

**Butler County Board of Elections
Board Meeting Minutes
May 30, 2012**

The Butler County Board of Elections met on Wednesday, May 30, 2012, at 12:05 p.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Judy Shelton, Member Tom Ellis, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro, Administrative Coordinator Donna DeFazio, and Administrative Coordinator Tiffany Harmon.

Chairman Cloud asked that the Board first discuss new business. He stated that the Commissioners have approved the budget as discussed in the May 9, 2012 and May 14, 2012 meetings. Member Shelton moved to recommend that the Director and Deputy Director put into place the organizational chart approved by the Board at the May 14, 2012 meeting and the salary structure agreed upon in that meeting effective June 4, 2012. The motion was seconded by Member

Carter. Roll Call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor; motion carried.

Returning to the agenda order, Chairman Cloud asked for a review of the bills.

Director Kinkaid stated that the bills totaled \$86,387.88. Member Ellis moved to approve the bills as submitted. The motion was seconded by Member Carter.

Roll Call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor; motion carried.

BILLS
May 30, 2012

0001-0076-200000	Office supplies	3,320.14
0001-0076-210000	Postage	795.00
0001-0076-250000	Equipment, non capital	600.00
0001-0076-290000	Other mat'l & supplies	14,333.74
0001-0076-300001	Maint & repair - equipment	227.81
0001-0076-300500	Travel & training	677.00
0001-0076-300550	Employee job related mileage	42.00
0001-0076-300750	Telephone & communications	2,091.48
0001-0076-390000	Contract services	17,505.99
0001-0076-390000-11	Polling Place Rentals	910.00
0001-0076-390000-13	Temporary Contract Workers	5,198.72
0001-0076-420000	Equipment, capital	40,686.00
	TOTAL BILLS	86,387.88
PAID FROM THE GENERAL FUND		

BILLS
May 30 ,
2012

OFFICE SUPPLIES (200000)

All Computer Supplies

Toners for HP and Cannon printers

1,961.81

American Printing	
500 business cards each; L. Kinkaid, J. Bucaro, J. McKinnon, T. Harmon	220.00
Darkroom	
8 x 10 color photo reprint of board member, B. Carter	3.29
Hathaway Stamps	
1 gold/black name badge, R. Watson	12.50
Murphy Supply Company	
Kitchen supplies	44.00
Kitchen supplies	44.00
Office Depot	
Office supplies	41.92
Office supplies	17.99
Office supplies	81.28
Office supplies	127.49
Office supplies	192.90
Office supplies	247.43
Office supplies	102.52
Office supplies	66.01
Security Lock	
Remove strikeplate in early voting conference room, install dogging pin for panic device	157.00
TOTAL OFFICE SUPPLIES (200000)	3,320.14
POSTAGE (210000)	
United States Postal Service	
BRM #32001 annual maintenance, 4/5/12-4/4/13	605.00
BRM permit #32000, 3/25/12 - 3/24/13	190.00
TOTAL POSTAGE (210000)	795.00
EQUIPMENT, NON CAPITAL (250000)	
ProSource	
Copier Biz Hub 350	600.00
TOTAL EQUIPMENT, NON CAPITAL (250000)	600.00
OTHER MATERIAL/SUPPLIES (290000)	
Clendenin, Erin	
Snacks for BOE staff during election recount 3/26/12	27.57
Dayton Legal Blank	
4 30-L receipt books, campaign expense	155.00
Digi Key Corporation	
1,700 motherboard batteries for TSX units	1,724.74

Dominion Voting Systems	
TSX units shipping cost (units for repair)	332.88
Home Depot	
Cleaning supplies and duct tapes for warehouse	63.11
Novavision	
25,000 security seals with barcode	5,167.50
Office Depot	
100 sandisk flash cards for electronic pollbooks	1,678.00
6 sandisk all-in-one usb flash drive for electronic pollbooks	209.94
Pro Source Paper	
5,000 thermal paper rolls for TSX units	4,975.00
TOTAL OTHER MATERIAL/SUPPLIES (290000)	14,333.74

MAINT & REPAIR - EQUIPMENT (300001)

Dominion Voting Systems Inc	
Repair TSX units	227.81
TOTAL MAINT & REPAIR - EQUIPMENT (300001)	227.81

