

RECORD OF PROCEEDINGS

WARREN COUNTY BOARD OF ELECTIONS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held January 14, 2025 _____ 20_____

January 14, 2025, 9:00 a.m.
Warren County Board of Elections
520 Justice Dr., Lebanon, OH 45036

Board Members:

Present: Chairman Jeff Monroe, Bethe Goldenfield, Kathlene Applegate, and Lori Viars

Others Present:

Director Brian Sleeth, Deputy Director Shari Huff, Becky Baily, Representing the League of Women Voters Cathy Dunlay.

1. Call to Order

The meeting was called to order at 9:00 a.m. by Chairman Jeff Monroe.

2. Approval of Meeting Minutes

Minutes from December 10, 2024, Board meeting was presented to the Board for approval.

Motion: A motion to approve the meeting minutes from December 10, 2024, was made by Member Lori Viars and seconded by Member Bethe Goldenfield, after a roll call vote, the motion passed unanimously.
 4-0-0

3. Approval of Expenditures

Check Run Date	Vendor		Amount
11/15/2024	NOVEMBER 2024 ELECTION	POLLWORKER PAYMENT	\$117,330.58
11/22/2024	NOVEMBER 2024 ELECTION	POLLWORKER PAYMENT	\$21,537.75
12/06/2024	NOVEMBER 2024 ELECTION	POLLWORKER PAYMENT	\$2,903.50
11/21/2024	WARREN COUNTY	TEL OCTOBER2024CELLEQUIP	\$536.21
11/21/2024	WARREN COUNTY	TEL OCTOBER2024TELEEQIP	\$400.00
11/25/2024	WARREN COUNTY	OCTOBER2024FUELBILL	\$127.41
11/27/2024	GRAPHIC VILLAGE LLC	BOE- CARDS FOR MAILING	\$2,000.00
12/04/2024	PITNEY BOWES BANK INC	BOE- POSTAGE FOR BALLOTS	\$6,000.00
12/04/2024	FLEXPRINT INTERMEDIATE LLC	BOE- CLICK CHARGE FOR COPIES	\$229.92
12/19/2024	WARREN COUNTY	NOVEMBER2024FUELBILL	\$93.46
12/16/2024	PITNEY BOWES BANK INC	BOE- POSTAGE	\$3.97
12/16/2024	SYNCHRONY BANK	BOE- ELECTION SUPPLIES	\$529.38

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12/16/2024	SYNCHRONY BANK	BOE- ELECTION SUPPLIES	\$172.19
12/16/2024	SYNCHRONY BANK	BOE- ELECTION SUPPLIES	\$12.32
12/16/2024	AMAZON CAPITAL SERVICES INC	BOE- OFFICE SUPPLIES	\$1,322.72
12/18/2024	MILLCRAFT PAPER COMPANY	BOE- PAPER	\$977.25
12/18/2024	GRAPHIC VILLAGE LLC	BOE- CARDS FOR MAILING	\$961.30
12/18/2024	GRAPHIC VILLAGE LLC	BOE- CARDS FOR MAILING	\$956.50
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$266.76
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$307.80
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$362.52
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$205.20
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$588.24
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$417.24
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$246.24
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$246.24
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$294.12
12/04/2024	GRAPHIC VILLAGE LLC	BOE- BALLOT MAILING SERVICE	\$68,602.34
12/04/2024	VERIZON WIRELESS SERVICES LLC	BOE- JETPACK USEAGE FOR EPOLLB	\$1,682.21
12/04/2024	CLEAR BALLOT GROUP INC	BOE- BALLOT PROGRAMMING AND SU	\$7,500.00
12/04/2024	LEWIS & MICHAEL INC	BOE- MOVING COMPANY FOR VOTING	\$11,167.00
12/04/2024	CLAWSON ENTERPRISES INC	BOE- SHIPPING COST	\$13.52
12/04/2024	OHIO NEWSPAPERS INC	BOE- ADVERTISING	\$307.80
12/18/2024	VERIZON WIRELESS SERVICES LLC	BOE- JETPACK USEAGE FOR EPOLLB	\$1,593.57
11/18/2025		POLLING LOCATION RENT	\$6,250.00
12/04/2024	WELLS FARGO LEASING INC	BOE- COPIER LEASE	\$181.00
12/04/2024	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	BOE- POSTAGE METER LEASE	\$1,663.71
11/22/2024	NOVEMBER 2024 ELECTION	POLL WORKER TRAINING	\$2,410.00
11/22/2024	NOVEMBER 2024 ELECTION	POLL WORKER TRAINING	\$35.00
12/06/2024	NOVEMBER 2024 ELECTION	POLL WORKER TRAINING	\$70.00
			\$260,504.97

