

**Butler County Board of Elections
Board Meeting Minutes
December 16, 2013**

The Butler County Board of Elections met on Monday, December 16, 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, Administrative Coordinator Donna DeFazio and Administrative Coordinator Tiffany Harmon.

Minutes of the November 25, 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	yea

All in favor; motion carried.

Director Kinkaid reviewed the certified results of the Fairfield School Issue 8 Recount. Member Carter moved to certify the Fairfield School Issue 8 Recount; seconded by Member Kern. Roll call:

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

All in favor; motion carried

Director Kinkaid reviewed the List of Candidates to certify to the May 6, 2014 Primary Ballot. Member Kern questioned how voting would be done on the Republican Party Central Committee as his name is on the list. He asked to vote separately on his name so he can abstain from voting. Member Carter stated that his name was on the Democratic Party Central Committee list and he would need a separate vote to abstain from voting also. Member Carter moved to certify John Boehner, Representative to Congress 8th District and George Nafziger, County Commissioner; seconded by Member Kern. Roll call:

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

All in favor; motion carried

Member Kern moved to certify the list of Democratic Central Committee members excluding Bruce Carter; seconded by Member Shelton. Roll call:

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

All in favor; motion carried

Member Kern moved to certify Bruce Carter to the Democratic Central Committee; seconded by Member Shelton. Roll call:

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

Majority in favor; motion carried

Member Carter moved to certify Bonnie Kelly to the Libertarian Central Committee; seconded by Member Kern. Roll call:

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

All in favor; motion carried

Member Carter moved to certify Jason Phillabaum, Lina Alkamdawi, John Dissel and Jed Jesse to the Republican Central Committee; seconded by Member Shelton. Roll call:

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

All in favor; motion carried

Member Carter moved to certify David Kern to the Republican Central

Committee; seconded by Member Shelton. Roll call:

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

Majority in favor; motion carried

Butler County Board of Elections
Candidate Certification List
May 6, 2014 Primary Election

Name	Office	Party
John A. Boehner	Representative to Congress 8th District	Republican
George F. Nafziger	County Commissioner	Republican

Democratic Central Committee

Name	Precinct
Bruce Carter	HAM11WD1
Randy Karl McDonald	HAM2WD4
Tiffany N. Harmon	HAM2WD5
John Wm. Stewart	HAM5WD6
Kathleen D. Wyenandt	LIBERTY2
Cathina M. Hourani	LIBERTY21
Dennis L. Salo	LIBERTY23
Lisa Mobley	MONROE4
Mark N. Hardig	ROSS4

Libertarian Central Committee

Name	Precinct
Bonnie Kelly	MONROE4

Republican Central Committee

Name	Precinct
David E. Kern	LIBERTY12
Jason Phillabaum	WC21
Lina Alkamdawi	WC24
John C. Dissel	WC27
Jed Jesse	WC33

Director Kinkaid reviewed the Other Correspondence with the Board, noting there is a new Updated Retention Chart.

Under Old Business, Member Carter moved to abolish the Special Assistants positions; seconded by Member Shelton. Member Kern said that he did not think that abolishing the positions were necessary because the jobs need to be done. Member Shelton felt we should abolish the positions now and address it later. Member Kern stated he would still like a report on the roles of the Special Assistants and Deputy Director Bucaro said that he could get the information after the meeting. She also shared that it has been discussed with the staff on how the jobs that the Special Assistants did will be covered. Member Carter stated by abolishing the positions you can start with a clean slate on the best approach for the job. Member Kern asked if we could ask other counties how they handle the roles. Roll call:

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

All in favor; motion carried

Director Kinkaid stated that Andrew Williams, the new Secretary of State Liaison, visited recently and discussed that the Butler County Board of Elections is highly regarded around the State.

Deputy Director Bucaro distributed a copy of the updated 2014 Budget proposal with an attachment of the computer requests for 2014. The County

Commissioners asked us to reduce our budget by \$250,000. Dominion's 2014 software license and extended warranty agreements will be paid entirely in 2013 for \$203,775. We will save about \$15,000 by only licensing the machines we will be using for an election. In the past we have licensed all of the machines but we do not use all of them as we have about 200 extra.

Deputy Director Bucaro shared that there was a nice article in the Journal News on our reduced amount of overtime in 2013. The County Administrator asked that we reduce the technology budget by \$100,000 for 2014 since we are paying Dominion the entire amount in 2013. He then asked us to reduce an additional \$150,000 from the budget. We looked at our election costs and reduced our technology support by \$20,000 for 2015 so we have \$80,000 in reserve instead of \$100,000. We were able to reduce the budget by \$130,000 as \$150,000 was too much of a stretch.

Deputy Director Bucaro shared that we will be moving the poll worker department to the area where early voting used to be and will be using the former ballot room and poll worker department for training the poll workers. This became necessary as the location we have used offsite was going to start charging us to use the building. We need projection screens and equipment which will pay for itself. The only problem may be parking but we will find ways to work it out. Member Carter commended the hard work of the staff for finding ways to cut costs.

Deputy Director Bucaro stated the moving the poll worker department will cost about \$4,000 and we will still give about \$30,000 back to the General Fund.

Director Kinkaid shared that we had an electrician come out to check the lighting situation for the new poll worker department and they will be submitting an estimate soon.

Director Kinkaid reported that he and Jocelyn met with all the departments and reviewed the November 2013 Election to share ideas on what worked well

and submitted suggestions for improvements for future elections. He thanked Jocelyn for cutting costs and saving \$15,000 from the technology budget.

Chairman Cloud also commended the cost cutting measures that he has witnessed over the four years that he has been on the Board.

Member Shelton stated that the staff deserves a lot of praise for being able to plan on working without replacing two full-time staff that retired in 2013.

Under the Deputy Director's Report Ms. Bucaro stated that the Winter Conference in Columbus is January 14-17, 2014. She will be a panelist on the election worker recruitment panel which will be a workshop for Directors, Deputy Directors and staff.

Ms. Bucaro stated that at the post-election meetings, we reviewed the website and ways to improve it. We are also going to make changes to pre-election processes and troubleshooting. We are looking at asset tracking software for the warehouse to track the equipment and supplies as we lose supplies every election such as extension cords. The cost would be approximately \$8,000.

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

Member Shelton. Roll call:

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

All in favor; motion carried

The meeting was adjourned at approximately 9:40 a.m.

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

David E. Kern, Member

Judith A. Shelton, Member

Bruce Carter, Member