TRAVEL & TRAINING (300500)

Smith, Mickey	
Mileage, DIMS user conference, Mansfield, 5/10/12	170.00
Spirit Seminars and Consulting	
Seminar, "Would you do business with you", 5/24/2012	507.00
TOTAL TRAVEL & TRAINING (300500)	677.00

EMPLOYEE JOB RELATED MILEAGE (300550)

Piper, Nancy	
Mileage and parking, SOS media event, Montgomery county, 5/11/12	42.00
TOTAL EMPLOYEE JOB RELATED TRAVEL (300550)	42.00

TELEPHONE & COMMUNICATIONS (300750)

Cincinnati Bell Wireless	
Election cell phones, 3/14/2012 - 4/13/2012	1,045.74
Election cell phones, 4/14/2012 - 5/13/2012	1,045.74
TOTAL TELEPHONE & COMMUNICATIONS (300750)	2,091.48

OTHER CONTRACT SERVICES (390000)

Advanced Ballot Solutions	
Ballot on demand on-site printing service, 3/6/12 election	4,066.35
Data Information Management Systems	
DIMSnet monthly maintenance fee, March 2012	5,766.13
Dominion Voting Systems	
2 day election support, 3/6/12 election	2,730.00
1 day support, 3/6/12 election, official run	1,400.00
1 day election support, 3/6/12 election, recount	1,400.00
Middletown Board of Education, Treasurers Ofc	
Custodial services, polling location, 3/6/12 election	720.00
Prosource	
Flex and color copies, 12/24/11 - 3/23/12	970.73
Maintenance contract for copiers, 4/1/12-6/30/12	227.78
Triangle Sign	
Change lettering of director and deputy director job position on front glass entrance	95.00
Change lettering of chairman and board member on front glass entrance	130.00
TOTAL OTHER CONTRACT SERVICES (390000)	17,505.99
POLLING PLACE RENTALS (390000-390000011)	
3/6/12 election	910.00
TOTAL POLLING PLACE RENTALS (390000-390000011)	910.00
TEMP AGENCY CONTRACT WORKERS (390000-390000013)	
Robert Half International Inc	
Office team, week ending 3/16/12	1,607.66
Office team, week ending 3/23/2012	1,642.48
Office team, week ending 3/30/2012	1,948.58
TOTAL TEMP AGENCY CONTRACT WORKERS (390000-390000013)	5,198.72
CAPITAL EQUIPMENT (420000)	
Advanced Ballot Solutions LLC	
Balotar ballot on demand printing system	40,686.00
TOTAL EQUIPMENT, CAPITAL (420000)	40,686.00

Member Ellis asked if it would be possible for the Board to receive a year-to-date sheet of account balances that includes remaining percentages for future board meetings. Deputy Director Bucaro replied that would be no problem for us to provide.

Minutes of the May 9, 2012 meeting, were reviewed by the Board. Member

Shelton moved to approve the Minutes, seconded by Member Ellis. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor; motion carried.

Director Kinkaid reviewed the following Directives with the Board:

05/18/2012 2012-16 Revisions to BMV and SSA Voter Records Information Verification Program
On July 2, 2010, the Secretary of State's office issued Directive 2010-56 to establish a method by which counties are to contact first-time registered voters whose information does not match information on file with the Bureau of Motor Vehicles and/or the Social Security Administration. This Directive reaffirms the ongoing Voter Records Information Verification Program outlined in Directive 2010-56 with one minor revision: county boards of elections are not required to issue a confirmation notice if the nonmatch is the result of a data entry error by the board of elections. Accordingly, this Directive replaces Directive 2010-56, which is rescinded.

05/18/2012 2012-17 Maximum Duplicate Voter Record Threshold
This Directive establishes a maximum duplicate threshold for all counties to follow.

Deputy Director Jocelyn Bucaro stated that we always meet or exceed this.

05/18/2012 2012-18 Using the State and Territorial Exchange of Vital Events (STEVE) Database to Cancel Voter Records of Deceased Ohioans
This Directive addresses county procedures for the receipt and processing of registration database activities from the State and Territorial Exchange of Vital Events (STEVE). This Directive replaces Directive 2010-90, which is rescinded.

