

**Butler County Board of Elections  
Board Meeting Minutes  
August 07, 2012**

The Butler County Board of Elections met on Tuesday, August 7, 2012, at 8:30 p.m. for a regular meeting in conjunction with the August Special Election. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Judy Shelton, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro, and Administrative Coordinator Donna Defazio. Member Ellis joined the meeting a few minutes late. Also present was Keith Corman, SOS Regional Liaison.

Chairman Cloud asked for approval of bills. Member Shelton moved to approve the bills as submitted. The motion was seconded by Member Carter. Roll Call:

Chairman Cloud    yea  
Member Shelton    yea  
Member Carter     yea

All in favor; motion carried.

Minutes to be reviewed were from the meeting of July 20, 2012. Member Carter moved to approve the Minutes. The motion was 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 reviewed the following Directives with the Board:

**7/27/2012    2012-28            Supplemental Petition Proposing an Amendment to the Ohio Constitution (Ohio Citizens Independent Redistricting Commission Amendment)**  
*This Directive provides instructions on the examination and certification of the supplemental petition proposing an Amendment to the Ohio Constitution. Please note that R.C. 3519.16 requires county board of elections to examine the supplemental part-petitions and report the results to*

*the Secretary of State within five (5) days of receipt of the petitions. Therefore, each county board of elections must complete its examination and certification of the supplemental part-petitions consistent with the instructions outlines below and return its certification to the Secretary of State's office by 4 pm on August 6, 2012.*

**08/02/2012 2012-29**

**Polling Location Conduct and Media Access**

*This Directive is to provide guidance to boards of elections on permissible conduct in and around a polling location, which includes an in-person absentee voting location. This Directive rescinds and replaces Advisory 2008-03 and the Memoranda of November 3, 2008 and May 3, 2010.*

**08/02/2012 2012-30**

**Pre-Election Voter Challenges**

*The purpose of this Directive is to provide boards of elections with guidance for properly administering the challenge statutes relative to the voter registration rolls. This Directive replaces Directives 2010-98, 2010-95, 2010-94, and 2008-79 which are rescinded.*

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

**07/24/2012**

**New Regional Liaison Map (Kate Huffman)**

*Updated map of regional liaisons and directory of contact information for Secretary of State's office. Butler County's regional liaison is Keith Corman.*

**07/26/2012**

**Redistricting Amendment (Matt Masterson)**

*The Secretary of State's office shared their attorney's response to a letter received by attorneys for the Voter's First Campaign advising that based on Directive 2011-17, certifications cannot be amended and challenges must be made in the Ohio Supreme Court.*

**07/27/2012**

**Duplicate Count (Matt Masterson)**

*Reminder that by July 31 the counties must have all of the duplicate records processed in order to have the SWVRD prepared for the absentee ballot mailing.*

**07/27/2012**

**Supplemental State Issue Petitions (Pat Wolfe)**

*The SOS office is anticipating the filing of supplemental petitions for a proposed constitutional amendment (Ohio Citizens Independent Redistricting Commission Amendment) on Saturday, July 28. The petitions will be shipped to all BOES by late Monday. The petition certification form must be returned no later than Monday, August 6.*

**07/29/2012**

**Redistricting Petitions Manifest (Matthew Damschroeder)**

*The manifest provided by the petitioners when filing the supplemental petitions. Butler County had 956 part-petitions and 7,703 signatures.*

08/02/2012

**FWAB Notice (Matthew Damschroeder)**

*Many boards of elections have not properly complied with R.C. 3511.16 (A) and (D), which requires the posting of a notice 100 and 45 days before every regularly scheduled election for use by federal write-in absentee ballot (FWAB) voters. Butler County is in compliance.*

Director Kinkaid presented the updated Administration Record Retention Schedule for review. He explained that once reviewed and approved by the Board it would go before the Records Commission for approval. Deputy Director Bucaro explained the Administration Retention Schedule will be used in addition to the Secretary of State's Retention Schedule. Member Ellis questioned how Butler County maintains its digital records in compliance with the retention schedule. Ms. Bucaro explained that all electronic records are dated and can be located in a search and deleted once destruction has been approved by the Board. She stated that it is easier to maintain and purge digital records than paper records. Member Carter questioned whether the Board Members personal computers are subject to public records requests. Deputy Director Bucaro stated public records request pertain to records maintained at the Board of Elections, not necessarily the Board Members personal files. Member Carter requested that Director Kinkaid speak with Roger Gates for clarification on whether Board Members personal computers are subject to search for record requests.

