

**Butler County Board of Elections
Board Meeting Minutes
February 13, 2023**

The Butler County Board of Elections met on Monday, February 13, 2023, at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member mariann penska, Member Todd Hall, Member Chris Wunnenberg, Director Nicole Unzicker, Deputy Director Eric Corbin, and Early Voting Administrator Stephanie Webb.

Chairman Cloud presented Document 1, Bills. Member Wunnenberg moved to approve the bills on Document 1; seconded by Member penska. Member Hall requested to amend the motion regarding Document 1, Bills. The amount of \$87.59 charged under account 52000-Office Supplies should be charged under account 529000-Other Materials/Supplies. Member Wunnenberg accepted the amendment; seconded by Member penska. Chairman Cloud stated the motion was amended. Roll Call:

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

All in favor; motion carried.

Joe Al

Nicole Unzicker

Bills



**Regular Board Meeting Bills
Butler County Board of Elections**

Chairman

Director

Grand Total \$ 41,153.70

Account / Vendor / Description	Amount
520000 - OFFICE SUPPLIES	
NICOLE UNZICKER	
HOLIDAY LUNCHEON .DEC 23	\$87.59
NICOLE UNZICKER Total	\$87.59
520000 - OFFICE SUPPLIES Total	\$87.59
525100 - SOFTWARE/HARDWARE EQUIP	
DELL MARKETING LP	
10 OPTIPLEX COMPUTER	\$30,068.94
DELL MARKETING LP Total	\$30,068.94
525100 - SOFTWARE/HARDWARE EQUIP Total	\$30,068.94
529000 - OTHER MATERIALS/SUPPLIES	
AMAZON CAPITAL SERVI	
ELECTION SUPPLIES	\$93.67
AMAZON CAPITAL SERVI Total	\$93.67
ERIC A CORBIN	
HOLIDAY MEAL .12.16.23	\$512.69
ERIC A CORBIN Total	\$512.69
NICOLE UNZICKER	
PRIZE BASKET.OAEO CONFERENCE	\$148.79
NICOLE UNZICKER Total	\$148.79
529000 - OTHER MATERIALS/SUPPLIES Total	\$755.15
530075 - TECHNOLOGY SUPPORT	
SMART SIGN	
2023 INVENTORY SOFTWARE SUBSCRIPTION	\$400.00
SMART SIGN Total	\$400.00
VERIZON WIRELESS	
2022 WIRELESS SUPPORT.11.11.22	\$75.24
VERIZON WIRELESS Total	\$75.24
530075 - TECHNOLOGY SUPPORT Total	\$475.24
530310 - RENTAL - EQUIPMENT	
GREAT AMERICA FINANC	
4TH QTR COPIER LEASES.10.11.22-01.10.23	\$1,337.97

Bills

Account / Vendor / Description	Amount
GREAT AMERICA FINANC Total	\$1,337.97
PITNEY BOWES GLOBAL	
4TH QTR LEASE .10.30.22-1.29.23	\$1,735.26
PITNEY BOWES GLOBAL Total	\$1,735.26
530310 - RENTAL - EQUIPMENT Total	\$3,073.23
530500 - TRAVEL & TRAIN EXPENSE	
AGNES A MYERS	
MEALS.01.11.23-01.13.23 OAEO CONFERENCE	\$147.20
AGNES A MYERS Total	\$147.20
CHRIS WUNNENBERG III	
MEALS AND MILEAGE. 01.11.23-01.13.23	\$216.82
CHRIS WUNNENBERG III Total	\$216.82
ERIC A CORBIN	
MEALS AND MILEAGE. 01.11.23-01.13.23	\$280.82
ERIC A CORBIN Total	\$280.82
FRANK W CLOUD	
PARKING.01.11.23-01.13.23 OAEO CONFERENCE	\$40.00
FRANK W CLOUD Total	\$40.00
JOSEPH P ANDREWS	
MEALS AND PARKING .01.11.23-01.13.23 OAEO CONF	\$157.20
JOSEPH P ANDREWS Total	\$157.20
MARIANN PENSKA	
MEALS AND MILEAGE. 01.11.23-01.13.23	\$280.82
MARIANN PENSKA Total	\$280.82
MELISSA TROTTA	
MEALS.01.11.23-01.13.23 OAEO CONFERENCE	\$147.20
MELISSA TROTTA Total	\$147.20
MICKEY S SMITH	
MEALS.01.11.23-01.13.23 OAEO CONFERENCE	\$147.20
MICKEY S SMITH Total	\$147.20
NICOLE UNZICKER	
MEALS.01.11.23-01.13.23 OAEO CONFERENCE	\$147.20
NICOLE UNZICKER Total	\$147.20
STEPHANIE WEBB	
MEALS.01.11.23-01.13.23 OAEO CONFERENCE	\$147.20
STEPHANIE WEBB Total	\$147.20
TODD HALL	
MEALS AND MILEAGE. 01.11.23-01.13.23	\$280.82
TODD HALL Total	\$280.82
530500 - TRAVEL & TRAIN EXPENSE Total	\$1,992.48
536000 - OTHER CONTRACT SVCS	
AEGIS PROTECTIVE SER	
INSTALLATION SECURITY CAMERAS	\$4,140.00
AEGIS PROTECTIVE SER Total	\$4,140.00