05/18/2012 2012-19 Ensuring a More Accurate and Efficient Statewide Voter Registration Database (SWVRD)
This Directive addresses county procedures for the receipt and processing of registration database updates from the Bureau of Motor Vehicles (BMV).

05/25/2012 2012-20

UOCAVA Voting

This Directive explains federal and state laws requiring each county board of elections to process uniformed services and overseas voters' absentee ballot applications and absentee ballots by completing four steps. Failure to complete any of these four steps is grounds for removal. To aid in meeting the 45 day requirement, Boards must have personnel onsite to accept UOCAVA applications, review them for validity, and issue ballots on the 45th day prior to the election. This Directive replaces Directive 2010-62, Directive 2010-63, and Advisory 2010-06, which are rescinded.

The following Memoranda from the Secretary of State were reviewed with the Board by Director Kinkaid.

Date

Subject

05/16/2012

**2012 SOS Summer Regional Meetings:
Open of Registration (Laura Pietenpol)**

The Office of the Secretary of State opened online registration for their Summer Regional Meetings to be conducted throughout the state during the month of June.

Director Kinkaid stated that the Cincinnati area meeting is on June 13, 2012 and several staff members will be attending. Deputy Director Bucaro, Member Shelton, and Election Services Manager Mickey Smith will be attending the meeting in Columbus on June 28.

05/18/2012

This communication informs us of a project to check in with local boards of elections on information technology security. (Danielle Sellars)

Danielle Sellars visited Butler County on May 23, 2012. She informally observed the implementation of Directives 2008-56 and 2008-73 pertaining to voting system security and tabulation system security. In addition to reviewing items from those security directives she gathered information from the GEMS server to confirm that all systems in use throughout the state are running the certified configuration of the tabulation system.

Director Kinkaid stated we received an excellent report.

05/23/2012

Secretary of State Husted expands "Vote in Honor of a Veteran" program

Through Vote in Honor of a Veteran, Ohio voters have the opportunity to share their pride and love for an individual who has served in the military by dedicating their votes to them. Each voter who participates in the program receives a special Vote in Honor of a Veteran lapel pin to wear with pride on Election Day.

Approximately 4,000 Ohioans have already signed up to dedicate their votes.

05/29/2012

Webinar Announcement: EAC Survey

During this webinar important information will be provided to the boards relating to the "EAC Survey". The webinar will provide information on the reporting requirements for the federally mandated report with explanations on what data is required to be reported and suggestions for making the process of reporting easier.

There were no Secretary of State Advisories to go before the Board.

Director Kinkaid presented Certificate of Records Disposal. Member Ellis moved to approve record disposal as submitted by Director Kinkaid. The motion was seconded by Member Shelton. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Ellis yea

All in favor, motion carried.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, Ohio 43205

Board Approved: yes Date: 5-30-12

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Butler County	Board of Elections	Lynn Kinkaid	513-887-3700	Boe & Record Center
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
1802 Princeton Rd., Suite 600	Hamilton	45011	Butler	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

Questions: Contact Record Commission Secretary, Rhonda Freeze: 887-3437 or freezer@butlercountyohio.org

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** or **Application for One-Time Records Disposal (RC-1)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Lynn S. Kinkaid
(signature of responsible official)

Director
(title)

513-887-7917
(telephone number)

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 1982 Velma Avenue
 Columbus, Ohio 43205

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with PART 1.

Butler County Board of Elections
(political subdivision name) (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction <small>(15 business days from receipt by OHS-LGRP)</small>	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Poll books and Summary Sheets	CBE19 BOE19		Paper		2/7/2006		June 22, 2012	
Poll Lists	CBE20 BOE20		Paper		5/4/2010		June 22, 2012	
Transmittal Forms	CBE73 BOE73		Paper		1/2011-12/2011		June 22, 2012	

Board of Elections Dept: All Departments Date Submitted to Admin.: 5/22/12 Total Boxes: 38

Form: SAO/LGRP-RC3 (part 1), Revised March 2009



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 1982 Velma Avenue
 Columbus, Ohio 43205

