

**Butler County Board of Elections
Board Meeting Minutes
November 19, 2012**

The Butler County Board of Elections met on Tuesday, November 19, 2012, at 3:00 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, and Administrative Coordinators Donna DeFazio and Tiffany Harmon.

The bills were reviewed and an error was discovered. A new report will be made and voted on later in the meeting.

Minutes from the September 25, 2012 and October 12, 2012 meetings were reviewed by the Board. Member Ellis moved to approve the minutes; seconded by Member Carter. Roll Call:

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

All in favor; motion carried.

Director Kinkaid stated that the unofficial absentee ballots total was 48,733.

Member Carter moved to accept the unofficial absentee ballots total as presented by Director Kinkaid; seconded by Member Shelton. Roll Call:

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

All in favor; motion carried.

Director Kinkaid reviewed the following Secretary of State Directives, Advisory and Memorandums with the Board:

Directives:

<u>Date</u>		<u>Subject</u>
10/16/2012	2012-50	Uniform Days and Hours for In-Person Absentee Voting <i>Establishes uniform hours for in-person absentee voting during the three days immediately preceding the November 6, 2012 general election.</i>
10/23/2012	2012-48-2	Contacting Absentee Voters <i>Instructions on boards of elections contacting any absentee voter who provided insufficient information on their absentee ballot identification envelope</i>
10/24/2012	2012-51	Official Canvass, Forms & Recounts <i>This directive outlines the procedures that all county boards of elections must follow in conducting the official canvass of the November 6, 2012 General Election.</i>
10/24/2012	2012-52	Recount Procedures <i>This directive is reissued prior to each primary and general election to inform boards of elections of the circumstances and procedures for conducting a recount after the official results of an election have been certified. This directive addresses both automatic and requested recounts. While this directive replaces 2012-11, it is not substantively different from 2012-11.</i>
10/26/2012	2012-29	Media Access & Directive 2012-29 <i>Provide guidance on permissible conduct in and around a polling place, including the media's permitted access.</i>
10/29/2012	2012-53	Additional Valid Changes of Address Submitted by BMV <i>Provides guidance on additional valid changes of address submitted by the BMV that are being sent electronically through the Secretary of State's online change of address system.</i>
10/29/2012	2012-21-2	Observers <i>Provides more specific guidance on what Observers are permitted to do inside of the polling place as it relates to the use of communications devices and audio/video devices.</i>
11/02/2012	2012-54	Determining the Validity of Provisional Ballots and the Modified NEOCH Consent Decree <i>Provides a mandatory six-step procedure for all county boards of elections to follow in reviewing provisional ballot envelopes to determine the eligibility of ballots to be counted.</i>
11/03/2012	2012-55	Mandatory review of Directives Prior to Election Day <i>List of mandatory review of important directives to re-read prior to Election Day</i>

Advisory from the Secretary of State

10/09/2012 2012-01 Days and Hours for In-Person Absentee Voting
Advisory requesting input on hours and days for in-person early voting during the last three days before Election Day.

Memoranda from the Secretary of State:

<u>Date</u>	<u>Subject</u>
10/11/2012	Online Change of Address (Matt Masterson)
10/11/2012	2012 State Issues Report Distribution to Boards and Widget (Laura Pietenpol)
10/11/2012	Webinar Announcement: Election Night Reporting 10/18/2012 10:00 a.m. (Laura Pietenpol)
10/18/2012	Revised Export Document (Matt Masterson)
10/22/2012	VR Registrations and Merging (Matt Masterson)
10/23/2012	Duplicate Processing (Matt Masterson)
10/24/2012	Upload Testing and Contact Information (Matt Masterson)
10/25/2012	Absentee Voter Request (Matt Masterson)
10/26/2012	Questions regarding FPCA (Matt Damschroder)
10/26/2012	Third Mock Test Scheduled for October 30 (Melanie Poole)
10/29/2012	Survey Announcement (Laura Pietenpol)
10/29/2012	BMV Data (Matt Masterson)
10/29/2012	Storm Preparations (Matt Damschroder)
10/29/2012	Additional BMV Data (Matt Masterson)
10/30/2012	Reminder Mock Test Today (Melanie Poole)
10/30/2012	A Little Help on the BMV Data (Matt Masterson)
10/30/2012	BMV Data (Matt Masterson)
10/31/2012	Abstract Documentation (Thomas J. Sheridan)
10/31/2012	Special Powers and Responsibilities of Sheriff on Election Day
11/03/2012	Survey Announcement: November 6, 2012 General Election Survey (Laura Pietenpol)
11/03/2012	Election Night Reporting Documents (Melanie Poole)
11/03/2012	Survey Announcement: November 6, 2012 General Election Survey (Laura Pietenpol)

