

**Butler County Board of Elections
Board Meeting Minutes
February 16, 2012**

The Butler County Board of Elections met on Thursday, February 16, 2012 for a regular meeting. Roll call was taken and present were Chairman Thomas Ellis, Member Judith Shelton, Member Frank Cloud, Member John Holcomb, Director Jocelyn Bucaro, Deputy Director Lynn Kinkaid, and Administrative Assistant Janaya Scott. Also present were Secretary of State Regional Liaison Keith Corman, and Bruce Carter of Hamilton.

Director Bucaro reviewed the bills and noted that most were election-related expenses. Member Holcomb moved to accept the bills, seconded by Member Shelton. Director Bucaro noted as of February 16, 2012 the Board owed no licensing fees. However, the DIMS-Net licensing would be reviewed in June 2012.

Roll Call:

Chairman Ellis	yea
Member Cloud	yea
Member Shelton	yea
Member Holcomb	yea

All in favor; motion carried

The Board reviewed the Minutes from the January 4, 2012 and the January 9, 2012 meetings. Member Holcomb requested that a mistake in the minutes from January 9 in the spelling of Nanci Lanni's name be corrected. A motion was made by Member Cloud to approve the Minutes as amended, seconded by Member Holcomb.

Roll Call:

Chairman Ellis	yea
Member Cloud	yea
Member Shelton	yea
Member Holcomb	yea

All in favor; motion carried

Director Bucaro reviewed the following Directives with the Board:

01/11/2012	2012-03	First Choice for President for March 6, 2012 Primary Election Ballot
01/12/2012	2012-04	Backup Optical Scan Ballots for Voters in Counties Using DRE Voting Machines As Their Election Day Voting System for the March 6, 2012 Primary Election
01/17/2012	2012-05	Addition of William M. O'Neill as a Candidate for Ohio Supreme Court
01/20/2012	2012-06	Reminder to Boards of Elections to Comply with the NEOCH Consent Decree and Post Required Notices
01/21/2012	2012-07	Supplemental Petition Proposing an Addition to the Ohio Revised Code
01/25/2012	2012-08	Unofficial Canvass – March 6, 2012 Primary Election
01/31/2012	2012-09	Access to Polling Locations and Verification of Accessible Polling Locations
02/03/2012	2012-10	Official Canvass and Report Forms for March 6, 2012 Primary Election

There were no Advisories.

Director Bucaro reviewed the following Memoranda from the Secretary of State and other correspondence with the Board:

01/09/2012	SOS Online Training Information March 2012 (Laura Pietenpol)
01/04/2012	ES&S Unity 3.0.11 Recertification (Matt Masterson)
01/10/2012	FAQ for Provisional Ballot Envelope (Matt Damschroder)
01/13/2012	Redistricting Implementation Funds – Sub. H.B. 319 (Matt Damschroder)
01/19/2012	Automated Election Night Reporting (Matt Masterson)
01/20/2012	UOCAVA Ballots and Mandatory Survey (Matt Damschroder)
01/20/2012	Swearing In of New Board Members (Jon Husted)
01/24/2012	Financial Disclosure Statements for Candidates and Public Officials (Matt Damschroder)
01/27/2012	Deceased Ohioans Reports (Robin Fields)
01/27/2012	Reminder – End of Voter Registration Extended Hours

(Matt Damschroder)

- 02/01/2012 ADA Poll Worker Training Grant Applications (Joy West)
- 02/01/2012 Secretary of State Precinct Election Official Training and Resource Materials (Laura Pietenpol)
- 02/01/2012 Candidate Lists for Primary Election (Melanie Poole)
- 02/01/2012 PEO Red Carpet – Call for Nominations (Laura Pietenpol)
- 02/03/2012 SOS Publications and Voting Stickers Update – Shipping Start Dates (Laura Pietenpol)
- 02/07/2012 Reminder: Financial Disclosure Statement (Keith Cunningham)
- 02/09/2012 Reminder of Directive 2012-09 (Joy West)
- 02/09/2012 Layout Error for Green Party Ballots in Some Counties (Matt Damschroder)

Other Communications:

