

**HAMILTON COUNTY BOARD OF ELECTIONS
MEETING HELD
DECEMBER 13, 2018 at 8:30AM**

The meeting of the Hamilton County Board of Elections was called to order at 8:30am by Chairman Burke. Present were members Mr. Triantafilou, Mr. Faux and Mr. Gerhardt. Also present: Director Sherry Poland and Deputy Director Sally Krisel and David Stevenson and Cooper Bowen with the Hamilton County Prosecutor's Office.

Chairman Burke noted that proper notice was duly provided as required by O.R.C. 121.22.

I. APPROVE BOARD MEETING MINUTES: NOVEMBER 30, 2018

Mr. Triantafilou made a motion to approve the Board meeting minutes for November 30, 2018; Mr. Faux seconded. The motion passed unanimously.

**II. HAMILTON COUNTY STAR PROGRAM – SERVICE TIME
ACHIEVEMENT RECOGNITION**

The Board recognized Staff members who have been county employees for a significant period of time. Pins were awarded to the following employees for the specific year:

Paulette Leeper	5 year
David Allen	10 year
Bill McJoynt	15 year
Dan Rowley	25 year
Sherry Poland	25 year
Lisa Cave	30 year

In addition, Staff members Coleen Ossenbeck and Shannon Dobbs were each given a gift as part of the Holiday Project from the Board, Administrators and fellow co-workers.

III. RESOLUTION: NEW VOTING BOOTH SELECTION

The Board was advised of the project to select new voting booths to replace the current booths. An Invitation to Bid (ITB) was issued and selection

process was narrowed down to two options: the Star Fire Model and the 2000C Model. Both booths were sent to two different polling locations for the November Election and Staff asked the poll workers to complete a survey to indicate their preference. Both polling locations selected the same booth as their top preference: the Star Fire Model. An explanation and demonstration of the two models was provided to the Board. Staff recommendation was to select the Star Fire Model voting booth.

Mr. Triantafilou made a motion to accept the Staff recommendation and adopt Resolution 2018 – 007 to facilitate acquisition of the voting booths; Mr. Faux seconded. The motion passed unanimously.

IV. UPDATE: NEW VOTING SYSTEM/EQUIPMENT

The Board was provided an update on the contract process/ownership structure for the new voting system/equipment. The Board was advised that this is a unique contract process and a unique ownership structure due to the funding source from the State of Ohio for this equipment. It was explained that ownership of the equipment would go to the Ohio Leasing Corporation due to the issuance of bonds; the Secretary of State will then lease the equipment from the leasing corporation and the County will sublease the equipment from the Secretary of State until the certificates mature from the bonds in approximately ten years at which time ownership of the equipment will transfer to the County.

Staff is working closely with counsel on the contract process with the expectation that it will be ready for the first January meeting of the Hamilton County Commissioners. A tentative timeline for removal of the current equipment and implementation of the new equipment was provided to the Board; the anticipated implementation date being the May, 2019 Primary Election.

In addition to the implementation of new equipment, Staff has been considering a new way to distribute the supplies and equipment to the polling places. The current process, contrasted by the proposed new process was presented to the Board. A discussion regarding ease and efficiency of transport, security of equipment and eventual cost savings followed.

There was no action required of the Board in this matter.

V. NOVEMBER 2018 POST ELECTION REVIEW

A. Anomaly Report: The Board was provided two spreadsheets, the first entitled "Voter Anomaly Report/Absentee Signature Anomalies and Deceased Voter". This list included four voters, three of whom have been previously presented to the Board this Election cycle. Each involve an identification envelope in which the voter's signature provided does not match the voter's signature on file but appears to match or is very similar to the signature of another registered voter at the same address. The fourth voter on the spreadsheet involves a voter who requested an absentee ballot with an application dated October 5th. The ballot was mailed to the voter on the first day of absentee voting, October 10th and returned to the BOE and accepted for counting on October 31st. The Board subsequently received the State of Ohio Deceased Ohioans Report; this voter appears on the report with the date of death indicated as October 8th. Upon review, the ID envelope was signed October 6th, two days before the voter died but four days before the ballot and ID envelope was mailed to the voter. The Board was advised that past practice was to refer these voters to the Hamilton County Prosecutor's office for further investigation.

Mr. Triantafilou made a motion to refer the four voters on this spreadsheet to the Hamilton County Prosecutor's office for further investigation; Mr. Faux seconded. The motion passed unanimously.