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Butler County Board of Elections
(political subdivision name) (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction <small>(15 business days from receipt by OHS-LGRP)</small>	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Acknowledgement /Confirmation Cards Undeliverable	CBE47 BOE47		Paper		3/4/2008		June 22, 2012	
Duplicate reports generated by statewide voter database	CBE70 BOE70		Paper		1/2011-12/2011		June 22, 2012	
Change of address/name notifications	CBE36 BOE36		Paper		3/4/2008		June 22, 2012	

Board of Elections Dept: All Departments Date Submitted to Admin.: 5/22/12 Total Boxes: 38

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Butler County Board of Elections
(political subdivision name) (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Provisional ballot affirmations	CBE-40 BOE40		Paper		3/4/2008		June 22, 2012	
Inventories 3yrs provided audited	BOE-ADM69		Paper		1/1996-12/2005		June 22, 2012	
Tape recordings	BOE-ADM79		Paper		2004-2008		June 22, 2012	

Board of Elections Dept: All Departments Date Submitted to Admin.: 5/22/12 Total Boxes: 38

Form: SAO/LGRP-RC3 (part 1), Revised March 2009

Member Carter questioned the disposal of meeting tapes. Administrative Coordinator Harmon explained the retention schedule dictates that verbatim recordings of meetings can go for destruction two years after being summarized into official minutes.

Director Kinkaid presented the resume of Kimberly Ellenburg. He explained that Ms. Ellenburg has been interviewed by himself, Deputy Director Bucaro, and Early Voting Department Manager JacRisya McKinnon. She is a Republican who will fill the position of Kaye Sabota, who is retiring. Starting salary was discussed to be \$30,000 increasing to \$33,500 in six months. Member Ellis questioned starting a new employee below the new salary structure. Member Shelton said the new salary should also apply to Ragina Watson, recently hired for the Voter Registration Department.

Member Ellis moved to hire Kimberly Ellenburg at a salary of \$33,500 beginning on June 11, 2012. The motion was seconded by Member Shelton. Member Shelton stated that she would like to see new employees come into the Board

meeting for introductions in the future and she was pleased with Ms. Ellenburg's resume and added that she should fit in well with our staff. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor, motion carried.

Deputy Director Bucaro stated that she previously emailed the Board Members a draft of the new Administration Policy regarding Vote Tabulation Server Security, in compliance with Directive 2008-73. Member Ellis moved to adopt the new Administration Policy regarding Vote Tabulation Server Security. The motion was seconded by Member Shelton. Deputy Director Bucaro stated that this is included in the Election Administration Plan that must be submitted to the Secretary of State no later than July 9, 2012. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor, motion carried.

Ms. Bucaro informed the Board that the personnel policy manual is now in its final stages and will be presented to the Board this summer for review and approval.

She stated that we have sold 30 more encoders to Crawford and Carroll Counties and will send out a letter to sell more in larger bundles. A total of \$1,500.00 was received for these new sales, and we still have about 450 remaining to sell.

Our office received reimbursement for paper ballots from the March Primary Election. We estimated that our office would need 9,405 paper ballots to meet the 10% threshold over 2008, and only 8,002 ballots were printed. The cost of \$2,560.64 was reimbursed from the State.

Ms. Bucaro then explained that lots of paper is used photocopying and creating board packets and Board Members leave their packets behind after meetings. She questioned if it would be sufficient if Directives and communications from the Secretary of State's office were no longer photocopied for their packets, but retain the summary in the agenda. She explained that the Board Members receive communications from the Secretary of State electronically prior to Board Meetings. Chairman Cloud suggested that at least one hard copy packet be available at the meeting, but that otherwise he agrees with the change. The Board Members agreed to have one hard copy available at future Board meetings.

Ms. Bucaro informed the Board that Janaya Scott's position in the Early Voting Department will be filled by a Democratic worker in the future.

Director Kinkaid stated the purchase of the SOE software is now complete. Deputy Director Bucaro stated that the price is under \$15,000.

The Board briefly discussed the structure of the Protest Hearing for the candidacy of Greg Jolivet for the seat of State Representative, 51st District.

Member Carter moved to adjourn. Member Shelton seconded the motion. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor, motion to adjourn

The meeting was adjourned at approximately 3:50 p.m.

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

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Thomas W. Ellis, Member

Judith A. Shelton, Member

Bruce Carter, Member