

Butler County Board of Elections Board Meeting Minutes September 14, 2015

The Butler County Board of Elections met on Monday, September 14, 2015, at 9:05 a.m. for a regular meeting. Roll call was taken and present were Member Judy Shelton, Member Bruce Carter, Member Todd Hall, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio, Executive Assistant JacRisya McKinnon. Also present were Eric Fletcher and Tony Costello from Butler County Information Services, Mike Pitman from Cox Media and Secretary of State Regional Liaison Beth Hamad. Member Carter is serving as Acting Chairman.

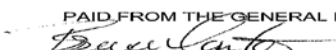
Member Carter submitted the bills for September 14, 2015 to be approved.

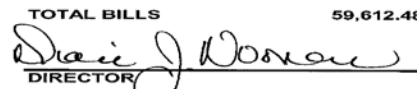
Member Shelton moved to approve the bills; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

BILLS September 14, 2015		
0100-5460-520000	Office supplies	831.47
0100-5460-521000	Postage	13,760.48
0100-5460-525100	Software/ Hardware Equipment	4,725.95
0100-5460-529000	Other mat'l & supplies	13,400.14
0100-5460-530075	Technology support	12,979.64
0100-5460-530310	Rental/lease - equip & vehicles	2,358.15
0100-5460-530500	Travel & training	975.61
0100-5460-530550	Employee job related mileage	295.29
0100-5460-536000	Contract services	10,285.75

PAID FROM THE GENERAL FUND

 CHAIRMAN

TOTAL BILLS 59,612.48

 DIRECTOR

BILLS
September 14, 2015

OFFICE SUPPLIES (520000)

Office Depot Inc

Office supplies	25.93
Office supplies	15.96
Toner supplies	594.14
Office supplies	25.85
Office supplies	13.30
Office supplies	49.41
Office supplies	106.88

TOTAL OFFICE SUPPLIES (520000) 831.47

POSTAGE (521000)

Butler County Commissioners

2nd quarter expense, April-June 2015 3,705.91

Fedex

July 2015 shipments 88.60

Quality Publishing Company Inc.

Postage, partial mailing 57,277 NCOAs 986.09
Postage, 27031 Be a PEO cards 5,979.88

United States Postal Service

Add funds to BRM 32-001 3,000.00

TOTAL POSTAGE (521000) 13,760.48

SOFTWARE/HARDWARE EQUIPMENT (525100)

CDW Government Inc

Panasonic Scanner, Registration Dept 4,478.97

Harmon, Tiffany

Reimbursement, tablet and folio for poll locations evaluations 246.98

TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100) 4,725.95

OTHER MATERIAL/SUPPLIES (529000)

Alexander Patterson Group, Inc

12 tack boards and installations 633.79

American Printing And Lithographing Co, Inc

500 business cards, Diane Noonan 110.00

Bucaro, Jocelyn

Meal reimbursement, donuts for Miami University Students BOE tour, 7/14/15	26.97
Flaggs USA	
2 sets of USA and Ohio State flags	300.25
Home Depot	
Warehouse supplies	13.88
Warehouse supplies	4.99
Quality Publishing Company Inc	
57,277 National Change of Address cards with return envelopes	11325.73
1,000 poll workers post cards/flyers, to volunteer for charities	228.39
2,000 Bookmarkers for Poll workers	163.33
4,000 poll worker response cards	592.81
TOTAL OTHER MATERIAL/SUPPLIES (529000)	13,400.14
TECHNOLOGY SUPPORT (530075)	
Data Information Management Systems	
Dimsnet software voter files maintenance, July 2015	6,489.82
Dimsnet software voter files maintenance, August 2015	6,489.82
TOTAL TECHNOLOGY SUPPORT (530075)	12,979.64
RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Great American Financial Services Co	
2 copier leases, 3rd quarter	636.15
Pitney Bowes	
Mailing equipment lease and maintenance fees, 4/30/15-7/30/15	1,722.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	2,358.15
TRAVEL & TRAINING (530500)	
Bucaro, Jocelyn	
Mileages, 2015 SOS Summer Conference, Columbus OH 6/26/15	98.43
Mckinnon, JacRisla	
Meal, Dims conference in Perrysville, OH 7/29/15	23.00
Noonan, Diane	
Mileage & meals, District # 4 meeting in Warren County,9/1/15	103.46
Smith, Mickey	
Mileage & meals, Dims conference in Perrysville, OH 7/29-7/31	212.72
US Bank	
2015 Ohio Dims conference, Mohican Lodge 7/29-7/31	538.00

TOTAL TRAVEL & TRAINING (530500) 975.61

EMPLOYEE JOB RELATED MILEAGE (530550)

Goins, Betty

Mileages, poll worker recruitment to West Chester, Fairfield, Oxford, Midd, St. Clair 7/13-8/13 126.48

