

**Butler County Board of Elections  
Board Meeting Minutes  
February 19, 2013**

The Butler County Board of Elections met on Tuesday, February 19, 2013, at 9:00 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 Coordinator Tiffany Harmon. Also present was Keith Corman, SOS Regional Liaison.

Chairman Cloud submitted the bills for review. 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.

Minutes of the January 7, 2013 meeting 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.

The next item on the Agenda was Certification of Candidates for the May 7, 2013 Special Election. Director Kinkaid stated that Hamilton Municipal Judge Daniel J. Gattermeyer and Middletown Municipal Judge Mark W. Wall submitted petitions that met all statutory form requirements. He then explained that Middletown had previously filed a petition, but later withdrew. Deputy Director Bucaro explained that if the Board certifies, the Municipal Judges will each receive their certificate of nomination and will automatically be on the November ballot since there is no

opposition for either candidate. Member Carter moved to certify the two candidates with no opposition; 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 and Memoranda with the Board:

**Directives:**

<b><u>Date</u></b>		<b><u>Subject</u></b>
<b>01/16/2013</b>	<b>2013-01</b>	<b>Allegations of Voter Suppression or Voter Fraud</b> <i>Instructions regarding a Board's duty to hear allegations of voter suppression and/or voter fraud.</i>
<b>01/31/2013</b>	<b>2013-02</b>	<b>Continued Ballot Access for Minor Political Parties in Ohio in 2013</b> <i>Consistent with the Federal District Court's order on October 18, 2011, I am recognizing the Libertarian Party as a minor party, as well as the Constitution Party, the Green Party, and the Socialist Party as minor parties.</i>

**Memoranda from the Secretary of State:**

<b><u>Date</u></b>	<b><u>Subject</u></b>
<b>01/08/2013</b>	<b>Butler 2012 Federal Funds Received</b>
<b>01/18/2013</b>	<b>2013 Candidate Requirement Guide</b>

There was no Old Business before the Board. The Board moved on to New Business.

Deputy Director Bucaro explained that she and Director Kinkaid along with Joe Andrews and Diane Noonan had been researching vote centers. She explained under current state law vote centers are not permitted, but we would like to pursue conversations with our law makers about revising election laws to permit our county to pilot vote centers in Ohio. Butler County would be an ideal pilot county because we have already implemented the technology the project would require. Ms. Bucaro then distributed a handout listing benefits for the vote center model and the Board viewed a video presentation about Indiana's switch to vote

centers. After the presentation she explained the vote center model would minimize the cost of elections, lower provisional ballot numbers, and improve safety for schools on Election Day among other things. She then asked that the Board endorse this project so she and Director Kinkaid could present the idea to the County Commissioners and state lawmakers. Member Carter moved to endorse the effort to launch a pilot project of vote centers. Member Shelton seconded the motion. Roll call:

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

All in favor; motion carried.

Director Kinkaid presented his Director's Report and began by sharing with the Board a Certificate of Records Disposal for their approval. Member Ellis moved to approve the submitted Certificate of Disposal; seconded by Member Carter.

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: 19 FEBRUARY Date: 2013

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 Edward Kinkaid	513-887-3700	Record Center
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
1802 Princeton Rd., Suite 600	Hamilton	45011	Butler	2/19/13 <i>LDH</i>
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

Questions: Contact Record Commission Secretary, Rhonda Freeze: 887-3437 or [rfreezer@butlercountyohio.org](mailto:rfreezer@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.

*[Signature]* Director 887-3700  
(signature of responsible official) (title) (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.

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



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 (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		
chain of custody forms 2yrs	CBE50 BOE50	2/2/11	Paper/ Electronic		11/2010		3/15/2013	
Voting machine reports 22 mths federal 60 days non	CBE49 BOE49	2/2/11	Paper/ Electronic		11/2010-8/2012		3/15/2013	
Absentee ballot applications 4 yrs	CBE01 BOE01	2/2/11	Paper/ Electronic		10/2008 thru 11/2008		3/15/2013	

Board of Elections Dept: All departments

Date Submitted to Admin.: 2/15/2013

Total Boxes: 172  
177

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



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(political subdivision name) (unit)

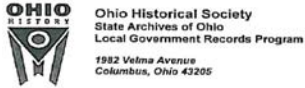
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Acknowledgement/conf. cards undel. 4yrs	CBE47 BOE47	2/2/11	Paper/ Electronic		11/2008		3/15/2013	
Change address/name notification 4yr	CBE36 BOE36	2/2/11	Paper/ Electronic		1/2008 thru 12/2008		3/15/2013	
Walk-in Voter Applications 4yrs	CBE40 BOE40	2/2/11	Paper/ Electronic		11/2008		3/15/2013	

Board of Elections Dept: All departments

Date Submitted to Admin.: 2/15/2013

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



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

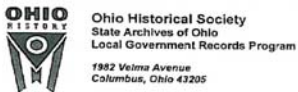
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Butler County Board of Elections  
(political subdivision name) (unit)

