

**Butler County Board of Elections
Board Meeting Minutes
October 16, 2017**

The Butler County Board of Elections met on Monday, October 16, 2017, at 11:30 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Kathy Wyenandt, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Early Voting Administrator Eric Corbin, and Journal News Reporter Mike Pitman.

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

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

All in favor; motion carried.

**BILLS
October 16, 2017**

OFFICE SUPPLIES (520000)

Office Depot Inc

Office supplies	\$ 106.80
Office supplies	\$ 24.74
Office supplies	\$ 102.40
Office supplies	\$ 14.52
Office supplies	\$ 13.81
Office supplies	\$ 11.93
Office supplies Toner supplies	\$ 115.77

TNT Papercraft Inc

2018 office calendars/portfolios	\$ 129.34
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TOTAL OFFICE SUPPLIES (520000)	\$ 519.31
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POSTAGE (521000)

Fedex

August shipment	\$ 55.70
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TOTAL POSTAGE (521000)	\$ 55.70
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OTHER MATERIAL/SUPPLIES (529000)

Andrews, Joseph	
Red laser pointer for training	\$ 51.99
Barrett Brothers	
1610 Poll worker manuals	\$ 2,860.03
Bucaro, Jocelyn	
400 stylus for e-pollbook	\$ 50.76
Clendenin, Erin	
Warehouse supplies	\$ 13.99
Ellenberg, Kim	
Coffee supplies	\$ 19.96
Home Depot	
Warehouse supplies	\$ 29.75
Refrigerator filter and light bulbs	\$ 57.96
Intab	
3000 self-adhesive name badges, election officials	\$ 120.81
Murphy's Cleaning Supplies	
Kitchen supplies	\$ 156.90
Nova Vision, Inc	
14,000 security labels	\$ 3,209.46
Office Depot Inc	
Election supplies	\$ 109.41
Election supplies	\$ 100.36
Election supplies	\$ 36.00
Quality Publishing Company Inc	
300 student/public posters to recruit	\$ 285.22
3 Committee receipt books	\$ 295.37
7,700 poll location change cards	\$ 2,992.71
TNT paper supply	
8 boxes copy paper	\$ 230.40
Uline.com	
1600 press on vinyl envelopes, warehouse	\$ 300.72
1800 press on vinyl envelopes, warehouse	\$ 337.15
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$ 11,258.95
TECHNOLOGY SUPPORT (530075)	

Data Information Management Systems

Dimsnet voterfile maintenance, Aug 2017 \$ 6,885.06
Dimsnet voterfile maintenance, Sep 2017 \$ 6,885.06

ESRI, Inc

2018 basic arc view support for mapping \$ 1,033.42

**Verizon
Wireless**

95 machine to machine share, monthly charge 8/9-9/8 \$ 98.84

TOTAL TECHNOLOGY SUPPORT (530075) \$ 14,902.38

RENTAL/LEASE - EQUIP & VEHICLES (530310)**Great American Financial Services Co**

Sharp copiers 2nd quarter lease/maintenance \$ 636.15

Sharp copiers 3rd quarter lease/maintenance \$ 636.15

Pitney Bowes

Mailing equipment 3rd quarter lease \$ 1,722.00

**TOTAL RENTAL/LEASE - EQUIP & VEHICLES
(530310) \$ 2,994.30**

TRAVEL & TRAINING (530500)**US
Bank**

Hotel, DIMS conference at Put-In-Bay, OH 7/17-7/19 \$ 825.03

TOTAL TRAVEL & TRAINING (530500) \$ 825.03

EMPLOYEE JOB RELATED MILEAGE (530550)**Clendenin, Erin**

Poll visits, wireless testing /mock election ,8/28-9/22 \$ 43.66

Cuevas, Tammy

Pollworker recruitment,7/24-8/15 \$ 85.68

TOTAL EMPLOYEE JOB RELATED TRAVEL (530550) \$ 129.34

OTHER CONTRACT SERVICES (536000)**Cuevas, Tammy**

Facebook ads to recruit pwkers, 6/1-7/30 \$ 394.18

Frontier Communications

Oxford monthly listing 8/22/17-9/21/17 \$ 5.50

Hamilton City

28,000 recruiting flyers inserted with electric bills	\$ 196.00
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Millennium Business System Inc

