

Butler County Board of Elections Board Meeting Minutes October 19, 2015

The Butler County Board of Elections met on Monday, October 19, 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, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio and Executive Assistant JacRisya McKinnon. Also present was Secretary of State Regional Liaison Beth Hamad.

Chairman Cloud submitted the bills for October 19, 2015 to be approved.

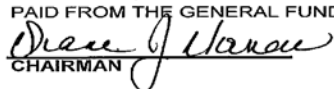

Member Carter moved to approve the bills; seconded by Member Wunnenberg.

Roll call:

Chairman Cloud yea
Member Carter yea
Member Hall yea
Member Wunnenberg yea

All in favor; motion carried.

BILLS October 19, 2015		
0100-5460-520000	Office supplies	731.58
0100-5460-521000	Postage	700.52
0100-5460-529000	Other mat'l & supplies	1,819.51
0100-5460-530075	Technology support	6,489.82
0100-5460-530500	Travel & training	46.92
0100-5460-530550	Employee job related mileage	26.52
0100-5460-536000	Contract services	2,323.96
0100-5460-530250	Advertising	787.59
0100-5460-530300	Temporary Contract Workers	4,857.36
	TOTAL BILLS	17,783.78

<p>PAID FROM THE GENERAL FUND</p> <p> CHAIRMAN</p>	<p> DIRECTOR</p>
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BILLS
October 19, 2015

OFFICE SUPPLIES (520000)

Office Depot Inc

Office supplies	106.72
Office supplies	248.82

Ohio Labor Law Poster Service

2016 Labor Law poster	67.25
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TNT Papercraft Inc

Copy paper, 10 boxes	288.00
2016 desktop calendar refills	20.79

TOTAL OFFICE SUPPLIES (520000)	731.58
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POSTAGE (521000)

Fedex

August 2015 shipments	16.74
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Quality Publishing Company Inc.

Printing & postage, 790 Voter Registration Cards with non-profit indicia	379.65
1400 poll location change cards with variable data	304.13

TOTAL POSTAGE (521000)	700.52
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OTHER MATERIAL/SUPPLIES (529000)

Clendenin, Erin	
Reimbursement, 4 board member frames	63.86
Harmon, Tiffany	
Reimbursement, headset replacement part	19.95
Home Depot	
Warehouse supplies	22.76
Warehouse supplies	41.72
Millenium Business System	
Election flex copies	398.65
Office Depot Inc	
Elections supplies, poll workers	43.56
Elections supplies, poll workers	65.34
Elections supplies, poll workers	246.45
Election supplies, poll workers	399.52
Election supplies, ballot room	63.20
Quality Publishing Company Inc	
1400 poll location precinct change cards	325.33
Uline	
4 S-5606 stretch wrap and 1 dispenser for warehouse	129.17
TOTAL OTHER MATERIAL/SUPPLIES (529000)	1,819.51

TECHNOLOGY SUPPORT (530075)

Data Information Management Systems	
Dimsnets software voter files maintenance, September 2015	6,489.82
TOTAL TECHNOLOGY SUPPORT (530075)	6,489.82

TRAVEL & TRAINING (530500)

Bucaro, Jocelyn Mileages, 2015 District #4 meeting in Warren County 9/1/15	23.46
Mckinnon, JacRisia Mileages, 2015 District #4 meeting in Warren County 9/1/15	23.46
TOTAL TRAVEL & TRAINING (530500)	46.92

EMPLOYEE JOB RELATED MILEAGE (530550)

Goins, Betty Mileages, pollworker recruitment in Liberty Township and West Chester	26.52
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	26.52

OTHER CONTRACT SERVICES (536000)

Bucaro, Jocelyn Reimbursement, online pollworkers training via Mindflash.com 10/1/15-10/31/2015	1,759.29
Frontier Communications 2015 monthly listing in Oxford, 9/22/15-10/21/15	5.00
Miami University, Hamilton Polling location custodial services, prepaid 11/3/15	150.00
Miami University, Verity Lodge Polling location custodial services,5/5/15	150.00
Premier Election Solutions Prosource Maintenance & flex copies, 10/1/15-12/31/15	259.67
TOTAL OTHER CONTRACT SERVICES (536000)	2,323.96

ADVERTISING (536000-530250)

Cox Media Group Ad, registration deadline to vote, November 2015	787.59
TOTAL ADVERTISING (536000-530250)	787.59

TEMP AGENCY CONTRACT WORKERS (536000-530320)

Robert Half International Inc Temp Agency, 8/24/15-8/28/15	1,841.42
Temp Agency, 9/5/15-9/18/15	1,700.57
Temp Agency, 9/19/15-9/25/15	1,315.37
TOTAL TEMP AGENCY CONTRACT WORKERS (536000-530320)	4,857.36

Member Carter submitted the minutes for August 26, 2015 and September 14, 2015 for approval. Member Carter moved to approve the minutes; seconded by Member Hall. Roll call:

Chairman Cloud yea
 Member Carter yea
 Member Hall yea
 Member Wunnenberg abstain

Majority in favor; motion carried.

