

**Butler County Board of Elections
Board Meeting Minutes
December 16, 2019**

The Butler County Board of Elections met on Monday, December 16, 2019, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Secretary of State Regional Liaison Kenny Henning and Poll Worker Administrator/Executive Assistant Melissa Trotta.

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

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

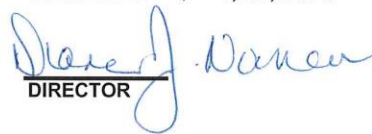
BILLS December 16, 2019			
0100-5460-520000	Office supplies	\$	2,127.78
0100-5460-521000	Postage	\$	43.46
0100-5460-524000	Gas-fuel-oil	\$	69.94
0100-5460-525100	Software/ Hardware Equipment	\$	1,913.04
0100-5460-529000	Other mat'l & supplies	\$	6,924.70
0100-5460-530000	Maint & repair - equipment	\$	1,728.18
0100-5460-530075	Technology support	\$	49.00
0100-5460-536000	Contract services	\$	4,846.00
0100-5460-530320	Polling Place Rentals	\$	750.00
0100-5460-531050	State Filing Fees	\$	860.00
0100-5460-510000	Equipment, capital	\$	1,107,619.98
0100-5460-543000	Vehicle	\$	21,747.50
122-75460-542000	Election Security Grant	\$	14,953.65

TOTAL BILLS \$ 1,163,633.23

PAID FROM THE GENERAL FUND



CHAIRMAN



DIRECTOR

BILLS
December 16, 2019

OFFICE SUPPLIES (520000)

Corbin, Eric		
Floor mats for van	\$	247.90
Keyboard	\$	31.94
Murphy's Inc		
Kitchen supplies	\$	502.58
Office Depot Inc		
Office supplies	\$	82.35
Office supplies	\$	279.98
Office supplies	\$	55.65
Office supplies	\$	61.21
Total Pro Source		
Toner supplies	\$	194.97
Trotta, Melissa		
Christmas bags and decorations	\$	27.69
Uline Inc		
Tabulation room supplies	\$	264.19
Step ladder for supply room	\$	379.32
TOTAL OFFICE SUPPLIES (520000)	\$	2,127.78

POSTAGE (521000)

Hester, Brian		
RMA via Fedex	\$	43.46
TOTAL POSTAGE (521000)	\$	43.46

GAS-FUEL-OIL (524000)

Corbin, Eric		
Gas for van	\$	27.67
Voyager Fleet Systems Inc		
Gas, 11/21/19	\$	42.27
TOTAL GAS-FUEL-OIL (524000)	\$	69.94

SOFTWARE/HARDWARE EQUIPMENT (525100)

Dell Marketing Inc.		
1 VLA acrobat std 2019 license	\$	261.37
2 optiplex 3070 and monitors	\$	1,651.67
TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	\$	1,913.04

OTHER MATERIAL/SUPPLIES (529000)

Home Depot		
Warehouse supplies	\$	71.71
Loth Inc		
17 training and office chairs	\$	5,319.43
Quality Publishing Company Inc		
10,000 regular envelopes with BOE printed black	\$	557.46
30,000 election inserts for pollworkers	\$	714.00
Trotta, Melissa		
Meals for LS round table	\$	56.97
Uline.com		
50 press on vinyl with bag enclosure	\$	205.13
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	6,924.70

MAINT & REPAIR - EQUIPMENT (530000)

Neopost		
2 Hi-speed letter openers maintenance service with replacement parts	\$	891.18
Peter Paul Office Equipment		
5 printer maintenance including materials	\$	837.00
TOTAL MAINT & REPAIR - EQUIPMENT (530000)	\$	1,728.18

TECHNOLOGY SUPPORT (530075)

Noonan, Diane		
Monthly time tracking software, Dec 2019	\$	49.00
TOTAL TECHNOLOGY SUPPORT (530075)	\$	49.00

OTHER CONTRACT SERVICES (536000)