- | <u>Date:</u> | <u>Subject:</u> |
|---------------------------|--|
| 01/10/12 | Accessible Voting Innovation Challenge at OpenIDEO (Aaron Ockerman) |
| 01/14/12 | 2012 Preview (Aaron Ockerman) |
| 01/14/12 | Submitted Petition – Medical Marijuana (Mike DeWine, Ohio Attorney General) |
| 01/19/12 | Bill Introduction (Aaron Ockerman) |
| 01/18/12 | Notice of OAEO Officials Board of Trustees (Aaron Ockerman) |
| 01/21/12 | HB 319 Money (Aaron Ockerman) |
| 01/25/12 | Submitted Petition – Freedom to Choose Whether to Participate in a Labor Organization (Mike DeWine, Ohio Attorney General) |
| 01/26/12 | Husted Calls for Repeal, Replacement of HB 194 (Aaron Ockerman) |
| 01/24/12 | New Contact Info (Aaron Ockerman) |
| 01/26/12 through 02/09/12 | Misc Items Regarding HB 194 (Aaron Ockerman) |
| 01/30/12 | SOS PowerPoint Presentation (Aaron Ockerman) |
| 02/06/12 | Ohio Public Notice Website (Aaron Ockerman) |
| 02/07/12 | Legislative Committee Minutes (Aaron Ockerman) |
| 02/09/12 | Federal Judge Order Disputed Hamilton County Ballots Counted (Aaron Ockerman) |
| 02/11/12 | Husted to AG Holder: Inconsistent Federal Law Opens Door to Voter Fraud. |

There was no Old Business.

Director Bucaro presented the Board with a Polling Place list showing the number of Touch Screen Units (TSX) allocated for each Polling Place. The allocation allows one voting machine for every one hundred sixty-five active voters, which exceeds the standards set by Ohio Revised Code 3501.29 and 3501.30. Chairman Ellis suggested that for the November 2012 election, the Board allocate one additional machine per polling place. A motion was made by Member Holcomb to approve the TSX Unit allocation as presented. The motion was seconded by Member Shelton.

Roll Call:

Chairman Ellis	yea
Member Holcomb	yea
Member Cloud	yea
Member Shelton	yea

All in favor; motion carried.

Director Bucaro then shared an update on Early Voting, noting that 2,992 ballots have been issued. She noted that turnout has been slow, with roughly half the number of voters who turned out at this time in 2008.

Director Bucaro presented the charge backs for the cities, villages and townships for the November 2011 election to the Board. The total cost for chargeable items for the November 2011 election was \$413,938.56. A breakdown of the chargeback for each precinct to the cities, townships, and villages was shared. A motion to approve the charge backs was made by Member Cloud and seconded by Member Holcomb.

Roll Call:

Chairman Ellis	yea
Member Holcomb	yea
Member Cloud	yea
Member Shelton	yea

All in favor; motion carried.

Per Directive 2012-04 requiring boards of elections to adopt a wait time policy directing election officials when to announce that paper ballots are available, Director Bucaro presented a draft policy to the Board establishing a 15-minute wait time. The Board discussed the benefits of making the time shorter. The language was amended to shorten the time to 10 minutes. Member Holcomb moved to approve the following policy language as amended:

In order to ensure a positive voting experience for all voters, precinct election officials must monitor wait times when lines form at polling places on Election Day. The Location Technician assigned to a polling place will monitor the wait time for voters waiting to vote on electronic voting machines. When the wait time **exceeds 10 minutes**, the Location Technician must notify the Presiding Judge of each precinct at the polling location. The Presiding Judges must then announce to the voters waiting in line that paper ballots are available.

In the absence of a Location Technician, the Presiding Judge at the polling location will monitor the wait time. If the time exceeds 15 minutes, the Presiding Judge must announce the availability of paper ballots.

The motion was seconded by Member Shelton.

Roll Call:

Chairman Ellis	yea
Member Holcomb	yea
Member Cloud	yea
Member Shelton	yea

All in favor; motion carried.

Director Bucaro also presented a new policy to authorize the Director and Deputy Director or designated staff to examine and categorize provisional envelopes for validity. She noted that this policy formalizes the process that has been used in previous elections. Chairman Ellis noted that the Board would still have the opportunity to review Provisional Ballots after staff does an initial check. Member Cloud moved to approve the following policy:

The Butler County Board of Elections authorizes the Director and Deputy Director, and/or authorized Board personnel, to examine and categorize provisional ballot envelopes for validity. Only the Board Members may determine the validity of the provisional ballots by voting during a duly noticed public meeting.

The motion was seconded by Member Holcomb.