- 11/03/2012** **Flash Memory Drive for Automatic Upload
(Matt Masterson)**
- 11/03/2012** **Precinct Election Official Newsletter – Volume 2,
Issue 2**
**Ballot Box Bulletin – November, 2012 (Laura
Pietenpol)**
- 11/04/2012** **PEO Newsletter Volume 2 Issue 2 (Laura
Pietenpol)**
- 11/06/2012** **Voters in line at 7:30 p.m.**
- 11/09/2012** **Thank You (Jon Husted)**
- 11/16/2012** **Determining the validity of provisional ballots
(Matt Damschroder)**
- 11/16/2012** **Countdown Bulletin – Additional Search Criteria**

Board Members expressed their gratitude for the staff’s excellent job and professionalism during the election. Director Kinkaid thanked Deputy Director Bucaro and the staff for their dedication and hard work. Deputy Director Bucaro shared that it was the smoothest Election Day since she has been here. There was discussion about different aspects of the election including polling locations that were moved.

The revised list of bills for \$90,461.61 was presented to the Board. Member Carter moved to accept the bills; seconded by Member Ellis. Roll call:

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

All in favor; motion carried.

Under New Business and the Director’s Report, Director Kinkaid gave the chargeback report for the August 7, 2012 Election for Middletown City (\$46,868.44), Monroe Local (\$11,879.42) and Ross Township (8,031.70) for a total of \$66,779.56. Member Carter moved to approve the chargebacks; seconded by Member Shelton. Roll call:

- Chairman Cloud yea
- Member Carter yea
- Member Shelton yea

Member Ellis yea

All in favor; motion carried.

Director Kinkaid stated that we received \$115.00 for in-person Poll Worker Training from grant funds through the VOTE program.

Director Kinkaid shared letters from Election Services Manager Nancy Piper, who is retiring November 30, 2012, and Registration Clerk Letha Bunch, who is retiring December 31, 2012. The Board expressed appreciation for their years of service to the Butler County Board of Elections.

Under the Deputy Director's report, Deputy Director Bucaro announced the OAEO Conference is January 8-11, 2013 and reminded Board Members to let staff know if they will be attending.

She also briefly updated on the 2012 budget and election expenses, noting, that expenses appear to be considerably less than anticipated. In particular, overtime costs are \$202,559 for the year, much lower than the budget projection of \$283,000. Hours worked totaled 6,700, nearly 2,000 fewer than projected. Deputy Director Bucaro asked the Board to schedule a meeting in December to review more thoroughly expenses for the 2012 Presidential Election. The Board agreed to meet on December 17 at 2:30 p.m.

Deputy Director Bucaro, Mickey Smith, Election Services Manager and Diane Noonan, Registration Manager, gave the summary for the Provisional Ballots. There were a total of 5,697 valid Provisional Ballots; a total of 1,186 invalid Provisional Ballots and the total provisionals were 6,883. Below is a breakdown of invalid Provisional Ballots by reason:

Out of County	76
Not Registered	779
Wrong Polling Location	137

No Printed Name	24
No Signature	96
No ID	11
Missing Information	19
2 nd Vote	9
<u>Manual Entry</u>	<u>35</u>
Total	1,186

Member Ellis moved to open the 5,697 valid provisional ballots; seconded by

Member Carter. Roll call:

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

All in favor; motion carried.

