

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

The Butler County Board of Elections met on Monday, August 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, Database Administrator Joe Andrews, guests from the City of Trenton and Poll Worker Administrator/Executive Assistant, Melissa Trotta.

Chairman Cloud recommended opening the meeting with Old Business, with no objections. Database Administrator Joe Andrews presented the DEFCON Conference Update. He thanked the Board for giving him the opportunity to go to the Voting Village at DEFCON. After visiting the Voting Village he reported that if this was happening in 2012 or 2016 we would be in trouble because the TSX machines the Board just replaced are exploitable. DEFCON had TSX units which were being exploited with minimal effort. After returning to the office he attempted to perform the same tactics to our new system and was unsuccessful. Purchasing a new voting system earlier this year has proven to be a good decision. He also explained that he learned about Social Engineering which hackers use to get information from social media, phone calls and emails. We will continue to work to prevent these methods and to train the staff to be aware of these threats.

Chairman Cloud submitted the Bills on Document 1, for approval. Member Hall moved to approve the bills; seconded by Member Penska. Roll call:

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

All in favor; motion carried.

0100-5460-520000

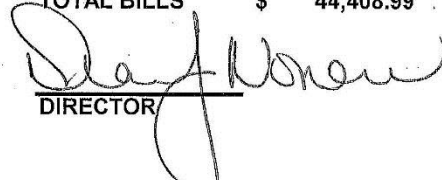
**BILLS**  
**August 19, 2019**

0100-5460-520000	Office supplies	\$	463.56
0100-5460-521000	Postage	\$	8.40
0100-5460-529000	Other mat'l & supplies	\$	4,272.61
0100-5460-530075	Technology support	\$	30,478.97
0100-5460-530310	Rental/lease - equip & vehicles	\$	2,423.76
0100-5460-530500	Travel & training	\$	3,610.76
0100-5460-530550	Employee job related mileage	\$	66.81
0100-5460-536000	Contract services	\$	327.29
0100-5460-530250	Advertising	\$	393.50
1227-5460-542000	Election Security Grant	\$	2,363.33

**TOTAL BILLS**     \$     **44,408.99**

PAID FROM THE GENERAL FUND

  
CHAIRMAN

  
DIRECTOR

**BILLS**  
**August 19, 2019**

**OFFICE SUPPLIES (520000)**

<b>Hathaway Stamps Inc</b>		
Namebadge and plate, Kirsten Kaluyger	\$	43.20
<b>Home Depot</b>		
Warehouse supplies, pallet truck	\$	320.82
<b>Office Depot Inc</b>		
Office supplies	\$	74.55
Office supplies	\$	24.99
<b>TOTAL OFFICE SUPPLIES (520000)</b>	<b>\$</b>	<b>463.56</b>

**POSTAGE (521000)**

<b>Fedex</b>		
June shipment	\$	8.40
<b>TOTAL POSTAGE (521000)</b>	<b>\$</b>	<b>8.40</b>

**OTHER MATERIAL/SUPPLIES (529000)**

<b>Corbin, Eric</b>		
2 bookcases, Pollworker dept.	\$	85.18
<b>Harmon, Tiffany</b>		
Braille labeler	\$	71.43
<b>Quality Publishing Company Inc</b>		
8500 NCOAs and postage 7/26/19	\$	3,806.00
<b>TNT paper supply</b>		
10 boxes copy paper	\$	310.00
<b>TOTAL OTHER MATERIAL/SUPPLIES (529000)</b>	<b>\$</b>	<b>4,272.61</b>

**TECHNOLOGY SUPPORT (530075)**

**Data Information Management Systems**

Dimsnet voterfile maintenance, June 2019 \$ 7,091.61  
Dimsnet voterfile maintenance, July 2019 \$ 7,304.36

**Dominion Voting Systems**

2019 SLA for 65 TSX, 65 GEMS, 2 PCS, 2 ASM \$ 15,985.00

**Noonan, Diane**

Monthly time tracking software, July 2019 \$ 49.00  
Monthly time tracking software, August 2019 \$ 49.00

