

**Butler County Board of Elections
Board Meeting Minutes
April 20, 2015**

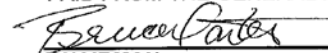
The Butler County Board of Elections met on Monday, April 20, 2015, at 9:03 a.m. for a regular meeting. Roll call was taken and present were Member Bruce Carter, Member Judy Shelton, Member Todd Hall, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro and Administrative Coordinator Donna DeFazio. Member Carter is serving as Acting Chairman.

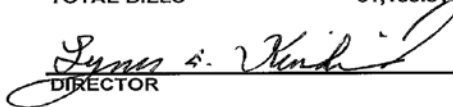
Member Carter presented the bills for approval. Member Shelton moved to approve the bills; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

BILLS April 20, 2015		
0100-5460-520000	Office supplies	2,924.66
0100-5460-521000	Postage	21,027.57
0100-5460-525100	Software/ Hardware Equipment	773.38
0100-5460-529000	Other mat'l & supplies	9,989.18
0100-5460-530075	Technology support	12,708.16
0100-5460-536000	Contract services	2,408.99
0100-5460-530250	Advertising	1,151.87
0100-5460-530320	Polling Place Rentals	200.00

PAID FROM THE GENERAL FUND

 CHAIRMAN

TOTAL BILLS 51,183.81

 DIRECTOR

BILLS
April 20, 2015

OFFICE SUPPLIES (520000)

Alexander Patterson Group Inc

All Computer Supplies

Toner Supplies 754.93

American Printing

10,000 letterhead envelopes 565.00

Batteries Plus

12 pack lithium batteries for defibrillator 27.99

Office Depot Inc

Toner supplies 911.11
Office supplies 117.20
Office supplies 60.18
Office supplies 32.34
Office supplies 17.99
Office supplies 32.43
Office supplies 48.35
Office supplies 5.76
Office supplies 24.61
Office supplies 38.77

TNT Papercraft Inc

Copy paper, 10 cases 288.00

TOTAL OFFICE SUPPLIES (520000) 2,924.66

POSTAGE (521000)

Dominion Voting Systems Inc.

Shipping, 10 cental admin and 250 voter access cards 8.99

Pitney Bowes

EZ seal supplies and freight 113.58
Postage on meter account # 188505560 10,000.00
Postage on meter account # 188505560 10,000.00

United States Postal Service

BRM, permit # 32001 fees/maintenance 905.00

TOTAL POSTAGE (521000) 21,027.57

SOFTWARE/HARDWARE EQUIPMENT (525100)

Dell Marketing LP

Optiplex 7020 PC, Admin 773.38

TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100) 773.38

OTHER MATERIAL/SUPPLIES (529000)

American Printing And Lithographing Co, Inc 800 pollworker manuals	3,245.00
Dominion Voting Systems, INC 10 central administrator and 250 voter access cards	1,350.00
Election Systems and Software Inc 230 ballots, set-up fees and unique PDF	358.50
Hathaway Stamps Name badge & desk plate, Lisa Cloud	26.45
Intab 1,000 self-adhesive name badges	120.67
Murphy Supply Company Kitchen supplies	326.4
Novavision 13,000 security labels for May and November 2015	2,924.32
Office Depot Inc Election supplies, warehouse	106.96
Election supplies, warehouse	29.82
Election supplies, pollworker	307.38
Election supplies, pollworker	68.00
Quality Publishing Company Inc 420 polling location/precinct change cards	114.12
2500 cancellation voter registration cards	462.91
TimeClockExperts.com Acroprint etc electronic data stamp, front desk	548.65
TOTAL OTHER MATERIAL/SUPPLIES (529000)	9,989.18

TECHNOLOGY SUPPORT (530075)

Citrix Online Gotomypc.com online support, Jay Klein	106.56
Data Information Management Systems Dimsnet maintenance, February 2015	6,300.80
Dimsnet maintenance, March 2015	6,300.80
TOTAL TECHNOLOGY SUPPORT (530075)	12,708.16

OTHER CONTRACT SERVICES (536000)

Bucaro, Jocelyn

Reimbursement, registration fees for SurveyMonkey.com	300.00
Reimbursement, online pollworkers training class via Mindflash.com, 2/26/15-3/25/15	250.00
Reimbursement, online pollworkers training class via Mindflash.com, 3/26/15-4/25/15	599.00

Frontier Communications

Oxford listing, 2/22/15-3/21/15	5.00
Oxford listing, 3/22/15-4/21/15	5.00

University Moving and Storage

Pick-up & delivery of voting units, 2/3/14	1,202.00
--	----------

WWW.TimeClockExpert.Com

Acroprint Digital Stamp 2nd year warranty	47.99
---	-------

TOTAL OTHER CONTRACT SERVICES (536000) 2,408.99

ADVERTISING (536000-530250)

Cox Media Group

Ad, deadline to register 2/3/15	149.88
Legal Ad, Madison Local School Bond and Tax Levy	214.40
Ad, deadline to register 5/5/15	787.59

TOTAL ADVERTISING (536000-530250) 1,151.87

POLLING PLACE RENTALS (536000-530320)

Poasttown First Church of God

Special Election, 2/3/15	200.00
--------------------------	--------

TOTAL POLLING PLACE RENTALS (536000-530320) 200.00

Member Carter submitted the minutes for March 16th for approval. Member

Shelton moved to approve the minutes for March 16th; seconded by Member

Hall. Roll call:

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

All in favor; motion carried.

