

Board of Elections – Meeting Minutes

Date: December 3, 2025

Time: 9:00 AM

Location: Board of Elections Office

Call to Order

Chairman Dean Cook called the meeting to order at 9:00 AM.

Attendees

- Dean Cook, Chairman
- Barbara Luke, Board Member
- Fred Vogel, Board Member
- Brandon Clay, Director
- Michelle Forrider, Deputy Director
- Vicki Flanders, Election Specialist
- Brian Metzbower, Secretary of State Liaison

Approval of Minutes

The minutes from the November 17, 2025 and November 24, 2025, meeting were presented for approval.

Motion: Barbara Luke moved to approve the minutes as submitted.

Second: Fred Vogel seconded the motion.

Outcome: The motion carried unanimously.

Approval of Bills

The Board reviewed the invoices submitted for payment. Vendors included:

- Triad
- Elections Commission
- SCW License
- OAEO
- Dell

Motion: Barbara Luke moved to approve payment of the bills as presented.

Second: Fred Vogel seconded the motion.

Outcome: The motion was approved unanimously.

Year-to-Date Budget Review

Deputy Director Michelle Forrider presented the year-to-date budget report. She reported that the budget remains on track, with all expenditure lines expected to be nearly fully expended by the end of the fiscal year. No concerns were raised by the Board.

Board Schedule for 2026

Deputy Director Michelle Forrider presented the proposed Board meeting schedule for 2026. Upon review, two adjustments were made to better align with standard meeting patterns and accommodate board member availability:

- The February 11 meeting was rescheduled to Tuesday, February 10, for consistency with other meeting dates.
- The September 8 meeting was moved to September 15 to accommodate board member schedules.

Motion: Fred Vogel moved to approve the 2026 meeting schedule as amended.

Second: Barbara Luke seconded the motion.

Outcome: The motion was approved unanimously.

Chargebacks – November 2025 General Election

Deputy Director Michelle Forrider presented the Board with the chargeback summary for the November 2025 General Election. The total chargebacks to the county amounted to just under \$41,000.

Motion: Barbara Luke moved to approve the chargebacks as presented.

Second: Fred Vogel seconded the motion.

Outcome: The motion was approved unanimously.

Petitions – May 2026 Primary Election

The Board was presented with two candidate petitions for inclusion on the May 2026 Primary Election ballot. Both petitions were reviewed by the Board of Elections staff and were found to meet all statutory requirements for ballot placement. The candidates included:

- Andrea L. Weaver - County Auditor
- David Phillips – Judge of Court of Common Pleas (General Division)

Motion: Fred Vogel moved to approve the petitions based on the staff's recommendation.

Second: Barbara Luke seconded the motion.

Outcome: The motion was approved unanimously.

Holiday Hours

Deputy Director Michelle Forrider informed the Board of the County's scheduled holiday closures, which include December 25 and January 1.

Following discussion, the Board considered extending paid holiday leave for staff to cover the period from December 24, 2025, through January 2, 2026.

Motion: Barbara Luke moved to approve paid holiday leave for staff from December 24 through January 2.

Second: Fred Vogel seconded the motion.
Outcome: The motion was approved unanimously.

Executive Session – Staff Compensation Discussion

Motion to Enter Executive Session:

Motion: Fred Vogel moved to enter executive session to discuss staff compensation.

Second: Barbara Luke seconded the motion.

Roll Call Vote:

- Barbara Luke – Aye
- Fred Vogel – Aye
- Dean Cook – Aye

Motion to Exit Executive Session:

Motion: Barbara Luke moved to return to regular session.

Second: Fred Vogel seconded the motion.

Roll Call Vote:

- Barbara Luke – Aye
- Fred Vogel – Aye
- Dean Cook – Aye

Staff Compensation:

Motion: Barbara Luke moved to approve year-end compensation for each staff member totaling \$27,000, as outlined in the attached compensation addendum.

Second: Fred Vogel seconded the motion.

Outcome: The motion was approved unanimously.

Adjournment

Motion: Barbara Luke moved to adjourn the meeting.

Second: Fred Vogel seconded the motion.

Outcome: The motion was approved unanimously.

Time of Adjournment: 9:47 AM

Attest: Vicki Flanders

Vicki Flanders, Election Specialist

Chairman: Dean E. Cook

Dean Cook, Chairman