

Butler County Board of Elections Board Meeting Minutes February 16, 2016

The Butler County Board of Elections met on Tuesday, February 16, 2016, 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, Secretary of State Regional Liaison Elizabeth Hamad and guest Kathy Wyenandt.

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

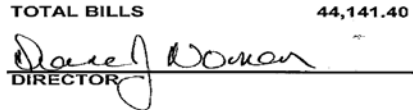
| | |
|-------------------|-----|
| Chairman Cloud | yea |
| Member Carter | yea |
| Member Hall | yea |
| Member Wunnenberg | yea |

All in favor; motion carried.

| BILLS February 16, 2016 | | |
|----------------------------|---------------------------------|------------------|
| 0100-5460-520000 | Office supplies | 2,028.31 |
| 0100-5460-521000 | Postage | 11,422.05 |
| 0100-5460-528000 | Subscriptions | 296.91 |
| 0100-5460-529000 | Other mat'l & supplies | 15,103.97 |
| 0100-5460-530075 | Technology support | 6,489.82 |
| 0100-5460-530310 | Rental/lease - equip & vehicles | 1,722.00 |
| 0100-5460-530500 | Travel & training | 704.96 |
| 0100-5460-536000 | Contract services | 735.67 |
| 0100-5460-530250 | Advertising | 457.71 |
| 0100-5460-531050 | State Filing Fees | 5,180.00 |
| | TOTAL BILLS | 44,141.40 |

PAID FROM THE GENERAL FUND


CHAIRMAN


DIRECTOR

BILLS
February 16, 2016

OFFICE SUPPLIES (520000)

**Hathaway
Stamps**

| | |
|---------------------------------|-------|
| Diane Noonan signature stamp | 20.95 |
| Brian Hester, Ohio notary stamp | 32.95 |
| PEO provisional stamp | 58.95 |

Office Depot Inc

| | |
|-----------------|----------|
| Office supplies | 27.78 |
| Toner supplies | 1,163.39 |
| Office supplies | 152.13 |
| Office supplies | 25.99 |
| Office supplies | 17.57 |

TNT Papercraft Inc

| | |
|---------------------|--------|
| 2016 paper supplies | 528.60 |
|---------------------|--------|

TOTAL OFFICE SUPPLIES (520000) 2,028.31

POSTAGE (521000)

Dominion Voting Systems Inc.

| | |
|-----------------------------------|-------|
| Freight charge for ballot scanner | 90.00 |
|-----------------------------------|-------|

FedEx

| | |
|-------------------|-------|
| December shipment | 21.68 |
|-------------------|-------|

Quality Publishing Company Inc.

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|--|----------|
| 5914 postage for poll/precinct change cards, 3/15/16 elections | 1,310.37 |
|--|----------|

United States Postal Service

| | |
|--|-----------|
| BRM postage acct# 464387 permit no. 32-001 | 10,000.00 |
|--|-----------|

TOTAL POSTAGE (521000) 11,422.05

SUBSCRIPTIONS (528000)

Journal News

| | |
|--|--------|
| Yearly subscription, 12/16/15-12/13/16 | 296.91 |
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TOTALSUBSCRIPTIONS (528000) 296.91

OTHER MATERIAL/SUPPLIES (529000)

BBM Battery, Inc

| | |
|----------------------------------|----------|
| 100 TSX and 50 lithium batteries | 8,832.50 |
|----------------------------------|----------|

Lowes Companies, Inc

| | |
|--|----------|
| 40 6ft commercial grade tables for polls | 1,782.69 |
|--|----------|

