

**Butler County Board of Elections
Board Meeting Minutes
June 20, 2016**

The Butler County Board of Elections met on Monday, June 20, 2016, at 9:05 a.m. for a regular meeting. Roll call was taken and present were Member Kathy Wyenandt, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio, Executive Assistant Eric Corbin. Member Wyenandt served as Acting Chairman.

Member Wyenandt submitted the bills for approval. Member Hall asked how we know that we need batteries for the TSX units. Director Noonan stated that Warehouse Coordinator Erin Clendenin tests them with a trickle charge. Member Hall asked about the 60 outlet cables and Director Noonan stated they were for the polling locations and are extension cords. Member Hall moved to approve the bills; seconded by Member Wunnenberg. Roll call:

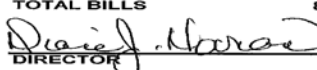
Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

BILLS June 20, 2016		
0100-5460-520000	Office supplies	1,066.55
0100-5460-521000	Postage	10,047.93
0100-5460-524000	Gas-fuel-oil	47.22
0100-5460-525100	Software/ Hardware Equipment	4,624.88
0100-5460-529000	Other mat'l & supplies	31,814.23
0100-5460-530075	Technology support	12,979.64
0100-5460-530150	Membership dues and license	2,624.70
0100-5460-530310	Rental/lease - equip & vehicles	2,358.15
0100-5460-530500	Travel & training	6,191.48
0100-5460-530550	Employee job related mileage	179.52
0100-5460-536000	Contract services	8,730.55
0100-5460-530250	Advertising	868.68
0100-5460-530320	Polling Place Rentals	875.00

PAID FROM THE GENERAL FUND

CHAIRMAN

TOTAL BILLS 82,408.53

DIRECTOR

BILLS
June 20, 2016

OFFICE SUPPLIES (520000)

Hathaway Stamps

10 replacement stamp pads	60.50
Name badge and desk plate, Tammy Cuevas	42.45

Office Depot Inc

Office supplies	125.26
Office supplies	25.72
Office supplies	104.32
Office supplies	15.96
Office supplies	25.14
Toner supplies	348.51
Office supplies	30.89

TNT Papercraft Inc

10 boxes of copy paper	288.00
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TOTAL OFFICE SUPPLIES (520000) 1,066.55

POSTAGE (521000)

Fedex

April shipments	14.74
May shipments	10.24

Pitney Bowes

Postage meter reserve account # 18850560	10,000.00
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Quisenberry, Maribelle

Reimbursement of priority mail to Election Center	22.95
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TOTAL POSTAGE (521000) 10,047.93

GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc

5/21/16 gas for van	47.22
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TOTAL GAS-FUEL-OIL (524000) 47.22

SOFTWARE/HARDWARE EQUIPMENT (525100)	
CDW Government Inc	
Adobe Flash 12-month app	839.88
Election Systems and software Inc	
Ballot auto folder for J-series cart (used)	3,785.00
TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	4,624.88
OTHER MATERIAL/SUPPLIES (529000)	
Access	
260 record center boxes	420.00
BBM Battery, Inc	
200 TSX and 100 lithium batteries	17,415.00
Boss Awards and Sportswear Imprinting	
2 trophies for team building day, 6/15/16	77.35
Election Systems and Software Inc	
BOD printing and set up fees, 3/15/16	4,983.40
250 voter access cards	2,387.34
Intab	
3000 self adhesive name badges for pollworkers	120.32
Lowes Companies, Inc	
60 outlet cables	739.20
Noonan, Diane	
Reimbursement, April-May Shutterfly BOE photos	169.00
Reimbursement, May-June Shutterfly BOE photos	169.00
Monday night meals for staff, 6/6/16	32.00
Office Depot Inc	
Election supplies for 6/7/16	167.74
Precinct lists, 6/7/16	430.60
Pollworker supplies, 6/7/16	164.48
Nursing homes supplies, 6/7/16	19.98
Printer Zink, Inc (aka American Printing)	
1600 pollworker manuals, 6/7/16	4,168.00
Smith, Mickey	
5 cat cables for EV room	14.64
Meals for election night, 6/7/16	336.18
TOTAL OTHER MATERIAL/SUPPLIES (529000)	31,814.23

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TECHNOLOGY SUPPORT (530075)	
Data Information Management Systems	
Dimnet maintenance, April 2016	6,489.82
Dimnet maintenance, May 2016	6,489.82
TOTAL TECHNOLOGY SUPPORT (530075)	12,979.64
MEMBERSHIP DUES AND LICENSE (530150)	
OAEO	
2016 membership dues	2,624.70
TOTAL MEMBERSHIP DUES AND LICENSE (530150)	2,624.70
RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Great American Financial Services Co	
2nd quarter copiers lease and maintenance	636.15
Pitney Bowes	
2nd quarter mailing equipment lease and maintenance	1,722.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	2,358.15