Member Carter acknowledged the Receipt of the following Directives, Advisories

and Memoranda from Secretary of State:

Directives

2015-07 04/15/2015 Unofficial Canvass – May 5, 2015
Primary/Special Election

Advisory None

Memoranda None

Under Election Business, Member Carter reviewed the list of candidates to certify to the November 3, 2015 ballot. Member Hall moved to certify the list; seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

DOCUMENT 2

Certified _____

Admin. Sign & Date

Butler County Board of Elections
November 3, 2015 General Election
Candidates

Reily Township Fiscal Officer

- Dianne Halcomb

Reily Township Trustee

- C. Nicholas Schwab

Ross Township Trustee

- Ellen Yordy

04/15/2015 9:47:14 AM

Under Old Business, Director Kinkaid stated that the list that was submitted to the Board last month for referral to the Ohio Election Commission has been revised as many of the candidates and committees had since fulfilled the requirements. Sean Rogers, DaMonte Cole, Joseph Ebbing and Merrell Wood were submitted to the Ohio Election Commission for reports not filed.

Under New Business, Director Kinkaid stated that 744 Early Voting ballots have been mailed and 511 ballots have been returned. Deputy Director Bucaro stated that includes 194 in-person voters.

Director Kinkaid shared the resignation letter from Linda Kennedy, poll worker clerk, effective May 8, 2015. Director Kinkaid stated she has been a wonderful employee.

Under the Director's Report, Director Kinkaid shared that Betty Goins, poll worker clerk, will be out several weeks due to surgery.

Under the Deputy Director's report, Deputy Director Bucaro stated the deadline for online poll worker training was yesterday. We had over 230 poll workers that completed the online class. We will evaluate how well it worked after the election.

Last week, Director Kinkaid and Deputy Director Bucaro met with County Administrator Charlie Young to discuss IT personnel needs and would recommend going into Executive Session to discuss further the concerns expressed in that meeting.

When we prepared our budget for 2015, we only prepared for one election but will have two elections in 2015 now. It will cost between \$125,000 and \$200,000 above our proposed budget for 2015. The cost will be charged back to the different districts putting issues on the ballot. Deputy Director Bucaro spoke to Mr. Young about re-appropriating the money received in chargebacks to in effect

zero out the expense of the May election and ensure the Board has adequate funds for November. We have received approval by the County Administrator in writing. Member Carter asked if it could be placed in an Elections Revenue fund. Deputy Director Bucaro stated that the County Administrator stated they will not be creating an Election Revenue Fund.

Member Carter moved to go into Executive Session to discuss employment and compensation according to O.R.C. 121.22 (G) (1); seconded by Member Hall.

Roll call:

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

All in favor; motion carried.

Member Carter stated the Board is back in Regular Session. He stated the Board would like to have a meeting with the Board of Commissioners for the purpose of discussing Jay Klein becoming a Board of Elections employee instead of a Butler County employee.

Director Kinkaid shared that he has decided to retire effective May 31, 2015 with his last day as Friday, May 29, 2015. Member Shelton thanked him for his service over 10 years. Member Carter stated that the job description and criteria should be compiled as soon as possible in order to fill the position quickly.

Member Shelton asked the information to be placed on the website now.

Member Carter stated he would like the Directive 2012-23 to be available on the website. Deputy Director Bucaro stated that the Board could approve the job description they were given today which was taken from the Directive. Member Hall moved to approve the job description and minimum requirements for

Director/Deputy Director; seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

Deputy Director Bucaro stated there is previous information that was used to advertise the Director/Deputy Director position that can be submitted with the job description to the local newspapers, Enquirer and The Journal News. Member Carter stated he would like the advertisement to refer applicants to our website for further details. The evaluation criteria was reviewed by the Board and Member Hall asked that Secretary of State Husted's office review the criteria. Member Hall moved to submit to the Secretary of State the criteria for approval for the Director/Deputy Director position and to advertise the position of Director/Deputy Director on our website and have the evaluation criteria, if approved, available to those that make a request; seconded by Member Shelton.

Roll call:

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

All in favor; motion carried.

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

Member Hall. Roll call:

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

All in favor; motion carried.

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

ABSENT

Retired 5.20.15

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

Todd Hall, Member

Judith A. Shelton, Member

Bruce Carter, Acting Chairman