Millenium Business System

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|---|------------------|
| Election flex copies, 11/28/15-12/27/15 | 67.85 |
| Election flex copies, 12/28/15-1/27/16 | 219.20 |
| Novavision, Inc | |
| 10,000 secure guard seals | 2,336.75 |
| Office Depot Inc | |
| Election supplies | 190.89 |
| Election supplies | 34.44 |
| Election supplies | 268.35 |
| Election supplies | 294.83 |
| Quality Publishing Company Inc | |
| 5914 postage for poll/precinct change cards,3/15/2016 elections | 1,002.79 |
| Security Lock Company | |
| 2 ballot room duplicate keys | 7.50 |
| Uline Inc | |
| 2 reflective tapes | 66.18 |
| TOTAL OTHER MATERIAL/SUPPLIES (529000) | 15,103.97 |
| TECHNOLOGY SUPPORT (530075) | |
| Data Information Management Systems | |
| Dimsnet maintenance for January 2016 | 6,489.82 |
| TOTAL TECHNOLOGY SUPPORT (530075) | 6,489.82 |
| RENTAL/LEASE - EQUIP & VEHICLES (530310) | |
| Pitney Bowes | |
| Mailing equipment and lease, 10/30/15-1/30/2016 | 1,722.00 |
| TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310) | 1,722.00 |
| TRAVEL & TRAINING (530500) | |
| Bucaro, Jocelyn | |
| Meals, mileage and parking at OAEO conference 1/13-1/14 | 155.90 |
| Corbin, Eric | |
| Mileages and parking, OAEO conference, 1/14/16 | 114.06 |
| Noonan, Diane | |
| Meals and Miscellaneous, OAEO conference, 1/12-1/14 | 96.00 |
| Smith, Mickey | |
| Meals, mileages and classes at OAEO/OREO conference, 1/12-1/14 | 339.00 |
| TOTAL TRAVEL & TRAINING (530500) | 704.96 |
| OTHER CONTRACT SERVICES (536000) | |

| | |
|--|-----------------|
| Frontier Communications | |
| 2015 Yearly listing, December-January | 5.00 |
| 2016 Yearly listing, January-February | 5.00 |
| Prosource | |
| Maintenance and flex copies, 1/1/16-3/31/16 | 259.67 |
| Smith, Mickey | |
| Reimbursement, ballot box flag decal on back | 80.00 |
| Simplex Grinnell | |
| 2016 alarm monitoring | 386.00 |
| TOTAL OTHER CONTRACT SERVICES (536000) | 735.67 |
| ADVERTISING (536000-530250) | |
| Cox Media Group | |
| Ad, deadline for voter to register,1/31/16 | 457.71 |
| TOTAL ADVERTISING (536000-530250) | 457.71 |
| STATE FILING FEES (536000-531050) | |
| 2015 Ohio Elections Commission | 5,180.00 |
| TOTAL STATE FILING FEES (536000-531050) | 5,180.00 |

Chairman Cloud submitted the minutes for December 21, 2015, January 8, 2016 and January 19, 2016 for approval. Member Carter moved to approve the minutes; seconded by Member Wunnenberg. Roll call:

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|-------------------|-----|
| Chairman Cloud | yea |
| Member Carter | yea |
| Member Hall | yea |
| Member Wunnenberg | yea |

All in favor; motion carried.

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

Directive

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|-------------------|----------------|---|
| 01/05/2016 | 2016-02 | Republican Party Ballot for March 15, 2016 Primary and Special Congressional Primary Elections |
| 01/29/2016 | 2016-03 | Absentee Ballots |

Advisory **None**

Memorandum **None**

Under Election Business, Deputy Director Bucaro stated that today is the last day to register to vote for the March 15, 2016 Primary Election so the office is open until 9:00 p.m. Absentee voting begins at 8:00 a.m. on Wednesday, February 17th and early voting ballots will be placed in the mail. We have around 235,000 registered voters currently which is about 4,000 more registered voters for the March 2012 Primary Election.

Under Old Business, Director Noonan reviewed the Revize web redesign Contract Proposal. Deputy Director Bucaro stated there are no changes to the original proposal of \$8,500 for the design. We have a 63 page document that outlines all the services that will be included in the website which is a very good contract. An annual maintenance for five years of \$8,900 will be divided by the 12 offices that are receiving website updates. Member Carter moved to accept the proposal from Revize to redesign the website; seconded by Member

Wunnenberg. Roll call:

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|-------------------|-----|
| Chairman Cloud | yea |
| Member Carter | yea |
| Member Hall | yea |
| Member Wunnenberg | yea |

All in favor; motion carried.

Under New Business, Deputy Director Bucaro stated there is a vacancy in the Poll Worker Department. Director Noonan and Deputy Director Bucaro have been discussing revising the job description to meet the needs of the Poll Worker Department. Deputy Director Bucaro presented a draft of the new job description for the Community Outreach Coordinator. Member Hall asked what the salary was for the old position. Deputy Director Bucaro stated it was around \$39,000 but the new position would pay about \$41,000. This would be a special program that will develop relationships with Miami University and other colleges as well as high schools, community organizations and non-profit programs. Deputy Director

Bucaro stated that we would like to advertise the position and have an application deadline of March 18th and a start date by early April.

