

February 19, 2020

The Washington County Board of Elections met on February 19, 2020. Present were Mr. Sipe, Mr. Ray, Mr. Halliday, Mandy Amos, Director, and Karen Pawloski, Deputy Director. Mr. Wentz listened in via FaceTime. Public present were: Jedd Butler and Jeff Ingram

The Pledge of Allegiance was recited.

Chairman Sipe opened by asking for public comment. Jedd Butler asked to speak concerning the Letter to the Editor from the Lowell Mayor asking the Board to re-consider opening a polling location back in Lowell. Mr. Butler said if we open it back up for them, then other municipalities will want their polling locations back again as well. He went on to say this is very efficient route for the Delivery Drivers. Mr. Butler also said the idea of loading the trucks after voting hours on Friday night before the election went very well.

Mr. Sipe requested the minutes of the last meeting and Director Amos said they were not prepared. Mr. Sipe said he had been inquired by the public stating they had not seen any recent minutes on the website and Director Amos said they have not been put on the new website. Mr. Sipe said that does need to happen as many in the public read those and then may want to discuss those items at a future meeting. He also stated that there is a rule about us as the Board making our minutes public.

Bills: RBM – there was a maintenance bill on the old equipment. Director Amos said we bought new equipment and there was no maintenance on the old equipment, so we had not paid it. Todd Mullen from RBM had inquired about us paying the bill. Mr. Halliday asked if there was a contract signed with RBM on the maintenance of the old equipment. Ms. Amos said she didn't believe so. Mr. Sipe asked if any maintenance was done on any equipment and Director Amos said there was not. Mr. Halliday moved to pay all of the bills except RBM until we get a better explanation from RBM. Mr. Ray seconded the motion. Motion carried. Mr. Sipe indicated we would like to have a representative from RBM come talk to the Board about this particular bill and why they are so reliant on Unisys to get problems solved or questions answered.

Mr. Sipe went on to say that we need to discuss an incident concerning opening voting today with only paper ballots. Director Amos and DD Pawloski were in the office until 9:30 p/m on February 23 because the codes to open the voting machines would not work. Mr. Sipe was called to inform him of the problem. Director Amos called RBM and RBM indicated they were going to have to talk with Unisys, which are on a different time zone. Mr. Sipe said at the Annual Winter Conference, when we meet with the vendors, including RBM and Unisys, RBM was not able to answer a lot of technical questions and deferred to Unisys most of the questions. This concerned him greatly. As it turned out, RBM suggested we make sure we were putting in the language to get the codes correctly. The Cyber Security provisions made by the Secretary of State required a very long code (over 75 characters) to be able to get into and get the correct codes. Director Amos then copied the code (all 75 characters, basically a paragraph) into the system and we were able to get the codes to get the Freedom Vote machines to work.

Mr. Sipe suggested we start to test the equipment that we use in office for early voting be tested first than the other equipment that is used on in-person voting at the polling locations. Mr. Halliday asked if the staff has a plan to put the ballots on the machines in the future. Ms. Pawloski said the other machines already have the ballots on them and tested and sealed – which are tamper resistant. Director Amos said the machines used for the early voting are aligned up with TRIAD and not like the Election Day machines, which already have the ballots and all codes on them.

Written Correspondence: The Board received a letter from an elderly voter in Lowell who said it was inconvenient for her to vote in Beverly on Election Day and asked The Board to consider putting the location for Lowell and Adams Twp. back in Lowell.

Business: Voting Machine Allocation

The Board reviewed the voting machine allocations for all of the polling places in the county. Each precinct gets an ADA compliant machine, as well as the New Freedom Vote machines.

The Board received a bill from St. Bernard's Catholic Church in Beverly for a \$200 deposit for use of the Church Social Hall for the Primary and General Election. Ms. Pawloski said she believed it was a Diocese requirement and that after speaking with Ed Huck, the Parish Council President, it's required of anyone using the Hall. Mr. Huck indicated that they would not take the money paid to them from the Board and that if there were no damages, we would get the \$200 back. St. Bernard's also requested a liability insurance policy from the Board which was received from Kathy Theiman, Washington County HR Director and forwarded on to the Church. Mr. Sipe raised concerns about the Liability Policy – as he stated the lawyer in him – if someone trips and sues, The Board of Elections is not defending the Church if it was the Church's fault for the fall and we were only renting the use of the building. Mr. Halliday asked to see the Rental Agreement and Ms. Pawloski went to get the Rental Agreement to show the Board. While waiting, Mr. Halliday made a motion to approve the voting machine allocation, pending the St. Bernard's agreement, and Mr. Ray seconded the motion. Motion carried.