Member Shelton moved to go into Executive Session in accordance with ORC 121.22 (G) (1) for the purpose of discussing the promotion and compensation of a public employee; seconded by Member Ellis. Roll call:

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

All in favor; motion carried.

Member Ellis moved to go back into session; seconded by Member Carter. Roll call:

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

All in favor; motion carried.

Member Shelton moved that Diane Noonan fill the position of Election Services Manager, currently held by Nancy Piper, effective December 1, 2012 at a salary

of \$50,000 annually; seconded by Member Ellis. Roll Call:

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

All in favor; motion carried.

Member Shelton moved that Erin Clendenin be given the title of Warehouse Coordinator at a salary of \$45,000 annually effective upon her return from medical leave in January; seconded by Member Ellis. During discussion, Member Shelton also stated she would like Erin Clendenin to be included in all manager meetings and have the same obligations as other managers and to understand this is part of the requirement of the new job description. Roll Call:

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

All in favor; motion carried

Deputy Bucaro stated we have 197 valid provisional ballots that were voted in the correct poll location but the wrong precinct that need to be remade. Member Carter moved to authorize the staff to remake the 197 provisional ballots cast in the right polling location but wrong precinct; seconded by Member Shelton. Roll Call:

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

All in favor; motion carried

Member Carter moved to adjourn the meeting; seconded by Member Ellis. Roll call:

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

All in favor; motion carried.

The meeting was adjourned at approximately 5:17 p.m.

BILLS
November 19, 2012

0001-0076-200000	Office supplies	4,645.28
0001-0076-290000	Other mat'l & supplies	50,279.83
0001-0076-300310	Rental/lease - equip & vehicles	1,735.35
0001-0076-300550	Employee job related mileage	65.00
0001-0076-300750	Telephone & communications	1,045.74
0001-0076-390000	Contract services	10,102.94
0001-0076-390000-10	Advertising	2,157.15
0001-0076-390000-11	Polling Place Rentals	910.00
0001-0076-390000-13	Temporary Contract Workers	19,520.32
	TOTAL BILLS	90,461.61
PAID FROM THE GENERAL FUND		

CHAIRMAN

DIRECTOR

BILLS
November 19 , 2012

OFFICE SUPPLIES (200000)

Alexander Patterson Group Inc

Additional items for relocation of Pollworker Dept and IT Dept. 382.20

All Computer Supplies

6
toners 860.94

American Printing

10,000 #10 window envelopes 600.00

Office Depot

Office supplies 893.53
Office supplies 108.83
Office supplies 412.94
Office supplies 152.96
Office supplies 222.79
Office supplies 397.21
Office supplies 613.88

TOTAL OFFICE SUPPLIES (200000) 4,645.28

OTHER MATERIAL/SUPPLIES (290000)

All Computer Supplies

12 Zebra TLP 2844 thermal transfer ribbons 77.40

Andrews, Joe

Reimburse purchase of disposable cameras for election day, 11/6/12 election 39.70

CDW Government

2 boxes Zebra labels for Early Voting 254.55

Dayton Legal Blank

20,000 form 10-J acknowledgement cards 980.00
20,000 form 10-M poll location/precinct change cards 980.00
Election day ballots, 11/6/12 election 29,831.04
11,080 form 12-B ID envelope 3,767.20
299 precinct kits, 11/6/12 election 8,596.25

