

**Butler County Board of Elections  
Board Meeting Minutes  
April 15, 2013**

The Butler County Board of Elections met on Monday, April 15, 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 Dave Kern, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro, and Administrative Coordinators Tiffany Harmon and Donna DeFazio. Also present was Keith Corman, SOS Regional Liaison and guest, Jim McLaughlin.

Director Kinkaid welcomed our new board member, Member Kern and commented on Member Shelton's quick recovery from her recent surgery and how concerned we all were.

Chairman Cloud submitted the bills for review. Member Shelton moved to accept the bills; seconded by Member Carter. Member Kern asked for the Board to receive the packet prior to the meeting so there is time to review it prior to voting on it. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	nay

The motion carried.


The next item on the Agenda was the Certification of Candidates for the November 5, 2013 General Election. Director Kinkaid reviewed the list with the Board. Member Carter moved to certify the six candidates; seconded by

Member Kern. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried.

**BUTLER COUNTY BOARD OF ELECTIONS  
 CANDIDATE CERTIFICATION LIST  
 NOVEMBER 5TH, 2013 GENERAL ELECTION**

Certified  4/15/13  
 Admin. Sign & Date

**Fairfield Municipal Judge**

Joyce A. Campbell

**Name Change Request**

**Fairfield at Large**

William Woeste

Bill Woeste

**Fairfield Mayor**

Mitchell Rhodus

Mitch Rhodus

**Milford Township Trustee**

Brad Mills

**Oxford Township Trustee**

Gary R. Salmon

**West Chester Township Trustee**

Lee Wong

Director Kinkaid reviewed the following Secretary of State Directives, Advisories and Other Correspondence with the Board:

**Directives:**

<b><u>Date</u></b>		<b><u>Subject</u></b>
02/25/2013	2013-03	<b>Verifying the Accuracy of District Relationships; Establishing the Order of Offices and Issues for Primary and/or Special Elections Ballots; Board Duties When a Primary Election is Eliminated by Operation of Law</b> <i>Instructions to the board of elections for verifying the accuracy of district relationships before programming the central tabulating system.</i>
02/25/2013	2013-04	<b>Primary and Special Election Ballot Layout Instructions</b> <i>This Directive provides instructions to boards of elections for the layout of ballots for the primary and/or special elections held on May 7, 2013.</i>
03/01/2013	2013-05	<b>Ballot Proofing Requirements</b> <i>This Directive provides guidance to the board of elections on the requirements and procedures for proofing ballots.</i>
03/01/2013	2013-06	<b>Ballot Quantities for Elections Held on May 7, 2013</b> <i>This Directive provides minimum standards for ballot quantities for primary and/or special elections.</i>

**Advisories:**

**02/25/2013 2013-01 Biennial Adjustment of Recount**  
*Regarding the biennial adjustment of recount charges and its accompanying "2013 Report on the Procedure and Findings for Recount Charges."*

**Memoranda from the Secretary of State:**

None

**Other Correspondence**

<b><u>Date</u></b>	<b><u>Subject</u></b>
<b>02/15/2013</b>	<b>A Message from Secretary of State Jon Husted</b>
<b>02/20/2013</b>	<b>Election Attorneys will call Director/Deputy Director to Discuss Directive 2013-01</b>
<b>02/25/2013</b>	<b>2013 Campaign Finance Contribution Limit Adjustment</b>
<b>03/01/2013</b>	<b>Online Change of Address Data</b>
<b>03/05/2013</b>	<b>Notification of Charter Election Dates – Due March 15</b>
<b>03/05/2013</b>	<b>Reminder on Directive 2013-05</b>
<b>03/22/2013</b>	<b>Secretary Husted Enhances MyOhioVote.Com Services with New Voter Search Tool</b>
<b>03/22/2013</b>	<b>Precinct Election Official Training Grant Opportunities</b>
<b>03/27/2013</b>	<b>PEO Red Carpet – Call for Nominations</b>
<b>04/01/2013</b>	<b>Guide to Voting in Ohio Brochure Distribution</b>
<b>04/08/2013</b>	<b>Reminder PEO Red Carpet – Call for Nominations</b>
<b>04/08/2013</b>	<b>Voter Registration Deadline and Online Change of Address</b>
<b>04/11/2013</b>	<b>Save the Date – SOS 2013 Summer Conference June 26 and June 27, 2013</b>

Member Kern asked for an explanation of the Advisory 2013-01 and Deputy Director Bucaro explained that every two years the Secretary of State must issue the advisory in regard to recounts and charges.

Member Shelton asked for an update on the Continuing Education Credit Hours needed in order to comply with the board member requirements with the

Secretary of State. Deputy Director Bucaro reviewed the requirements of the board members and the hours of each board member. She also explained that webinars count toward the number of required hours of training. The members lacking in hours should attend the OREO Summer Conference.

Minutes of the February 19, 2013 meeting were reviewed by the Board. Member Carter moved to approve the Minutes; seconded by Member Shelton. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	abstain

The motion carried.

Under Old Business, Deputy Director Bucaro updated the board on the vote centers proposal. Shortly after the previous board meeting, Deputy Director Bucaro and Director Kinkaid met with Senator Bill Coley to present the proposal to him and to ask for his support. Senator Coley supported the vote center concept and felt it would have to be implemented statewide for the project to work. We also presented it to Aaron Ockerman, Ohio Association of Election Officials, to share with the trustees who unanimously voted to ask Aaron to pursue legislation this year. We were seeking a pilot program so currently it is not moving forward. Ms. Bucaro briefly explained the vote center concept to Member Kern and she will forward the proposal to him for his review.