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

Directive

- 2015-14 08/25/2015 Ballot Proofing Requirements**
- 2015-15 08/25/2015 Ballot Quantities for the November 3, 2015
General Election**
- 2015-16 09/18/2015 State Issue 3 – Revised Ballot Language and
Instructions**
- 2015-17 09/21/2015 Uniform Days and Hours for In-Person Absentee
Voting for the November 3, 2015 General Election**
- 2015-18 09/29/2015 Instructions Regarding the Review, Examination,
and Verification of the Initiative Petition Proposing
an Addition to the Ohio Revised Code (Fresh Start
Act)**

Advisory None

Memorandum

**2015-01 10/08/2015 Special Powers and Responsibilities of Sheriffs
on Election Day – November 3, 2015**

Under Election Business, Director Noonan stated as of Friday, November 16, 2015 we have had 4,065 absentee ballots requested with 1,769 received which included 1,324 cast in-person and 445 mailed in.

Director Noonan submitted the list of Candidates to certify for the March 2016 Primary Election.

Member Carter moved to certify the list of candidates; seconded by Member Hall. Roll call:

Chairman Cloud yea
 Member Carter yea
 Member Hall yea

Member Wunnenberg yea

All in favor; motion carried

Certified _____

Admin. Sign & Date

Butler County Board of Elections

March 15th, Primary Election

Candidates

Representative to Congress 8th District – commencing 01/03/2017

- Scott George – Republican
- J.D. Winteregg – Republican

County Engineer – commencing 01/02/2017

- Gregory J. Wilkens - Republican

County Recorder – commencing 01/02/2017

- Danny N. Crank - Republican

County Treasurer – 09/04/2017

- Nancy E. Nix - Republican

11/17/2015 10:02:02 AM

Under Old Business, Deputy Director Bucaro stated that we do not have a contract with Revize yet on the redesign of the website. A meeting was held with Tony Costello from Information Services who is negotiating the contract with Revize to review all of the items we would like to include on the website. However, we were able to generate two new items on the website. The candidates can generate their own walk lists but they do not include voter history. There is also a report for candidates to generate their own absentee labels or lists daily or over a period of time.

Under the Director's report, Director Noonan stated a meeting with the employees was held to discuss that we appreciated all the hard work and dedication the employees have shown in recent months.

Currently, all registrations are up-to-date for the November 3, 2015 Election. In the poll worker department a total of 935 people have been trained with 597 in-person training and 338 on-line training. We still have 491 workers to train with a total of around 1,400 trained. The warehouse is organized and ready for the election.

Under the Deputy Director's report, Deputy Director Bucaro stated that we participated in a webinar for a new electronic poll book certified in Ohio by a company called "Everyone Counts". We expect we will want to replace our ten-year-old electronic poll books when we replace our voting units in 2017. We would like to take advantage of the money appropriated by the state legislature for electronic poll books in its biennial budget. The system we viewed uses off-the-shelf technology with their secure software application. They have offered to let us try their product for this election so we are going to have four of their electronic poll books at locations on Election Day. We will run the election on our current system but will make the other electronic poll books available for feedback from our poll workers and voters. They will be placed at the Board of Elections polling place, Fairfield North Baptist Church and our two Butler Tech locations. Member Hall asked how much money we would be getting from the State. Deputy Director Bucaro stated that it is approximately \$300,000. Member Hall asked what new electronic poll books would cost and Deputy Director Bucaro stated around \$500,000.

Deputy Director Bucaro stated that we contracted with ES&S for their ballot on-line delivery. It is an on-line tool for our military and overseas voters to receive their ballots at a secure on-line site. They could print out a blank ballot, mark it and send it in to us or they can mark it on-line and it will have a barcode that we can scan to print the voted ballot on our ballot-on-demand printers. Deputy Director Bucaro stated the agreement carries a per ballot charge of \$.50 and election set up fee of \$750 per election, with a \$1,000 annual licensing fee. The \$750 fee is waived for the March 2016 Election and the annual licensing fee will be waived through 2016. Member Hall asked how long the term of the

contract was. Deputy Director Bucaro stated that it is a one-year contract, renewable upon request. Member Hall asked about the financial limit or terms for a contract that the Director and Deputy Director authorizes. Deputy Director Bucaro stated the Director and Deputy Director usually do not authorize the contracts and they are always sent to the Prosecutor's Office for review.

Deputy Director Bucaro stated that she is sharing sad news that JacRisia McKinnon is resigning her position with the Board of Elections effective Friday, November 6, 2015. She is the Executive Assistant for Election Services and manages our Early Voting Operations. Deputy Director Bucaro stated that we would like to move Eric Corbin into that position so he can shadow JacRisia before she leaves. Member Hall asked if that creates another opening in the office. Deputy Director Bucaro stated that he is in our Candidate and Ballot Services department and there would be an opening in that department. Member Carter moved to go into Executive Session pursuant to Ohio Revised Code 121.22 (G) (1) for employment promotion and compensation; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Chairman Cloud stated the Board is back in session. Member Carter moved to promote Eric Corbin to Executive Assistant to Election Services with an annual salary of \$44,079; effective November 16, 2015; seconded by Chairman Cloud. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

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

Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried

The meeting was adjourned at approximately 9:30 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg, III Member

Bruce Carter, Member