Member Carter moved to approve the Administration Records Retention Schedule with corrections made to Admin 902 and Admin 912. Member Shelton seconded the motion. Roll call:

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

All in favor; motion carried.

Director Kinkaid presented the Absentee Voter Summary Statistics to the Board

TOTAL BALLOTS ISSUED	495
TOTAL BALLOTS RETURNED	447
TOTAL VALID BALLOTS	445

TOTAL INVALID BALLOTS 2

INVALID ABSENTEE VOTER SUMMARY

REASON:  
DATE OF BIRTH DISCREPANCY 1  
UNDELIVERABLE BALLOT 1  
TOTAL 2

He then informed the Board of the great turnout and response from the Community Leaders Forum held at the Board of Elections. Ms. Bucaro listed some of the advantages that came from the forum. West Chester public affairs will be filming a public service announcement at the Board of Elections to air on West Chester Television. There is also a possibility to get air time on TV Hamilton and TV Middletown. A poll worker recruitment flyer will be in the City of Hamilton utility bill going out to 27,000 residents. She stated that since there was such a great response to the forum, she and Director Kinkaid plan to hold an additional forum for the media towards the end of August. She explained that 571 additional poll workers are still needed for the General Election and the forum should help with recruitment.

Member Carter moved that the Board go into recess while tabulation is completed. Member Shelton seconded the motion. Roll call:

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

All in favor; motion carried. The Board recessed.

Following recess, Member Carter moved to adjourn the meeting. 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 10:15 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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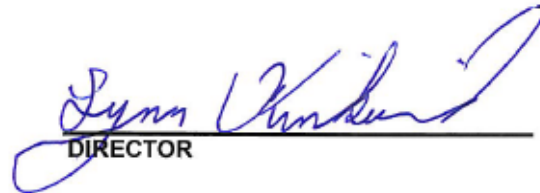
Bruce Carter, Member

**BILLS**  
August 7, 2012

0001-0076-200000	Office supplies	2,755.00
0001-0076-210000	Postage	30,243.45
0001-0076-290000	Other mat'l & supplies	3,814.99
0001-0076-300500	Travel & training	130.00
0001-0076-300750	Telephone & communications	1,042.26
0001-0076-390000	Contract services	6,166.89
0001-0076-390000-10	Advertising	579.22
	<b>TOTAL BILLS</b>	<b>44,731.81</b>

PAID FROM THE GENERAL FUND

  
CHAIRMAN

  
DIRECTOR

Records Retention Schedule August 7, 2012			
Butler County Board of Elections			
BOE ID	Title	Description of Records	Current Retention Period
BOE Admin 900	Accident Reports	Report of personal or property damage arising from a county vehicle or occurring on county property.	Two years after end of fiscal year
BOE Admin 901	Agendas	A list of items to be discussed and/or acted upon during a meeting.	Four years after information is obsolete and has been typed and approved in board meeting minutes
BOE Admin 902	Audio Recordings of Meetings	Verbatim recordings of minutes later summarized in other written official proceedings or minutes	30 days after transcribed and minutes approved. Exception: Two years for statutory boards.
BOE Admin 903	Budget	All Departments Budget	Three years
BOE Admin 904	Financial Records	Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/bill backs; bill schedules (listing of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; inventories; etc.	Three years provided audited
BOE Admin 905	Litigation Records	Records related to legal claims against an office and subsequent legal actions and court proceedings.	Five years after case is closed and appeals are exhausted
BOE Admin 906	Contracts	(ORC 2305.06) Legal agreements with individuals, organizations, or entities to procure goods and/or services.	Fifteen years, after expiration
BOE Admin 907	Employment Applications/Resumes-Unsuccessful- Not Hired	Application submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Three years
BOE Admin 908	Federal Grant Files	Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved
BOE Admin 909	Insurance Policies	Documents listing terms and conditions between county and insurance providers.	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)
BOE Admin 910	Leave Requests / Work Schedules		Until no longer of administrative value
BOE Admin 911	Payroll Records	Department copies including but not limited to time sheets, overtime documentation records, and timecards	Three years after end of fiscal year provided audited
BOE Admin 912	Personnel Records	Documentation of service throughout the duration of an individual's employment.	Two years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances. Imaging and destroy paper copy
BOE Admin 913	Telephone Logs	Logs- track incoming/outgoing calls	Six months or until no longer of administrative value
BOE Admin 914	Travel Exp. Reports	Requests for reimbursement for employee travel.	Three years after end of fiscal year provided audited