

Butler County Board of Elections Board Meeting Minutes September 09, 2019

The Butler County Board of Elections met on Monday, September 09, 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.

Director Noonan acknowledged receipt of the following directives:

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| 2019-20 | Second Initial Part-Petitions Filed Re: Prospective Referendum Prospective Referendum Petition Concerning Am Sub. H.B. of the 133 General Assembly |
| 2019-21 | Ballots for November 5, 2019 General Election |
| 2019-22 | Additional Guidance Regarding the Cancellation Procedures for Registrations Identified Pursuant to the 2015 National Change of Address ("NCOA") and Supplemental Processes of the General Voter Records Maintenance Program and Data Collection and Reporting |

Director Noonan acknowledged receipt of the following advisory:

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| 2019-08 | Universal Postal Union ("UPU") |
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Member Wunnenberg asked if Directive 2019-20 is saying a second petition is being circulated with the correct language. He asked how the office will be able to determine the second petition is the correct petition being certified to the Secretary of State. Deputy Director Corbin stated the first set of petitions has been verified and returned to the Secretary of State's office, so there would not be an error in validating the wrong petition.

Director Noonan presented Document 1, Allocation of Voting Units and Polling Locations for the November 5, 2019, General Election. Director Noonan stated a total of 1,347 voting units are allocated for this election which includes twenty machines for Early Voting. Director Noonan said the allocation could have been lowered, but with the Primary election being March 17, 2020, it was their strategy to keep the same number of machines that will be needed in the March Primary Election. Member Hall asked how many voting units could have been reduced. Deputy Director Corbin stated possibly fifty machines, but it would be easier and save time to keep the allocation similar to the March Primary Election. Member Wunnenberg moved to certify the Allocation of Voting Units and Polling Locations on Document 1 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 submitted Document 2, Appointment of Precinct Election Officials (PEOs) to be appointed for the 2019-2020 term per R.C. 3501.22(A). Director Noonan stated a total of 988 have been recruited. She said there are 474 Republicans, 363 Democrats, 151 No Party, and 426 backups in case a PEO cannot work. Member Hall asked how the PEOs were recruited. Deputy Director Corbin stated a mass email was sent to the current PEOs to see if they would like to work the upcoming election.

Member Penska moved to appoint the Precinct Election Officials to the 2019-2020 term; seconded by Member Wunnenberg. Roll Call:

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

Director Noonan presented Document 3, Candidates to be Certified to the March 17, 2020, Primary Election. Member Penska moved to certify the candidates on Document 3 to the March 17, 2020, Primary 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 YMG 9-9-19
Admin. Sign & Date

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

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

State Representative (53rd District)

- Diane Mullins – Republican

Deputy Director Corbin presented the 2020 Operating Budget Submission for review and approval. Director Noonan stated the budget is \$3,841,086.00 which was thirty-three percent higher than last year. She said it is an increase of \$950,000.00 over the 2019 budget. Director Noonan stated the largest increases are \$483,225.00 in full time

and part-time salaries, \$142,399.55 in technology support, and \$100,000.00 in supplies. Member Hall asked what the projection was last year for the 2020 budget. Deputy Director Corbin stated the projection for 2020 was \$3,900,000.00. Deputy Director Corbin said the current budget includes additional licensing fees and cybersecurity costs. Director Noonan stated that Deputy Director Corbin and she met with County Administrator, Judi Boyko to discuss capital improvements.

The Board Members requested that the Directors reformat the budget submission. Deputy Director Corbin stated the presentation of the budget will be updated to include the information the Board requested. Member Hall asked when is the budget meeting with the County Commissioners. Director Noonan said the meeting is Monday, October 21, 2019, at 11:30 a.m. Member Wunnenberg moved to approve the Operating Budget with the modifications as discussed; 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 the Cybersecurity Update document. Director Noonan stated Data Administrators, Jay Klein, Joe Andrews, Deputy Director Corbin, and herself meet every Thursday at 10:00 a.m. with Butler County Information Services to be in compliance with the Cybersecurity Directive.

Chairman Cloud moved to go into Executive Session to discuss physical security 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 the Board is back in session.

Member Hall moved to spend up to \$125,000.00 for security upgrades conditionally with the County Administrator approval; 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, Folding Machine Purchase. She stated Early Voting Administrator, Tiffany Harmon created the document and asked her to review it with the Board. Early Voting Administrator, Tiffany Harmon explained the document consists of three different vendors which shows what each company provides. She proposed to purchase Neopost folding machine. She said there has only been one service call in the past with the current folding machine which was purchased over seven years ago from Neopost. Member Hall moved to the purchase of the Neopost folding machine in the amount of \$12,371.00; 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 6, Voting System Implementation Update. Member Hall asked if the voting unit timeline is being met. Deputy Director Corbin stated some hardware and supplies still have not been received. He said the Secretary of State's office and the Regional Liaison, Kenny Henning are aware of the issues. Deputy Director Corbin stated if the hardware comes in by the expected date the timeline should still be able to be met.

Member Hall asked what the expected date of delivery. Deputy Director Corbin stated starting this week three hundred printers should be delivered weekly. He said the back plates are due to be delivered September 23, 2019. Deputy Director Corbin explained Director Noonan and himself have had discussions with Dominion stating voting units need to be ready for the start of early voting. He said Dominion sent twenty voting units stands so early voting would be ready if other supplies are late.

Member Wunnenberg suggested having a meeting with Dominion and the Board on September 23, 2019, to discuss the purchase of the new voting units. Member Penska would like to have our Regional Liaison, Kenny Henning from the Secretary of State office as well. Member Wunnenberg asked when is the latest date for the remaining hardware and supplies to be delivered. Director Noonan stated they would like to have the remaining supplies here by September 23, 2019, due to Logic and Accuracy testing. Deputy Director Corbin said Dominion is will send ten people to help with the assembly of the voting units.

Director Noonan presented the Document 7, Draft Winter Conference Agenda. Director Noonan asked the Board to provide the dates that each board member will be attending so the hotel reservations can be made.

Under the Directors Report: Director Noonan stated the part-time employees started and they are doing a good job. Director Noonan invited the Board to attend Dominion's Precinct Election Official Train the Trainer on Thursday, September 26, 2019, at 9:00 am. Director Noonan stated Train the Trainer starts Tuesday, October 1, 2019, and Precinct Election Official training starts Monday, October 7, 2019.

Under the Deputy Directors Report: Deputy Director Corbin stated the office is very busy working on the Cybersecurity Directive and the implementation of new voting units.

With no further business, Member Hall moved to adjourn the meeting; seconded by Member Penska. 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 11:21 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member