(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 Commissioner			From	To		
Copies of state petitions 60 days after elec.	CBE64 BOE64	2/2/11	Paper / Electronic		1/2009 thru 12/2009	3/15/2013		
Petitions 6yrs.	CBE18 BOE18	2/2/11	Paper / Electronic		1/2006 thru 12/31/2006	3/15/2013		
Poll books and tally sheets 6yrs	CBE19 BOE19	2/2/11	Paper / Electronic		8/2006 thru 11/2006	3/15/2013		

Board of Elections Dept: All departments Date Submitted to Admin.: 2/15/2013 Total Boxes: 172  
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Form: SAO/LGRP-RC3 (part 1), Revised March 2005



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

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	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commissioner			From	To		
Change of Name-Deaths-Disenfranchise 2yrs	CBE31 BOE31	2/2/11	Paper / Electronic		1/2010 thru 12/2010	3/15/2013		
Poll lists 2yrs	CBE20 BOE20	2/2/11	Paper / Electronic		1/2010 thru 12/2010	3/15/2013		
Transmittal Forms from agencies 2yrs	CBE73 BOE73	2/2/11	Paper / Electronic		1/2010 thru 12/2010	3/15/2013		

Board of Elections Dept: All departments Date Submitted to Admin.: 2/15/2013 Total Boxes: 172  
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Form: SAO/LGRP-RC3 (part 1), Revised March 2009



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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 Commissioner			From	To		
Proofs of ballots 60 days	CBE60 BOE60	2/2/11	Paper / Electronic		5/2010 - 11/2012	3/15/2013		
Directives / Advisories 6yrs	CBE35 BOE35	2/2/11	Paper / Electronic		2008-2007	3/15/2013		
Correspondence 1yr	CBE13 BOE13	2/2/11	Paper / Electronic		2011	3/15/2013		

Board of Elections Dept: All departments Date Submitted to Admin.: 2/15/2013 Total Boxes: 172  
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Form: SAO/LGRP-RC3 (part 1), Revised March 2009



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

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Butler County

Board of Elections

(political subdivision name)

(unit)

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	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Central committee notices 2yr member list 2 / 4yr	CBE12 BOE12	2/2/11	Paper / Electronic		2008		3/15/2013	
Employment Applications / resumes 3 yrs	BOE ADM 907	8/21/12	Paper / Electronic		2009		3/15/2013	
ballots used & unused 60 days non fed 22 mths fed	CBE6 BOE6	2/2/11	Paper / Electronic		8/2012		3/15/2013	

Board of Elections Dept: All departments

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Butler County

Board of Elections

(political subdivision name)

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	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Absentee ID envelopes 60 days non fed	CBE38 BOE38	2/2/11	Paper / Electronic		8/2012		3/15/2013	
Poll Officials Record/ Precinct 2yrs	CBE21 BOE21	2/2/11	Paper / Electronic		11/2010		3/15/2013	
Payroll records 4yrs	CBE42 BOE42	2/2/11	Paper / Electronic		2008		3/15/2013	

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Board of Elections

(political subdivision name)

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	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Campaign Expense Reports 6yrs	CBE11 BOE11	2/2/11	Paper / Electronic		2003-2006		3/15/2013	
Duplicate Reports generated by state 60 days	CBE70 BOE70	2/2/11	Paper / Electronic		1/2012-12/2012		3/15/2013	
			Paper / Electronic					

Board of Elections Dept: All departments

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

Director Kinkaid continued his Director's report and presented the special election charge back report for the August 7, 2012 election to the Board.

Member Carter moved to approve the charge backs for the special election;

seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

In her Deputy Director's Report, Ms. Bucaro presented the I.D.E.A. Award won by Butler County for the "Precinct Election Official Recruitment" submission, which the county used to more effectively retain and recruit poll workers through an aggressive outreach effort that included phone calls, public forums, emails, mailings and a media campaign. She also updated the Board on the precinct consolidation project, informing them that it was almost ready for their review and asked for a date in March to review. The meeting was set for Monday, March 11, at 9:00 a.m.

With no further business, Member Ellis moved to adjourn; seconded by Member

Carter. Roll call:

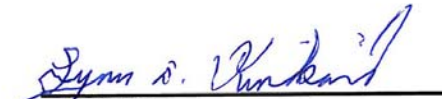
Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Ellis	yea

All in favor; motion carried.

**BILLS**  
February 19, 2013

0001-0076-200000	Office supplies	2,475.64
0001-0076-210000	Postage	69.63
0001-0076-290000	Other mat'l & supplies	226.17
0001-0076-300075	Technology support	6,929.11
0001-0076-300310	Rental/lease - equip & vehicles	1,851.00
0001-0076-300500	Travel & training	3,996.55
0001-0076-300550	Employee job related mileage	38.00
0001-0076-300750	Telephone & communications	2,091.48
0001-0076-390000	Contract services	1,912.96
0001-0076-390000-13	Temporary Contract Workers	643.65
	<b>TOTAL BILLS</b>	<b>20,234.19</b>
PAID FROM THE GENERAL FUND		