**TOTAL TECHNOLOGY SUPPORT ( 530075) \$ 30,478.97**

**RENTAL/LEASE - EQUIP & VEHICLES (530310)**

**Great American Financial Services Co**

Copiers lease/maintenance , 3rd quarter, SOS/Reg. \$ 701.76

**Pitney Bowes**

Maintenance and lease, meter equipment 04/30/19-7/29/19 \$ 1,722.00

**TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310) \$ 2,423.76**

**TRAVEL & TRAINING (530500)**

**Andrews, Joe**

Meals/mileages, SOS conference in Columbus, OH 6/17/19-6/19/19 \$ 130.70  
Meals, DIMS conference in Put-In-Bay, OH 6/11/19-6/13/19 \$ 110.00

**Cloud, Frank**

Meals/mileages, SOS conference in Columbus, OH 6/17/19-6/19/19 \$ 191.80

**Hall, Todd**

Meals/mileages, SOS conference in Columbus, OH 6/17/19-6/19/19 \$ 193.80

**Myers, Angie**

Meals, DIMS conference in Put-In-Bay, OH 6/11/19-6/13/19 \$ 110.00

**Noonan, Diane**

Meals/mileages, SOS conference in Columbus, OH 6/17/19-6/19/19 \$ 244.85

**Klein, Jay**

Mileages, SOS conference in Columbus, OH 6/19/19 \$ 129.00

**OAEO**

Regional conference registration fees in Clark County, Ohio, 7/16/18 \$ 105.00

**Smith, Mickey**

Meals/mileages, SOS conference in Columbus, OH 6/18/19 \$ 113.00  
Meals/transport DIMS conference in Put-In-Bay, OH 6/11/19-6/13/19 \$ 415.44

**Wunnenberg, Chris**

Mileages, OAEO conference in Columbus, OH 06/18/19 \$ 102.00

**US Bank**

Hotel and parking, OAEO conference 6/17-6/20 \$ 1,257.57  
Joe Andrews flight to Cyber Security Conference, Las Vegas 8/7-8/11 \$ 507.60

**TOTAL TRAVEL & TRAINING (530500) \$ 3,610.76**

**EMPLOYEE JOB RELATED MILEAGE (530550)**

**Trotta, Melissa**

OAEO regional district meeting at Clark County, 7/16/19 \$ 66.81

**TOTAL EMPLOYEE JOB RELATED TRAVEL (530550) \$ 66.81**

**OTHER CONTRACT SERVICES (536000)**

**Frontier Communications**

Foreign listing, 6/22/19-07/21/19 \$ 6.50  
~~Foreign listing, 7/22/19-8/21/19 \$ 6.50~~

**Millennium Business Systems**

Flex copies, 04/15/19-07/14/19, Reg/SOS \$ 170.89  
Flex copies, 4/30/19-7/29/19, CBS \$ 16.12

**Prosource**

Flex copies and maintenance fees, 6/1/19-6/30/19 \$ 1.04  
Flex copies and maintenance fees, 7/1/19-7/31/2019 \$ 0.24

**Security Lock Inc**

Labor and installation, dogging key of lobby door, 6/26/19 \$ 126.00

**TOTAL OTHER CONTRACT SERVICES (536000) \$ 327.29**

**ADVERTISING (536000-530250)**

**Cox Media Group**

Deadline to register, August 6th Election \$ 393.50

**TOTAL ADVERTISING (536000-530250) \$ 393.50**

**Election Security Grant (12275460-542000)**

**CDW Government INC**

Fortinet firewall bundle security, 8/1/19-7/30/20 \$ 2,363.33

**TOTAL ELECTION SECURITY GRANT (542000) \$ 2,363.33**

Chairman Cloud submitted the meeting minutes from the July 8, 2019, meeting on Document 2. Member Hall moved to approve the July 8, 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 acknowledged receipt of the following directives:

