

Butler County Board of Elections
Board Meeting Minutes
January 9, 2023

The Butler County Board of Elections met on Monday, January 9, 2023, 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 Nicole Unzicker, Deputy Director Eric Corbin, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Chairman Cloud presented Document 1, Bills. Member penska moved to approve the bills on Document 1; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.



Regular Board Meeting Bills
Butler County Board of Elections


Chairman


Director

Grand Total \$ 442,387.21

Account / Vendor / Description	Amount
520000 - OFFICE SUPPLIES	
AMAZON CAPITAL SERVI	
OFFICE SUPPLIES	\$2,572.29
LED SIGN EARLY VOTING	\$79.99
AMAZON CAPITAL SERVI Total	\$2,652.28
JOSEPH P ANDREWS	
OFFICE SUPPLIES	\$32.15
JOSEPH P ANDREWS Total	\$32.15
MENARDS	
OFFICE SUPPLIES	\$36.97
MENARDS Total	\$36.97
ODP BUSINESS Solutio	
OFFICE SUPPLIES	\$2,220.64
SCANNER	\$999.99
ODP BUSINESS Solutio Total	\$3,220.63
TOTAL OFFICE SOURCE	
TONER	\$163.00
TOTAL OFFICE SOURCE Total	\$163.00
520000 - OFFICE SUPPLIES Total	\$6,105.03
521000 - POSTAGE	
PITNEY BOWES BANK I	
POSTAGE	\$8,935.00
RESERVE POSTAGE	\$10,000.00
PITNEY BOWES BANK I Total	\$18,935.00
521000 - POSTAGE Total	\$18,935.00
524000 - GAS/FUEL/OIL	
VOYAGER FLEET SYSTEM	
NOVEMBER FUEL	\$60.08
VOYAGER FLEET SYSTEM Total	\$60.08
524000 - GAS/FUEL/OIL Total	\$60.08
525100 - SOFTWARE/HARDWARE EQUIP	
DELL MARKETING LP	
DELL LICENSE	\$585.30

Bills

Account / Vendor / Description	Amount
CRYSTAL REPORTS LICENSE	\$1,263.00
DELL MARKETING LP Total	\$1,848.30
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525100 - SOFTWARE/HARDWARE EQUIP Total	\$1,848.30
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529000 - OTHER MATERIALS/SUPPLIES	
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4IMPRINT INC	
TOTES AND SHIRTS	\$907.66
POLLWORKER SUPPLIES	\$1,553.36
4IMPRINT INC Total	\$2,461.02
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APG OFFICE FURNISHIN	
FURNISHINGS POLLWORKER	\$563.88
APG OFFICE FURNISHIN Total	\$563.88
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BERNS GARDEN CENTER	
FLOWERS SECURITY PLANTERS	\$535.52
BERNS GARDEN CENTER Total	\$535.52
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FEITIAN TECHNOLOGIES	
EPOLLBOOK CARD ENCODERS	\$1,830.00
FEITIAN TECHNOLOGIES Total	\$1,830.00
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ITSAVVY	
FORTINET CARE WIRELESS	\$768.34
ITSAVVY Total	\$768.34
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ODP BUSINESS SOLUTIO	
PROJECTOR	\$2,624.99
ODP BUSINESS SOLUTIO Total	\$2,624.99
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529000 - OTHER MATERIALS/SUPPLIES Total	\$8,783.75
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529001 - GRANT SUPPLIES	
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AMAZON CAPITAL SERVI	
OFFICE SUPPLIES	\$412.17
AMAZON CAPITAL SERVI Total	\$412.17
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ERIC A CORBIN	
OFFICE SNACKS	\$278.10
ERIC A CORBIN Total	\$278.10
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JOSEPH P ANDREWS	
PROJECTOR MOUNTING BRACKET	\$74.53
JOSEPH P ANDREWS Total	\$74.53
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NICOLE UNZICKER	
OFFICE MEALS	\$93.55
NICOLE UNZICKER Total	\$93.55
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ULINE INC	
TRAINING ROOM CHAIRS	\$2,438.31
ULINE INC Total	\$2,438.31
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529001 - GRANT SUPPLIES Total	\$3,296.66
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530075 - TECHNOLOGY SUPPORT	
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DOMINION VOTING SYST	
ON SITE SUPPORT	\$4,500.00