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TRAVEL & TRAINING (530500)

Election Center	
Director/ Deputy Director classes in Auburn, Alabama 5/9-5/11	1,356.00
Director/ Deputy Director conference/classes in Philadelphia, Pennsylvania 8/16-8/20	1,756.00
Bucaro, Jocelyn	
Meals/mileage/parking reimbursement, 5/8/16-5/12/16	321.93
Noonan, Diane	
Meals and check in luggage reimbursement, 5/8/16-5/12/16	279.50
Secretary of State	
2016 summer conference registration fees, Noonan, Myers, Andrews, Hall & Cloud	625.00
US Bank	
Auburn, AL Airline and Comfort suite 5/8/16-5/12/16	796.78
Hotel and rent-a- car in Auburn, AL 5/8/16-5/12/16	1,056.27
Hotel in Cleveland, pre-paid for 3 employees 6/21/16-6/23/16	1,742.64
TOTAL TRAVEL & TRAINING (530500)	6,191.48

EMPLOYEE JOB RELATED MILEAGE (530550)

Clendenin, Erin	
Various polling places	38.76
Christian, Carol	
Voting various nursing homes, 6/7/16	77.52
Cuevas, Tammy	
Various High Schools, pollworker recruitment, 4/19-4/28	48.96
Kinkaid, Lynn	
Deliver supplies to Talawanda HS, 3/15/16	14.28
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	179.52

OTHER CONTRACT SERVICES (536000)

Bucaro, Jocelyn Reimbursement, filing fees for notice of appeal on elections traffic order	505.00
Faifield City School District Custodial Fees, 3/15/16 & 6/7/16	180.00
Frontier Communications 2016 yearly listing 4/22-5/21	5.00
2016 yearly listing 5/22-6/21	5.00
Middletown City Polling locations custodial fees, 3/15/16	720.00
Polling locations custodial fees, 6/7/16	720.00
Miami University, Hamilton	
Miami University, Shriver Polling location custodial fees, 3/15/16	250.00
Reserve dates polling location custodial fees, 6/7/16 and 11/8/16	500.00
Neopost 2016 equipment maintenance, folder/inserters, 2 envelope openers	5,087.93
Millenium Business System Inc Office flex copies 3/28/16-4/27/16	281.60
Prosource Flex copies and maintenance fees, 4/1/16-6/30/16	296.02
Wayne Township Hall Polling locations custodial fees, 3/15/16	180.00
Polling locations custodial fees, 6/7/16	
TOTAL OTHER CONTRACT SERVICES (536000)	8,730.55

ADVERTISING (536000-530250)

Cox Media Group Legal ad, St. Clair twp tax levy, 3/15/16	253.08
Legal ad, BC mental health tax levy, 3/15/16	266.76
Legal ad, Trenton City tax levy, 3/15/16	348.84
TOTAL ADVERTISING (536000-530250)	868.68

POLLING PLACE RENTALS (536000-530320)	
First Baptist Church of Hamilton Polling location rental fees, 6/7/16	100.00
Hamilton Christian Center Polling location rental fees, 6/7/16	150.00
Heartland of Woodridge Polling location rental fees, 6/7/16	50.00
Hilltop Baptist Church Polling location rental fees, 6/7/16	75.00
North Fairfield Baptist Church Polling location rental fees, 6/7/16	150.00
Partners In Prime Polling location rental fees, 6/7/16	75.00
Poastown First Church of God Polling location rental fees, 6/7/16	200.00
West Chester Of The Nazarene Polling location rental fees, 6/7/16	75.00
TOTAL POLLING PLACE RENTALS (536000-530320)	875.00

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

Directives

- 05/25/2016 2016-14 Unofficial and Official Canvass of the June 7, 2016 Special Congressional General Election for the 8th Congressional District**
- 05/25/2016 2016-15 Voting System Battery & Server Maintenance**

Advisory None

Memorandum None

Under Election Business, Director Noonan reviewed the provisional ballots cast in the June 7, 2016 Special Congressional Election. There were a total of 48 provisional ballots with 40 valid ballots, 1 for the Board to review, and 7 found invalid, including three cast by voters not registered, one cast at the wrong polling location and three cast as second votes. Deputy Director Bucaro stated she spoke with the Location Supervisor regarding the ballot for the Board's review. The wife and husband arrived at the location together but the wife was

processed first and signed in the husband's space on the electronic poll book and proceeded to vote at the TSX unit. When the husband was processed the electronic poll book showed he had already been issued a ballot and the poll workers had him vote a provisional ballot. The location supervisor went out of the location and asked the wife to return inside the polling location so he could process her under her own name and allowed her to vote on the TSX unit again. Member Hall questioned the experience of the location supervisor. Deputy Director stated he has worked many times. The location supervisor will not be hired again since he had a total lack of understanding of the process and there was no documentation or phone calls. Deputy Director Bucaro stated that we recommend counting the husband's provisional ballot since he had not cast a ballot. Member Hall moved to approve counting the provisional ballot of the husband; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Hall moved to approve the 40 valid provisional ballots; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Wunnenberg moved to not approve the seven invalid provisional ballots; seconded by Member Hall. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated that a poll worker voted twice during this election and will not be hired to work again. She voted early in the office and then voted a provisional on Election Day.