Flex copies, 7/28/17-8/27/17	\$ 142.87
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Flex copies, 8/28/17-9/27/17	\$ 238.81
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Robert Half Company

Temp agency, week-ending 8/25/17	\$ 422.40
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Temp agency, week-ending 9/1/17	\$ 692.93
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Temp agency, week-ending 9/8/17	\$ 748.17
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Temp agency, week-ending 9/15/17	\$ 531.23
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Temp agency, week-ending 9/15/17	\$ 537.60
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Temp agency, week-ending 9/22/17	\$ 665.00
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Temp agency, week-ending 9/22/17	\$ 672.00
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Temp agency, week-ending 9/29/17	\$ 480.00
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Temp agency, week-ending 9/29/17	\$ 655.50
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TOTAL OTHER CONTRACT SERVICES (536000)	\$ 6,382.19
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ADVERTISING (536000-530250)**Cox Media Group**

Deadline to register 9/24/17-9/26/17	\$ 787.59
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Total Advertising (536000-530250)	\$ 787.59
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REFUNDS (12265460-5500007)

Middletown City, May Special Election	\$ 563.62
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Preble SD, May Special Election	\$ 27.01
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Northwest SD, May Special Election	\$ 27.01
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Total Refunds (12265460-5500007)	\$ 617.64
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Chairman Cloud submitted the minutes of the September 11, 2017, September 25, 2017 and September 29, 2017 meetings for approval. Member Hall moved to approve the minutes for September 11, 2017; seconded by Member Wyenandt. Roll call:

Chairman Cloud	abstain
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Wunnenberg moved to approve the minutes for September 25, 2017; seconded by Member Wyenandt. Roll call:

Chairman Cloud yea
 Member Wyenandt yea
 Member Hall abstain
 Member Wunnenberg yea

All in favor; motion carried.

Member Wyenandt moved to approve the minutes for September 25, 2017; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Director Noonan acknowledged receipt of Directive 2017-19, Reminder of Important Security Precautions and Practices, Advisory 2017-08, Cybersecurity Training Opportunity, and Memorandum 2017-01, Special Powers and Responsibilities of Sheriffs on Election Day – November 7, 2017.

Under Election Business, Director Noonan stated that in the November 2015 General Election at this point in time, 1,390 vote-by-mail ballots had been issued. This year 2,648 vote-by-mail ballots have been issued, an increase of ninety percent. This is mainly due to a special interest group mailing that sent applications to many voters in Butler County. Member Wyenandt asked if most of the rejected applications are due to not being registered. Director Noonan explained not being registered is one reason, as well as not signing, or completing the application properly. Deputy Director Bucaro added that when an application is rejected by our office, the voter is notified to correct the application.

November 7, 2017 General Election

Early Voting Summary

Issued Ballots	2015		2017		Percent Change
	Quantity	%*	Quantity	%*	
Regular Mail	1,390	59.5%	2,648	74.0%	90.5%
UOCAVA Mail	21	0.9%	10	0.3%	-52.4%
UOCAVA Email	17	0.7%	26	0.7%	52.9%
In-Office Paper	-	0.0%	2	0.1%	0.0%
In-Office TSX	424	18.2%	271	7.6%	-36.1%
Hand Carried	18	0.8%	2	0.1%	-88.9%
Nursing Home	427	18.3%	522	14.6%	22.2%
Jail	-	0.0%	-	0.0%	0.0%
Hospital	-	0.0%	-	0.0%	0.0%
Rejected applications	39	1.7%	99	2.8%	153.8%
Total	2,336		3,580		53.3%
Current data as of Friday October 13, 2017 5:00 PM					