The second spreadsheet included 43 voters that cast two ballots; one ballot counted.

Voters #1 through #37: Cast an absentee ballot; cast a provisional ballot on Election Day. The absentee ballot counted; the provisional ballot did not count. The consensus of the Board was that no further action was required.

Voter #38: Provisional envelope contained two voted ballots. Both ballots rejected. The consensus of the Board was that no further action was required.

Voter #39: Cast a ballot in person on Election Day in Reading 1A at 4:08pm; this ballot counted. Cast a provisional ballot in person on Election Day in Lockland at 6:56pm (change of address); this ballot did not count. The consensus of the Board was to follow past practice and send a letter to the voter.

Voters #40 through #43: Cast a regular ballot on the eScan; scanning ballot prior to voting it. Once scanned, the ballot may not be retrieved; this ballot counted. Voters were provided a second ballot which was cast provisionally; this ballot did not count. The consensus of the Board was that no further action was required.

B. Undervote Notification: On Election Day, the eSams were inadvertently programmed to return ballots to voters if they did not cast a vote in every race in which voters were entitled to vote. Neither the Board nor staff was aware this was going to happen. The Election Day workers at polling places were not trained to expect this. Once the problem was identified and understood, Board Staff did an admirable job of providing instructions to poll workers and they in turn to voters. But for the first several hours on Election Day, this issue caused significant problems and confusion. The Board made it clear to Staff that in the future pre-election testing and proofing must insure that such situations are not repeated.

C. Audit Results: The audit results were reported to the Board. Three races from the November 2018 Election were audited: the Governor, Treasurer of State and Judge, Court of Common Pleas. The accuracy threshold set by the Secretary of State was 99.5%. In all races, the Board reached a 99.999% accuracy rate.

D. Amend Official Count: The Board was reminded of a provisional ballot that was not included in the official count, thereby requiring an amendment to the official count.

Mr. Triantafilou made a motion to adopt the amended official count; Mr. Faux seconded. The motion passed unanimously.

VI. PERSONNEL

A. Policy Amendments: The Board was advised of several recommendations put forth by Staff for amendments to the Personnel Policy.

Mr. Triantafilou made a motion to adopt the policy amendments to the Employee Handbook; Mr. Faux seconded. The motion passed unanimously.

B. Pay in Lieu of Vacation Leave: The Board was advised that per Board policy, two eligible, exempt employees have requested pay in lieu of vacation. It is the policy that the eligible employee must have a minimum number of vacation hours to make the request and there must be funds in the budget to accommodate the request.

Mr. Triantafilou made a motion to approve the request for pay in lieu of vacation leave for two employees as set forth to the Board; Mr. Faux seconded. The motion passed unanimously.

C. Full Time Staff Appointment: The Board was advised of a new Democratic full-time staff appointment. Craig (CJ) Collins will begin in the Operations Department in January, 2019.

Mr. Triantafilou made a motion to approve the Full Time Staff appointment; Mr. Faux seconded. The motion passed unanimously.

VII. UPDATE: REFERRALS TO HAMILTON COUNTY PROSECUTOR'S OFFICE

Mr. Stevenson reported that the investigation with regard to the referrals made to the Hamilton County Prosecutor's office is still ongoing.

VIII. PROPOSED 2019 REGULAR MEETING SCHEDULE

A meeting schedule for 2019 was proposed to the Board. This schedule is subject to change as the need arises.

IX. OTHER BUSINESS

The Board was reminded of the directive by the Secretary of State's Office to contract with a pathfinder to aid in cyber security. The Board contracted with Dell and an extensive review of the system was conducted; a ranking of zero to ten being utilized (zero being best and equating to zero vulnerabilities). Upon complete evaluation of our system, the Board of Elections achieved a score of 1.1. A few recommendations were made and the IT staff will continue to work with Dell to review and implement tools to further cyber security.

The Board was reminded of the upcoming holiday schedule and Board office closures.

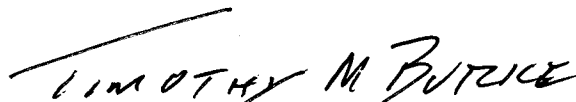
Chairman Burke allowed for questions/comments from the public.

There being no further business to come before the Board, Mr. Triantafilou made a motion to adjourn; Mr. Faux seconded. The motion passed unanimously.

APPROVED:

DATE: February 12, 2019

CHAIRMAN:


TIMOTHY M. BURKE

DIRECTOR:


SHERRY L. POLAND