Deputy Director Bucaro stated the Board needs to approve the additional early voting ballots to add to the official canvass. Executive Assistant Eric Corbin distributed a report to the Board. There were 1,806 early voted ballots counted on Election Day and we received 25 valid ballots after Election Day. There were 11 challenged ballots. He asked the Board to review one ID envelope that is missing the date of birth. According the Ohio Revised Code, it is acceptable for the Board to approve the ballot without the date of birth if all other requirements have been met. Executive Assistant Corbin stated they were sent a letter and did not respond. Member Wunnenberg moved to not approve the one ballot missing the date of birth; seconded by Member Hall. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Hall moved to approve the additional 25 absentee ballots to the official canvass; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated that the Election Administration Plan for November 8, 2016 was sent through e-mail. Member Hall and Member Wunnenberg stated that they did not review the document and would like a hard copy for review. Member Wyenandt shared her copy and additional copies were made and distributed. Deputy Director Bucaro stated that this is similar to the March 2016 plan but we changed several numbers as turnout is expected to be higher.

Deadline dates were also updated. This report is a requirement under the League of Women Voters settlement and will be sent to the Secretary of State.

Member Hall moved to approve the Election Administration Plan for the November 8, 2016 Presidential Election; seconded by Member Wunnenberg.

Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Wunnenberg asked if we plan to change any polling locations and Deputy Director Bucaro stated no. He also asked about our contracts with the polling locations. Deputy Director Bucaro stated that we have a contract with all the polling locations that we use. The public locations have a five-year contract and the private locations are one-year contracts. We pay custodial fees for some of the public locations. The private location payments are negotiated per location.

Under Old Business, Director Noonan stated the chargebacks for the March 15, 2016 Special Election are \$17,083.74. Member Hall questioned not getting a copy of the chargebacks. Director Noonan stated they will give them all documents that they will vote on in the meeting. Member Hall moved to approve the chargebacks for \$17,083.74; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Under New Business, Deputy Director Bucaro distributed a proposal for accessible sample ballots and electronic delivery of UOCAVA ballots from Democracy Live. The company is offering an ADA accessible sample ballot, which is not currently available on our site. Butler County would be the first county in Ohio to contract with Democracy Live for both ADA and UOCAVA

ballots. The contract has been sent to the Prosecutor who is reviewing it.

Deputy Director Bucaro stated it is a one year contract for the initial setup of \$11,600 for the first year and an annual subscription of \$2,700 for each additional year. Director Noonan stated this will help the early voting department who handles all the UOCAVA ballots as they currently have to remake each ballot that is submitted. The new process would enable us to use the ballot submitted without remaking the ballot. Member Wunnenberg asked how it is determined whether the person is disabled and would they be able to vote online. Deputy Director Bucaro stated this product provides a sample ballot that people with disabilities could access but does not provide a ballot that they could vote online. Member Wyenandt stated it would make available to people with disabilities the same information for a sample ballot that all other voters may access to be informed about who is on the ballot as well as any issues. Member Hall asked if this is a program that both the Director and Deputy Director want. Director Noonan stated that we will have to become ADA compliant at some point and this would provide that for us. Member Hall asked if it is something that we need. Director Noonan and Deputy Director Bucaro stated yes it is needed for the voters and will make it easier for our overseas voters to receive and vote their ballots online. The UOCAVA voter currently receives an email with several attachments they have to open. The new system would send them an email with a link to a secure website where they could access their ballot and vote it.

Director Noonan stated that it may be possible for us to contact the Secretary of State's office to ask them if cheaper pricing would be available if several other counties in Ohio are going to be implementing the same program. Deputy Director Bucaro stated that originally, Democracy Live had proposed a five-year contract for \$20,000. We negotiated with the company for the one year contract for \$11,600. Member Hall asked if the approval needs to be done today.

Deputy Director Bucaro stated it does not have to be approved today but we would need it at the July 18th meeting. Member Hall stated he would like to have Chairman Cloud's input. Member Hall moved to table the issue until the July 18th meeting; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea

Member Hall yea
Member Wunnenberg yea

All in favor; motion carried.

