

**Butler County Board of Elections  
Board Meeting Minutes  
July 20, 2012**

The Butler County Board of Elections met on Friday, July 20, 2012, at 10:00 a.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 and Administrative Coordinators Tiffany Harmon and Donna DeFazio. Melissa Trotta and Cara Hardig joined the Board Meeting after A.J. Smith addressed the Board. Guests were Keith Corman, SOS Regional Liaison and A.J. Smith, Middletown City Council.

A.J. Smith spoke to the Board in regard to campaign finance issues and problems with his filings which include missing receipts and statements and mathematical errors. A detailed report was distributed to the Board by Ms. Trotta. Member Ellis asked that the Board be informed when complaints are filed with Ohio Election Commission in the future. Member Carter suggested in future that complaints be put on the agenda under the Director's Report. The Board asked Mr. Smith to get a statement from the bank, statement from vendors and correct mathematical errors on the cover page. Mr. Smith will appear before the Board at the August 7, 2012 meeting to finalize compliance issues. A letter to the Ohio Elections Commission will be sent from the Director to advise that Mr. Smith appeared before the Board.

Member Ellis moved to approve the minutes from July 9, 2012. Member Carter seconded the motion. Roll Call:

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

All in favor; motion carried.

Chairman Cloud asked Director Kinkaid to review Directives and Memoranda.

**Directives:**

**7/12/2012 2012-26 Absentee Voting**  
*This Directive is a summary of Ohio law regarding absentee voting. This Directive rescinds Directives 2010-95, 2010-93, 2008-109, 2008-50, 2008-47, and 2008-26, Advisories 2008-28, 2008-19 and 2008-18 and Memoranda issued on October 16, 2009 and September 5, 2008*

Deputy Director Bucaro explained the Directive has changed the process for the returned ballots. In the past, when a voter returned an absentee ballot unsealed in the ID envelope or the ballot was not in the envelope, we had to call the voter to come in and correct the problem or the ballot would not be counted. The Directive now enables board employees to seal envelopes or place the ballots in the envelopes.

**7/12/2012 2012-27 Backup Optical Scan Ballots for Voters In Counties using DRE Voting Machines as their Election Day Voting System for the November 6, 2012 Presidential General Election**  
*This Directive requires every board of elections using DRE voting machines as its Election Day voting System to print and supply all precincts with centrally counted optical scan ballots as backup paper ballots at the November 6, 2012 presidential general election. Directives 2012-04, 2010-61, 2008-107, 2008-59, and 2008-01, and the Memorandum of July 25, 2008 are hereby rescinded.*

**Memoranda from the Secretary of State:**

**7/09/2012 Precinct Election Official Public Service Announcement (Laura Pietenpol)**  
*To continue to help raise awareness about the need for new PEO's Secretary Husted has put together a public service announcement. The PSA is a 30 second spot that highlights the initiative and opportunity for Ohioians to get involved.*

**7/10/2012 Reminder of Directive 2012-09 (Joy A. West)**  
*The Verification of Accessible Parking (Form 16) and the Verification of Accessible Polling Locations (Form 17) are due by **Monday, August 6, 2012.***

**7/10/2012 Statewide Duplicates (Matthew Masterson)**  
*All counties are doing a fantastic job processing the BMV data. Counties are doing a great job working through all identified duplicates*

7/13/2012

**Secretary of State Husted Announces Poll Worker Training and Development Funding**

*Release of funds part of ongoing preparations for the 2012 Presidential Election. Butler County's share of total funds \$22,801.16*

Under Old Business, Deputy Director Bucaro reviewed information on the redistricting petition. Butler County received 8,286 signatures of which 4,507 were valid.

Under New Business, Director Kinkaid distributed a breakdown of the number of back-up optical scan ballots and provisional ballots needed for each precinct in the November 6, 2012 general election. Deputy Director Bucaro stated the back-up paper ballots were equal to 20 percent of the turnout in 2008 in each precinct as required by Directive 2012-27. A total of 46,080 paper ballots will be needed, exceeding the \$10,000 maximum required under state law that necessitates a competitive bid. A motion was made by Member Carter to order 46,080 ballots and submit the contract for printing out for bid; seconded by Member Ellis. Roll call:

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

All in favor; motion carried.

The Board then considered a proposal for allocating TSX Voting Units for each precinct for the November 6, 2012 Election. Member Shelton moved to approve the machine allocation as presented to the Board; seconded by Member Carter.

Roll call:

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

All in favor; motion carried.

Deputy Director Bucaro informed the Board that we are using a new moving company, Commerical Works, for the August Special Election. No decision has

been made about movers for the November Election, but it is presently the Director and Deputy Director's position that no changes be made for the presidential election and prefer to use University Moving, which has been excellent for our recent elections.

Director Kinkaid distributed a proposal to establish extended Early Voting hours for the November Election. Deputy Director Bucaro highlighted a change in weeknight extended hours from Wednesday to Tuesday. A motion was made by Member Carter to establish the Early Voting hours as presented; seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

Director Kinkaid asked the Board to certify Judge Kevin McDonough for the November 6, 2012 General Election ballot. A motion was made by Member Carter to certify Mr. McDonough to the ballot; seconded by Member Ellis. Roll call:

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

All in favor; motion carried.

Deputy Director Bucaro distributed the resume of Lisa Tibbs, a candidate recommended for hiring for the open Democratic position in Early Voting. Member Carter moved to employ Lisa Tibbs as a Clerk in Early Voting at a salary of \$33,500 beginning July 30, 2012; seconded by Member Ellis. Roll call:

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

3 in favor, 1 abstain; motion carried.

There was a discussion regarding full-time and part-time employees. Member Ellis had questions regarding differences in the two categories. Deputy Director Bucaro explained that the difference between the two is primarily benefits, not necessarily the amount of hours worked weekly.

Director Kinkaid gave an update on Belle Quisenberry's progress since her surgery. She is having some problems in her recovery.

Director Kinkaid then updated the Board on Early Voting for the August 7, 2012 Special Election. To date, the Board issued 320 absentee ballots, both by mail and in person. Two-hundred one ballots have been returned.

Deputy Director Bucaro informed the Board the Personnel Policy Manual is done; however, it is being organized for the Board so it will be easier to review. Poll Worker Train-the-Trainer began July 19th and they are very positive about the changes made to the manual and the presentation. Training begins with the poll workers for the August Special next week.

Deputy Director Bucaro, Election Services Manager Nancy Piper, Vote Center Manager Joe Andrews, went to Manchester School polling location to review the entrance and signage needed. A detailed picture of the school was distributed. It was decided to keep the same entrance used in March and add better signage.

Deputy Director Bucaro informed the Board that she and Director Kinkaid are hosting a Community Leaders Forum for office holders, school superintendents, and other community group leaders to inform them of important information about the November election and to ask for their help recruiting poll workers. Finally, Deputy Director Bucaro informed the Board that campaign finance reports are now available for viewing on the Board website as was discussed in a Board meeting earlier in the year.

Member Ellis moved to adjourn the meeting; seconded by Member Shelton.

Roll call:

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

All in favor; motion carried.

The meeting was adjourned approximately 12:00 p.m.

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Frank Cloud, Chairman

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Lynn Edward Kinkaid, Director

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Thomas W. Ellis, Member

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Judith A. Shelton, Member

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Bruce Carter, Member