

**Butler County Board of Elections  
Board Meeting Minutes  
March 16, 2015**

The Butler County Board of Elections met on Monday, March 16, 2015, at 9:03 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Judy Shelton, Member Todd Hall, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro and Administrative Coordinator Donna DeFazio.

Director Kinkaid stated that there are no bills to present to the Board this month.

Director Kinkaid submitted the minutes for February 17th for approval. Member Carter moved to approve the minutes for February 17, 2015; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	abstain
Member Hall	yea

Majority in favor; motion carried.

Member Carter acknowledged the Receipt of the following Directives, Advisories and Memoranda from Secretary of State:

**Directives**

<b>02/17/2015</b>	<b>2015-02</b>	<b>Enhancing Voter Access to Public Information</b>
<b>02/19/2015</b>	<b>2015-03</b>	<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>
<b>02/19/2015</b>	<b>2015-04</b>	<b>Primary and Special Election Ballot Layout Instructions</b>
<b>02/19/2015</b>	<b>2015-05</b>	<b>Ballot Proofing Requirements</b>
<b>02/19/2015</b>	<b>2015-06</b>	<b>Ballot Quantities for Elections Held on May 5, 2015</b>

**Advisory**

<b>02/25/2015</b>	<b>2015-01</b>	<b>Biennial Adjustment of Recount Charges</b>
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**Memoranda**

**None**

Deputy Director Bucaro stated that we will be in full compliance of Directive 2015-02 regarding voter access to public information for the May election.

Under Election Business, Director Kinkaid presented the proposed paper ballot order for the May 5, 2015 Primary/Special Election. Member Carter asked if the election set up fee of \$350.00 and freight costs of \$300.00 for ES&S would apply to the in-house total. Deputy Director Bucaro stated those fees do not apply to the in-house total of \$1,370.25. Deputy Director Bucaro stated that the staff likes to use the vendor for printing all the ballots as we cannot print the Logic & Accuracy test deck in-house and it would not be cost effective to order only the test deck. Member Hall asked if the order has been placed. Deputy Director Bucaro stated nothing has been ordered yet. Member Hall questioned the cost of 0.45 for each ballot printed in house. Deputy Director Bucaro explained that we own the printers but license the software to run the printers. Before we had on-demand printers, we were guessing the number of ballots needed for each election and pre-printing ballots, leading to a lot of waste. She explained that we need the Board's approval on the quantity of ballots for the May 5, 2015 Primary/Special Election. Member Carter moved to authorize the printing of 3,045 paper ballots for the May Election; seconded by Member Shelton. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Hall	yea

All in favor; motion carried.

Member Carter asked if approval was needed for the outsourcing of the ballots and Deputy Director Bucaro stated it is not needed. Member Hall asked about the amount of expenses that can be approved by the Director or Deputy Director. Deputy Director Bucaro stated that the Board approves all bills. Chairman Cloud stated that the Ohio Revised Code requires anything over \$25,000 be submitted

for bids. Deputy Director Bucaro stated that anything over \$15,000 must be taken to the Commissioners for review.

Under Old Business, Director Kinkaid reviewed the chargebacks for the February 3rd Special Election for Madison Local School District totaling \$7,212.98. Member Carter moved to approve the chargebacks; seconded by Member Shelton. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Hall	yea

All in favor; motion carried.

Member Carter moved to go into a brief recess; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Hall	yea

All in favor; motion carried.

Chairman Cloud stated the Board is back in session.

Under Old Business, Member Carter moved to reaffirm the two percent raise for the staff effective on February 23rd; seconded by Member Hall. Roll call:

Chairman Cloud	abstain
Member Carter	yea
Member Shelton	yea
Member Hall	yea

Majority in favor; motion carried.

Under the Director's Report, Director Kinkaid submitted a list of candidates and committees for referral to the Ohio Election Commission for reports not filed.

Member Shelton asked if those on the list had been contacted and Director Kinkaid stated they have been notified several times. Deputy Director Bucaro clarified that they have not been notified that they are being referred to the OEC.

Member Shelton asked when the list will go to the OEC so the candidates could be contacted. Deputy Director Bucaro said the list will be submitted this week.

Member Carter moved to refer the candidates and two committees to the Ohio

Election Commission; seconded by Member Hall. Roll call:

Chairman Cloud	yes
Member Carter	yea
Member Shelton	yea
Member Hall	yea

All in favor; motion carried.