Member Hall questioned the limit of spending that the Director and the Deputy Director can spend without Board approval. Deputy Director Bucaro stated there is no Board policy on the issue. She advised they do not approve spending in large amounts. If it is something like ballots or batteries that are needed to run the election, we do not ask the Board to approve those expenses prior to the purchase.

Under the Director's Report, Director Noonan stated that she and Election Services Manager Mickey Smith recently returned from the DIMS Conference at Mohican Lodge. It was very informational and we learned a lot from the other election officials who attended the meetings.

Director Noonan stated there is an August 2, 2016 Special Election for the Southwest Ohio School District that includes one Butler County precinct, Morgan1, with Hamilton County being the most populous county. Early voting begins on July 5th and we will be using the Morgan Township Administration Building instead of the Board of Elections. We will be using two of our employees to staff early voting. We will be using our staff as poll workers on Election Day.

The Secretary of State's Summer Conference in Cleveland begins on Wednesday, June 22nd through Thursday, June 23rd. Chairman Cloud, Member Hall, Angie Myers, Joe Andrews and Director Noonan will be attending. Member Hall questioned if he could turn in his airline ticket for reimbursement for the Cleveland conference. Deputy Director Bucaro stated he can submit it for reimbursement.

We are preparing for the November election and will be hiring temporary employees. Deputy Director Bucaro stated we will be hiring four people beginning on July 11th, 15 additional people will start on August 15th.

Under the Deputy Director's Report, Deputy Director Bucaro stated that on-line voter registration passed and the new bill will take effect in January 2017.

There were two lawsuits that have been decided in Federal District Court. In one case, Golden Week was restored, in which early voting would begin 35 days before the election. The other case affects provisional and absentee ballot requirements that were changed by the legislature in 2014. We have not received a new Directive from the Secretary of State on early voting hours as the matter is pending appeals. The question over provisional and absentee ballot requirements is an issue because if the district court ruling is upheld or applies to the November 2016 election, we will need a new form or new Directive. If a new form is needed, then we need to order them.

Deputy Director Bucaro stated that we will be spending a lot of money for the November election. We need to order additional voter access cards for November. We ordered 200 voter access cards for the June election and will need to order more for the November election. We do not have the number of cards needed right now. We were given 50 used TSX units from Belmont County and Jay Klein and Erin Clendenin will rent a truck and pick those up soon. We also will be receiving 40 used canisters from Hocking County and the Director is bringing those to the SOS conference to give to Director Noonan. We are anticipating that we will need to order another 400 canisters for \$25.00 each which will cost about \$10,000 from ES&S. We will complete our battery testing on the TSX units to assess how many more batteries we will need to order. We have already spent \$17,000 on batteries this year. Jay Klein is backing up all the voting unit memory cards and clearing the cards to make sure they are fully functional in November. Joe Andrews will be upgrading the software on the electronic poll books this summer. We hope this addresses the issues we have had with networking the electronic poll books at the polls. In high turnout elections, electronic poll books that are networked together cannot keep up with each other so they can give the poll workers incorrect information for their

reports that they run at 11:00 am and 4:00 pm as well as the summary report they complete at the end of the day. Once we upgrade, ES&S will not allow us to convert our own data on the electronic poll books which we have been able to do in the past, which will impact some of our procedures.

We are also planning a series of extra training for our poll workers and location supervisors starting at the end of July. We are going to do mock elections for our poll workers. We are doing a back to basics series for the location supervisors.

At 10:10 a.m. Member Hall moved to go into recess until 3:00 p.m.; seconded by

Member Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Wyenandt stated the Board is back in session at 3:03 p.m.

Director Noonan presented the official results of the June 7, 2016 Special Congressional Election. Member Hall moved to certify the Butler County results from the June 7, 2016 Special Congressional Election; seconded by Member

Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Election Summary Report
 2016 JUNE 7TH SPECIAL CONGRESSIONAL
 Summary For Jurisdiction Wide, All Counters, All Races
Butler City Official Results
 Board Certified

Date:06/20/16
 Time:14:57:56
 Page:1 of 1

Registered Voters 239787 - Cards Cast 11760 4.90%

Num. Report Precinct 283 - Num. Reporting 283 100.00%

CONGRESSMAN 8TH DISTRICT		
UTE 1/3/2017	Total	
Number of Precincts	283	
Precincts Reporting	283	100.0 %
Times Counted	11760/239787	4.9 %
Total Votes	11712	
James J. Condit Jr.	266	2.27%
Warren Davidson	8502	72.59%
Corey Foister	2944	25.14%

Director Noonan presented the results of all the counties in the 8th Congressional District to the Board for their signatures.

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

Wunnenberg. Roll call:

Chairman Cloud	absent
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 3:07 p.m.

ABSENT

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg, III Member

Kathleen Wyenandt, Member