Connaughton Fence LLC Install 10' enclosure gate circuit breaker room	\$	1,952.00
Frontier Communications Foreign listing, 11/22/19-12/21/19	\$	6.50
Fairfield City Custodial fees, 11/5/19	\$	90.00
Hamilton City School District Custodial fees, 11/6/18	\$	1,072.50
Miami University , Hamilton Custodial fees, 11/5/19	\$	150.00
Miami University, Shriver Custodial/rental fees, 11/7/19	\$	1,250.00
Miami University, Verity Lodge Custodial fees, 11/5/19	\$	150.00
Signery2 Updated window lettering and logo	\$	175.00
TOTAL OTHER CONTRACT SERVICES (536000)	\$	4,846.00

POLLING PLACE RENTALS (536000-530320)

First Baptist Church of Hamilton Polling rental fees, 11/5/19	\$	100.00
Hamilton Christian Center Polling rental fees, 11/5/19	\$	150.00
Hilltop Baptist Church Polling rental fees, 11/5/19	\$	75.00
North Fairfield Baptist Church Polling rental fees, 11/5/19	\$	150.00
Poasttown First Church of God Polling rental fees, 11/5/19	\$	200.00
West Chester Of The Nazarene Polling rental fees, 11/5/19	\$	75.00
TOTAL POLLING PLACE RENTALS (536000-530320)	\$	750.00

State Filing Fees (536000-531050)

Ohio Election Commissions		
8/8/19-12/7/19 State Filing Fees	\$	860.00
TOTAL STATE FILING FEES (536000-531050)	\$	860.00

Capital Equipment (542000)

Dominion Voting Systems, INC		
70% Agreement payment , 1500 ICX voting systems	\$	969,167.49
10% balance of the agreement, 1500 ICX voting systems	\$	138,452.49
TOTAL EQUIPMENT, CAPITAL (542000)	\$	1,107,619.98

Vehicles (01005460-543000)

Jake Sweeney Chrysler Jeep Dodge		
2019 Dodge Caravan with BOE graphics	\$	21,747.50
TOTAL VEHICLE (543000)	\$	21,747.50

Election Security Grant (12275460-542000)

CBTS Technology Solutions		
1 blade server	\$	14,953.65
TOTAL ELECTION SECURITY GRANT (542000)	\$	14,953.65

Director Noonan submitted Document 2, the minutes of the October 14, 2019, meeting. Member Penska moved to approve the October 14, 2019, meeting minutes on Document 2; seconded by Member Wunnenberg. Roll call:

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

Director Noonan submitted Document 3, the minutes of the November 5, 2019, meeting. Member Penska moved to approve the November 5, 2019, meeting minutes on Document 3; seconded by Member Wunnenberg. Roll call:

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

Director Noonan submitted Document 4, the minutes of the November 18, 2019, meeting. Member Wunnenberg moved to approve the November 18, 2019, meeting minutes on Document 4; seconded by Member Penska. Roll call:

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

All in favor; motion carried

Director Noonan acknowledged receipt of the following advisory:
2019-10 Post-Secondary Student Voting Requirements

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

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

All in favor; motion carried.

Certified YNY 12-10-19
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.

U.S Representative to Congress (8th District)

- Vanessa Enoch – Democratic
- Warren Davidson – Republican

State Senate (4th District)

- George F. Lang – Republican

State Representative (52nd District)

- Chuck Horn – Democratic

Judge of the Court of Appeals (12th District) (Full term commencing 1/1/21)

- Mary Lynne Birck – Republican

Judge of the Court of Appeals (12th District) (Full term commencing 2/9/21)

- Robert A. Hendrickson – Republican

Member of State Central Committee- Man (4th Senate District)

- Gary Cates – Republican

12/12/2019 10:38:40 AM

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Document 5

Under Election Business, Director Noonan presented Document 6, Issues to be Certified to the March 17, 2020, Primary Election. Member Wunnenberg moved to certify the Issues to the March 17, 2020, Primary Election as listed on Document 6; seconded by Member Penska. Roll Call:

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

All in favor; motion carried.

Certified SPM 12-16-19
Admin. Sign & Date

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

The Ohio Secretary of State's office and county prosecutor's office have both approved the proposed ballot language. All other statutory requirements have been satisfied.

