

Butler County Board of Elections Board Meeting Minutes July 20, 2015

The Butler County Board of Elections met on Monday, July 20, 2015, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Todd Hall, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio, Executive Assistant JacRisya McKinnon and Secretary of State Regional Liaison Beth Hamad.

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

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


All in favor; motion carried.

BILLS June 15, 2015		
0100-5460-520000	Office supplies	758.17
0100-5460-521000	Postage	4,684.77
0100-5460-529000	Other mat'l & supplies	5,762.14
0100-5460-530075	Technology support	19,007.76
0100-5460-530150	Membership dues and license	2,472.02
0100-5460-530310	Rental/lease - equip & vehicles	2,358.15
0100-5460-530500	Travel & training	480.00
0100-5460-530550	Employee job related mileage	139.74
0100-5460-536000	Contract services	22,328.66
0100-5460-530250	Advertising	1,058.60
0100-5460-530320	Polling Place Rentals	875.00

PAID FROM THE GENERAL FUND


CHAIRMAN

TOTAL BILLS 59,925.01


DIRECTOR

BILLS
June 15, 2015

OFFICE SUPPLIES (520000)

Office Depot Inc

Office supplies	19.39
Toner Supplies	735.57
Office supplies	3.21

TOTAL OFFICE SUPPLIES (520000) 758.17

POSTAGE (521000)

Butler County Commissioners

1st quarter postage, January-March	4,658.42
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Fedex

March 2015 shipments	26.35
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TOTAL POSTAGE (521000) 4,684.77

OTHER MATERIAL/SUPPLIES (529000)

Bucaro, Jocelyn

Reimbursement, SOS District meeting meals and supplies 5/14/15	104.93
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DeFazio, Donna

Reimbursement, decoration supplies for SOS district Meeting 5/5/15	48.99
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Election Systems and Software Inc

Election day ballots, 5/5/15	1,637.93
In-house ballots,5/5/15	1,066.85

Home Depot

Warehouse supplies	56.94
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Kinkaid, Lynn

Reimbursement, election night meals for employees 5/5/15	330.62
Reimbursement, SOS District meeting meals and supplies 5/14/15	606.03

Lowe's Companies, Inc

Kitchen microwave	195.02
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Millenium Business System

Election flex b/w and color copies	296.99
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Quality Publishing Company Inc

10 receipt books, CBS	266.54
2900 poll /precinct change cards and postage	1110.05

Smith, Mickey

Reimbursement, SOS District meeting meals and supplies 5/14/15	41.25
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TOTAL OTHER MATERIAL/SUPPLIES (529000)	5,762.14
TECHNOLOGY SUPPORT (530075)	
Data Information Management Systems	
Dimsnet maintenance, April 2015	6,300.80
Dimsnet maintenance, May 2015	6,300.80
BCIS	
Network access /user account yearly maintenance 7/1/15-6/30/16	3,400.00
Kronos hardware/software yearly maintenance 7/2/15-7/1/2016	1,879.80
OARnet/Vmware ELA maintenance, 6/1/15-5/31/2016	1,126.36
TOTAL TECHNOLOGY SUPPORT (530075)	19,007.76
MEMBERSHIP DUES AND LICENSE (530150)	
OAEO	
2015 membership dues	2,472.02
TOTAL MEMBERSHIP DUES AND LICENSE (530150)	2,472.02
RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Great American Financial Services Co	
2nd quarter lease/maintenance, 2 sharp copiers	636.15
Pitney Bowes	
Mailing equipment lease and maintenance fees, 1/30/15-4/30/15	1,722.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	2,358.15
TRAVEL & TRAINING (530500)	
Secretary of State	
2015 summer conference, 6/26/15	480.00
TOTAL TRAVEL & TRAINING (530500)	480.00
EMPLOYEE JOB RELATED MILEAGE (530550)	
Gattermeyer, Pamela	
Mileages, early voting to various nursing homes 4/9-4/17	79.56
Harmon, Tiffany	
Mileages, early voting to various nursing homes 4/3-4/17	42.33
Mileages, set-up various polling places 5/4-5/5	17.85
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	139.74
OTHER CONTRACT SERVICES (536000)	