Under Old Business, Director Noonan presented the 2018 budget totaling \$3,376,428.48, including an additional \$90,000 for the Hardware Maintenance Agreement as well as \$9,000.00, for onsite election day support for two elections. Deputy Director Bucaro pointed out that the County Finance Director is recommending cuts including \$31,872.00 in postage, \$10,000.00 in unemployment, \$8,000.00 in travel and training. Director Noonan expressed her concern with the postage cut specifically. Deputy Director Bucaro explained the postage was reduced to the amount used in 2010. She added, since 2010, we have 15,000 more voters and that in 2014 voter turnout was lower than 2010 but vote-by-mail was higher creating more need for postage money in 2018 than 2010. The travel and training budget is also cut \$8,000.00 from \$15,000.00, which is lower than what was appropriated for 2017 and less than the \$15,000.00 that was spent this year. Director Noonan and Deputy Director Bucaro are going

through Election Center coursework for national certification and Deputy Director Bucaro is set to graduate next year if the office can send her to the last set of classes. All of the Board Members and most of the staff are going to the January conference, which would use up most of the travel and training budget.

Member Wunnenberg asked if \$95,000.00 was spent on postage in 2015. Deputy Director Bucaro explained that the 2016 postage was distributed across two years. She also added that the office is now required to do an annual National Change of Address mailing that was not required in even years before. The Board Members agreed with the Directors' assessment that the postage budget should not be reduced and would ask that the travel and training budget not be reduced below the \$10,000.00 appropriated in 2017.

Under New Business, Director Noonan reviewed the list of withdrawals from the Ohio Election Commission. Member Hall moved to withdraw the complaints; seconded by Member Wyenandt. Roll call:

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

All in favor; motion carried.

DOCUMENT 6

Approved

EA 10/16/17

Admin. Sign & Date

Butler County Board of Elections

Ohio Election Commission
Withdrawal of Complaints

October 16, 2017

Campaign Committees:

Earsel Cheek

- Originally referred for failure to file. Committee is now in compliance with Ohio campaign finance laws.

Todd Moore

- Originally referred for failure to file. Committee has since terminated and is now in compliance with Ohio campaign finance laws.

Craig Hedric

- Originally referred for failure to file. Committee filed the requested report.

Monica Streit

- Originally referred for failure to file. Committee filed the requested report and is now in compliance with Ohio campaign finance laws.

Under the Director's Report, Director Noonan stated the office has trained 577 poll workers, with 949 to be trained in the next week and a half. Member Hall asked who is training the poll workers. Deputy Director Bucaro said temporary staff. Director Noonan provided a report showing the number of new workers recruited from different source. She explained 26 new poll workers signed up at the Middletown Night Out event, 36 from Facebook ads and 71 new poll workers from inserting flyers in Hamilton utility bills. Member Hall asked if there was a cost analysis. Member Wyenandt noted that according to the bills document, the Facebook ads cost \$394.18 for two weeks of advertisements. Member Wyenandt added, according to the bills document, 28,000 recruiting flyers inserted with electric bills cost \$196.00. Member Hall asked what exactly it means that 306 poll workers were recruited from schools. Director Noonan explained that Community Outreach Coordinator Tammy Cuevas has gone to every high school in Butler County to speak with some classes and meet with some school officials, as well as hanging posters. Member Hall asked how much the school outreach cost the office. Director Noonan said she did not have a total number but it would be the cost of the posters, Tammy's time and mileage.

Director Noonan reported that Dominion removed the \$8,000.00 charge to renew the Hardware Maintenance Agreement.

Under the Deputy Director's Report, Deputy Director Bucaro, noted that we are evaluating each poll worker in training to ensure the best people are placed in the field. We are able to do this because we had such a successful recruitment effort, recruiting 2,400 poll workers when only 1,100 are needed. She reported that logic and accuracy testing is just about finished and should be completed tomorrow. She explained that Jay is tracking the number of voter access cards that are failing in testing and noted that we may need to purchase more before next year's elections.

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

Roll call:

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

All in favor; motion carried.

The meeting was adjourned at approximately 12:55 p.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg, III Member

Kathleen Wyenandt, Member