City of Hamilton (Additional) – Roads – 3.9 mills/10 yrs.

Director Noonan presented Document 7, the Allocation of Voting Units and Polling Locations for the March 17, 2020, Primary Election. Director Noonan stated a total of 1,107 voting units are allocated for this election which includes twenty-five machines for Early Voting. Member Wunnenberg asked if the allocation is the same as the November 5, 2019, General Election. Director Noonan stated the number of voting units were increased at two polling locations. Member Penska moved to approve the Allocation of Voting Units and Polling Locations in Document 7 for the March 17, 2020, Primary Election; seconded by Member Wunnenberg. Roll Call:

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

All in favor; motion carried.

Director Noonan presented Document 8, the Allocation of Paper Ballots for the March 17, 2020, Primary Election. Director Noonan stated the number of ballots are broken down by No Party, Democratic, Republican, and Libertarian. She said there is a total of 21,805 paper ballots allocated for this election. Director Noonan stated the Secretary of State requires a ballot order of fifteen percent of the total votes cast in each precinct in the March 15, 2016, Primary Election. Member Wunnenberg suggested reviewing the allocation again before the election. Deputy Director Corbin stated the Board must approve the allocation again thirty days prior to the election. Member Penska moved to approve the paper ballot allocation in Document 8 for the March 17, 2020, Primary Election; seconded by Member Wunnenberg. Roll Call:

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

Director Noonan informed the Board the post-election audit for the November 5, 2019, General Election needs to be certified. Deputy Director Corbin stated there were no discrepancies found in the audit. Member Penska moved to approve the Post-Audit Election results for the November 5, 2019, Primary Election; seconded by Member Wunnenberg. Roll Call:

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

Under Old Business, Deputy Director Corbin presented the background check policy update. Deputy Director Corbin stated there were a few minor changes from the last time the Prosecutor reviewed the document. He said the policy has been approved by the County Prosecutor's office with the Board's approval. Member Penska asked how the records will be kept secured. Director Noonan stated the records will be kept in a locked file cabinet. Deputy Director Corbin stated he could look into different options as well. Director Noonan asked the Board if only concerning information should be reviewed by the board or should all records. Member Penska stated to be consistent she felt like all records should be reviewed by the Board. Member Penska moved to approve the updated Background Check Policy dated October 11, 2019; seconded by Member Wunnenberg. Roll Call:

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

Under New Business, Deputy Director Corbin presented the Security Information and Event Management Memorandum of Agreement for approval. Deputy Director Corbin stated the agreement is part of Directive 2019-08. He said the County Prosecutor's office approved the agreement and the Secretary of State's office will pay for the hardware and services through 2020. Secretary of State Regional liaison, Kenny Henning stated the Secretary of State is working with Ohio Legislators to cover the cost after 2020. Deputy Director Corbin stated this helps to implement the directive. Member Penska moved to approve the Memorandum of Agreement for Services (SIEM); seconded by Member Wunnenberg. Roll Call:

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

Under the Directors Report, Director Noonan gave an update on security. She said everything is going well. Director Noonan stated Member Penska, Election Services Manager, Mickey Smith and herself attended the Ohio Election 2020, security briefing. She said it was very informative. Member Penska asked Secretary of State Liaison, Kenny Henning if the Secretary of State's office will be issuing security statements periodically for all counties to utilize on social media. Secretary of State Liaison, Kenny Henning stated he would ask the social media committee.

Director Noonan stated the Ohio Association of Election Officials Winter Conference will be January 15, 2020, to January 16, 2020. Director Noonan reminded the Board Members the office Christmas party is Friday, December 20, 2019, at noon.

Under the Deputy Directors Report, Deputy Director Corbin stated he attended a Risk Limiting Audit pilot in Clark County. He said risk limiting audits are more statistically significant compared to a percentage base audit. He also expects that this type of audit could save time.

With no further business, Member Penska moved to adjourn the meeting; seconded by Member Wunnenberg. Roll call:

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

The meeting was adjourned at approximately 2:45 p.m.

Frank Cloud, Chairman

Diane Noonan, Director

Absent

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member