The Board received and reviewed the Background Policy changes made by Assistant Prosecutor Alison Cauthorn. Mr. Halliday made a motion to accept and approve the changes of the Washington County Board of Elections Background Policy dated 2.19.20 as revised by the District Attorney. Mr. Ray seconded the motion and the motion carried.

Director Amos said that Athens County wanted to purchase 12 of our old poll books and settled on \$500 per machine. This agreement was approved by Ms. Cauthorn. Mr. Halliday made a motion to approve the sale of 12 poll books at a cost of \$500, and Mr. seconded the motion. Motion carried.

Director Amos asked if the Board was in agreement to remove the wooden shelving and Mr. Sipe said they were in favor of getting rid of a lot of the books and other things we no longer use. He indicated if we could see if other departments were in need of any of the things, please do so.

Jeff Ingram said they did not set up a single booth at any of the poll locations in November as they were not used much in the prior election and no one seemed to miss them. Mr. Sipe asked Director Amos if we could sell these or give them away. Again, other county departments are to be asked first, and then if no one wants them, we can try to sell them to other counties. Mr. Ingram said remember most of the lights on the machines do not work and the lightbulbs are difficult to replace. Mr. Halliday made a motion for the Director and Deputy Director to first see if other county departments could use any of the former equipment and then second – sell to other county or states that still use the equipment, and if not then trash the equipment. Mr. Ray seconded the motion and the motion carried.

The Board reviewed the United Rental truck agreement and decided it was a good deal for nearly \$1200 for use of two trucks for the entire week. Mr. Halliday made a motion approve the United Rental truck agreement not to exceed \$1200 and Mr. Ray seconded the motion. Hearing no further discussion, the motion carried.

Election Administration Plan (EAP): Director Amos said the SoS requires us to have an EAP prior to any election. She said the Board could vote on the plan at the next meeting, which is Election Day, March 17, 2020.

Charge Backs: Director Amos said it could be voted on at the next meeting.

Staff Raises: Mr. Sipe asked if there was a time limit on voting for these and Director Amos said it could be done retroactively. Mr. Sipe asked if the Auditor had any problems with that happening and Mr. Ray asked if the money could be taken away. Ms. Amos said the Commissioners would not take the money and as long as it was done by the end of the year. The Board went into recess while the staff were able to get the information on Staff raises, the St. Bernard's rental agreement, and the United Rental truck agreement.

Board went back into session: Mr. Sipe called the meeting back to order. The Board reviewed the St. Bernard's Catholic Church rental agreement. Mr. Halliday made a motion to approve the agreement as proposed by Deputy Director Pawloski on 2/06/2020 and Mr. Ray seconded the motion. Motion carried.

The Board then received the Election Emergency Plan (EAP). Mr. Halliday suggested the board take home the plan to review and vote on at next meeting. Mr. Ray asked what all was involved with the EAP and Ms. Amos indicated it was the layout for all we have to do for the Elections this year. Mr. Sipe said the Table of Contents pretty much laid out what was in the EAP. Ms. Amos said she used a lot of what we've used in the past.

The Board reviewed the United Rental agreement and it was the same price and deal we had from the November election. Ms. Pawloski asked if the trucks were kept in a secured area and Mr. Butler indicated they are kept at the Washington County Engineer Office and Highway Garage where they are under a locked fence.

The Board review the information on staff raises. The county gave \$3,856 to use towards raises. The information given was if they gave 2 -2 ½ % raises. If the Board gave the 2.5%, they would need to move \$300 into that account. Mr. Halliday made the motion is the \$300 can be moved from another account without any affect to other services, he moved that the staff receive the 2.5% raise. Mr. Ray seconded the motion and the motion carried.

