

Butler County Board of Elections Board Meeting Minutes October 14, 2019

The Butler County Board of Elections met on Monday, October 14, 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, Secretary of State Regional Liaison Kenneth Henning, and Poll Worker Administrator/Executive Assistant, Melissa Trotta.

Director Noonan presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member Penska. Roll Call:

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

BILLS October 14, 2019			
0100-5460-520000	Office supplies	\$	803.59
0100-5460-521000	Postage	\$	7,066.96
0100-5460-525100	Software/ Hardware Equipment	\$	18,807.08
0100-5460-529000	Other mat'l & supplies	\$	14,543.64
0100-5460-530075	Technology support	\$	19,170.58
0100-5460-530310	Rental/lease - equip & vehicles	\$	1,932.21
0100-5460-530500	Travel & training	\$	762.39
0100-5460-530550	Employee job related mileage	\$	36.72
0100-5460-536000	Contract services	\$	5,589.52
0100-5460-530250	Advertising	\$	350.00
0100-5460-531050	State Filing Fees	\$	3,190.00
1227-5460-542000	Election Security Grant	\$	1,911.02
		TOTAL BILLS	\$ 74,163.71

PAID FROM THE GENERAL FUND


 CHAIRMAN

TOTAL BILLS \$ 74,163.71


 DIRECTOR

BILLS
October 14, 2019

OFFICE SUPPLIES (520000)

Ellenburg, Kim

Coffee supplies	\$	34.56
Coffee supplies	\$	51.84

Murphy's Inc

Kitchen Supplies	\$	262.79
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Office Depot Inc

Office supplies	\$	61.52
Office supplies	\$	12.94
Office supplies	\$	42.68
Office supplies	\$	33.82
Office supplies	\$	79.96
Office supplies		

Ohio Labor Law

2020 Federal and States labor posters	\$	79.50
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Pitney Bowes

E-zeal for mailing equipment	\$	143.98
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TOTAL OFFICE SUPPLIES (520000)	\$	803.59
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POSTAGE (521000)

Fedex

August shipment	\$	49.58
September shipment	\$	17.38

United States Postal Service

High BRM Permit # 464387	\$	5,000.00
Postage due acct # 527519	\$	2,000.00

TOTAL POSTAGE (521000)	\$	7,066.96
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SOFTWARE/HARDWARE EQUIPMENT (525100)

Dell Marketing Inc.

8 Dell desktops with Windows 10	\$	6,490.08
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Neopost USA Inc

Folder and surge protector	\$	12,317.00
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TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	18,807.08
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OTHER MATERIAL/SUPPLIES (529000)

Andrews, Joe		
4 Apple usbs	\$	63.87
Clendenin, Erin		
100 sheets of flashdrive labels	\$	41.98
Corbin, Eric		
40 packs of USB/ 15,000 5160 labels	\$	482.90
Home Depot		
Warehouse supplies	\$	73.24
Warehouse supplies	\$	79.92
Warehouse supplies	\$	5.94
Warehouse supplies	\$	25.78
Warehouse supplies	\$	345.00
Warehouse supplies	\$	10.94
Warehouse supplies	\$	10.94
Warehouse supplies	\$	125.16
Warehouse supplies	\$	28.38
Warehouse supplies	\$	92.05
InTab		
10 rolls of future voter stickers	\$	82.34
Office Depot Inc		
Election supplies	\$	63.40
Election supplies	\$	83.40
Election supplies	\$	27.47
Election supplies	\$	258.55
Election supplies	\$	107.93
Election supplies	\$	79.99
Election supplies	\$	67.54
Election supplies	\$	77.16
OfficeSupply.com		
900 usb for ICX	\$	1,449.00
Nova Vision		
Security Seals	\$	914.30

Pitney Bowes		
2 Box of E-Z sealer	\$	143.98
Quality Publishing Company Inc		
35,000 pollworker recruit inserts	\$	701.00
2 Selfie banners and 1 photo booth	\$	327.29
50 young poll workers posters	\$	104.69
6 cash receipts books for CBS	\$	211.43
Smart Sign		
16 packs of asset tags	\$	1,161.92
Total Office Source		
Toner supplies	\$	310.96
Toner supplies for EV room	\$	5,876.99
Uline.com		
14 rolls of velcros with loops and hooks	\$	1,108.20
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	14,543.64

TECHNOLOGY SUPPORT (530075)