Roll Call:

Chairman Ellis	yea
Member Holcomb	yea
Member Cloud	yea
Member Shelton	yea

All in favor; motion carried.

Director Bucaro noted that she and Deputy Director Kinkaid had been reviewing and updating the contingency plans. The last plan was adopted by the Board in 2009. They met recently with the Emergency Management Agency (EMA) staff, who agreed to supply three of the 800mhz radios in case of an emergency in order to be part of the county's emergency communication network on Election Day. Director Bucaro is awaiting a decision from the Secretary of State regarding the use of county employees as back-up Poll Workers in the event of an emergency even if their employers are on the ballot. The Auditor's office has pledged at least 10 workers if an emergency arises.

Director Bucaro noted that the website redesign was almost finished and the design's aesthetic was the main issue. Chairman Ellis mentioned he had reached out to SOE Software, which provides Election Night Reporting tools and Election specific software that would allow for election results to be modified into charts and graphs, and make for a clearer understanding of election night results on the website. Director Bucaro mentioned that the SOE would conduct an on-line demo of the software for staff in the next week.

Deputy Director Kinkaid mentioned that we were still in need of 200 Poll Workers. He noted that the classes were going very smoothly and that Poll Workers seemed to enjoy using the Express Pollbooks. Deputy Director Kinkaid also presented the Board's answer to Eva Kessler about volunteering as a Poll Worker. Finally, Deputy Director Kinkaid shared Trina Spradling's retirement letter, which she notes will be effective March 31, 2012.

Chairman Ellis inquired about the status of the purchase or lease of the Ballot-On-Demand system from Advance Ballot Solutions. Director Bucaro noted that

she had received the purchase agreement contract from Advance Ballot Solutions (which is now owned by Elections Systems & Software) earlier in the week and forwarded it to Assistant County Prosecutor Roger Gates for review. Following his review of the contract, the Board would review and approve. Director Bucaro further noted that Mr. Gates has not heard anything more from the Ohio Attorney General on the question of leasing the equipment and that it has now been more than eight weeks since his last update.

Member Shelton recommended that in accordance with R.C. 121.22 (G) (1) a motion be made to go into Executive Session to discuss personnel. The motion was made by Member Holcomb, seconded by Member Cloud. Roll Call:

Chairman Ellis	yea
Member Holcomb	yea
Member Cloud	yea
Member Shelton	yea

All in favor; motion carried.

Upon returning from Executive Session, Member Shelton made a motion to increase the Director's salary to \$93,150.00 annually beginning February 16, 2012. Member Cloud seconded.

Roll Call:

Chairman Ellis	yea
Member Cloud	yea
Member Holcomb	yea
Member Shelton	yea

All in favor; motion carried.

The Board then formally thanked John Holcomb for his years of service. Member Cloud made a motion to adjourn and Member Holcomb seconded.

Roll Call:

Chairman Ellis	yea
Member Cloud	yea
Member Holcomb	yea
Member Shelton	yea

All in favor; motion carried.

Meeting adjourned.

BILLS
February 16, 2012

0001-0076-200000	Office supplies	1,891.76
0001-0076-210000	Postage	64.27
0001-0076-290000	Other mat'l & supplies	9,888.19
0001-0076-300001	Maint & repair - equipment	1,237.50
0001-0076-300310	Rental/lease - equip & vehicles	1,612.47
0001-0076-300500	Travel & training	634.00
0001-0076-300550	Employee job related mileage	5.00
0001-0076-300750	Telephone & communications	933.21
0001-0076-390000	Contract services	22,103.01
0001-0076-390000-13	Temporary Contract Workers	4,066.08
	TOTAL BILLS	42,435.49
PAID FROM THE GENERAL FUND		

BILLS
February 16 , 2012

OFFICE SUPPLIES (200000)

All Computer Supplies

2 paper feed rollers for HP printer 29.90

Office Depot

Office supplies 73.38

Office supplies 238.97

Office supplies 282.48

Office supplies 1,012.47

Office supplies 12.74

Office supplies 241.82

TOTAL OFFICE SUPPLIES (200000) 1,891.76

POSTAGE (210000)

