

**Butler County Board of Elections
Board Meeting Minutes
February 19, 2019**

The Butler County Board of Elections met on Tuesday, February 19, 2019, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Early Voting Administrator Tiffany Harmon, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Chairman Cloud submitted the bills for approval. Member Hall moved to approve the bills; seconded by Member Penska. Member Hall asked what Technology Support/ Data Information Management Systems are. Deputy Director Corbin stated the technology support is the voter registration system maintenance fee. With no further discussion;

Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

BILLS
February 19, 2019


0100-5460-520000	Office supplies	\$	697.07
0100-5460-530075	Technology support	\$	7,140.61
0100-5460-530150	Membership dues and license		
0100-5460-530310	Rental/lease - equip & vehicles	\$	2,657.68
0100-5460-530500	Travel & training	\$	2,159.70
0100-5460-536000	Contract services	\$	387.89

PAID FROM THE GENERAL FUND



CHAIRMAN

TOTAL BILLS \$ 13,042.95



DIRECTOR

BILLS
February 19, 2019

OFFICE SUPPLIES (520000)

Corbin, Eric		
Aquasorb mat for EV	\$	175.75
AED pads	\$	170.99
Finitura binders	\$	62.57
Harmon, Tiffany		
Binder supplies	\$	40.19
Office Depot Inc		
Office supplies	\$	27.09
Office supplies	\$	42.90
Office supplies	\$	25.35
Office supplies	\$	116.06
Office supplies	\$	7.78
Office supplies	\$	28.39
TOTAL OFFICE SUPPLIES (520000)	\$	697.07

TECHNOLOGY SUPPORT (530075)

Data Information Management Systems		
Dimsnet voterfile maintenance, January 2019	\$	7,091.61
Noonan, Diane		
Monthly time tracking software, January 2019	\$	49.00
TOTAL TECHNOLOGY SUPPORT (530075)	\$	7,140.61

RENTAL/LEASE - EQUIP & VEHICLES (530310)

Great American Financial Services Co		
Copiers lease/maintenance and origination fees, December 2018	\$	233.92
Copiers lease/maintenance and origination fees, 1st quarter	\$	701.76
Pitney Bowes		
Maintenance and lease, meter equipment 10/30/18-01/29/19	\$	1,722.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$	2,657.68

TRAVEL & TRAINING (530500)

Andrews, Joe Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	122.00
Cloud, Frank Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	224.00
Corbin, Eric Meals/mileages, OAEO conference in Columbus, OH 1/8-1/11	\$	285.00
Hall, Todd Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	224.00
Myers, Angie Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	122.00
Noonan, Diane Meals/mileages, OAEO conference in Columbus, OH 1/8-1/11	\$	164.70
Penska, Mariann Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	224.00
Quisenberry, Belle Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	122.00
Smith, Mickey Meals/mileages, OAEO conference in Columbus, OH 1/8-1/11	\$	266.70
Trotta, Melissa Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	224.00
Wunnenberg, Chris Meals/mileages, OAEO conference in Columbus, OH 1/9-1/11	\$	181.30
TOTAL TRAVEL & TRAINING (530500)	\$	2,159.70

OTHER CONTRACT SERVICES (536000)

Butler County Sheriff's office		
New employee background check	\$	80.00
Frontier Communications		
Foreign listing, 12/22/18-01/21/19	\$	6.50
Foreign listing, 01/12/19-2/11/19	\$	6.50
Millennium Business Systems		
Flex copies, 11/15/18-12/14/18	\$	38.31
Flex copies, 12/15/18-1/14/19	\$	240.24
Prosource		
Flex copies and maintenance fees, 12/1/18-12/30/18	\$	12.03
Flex copies and maintenance fees, 1/1/19-1/31/19	\$	4.31
TOTAL OTHER CONTRACT SERVICES (536000)	\$	387.89

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Chairman Cloud submitted the meeting minutes from the January 14, 2019, meeting. Member Wunnenberg moved to approve the January 14, 2019, meeting minutes; seconded by Member Hall. Roll call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Chairman Cloud submitted the meeting minutes from the January 28, 2019, meeting. Member Hall moved to approve the January 28, 2019, meeting minutes; seconded by Member Penska. Roll call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Noonan presented Document 4, Candidates to be Certified to the May 7, 2019, Special Election. Member Hall moved to certify the candidate on Document 4 to the May 7, 2019, Special Election; seconded by Member Penska. Roll Call:

Chairman Cloud yea

Member Penska yea

Member Hall yea

Member Wunnenberg yea

All in favor; motion carried.

Certified 2-19-19
Admin. Sign & Date

Butler County Board of Elections
May 7, 2019 Primary Election
Board Certification
Candidates

The candidate has met the statutory requirements to appear on the ballot.

February 19, 2019

Judge of the Middletown Municipal Court – Full term commencing 1/1/2020

- James E. Sherron - Republican

Director Noonan presented Document 5, Issues to be Certified to the May 7, 2019, Special Election. Member Wunnenberg moved to certify the candidate on Document 5 to the May 7, 2019, Special Election; seconded by Member Hall. Member Hall asked if Ross Local Schools has met the statutory requirements. Deputy Director Corbin stated the Secretary of State and County Prosecutor have approved the tax levy. With no further discussion; Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Certified May 2-19-19
Admin. Sign & Date

Butler County Board of Elections
May 7, 2019 Special Election
Board Certification

Issues

Both the Ohio Secretary of State's office and County Prosecutor have approved the proposed ballot language. All statutory requirements have been satisfied.

