

**Butler County Board of Elections  
Board Meeting Minutes  
March 23, 2020**

The Butler County Board of Elections met on March 23, 2020 at 9:00 a.m. for a special meeting. Roll call was taken and present were Chairman Frank Cloud, Member Mariann Penska, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Deputy Director Corbin presented the COVID-19 staffing plan. Deputy Director Corbin stated Ohio Director of Health Amy Acton's Stay at Home order is effective through April 6, 2020, as of now. He said the staffing plan is set for three weeks but could be extended. Director Noonan stated the plan was prepared by Deputy Director Corbin, Election Service Manager Mickey Smith, Assistant Election Service Manager Angie Myers, and herself.

Deputy Director Corbin stated there is an expectation of employees who are home must be available to answer phone calls during normal business hours.

Director Noonan asked the board if the office should continue to stay open to the public or be closed but utilize the lobby and drop box for absentee applications. Member Penska stated precautions should be put in place for staff and the voters. Chairman Cloud asked if approval by the Secretary of State (SOS) office is needed. Deputy Director Corbin stated the Secretary of State's office decided to have local officials determine if the office should stay opened or closed. Deputy Director Corbin said if the office is closed the SOS requires the office to post a notice on the board's website and social media pages. Member Wunnenberg suggested being available to make appointments to meet with voters if necessary.

Chairman Cloud expressed he was concerned about the employee out sick for several days. Director Noonan stated the individual went to the Doctor and they did not test for COVID-19 but confirmed the employee did not have Influenza A or B. Chairman Cloud asked if there is enough sanitizer and gloves available for employees to use. Deputy Director Corbin said yes.

Member Wunnenberg asked if employees are asked to stay home how would they be paid. Director Noonan asked the board for approval to use administrative time. She said if an employee had to stay home due to themselves or a family member being sick they need to use sick time. Deputy Director Corbin stated the employees will be paid for a regular 35-hour work week. He said the time will be tracked in the payroll system for any possible reimbursements from the state.

Deputy Director confirmed the COVID-19 staffing plan would start Tuesday, March 24, 2020, the office would be closed to the public but absentee applications will be available to voters in the lobby, utilize the drop box for returning applications, and post instructions to voters on the website and social media.

Director Noonan stated Secretary LaRose would like to send absentee applications to every voter that did not vote by March 17, 2020, and a prepaid postage envelope to return the ballot. Director Noonan said approval would be needed by the state legislature.

Member Penska moved to approve the COVID-19 virus staffing plan presented as modified; Member Wunnenberg seconded. Roll Call:

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

Director Noonan asked the board if Precinct Election Officials should be recruited to prepare for a June 2, 2020 election. Member Penska suggested waiting until the legislature meets.

Chairman Cloud asked if the Election Day will be held on June 2, 2020, depending on the legislature. Deputy Director Corbin stated yes. Deputy Director Corbin says he expects changes to the directive when the legislature meets.

Deputy Director Corbin stated the Post Office has started making bar codes specific to the Board of Elections in order to expedite ballots. He said there are enough supplies for early voting if there will be in-person voting and more paper ballot stock has been ordered.

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 9:31 a.m.

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Frank Cloud, Chairman

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Diane Noonan, Director

Absent

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Todd Hall, Member

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Chris Wunnenberg III, Member

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Mariann Penska, Member