- 2019-10      Initial Petitions Filed Re: Prospective Referendum  
                  Petition Concerning Am. Sub. H.B. 6 of the 133rd  
                  General Assembly
- 2019-11      Updated Election Official Manual and Related  
                  Directives
- 2019-12      Chapter 2 Election Administration

2019-13	Chapter 3 Voter Registration
2019-14	Chapter 5 Absentee Voting
2019-15	Chapter 7 Election Day Voting
2019-16	Chapter 8 Canvassing the Votes
2019-17	Chapter 11 Petitions
2019-18	Chapter 12 Candidates
2019-19	Chapter 15 Miscellaneous Duties

Director Noonan acknowledged receipt of the following advisories:

2019-06	Am. Sub. H.B. 166, State Operating Budget (133rd General Assembly)
2019-07	Court Order Regarding a Board of Election's Review of Initiative Petitions

Deputy Director Corbin explained Advisory 2019-06 officially informs the Board of Elections the primary election date has been moved from Tuesday, March 10, 2020, to Tuesday, March 17, 2020. He stated the advisory also explains that the poll worker reduction bill has passed the legislature and is in effect for this November's election.

Director Noonan presented Document 3, Candidates to be certified to the November 5, 2019, General Election. Member Hall moved to certify the candidates on Document 3, to the November 5, 2019, General 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 YMG 8-19-19  
Admin. Sign & Date

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

The candidates have met the statutory requirements to appear on the ballot.

**Butler County Educational Service Center Governing Board Member**

- Steven Feldmann
- Benita Mudd

**Edgewood City School Board of Education Member**

- Amy R. Ashcraft

**Fairfield City School Board of Education Member (Full term commencing 1/1/2020)**

- Carrie O'Neal
- Balena Shorter

**Fairfield City School Board of Education Member (Unexpired term ending 12/31/2021)**

- Jerrilynn Gundrum

**Fairfield Township Fiscal Officer**

- JoBeth Yambrich

**Hamilton City Council Member**

- Carla J. Fiehrer
- Casey Hume
- Archie A. Johnson
- Jason Snyder
- Matt Von Stein

**Hamilton City School Board of Education Member**

- Thomas A. Alf
- ShaQuila Mathews

**Hanover Township Fiscal Officer**

- Greg Sullivan



**Hanover Township Trustee**

- Larry Miller

**Lakota Local School Board of Education Member**

- James Hahn
- Ray Murray
- Lynda C. O'Connor

**Lemon Township Trustee**

- Kevin Robert Majors
- Shane M. Propps

**Lemon Township Fiscal Officer**

- Rita Tannreuther

**Madison Township Trustee**

- Rhonda Cornett Posey
- Jeff Willoughby

**Madison Township Fiscal Officer**

- Kimberly Lapensee
- Amy Schenck

**Madison Local School Board of Education Member**

- Jennifer Adams
- Amy Black Jessee
- Mike Cusick
- Pete S. Robinson
- Norman E. Trenum, Jr.

**Middletown City Mayor**

- Nicole A. Condrey

**Middletown City Council Member**

- Levi J. Cramer
- Perry L. Davis
- John P. Hart, Jr.
- Talbott C. Moon

**Middletown City School Board of Education Member**

- Michelle Novak
- Anita Scheibert
- Chris Urso

**Village of Millville Mayor**

- Robert P. Settles, Sr. (Write-in Candidate)

**Village of Millville Council Member**

- Rusty Jones

**Monroe City Council Member**

- Tom Callahan
- Dan Clark
- Jason R. Frentzel
- Keith M. Funk
- Brett Kahny
- Christina McElfresh

**Monroe Local School Board of Education Member**

- Dave Grant
- Tom Leeds

**Morgan Township Fiscal Officer**

- Connie Reinhardt

**Morgan Township Trustee**

- Darryl D. Huff

**Village of New Miami Mayor**

- Stephanie D. Chandler
- Robert L. Henley

**Village of New Miami Council Member**

- Megan Horn
- Jamie L. Marlow (Write-in Candidate)

