

**Butler County Board of Elections
Board Meeting Minutes
July 13, 2020**

The Butler County Board of Elections met on Monday, July 13, 2020, at 10:30 a.m., for a regular meeting. Roll call was taken and present were Chariman Frank Cloud, Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Early Voting Administrator Nicole Unzicker, Secretary of State Regional Liaison Kenneth Henning, and Lukas Henderson.

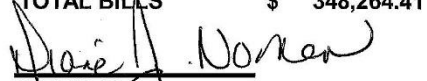
Director Noonan presented Document 1, Bills. Member Hall asked for detail on the cost of Technology Support, Deputy Director Corbin stated it is the annual licensing fee for the new voting equipment. Member Hall moved to approve the bills on Document 1; seconded by Member Wunnenberg. Roll Call:

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

BILLS July 13, 2020		
0100-5460-520000	Office supplies	\$ 72.79
0100-5460-524000	Gas-fuel-oil	\$ 25.85
0100-5460-525100	Software/ Hardware Equipment	\$ 6,773.53
0100-5460-529000	Other mat'l & supplies	\$ 11,931.90
0100-5460-530075	Technology support	\$ 316,974.84
0100-5460-530310	Rental/lease - equip & vehicles	\$ 1,881.68
0100-5460-530500	Travel & training	\$ 41.54
0100-5460-536000	Contract services	\$ 10,112.28
PAID FROM THE GENERAL FUND		\$ 347,814.41
1227-5460-542000	Election Security Grant	\$ 450.00
TOTAL BILLS		\$ 348,264.41



CHAIRMAN

TOTAL BILLS \$ 348,264.41


DIRECTOR

BILLS
July 13, 2020

OFFICE SUPPLIES (520000)

Ellenberg, Kim
Coffee supplies \$ 37.68

Hester, Brian
Certificate supplies for candidates \$ 35.11

TOTAL OFFICE SUPPLIES (520000) \$ 72.79

GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc
Gas, May fuel charges \$ 25.85

TOTAL GAS-FUEL-OIL (524000) \$ 25.85

Dell
2 enterprise licenses for 2 lap tops \$ 374.94
1 ram memory for ev room

Johnson Control
Badge printer \$ 6,398.59

TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100) \$ 6,773.53

OTHER MATERIAL/SUPPLIES (529000)

Coast to Coast Products

81 boxes of 50 surgical masks \$ 2,320.00

Clendenin, Erin

Digital laser distance meter \$ 39.39

Home Depot

Warehouse supplies \$ 6.48

Office Depot Inc

Election supplies, face masks \$ 299.90

Election supplies, 100 gallons of hand sanitizers \$ 3,499.00

Quality Publishing Company Inc

5,500 NCOAs, 10,500 envelopes plus postage \$ 5,500.00

Quisenberry, Belle

Totes for supplies \$ 16.19

4 Non contact digital thermometers \$ 105.44

TNT paper supply

3 floor tapes \$ 9.75

2 cases of disinfectants \$ 111.98

Trotta, Melissa

Team building supplies \$ 23.77

TOTAL OTHER MATERIAL/SUPPLIES (529000) \$ 11,931.90

TECHNOLOGY SUPPORT (530075)

Data Information Management Systems

Dimsnet voterfile maintenance, June 2020 \$ 7,304.36

Dominion Voting Systems

2020-2021 software and hardware licensing \$ 309,572.48

Noonan, Diane

Monthly time tracking software, June 2020 \$ 49.00

Monthly time tracking software, July 2020 \$ 49.00

TOTAL TECHNOLOGY SUPPORT (530075)	\$ 316,974.84
RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Great American Financial Services Co	
New SOS copier, 2nd monthly lease and maintenance fees	\$ 146.42
Pitney Bowes	
Maintenance and lease, meter equipment 4/30/2020-7/29/2020	\$ 1,735.26
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$ 1,881.68
TRAVEL & TRAINING (530500)	
Noonan, Diane	
Coursera course,6/19/2020	\$ 41.54
TOTAL TRAVEL & TRAINING (530500)	\$ 41.54
OTHER CONTRACT SERVICES (536000)	
Frontier Communications	
Foreign listing, 06/22/20-7/21/20	\$ 6.50
Johnson Control Fire Protection LP	
Balance of replacing 5 security doors	\$ 6,068.19
Balance of installing and testing burglar alarms on 9 external doors	\$ 3,965.17
Millennium Business Systems	
Flex copies, 5/9/2020-6/8/2020, SOS	\$ 27.42
Flex copies, 6/9/2020-7/8/2020, billing period	\$ 45.00
TOTAL OTHER CONTRACT SERVICES (536000)	\$ 10,112.28
Election Security Grant (12275460-542000)	
Butler County Sheriff	
15 background checks	\$ 450.00
TOTAL ELECTION SECURITY GRANT (542000)	\$ 450.00

Chairman Cloud submitted Document 2, the minutes of the June 08, 2020, meeting. Member Wunnenberg moved to approve the June 08, 2020, meeting minutes on Document 2; 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 acknowledged receipt of the following directives:

- 2020-10 2020 General Voter Records Maintenance Program – National Change of Address (“NCOA”) Process Only
- 2020-11 2020 Coronavirus Aid, Relief, and Economic Security (“Cares”) Act Funds – Election Administration Preparedness for November 3, 2020 Presidential General Election

