December 8 – Special Meeting – Prospect Township Recount Certification – Correct the meeting purpose to be “Prospect Township Recount Certification”
- December 13 – Regular Meeting – Correct the months listed in the Financial Report section to be “November” and “December”

Mr. Chaffin made a motion to approve all four sets of the minutes with amendments as listed. Mrs. Smith seconded the motion. The board voted unanimously to accept the motion.

**IV. Finance Report**

The Director reviewed monthly finance reports for November and a partial for December (copy attached).

- Supplies – Hard wired encoders for Poll Pads, Additional Polling Place Signs, Electrical supplies for Poll Pad AC power in Polling Places - \$1,723
- Contract Services – Number of annual maintenance contracts (ALL systems / services for 2018) - \$39,600
- Contract Services – Triad – Issues Module Install / Training, General Election Ballot Printing - \$14,686
- Contract Services – RBM – Refundable voting equipment down payment - \$40,000
- Other balance changes are related to transfers between accounts for year-end spend

Mr. Chaffin made a motion to approve the report. Mr. Frericks seconded the motion. The board voted unanimously to accept the motion.

**V. Payroll Report**

The Deputy Director reviewed two payroll worksheet reports from the auditor’s system (copy attached), the employee time off log (copy attached), the latest comp time pay out totals for staff (copy attached).

Mr. Chaffin made a motion to approve the payroll report and Mrs. Smith seconded the motion. The board voted unanimously to accept the motion.

## **VI. Old Business**

### **a) Election Specialist – Job Description**

The Director presented the board with a copy of the proposed Election Specialist job description (copy attached) and the existing Clerk job description (copy attached). The Director informed the board that the Deputy Director worked in close collaboration with him to help develop this new job description and improve the existing Clerk job description. The Director added that the job description uses generic terms for the election processes and not product or trade names.

The Chair asked if the office would have one or two Election Specialists. The Director and Deputy Director replied that there could be two if both clerks had sufficient experience and skills.

Mr. Frericks asked what was meant by the employee type as Classified. The Deputy Director replied that with the board of election's classifications this type of employee is paid hourly and does receive overtime. Mr. Frericks replied he was concerned it had to do with the civil service classification. The Deputy Director indicated she had an inquiry in to our prosecutor to clarify the correct terminology for the employee classification. Mr. Frericks asked to postpone a vote on the matter until the next meeting in order to have time to further review the material. The Chair postponed the vote until the next meeting.

### **b) Part Time Holiday Pay – list of proposed holidays**

The Deputy Director informed the board that when she was a part time clerk they were paid for every holiday. She added that a prior Director had reduced this to just paying the Christmas Day holiday.

The Deputy Director stated that the intent of the part time position is to provide 5 days of work in a two-week period. If a holiday occurred within those two weeks the part time clerks were given the opportunity to work one of their normal off days in order to make up for the lost time. She added that there is no written policy on this at the present time.

Mr. Frericks asked what was done last year. The Deputy Director replied that we paid the part time staff for Christmas Day and allowed them to make up lost hours within the same pay period for other holidays. Mr. Frericks suggested that we continue the current mode of only paying for Christmas Day and allowing time to be made up for other holidays along with a qualifying period of employment before paying for the Christmas Day holiday.

Mr. Chaffin made a motion to continue the present policy of paying part time clerks for Christmas Day and offering lost holiday time to be made up within the same pay period. Mr. Frericks seconded the motion. The board voted unanimously to accept the motion.

## **VII. New Business**

### **a) Mr. Chaffin – Censure Motion**

The Chair recognized Mr. Gary Risch. Mr. Risch asked about the December 13<sup>th</sup> Meeting where an agenda item was added that was not on the previously published agenda, specifically regarding Mrs. Jackie Smith. Mr. Risch asked a second, follow up question as to why that matter was not discussed in an executive session where personnel issues are normally discussed.

The Chair replied that it was a public meeting and the topic discussed was public business. Mrs. Thomas added that people can inquire as to any topic they choose during a public meeting. Mr. Risch stated that the board might want to reconsider this policy.

Mr. Chaffin requested to remove this item from the agenda.

**VIII. Adjournment**

Mr. Chaffin made a motion to adjourn the meeting. Mrs. Smith seconded the motion. The board voted unanimously to accept the motion. The meeting was adjourned at 4:23 P.M.

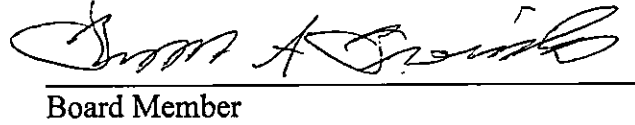
Minutes submitted by: John Meyer

Minutes approved by:

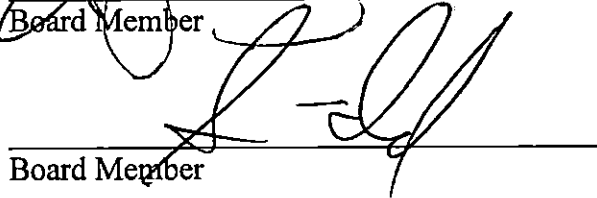
  
Director

  
Board Chair

  
Deputy Director

  
Board Member

  
Board Member

  
Board Member