**Village of New Miami Board of Public Affairs**

- Patricia A. Lipscomb

**New Miami Local School Board Member**

- Penny Jo Gray

**Oxford City Council Member**

- Jason Bracken
- Glenn Ellerbe, Jr.
- Hueston D. Kyger
- William B. Snavely

**Oxford Township Trustee**

- Kate Rousmaniere

**Reily Township Trustee**

- Mandy Tuertscher

**Ross Local School Board of Education Member**

- Heather R. Hayes
- Michael Kroeger
- Andrew Schnell

**Ross Township Trustee**

- Keith L. Klinefelter

**Village of Seven Mile Mayor**

- Vivian M. Gorsuch

**Village of Seven Mile Council Member**

- Lara S. Askill
- Dustin Dyer
- Sarah White
- Diana L. Williams

**St. Clair Township Trustee**

- Jeffrey W. Gray
- Judy L. Valerio

**Talawanda City School Board of Education Member**

- Rebecca Howard
- Kathleen Knight-Abowitz
- Chris Otto
- Andrea L. Prather
- Bryan Price
- Lois Vollmer

**Trenton City Council Member**

- Cody Agee
- Jennifer Harris
- Melissa Hobbs
- Ryan D. Perry

**Wayne Township Trustee**

- Tim Taylor
- Michael J.F. Truster

**West Chester Township Trustee**

- Ann Becker

**West Chester Township Fiscal Officer**

- Julia E. Flake
- Bruce Jones

08/16/2019 7:49:58 AM

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Document 3

Director Noonan presented Document 4, Petitions in Questions for the November 5, 2019, General Election. Director Noonan explained Shaunna Tafelski, a candidate for Oxford City Fiscal Officer, has one part-petition where it appears the same voter signed two different signatures. She said an affidavit was received from the voter with the signature in question, swearing he is the voter who signed the petition. Member Penska moved to certify Shaunna Tafelksi, candidate for Oxford City Fiscal Officer, to the November 5, 2019, General Election; seconded by Member Hall. Roll Call:

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

All in favor; motion carried.

Director Noonan explained Steve Morgan, a candidate for Fairfield Township Trustee, has two part-petitions where, voter's signatures were dated before the date in the

Statement of Candidacy. She said the candidate also failed to provide his address on one of those part-petitions. Director Noonan stated an opinion was received from the County Prosecutor's office stating the facts and concluded that the decision is the Board's discretion. Member Halls asked if Mr. Morgan was notified of the errors on his petitions. Deputy Director Corbin said, yes he was notified. Chairman Cloud moved to certify Steve Morgan, candidate for Fairfield Township Trustee, to the November 5, 2019, General Election; seconded by Member Hall. Roll Call:

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

All in favor; motion carried

Director Noonan stated there are three Candidates whose petitions did not meet the statutory requirements. Member Hall moved not to certify Shawn Jenkins, Tim Kelley, and Mike Miller to the November 5, 2019, General Election; seconded by Member Penska. Roll Call:

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

All in favor; motion carried.

UMG 8/19/19  
Admin. Sign & Date

Butler County Board of Elections  
November 5, 2019 General Election

Petitions in Question

**Shaunna Tafelski – Oxford City Fiscal Officer**

- It appears the wife signed the husband's signature on Section 2, Line 10 of the part-petition. The husband supplied an Affidavit swearing he is the voter that signed the petition.
  - Number of valid signatures required – 25
  - Number of signatures submitted – 33
  - Number of valid signatures if part-petition is invalid – 12
  - Number of valid signatures if part-petition is valid - 30

Certified       Not Certified

**Steve Morgan – Fairfield Township Trustee**

- Candidate did not meet the statutory requirement because voter signatures on two part-petitions were dated before the date on the Statement of Candidacy and candidate also failed to provide his address in the Statement of Candidacy in one of those part-petitions.
  - Number of valid signatures required – 25
  - Number of signatures submitted – 39
  - Number of valid signatures on candidate's remaining valid part-petition – 16

Certified       Not Certified

Petitions Not Meeting Statutory Requirements

**Shawn Jenkins – Monroe City Council**

- Candidate did not meet the signature requirement due to circulator statement not being completed on one part-petition.