Bills

Account / Vendor / Description	Amount
SECURITY LOCK COMPAN	
LOCK CHANGED.12.15.2022	\$129.00
SECURITY LOCK COMPAN Total	\$129.00
536000 - OTHER CONTRACT SVCS Total	\$4,269.00
536008 - GRANT CONTRACT SVCS	
FRONTIER COMMUNICATI	
FOREIGN LISTING	\$6.50
FRONTIER COMMUNICATI Total	\$6.50
MILLENNIUM BUSINESS	
FLEX COPIES	\$314.44
MILLENNIUM BUSINESS Total	\$314.44
OHIO ELECTIONS COMM	
OEC FEES	\$10.00
OHIO ELECTIONS COMM Total	\$10.00
VERIZON WIRELESS	
WIRELESS SERVICES .12.11.22-01.11.23	\$101.13
VERIZON WIRELESS Total	\$101.13
536008 - GRANT CONTRACT SVCS Total	\$432.07
Grand Total	\$41,153.70

Chairman Cloud presented Document 2, the minutes of the January 9, 2023, meeting. Member penska moved to approve January 9, 2023, meeting minutes on Document 2; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	abstain
Member Wunnenberg	yea

All in favor; motion carried.

Director Unzicker acknowledged receipt of the following directives:

2023-02	Instructions Regarding the Examination of a Petition to Form a Minor Political Party
2023-03	Substitute House Bill 458 (134 th General Assembly)

Under New Business, Director Unzicker presented Document 3, Chargebacks from the November 8, 2022 General Election for approval. Member Hall moved to approve the chargebacks on 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.

Deputy Director Corbin presented Document 4, Lakota Pi Day Invitation. Deputy Director Corbin stated the event would take place on the evening of March 2, 2023. He explained the plan is to set up a clearly labeled "DEMO" voting unit and allow votes to be cast on a ballot of famous names. He said the Secretary of State encourages activities such as this and that Director Unzicker and himself would attend along with Database Administrator Jay Klein and Database Administrator Joe Andrews. Director Unzicker stated they would also have a laptop to have the website on display. She added that she believes it would be a good opportunity to announce the changes of H.B. 458 to voters who were in attendance and to pass out the newly prescribed forms. Member Hall asked if they would be taking a Wi-Fi card. Deputy Director Corbin said they have a VPN they would be using. Member Hall then suggested purchasing a heat pen that melts into plastic to permanently write "DEMO" on the machine to insure the voting unit taken to the event would never be issued back into the public population. Director Unzicker and Deputy Director Corbin both agreed it would be a good idea to do so. Member Hall moved to approve attendance at the Pi Day event if we use a VPN and write "DEMO" on the machine; seconded by Member penska. Roll Call:

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

All in favor; motion carried.

Member Hall moved to go into Executive Session to discuss personnel according to O.R.C. 121.22(G)(1) at 9:08 a.m.; seconded by Member penska. Roll Call:

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

All in favor; motion carried.

At 9:26 a.m. Chairmen Cloud stated the Board is back in session.