Harmon, Tiffany

Mileages, various polls for evaluations 7/21/15 37.74

Watson, Ragina

Mileages, recruiting poll workers Middletown, Madison Twshp, Fairfield 7/7-7/9 53.55

Mileages, recruiting poll workers various locations 7/29-8/12 77.52

TOTAL EMPLOYEE JOB RELATED TRAVEL (530550) 295.29

OTHER CONTRACT SERVICES (536000)

Alexander Patterson Group Inc

Inventory office panels and tracks 360.00

Reconfigure and installations of panels/tracks, Registration Dept. 7,226.93

Frontier Communications

2015 monthly listing in Oxford, 7/22/15-8/21/15 5.00

2015 monthly listing in Oxford, 8/22/15-9/21/15 5.00

Hamilton City School District Treasurer

Polling location custodial services, 5/5/15 990.00

Jeff Pohlman Tire & Auto Service, Inc

Replaced Butler County van's alternator and battery 367.37

Millenium Business System Inc

Flex copies b/w and color 6/28/15-7/27/15 54.11

Flex copies b/w and color 7/28/15-8/27/15 123.49

Prosource

Maintenance and flex copies, E1354 and E2408, 7/1/2015-9/30/2015 259.67

Rapier Electric Inc

Electrical rewiring of Registration/EV dept 894.18

TOTAL OTHER CONTRACT SERVICES (536000) 10,285.75

Member Carter submitted the minutes for August 17, 2015 for approval. Member

Hall moved to approve the minutes; seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

Butler County Board of Elections
March 16th, Primary Election
Candidates

County Commissioner commencing 01/03/2017

- Don Dixon - Republican

Court of Appeals 12th District commencing 02/09/2017

- Robin N. Piper -Republican

County Prosecuting Attorney commencing 01/02/2017

- Michael T. Gmoser -Republican

09/10/2015 11:44:16 AM

Under Old Business, Member Carter stated the Board will review the proposal from REVIZE to redesign the website. Member Hall asked Deputy Director Bucaro if the contract meets all the needs of the Board of Elections. Deputy Director Bucaro stated that our requests were submitted to Tony Costello of BCIS and he reviewed them with REVIZE. We do not know yet if all of our requests on the wish list will be covered under the contract. Tony Costello stated that there are some things that need to be stated in the contract that are not currently listed. Mr. Costello has verbal commitment from REVIZE that they can do them but they are not specifically listed in the contract. Deputy Director Bucaro stated that the current contract does include the features that we are looking for but we will get it in writing for clarification. Deputy Director Bucaro stated there is an annual maintenance of \$8,900 which will be divided by the number of offices using the website service. Mr. Costello stated that the company specializes in government websites. Deputy Director Bucaro stated she and Director Noonan had a demonstration with REVIZE and were able to view some of their website designs and current customer websites and were very impressed. Member Hall moved to allow Director Noonan and Deputy Director Bucaro to negotiate a detailed revised contract with REVIZE for our website not to exceed \$8,500; seconded by Member Shelton. Roll call:

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

All in favor; motion carried.

Eric Fletcher and Tony Costello left the meeting.

Under New Business, Member Carter stated the Board would review the 2016 Budget proposal. Director Noonan stated that Deputy Director Bucaro would be reviewing the Budget with the Board. Member Hall asked if this would be the document that would be used at the Commissioners' Meeting. Deputy Director Bucaro stated it would be the same presentation to the Commissioners. Deputy Director Bucaro stated the 2016 Budget is \$3,559,658. The last Presidential Election was 2012 and the budget was \$3,411,110. In 2016, our budget is approximately \$1 million over the 2015 Budget because we will hold two county-wide elections with higher turnout. She also stated that we will renew our request for the Commissioners to consider establishing an Election Revenue Fund to save for future purchases. We are in the process of compiling how many Ohio counties have an Election Revenue Fund.

Deputy Director Bucaro stated that we are looking at 2017 to replace our voting equipment. We would like to replace our electronic poll books in 2016 as we will be receiving \$394,465 from the state legislature. Our current poll books were part of a settlement as result of our lawsuit with Diebold in 2011 but were manufactured in 2005. Our cost for the upgraded electronic poll books at the 85-15 state match would be approximately \$75,000.

We also included \$4,500 in capital equipment for the 2016 budget to replace our second voter registration scanner. The current scanners are very old and do not work well. We replaced one this year and will replace the second one next year.

Member Carter asked if the e-pollbooks and the voting equipment would have to be purchased from the same vendor. Deputy Director Bucaro stated they would not have to be purchased from the same vendor as they are interchangeable.

Member Hall stated that the 2016 Budget presentation is very good and the graphs are very helpful and asked who created it. Deputy Director Bucaro stated that she created the presentation.