12/06/2024	SALARY	\$23,221.93
12/20/2024	SALARY	\$21,213.60
01/03/2025	SALARY	\$21,157.61
12/06/2024	BOARD SALARY	\$2,771.28
12/20/2024	BOARD SALARY	\$2,771.28
01/03/2025	BOARD SALARY	\$2,771.28
11/22/2024	PERS	\$9,399.65
11/22/2024	PERS	\$21.95
12/06/2024	PERS	\$4,045.53
12/20/2024	PERS	\$3,357.82
01/03/2025	PERS	\$3,325.37
11/22/2024	MEDICARE	\$906.32
12/06/2024	MEDICARE	\$362.29
12/20/2024	MEDICARE	\$332.31
01/03/2025	MEDICARE	\$330.74
11/22/2025	PART TIME SALARY	\$490.00
12/06/2024	HEALTH AND LIFE INSURANCE	\$681.72
12/06/2024	HEALTH AND LIFE INSURANCE	\$161.26
12/06/2024	HEALTH AND LIFE INSURANCE	\$9,117.63
12/06/2024	HEALTH AND LIFE INSURANCE	\$154.00
01/03/2025	HEALTH AND LIFE INSURANCE	\$749.88

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01/03/2025	HEALTH AND LIFE INSURANCE	\$154.60
01/03/2025	HEALTH AND LIFE INSURANCE	\$10,534.25
01/03/2025	HEALTH AND LIFE INSURANCE	\$143.00
		\$118,175.30

Motion: A motion to approve the expenditures was made by Member Kathlene Applegate and seconded by Member Lori Viars. After a roll call vote, the motion passed. 4-0-0.

4. New Hire

Approval of the hiring of Michelle Knight as a full-time democratic staff member. Due to her previous service her starting rate will be the post probation rate of \$17.43 per hour.

Motion: A motion to approve the hiring of Michelle Knight was made by Member Beth Goldenfield and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.
4-0-0

5. Reduction of Precinct Election Officials

Recommend to reduce the number of PEOs assigned for the May 6, 2025 Special election to 2 per precinct at all 3 or more multiple precinct locations.

Motion: A motion to approve the reduction was made by Member Lori Viars and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.
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6. Proposed Polling Location Changes and Additions

The following are recommended polling location name changes:

Name Changes:

Old Name	New Name
136 Carlisle City 1-A	136 Carlisle City A
137 Carlisle City 1-B	137 Carlisle City B
138 Carlisle City 2-A	138 Carlisle City C
139 Carlisle City 3-A	139 Carlisle City D
NEW Precinct	140 Carlisle City E
196 Morrow Village	196 Morrow Village A

The following are recommended precinct additions due to population increases and precinct boundary adjustments:

- 27 Lebanon City O- Voting at Turtlecreek Admin Building
- 75 Springboro City 1E- Southwest Church Springboro
- 95 Clearcreek Twp O- Voting at Waynesville Community Church
- 130 Deerfield Twp DD- Voting at Grace Chapel
- 140 Carlisle City E- Voting at Baptist Tabernacle
- 154 Franklin Twp L- voting at New Vine
- 179 Hamilton Twp V- voting at Little Miami Primary
- 197 Morrow Village B- Voting at Little Miami Elementary
- 222 Turtlecreek Twp M- Voting at Armco Park
- 223 Turtlecreek Twp N- Voting at Grace Pointe Hunter