Not Certified

**Tim Kelley – Trenton City Council**

- Candidate did not meet the signature requirement due to failure to sign circulator statements.

Not Certified

**Mike Miller – Fairfield City School Board of Education Member (Unexpired Term ending 12/31/21)**

- Candidate did not meet the signature requirement.

Not Certified

Director Noonan presented Document 5, Issues to be Certified to the November 5, 2019, General Election. Member Wunnenberg moved to certify the issues on Document 5 to the November 5, 2019, General Election; seconded by Member Hall. Roll Call:

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

All in favor; motion carried.

Certified YMG 8/19/19  
Admin. Sign & Date

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

The Ohio Secretary of State's office has approved the proposed ballot language. All other statutory requirements have been satisfied. Approval is contingent on final approval from the county prosecutor's office

**Liberty Township Electric Aggregation**

- 26 precincts

**Liberty Township Natural Gas Aggregation**

- 26 precincts

**Liberty Township Police District (Renewal) – Police – 3 mills/5 yrs.**

- 25 precincts

**Ross Township Fire District (Renewal) – Fire – 2.75 mills/5 yrs.**

- 6 precincts

**City of Trenton (Additional) – Roads – 3.9 mills/5 yrs.**

- 8 precincts

Director Noonan presented Document 6, Candidates to be certified to the March 17, 2020, Primary Election. Member Hall moved to certify the candidates on Document 6 to the March 17, 2020, Primary 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 YMG 8/19/19  
Admin. Sign & Date

Butler County Board of Elections  
March 17, 2020 Primary Election  
Board Certification  
**Candidate**

The candidates have met the statutory requirements to appear on the ballot.

**State Senator (4<sup>th</sup> District)**

- Lee Wong – Republican

**County Commissioner (Full Term Commencing 1/2/2021)**

- T.C. Rogers – Republican

**County Commissioner (Full Term Commencing 1/3/2021)**

- Donald Dixon - Republican

**County Prosecuting Attorney**

- Michael T. Gmoser - Republican

**County Sheriff**

- Richard K. Jones – Republican

Director Noonan presented the Precinct Election Official Reduction (PEOs) on Document 7. Director Noonan stated the suggested new number of PEOs at each polling location has been reviewed by Deputy Director Corbin, Database Administrator Joe Andrews, Poll Worker Administrator Melissa Trotta and herself. She made a recommendation to reduce 152 PEOs, a thirteen percent reduction which would save an estimated \$30,438.00. Member Hall asked if the staff has confidence the voters of Butler County will receive the same service as in previous elections. Director Noonan said, absolutely. Member Penska asked if the reduction is only for the November 5, 2019 election. Deputy Director Corbin said yes it would only be for the upcoming election and then recalculated. Member Hall moved to approve the reduction of Precinct Election Officials for the November 5, 2019 General Election; seconded by Member Penska. Roll Call:

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

All in favor; motion carried.

Under Old Business Deputy Director Eric Corbin presented Cyber Security Update on Document 8. He mentioned that progress is being made and that the office has a call every Thursday morning with Butler County Information Services about the implementation. He presented a document provided by the United States Department of Homeland Security (DHS) outlining some of the vulnerabilities of the Board of Elections building. He explained that the staff is working on getting quotes for the projects. There was a discussion about the cost of these projects and how to prioritize them. There was agreement that the Board should try to address as many of the concerns as possible. The Board Members suggested two general contractors to help assist with the projects.