Member Carter questioned the date of the budget meeting with the Commissioners. Director Noonan stated the meeting is October 12, 2015 at 2:00 p.m.

Member Hall moved to approve the proposed 2016 Budget to submit to the Commissioners; seconded by Member Shelton. Roll call:

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

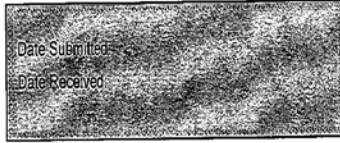
All in favor; motion carried.

Director Noonan presented the Board with the RC3 Retention List for records disposal. Member Hall moved to approve the RC3 disposal list; seconded by

Member Shelton. Roll call:

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

All in favor; motion carried.

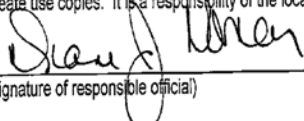
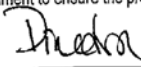


CERTIFICATION OF RECORDS DISPOSAL

Butler County	Board of Elections	Diane Noonan	513-887-3700	Board of Elections & Records Center
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
1802 Princeton Road Suite 600	Hamilton	45011	Butler	No RC-3 Required per HB 153
(address)	(city)	(zip code)	(county)	To be filed w/ Butler County Record Commission

Record Commission Secretary: Rhonda L. Freeze 513-887-5607 or freezer@butlercountyohio.org

I hereby certify that the records listed on this Certification of Disposal are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)**. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

		513-887-7914
(signature of responsible official)	(title)	(telephone number)

Please Note:
 Records Commissions retain a permanent copy of this form.

CERTIFICATION OF RECORDS DISPOSAL

Butler County
 (political subdivision name)

Board of Elections
 (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	Media Type To be retained (if any)	Inclusive Dates of Records		Proposed date of destruction
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To	
Absentee Ballot Applications 4 years	CBE-01 BOE-01	09/17/2014	Paper		05/03/2011- 05/03/2011	09/30/2015	
Ballots Used and Unused 60 days after non-federal & 22 months after federal	CBE-06 BOE-06	09/17/2014	Paper		February 2015 ballots	09/30/2015	
Poll Books and Summary Sheets 6 years	CBE-019 BOE-019	09/17/2014	Paper		02/03/2009- 05/05/2009	09/30/2015	
Receipt Books Until Audited/Report Released	CBE-25 BOE-25	09/17/2014	Paper/Electronic		Audited & Audit Report Released	09/30/2015	
Vouchers Until Audited/Released	CBE-27 BOE-27	09/17/2014	Paper/Electronic		Audited/Audit Report Released	09/30/2015	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type	Media Type To be retained	Inclusive Dates of Records	Proposed date of destruction	
Absentee Identification Envelopes 60 days after non-federal & 22 months after federal	CBE-38 BOE-38	09/17/2014	Paper		February 2015 Envelopes	09/30/2015	
Change of Address/Name Notifications 4 years	CBE-36 BOE 36	09/17/2014	Paper		Received 06/30/2011 and prior	09/30/2015	
Voter Verified Paper Audit- VVPAT 60 days after non-federal & 22 months after federal	CBE-48 BOE-48	09/17/2014	Paper/Electronic		February 2015 Envelopes	09/30/2015	
Voting Machine Reports 60 days after non-federal & 22 months after federal	CBE-49 BOE-49	09/17/2014	Paper/Electronic		February 2015 Reports & May 2015 Reports	09/30/2015	
Mailing Envelope/Absent Ballot 60 days	CBE-59 BOE-59	09/17/2014	Paper/Electronic		February 2015 Election	09/30/2015	
Proof of Ballots 60 days	CBE-60 BOE-60	09/17/2014	Paper		February 2015 Election	09/30/2015	
Report Forms 60 days	CBE-61 BOE-61	09/17/2014	Paper		Elections with no pending legal actions held February 3, 2015 and prior	09/30/2015	
Certifications of Most Populous County of Overlapping Candidates 60 days	CBE-62 BOE-62	09/17/2014	Paper		Elections with no pending legal actions held February 3, 2015 and prior	09/30/2015	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type	Media Type To be retained	Inclusive Dates of Records	Proposed date of destruction	
Copies of State Issues and Statewide Candidate Petitions 60 days	CBE-64 BOE-64	09/17/2014	Paper		Elections with no pending legal actions held February 3, 2015 and prior	09/30/2015	
Unofficial Election Results 60 days	CBE-65 BOE-65	09/17/2014	Paper		Elections with no pending legal actions held February 3, 2015 and prior	09/30/2015	
Duplicate Records from Statewide Voter Registration Database 60 days	CBE-70 BOE-70	09/17/2014	Paper/Electronic		Elections held February 3, 2015 and prior	09/30/2015	
Duplicate or Incomplete Voter Registration 4 years	CBE-71 BOE-71	09/17/2014	Paper		Received 06/30/2011 and prior	09/30/2015	
Returned Undeliverable 60 day Notices Until elector votes or elector removed from voter registration list	CBE-72 BOE-72	09/17/2014	Paper/Electronic		Elector appears to vote or is removed from registration list	09/30/2015	
Copies of Identification from Electors with Absentee Ballot and Identification Envelope 90 days after receipt	CBE-75 BOE-75	09/17/2014	Paper		Received February 3, 2015 and prior	09/30/2015	
Authority to Vote Slips 60 days	CBE-86 BOE-86	09/17/2014	Paper/Electronic		Elections held February 3, 2015 and prior	09/30/2015	
Declaration of Elector Unable to Mark Ballot 60 days	CBE-89 BOE-89	09/17/2014	Paper/Electronic		Elections held February 3, 2015 and prior	09/30/2015	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type	Media Type To be retained	Inclusive Dates of Records	Proposed date of destruction	
Authorization for Elector to Update Signature Until updated	CBE-95 BOE-95	09/17/2014	Paper/Electronic		Until Updated	Ongoing	
Election Hardware Inventory No longer administrative value	CBE-97 BOE-97	09/17/2014	Paper/Electronic		Until no longer of administrative value	Ongoing	
Election Day Precinct Incident Log 60 days after election or 22 months after Federal election	CBE-98 BOE-98	09/17/2014	Paper/Electronic		February 3, 2015	09/30/2015	
Absent Voter Challenge 60 days after election or 22 months after Federal election	CBE-100 BOE-100	09/17/2014	Paper/Electronic		February 3, 2015	09/30/2015	