New Polling Locations:

- Armstrong Center 121 South Broadway Street, Lebanon
- Springboro City Building 320 West Central Avenue, Springboro

Recommended Precinct Location Moves:

- 22 Lebanon City J Moving from Turtlecreek Admin Building to Armstrong Center
- 62 Springboro City 1-B- Moving from St Francis to Southwest Church Springboro.
- 82 Clearcreek Twp B- Moving from St Francis to Southwest Church Springboro.
- 69 Springboro City 3-A- Moving from Springboro Eagles to Springboro City Building.
- 74 Springboro City 4-C- Moving from Springboro Eagles to Springboro City Building.
- 83 Clearcreek Twp C – Moving from Clearcreek Fire to St Francis (polling location closed)
- 85 Clearcreek Twp E – Moving from Clearcreek Fire to St Francis (polling location closed)
- 90 Clearcreek Twp J (only SPILT 2) Moving from Clearcreek Admin Building to Waynesville Community Church

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111 Deerfield Twp K- Portion of voters moving to Christ Church and a portion moving to North Cincinnati Church.

149 Franklin Twp G- Portion of voters moving from Grace Point Hunter to New Vine

196 Morrow Village- Moving small portion of voters from Little Miami to South Lebanon Community Center.

210 Turtlecreek Twp A- (only SPLIT 2) Moving from Towne Church to Grace Pointe Hunter

217 Turtlecreek Twp H- Portion of voters moving from Armco Park to Lebanon YMCA

90 Clearcreek Twp J= 895 reg voters (Clearcreek Twp Gov Building) (Only Split 2 voters moving to Waynesville Community Church)

166 Hamilton Twp C- Portion of voters moving from Little Miami High School to Little Miami Primary School

170 Hamilton Twp M- Portion moving from Hopkins Commons to Little Miami Primary

Motion: A motion to approve the changes was made by Member Lori Viars and seconded by Member Bethe Goldenfield, after a roll call vote, the motion passed unanimously.

4-0-0

7. Director/Deputy Report

The Director reported that because of the precincts we are creating we would need to purchase additional voting machines, voting booths and supplies. We have been communicating with the County Administrator and have approval to use our Technology Fund for the additional equipment.

8. Executive Session

MOTION: A motion to enter Executive Session for personnel issues per **Ohio Revised Code 121.22 G 1** was made by Member Bethe Goldenfield and seconded by Lori Viars. After a roll call vote, the motion passed unanimously.

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Enter Executive Session at 10:52 a.m.

Leave Executive Session at 11:58 a.m.

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9. Staff Review

The Director and Deputy have completed the annual staff evaluation review using the established matrix and the following recommendations were made:

Staff Member Increases:

Mala Gopalagowda \$.98

Cherie Shelton \$.94

Judy Shope \$.91

Gina Marrone \$.88

Joy Day \$.94

Noel Shamleffer \$.88

Dan Conway \$.62

It was recommended that Joy Day receive an additional \$3.00 hour raise for additional responsibilities that she has been performing.

The Board recommended a 4.09% increase for the Director and Deputy. They also stated that some members have received positive feedback on the office staff and they recognize and appreciate that we have a great staff.

Motion: A motion to approve the increases in staff pay was made by Member Lori Viars and seconded by Member Kathlene Applegate, after a roll call vote, the motion passed unanimously.

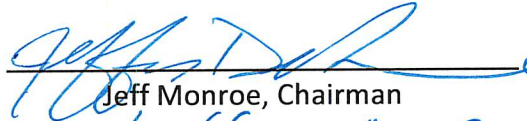
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There being no further business, the meeting was adjourned at 11:59 am.

The Warren County Board of Elections



Jeff Monroe, Chairman



Kathlene Applegate



Beth Goldenfield



Lori Viars



Attested – Brian Sleeth

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