Deputy Director Bucaro also shared that we are still looking at reducing precincts in order to reduce costs and it will be presented in an upcoming board meeting. We know that the public is very interested in this project so there would be a public session to answer questions and review the plan. Member Shelton suggested presenting the reasons for precinct consolidation, such as saving money and reducing precinct election official error at the public meeting with a chart of the number of precincts over a ten year period. Member Carter suggested building up the presentation to the public through the website, newspapers, and other media sources. Dates were reviewed for the next meeting and tentatively set it for May 6<sup>th</sup>. Chairman Cloud and Member Kern

need to check their schedules. Member Carter asked for the proposal in advance. The proposal is reducing precincts from 299 to 234.

There was no New Business presented.

With no further business, Member Carter moved to adjourn the meeting; seconded by Member Shelton. Roll call:

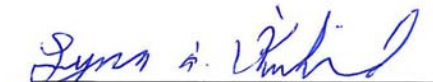
Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried.

**BILLS**  
April 15, 2015

0001-0076-200000	Office supplies	1,615.47
0001-0076-210000	Postage	8,818.63
0001-0076-290000	Other mat'l & supplies	2,213.22
0001-0076-300075	Technology support	11,878.22
0001-0076-300310	Rental/Lease- equi & vehicles	1,612.47
0001-0076-300550	Employee job related mileage	152.50
0001-0076-390000	Contract services	4,600.16
0001-0076-390000-12	Election Mileage & Cell Phone	8.00
PAID FROM THE GENERAL FUND		
	<b>TOTAL BILLS</b>	<b>30,898.67</b>

  
CHAIRMAN

  
DIRECTOR

**BILLS**  
April 15,  
2013

**OFFICE SUPPLIES (200000)**

**All Computer Supplies**

7 HP toners 762.93

**American Printing**

500 business cards, E. Clendenin 97.00

**Dayton Legal Blank**

2 Minutes book filler pages 128.04

**Enduro Binders Inc**

2 Minutes book binders for board meetings 346.96

**Hathaway Stamps**

Desk name plate, E. Corbin 26.95

**Office Depot**

Office supplies 24.30

Office supplies 7.19

Office supplies	37.38
Office supplies	26.60
Office supplies	158.12
<b>TOTAL OFFICE SUPPLIES (200000)</b>	<b>1,615.47</b>
 <b>POSTAGE (210000)</b>	
 <b>Butler County Commissioners</b>	
2012 4th quarter postage	7,983.63
 <b>United States Postal Service</b>	
BRM annual maintenance permit # 32001, 5/1/13 to 4/30/14	635.00
BRM permit fees for #32000, 5/1/13-4/30/14	200.00
<b>TOTAL POSTAGE (210000)</b>	<b>8,818.63</b>
 <b>OTHER MATERIAL/SUPPLIES (290000)</b>	
 <b>Dayton Legal Blank</b>	
5 30-L receipts books for campaign expenses	234.00
 <b>Home Depot</b>	
75 pk blades for warehouse	14.22
 <b>Storage Systems</b>	
6 L-upright end pieces and 16 T-upright center shelvings for warehouse	1,965.00
<b>TOTAL OTHER MATERIAL/SUPPLIES (290000)</b>	<b>2,213.22</b>
 <b>TECHNOLOGY SUPPORT(300075)</b>	
 <b>Data Information Management Systems</b>	
DIMSNet monthly maintenance, 2/1/13-2/28/13	5,939.11
DIMSNet monthly maintenance, 3/1/13-3/31/13	5,939.11
<b>TOTAL TECHNOLOGY SUPPORT (300075)</b>	<b>11,878.22</b>
 <b>RENTAL/LEASE - EQUIP &amp; VEHICLES (300310)</b>	
 <b>General Electric Capital Corp</b>	
Biz Hub C353 and 362 copiers lease and maintenance, 4/1/13-6/30/13	1,612.47
<b>TOTAL RENTAL/LEASE - EQUIP &amp; VEHICLES (300310)</b>	<b>1,612.47</b>
 <b>EMPLOYEE JOB RELATED MILEAGE (300550)</b>	
 <b>Noonan, Diane</b>	
Mileage, Wayne County BOE, 2/12/13	58.50

Mileage , Wayne County BOE, 2/26/13	58.50
Mileage, exploring future polling places, 3/13/2013	35.50
<b>TOTAL EMPLOYEE JOB RELATED TRAVEL (300550)</b>	<b>152.50</b>

**OTHER CONTRACT SERVICES (390000)**

<b>Neopost</b>	
Maintenance, DS70 folder/inserter, TA50 tabber and two 5060 letter openers, 1/1/13 - 12/31/13	3,633.21
<b>Prosource</b>	
Konica flex copies 12/24/13 to 03/23/13	135.17
Maintenance, E1354 model K600 and E2408 model 350 copiers, 4/1/13- 6/30/13	227.78
<b>Triangle Sign</b>	
Furnished and installed wall lettering in lobby "CANDIDATE & BALLOT SERVICES"	604.00
<b>TOTAL OTHER CONTRACT SERVICES (390000)</b>	<b>4,600.16</b>

**ELECTION MILEAGE AND CELL PHONE (390000-390000012)**

<b>Election workers</b>	
11/6/12 election	8.00
<b>TOTAL ELECTION MILEAGE AND CELL PHONE(390000- 390000012)</b>	<b>8.00</b>

The meeting was adjourned at approximately 9:50 a.m.

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Frank Cloud, Chairman

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Lynn Edward Kinkaid, Director

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David E. Kern, Member

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Judith A. Shelton, Member

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Bruce Carter, Member