  
CHAIRMAN

  
DIRECTOR

**BILLS**  
February 19, 2013

**OFFICE SUPPLIES (200000)**

**All Computer Supplies**

4		
toners		439.96
10 toners		1,032.90

**American Printing**

500 business cards, D. Noonan	97.00
500 business cards, E. Corbin	97.00

**Hathaway Stamps**

Name plate, F. Cloud	9.25
Name badge, E. Corbin	12.50

**Murphy Supply Company**

Kitchen supplies	22.00
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**Office Depot**



Office supplies	21.59
Office supplies	81.64
Office supplies	22.24
Office supplies	157.49
Office supplies	284.61
Office supplies	72.37

**Pitney Bowes**

1 case easy seal for mailing machine	47.99
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**Supermedia**

2 Oxford phone directories	77.10
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**TOTAL OFFICE SUPPLIES (200000) 2,475.64**

**POSTAGE (210000)**

**FedEx**

Shipment 11/28/12	25.54
Shipments 12/18/12 and 12/21/12	44.09

**TOTAL POSTAGE (210000) 69.63**

**OTHER MATERIAL/SUPPLIES (290000)**

**Home Depot**

Pads, hooks and grout	17.84
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**Lowe's**

Coffee maker	94.66
Boston clock for lobby	22.76

**Uline**

2 dust mops	90.91
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**TOTAL OTHER MATERIAL/SUPPLIES (290000) 226.17**

**TECHNOLOGY SUPPORT (300075)**

**Data Information Management Systems**

DIMSNNet maintenance, 1/1/13 - 1/31/13	5,939.11
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**Dominion Voting Systems**

SLA Security key card tool software, 1/1/13 - 12/31/13	990.00
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**TOTAL TECHNOLOGY SUPPORT (300075) 6,929.11**

**RENTAL/LEASE - EQUIP & VEHICLES (300310)**

**Pitney Bowes**

Mailing equipment and maintenance, 9/30/12 - 12/30/12	1,851.00
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**TOTAL RENTAL/LEASE - EQUIP & VEHICLES (300310) 1,851.00**

**TRAVEL & TRAINING (300500)**

<b>Andrews, Joe</b>	
Meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	84.00
<b>Bucaro, Jocelyn</b>	
Mileage, meals and misc, OAEO winter conference, Columbus, OH, 1/8/13 - 1/11/13	234.95
<b>Carter, Bruce</b>	
Mileage and meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	197.00
<b>Cloud, Frank</b>	
Mileage and meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	141.00
<b>DeFazio, Donna</b>	
Meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	84.00
<b>Harmon, Tiffany</b>	
Mileage and meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	84.00
<b>McKinnon, JacRisia</b>	
Mileage and parking, OAEO winter conference OREO class, Columbus, OH, 1/8/13	120.10
<b>Myers, Angie</b>	
Meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/11/13	112.00
<b>Noonan, Diane</b>	
Mileage and meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	185.50
<b>Smith, Mickey</b>	
Meals, OAEO winter conference, Columbus, OH, 1/8/13 - 1/10/13	84.00
<b>US Bank</b>	
Hotel room, OAEO winter conference, 1/8/13 - 1/11/13, 1 BOE staff	417.00
Hotel rooms and parking, OAEO winter conference, 1/8/13 - 1/11/13, 8 BOE staff	2,253.00
<b>TOTAL TRAVEL &amp; TRAINING (300500)</b>	<b>3,996.55</b>
<b>EMPLOYEE JOB RELATED MILEAGE (300550)</b>	
<b>Carter, Bruce</b>	
Mileage, financial disclosure session, Dayton, OH, 12/10/12	38.00
<b>TOTAL EMPLOYEE JOB RELATED TRAVEL (300550)</b>	<b>38.00</b>
<b>TELEPHONE &amp; COMMUNICATIONS (300750)</b>	
<b>Cincinnati Bell Wireless</b>	
Election cell phones, 11/14/12 - 1/13/13	2,091.48
<b>TOTAL TELEPHONE &amp; COMMUNICATIONS (300750)</b>	<b>2,091.48</b>
<b>OTHER CONTRACT SERVICES (390000)</b>	
<b>Prosource</b>	

Flex and color copies, 9/24/12 - 12/23/12	1,526.96
<b>Simplex Grinnell</b>	
Alarm security intrusion monitoring, 1/1/13 - 12/31/13	386.00
<b>TOTAL OTHER CONTRACT SERVICES (390000)</b>	<b>1,912.96</b>

**TEMP AGENCY CONTRACT WORKERS (390000-390000013)**

<b>Robert Half International Inc</b>	
Robert Half - Office Team, w/e 12/7/12	643.65
<b>TOTAL TEMP AGENCY CONTRACT WORKERS (390000-390000013)</b>	<b>643.65</b>

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

\_\_\_\_\_  
Frank Cloud, Chairman

\_\_\_\_\_  
Lynn Edward Kinkaid, Director

\_\_\_\_\_  
Thomas W. Ellis, Member

\_\_\_\_\_  
Judith A. Shelton, Member

\_\_\_\_\_  
Bruce Carter, Member