Butler County Board of Elections
Board Meeting Minutes
January 13, 2020

The Butler County Board of Elections met on Monday, January 13, 2020, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, 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 submitted Document 1, the minutes of the November 26, 2019, meeting. Member Wunnenberg moved to approve the November 26, 2019, meeting minutes on Document 1 seconded by Member Hall. Roll call:

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

All in favor; motion carried

Director Noonan acknowledged receipt of the following directives:

2019-25	Updated Election Official Manual and Related Directives
2019-26	Chapter 2 Election Administration
2019-27	Chapter 4 Ballots
2019-28	Chapter 5 Absentee Voting
2019-29	Chapter 6 Provisional Voting
2019-30	Chapter 9 Post-Election Activities
2019-31	Chapter 10 Voting Systems
2019-32	Chapter 12 Candidates
2019-33	Chapter 15 Miscellaneous Duties
2019-34	Examination and Verification of Statewide Petitions
2020-01	Ballots for March 17, 2020 Primary Election

Under Election Business, Director Noonan submitted the Butler County Board of Elections Election Administration Plan (EAP) for the March 17, 2020, Presidential Primary Election for approval by the Board. Member Wunnenberg moved to approve the March 17, 2020, Presidential Primary Election Administration Plan on Document 2; seconded by Member Hall. Roll Call:

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

All in favor; motion carried.

Under New Business, Director Noonan submitted a two percent cost of living increase approved by the County Commissioners for board approval. Director Noonan presented documents detailing the two percent increase from 2019 to 2020. Member Hall asked who prepared the documents. Director Noonan said Human Resource/Fiscal Officer, Belle Quisenberry prepared the documents. Member Wunnenberg moved to increase the minimum annual base salaries for each grade level by the cost of living increase amount approved by the Butler County Commissioners each year; seconded by Member Hall.

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

Director Noonan submitted the chargebacks from the November 5, 2019, General Election for approval. Member Hall moved to approve the November 5, 2019, chargebacks on Document 3; seconded by Member Wunnenberg. Roll call:
Chairman Cloud   yea
Member Penska   absent
Member Hall   yea
Member Wunnenberg   yea
All in favor; motion carried.

Under the Director's Report, Director Noonan reminded the Board that the Ohio Association of Election Officials (OAEO) Winter Conference will be January 15, 2020, to January 16, 2020. She said Poll Worker Administrator Melissa Trotta and two employees from the Warren County Board of Elections will be presenting a "Firing up Without Burning out Session" presentation. Director Noonan stated Logic and Accuracy will start Tuesday, February 18, 2020, and Early Voting starts Wednesday, February 19, 2020. She also stated the part-time employees started and they are doing an outstanding job. She said four more part-time employees will be hired for early voting and nursing home voting. Director Noonan gave a short update on physical security. Director Noonan stated some items are still being implemented. Member Hall asked why isn't the security plan completed. Deputy Director Corbin said some items are on back order.

Under Deputy Director's Report, Deputy Director Corbin stated Director Noonan and himself met with Butler County Emergency Management Director Mark Haverkos to help with the Board of Elections EAP contingency plan. He said Director, Mark Haverkos was very helpful. Deputy Director Corbin stated Executive Director Aaron Ockerman with the Ohio Association of Election Officials (OAEO) attended a national convention with other OAEO members across the state and Mr. Ockerman felt the State of Ohio is the leader of cybersecurity for elections. Deputy Director Corbin said he emailed the board their hotel confirmations for the OAEO conference and printed a copy as well. He stated the background check vouchers are available. Member Hall asked if the background checks are performed at the sheriff's department or the Board of Elections. Deputy Director Corbin said they are done at the sheriff department.

Member Chairman Hall moved to go into Executive Session to discuss personnel according to O.R.C. 121.22 (G)(1) at 9:35 a.m.; seconded by Member Wunnenberg.
Roll Call:
Chairman Cloud   yea
Member Penska   absent
Member Hall   yea
Member Wunnenberg   yea
All in favor; motion carried.

At 9:50 a.m. Chairman Cloud stated the Board is back in session.

With no further business, Member Hall moved to adjourn the meeting; seconded by Member Wunnenberg. Roll call:
Chairman Cloud   yea
Member Penska   absent
Member Hall   yea
Member Wunnenberg   yea
All in favor; motion carried.

The meeting was adjourned at approximately 9:51 a.m.

_____   _____
Frank Cloud, Chairman   Diane Noonan, Director

_____   _____
Todd Hall, Member   Chris Wunnenberg III, Member

          Absent
_____
Mariann Penska, Member