

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

The Butler County Board of Elections met on Monday, March 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, Early Voting Administrator Stephanie Webb, Secretary of State Liason Regional Kenny Henning, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Chairman Cloud presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member penska. Chairman Cloud asked if there were any comments or questions. Member penska asked for clarification of the Election Center. Deputy Director Corbin explained that the Election Center is a nationwide organization for election officials. Deputy Director Corbin stated that Director Unzicker and himself joined to receive certification.

Roll Call:

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

All in favor; motion carried.



Regular Board Meeting Bills
Butler County Board of Elections

[Signature]
Chairman

[Signature]
Director

Grand Total \$ 21,860.49

Account / Vendor / Description	Amount
520000 - OFFICE SUPPLIES	
JAY A KLEIN	
TOOL KIT	\$79.86
OFFICE MONITOR	\$269.49
JAY A KLEIN Total	\$349.35
MENARDS	
OFFICE SUPPLIES	\$9.56
MENARDS Total	\$9.56
ODP BUSINESS SOLUTIO	
OFFICE SUPPLIES	\$48.47
TONER SUPPLIES	\$324.53
ODP BUSINESS SOLUTIO Total	\$373.00
TNT PAPERCRAFT INC	
COPY PAPER OFFICE SUPPLIES	\$469.90
TNT PAPERCRAFT INC Total	\$469.90
520000 - OFFICE SUPPLIES Total	\$1,201.81
524000 - GAS/FUEL/OIL	
VOYAGER FLEET SYSTEM	
JAN FUEL CHARGES	\$104.97
VOYAGER FLEET SYSTEM Total	\$104.97
524000 - GAS/FUEL/OIL Total	\$104.97
525100 - SOFTWARE/HARDWARE EQUIP	
DELL MARKETING LP	
ADOBE LICENSE CBS	\$632.00
ADOBE LICENSE EV	\$316.00
DELL MARKETING LP Total	\$948.00
525100 - SOFTWARE/HARDWARE EQUIP Total	\$948.00
529000 - OTHER MATERIALS/SUPPLIES	
AMAZON CAPITAL SERVI	
MOVING PACKAGE FILM	\$81.77
ELECTION SUPPLIES	\$52.99
AMAZON CAPITAL SERVI Total	\$134.76
529000 - OTHER MATERIALS/SUPPLIES Total	\$134.76

Bills

Account / Vendor / Description	Amount
530075 - TECHNOLOGY SUPPORT	
ESSVR LLC	
JAN 2023 VOTER FILE MAINTENANCE	\$7,749.19
ESSVR LLC Total	\$7,749.19
530075 - TECHNOLOGY SUPPORT Total	\$7,749.19
530150 - MEMBERSHIP DUES/LICSE RENEWAL	
THE ELECTION CENTER	
2023 MEMBERSHIP CORBIN/UNZICKER	\$275.00
THE ELECTION CENTER Total	\$275.00
530150 - MEMBERSHIP DUES/LICSE RENEWAL Total	\$275.00
530500 - TRAVEL & TRAIN EXPENSE	
JOSEPH P ANDREWS	
HOTEL.OAEO CONFERENCE	\$340.00
JOSEPH P ANDREWS Total	\$340.00
MARIANN PENSKA	
PARKING.OAEO CONFERENCE	\$52.00
MARIANN PENSKA Total	\$52.00
US BANK	
HOTEL/PARKING.OAEO CONFERENCE	\$2,382.00
US BANK Total	\$2,382.00
530500 - TRAVEL & TRAIN EXPENSE Total	\$2,774.00
536000 - OTHER CONTRACT SVCS	
GRAPHIC VILLAGE LLC	
17404 PRINTING-MAILING OF NCOAS	\$8,132.76
GRAPHIC VILLAGE LLC Total	\$8,132.76
TOTAL SECURITY	
SET-UP THE ACCESS CONTROL	\$540.00
TOTAL SECURITY Total	\$540.00
536000 - OTHER CONTRACT SVCS Total	\$8,672.76
Grand Total	\$21,860.49

Chairman Cloud presented Document 2, minutes of the February 13, 2023, meeting. Member Hall moved to approve February 13, 2023, meeting minutes on Document 2; seconded by Member Wunnenberg. Roll Call:

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

Chairman Cloud presented Document 3, the minutes of the March 2, 2023, meeting. Member penska moved to approve March 2, 2023, meeting minutes on Document 3; seconded by Member Wunnenberg. Roll Call:

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

All in favor; motion carried.

Director Unzicker acknowledged receipt of the following directives:

- 2023-04 Ballots for May 2, 2023 Primary/Special Election
- 2023-05 Data Collection, Notice, and Cancellation Procedures for Completion of 2019 National Change of Address ("NCOA") Process

Director Unzicker acknowledged receipt of the following advisory:

- 2023-02 Biennial Adjustment of Recount Charges/Campaign Contribution Limit Adjustment

Under New Business, Director Unzicker presented Document 4, Precinct Election Official Reduction for the May 2, 2023, Special Election for approval. Member Hall moved to approve the Precinct Election Official Reduction for May 2, 2023, Special Election on Document 4; 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 5, Voting Machine Allocation for the May 2, 2023, Special Election for approval. Deputy Director Corbin stated there are two polling location changes due to a small number of voters. Deputy Director Corbin explained that precincts Hanover 9 and Milford 2 would move to New Miami Local Schools due to the number of registered voters. Member penska asked if the voters would be notified. Deputy Director Corbin stated yes. Member Hall moved to approve the Voting Machine Allocation for the May 2, 2023, Special Election on Document 5; seconded by Member Wunnenberg. Roll call:

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

All in favor; motion carried.