**Dominion Voting
Systems**

TSX units repair shipping costs 188.99

Home Depot

Batteries and
tape 71.84
Warehouse supplies, tape and glue 56.20

Lowe's

39 extension cords for polling
locations 369.33

Office Depot	
Labels for provisional ballots, 11/6/12 election	1,550.06
E-pollbook exercises and I-9 forms for pollworker training	102.96
Forms; agenda, ethics and application for pollworker training	781.82
Precinct election official review forms for pollworker training	99.00
Labels for Early Voting	111.33
Piper, Nancy	
Reimburse purchase of painters tape for pollworker training area	37.16
Pro Source Paper	
40 cases paper for TSX unit printers	2,160.00
Wyatt's Third Party Services	
45 voto cart hinges	225.00
TOTAL OTHER MATERIAL/SUPPLIES (290000)	50,279.83
RENTAL/LEASE - EQUIP & VEHICLES (300310)	
Budget Truck Rental	
Truck rental, move voting equipment from BOE to off site training, 10/1/12	64.13
Truck rental, move voting equipment from off site training to BOE, 10/8/12	51.43
Truck rental, move voting equipment from BOE to off site training, 10/15/12	68.30
Truck rental, move voting equipment from off site training to BOE, 10/23/12	63.23
11 trucks, move voting equipment to polling locations and back to BOE, 11/6/12 election	1,488.26
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (300310)	1,735.35
EMPLOYEE JOB RELATED MILEAGE (300550)	
Gardner, Geraldine	
Mileage, travel to training site, 10/1/12 - 10/5/12	19.50
Goins, Betty	
Mileage, travel to training site, 10/1/12 - 10/5/12	19.50
Harmon, Tiffany	
Mileage, travel to multiple polling locations, 10/12/12	26.00
TOTAL EMPLOYEE JOB RELATED TRAVEL (300550)	65.00
TELEPHONE & COMMUNICATIONS (300750)	
Cincinnati Bell Wireless	
Election cell phones, 9/14/12 - 10/13/12	1,045.74
TOTAL TELEPHONE & COMMUNICATIONS (300750)	1,045.74

OTHER CONTRACT SERVICES (390000)**Alexander Patterson Group Inc**

Labor for installation of additional items for relocation of Pollworker and IT Depts. 90.00
Installation of flipper door shelves in Pollworker Dept. 298.40

Data Information Management Systems

DIMSnet maintenance, 10/1/12 - 10/31/12 5,939.11

Dominion Voting Systems

Election support, data base review, 11/6/12 election 1,400.00

Hamilton City School Treasurer

Custodial service, polling locations, 11/6/12 election 990.00

Jeff Pohlman Tire and Auto

Van repair, ignition coil, oil change, wiper blades and towing 365.43

Miami University

Custodial service, Shriver Center polling location, 11/6/12 election 200.00

Middletown Board of Education, Treasurers Ofc

Custodial service, polling locations, 11/6/12 election 720.00

On Time Telecom

1,800 minutes dial my calls, reminder calls to pollworkers, 11/6/12 election 100.00

TOTAL OTHER CONTRACT SERVICES (390000)**10,102.94****ADVERTISING (390000-390000010)****Cox Media Group**

Ad, register to vote and notice of election, 11/6/12 election 2,060.00
Legal ad, Fairfield city, 11/6/12 election 97.15

TOTAL ADVERTISING (390000-390000010)**2,157.15****POLLING PLACE RENTALS (390000-390000011)**

11/6/12 election 910.00

TOTAL POLLING PLACE RENTALS (390000-390000011)**910.00****TEMP AGENCY CONTRACT WORKERS (390000-390000013)****Robert Half International Inc**

Robert Half - Office Team, w/e 9/28/2012 3,185.46
Robert Half - Office Team, w/e 10/5/2012 3,240.82
Robert Half - Office Team, w/e 10/12/12 3,141.86
Robert Half - Office Team, w/e 10/19/12 2,787.50
Robert Half - Office Team, w/e 10/26/12 2,778.43
Robert Half - Office Team, w/e 11/2/12 4,386.25

TOTAL TEMP AGENCY CONTRACT WORKERS (390000-390000013)**19,520.32**

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

Thomas W. Ellis, Member

Judith A. Shelton, Member

Bruce Carter, Member