Under the Director's report, Director Noonan stated that Warren County hosted the District Four Meeting recently. Two of their commissioners attended the meeting and there was a panel discussion on funding for new voting equipment. They plan ahead and save toward capital investments in Warren County. There were also vendors with the newest voting machines and electronic poll books.

Director Noonan also noted that we have seven temporary employees currently and they are working out very well.

Director Noonan stated that we have not locked down the ballot yet as Issue 3 has ongoing litigation pending on the ballot language.

Under the Deputy Director's report, Deputy Director Bucaro reported that we were involved in an on-line meeting with ES&S regarding a new service they provide for UOCAVA voters, or military and overseas voters. It is called Ballot Online and it enables us to deliver their ballots through a secure online system. UOCAVA voters are the only ones that can have their ballot emailed to them online. We currently attach their ballot and documents to an email but the new system would be much faster and easier. Also, the voter could mark their ballot online and then print it out. It will then include a bar code which we would use to scan and automatically re-print their completed ballot so we will not have to remake the ballot by hand. The cost of the service is \$1,000 per election plus .50 per ballot which will be approximately \$1,500 for the November election. They are going to let us use it in the March 2016 Primary without the election charge.

Deputy Director Bucaro stated that she and Director Noonan would like to become Certified Election Registration Administrators through the Election Center, which is the national organization for election officials. It is a twelve-course program. In order to participate in the program, we have increased our travel and training portion of the budget. We would attend the courses in February in Phoenix and go to the Conference in August 2016.

Member Shelton stated that she is submitting her letter of resignation as a board member effective today September 14, 2015 at the end of this meeting. She remarked on what an honor it has been to serve for 13 years, and expressed confidence that the Republican Party will recommend someone who will be ready to go to work right away.

Member Carter stated that he would personally miss Member Shelton as she helped him when he was new on the Board. Member Shelton stated it has been an honor to serve with all the past board members as well as Directors and Deputy Directors. Member Hall stated Member Shelton would truly be missed. Director Noonan stated that she would miss her as a friend as well as a co-worker. Deputy Director Bucaro stated she would miss all the experience that Member Shelton has on the Board. Member Shelton felt it has been a privilege to serve and she has enjoyed her time on the Board. She feels it is a good time for a new person to come on the Board with the purchase of new equipment.

Deputy Director Bucaro stated she feels that the voters in Butler County are losing an advocate today. Deputy Director Bucaro stated it has been a joy to see Member Shelton working tirelessly to ensure that a voter's vote counts. It is a wonderful service that Member Shelton provided to the voters.

Member Carter commended Member Shelton on her professionalism and her ability to keep politics checked at the door. Member Shelton stated that all the Board members have agreed on the importance of that and it has been honored.

Director Noonan stated in her four and half years at the Board, Member Shelton has been a mentor as well as a family friend and personal friend.

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 9:55 a.m.

ABSENT

Frank Cloud, Chairman

Diane Noonan, Director

Resigned 9/14/2015

Todd Hall, Member

Judith A. Shelton, Member

Bruce Carter, Acting Chairman