Member Hall moved to increase Candidate and Ballot Services Clerk Katie Robinson base salary to \$50,952.00; seconded by Member penska. Roll Call:

Chairman Cloud	yea
Member penska	yea

Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Member Hall moved to hire Sherry Hodge for the Election Services Clerk I position with the condition that her background check is completed per the Butler County Board of Elections policy; seconded by Member penska. Roll Call:

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

Under Old Business, Director Unzicker presented a booklet titled Substitute House Bill 458. She stated that Deputy Director Corbin printed copies for the staff as well and they would meet with them soon to go over key changes. Deputy Director Corbin clarified that the bill goes into effect on April 7, 2023 however, the board will be in compliance with all of the changes in the new bill at the start of early voting for UOCAVA and regular absentee voters. Deputy Director Corbin then discussed page six of the booklet regarding changes with provisional voting. He said he is hoping the Secretary of State gives more guidance regarding the provisional processing deadlines and the counting of provisional ballots so that future board meeting dates can be scheduled. Member penska asked if anything further has been said about acceptable forms of voter identification and how passports are going to be accepted when they do not list an address. Director Unzicker assured her the voters would still be asked to confirm their current address by saying it out loud. Member penska encouraged Director Unzicker and Deputy Director Corbin to educate the voters regarding all the changes as much as possible. Director Unzicker stated the Secretary of State will be creating a public awareness campaign that will be used to inform voters. Deputy Director Corbin added that if other counties have good ideas, we will repurpose those ideas to inform voters in Butler County. Director Unzicker said that with all the changes, she believes the biggest issue will be with provisional ballots. Previously voters had ten days to cure their ballot they now have four days, she plans to have a conference room available to accommodate the influx of voters coming into the building.

Deputy Director Corbin stated he received the award letter for \$238,000.00 to purchase new electronic pollbooks. Deputy Director Corbin said he has been in contact with the County Commissioners to make them aware of the upcoming purchase. He informed the board members that he will be reaching out to all the vendors to get their information and plans to organize the vendor information similarly to the new voting machine purchase in 2019.

Under General Office Update, Director Unzicker reminded everyone of the March 2, 2023 reorganization meeting. She said there will be a professional photographer to take pictures that will be used to update employee badges and also to take a group photo.

Director Unzicker explained that while talking to other election officials at conference, she and Deputy Director Corbin learned information regarding a new early voting check-in procedure. She added that it was important to come up with a new way to process voters so that we are guaranteed to have all the information needed during the check-in process. Director Unzicker stated Database Administrator Joe Andrews will be working with Early Voting Administrator Stephanie Webb on the new early voting check-in process by using the electronic pollbooks. The process will be tested in May and if it works well it will be implemented during early voting going forward. The new process will also provide the staff with additional knowledge to assist in answering questions from precinct election officials on election day.

Deputy Director Corbin asked the board members what days they would like rooms reserved for the 2023 Ohio Secretary of State Annual Conference on Tuesday, June 27th and Wednesday June 28, 2023. He said the rooms would be for Monday, June 26th and Tuesday, June 27th. Member penska said she would like both nights reserved, and the other board members agreed to wait to see if the conference will be available online.

Deputy Director Corbin stated while going through the registration data to see if there was a way to find errors he did have some success. Deputy Director Corbin said two entry errors were found out of 260,000 voters. He explained while entering the date, the year was entered as 2002 where it should have been entered as 2022, making it look as if two voters registered to vote before they were born. The errors were corrected and the registration department has been encouraged to think of any new ideas that could change the process to limit data entry errors going forward.

Member Wunnenberg asked if anyone had any updated reports regarding public records requests. Director Unzicker stated they were advised by the prosecutor's office that they must fulfill public records requests but are under no obligation to answer questions which are not considered public record requests. Deputy Director Corbin said he has been reading the Ohio Sunshine Laws handbook and it encourages them to help the requester identify the records that they may be interested in and work with them to help get the data they are requesting. Director Unzicker said when information is requested that is unable to be copied they have set up dates and times for inspections. This week a pallet of tapes from the voting units in the 2022 election is available in the warehouse so that those who made the public request can come in and inspect them, similarly to the inspection week in September of 2022 for the November 2020 General Election voting unit tapes.

With no further business, Member penska moved to adjourn the meeting; seconded by Member Hall. 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 9:50 a.m.

Frank Cloud, Chairman

Nicole Unzicker, Director

Todd Hall, Member

Chris Wunnenberg III, Member

mariann penska, Member