Director Unzicker presented Document 6, Election Day Paper Ballot Order for the May 2, 2023, Special Election for approval. Member penska moved to approve the Election Day Paper Ballot Order for the May 2, 2023, Special Election 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 Unzicker presented Document 7, Ohio Election Commission Referrals 2022 Semi-Annual Failure to File. Member Hall moved to approve the referrals as listed on Document 7; seconded by Member penska. Roll Call

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

Director Unzicker presented Document 8, Ohio Election Commission Referrals 2022 Annual Late to File. Member Hall moved to approve the referrals as listed on Document 8; seconded by Member penska. Roll Call:

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

Director Unzicker presented Document 9, Ohio Election Commission Referrals 2022 Annual Failure to File. Member penska moved to approve the referrals as listed on Document 9; seconded by Member Hall. Roll Call:

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

Director Unzicker presented Document 10, Ohio Election Commission Referrals 2022 Annual Designation of Treasurer Late to File. Member Hall moved to approve the referrals as listed on Document 10; seconded by Member penska. Roll Call:

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

Under Old Business, Deputy Director Corbin presented Document 11, House Bill 458 Implementation Plan. Deputy Director Corbin stated that the plan outlines processes to implement Ohio's new election laws. There was a discussion about training Precinct Election Officials, voter education, dropbox security, 17-year-old PEOs, reporting absentee statistics to the Ohio Secretary of State, administrative duties, and board meeting date changes.

Deputy Director Corbin presented Document 12, Approve Updated Board Meeting Schedule. Deputy Director Corbin stated House Bill 458 requires the Board to meet an additional time after each election to start counting provisional ballots on the eighth day after the election instead of the eleventh day. Member Hall moved to approve the Updated 2023 Board Meeting Schedule on Document 12; seconded by Member penska. Roll Call:

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

2023 Butler County Board of Elections Meeting Schedule

Day of Week	Date	Time	Purpose
Monday,	January 9, 2023	9:00am	Regular Meeting
Monday,	February 13, 2023	9:00am	Regular Meeting
Thursday,	March 02, 2023	9:00am	Special Meeting – Reorganization
Monday,	March 13, 2023	9:00am	Regular Meeting
Monday,	April 10, 2023	9:00am	Regular Meeting
Tuesday,	May 2, 2023	6:30am	Election Day Meeting
Wednesday,	May 10, 2023	1:00pm	Regular Meeting – Validate provisional ballots
Monday,	May 15, 2023	9:00am	Special Meeting – Review Voter Intent ballots
Tuesday,	May 23, 2023	9:00am	Special Meeting – Certify Election
Tuesday,	May 30, 2023	9:00am*	Special Meeting – Date held if needed for a recount
Monday,	June 5, 2023	9:00am	Regular Meeting
Monday,	July 10, 2023	9:00am	Regular Meeting
Tuesday,	August 8, 2023	6:30am**	Election Day Meeting
Monday,	August 21, 2023	9:00am	Regular Meeting
Tuesday,	August 29, 2023	9:00am	Special Meeting – Certify August Elections and Certify Write-in Candidates for November
Monday,	September 11, 2023	9:00am	Regular Meeting – Appoint PEOs
Monday,	October 16, 2023	9:00am	Regular Meeting
Tuesday,	November 7, 2023	6:30am	Election Day Meeting
Wednesday,	November 15, 2023	1:00pm	Regular Meeting – Validate provisional ballots
Thursday,	November 20, 2023	1:00pm	Special Meeting – Review Voter Intent ballots
Tuesday,	November 28, 2023	9:00am	Special Meeting – Certify Election
Monday,	December 4, 2023	9:00am***	Special Meeting – Date held if needed for a recount
Monday,	December 11, 2023	9:00am	Regular Meeting
Monday,	December 18, 2023	9:00am****	Special Meeting – Date held to certify audit if a recount is needed
Tuesday,	January 2, 2024	9:00am*****	Certify Candidates to the March Primary Ballot
Monday,	January 9, 2024	9:00am	Regular Meeting

* Meeting is only necessary if a recount is required.

** Meeting is only necessary if there is an August election. The filing deadline for the August election is Wednesday, May 10, 2023.

*** Meeting is only necessary if a recount is required

**** Meeting is only necessary if a recount was held

***** Meeting is only necessary if there are candidates to certify to the March 19, 2024 Primary Election

Note: 2023 Team building day is scheduled for Tuesday, July 11, 2023
 2023 Christmas party is scheduled for Friday, December 15, 2023
 The meetings shaded in gray have been updated due to HB 458

Under General Updates, Director Unzicker stated the board implemented a new ballot proofing process for the election. She said the new procedure made the proofing more efficient.

With no further business, Member Hall 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 9:26 a.m.

Frank Cloud, Chairman

Nicole Unzicker, Director

Todd Hall, Member

Chris Wunnenberg III, Member

mariann penska, Member