Member Wunnenberg asked if we have our poll workers for the March Primary Election. Deputy Director Bucaro stated that we are over our minimum of about 1,200 election officials to work but we would like about 100 more workers. On-line training began on Friday, February 12, 2016 and we have asked all our experienced workers to take the on-line training class. There have been 130 workers take the on-line class but four have failed so they will need to come to in-person training. We have reduced three weeks of training down to one week. Director Noonan stated that there are computers set up in our office where they can come to take their on-line training if they do not have a computer at home.

Director Noonan noted that she and Deputy Director Bucaro met with Director Matt Haverkos of Emergency Management to discuss emergency plans for Election Day. We gave Matt our polling place list and he is going to look for alternative polling locations in case an emergency occurs at a location.

We asked him about temporary lighting for the back lot of the Board of Elections. He has a lighting box that plugs in that we are going to borrow. He also referred us to Water and Sewer and they are lending us their diesel fueled lighting to use for the March Primary Election. Director Noonan reviewed with the Board two bids that we received from Wargo Electric and Rapier Electric for a permanent solution to the lighting problem. Chairman Cloud stated that Rapier Electric does work for the county and he would like for us to check with Rapier on the proposal as the date has expired. Member Hall stated he would suggest going with the lighting that would be attached to our building instead of pole lighting on the perimeter of the property. Chairman Cloud suggested asking the county to cover the costs as this is a county building. Deputy Director Bucaro stated that our staff parks in the back during early voting to allow for more parking spaces in the front of the building for early voting participants. She stated that they will be

meeting with Administrator Charlie Young and they will discuss the lighting proposals with him.

Under the Director's Report, Director Noonan stated that the new drop box has been placed out front to make it easier for voters to drop off forms and ballots.

She stated that the meeting with Administrator Charlie Young will also include discussion of using county employees to be used as poll workers in case of a catastrophic emergency on Election Day. We will ask them to allow the employees to take on-line training class during work hours.

Director Noonan stated that she and Deputy Director Bucaro had a meeting with ES&S recently and discussed the poll worker module problems in DIMS. DIMS is going to put together two webinars to assist us in using the system. We have looked at another company called Poll Chief for our poll worker module but want to give DIMS an opportunity to fix the issues.

Director Noonan thanked Member Carter for his service and dedication on the Board as this is his last meeting before his term ends.

Under the Deputy Director's Report, Deputy Director Bucaro stated that the Commissioners have approved the extra parking spaces on campus and the new lot will be completed before the November Election. We also confirmed with the City of Hamilton that beginning in April they will be widening Hampshire Drive to place a right turn lane onto Hwy 129. Member Hall expressed appreciation for the persistence in following up with the Commissioners.

We would like to have our proposal ready to bid for new voting equipment early next year. We want to put together a work group to explore the options for new voting equipment including Prosecuting Attorney Roger Gates, Randy Quisenberry from the Commissioners' Office, a Board Member and some of our staff. Member Hall asked the price of the new voting system. Deputy Director

stated it is around \$4-5 Million but there are different options available for leasing instead of owning the equipment. Chairman Cloud asked if there is a possibility to receive grant money from the state or government. Deputy Director Bucaro stated those options may be available to us. She also stated that Ohio Association of Election Officials and County Commissioners Association are pushing the state legislators to find funding for voting equipment. Director Noonan stated that the electronic poll books funding from the State would cover the cost of new poll books.

Deputy Director Bucaro stated that Member Carter has been a wonderful Board Member and he will be greatly missed at the Board of Elections. Chairman Cloud stated all the current and past board members and staff would agree that Bruce contributed to the success of the Board. Member Carter stated that he enjoyed his four years at the Board of Elections and the experience has been wonderful working with the best employees in the State.

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 | yea |
| Member Carter | yea |
| Member Hall | yea |
| Member Wunnenberg | yea |

All in favor; motion carried.

Chairman Cloud stated the Board is back in regular session.

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

Member Hall. Roll call:

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|-------------------|-----|
| Chairman Cloud | yea |
| Member Carter | yea |
| Member Hall | yea |
| Member Wunnenberg | yea |

All in favor; motion carried.

The meeting was adjourned at approximately 10:20 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg, III Member

Term Ended 2/29/16

Bruce Carter, Member