Bucaro, Jocelyn	
Reimbursement, online pollworker training via mindflash.com 4/26/15-5/25/15	599.99
Frontier Communications	
Yearly oxford listing 4/22/15-5/21/15	5.00
Prosource	
Flex copies and maintenance, 4/1/15-6/30/15	259.67
University Moving and Storage	
Pick-up/delivery of voting units to all polling location,5/5/15	21,284.00
Wayne Township Hall	
Polling location custodial services, 5/5/15	180.00
TOTAL OTHER CONTRACT SERVICES (536000)	22,328.66
ADVERTISING (536000-530250)	
Cincinnati Enquirer	
Ad, Director or Deputy Director 4/6/15-5/6/15	1,926.08
Cox Media Group	
Legal Ad, Midpointe Public Library tax levy	221.10
Legal Ad, Lane Public Library tax levy	214.40
Legal Ad, Edgewood City School tax levy	221.10
Legal Ad, Fairfield Township tax levy	402.00
TOTAL ADVERTISING (536000-530250)	1,058.60
POLLING PLACE RENTALS (536000-530320)	
First Baptist Church of Hamilton	
Rental fees, 5/5/15	100.00
Hamilton Christian Center	
Rental fees, 5/5/15	150.00
Heartland of Woodridge	
Rental fees, 5/5/15	50.00
Hilltop Baptist Church	
Rental fees, 5/5/15	75.00
North Fairfield Baptist Church	
Rental fees, 5/5/15	150.00
Partners In Prime	
Rental fees, 5/5/15	75.00

Poasttown First Church of God	
Rental fees, 5/5/15	200.00
West Chester Of The Nazarene	
Rental fees, 5/5/15	75.00
TOTAL POLLING PLACE RENTALS (536000-530320)	875.00

Chairman Cloud submitted the minutes for June 15, 2015 for approval. Member Carter moved to approve the minutes; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Director Noonan acknowledged the Receipt of the following Directives, Advisories, and Memoranda from Secretary of State:

Directive

07/01/2015	2015-10	Instructions Regarding the Review, Examination, and Verification of the Petition Proposing an Amendment to the Ohio Constitution (ResponsibleOhio)
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Advisory

06/17/2015	2015-03	Suspicious Voter Registration Forms
06/17/2015	2015-04	Am. Sub. H.B. 64. State Operating Budget (131st General Assembly)

<u>Memorandum</u>	None
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Under Directives, Advisories, and Memoranda from Secretary of State Deputy Director Bucaro mentioned and congratulated the Board members on receiving a raise under the Operating Budget.

Under Election Business, Deputy Director Bucaro submitted the list of candidates to certify to the November 3, 2015 ballot. Member Carter moved to certify the candidates; Member Hall seconded. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	absent

Member Hall yea

All in favor; motion carried.

Butler County Board of Elections
Candidate Certification List
November 3, 2015

Certified
Admin. Sign & Date

Name	Office
Debbie Pennington	For Member of Council 3rd Ward of Fairfield City
Kathleen Klink	For Member of Council of Hamilton City
Dan Clark	For Member of Council of Monroe City
Nancy Bock	For Fiscal Officer of Fairfield Township
Monica Streit	For Fiscal Officer of Hanover Township
Larry Miller	For Township Trustee of Hanover Township
Pamela Quinlisk	For Fiscal Officer of Liberty Township
Lila Robertson	For Fiscal Officer of Morgan Township
Tom Brucker	For Township Trustee of Morgan Township
Jim Rowan	For Fiscal Officer of Oxford Township
Judy Huffman	For Fiscal Officer of Ross Township
Judy L. Valerio	For Township Trustee of St. Clair Township
Bruce Jones	For Fiscal Officer of West Chester Township
Tom York	For Member of Board of Education of Edgewood City Schools
Thomas Alf	For Member of Board of Education of Hamilton City Schools
Julie Shaffer	For Member of Board of Education of Lakota Local Schools
Lynda C. O'Connor	For Member of Board of Education of Lakota Local Schools
Anita Scheibert	For Member of Board of Education of Middletown City Schools
Keith L. Klinefelter	For Member of Board of Education of Ross Local Schools
William T. Buelsing	For Member of Board of Education of Ross Local Schools
Mark Butterfield	For Member of Board of Education of Talawanda City Schools

