

# **Marion County Board of Elections**

## **Board Meeting Minutes**

April 17, 2019

### **I. Call to Order**

Chair Lynn Zucker called to order the regular meeting of the Board of Elections at 4:00PM on April 17, 2019 the meeting was held in the Commissioners Chambers in the Marion County Building.

### **II. Attendance**

The following board members were present: Chair Lynn Zucker, Larry Heiser, Chris Smith and Carolyn Weston. The Director and Deputy Director were also present (guest sign in sheet copy attached). Jackie Fields was present to take meeting minutes.

### **III. Approval of Meeting Minutes**

- March 20, 2019 – Regular Board Meeting – Review and Approve  
Mr. Heiser made a motion to accept the March 20, 2019 board meeting minutes (copy attached). Ms. Smith seconded the motion. The board voted unanimously to accept the motion.

### **IV. Finance Report**

- Monthly budgetary report of expenses for March  
The Director called the board's attention to the financial report sheet in their packet (copy attached). Mrs. Weston made a motion to approve the financial report. Mr. Heiser seconded the motion. The board voted unanimously to accept the motion.

### **V. Payroll Report**

The Director reviewed two payroll worksheet reports from the auditor's system (copies attached) Ms. Smith moved to approve the payroll reports. Mrs. Weston seconded the motion. The board voted unanimously to accept the motion.

### **VI. Old Business**

#### **a) Voting Machine and Absentee Voting Update**

The Director stated there are 2 Freedom Votes that the printers are not working. A gentleman from Unisyn will be in on Tuesday to fix the problem. And as of this morning we have had 105 Absentee voters in the office.

#### **b) Writ status regarding Ratliff Recount**

Mr. Heiser stated the answer was filed on March 19, 2019.

#### **c) Campaign Finance – Status**

The Deputy Director stated the Pre-Primary letters went out on April 12, 2019. The Pre-Primary reports will be due on April 25, 2019.

#### **d) Poll Worker Training**

The Director stated that we need Poll Workers. There are 5 classes left. Still need about 50 more poll workers. The Director and Interim Deputy Director have been on the radio letting the public know we are in need of poll workers, also on our Facebook page.

**e) Background checks and drug test reports for new staff**

The Director stated the background checks are back for Terry Bechtle and Jackie Marsano. Brian Blair's should be back by next meeting. The drug tests are all back.

**f) Open position postings**

The Director stated that the Director and Deputy Director jobs are the only ones that are required to be posted by the Secretary of State Policy. Mrs. Weston drafted a Job Posting Policy for the Marion County Board of Elections (copy attached). Mrs. Weston made a motion to approve the Job Posting Policy for the Marion County Board of Elections. Ms. Smith seconded the motion. Mrs. Weston made a motion to amend the Job Posting Policy. Ms. Smith seconded the motion. The board voted unanimously to accept the motion.

**New Business**

**Initial approval of Equipment Allocation for Primary/Special Election**

Mr. Heiser made a motion to approve the initial approval of the Equipment Allocation. Ms. Smith seconded the motion. The board voted unanimously to accept the motion.

**b) Initial approval of Provisional Ballots**

Mrs. Weston made a motion to approve the first vote on the Provisional Ballots. Mr. Heiser seconded the motion. The board voted unanimously to accept the motion. The board second vote meeting will be April 22 at 8:00AM.

**c) 2<sup>nd</sup> Vote on the Election Day Paper Ballots**

Ms. Smith made a motion to approve the 2<sup>nd</sup> vote on the 25 ballots per precinct. Mr. Heiser seconded the motion. The board voted unanimously to approve the motion.

**d) Election Day Emergency Procedure Draft**

The Director mentioned in June she would like to have a table top exercise with some of the fire departments. The Director also mentioned they are working with Sarah McNamee.

**e) Polling Location Layouts**

The Director explained 5 out of the 7 polling locations layouts are complete. Chair Lynn Zucker asked if there will be enough tables at the polling locations. The Director stated the board had to purchase 10 or 12 for the Coliseum. The other polling locations will have enough. Glenn Schwamberger commented make sure tables are tall enough. Mr. Schwamberger also commented to make sure to give fire departments maps of polling location.

**f) Summer Conference**

The Director stated the Summer Conference dates will be June 17, 18, and 19. The Director would like to take Terry Bechtle. The regular board meeting will still be held on June 19 at 4:00PM.

**g) District Maps**

The Director explained the Bowling Green fiscal officer is concerned that the townships have been removed from our maps. In 2015 the townships were removed. The board agreed they are satisfied with current maps.

**h) Additional Business**

Ms. Smith made a motion to go into executive session for personnel matters. Mrs. Weston seconded the motion. The board voted unanimously to go into executive session at 4:52PM. Mr. Heiser made a motion to come out of executive session at 5:31PM. Ms. Smith seconded the motion. The board voted unanimously to come out of executive session. Ms. Smith made a motion to bring Aiyana Jones to the same pay rate as an election specialist which will be \$18.50. And Aiyana Jones and Jackie Fields have the same pay and the same job title. Mr. Heiser seconded the motion. The board voted unanimously to

accept the motion. That will go into effect the next pay period April 29, 2019. The Director and Deputy Director will continue to get comp time. The board decided to table the 3% until the Director or Deputy Director can check around with other counties to see the pay rate. The board would like the Director and/or Deputy Director to contact Mr. Owen from the Prosecutor's office, to check if there is a way the county insurance can be selectively offered to board members. Also advise Mr. Owen that time off sheets were on the website. The board agreed to have them removed from the website.

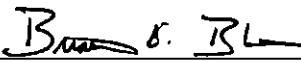
**VII. Adjournment**

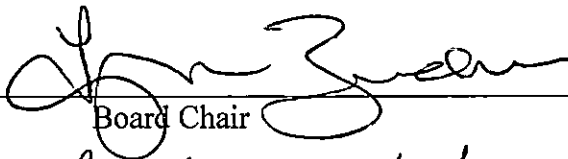
Ms. Smith moved to adjourn. Mrs. Weston seconded the motion. The board voted unanimously to adjourn at 5:37PM.


Minutes submitted by: Jackie Fields

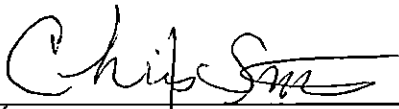
Minutes approved by:

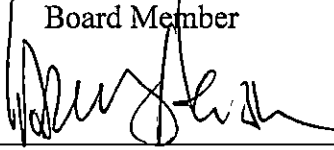
  
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Director

  
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Deputy Director

  
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Board Chair

  
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