Deputy Director Corbin explained that the Ohio Secretary of State Directive 2019-08 *Security* requires criminal background checks for employees of the Board. He explained that currently there is a draft policy that has had a preliminary review by the Prosecutor's office but is not finalized. He gave a brief summary of the policy which says in short, the seriousness and nature of any crimes will be considered when hiring new and evaluating current employees. Member Hall stated he has no issues with the policy as long as the Prosecutor gives final approval. Member Penska asked how long the background checks will look back. Deputy Director Corbin said the office has reached out to see if there is an industry standard or if they will look all the way back to when each person was eighteen years old.

Deputy Director Corbin explained the other requirements for the Board Members including the new email restrictions and awareness training.

Under New Business Director Noonan presented the draft 2020 Operating Budget documents. She explained that currently the budget for 2020 totals \$3,835,086.00, which is thirty-three percent higher than 2019 because of the presidential election year. She asked the Board to read over the documents so that changes can be made before the next meeting. Member Hall asked if the budget fits the template from last year. Deputy Director Corbin explained that last year the Commissioner's office provided a pre-analysis which was used to create the final budget submission, however this year there was no pre-analysis to use, but the current document is in the same format as last year. He also informed the Board members that the Commissioners are asking for a five year capital improvement plan from each office. Currently the staff is thinking the electronic poll books will need to be replaced due Apple stopping security updates for the iPads. This expense will be entered into the five year capital budget.

Director Noonan invited Early Voting Administrator Tiffany Harmon to present the Folding Machine Proposal on Document 9. She explained that we reached out to three companies about their folding machines one of which was not able to perform the tasks that are needed. She explained to the Board the options for purchasing or leasing the equipment as well as the advantages and disadvantages of purchasing a maintenance plan. Deputy Director Corbin explained that last year the maintenance contract was not renewed because it was about \$8,000.00 which is almost the cost of a new machine. Additionally the current machine is past its life expectancy and the vendor is having trouble locating replacement parts, but the office will continue to use it until it is completely non-functional. Member Hall asked if there are warranties on the new machines. Early Voting Administrator Harmon said she will need to reach out to the vendors and get more information about the specifics. Member Hall suggested that he is interested in a direct purchase without a maintenance plan, there was consensus with that idea.

Director Noonan presented the updated Board Meeting Schedule on Document 10, for the Board Members to review and approve due to the 2020 primary date change. Member Penska moved to approve the updated Board Meeting Schedule as described on Document 10; seconded by Member Hall. Roll Call:

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

Under the Director's Report, Director Noonan said the office has sent out the last chance mailers as required by directive and that the Secretary of State will reimburse those costs to the county. She informed the Board that Dominion was on-site last week to train Database Administrators Jay Klein and Joe Andrews on the new tabulation system. She said the building is getting new vending machines which is coordinated by the Commissioners. She continued with an update about poll worker recruitment, 1,176 poll workers have been recruited. Member hall asked how many poll workers are needed. Director Noonan answered, about 900. She told the Board members the office is coordinating with the county's branding committee to use the new Butler County logo for the board of Elections.

Under the Deputy Director's Report Deputy Director Corbin informed the Board members that the League of Women Voters invited the office to their next meeting and asked for a demonstration of the new voting equipment and that he and Database Administrator Joe Andrews would be attending. He explained that the voter registration database vendor for the county, DIMS, recently sent a letter explaining that the California division of the company was sold off and that we could still expect good service from the company. He said at least four counties have recently switched from the vendor.

With no further business, Member Hall moved to adjourn the meeting; seconded by Member Wunnenberg. 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 10:58 a.m.

\_\_\_\_\_  
Frank Cloud, Chairman

\_\_\_\_\_  
Diane Noonan, Director

\_\_\_\_\_  
Todd Hall, Member

\_\_\_\_\_  
Chris Wunnenberg III, Member

\_\_\_\_\_  
Mariann Penska, Member