Joe Andrews		
Two licenses for report viewers EV room	\$	120.00
Cadre Computer Resources		
1 year fortigate unified virus protection	\$	684.00
Data Information Management Systems		
Dimsnet voterfile maintenance, August 2019	\$	7,304.36
Dimsnet voterfile maintenance, September 2019	\$	7,304.36
Dell Marketing		
Back-up tabulation server	\$	865.86
FTR (For The Record)		
Gold recording suite plus support, 9/26/19-9/26/20	\$	2,794.00

Noonan, Diane		
Monthly time tracking software, Sep 2019	\$	49.00
Monthly time tracking software, Oct 2019	\$	49.00
TOTAL TECHNOLOGY SUPPORT (530075)	\$	19,170.58

RENTAL/LEASE - EQUIP & VEHICLES (530310)

Great American Financial Services Co		
Copiers lease/maintenance, 2nd quarter, CBS	\$	196.95
Pitney Bowes		
Maintenance and lease, meter equipment 07/30/19-10/29/19	\$	1,735.26
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$	1,932.21

TRAVEL & TRAINING (530500)

Andrews, Joe		
Meals/mileages/airfare, Cyber Security Conference in Las Vegas, 8/7-8/11	\$	762.39
Meals, DIMS conference in Put-In-Bay, OH 6/11/19-6/13/19		
TOTAL TRAVEL & TRAINING (530500)	\$	762.39

EMPLOYEE JOB RELATED MILEAGE (530550)

Goins, Betty		
Distributed pollworker posters to various HS	\$	36.72
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	\$	36.72

OTHER CONTRACT SERVICES (536000)

Cobalt Cohen Company

Pick-up and recycling of 1402 voting units,7/8/19 \$ 4,065.34

Frontier Communications

Foreign listing, 7/22/19-08/21/19 \$ 6.50

Foreign listing,9/12/19-10/11/19 \$ 6.50

GBS Ornamental & Plaster

Supplies and labor, CBS security door \$ 1,169.33

Prosource

Flex copies and maintenance fees,7/1/19-9/30/19 \$ 30.60

Security Lock Inc

Labor and installation, lever sets for CBS door \$ 311.25

TOTAL OTHER CONTRACT SERVICES (536000) \$ 5,589.52

Advertising (530350)

Cox Media Group

Deadline to register, November 5th, 2019 Election \$ 350.00

TOTAL ADVERTISING (536000-530250) \$ 350.00

State Filing Fees (531050)

Ohio Election Commissions

1/1/19-8/7/19 State Filing Fees \$ 3,190.00

TOTAL STATE FILING FEES (536000-531050) \$ 3,190.00

Election Security Grant (12275460-542000)

Dell Marketing LP

19 Windows 10 Enterprise upgrades

\$ 1,911.02

TOTAL ELECTION SECURITY GRANT (542000)

\$ 1,911.02

Director Noonan submitted Document 2, the minutes of the August 19, 2019, meeting. Member Hall moved to approve the August 19, 2019, meeting minutes on Document 2; 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 submitted Document 3, the minutes of the August 27, 2019, meeting. Member Wunnenberg moved to approve the August 27, 2019, meeting minutes on Document 3; seconded by Member Hall. Roll call:

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

Majority in favor; motion carried

Director Noonan submitted Document 4, the minutes of the September 9, 2019, meeting. Member Penska moved to approve the September 9, 2019, meeting minutes on Document 4; seconded by Member Hall. Roll call:

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

All in favor; motion carried

Under Election Business Director Noonan presented Document 5, Candidates to be Certified to the March 17, 2020, Primary Election. Member Wunnenberg moved to certify the candidates to the March 17, 2020 Primary Election as listed on Document 5; seconded by Member Hall. Roll Call:

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

All in favor; motion carried.

Certified YNS 10-14-19
Admin. Sign & Date

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

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

Judge of the Court of Common Pleas Full term commencing 1/1/2021

- Jennifer McElfresh - Republican

State Representative (53rd District)

- Jeffrey L. Wellbaum - Republican

Under Old Business Director Noonan stated the warehouse staff has started Logic and Accuracy (L&A) testing. She said an estimate of five hundred machines have been tested. Chairman Cloud asked if everything had been delivered including the nuts, bolts, paper, and privacy screens. Director Noonan stated everything has been received except privacy screens. She said the privacy screens should arrive by October 18, 2019. Member Hall asked if that was the date from Dominion. Deputy Director Corbin stated a specific date was not given but that is the estimated time from Dominion. Deputy Director Corbin said Amanda Grandjean, Director of Elections and Deputy Assistant Secretary of State, has, been copied on the communications that Director Noonan and himself are sending to Dominion which has sped up the process.

