

July 8, 2020

The Washington County Board of Elections held a monthly meeting, July 8, 2020 at 08:30 a.m. Present were Mr. Sipe, Mr. Wentz, Mr. Ray, Ms. Khadine Ritter, Mandy Amos, Director, and Karen Pawloski, Deputy Director. The meeting was live streamed on YouTube. Jedd Butler was in attendance for the General Public, and commented on how well run the April 28, 2020 Election was and thanked the Board and the staff for their hard work to carry on the election.

The Pledge of Allegiance was recited and Chairman Sipe opened the meeting and welcomed attendees, particularly Khadine Ritter, the newest recommended member of the Board. She is still waiting for her confirmation by the Secretary of State Frank LaRose.

Discussion took place on the upcoming November General Election and preparation for it. Chairman Sipe suggested if poll workers were difficult to find due to the COVID-19 pandemic, they might consider consolidating some additional precincts and hold the in person voting at area schools. Deputy Director Pawloski stated she is concerned about having enough poll workers for in-person voting. The SoS has created a survey that will be sent out to all poll workers to get a feel for how many will be working. Pawloski went on to say that letters went out to each of the polling locations asking them to keep the whole day open on November 3.

Charlie Wentz made a motion to invite the School Superintendents to the next BOE meeting in August. Glenn Ray seconded the motion and the motion carried. It was also decided by the Board to invite Washington County Health Department Administrator Roger Coffman and Marietta/Belpre City Health Commissioner Ann Goon to discuss proper safety measures and guidelines for voting in public to our next meeting.

Chairman Sipe suggested early voting will be a very busy time for the office and suggested the staff consider hiring plenty of workers to assist with the voting. Deputy Director Pawloski said we are looking at hiring 4-6 people and two others to help with directing the line of voters inside the building.

Minutes were emailed to members for review and no additions or corrections were noted. Chairman Sipe asked for a motion to approve the June 3, 2020 minutes, which Mr. Wentz did and Mr. Ray seconded the motion. The motion carried.

Bills

Suddenlink	monthly internet charge	\$116.31
Poll workers	poll worker pay for 3/17/20	\$1380.00
Suddenlink	monthly payment	\$116.31
Knowink	final epollbook payment	\$26,600.00
Hyde Brothers	envelopes for NCOA	\$163.00
Triad	NCOA confirmation letters	\$282.44
Marietta Times	annual subscription	\$200.20
RBM Consulting	2020 Service Days-4 days	\$5,900.00

Chairman Sipe asked for a motion to pay the bills. Mr. Wentz made the motion and Mr. Ray seconded the motion. The motion carried.

Correspondence

- Directive 2020-10 General Voter Records Maintenance Program-NCOA process
- Directive 2020-11 2020 Coronavirus Aid-CARES Act funds for 11-3-20 General Election preparedness
- Public records request-Covington
- Public records request-FOIA

Director Amos said Washington County will be getting nearly \$50,000 from the SoS for our part of the CARES Act. She said we also have money left over from the Security grant and we are in the process of obtaining quotes from local Security companies to update our security system. Money from the Security Grant must be encumbered, spent, and receipts received by the end of August 2020. A special Board meeting might be needed to award the contract for the work to be completed in time.

Pawloski said we need to get the approval from DJFS since we are not owners of the building and further discuss the MOU. Mr. Wentz asked if we have talked to Director Freihman about getting an air conditioner for the IT room. Pawloski said staff are working with County IT department and Donnie Rader has found something that will work for us without affecting the structure of the room or building. Chairman Sipe suggested we also look at physical security to the office, as in the bollards for outside of the office to prevent drivers for charging their vehicles into the office.

MOU – Ms. Pawloski indicated she will follow up with the Prosecutor’s Office. Chairman Sipe suggested we find out when their construction of the building and will it interrupt early voting. He went on to say that we might ask if the larger room on the Children Services’ side might be available for early voting. Director Amos said she will contact Children Services and DJFS to see if the room would be available. Discussion pursued about how Early Voting could be done in the building in a safe, social distancing manner.

Pawloski asked the Board to be thinking of potential temporary workers who might be good to work for early voting. She went on to say that letters will be going to new Central Committee Members asking for recommendations for poll workers.

Director Amos said the price for the truck rental is the same as it was for the Primary with United Rentals. Mr. Wentz made a motion to contract with United Rental for use of the delivery trucks and Mr. Ray seconded the motion. The motion carried.

Chairman Sipe asked for a motion to allow the staff to go into agreement with the SoS on the CARES Act. Mr. Ray made the motion and Mr. Wentz seconded the motion. The motion carried.

A virtual summer conference will be held August 12-13, 2020 and Chairman Sipe reminded the Board and staff to Save-the-Date for this conference.

Pawloski said they are in the process of getting quotes from local printers for the Absentee Voting. Since the CARES ACT, the envelopes have changed so we will need to get new quotes. We have currently 12,000 envelopes left over from the Primary and we can use those up before getting new ones. Ms. Ritter indicated there is a good print shop over in Vienna if we want to use them too. We need to get at least three quotes from printers.

Director Amos gave an update on signature pads that were recently approved to be used to get in person early voting signatures instead of having them on a sheet of paper. This will benefit the voting process greatly by speeding up the process and the signature going into our EVIS System. Mr. Wentz made a motion that we buy five (5) keypads to be used in the next election. Mr. Ray seconded the motion and the motion carried.

Ms. Amos said the EAP, Election Administration Plan had to be updated and sent to the SoS by July 6. Included in the EAP is a list of all utilities at each polling location,

Director Amos gave an update to the Board on Employee sick, comp, and vacation times. The Board discussed options if any employees would have to quarantine due to COVID-19 exposure.

Chairman Sipe then asked for a motion to adjourn. Mr. Wentz gave the motion and Mr. Ray seconded the motion – the motion carried.

Next Meeting will be on August 5, 2020 at 8:30 am. This meeting will serve as regular monthly meeting.

Mandy Amos
Director

Dennis Sipe

Khadine Ritter

Charlie Wentz

R. Glenn Ray