The Board was given the balances on leave for the staff. Mr. Halliday asked as to what the BOE policy was and what it was for the carry forward to all leave. Director Amos said for sick there was none and she would have get him the policy on vacation and compensatory time. The BOE goes above and beyond what the county does due to the nature of our business with elections. Other county employees have a certain amount of time they must use their comp time. When retiring from service, sick leave can be paid out up to 240 hours maximum or 25% of what you have. Vacation is paid out entirely. Mr. Halliday suggested the staff start showing the leave balances on a spreadsheet as well as some history.

Director Amos said they needed to make a date for the official canvas during the week of April 1-7. The official canvas is where the Board will vote on counting absentee votes and provisional votes. They Board set up the meeting for April 3, 2020.

Credit Card: Deputy Director Pawloski name has been added to the credit card account but a new card has not come for her.

Ms. Pawloski announced that Poll Worker Training has been set for February 26 and 27 at the EMA media room here in our building. Three sessions will be held on the 26th and two sessions on 27. To date, 127 poll workers have been confirmed but she would like to have the number closer to 150. She is starting to look at the substitute list. She has gone through the perspective lists from both the Democratic and Republican chairmen. Mr. Sipe said the ultimate decision comes from the Board of Election. Mr. Wentz asked about using students at the polls. Ms. Pawloski said the Youth at the Booth program is a good one, but the only school that showed interest was Fort Frye High School. Warren Schools are on Spring Break the week of the March 17 Primary.

Director Amos gave the Board the Absentee Voting Schedule for the March 17 Primary. The office will be open from 8:00 am to 5:00 pm the first three weeks of early voting and the last week we are open 8:00 am to 7:00 pm. We will also be open on the two Saturday's before the election and the Sunday prior to the election.

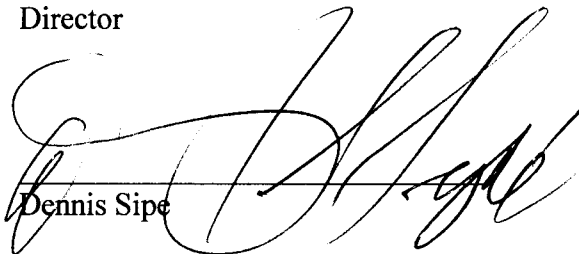
Mr. Sipe asked for a motion for the Director and Deputy Director to hire one Democrat and one Republican to assist the staff with the upcoming election. Mr. Halliday made the motion and Mr. Ray seconded the motion. The motion passed

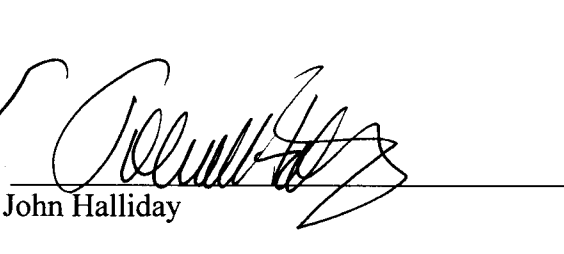
Chairman Sipe asked for motions to adjourn. Mr. Halliday gave the motion and Mr. Ray seconded the motion. Motion Carried.

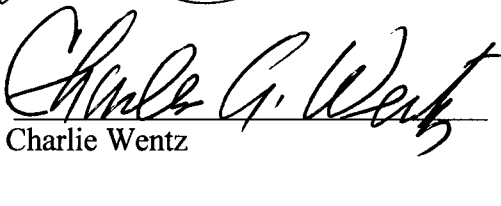
The next meeting will be on March 17, 2020 at 6:30 am.

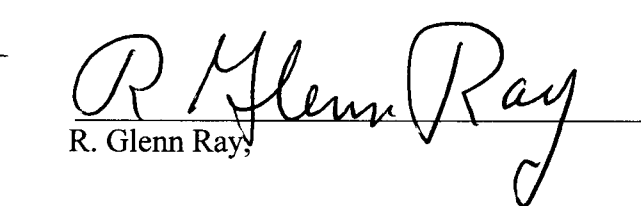
Respectfully submitted,

Mandy Amos
Director


Dennis Sipe


John Halliday


Charlie Wentz


R. Glenn Ray