- Ross Local School District – 0.50% Income Tax – CPT**
- 18 precincts

02/19/2019 1:00 PM

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Document 5

Director Noonan presented Document 6, Reduction of Precinct Election Officials for the May 7, 2019, Special Election. She stated the Board would save approximately \$6,808.50 for the May 7, 2019, Special Election. Member Hall moved to approve the Reduction of Precinct Election Officials on Document 6 to the May 7, 2019, Special Election; seconded by Member Penska. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Noonan presented Document 7, Review and Select Moving Quotes for the May 7, 2019, Special Election. She stated the Board of Elections recommends University Moving and Storage Company. Member Hall moved to use University Moving and Storage Company for the May 7, 2019, Special Election; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea

All in favor; motion carried.

Member Wunnenberg suggested in the future to use a different moving company in order to continue to receive two bids.

Director Noonan presented the TSX Machine License document. Director Noonan stated there are two options for the TSX Machine licensing. She explained option one is to pay all fees and receive a credit towards the purchase of new voting systems or pay fees for only the voting machines required for the May 7, 2019, Special Election. Director Noonan stated the cost to warranty all voting machines will be a total of \$110,359.00 and the cost to warranty only voting machines required for the May 7, 2019, Special Election will be a total of \$15,985.00, a difference of \$94,374.00. Deputy Director Corbin stated an email was received from Regional Sales Manager of Dominion Voting Systems, Mark Beckstrand explaining if we licensed all of the voting machines, the unused fees will be prorated on all licensed machines. Member Hall moved to pay option two a total of \$15,985.00 for the Machine TSX License fees for May 7, 2019, Special Election; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan presented Document 8, Voting Units and Polling Location Allocation for the May 7, 2019, Special Election. Member Hall asked who prepares the allocation of voting machines. Director Noonan said Data Base Administrator, Joe Andrews prepared the document. Member Hall asked for Mr. Andrews to join the meeting. Member Hall asked Mr. Andrews to explain Document 8 to the board. Mr. Andrews explained the allocation is based on one machine for every 175 active and inactive voters, after a ten percentage turn out for early voters. Member Hall moved to approve the Voting Units and Polling Locations Allocation in Document 8 to the May 7, 2019, Special Election; seconded by Member Penska. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan presented Document 9, Candidates to be Certified to the November 5, 2019, General Election. Member Penska moved to certify the candidates on Document 9 to the November 5, 2019, General Election; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified 11/9-19
Admin. Sign & Date

Butler County Board of Elections
November 5, 2019 General Election
Board Certification
Candidates

The candidate has met the statutory requirements to appear on the ballot.

February 19, 2019

Hamilton City Council

- Danny Ivers

Deputy Director Corbin presented the Voting System and Vendor Analysis for the Purchase of a New Voting System Final Presentation. Deputy Director Corbin stated a draft letter to the County Commissioners, along with a PowerPoint has been added to the recommendation for the purchase of new voting machines. Member Hall asked who prepared the letter. Deputy Director Corbin stated he prepared the letter and several people reviewed it. Member Hall suggested if the letter is being submitted to the County Commissioners to add Members of the Board's titles, names, and signatures. Member Hall asked Deputy Director Corbin to review the PowerPoint with the Members of the Board. Deputy Director Corbin explained each section of the PowerPoint.

Deputy Director Corbin stated he will update the presentation with the Board Member's suggestions, including the letter and PowerPoint for the March 4, 2019, board meeting for the final recommendation.

Chairman Cloud suggested a time change of the March 11, 2019, Regular Board meeting from 9:00 a.m. to 8:30 a.m.

Under the Director's Report, Director Noonan stated the Warehouse Manager, Erin Clendenin and staff has been working on cleaning and organizing the warehouse to prepare the Board to house its own records.

Director Noonan stated Senate Bill 21 the Reduction of Poll Workers is being reintroduced this year as Senate Bill 22. The legislative committee is hoping the bill will be passed soon in order to be effective for the November 5, 2019, General Election. Director Noonan stated House Bill 41 passed, the bill allows early voters to be processed like voters at the polling locations on Election Day. She said the office is working on updating procedures to process the voters.

Director Noonan stated the City of Hamilton withdrew the street tax levy for the May 7, 2019, Special Election.

Under Deputy Director's Report, Deputy Director Corbin stated the use of, Prime III Remote Ballot Marketing System is going well. He said there was one voter in the City of Middletown who voted using the system. Deputy Director Corbin stated a conference call was held with the vendor, Prime III to discuss further needs of the Board of Elections.

Deputy Director Corbin said the State has referred a software program called Asset Tiger to track each voting unit and maintenance of each unit. He said employees have been exploring the software program. Deputy Director Corbin stated the first 250 entries are free, however the software is inexpensive the estimated cost would be \$350.00 to purchase per year. He said the program could be used in other areas of the office as well.

Deputy Director Corbin stated the office has meet with Safety Director, Utah Bailey and the other departments in the building to update the safety plan. Member Hall asked about the door in the Candidate & Ballot Services Department. Deputy Director Corbin explained we have been in contact with the maintenance department. He said maintenance is contacting a contractor to come out to analyze the area and prepare a quote for installation.

Chairman Cloud moved to go into Executive Session to discuss office organization and personnel issues according to O.R.C. 121.22 (G)(1); seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Chairman Cloud stated that the Board is back in session.

With no further business, Chairman Cloud moved to adjourn the meeting; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 10:31 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member