## 2015 OEC Referrals

### Butler County

#### **Candidates:**

Robert M. Brown

- 2014 Annual Report – Report was not filed.

DaMonte' Cole

- 2013 Post-General – Report was not filed.
- 2014 Annual Report – Report was not filed.

Joseph P. Ebbing

- 2013 Annual – Report was not filed.
- 2014 Annual – Report was not filed.

Matthew King

- 2014 Annual Report – Report was not filed.

Chris Xeil Lyons

- 2014 Annual Report – Report was not filed.

Joseph Herr Mulligan

- 2013 Annual Report – Report was not filed.

Ray A. Murray

- 2013 Post-General Report – Report was not filed.
- 2014 Annual Report – Report was not filed.

Sean Rogers

- 2014 Annual Report – Report was not filed.

Merrell Wood

- 2013 Annual Report – Report was not filed.
- 2014 Annual Report – Report was not filed.

#### **Committees:**

Middletown Firefighters Local 336 PCE

- 2014 Annual Report – Report was not filed.

Middletown Firefighters PAC

- 2014 Annual Report – Report was not filed.

Director Kinkaid stated that he and Deputy Director Bucaro met with County Administrator Charlie Young to discuss hiring Jay Klein as a Board of Elections employee. BCIS Director Eric Fletcher, was also in the meeting and they want to discuss it and will get back with us. Deputy Director Bucaro stated they were concerned about what their IT department would be responsible for and what our office IT would be responsible for. The other concern expressed by them was that in an emergency situation, they would have a backup person immediately available while we may have more difficulty replacing an employee independent of their team. We discussed that the Commissioners and Board Members may need a work session to discuss it further in a few weeks.

Director Kinkaid stated that the Commissioners will be providing an additional 75 parking spaces. Deputy Director Bucaro shared they will be available before the November 2016 Election. Member Hall asked if that was in writing and Deputy Director Bucaro stated that she would follow up with them to clarify the time frame.

Member Carter returned to IT and questioned whether BCIS currently provides computer support to the BOE and what impact a demarcation line will have on that support. Deputy Director Bucaro stated that right now if there is a problem, the staff calls Jay Klein to fix it. If he becomes our employee, they have requested that the staff contact the county IT Department so Jay Klein would not be doing computer or printer repairs in our office as we would be calling the county help desk. It would be awkward for the staff to not contact Mr. Klein. Member Hall asked if Jay was aware of our request and his feelings. Deputy Director Bucaro stated that he knows about the situation and is pleased about the request. Member Hall asked if Joe Andrews was happy about his raise and Deputy Director Bucaro stated that he is.

Under the Deputy Director's report, Deputy Director Bucaro stated the May Election is completely setup with the ballot locked down on Friday. We begin mailing our UOCAVA military and overseas ballots out this Saturday, May 21<sup>st</sup>. We currently have 11 ballots to mail.

We begin our Logic and Accuracy testing next week using our staff and one Location Supervisor to assist. It should be completed in about a week.

Deputy Director Bucaro stated that we are proceeding with testing an on-line training course for the experienced poll workers for the May Election. About 300 poll workers are currently signed up which is about half of the workers that we need for the election. It will reduce the classes and save about \$1,100.

Deputy Director Bucaro shared that Monroe4 is nearing its maximum capacity of 1,400 active voters in a precinct with 1,339 active voters. We will be purging voters in June so we will look at it again after the purge. Member Shelton asked if there are many apartments in that precinct as renters tend to move more frequently and Deputy Director Bucaro stated she doesn't know.

Deputy Director Bucaro stated that at the last meeting Member Hall asked us to look into the amount spent on the voting system over the 10-year period since purchasing the equipment. We purchased the equipment for \$4,852,458 with some of it covered by federal funds. We have spent \$739,522 for maintenance and licensing and \$312,088 for onsite support for a total of \$5,904,069. Over the ten years it is about \$590,000 per year. This would be helpful in purchasing the new equipment to compare a managed lease option with an outright purchase. Member Hall requested the information in a spreadsheet and asked when we would purchase new equipment. Deputy Director Bucaro stated that she feels it would be best to wait until 2017 since 2016 is a presidential year. County Administrator Charlie Young stated that the Commissioners are setting aside funds to purchase new equipment.

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 Hall	yea

All in favor; motion carried.

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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Todd Hall, Member

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Judith A. Shelton, Member

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Bruce Carter, Member