Member Wunnenberg asked how many voting units are completely assembled. Deputy Director Corbin stated an estimate of 1,440 units are assembled at this time. He said 1,360 machines are needed for the election.

Chairman Cloud asked do the early voting units has privacy screens. Deputy Director Corbin stated no, the units do not, however the printers are positioned where there is some privacy. Deputy Director Corbin stated there have not been complaints from

voters. Member Hall suggested making a purchase for a temporary solution. Member Hall asked if deadlines are being met according to the voting unit timeline. Deputy Director Corbin stated yes, they are being met.

Director Noonan stated Deputy Director Corbin and herself are looking into purchasing screen protectors as well. She said the screens would give additional privacy and protection. Director Noonan stated the cost from one vendor is approximately \$50,000.00. Deputy Director Corbin stated Data Administrator Joe Andrews found a company where the approximate cost would be \$30,000.00. Member Penska asked to contact the county in Nevada that uses the same voting units to see if they purchased screen protectors and see how they keep their voting units protected. Member Hall asked if the screen protectors were included in the purchase price. Deputy Director Corbin stated no, they were not included.

Deputy Director Corbin gave an update on Cybersecurity. He said many of the items are on hold until after the election. He said Butler County Information Services identified a device that will need to be purchased for network access control, which is outlined in the Cybersecurity Directive.

Deputy Director Corbin stated Director Noonan and himself are working with the County Prosecutors office regarding the background checks. He said there are minor changes from the last time the Prosecutor's Office reviewed the draft document. Deputy Director Corbin said the current proposal allows the Board of Elections to perform a criminal check on our current and future staff members. He said if concerning information comes back, Director Noonan and himself will review on an individual bases and they will present the information to the Board Members if any action is required. Member Cloud asked if it were better to have an independent company perform the background checks. Member Cloud stated it would take the liability off the Board of Elections.

Deputy Director Corbin stated Director Noonan and himself are working with the County Prosecutor on physical security upgrades. He said any upgrades must be approved through the County Commissioners first because the Commissioners own the building, not the Board of Elections.

Deputy Director Corbin reminded the board they must complete the Secretary of State's cyber security awareness training by November 8, 2019.

Director Noonan stated the purchase of the new passenger van will be approved through a resolution on October 21, 2019, by the County Commissioners. She stated the van will be purchased from Jake Sweeney in the amount of \$21,747.50.

Director Noonan proposed to purchase new office chairs for the staff. Director Noonan stated quotes have been received from three different vendors. Deputy Director Corbin asked to approve the individual cost not to exceed \$250.00 per chair. Deputy Director Corbin asked for approval to purchase twenty-two new headsets for the full time staff from IT Savvy in the amount of \$3,651.16. Member Wunnenberg asked if every staff member needed them. Deputy Director Corbin stated no not for everyday use, but in a presidential election the staff would. Member Hall suggested ordering the amount needed. Director Noonan presented quotes for the purchase of Board of Elections polo shirts and fleece jackets. Member Hall suggested contacting other vendors for quality and prices. Member Hall moved to approve the purchase of new office chairs not to exceed \$250.00 per chair, polo shirts, and fleece jackets not to exceed \$100.00 per staff member; seconded by Member Penska.

Roll Call:

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

All in favor; motion carried.

Under the Director's Report Director Noonan stated there have been a total of 298 early voters, 673 ballots mailed, and 2 ballots returned. Director Noonan said currently a total of 483 voters have been registered. She stated as of Saturday, October 12, 2019, there have been 562 Precinct Election Officials trained.

Under the Deputy Director's Report Deputy Director Corbin said Data Administrator Joe Andrews and himself visited the League Women Voters in Oxford. He said they gave a short presentation on how candidates appear on the ballot and demonstrated the new machines. Deputy Director Corbin stated he is looking forward to partnership with them and do more outreach next year. Deputy Director Corbin also described the Naturalization ceremony he attended.

Chairman Cloud moved to go into Executive Session to discuss personnel according to O.R.C. 121.22 (G)(1) at 10:36 a.m.; seconded by Member Hall. Roll Call:

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

All in favor; motion carried.

At 11:01 a.m. Chairman Cloud stated the Board is back in session.

Member Penska moved to approve \$21,855.08 for the 2018 performance incentive to be paid on November 29, 2019; seconded by Member Wunnenberg. Roll Call:

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

All in favor; motion carried.

Member Penska moved to approve a five percent increase for Early Voting Administrator, Tiffany Harmon to start next pay period; seconded by Member Wunnenberg. Roll Call:

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

All in favor; motion carried.

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 11:04 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member