FedEx

Shipments 12/23/11 and 1/5/12 27.74

Shipments 1/9/12 and 1/27/12	36.53
TOTAL POSTAGE (210000)	64.27
GAS-FUEL-OIL (240000)	
Voyager Fleet Systems Inc	
Fuel purchases, December 2011	33.94
TOTAL FUEL PURCHASES (240000)	33.94
OTHER MATERIAL/SUPPLIES (290000)	
American Printing	
4,500 pollworker request cards	1,315.00
Dayton Legal Blank	
3 campaign expense report books #30-L	117.00
20,000 form 10-S confirmation cards	1,400.00
100 white ballot boxes	370.00
Lowe's	
Tape to label electronic pollbooks	46.80
300 3 ft 6-outlet power strips for electronic pollbooks	793.50
Office Depot	
60 neck pouch name badges	218.59
1,600 copies pollworker training presentation	3,957.60
Tech Depot	
80 ethernet switches and 250 10 ft. certified patches for electronic pollbooks	1,669.70
TOTAL OTHER MATERIAL/SUPPLIES (290000)	9,888.19
MAINT & REPAIR - EQUIPMENT (300001)	
All Computer Supplies	
Repair of HP printer	79.00
Elections Systems and Software Inc.	
400 expresspoll thermal printer paper rolls	1,158.50
TOTAL MAINT & REPAIR - EQUIPMENT (300001)	1,237.50
RENTAL/LEASE - EQUIP & VEHICLES (300310)	
General Electric Capital Corp	
Copiers lease and maintenance biz hub C353 and 362, 4/1/12-6/30/12	1,612.47
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (300310)	1,612.47
TRAVEL & TRAINING (300500)	
Bucaro, Jocelyn	

Mileage, meals and valet tip, OAEO conference, Columbus, 1/24/12-1/26/12	167.00
Ellis, Tom	
Mileage, OAEO conference, Columbus, 1/25/12-1/27/12	110.00
OAEO	
Ohio registered election official class, 2 BOE staff	120.00
Piper, Nancy	
Mileage, parking and valet tip, OAEO class, Columbus, 1/25/12	130.00
Smith, Mickey	
Mileage, meals and valet tip, OAEO conference, Columbus, 1/25/12-1/26/12	107.00
TOTAL TRAVEL & TRAINING (300500)	634.00
EMPLOYEE JOB RELATED MILEAGE (300550)	
Paulsen, Bernetta	
Mileage, 12/19/11 and 12/20/11 to Treasurer's office and Auditor's office	5.00
TOTAL EMPLOYEE JOB RELATED TRAVEL (300550)	5.00
TELEPHONE & COMMUNICATIONS (300750)	
Cincinnati Bell Wireless	
Election cell phones, 12/14/11-12/31/12	563.56
Election cell phones, 1/1/12-1/13/12	369.65
TOTAL TELEPHONE & COMMUNICATIONS (300750)	933.21
OTHER CONTRACT SERVICES (390000)	
APG	
Labor to make changes to Pollworker Dept. cubicle layout	275.00
Data Information Management Systems	
DIMSNet maintenance, 12/1/11 - 12/31/11	5,766.13
DIMSNet maintenance, 01/01/12-01/31/12	5,766.13
Dell Marketing	
VLA microsoft sql server 2008 standard license	4,632.67
Ikon Office Solutions	
Maintenance, Canon 9000S fax, 12/31/11 - 12/30/12	393.10
Maintenance, Canon LC710 fax, 12/31/11 - 12/30/12	313.49
Neopost	
Maintenance, 1/1/12 - 12/31/12; folder/sorter, tabber and 2 letter openers	3,633.21
Prosource	
Maintenance, 1/1/12 - 3/31/12, E1354 model 600 copier	227.78
Rei Construction	
Rewire lighting in warehouse	955.00
Repair hanging electrical plugs in warehouse	140.50

TOTAL OTHER CONTRACT SERVICES (390000)

22,103.01

ELECTION MILEAGE AND CELL PHONE (390000-390000012)

TEMP AGENCY CONTRACT WORKERS (390000-390000013)

Robert Half International Inc

Robert Half - Office Team, week ending 12/9/11	583.24
Robert Half - Office Team, week ending 12/16/11	609.35
Robert Half - Office Team, week ending 1/27/12	1,276.87
Robert Half - Office Team, week ending 2/3/12	1,596.62

TOTAL TEMP AGENCY CONTRACT WORKERS (390000-390000013)

4,066.08

Thomas W. Ellis, Chairman

Jocelyn Bucaro, Director

John M. Holcomb, Member

Judith A. Shelton, Member

Frank Cloud, Member