7/17/2015 1:08 PM

Under Election Business, Director Noonan submitted the machine allocation for the November 3, 2015 General Election. Member Carter moved to approve the machine allocation; Member Hall seconded. Roll call:

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

All in favor; motion carried.

Under Old Business, Deputy Director Bucaro submitted the chargebacks from the May Special/Primary election. The total amount to be charged back to the districts is \$194,380.62, which is calculated by district based on the number of precincts that had an issue on the ballot. Deputy Director Bucaro also mentioned that it was discussed with the County Administrator to re-appropriate these funds back to us since we did not budget for that election. Member Carter moved to approve the chargebacks; Member Hall seconded. Roll call:

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

All in favor; motion carried.

Under Old Business Director Noonan stated that Jay Klein accepted the permanent position here at the Board of Elections and his official start date was July 13, 2015.

Under the Director's report, Director Noonan stated that 14,000 State Issue Petitions for Marijuana Legalization arrived and the staff worked hard to process them. Director Noonan also reported the staff had their annual team building day, which was very competitive and fun. The day ended with a baby shower for Kim Ellenburg and Joe Andrews.

Director Noonan then reported that the office was rearranged to combine Early Voting and Registration under one manager. Deputy Director Jocelyn, Director Noonan, and five other employees attended the Secretary of State's Summer Conference in June, which was a good refresher.

The Poll Worker Department clerks are out in the field at least three days a week visiting churches and non-profit organizations in an effort to recruit new poll workers for this upcoming election. We are hoping to see a good increase of new poll workers this election.

The staff has begun to process the NCOA's (National Change of Address) registrations, which were put on hold due to the state petitions.

Member Hall questioned what specific office moves were made and Director Noonan stated that Executive Assistant Donna DeFazio moved into Diane's old office, Executive Assistant JacRisia McKinnon moved into the office vacated by Farrell Goodman, and the Registration and Early Voting departments were combined into Election Services.

Under the Deputy Director's report, Deputy Director Bucaro referred to Advisory 2015-04 noting that this advisory included information about the \$12,750,000 that was appropriated for electronic poll books. ES&S, our current electronic poll book vendor, has proposed that we might trade in our electronic poll books and use the appropriated funds to acquire the newer version of their model, which was displayed at the District Meeting held at our office in May. Deputy Director Bucaro stated that it is worth taking a look at because our current e-poll books were made in 2005 and if we do not replace them now, we will likely replace them when we replace our voting equipment, which may be after the state money is gone. As we get more information, we will update the Board.

Member Carter asked if the chargeback money could be allocated for electronic poll books and Deputy Director Bucaro advised Member Carter that those funds are needed for our election expenses this year.

Deputy Director Bucaro reported that we hosted exchange students at Miami University last week, noting this was the final year of their three-year program. The students and staff all had a great time. Journal News reporter Mike Pittman was present and wrote an article that appeared in the paper.

Finally, Deputy Director Bucaro noted concerning our Poll Worker recruitment effort that we are working to build the "Work a Day /Share Your Pay Program" as

a fundraising opportunity for nonprofits. The organizations pledge to recruit volunteers to work the election, and the workers in turn pledge to donate all or part of their poll worker pay to the organizations they support. We also are reaching out to large employers in the county to help recruit poll workers and may partner with Hamilton County on this effort.

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

Member Hall. Roll call:

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

All in favor; motion carried.

The meeting was adjourned at approximately 9:13 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Absent
Judith A. Shelton, Member

Bruce Carter, Member