

December 9, 2020

The Washington County Board of Elections held a special meeting December 9, 2020 at 8:30 a.m. Present were Mr. Sipe, Mr. Ray, Ms. Ritter, Mandy Amos, Director, and Karen Pawloski, Deputy Director. Member of the public was represented by Jedd Butler and Jeff Ingraham, as well as representatives from Poynter's - Steve Fulks and Vince Martin. RBM consultant Ryan Shillito also attended. Mr. Wentz joined via FaceTime.

The Pledge of Allegiance was recited and Chairman Sipe opened the meeting. Mr. Sipe asked if Mr. Butler or Mr. Ingraham had any comments for the group. Mr. Butler wanted to again thank the Board, staff, and all of the poll workers for having such a successful Election in Washington County this year. He suggested to make things smoother before and on Election Day, it would be helpful to have the Voting Location Manager (VLM) have the keys to the polling location. He also suggested the Managers and Leaders should have more intense training on the machines. Mr. Butler stated more training needed to be done on change of addresses for the leaders. He also suggested having more poll workers work during early voting to relieve some of the permanent employees. Mr. Shillito said some counties have an after election meeting with all BOE staff, Board and PEO's to discuss elections reviewed and what works and what doesn't. Deputy Director Karen Pawloski said she is going to have a working committee made up of leaders and managers, as well as delivery drivers and poll workers to initiate a new training manual and sessions.

Mr. Fulks and Mr. Martin spoke about having equipment to be able to host video conferencing for staff and Board if needed. It's based on Zoom technology and called Zoom Tap and the Marietta Municipal Court is using the system for hearings and other legal business. Poynter's will send Mandy and Karen a proposal to fit our needs and for the board to consider.

Minutes of the last meeting were read and approved by a motion by Mr. Ray and seconded by Ms. Ritter. Motion carried.

#### **Bills**

United Rental	3 box trucks equipment delivery 11-3-20	\$1,860.03
Poynter's	Maintenance agreement on Kyocera P4060 printer	\$250.00
Poynter's	Maintenance on HP9040 printer-fuser problem	\$110.00
RBM	Election Day ballots and test deck	\$6,373.50
Franklin Fire Equip	fire extinguisher maintenance & recharge	\$58.00
PW expenses	additional poll worker pay	\$1,801.54
Triad GSI	annual software fees 2/1/21-1/31/2022	\$19,835.00
Triad GSI	annual basic website fee 2/1/20-1/31/2021	\$950.00
WCCC	sneeze guards for Election Day	\$829.06
Ohio Pharmacy	disinfectant wipes and gloves	\$2,826.74
Ohio Pharmacy	gloves	\$255.64

#### **Correspondence**

Directive 2020-24 S.B. 107 Electronic Campaign Finance Filing for Local Entities  
Directive 2020-14 Additional Information  
Email from Amanda Grandjean

Mr. Sipe asked for a motion to approve and pay the bills as presented. Ms. Ritter made the motion and Mr. Ray seconded the motion – motion carried.

#### **Business**

Audit of the November 3, 2020 General Election  
Records sent to Records Commission for items to be destroyed-Hold

Budget numbers  
OAEO 2021 Winter Conference cancelled  
Office closing between Christmas and New Year's holidays  
Poynter's discussion of video conference equipment  
Board pay raise for 2021 from \$538.94 to \$548.37  
Employee sick, comp, and vacation time updates

Director Amos said that candidates can now file electronically on the BOE's website or will shortly. A webinar will be held later for staff to learn how this is done.

Staff informed the Board that while performing the audit – 16 Provisionals ballots were found in the Belpre Church of Christ Ballot bag. The Provisionals are to be put in the folder separate from the other ballots by poll workers on Election Day. Due to this, the ballots could not even be reviewed to be counted since we already certified the election. This is obviously a concern and was brought to the attention of each of the workers at that polling location.

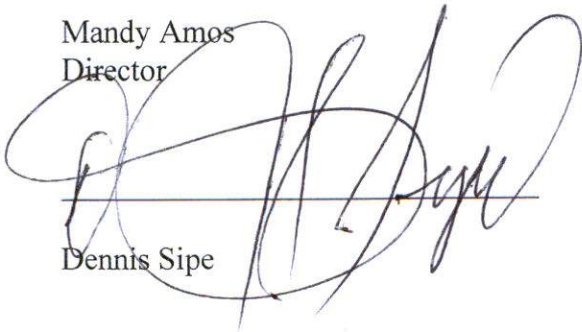
The Audit was performed by staff and everything was spot on. There were no mistakes or errors. The Board commended the staff for the good report.

The Board was asked to look at the Budget for 2021. Staff came up with \$540,700 to present to the Commissioners. Ms. Ritter asked the staff if we felt that was a good number or could we reduce the amount budgeted. It was decided to take \$9000 away from Poll Worker expense, \$1000 from Training, \$2000 from Travel, \$10,000 from Advertising and Printing, and \$2000 from supplies. This totaled \$516,200 and is to be submitted to the Commissioners. Ms. Ritter made a motion to accept the budget and Mr. Ray seconded the motion.

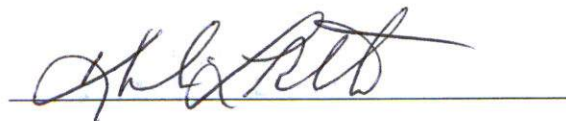
Chairman Sipe then asked for a motion to adjourn. Mr. Ray gave the motion and Ms. Ritter seconded the motion – the motion carried.

Next Meeting will be on January 13, 2021 at 8:30 am. This meeting will serve as regular monthly meeting.

Mandy Amos  
Director

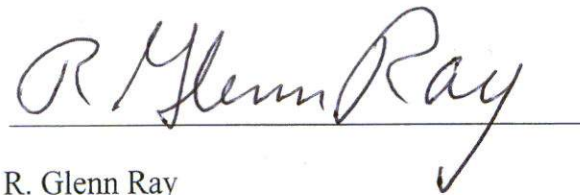


Dennis Sipe



Khadine Ritter

Charlie Wentz



R. Glenn Ray