Under Election Business, Director Noonan presented Document 3, Allocate Voting Units and Polling Places for the November 3, 2020 General Election. Member Penska asked if polling locations have been contacted and confirmed for the election. Director Noonan stated we have been in contact with all locations. Director Noonan said there are 88 polling locations, 340 pollbooks and 1,382 ICX units. Member Hall asked if those numbers meet the Secretary of State's requirements, Director Noonan confirmed. Member Hall asked if the number of locations had been scaled down, Director Noonan stated no, the number of locations will be the full amount for the Presidential Election. Member Hall moved to approve Document 3; 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, Allocate Paper Ballots for the November 3, 2020 General Election. Director Noonan explained the number of ballots was increased from fifteen to twenty percent for the Presidential Election. Member Hall asked how the number compared to the last presidential election. Deputy Director Corbin stated the Secretary of State requires a minimum of fifteen percent of turnout and this order has increased that to twenty percent. The Secretary of State during the last presidential election ordered twenty percent be used to ensure there was no ballot shortage on Election Day. Member Penska moved to approve the Allocation of Paper Ballots for the November 3, 2020 General Election as listed 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 New Business, Director Noonan presented Document 5, RC-3 Certificate of Records Disposal which is in compliance with the Retention Schedule set by the Ohio Secretary of State. Member Hall moved to approve the RC-3 Certificate of Records Disposal on Document 5; seconded by Member Penska. Roll Call:

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

Cover Sheet

Application for Records Disposal



BUTLER COUNTY
RECORDS COMMISSION

Butler County Records Commission
315 High Street, 6th Floor
Hamilton, Ohio 45011
Att: Secretary
Email: commissioners@bcOhio.us
Phone: (513) 887-3247

Records Commission Use Only	
Date Received: _____	Approved: YES NO
Received by: _____	
If the request for Records Disposal is disapproved, the Secretary will contact the submitting office for further review.	

Butler County Board of Elections

Records Custodian: Diane Noonan, Director

Email: diane.noonan@bcOhio.us Phone number: 513-887-7918

Location of Records: Board of Elections and Record Center

Address: 1802 Princeton Rd., Suite 600 Hamilton, OH 45011

My office has thoroughly reviewed the records contained in the attached report of records past their authorized retention date(s). The records that are approved for disposal in the report have been initialed on a line by line basis, which exclude those records required to be reviewed by The Ohio History Connection (RC-3 form).

I hereby certify that the attached list of records are eligible for disposal and request that they be disposed of in a secure manner. I further request that a copy of the disposal receipt be returned to my office for record keeping purposes.

Signature: _____

Diane Noonan

7/13/2020
APPROVAL DATE

The Butler County Records Commission is required to meet quarterly unless otherwise requested at the direction of the Commission president. Meetings will be scheduled on the 3rd Wednesday of the month.

Director Noonan presented Document 6, Ohio Election Commission Referrals. Director Noonan informed the Board Members there is only one referral for the Dixon for Commissioner Committee. Member Hall asked when they were contacted, Director Noonan explained they were sent a notice to file letter in February and called the day of the deadline. Deputy Director Corbin stated the written notice to file is a requirement. Chairman Cloud recommended that a consistent process needs to be implemented. The Board Members requested the Directors to develop a policy for the next meeting. Member Penska moved to approve the referral as listed on Document 6; 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 submitted Document 7, Review Microphone Quote. Director Noonan explained the cost would be \$5,115 for wireless microphones. Director Noonan said the computer had been moved so that the microphone wires were no longer on the floor causing a trip hazard. The Board Members stated they are satisfied with the new setup.

Deputy Director Corbin pointed out some specifics of Directive 2020-11 relating to the corona virus including some funding from the federal level. He stated this will help the office get the needed supplies for the upcoming election. Director Noonan informed the Board Members that Butler County was allocated \$298,339. Member Hall asked if specific guidelines were given on how the monies were to be used. Deputy Director Corbin explained the Secretary of State's office provided guidelines and priorities for the expenditures. He also mentioned additional instruction was given on nursing home visits in the fall and provided tools to safely limit our interaction with nursing home residents and staff.

Deputy Director Corbin said information was given by the Secretary of State's office in regards to contacting voters with discrepancies on their applications. He explained the process of using any contact information provided to contact the voter can be used like it was for the 2020 Primary Election.

Chairman Cloud expressed concerns over taking employee temperatures only after returning from vacation or time off and suggested that it be taken daily. He also mentioned getting quotes from cleaning companies on deep cleaning the office as a precautionary measure.

There was a discussion prompted by Member Penska asking if any other counties have multiple drop boxes. Liaison Henning stated the he knew of one county having more than one drop box because they have two secured locations.

Chairman Cloud moved to go into Executive Session to discuss personnel according to O.R.C. 121.22(G)(1) at 11:16 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 11:39 a.m. Chairman Cloud stated the Board is back in session.

Member Penska made a motion to hire Stephanie Webb for the position of Election Services Clerk I at grade three starting Monday, July 20, 2020; seconded by Chairman Cloud. Roll Call

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

All in favor; motion carried.

Under New Business, Director Noonan stated Butler County voter party affiliations were updated if they did not vote in the 2016, 2018 or 2020 primaries according to Directive 3513.05-17.

Under the Director's Report, Director Noonan stated poll worker training will begin in September, currently there are 882 people that have committed to working this election, and the goal is to have 1,800 people trained for November.

Director Noonan said online training could be an option, more information will be obtained and further discussion will be needed. Liaison Henning asked if the online training would be for only those who have worked previously. Director Noonan confirmed. She also informed the Board Members all poll workers that enter the building for training will have their temperature taken and be asked to wear a mask. She also stated that class sizes have been changed from forty to twenty people per class to allow for social distancing.

Under the Deputy Director's Report Deputy Director Corbin stated he is taking Defending Digital Democracy classes that the Secretary of State's office recommended. He mentioned that the Ohio Secretary of State's office was given the authority to send absentee application to all registered voters for the Presidential Election.

With no further business, Chairman Cloud 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 11:49 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member