Bills

Account / Vendor / Description	Amount
DOMINION VOTING SYST Total	\$4,500.00
ESSVR LLC	
NOV 2022 VOTER FILE MAINTENANCE	\$7,749.19
DEC 2022 VOTER FILE MAINTENANCE	\$7,749.19
ESSVR LLC Total	\$15,498.38
VERIZON WIRELESS	
WIRELESS SUPPORT	\$751.71
VERIZON WIRELESS Total	\$751.71
530075 - TECHNOLOGY SUPPORT Total	\$20,750.09
530500 - TRAVEL & TRAIN EXPENSE	
UNITED TRAINING ACAD	
SQL SOFTWARE TRAINING	\$2,380.00
UNITED TRAINING ACAD Total	\$2,380.00
530500 - TRAVEL & TRAIN EXPENSE Total	\$2,380.00
536000 - OTHER CONTRACT SVCS	
BUTLER COUNTY TREASU	
BACKGROUND CHECK VOUCHERS	\$1,500.00
BUTLER COUNTY TREASU Total	\$1,500.00
ERIC A CORBIN	
BATTERY DISPOSAL	\$12.00
ERIC A CORBIN Total	\$12.00
FRONTIER COMMUNICATI	
FOREIGN LISTINGS	\$13.00
FRONTIER COMMUNICATI Total	\$13.00
HAGLAGE CONSTRUCTION	
WAREHOUSE DOOR FRAME INSTALLED	\$2,800.00
HAGLAGE CONSTRUCTION Total	\$2,800.00
ROBERT HALF INTERNAT	
TEMPORARY STAFF	\$1,240.70
ROBERT HALF INTERNAT Total	\$1,240.70
SECURITY LOCK COMPAN	
ELECTRIC STRIKE WAREHOUSE DOOR	\$603.50
SECURITY LOCK COMPAN Total	\$603.50
536000 - OTHER CONTRACT SVCS Total	\$6,169.20
536008 - GRANT CONTRACT SVCS	
A AND A SAFETY INC	
TRAFFIC CONE RENTAL	\$450.00
A AND A SAFETY INC Total	\$450.00
GRAPHIC VILLAGE LLC	
PRINT AND SHIP BLANK BALLOT STOCK	\$1,096.25
VOTE BY MAIL PROCESSING	\$56,938.60
GRAPHIC VILLAGE LLC Total	\$58,034.85
HAMILTON CITY SCHOOL	
CUSTODIAL FEES	\$1,072.50

Bills

Account / Vendor / Description	Amount
HAMILTON CITY SCHOOL Total	\$1,072.50
MILLENNIUM BUSINESS	
FLEX COPIES	\$22.37
MILLENNIUM BUSINESS Total	\$22.37
ROBERT HALF INTERNAT	
TEMPORARY STAFF	\$2,187.42
ROBERT HALF INTERNAT Total	\$2,187.42
TOTAL SECURITY	
SECURITY UPGRADE	\$3,296.75
TOTAL SECURITY Total	\$3,296.75
UNIVERSITY MOVING AN	
DELIVERY OF VOTING EQUIPMENT	\$20,534.00
UNIVERSITY MOVING AN Total	\$20,534.00
536008 - GRANT CONTRACT SVCS Total	\$85,597.89
550007 - REFUNDS	
STATE OF OHIO TREASU	
RETURN OF UNUSED STATE GRANT FUNDS	\$288,461.21
STATE OF OHIO TREASU Total	\$288,461.21
550007 - REFUNDS Total	\$288,461.21
Grand Total	\$442,387.21

Chairman Cloud presented Document 2, the minutes of the December 12, 2022, meeting. Member penska moved to approve December 12, 2022, 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 Unzicker acknowledged receipt of the following directives:

- 2022-48 Appointments to the Board of Elections in Each County for Full Terms Commencing March 1, 2023; Board's 2023 Reorganization

- 2023-01 United States Election Assistance Commission ("EAC") Election Administration and Voting Survey; 2022 Annual Expense Report

Under New Business, Director Unzicker presented Document 3, Certificate of Records Destruction. Director Unzicker stated the series highlighted are being held to fulfill a public request. Member penska asked, due to the ongoing public requests has the Secretary of State provided any guidance on how to proceed with the records disposal. Director Unzicker stated no. Member Wunnenberg moved to approve the RC-2 Certificate of Records Disposals as listed in Document 3; seconded by Member penska. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

Deputy Director Corbin stated the County Commissioners approved a three percent cost of living wage increase. Member penska moved to approve a three percent cost of living wage increase for the staff at the Board of Elections effective for the pay period beginning on January 14, 2023; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	absent
Member Wunnenberg	yea

All in favor; motion carried.

Member penska asked how the Board of Elections plans to notify voters of the new voter identification requirements included in House Bill 458. Director Unzicker stated that the Board of Elections would utilize social media and the website to educate voters. Member Wunnenberg asked how the UOCAVA voters will be contacted. Deputy Director Corbin stated UOCAVA voters will be contacted by email with updated information. Member penska would like the Director and Deputy Director to have a plan presented at the March 13, 2023, board meeting on how the bill will impact the voters and how it will impact the Board of Elections. Director Unzicker said they could also discuss how other counties plan to notify their voters at the OAEO conference. Deputy Director Corbin stated that some board meeting dates will change due to the shortened provisional ballot processing deadline.

Under General Office Updates, Director Unzicker stated that Governor Mike DeWine signed two additional bills affecting Ohio elections. Director Unzicker explained House Bill 487 allows ballot printing vendors from outside of the state to be used. Also, House Bill 45 allocates money to the Ohio Board of Elections for the purchase of electronic poll books.

Director Unzicker stated that Deputy Director Corbin and herself plan to have a staff meeting to discuss new office policies. She said there are some fun projects to build the team atmosphere. Director Unzicker said the office started a team activity board for the staff. Member penska suggested having one for the board members.

Member Wunnenberg asked for an update on the Election Services Clerks vacancies. Director Unzicker stated that the Democratic interviews should start the week of January 23, 2023. Chairman Cloud asked if the Republican position was posted. Director Unzicker stated they are discussing posting the Republican position soon. Deputy Director Corbin said that Director Unzicker and himself would like to present the applicants at the February 13, 2023, board meeting to have the positions filled before the reorganization on Thursday, March 2, 2023.

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	absent
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 9:22 a.m.

Frank Cloud, Chairman

Nicole Unzicker, Director

Absent

Todd Hall, Member

Chris Wunnenberg III, Member

mariann penska, Member