

**Butler County Board of Elections
Special Board Meeting Minutes
September 25, 2012**

The Butler County Board of Elections called a Special Meeting on Tuesday, September 25, 2012, at 9:00 a.m. for the purpose of discussing the 2013 Budget.

Roll call was taken and present were Chairman Frank Cloud, Member Judy Shelton, Member Tom Ellis, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro and Administrative Coordinators Donna DeFazio and Tiffany Harmon. Guests were Secretary of State Regional Liaison Keith Corman and Cox Media Group Reporter Lauren Pack. Member Bruce Carter was absent.

Director Kinkaid stated the purpose of the meeting was to review the 2013 Budget. Deputy Director Bucaro gave the overview of the budget proposal, stating that the total proposed budget is \$2,689,203.64. Prior year comparisons were included in the materials. The 2012 budget forecast is \$3,584,570.63, which is after the Board returned approximately \$110,000 to the Commissioners per their request.

The 2013 proposed budget was reviewed in detail. Salaries total \$1,561,574, including full time and part-time employees with overtime. There was a comparison of full-time salaries by year with and without overtime. 2013 base full-time salaries proposed are \$1,159,185; salaries full-time with overtime proposed is \$1,283,724.00. These figures were compared to 2009 and 2011 in particular, as both represented similar election years. The total full-time payroll without overtime in those years was \$1,108,366 and \$1,092,221, respectively. Looking at the entire payroll account, including all part-time staff, election workers, and full-time staff, the 2013 proposal of \$1,561,574.50 is slightly greater than \$1,451,358 in 2009 and \$1,357,893 in 2011. Deputy Director Bucaro explained that in 2011, multiple positions were unfilled for a period of time which lowered the amount spent from the salary account. She then explained that if the

Board decides to reduce the number of precincts, it will reduce costs since approximately two thirds of our election-day workers are poll workers.

Ms. Bucaro explained that most accounts remain the same no matter what type of elections are held or how often. The Office Supply account totaling \$27,139 generally varies by the number of elections. 2013 is higher than in 2011 due to aging equipment and the need for miscellaneous supplies to assist in running the elections, but the amount requested is comparable to 2009. The proposed amount for the Postage Account is \$106,139, which also varies by the number of elections held and statutory notices that must be mailed out in certain years. The Board will mail National Change of Address in 2013, and precinct notifications will also go out if the Board decides to consolidate precincts. Ms. Bucaro then stated that when the Commissioners asked the Board to reduce their budget in 2012, most of the money came out of the overages in the Postage account, so she has no concerns with the amount requested for 2013. The figures in the Other Materials account total \$66,239 have been dramatically reduced thanks to e poll books and ballot-on-demand printers.

Deputy Director Bucaro then explained that Technology Support is a new account in 2013. The proposal total \$286,370, and includes all license agreements for voting equipment, DIMS and county IT. These services were previously paid out of the Contract Services account. The presentation included a year-by-year comparison of what is covered in this new account. In 2008 and 2009, the Board spent \$167,621.17 and \$167,928 respectively on technical support. This high number was due to on-site election support. The Board paid \$87,000 for full election support when the equipment was new, but in 2010 the Board began to purchase pay per use election support totaling approximately \$6,000 yearly. The total spent on Technical Support in 2010, 2011, and 2012 was \$104,108, \$195,232, and \$97,732. The 2011 figure includes software license and extended warranty agreements for TSX units for 2012 as well. The figure for 2013 includes a substantial increase in licensing fees and extended warranties because the State settlement pricing ends on January 31, 2013. The

Butler County Commissioners were notified those costs would rise in 2013 and continue to increase yearly.

Ms. Bucaro then discussed the Telephone & Communication account proposal, which totals \$2,100 versus \$13,750 in 2012. The decrease is due to the end of the Cincinnati Bell contract for cell phones in January 2013.

The total proposal for Contract Services is \$72,359. Temporary agency workers are paid from Contract Services as well as moving expenses for election equipment, polling place rentals, newspaper ads, cell phone reimbursements, mileage for election workers, and maintenance on copiers and other areas that remain static each year. A comparison of prior years shows decreasing costs in Contract Services thanks to increased efficiency.

Member Ellis asked about Other Materials and why it will decrease. Deputy Director Bucaro explained that paper ballots are paid from the Other Materials Account and we will not need as many in 2013 as in 2012. She then explained that with ballot on demand, the Board saved roughly \$250,000 in 2012. In 2012, the price of printing ballots is somewhat high because of the increased demand during a Presidential Election and the two page ballot but there have still been significant savings and the ballot on demand has paid for itself multiple times.

Deputy Bucaro noted that the Budget Hearings with the Commissioners will be held either October 15th or October 29th and will last no more than 30 minutes. Member Ellis stated he felt that the entire Board should present the budget. All members expressed gratitude for a job well done in preparing the proposed budget.

Chairman Cloud called for five-minute recess. Member Shelton moved to recess; Member Ellis seconded the motion. Roll Call:

Chairman Cloud	yea
Member Shelton	yea
Member Ellis	yea

All in favor; motion carried.

Chairman Cloud called the Board back in session. Roll call:

Chairman Cloud yea
Member Shelton yea
Member Ellis yea

All in favor; motion carried.

Member Shelton moved to approve the proposed 2013 budget; Chairman Cloud seconded the motion. Roll call:

Chairman Cloud yea
Member Shelton yea
Member Ellis yea

All in favor; motion carried.

Member Shelton made a motion to adjourn; second by Member Ellis. Roll Call:

Chairman Cloud yea
Member Shelton yea
Member Ellis yea

All in favor; motion carried.

The meeting was adjourned approximately 10:30 a.m.

Totals - 2013 Budget Prep

Elected Official Salaries	100000	65,921
FT and PT Salaries	110000	1,550,713
Retirement	150000	196,924
Workers Compensation	160000	38,400
Medi Health	170000	23,441
Health Insurance	180000	204,760
Unemployment	190000	5,000
Office Supplies	200000	27,139
Postage	210000	106,139
Gas/Fuel/Oil	240000	500
Equipment- Non Capital	250000	0
Software/Hardware Equipment	250100	0
Subscriptions	280000	200
Other Material & Supplies	290000	66,239
Maintenance & Repair- Equipment	300001	3,000
Technology Support	300075	286,370
Membership Dues & License	300150	3,000
Rental/Lease- Equipment	300310	14,269
Employee Travel & Training	300500	10,000
Employee Job Related Mileage	300550	554
Telephone & Communications	300750	2,100
Other Contract Services	390000	72,359
Equipment Capital	420000	0

2,677,029.64

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

Thomas W. Ellis, Member

Judith A. Shelton, Member

Bruce Carter, Member